

EXPENSES

J. ALDEN MASON

Trip to Guatemala, May 17 to July 7, 1938.

Transportation, Guatemala and return	164.00
in Guatemala	28.11
New York to Philadelphia	3.85
Hotels	136.90
Tips, porters, baggage transfer	42.14
Cablegrams, telegrams, postage	24.90
Photographs, postcards for Museum	16.57
Bank charges	1.95
Laundry and tailor	5.97
Supplies, repairs, physician, medicine	8.97
Entertainment of self and guests	93.84
To Carlos Luna for services as lobby and solicitor	25.00
Expenses, trip to Washington	10.26
	<u>562.46</u>

Received		750.00
Charged as above	562.46	667.46
Draft sent to Miss McHugh	50.00	
Draft given to Mr. Jayne	100.00	
Personal check to Miss Ruckner	37.54	
	<u>750.00</u>	750.00

(Expenses for entertainment at first charged as 68.28, total expenses as \$536.90, ~~leaving~~ leaving balance of \$25.56 owing to Museum. As this account had been closed out at end of fiscal year, in order not to confuse books, Mr. Jayne instructed me to add this balance of 25.56 to my expenses.)

[OCT, 1938]

WOMEN'S COMMITTEE BENEFIT

FOR PIEDRAS NEGRAS

Receipts

Income to date	\$1,031.00	
130 Tickets still to be reported @ \$1.50	\$185.	
Reserve for returns.	<u>85.</u>	<u>100.00</u> ✓
Total		\$1,131.00

Expenses

Caterer's Bill	\$464.25	
Stamps & Printing.	168.32	
Publicity.	<u>7.01</u>	<u>639.58</u>
Estimated Profit		<u>\$491.42</u>

1031
54
 1085
639.58
 445.42
1.50
 444.92
2.50
 194

100
391.42
 1.50
389.92

Bill

171.00

Memo to Mr. Jayne: A quick and rough estimate of funds desirable for 1939 Piedras Negras season. (Staff of four)



Filed Budget

Sub-totals

A. To be expended in dollars:

✓ Equipmen and supplies \$5	\$500.00	✓
✓ Transportation,	400.00	✓
✓ Maintenance (staff)	400.00	✓
✓ Wages	200.00	✓
✓ Miscl.	200.00	✓

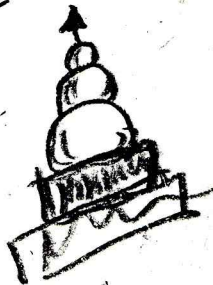
1700.00 ✓



400.000

B. To be converted and expended in Mexican pesos:

✓ Freight	100.00	✓
✓ Transportation	400.00	✓
✓ Maintenance	100.00	✓
✓ Caretaker	250.00	✓
✓ Gov't Inspector	400.00	✓
✓ Wages, maintenance of labor & miscl. costs	1750.00	✓



3000.00 ✓

C. Reserve for contingencies

300.00

300.00
5000.00

D. Salaries:

Honoraria to assistants	1000.00	<u>1000.00</u>
Field Director		6000.00
Field Director (11½ Mos)	<u>3450.00</u>	<u>3450.00</u>
	9450.00	9450.00

190.00

550
300
250

250
300

* 1937 25000 - 455 216 expended for this.

1750
500
400
400
200
100
2350
250
2600
400
00

2850
1750
500
100
400
3600

The drawings of restored plans, sections and elevations of palaces for the Piedras Negras Expedition.

July	—	\$ 75.
August	—	\$ 75
		<hr/>
		\$ 150.

Larona Praskoviatoff

OK to pay ^{PN 1939} M/C
WMM

copy sent to Pur. Dept. 4/7/39

NB. This work (and a good deal extra) was done on the understanding that payment would be delayed. L. S. Jr.

Piedras Negras 1939 Expedition : Memorandum re funds needed for expenditure by field director and to be accounted for by him.

Needed for immediate use:

For transfer to Mexico (Villanueva & Perez accounts)	450.00*	
XXXXXXXXXXXX Misc l. small purchases	50.00**	
<u>Total needed at once</u> - - - - -		500.00

Needed early in February

Travel (less S.S.fares one way to be charged museum)	130.00*	
Wages in dollars to Apr.1	100.00	
" Gov't Inspector, 1st half	175.00	
Wages &c.; for conversion to pesos as needed	1850.00*	
Carry in dollars for contingencies additional	245.00	
<u>Total/needed before leaving (say Feb. 7)</u> - - - - -		1500.00
<u>To be sent about Apr. 1st (for conversion)</u> - - - - -		2000.00
		800.00***
		2800.00

*Funds for transfer by mail are converted into American Express Co. money orders @ .66 per \$100.00. Experience has shown this to be the quickest and surest way. We have had very embarrassing delays in transferring through banks. Funds in Mexican pesos are held to credit of Linton Satterthwaite Jr. in two commerical houses, those of Francisco Villanueva, Tenosique, and Alvaro F. Perez, Succ., Alvaron Obregon (the nearest things to banks in these towns, and thoroughly reliable); and in Banco Nacional de Mexico, Succ., Vera Cruz.

Funds for expenditure in American dollars are converted to Amer. Express Co. Travelers checks, @ .75 per \$100.00. These are essential as currency in Guatemala as they pass at par with Guatemalan quetzales, we must pay some Guatemalan Labor, and we have no representative in Flores.

**About half local cash purchases are Huston Club Store, with 20 per cent discount.

*** The Apr.1st remittance should be the last required unless difficulties mentioned in revised budget estimate raise the total of field expense appreciably.

450
50.00
500.00
1750.00 (need)
1075.00
2800.00
220
3075.00

Piedras Negras 1939 Expedition, 1939. Memo to Mr. Jayne.

The revised budget estimate for field expense which I submitted some time ago allowed for a contingency reserve of \$950.00. At the time I noted that the estimate was based on past experience and that a relatively large reserve was necessary because there was some likelihood that past experience might not be repeated in important particulars. Two of these have turned out adversely, even before we start.

Transportation of staff: Not only are there no sailings for our port of entry from Philadelphia, or other eastern ports; but also none from New Orleans. We must sail from Galveston, Texas. The estimated additional cost for passenger travel is \$175.00; I do not know yet how much this will add to freight costs.

I have just learned that competition for labor in the Tenosque region has raised the basic wage from 2.00 to 3.00 pesos per day (without maintenance). With your approval I think I must authorize our agent in Tenosique to meet this situation with an equivalent raise from 1.50 to 2.50 per day, with maintenance. This requires revision of the Labor, etc. at camp item upward from \$2750.00 to \$3075.

The as yet unknown increased freight costs will appear in due course on bills to the museum; the two increases above noted, 175.00 and 325.00 - total 525.00 will be expended through me.

My schedule of cash requirements calls for payment to me of \$1500.00 about February 7th, and remittance of \$800.00 about April 1st. I think one-half of this estimated increase should be added to each of these payments: let us say \$1750.00 on Feb. 7, and \$1075.00 on Apr. 1st.

I hope you will approve of these changes. While I had hoped to leave most or all of the reserve untouched, and have it available for work on the report on our return, it would be very inadvisable to cut down the contemplated amount of work in the field.

L.S.Jr.

PIEDRAS NEGRAS EXPEDITION 1939

Revised Budget Estimate

Available \$5,250.00

Field Expenses:

Labor, maintenance at camp, various	\$2,750.00	
Travel (three persons)	500.00	
Photographic, excavation, medical & miscellaneous supplies	350.00	
Honorarium, Registrar, Bookkeeper & Housekeeper	500.00	
Print 1937 and 1939 photos (includes two sets for Guatemala, per contract)	200.00	<u>4,300.00</u>

Reserve for contingencies* \$950.00

*It is hoped that none of this reserve will be needed for field expenses and can be applied to the necessary drafting and other expenses in preparation of final report. However, a large contingency reserve is necessary, because the above estimate is based on past experience, some of which may turn out differently; e. g.:

Labor is very unsettled and labor costs may rise further (as they have done steadily during about four years).

Travel estimate is based on sailing direct from Philadelphia: there are no such sailings at present, though they may be resumed. Sailing from New Orleans is much more expensive.

Difficulty with the Mexicans in obtaining permission to pass freight through Mexico is anticipated, and duties may have to be paid; refusal to permit export of objects would add greatly to freight costs at the end of the season.

The Mexican peso is figured @ \$.21.

L.S., Jr.

M. S. Jr.

Piedras Negras Expedition, 1939 - Memo re manner of making expenditures.

Salary & honorarium	through museum	
Most equipment & supplies	" "	
Innoculations	" "	
Steamer fares, one way	" "	Standard Fruit @ $\frac{1}{2}$ rate
Freight	" "	" " " "

Medical supplies, certain photographic diito: Burrows Welcome C
 Food H.T. Cottam Co., New Orleans - wholesale purchases,
 export department, shortest and quickest
 steamship service, @ half rate for freight.
 Excavation equipment, miscl. supplies - Woodward Wight & co.
 (same remarks as above.)
 Photographic supplies - Eastman Kodak Co.

Misc. supplies (est. total \$50.00,
 more than half from Houston Club Store
 @ 20 per cent discount by Field Director
 Travel (other than initial steamer
 fares, and all expenditures in " "
 Mexican currency " "

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MEMORANDUM ON PIEDRAS NEGRAS
EXPEDITION 1939

RECEIPTS

Grant, American Philosophical Society.	\$3,000.
Proceeds, Women's Committee Entertainment.	450.
Appropriation Recommended from 1938-39 George L. Harrison Foundation Income	<u>2,000.</u>
Total	\$5,450.

EXPENDITURES

Travel, etc.	\$400.
Expedition Expenses, 4½ mos. @ \$1,000.	4,500.
Photographic and Miscellaneous Supplies.	350.
Reserve for Contingencies.	<u>200.</u>
Total	<u>5,450.</u>

Note: In previous years the Field Director's salary (\$3,450) has been included in the Expedition budget; this item is now taken care of in the Maintenance Budget by his salary as Assistant Curator.

The Mexican peso is figured @ \$.21, ~~approximately~~
~~approximately~~

1939

Piedras Negras Expedition,
University Museum

Field Dollar Account - Funds passing through
hands of Field Director: Excludes expenses
paid through museum office.

Dr. Receipts:

Cash	Jan. 17	500.00	
	Feb. 17	1750.00	
	Mar. 15	500.00	
	Mar. 15	575.00	
	June 29	<u>350.00</u>	
			3675.00
Adds value of goods sold: Cigarettes	31.00		
Coffee Pct	<u>.50</u>		31.50
			<u>3706.50</u>

Cr. Disbursements:

1. Conversions to Mexican Pesos:

To cash account			10.00
To A/c No.1 (bank)	Jan.30	150.00	
	Feb.25	300.00	
	Feb.27	300.00	
	Apr.2	575.00	
	Apr.16	500.00	
	Apr.23	<u>248.75</u>	2073.75
To A/c No.2(Villa)	Jan.18	200.00	
	Jun.29	<u>280.00</u>	480.00
To A/c No4(Perez)	Jan.18	100.00	
	Sep. 6	20.00	
	Oct.12	<u>115.00</u>	235.00
			<u>2798.75</u>
Deduct value of goods sold for Mexican currency			<u>63.70</u>
Net total conversions, forward - - - - -			2735.05

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Disbursements - continued

1. Conversions, net total forwarded - - - - - 2735.05

2. Direct Dollar Payments

Camp equipment & supplies per A/c	A	50.77
Excavation ditto	B	1.50
Laboratory ditto	C	.88
Medical supplies	D	15.43
Photographic equipment & supplies	E	19.54
Stationary, drawing supplies	F	<u>38.66</u>
Total supplies & equipment - - - - -		126.78
	H	
Transportation of Staff (3 persons)	M	394.75
Government Inspector's salary	O	270.00
Postage (left at museum office)	P	5.00
Freight	Q	25.43
Telegrams	T	1.12
Miscellaneous	V	<u>23.31</u>

846.39*

Total disbursements to date

3581.44

*Note: The figures of which this is the total do not include amounts spent for the same purposes in Mexican currency, or in dollars through the museum office; itemized statements of each sub-total will be found under the letter noted in the field account book.

Summary

Total Receipts	3706.50
Total Disbursements	<u>3581.44</u>
Balance	125.06*

*Note: Since return of the expedition in August the unspent balance has been held in field director's personal bank account, but segregated from personal funds. Check on request. It is suggested that settlement be deferred until payment of expenses of a shipment of figurines from Mexico, which apparently are at last on the point of release. All field expenses proper have been paid.

There remain Mexican currency balances in the name of field director (Satterthwaite), but property of the museum, as follows:

With Francisco Villanueva, Tenosique	160.02
" Banco Nacional de Mexico, Vera Cruz Branch	<u>23.74</u>
Total	183.76

These pesos are worth about \$36.00 at present exchange rates, but should be held pending arrival of figurines.

1939

Piedras Negras Expedition,
University Museum

Field Dollar Account - Funds passing through
hands of Field Director: Excludes expenses
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Adds value of goods sold: Cigarettes		31.00	
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			<u>2798.75</u>
Deduct value of goods sold for Mexican currency			<u>63.70</u>
Net total conversions, forward	- - - - -		2735.05

December 13 - February 5, 1940.

Piedras Negras Expedition
University Museum

Continuation of Field Dollar Account - Funds
passing through hands of Field Director:
excludes expenditures through museum office.

Dr.

Balance per statement Dec. 12 \$ 125.06

Cr.

Feb. 5: Transportation & handling charges,
Jonuta and Salinas figurine
collection, paid to E.H. Bailey
& Co. per invoices: Jan. 19 14.31
Jan. 31 7.50
21.81

Feb. 5 Refunded to Univ. Museum 103.25

125.06

Balance

0.00

add

Dr.

Villa. Balance, pesos 148.27 converted
to dollar check on Pan. Amer. Trust Co, N.Y.

23.76

Cr.

check turned over to Mr. McHugh.

23.76

0.00

Dr

Banco Nacional peso balance converted
to dollars, 22.24 pesos @ 5.98

~~22.24~~

3.71

Cr.

above check endorsed to museum

3.71

0.00