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FY '85 APPROVED BUDGETS

<u>OFFICE</u>	<u>ENTERTAINMENT</u>	<u>TRAVEL</u>
Meese	\$ 1,000.00	\$ 8,000.00
Fuller	3,000.00	7,500.00
Svahn	500.00	2,000.00
Baker	1,000.00	8,000.00
Darman	125.00	6,500.00
Oglesby	250.00	3,000.00
Fielding	125.00	3,000.00
Herrington	250.00	2,500.00
Speakes	200.00	42,000.00
Verstandig	500.00	30,000.00
Whittlesey	500.00	22,000.00
Deaver	1,000.00	41,000.00
Coyne	250.00	7,500.00
Henkel	---	185,000.00
Hickey	250.00	10,000.00
Rosebush	---	70,000.00
McManus	2,000.00	5,000.00
McFarlane	1,000.00	24,000.00
POTUS	---	40,000.00
Operating Units	---	78,000.00
Reserve	<u>8,050.00</u>	<u>---</u>
TOTALS	\$20,000.00	\$595,000.00

THE WHITE HOUSE

WASHINGTON

October 1, 1984

MEMORANDUM FOR: SENIOR STAFF

FROM: JOHN F. W. ROGERS
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION
DIRECTOR, OFFICE OF ADMINISTRATION

SUBJECT: REVISED GUIDELINES FOR EXPENDITURE
OF ENTERTAINMENT FUNDS

This memorandum sets forth procedures for use of the White House entertainment account, a small sum appropriated to the White House Office for official entertainment expenses.

In general, requests for funds from the entertainment account will be honored only when it can be shown that (1) the entertainment will further a valid function of the White House Office and (2) the function could not be accomplished as effectively from the Government's standpoint without the expenditure. Advance approval from my Office is required before a function can be funded from the account. A cost estimate must accompany each request. Within these broad guidelines, the following, more specific rules pertain:

1. Entertainment funds are not intended for the benefit of Government officers or employees. Thus, as a general rule, they may not be used to pay for the cost of meals, theater tickets or other entertainment for federal officials but only for their non-Government guests. However, where it is clearly in the interest of the Government, a reception or similar event may be scheduled for the purpose of entertaining non-Government guests and the entire amount may be charged as entertainment expenses without deducting the cost of Government officials who are present.
2. Entertainment funds may not be used for gifts, employee birthday parties, staff parties, or holiday receptions (such as Christmas parties).
3. Entertainment funds may not be used to pay for political events.
4. When use of entertainment funds is appropriate, this Administration's commitment to reduce Government spending should be remembered. For example:
 - a. Meetings should not be scheduled for lunchtime if a morning coffee and danish session would be as productive.

- b. Efforts should be made to minimize the cost of receptions being planned by using Government facilities or food service and by considering cost in selecting the food and beverages to be served.
5. Incidental entertainment expenses for which reimbursement is sought may be forwarded to the Administrative Office, Room 1. Requests for payment will not be considered unless accompanied by a receipt, a description of the purpose and nature of the entertainment, and a description of the category of guests.

Any specific questions may be referred to my Office.

Thank you.

✓

THE WHITE HOUSE

WASHINGTON

September 20, 1984

MEMORANDUM FOR: JAMES A. BAKER III .

FROM: JOHN F. W. ROGERS
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

SUBJECT: PRESIDENTIAL PARKWAY

Attached for your information is a copy of the Council on Environmental Quality's unanimous (3-0) decision released at 12:05 p.m. today, September 20, 1984, stating that the issue of the proposed Presidential Parkway in Atlanta is not one of national importance. This concludes CEQ's involvement in this matter; the Advisory Council on Historic Preservation and the Federal Highway Administration, the two disputing agencies, are left to the normal decision process. This means that a suit will probably be filed by the Advisory Council in the near future, perhaps as early as Friday, September 21.

Per your request,
from John Rogers.

9/24

BH

✓
for your files

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ENVIRONMENTAL QUALITY
722 JACKSON PLACE, N. W.
WASHINGTON, D. C. 20006

COUNCIL ON ENVIRONMENTAL QUALITY

Presidential Parkway, Atlanta, Georgia

AGENCY: Council on Environmental Quality, Executive Office of the President.

ACTION: Information Only, Findings of the Council on Environmental Quality Regarding National Importance of Proposed Presidential Parkway, Atlanta, Georgia.

SUMMARY: The Council on Environmental Quality's (CEQ) regulations for the implementation of the National Environmental Policy Act (NEPA) includes procedures for referring to CEQ federal interagency disagreements concerning proposed major federal actions that might cause unsatisfactory environmental effects. (40 C.F.R. 1504). In determining what environmental objections to the matter are appropriate to refer to CEQ, an agency is instructed to consider possible violation of national environmental standards or policies, severity, geographical scope, duration, importance as precedents, and availability of environmentally preferable alternatives. (40 C.F.R. 1504.2).

On June 25, 1984, CEQ received a referral from the Advisory Council on Historic Preservation (ACHP) regarding the proposed Presidential Parkway in Atlanta, Georgia. The Federal Highway Administration (FHWA), U.S. Department of Transportation, is the lead federal agency for the project. The FHWA has the role of approving or disapproving the State of Georgia's application for federal aid under the Federal-aid urban system (Title 23, U.S.C.). The FHWA responded to the referral on July 18, 1984.

One of the options under the CEQ referral regulations is for CEQ to "determine that the issue is not one of national importance and request the referring and lead agencies to pursue their decision process." (40 C.F.R. 1504.3(f)(4)). At a public meeting held on July 17, 1984, the CEQ decided to address the issue of national importance in relation to this referral. In a Federal Register notice published July 24, 1984, CEQ asked for written comments from the public on this issue. (49 Federal Register 29812). The comment period closed on August 24, 1984. The CEQ further determined that it would be appropriate for any interested parties in either the private or public sector to meet individually with CEQ Council Members to discuss the proposed project, and that CEQ Council Members would make independent visits to the site of the proposed Presidential Parkway.

By unanimous vote, CEQ has determined that the issue is not one of national importance. Thus, CEQ's involvement in the referral process is concluded, and the Advisory Council on Historic Preservation and the Federal Highway Administration are requested to resume their normal decision process.

DATE: SEPTEMBER 20, 1984.

SUPPLEMENTARY INFORMATION: There follows the written statements of the Chairman and Members of the Council upon their determinations regarding this issue. Note that Chairman A. Alan Hill and Member William Mills have issued a combined statement; Member Jacqueline Schafer has issued an individual statement.

CHAIRMAN A. ALAN HILL AND DR. WILLIAM MILLS

Our determination that the Presidential Parkway referral does not raise an issue of national importance is based upon our visits to the site of the proposed project and the surrounding area, the written comments received regarding national importance, and our meetings and conversations with members of the public and private sector on this point.

We are mindful of the high degree of controversy which the proposed project has engendered and the desires of many individuals to see CEQ complete the referral process in this instance. Nevertheless, we have reached our determination based upon our understanding of the purpose of the national importance criteria and its application to this case. The purpose of the national importance provision in the NEPA regulations reflects CEQ's concern, that, "... the referral process be limited to truly important matters -- matters of national importance -- that might properly engage the attention of the President's Executive Office

or even the President. We did not believe that the fact that an environmental impact statement had been prepared made a project or policy one of national importance. Nor would the fact of an interagency controversy, standing alone, make something of national importance. Our goal was to focus attention on a very small but very important subset of controversial federal proposals. We were trying to ensure that the process would not be open to all controversial proposals for which environmental impact statements had been prepared, because we did not want to burden ourselves, our colleagues in the EOP, or the President with proposals that were not of national importance."¹ The CEQ was also concerned about keeping the number of referrals at a manageable size, in light of its small staff.

We recognize that the referral raises concerns which are cognizable under NEPA, notably, the preservation of historic resources. However, we do not believe that the context and intensity of these issues rise to the level of "national importance." We do not believe that the referral raises new, precedent-making issues which are reasonably likely to affect national policies in the environmental arena. Nor do we find the level

¹Letter from Gus Speth, former Council Member and former Chairman of CEQ to the Honorable A. Alan Hill, August 17, 1984. Mr. Speth also stated that he was not addressing the issue of national importance in regard to the Presidential Parkway as he did not know enough about the details of the issues raised by the ACHP to assess them adequately.

and intensity of controversy attendant to this proposed project to be so unique in the realm of public works projects that it warrants our review under the national importance provision.

We acknowledge the presence of historic sites in the area surrounding the route of the proposed Presidential Parkway, particularly the Olmsted parks. We regret the slight taking of the parkland which would occur should the Parkway be constructed, but we do not feel that this loss is one which is of national importance. Further, we do not perceive any nationally important adverse environmental impacts which would be likely to occur as a result of the Presidential Parkway's construction.

In arriving at these conclusions, we wish to strongly emphasize that our judgment is based solely upon the proposal as presented to us by the Georgia Department of Transportation and the Federal Highway Administration in regard to the proposed route of the Parkway. We realize that many people in Atlanta and surrounding communities feel strongly that the proposed 2.4 mile Presidential parkway is merely a "first step" to the completion of a road along the route of the proposed Stone Mountain Tollway, which was the subject of much controversy at an earlier time. We understand the deep and sincere fears regarding this prospect, and we wish to make it clear that we strongly maintain CEQ's position against the segmentation of highway proposals for the purpose of avoiding full compliance with NEPA. Our decision regarding national importance rests, in part, upon the proponents' representations that such segmentation will not occur. While we view the current impact on the Olmsted Parks as minor,

we believe that any further Parkway development would have a serious impact and should be opposed.

A. Alan Hill
William L. Mills

ADDITIONAL VIEWS OF JACQUELINE E. SCHAFER, MEMBER, CEQ

I have voted to determine that the issue of the impact of the Presidential Parkway in Atlanta is not one of national importance.

The referral from the Advisory Council on Historic Preservation places before us the opportunity to assess the merits of a project that has been thoroughly reviewed by other responsible and competent agencies at the local, state and federal level. The opportunity arises as a result of an interagency disagreement at the federal level concerning the acceptability of the anticipated environmental impacts of the instant project. We have been presented with a serious case that demands a serious approach to its consideration. CEQ's approach to this referral relies on an informed determination as to the "national importance" of the proposed "major federal action", the funding of a 2.4 mile arterial parkway on the Federal-aid Urban System. With so few precedents under the referral regulations of the National Environmental Policy Act to guide us, the Council elected to take comment on the question of "national importance". In the course of receiving these comments and of inspecting the site we were presented with considerable factual information concerning the merits and impacts of the project itself.

Clearly the Presidential Parkway poses an issue of enormous local importance: the appropriate use of undeveloped urban land will determine the character of the community. The project will have significant and complex impacts, both beneficial and adverse,

on the affected neighborhoods. That the community is divided on this issue is most recently illustrated by the 7-7 vote taken on September 17 by the Atlanta City Council.

While this division may invite or tempt us to "weigh in" on one side or the other of a whole host of issues, the Council should confine its review to the national importance of the impact of the Presidential Parkway on the historic properties that lies at the heart of the referral from the Advisory Council on Historic Preservation. That a historic district is included in the National Register of Historic Places does not necessarily elevate any impact on such district to the status of national importance under the NEPA referral process. In my view, a design can be altered in its details, including changes in its use, yet retain fundamental integrity. Information presented to the Council persuades me that the design and operational aspects of the Presidential Parkway represent a significant attempt to preserve the integrity of the original design while adapting it to later needs. Its execution cannot be construed as the "loss of this national resource" that would constitute an impact of national importance. I cannot determine that any alteration of the original landscapes must necessarily be of national importance, nor can I determine that the preservation of the Olmstead legacy requires that no changes in the design or use may be tolerated. The legislative history of a bill to "identify, commemorate and preserve the legacy of historic landscapes of Frederick Law Olmstead" acknowledges the possibility and legitimacy of changing uses:

"It is my understanding that this legislation would not establish a priority for rigid adherence to original

designs which would fail to take into account valid and important changing uses in the uses of the landscapes." (Congressional Record -- House, August 6, 1984, page H 8456).

Reginald P. Schaefer

Memo

To: JAB, III
From: JOHN F. W. ROGERS
Date: July 31, 1984

Since the papal nuncio is flying to Santa Barbara at the President's request, I recommend that you approve aircraft support to St. Thomas.

*Call to St. Thomas
we have to fly airplane
and from Andrews today*

THE WHITE HOUSE
WASHINGTON

URGENT

July 31, 1984

MEMORANDUM FOR JAMES A. BAKER, III

FROM: ROBERT C. MCFARLANE *JCM*

SUBJECT: Aircraft Request for Laghi Visit

At our request, Vatican Apostolic Nuncio to the U.S., Archbishop Pio Laghi is attending a working luncheon with the President in Santa Barbara on August 1. He must attend consecration ceremonies of a new Bishop in St. Thomas, U.S. Virgin Islands, on August 2. State recommends, and we concur, that we offer him government transportation from Santa Barbara to St. Thomas on the afternoon of August 1.

cc: Ed Hickey

*JAB, APPROVED BY
PHONE 7/31/84
SEND TO J. ROGERS
P/S. 7/31/84
MDT*

THE WHITE HOUSE
WASHINGTON



September 7, 1984

MEMORANDUM FOR: JAMES A. BAKER, III
FROM: JOHN F. W. ROGERS *JWR*
ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT AND ADMINISTRATION
SUBJECT: STATUS OF FY 1984 TRAVEL AND
ENTERTAINMENT BUDGET

The table below indicates the status of the travel and entertainment charges incurred by your office as of August 31, 1984 and the funds available for your use during fiscal year 1984.

OFFICE OF THE CHIEF OF STAFF
August 31, 1984

<u>Account</u>	<u>Annual Budget</u>	<u>Obligated to date</u>	<u>Remaining funds</u>
Travel	\$8,000	\$2,823	\$5,177
Entertainment	\$1,000	\$0	\$1,000

Note that the charges include only those obligations reported to the Administrative Office by the above date and additional obligations incurred during this period but not yet reported will be included in the charges when reported. Attached to this memorandum is the itemized list showing the details of the travel and entertainment charges summarized above. This document will be provided to you on a monthly basis so that your office may budget funds for these accounts accordingly.

Attachments

9/05/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: AUGUST 31, 1984

FOR MONTH: JANUARY 1984
FISCAL YEAR: 84

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LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT; R = OFFICIAL/POLITICAL
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3976	BAKER	ATLANTA, GA.	01/26/84-01/26/84	O	ACCOMPANY THE PRESIDENT	.00	
3977	TUTWILER	ATLANTA, GA.	01/26/84-01/26/84	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
3978	BAKER	CHICAGO, IL.	01/31/84-01/31/84	O	ACCOMPANY THE PRESIDENT	.00	
3979	DESCOTEAUX	CHICAGO, IL.	01/31/84-01/31/84	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						.00	

9/05/84

TRAVEL REPORT FOR: CHIEF OF STAFF

AS OF DATE: AUGUST 31, 1984

FOR MONTH: FEBRUARY 1984

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LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT; R = OFFICIAL/POLITICAL
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
7151	TUTWILER	IL./NV.	02/06/84-02/08/84	R	ACCOMPANY THE PRESIDENT	42.00	
7153	BAKER	IL./NV.	02/06/84-02/07/84	R	ACCOMPANY THE PRESIDENT	105.66	
TRIP TOTAL						147.66	
3980	BAKER	DES MOINES, IA.	02/20/84-02/20/84	P	ACCOMPANY THE PRESIDENT	.00	
3981	CAMALIER	DES MOINES, IA.	02/20/84-02/20/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						147.66	

9/05/84

TRAVEL REPORT FOR: CHIEF OF STAFF

AS OF DATE: AUGUST 31, 1984

FOR MONTH: MARCH 1984
FISCAL YEAR: 84

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LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT; R = OFFICIAL/POLITICAL
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3983	BAKER	OH./NY.	03/06/84-03/06/84	R	ACCOMPANY THE PRESIDENT	3.90	
3984	TUTWILER	OH./NY.	03/06/84-03/06/84	R	ACCOMPANY THE PRESIDENT	3.90	
TRIP TOTAL						7.80	
MONTH TOTAL						7.80	

9/05/84

TRAVEL REPORT FOR: CHIEF OF STAFF

AS OF DATE: AUGUST 31, 1984

FOR MONTH: APRIL 1984
FISCAL YEAR: 84

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LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT; R = OFFICIAL/POLITICAL
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3982	HAYWARD	NEW YORK	04/05/84-04/05/84	O	ACCOMPANY THE PRESIDENT	22.50	
3986	BAKER	NEW YORK	04/05/84-04/05/84	O	ACCOMPANY THE PRESIDENT	22.50	
TRIP TOTAL						45.00	
7156	CAMALIER	MO./TX.	04/11/84-04/12/84	O	ACCOMPANY THE PRESIDENT	85.00	
7157	BAKER	MO./TX.	04/11/84-04/12/84	O	ACCOMPANY THE PRESIDENT	125.00	
TRIP TOTAL						210.00	
6945	TUTWILER	WA./CA.	04/19/84-05/02/84	O	ACCOMPANY THE PRESIDENT	525.00	
TRIP TOTAL						525.00	
3988	BAKER	CHINA	04/18/84-05/01/84	S	ACCOMPANY THE PRESIDENT	276.50	
TRIP TOTAL						276.50	
MONTH TOTAL						1,056.50	

9/05/84 TRAVEL REPORT FOR: CHIEF OF STAFF FOR MONTH: MAY 1984 PAGE 15
AS OF DATE: AUGUST 31, 1984 FISCAL YEAR: 84

LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT; R = OFFICIAL/POLITICAL
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3975	BAKER	COLORADO SPRINGS, CO.	05/29/84-05/30/84	P	ACCOMPANY THE PRESIDENT	.00	
7158	TUTWILER	COLORADO SPRINGS, CO.	05/29/84-05/30/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						.00	

9/05/84

TRAVEL REPORT FOR: CHIEF OF STAFF

AS OF DATE: AUGUST 31, 1984

FOR MONTH: JUNE 1984
FISCAL YEAR: 84

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* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3994	BAKER	NJ./CT.	06/20/84-06/20/84	O	ACCOMPANY THE PRESIDENT	.00	
7160	JACKSON	NJ./CT.	06/20/84-06/20/84	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
7159	TUTWILER	WESTERN EUROPE	06/01/84-06/10/84	S	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						.00	

9/05/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: AUGUST 31, 1984FOR MONTH: JULY 1984
FISCAL YEAR: 84

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LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT; R = OFFICIAL/POLITICAL
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3956	BAKER	AL./FL./TX./MI.	07/04/84-07/06/84	R	ACCOMPANY THE PRESIDENT	127.50	*
3991	CAMALIER	FL./AL./MI./TX.	07/04/84-07/06/84	R	ACCOMPANY THE PRESIDENT	127.50	*
7162	TUTWILER	FL./AL.	07/04/84-07/05/84	R	CANCELLED	256.00	*
TRIP TOTAL						511.00	
8128	BAKER	TILGHMAN, MD.	07/10/84-07/10/84	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
7155	ANDREWS	BOWLING GREEN, KY.	07/12/84-07/12/84	O	ACCOMPANY THE PRESIDENT	.00	
8127	BAKER	BOWLING GREEN, KY.	07/12/84-07/12/84	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
3999	BAKER	TX./GA.	07/25/84-07/26/84	P	ACCOMPANY THE PRESIDENT	.00	
7164	TUTWILER	TX./GA./NJ.	07/25/84-07/26/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
3961	BAKER	COLUMBIA, SC.	07/19/84-07/19/84	S	ACCOMPANY THE PRESIDENT	.00	
7163	BRINK	COLUMBIA, SC.	07/19/84-07/19/84	S	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						511.00	

9/05/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: AUGUST 31, 1984FOR MONTH: AUGUST 1984
FISCAL YEAR: 84

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* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3959	BAKER	LOS ANGELES, CA.	07/26/84-08/15/84	O	ACCOMPANY THE PRESIDENT	1,100.00	
TRIP TOTAL						1,100.00	
3996	BAKER	SEDALIA, MO.	08/19/84-08/19/84	P	ACCOMPANY THE PRESIDENT	.00	
7169	TUTWILER	SEDALIA, MO.	08/19/84-08/19/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
3997	BAKER	OH./IL.	08/20/84-08/20/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
2588	DESCOTEAUX	DALLAS, TX.	08/21/84-08/24/84	P	ACCOMPANY THE PRESIDENT	.00	
2589	CICCONI	DALLAS, TX.	08/21/84-08/24/84	P	ATTEND CONVENTION	.00	
2590	HAYWARD	DALLAS, TX.	08/21/84-08/24/84	P	ATTEND CONVENTION	.00	
7165	JACKSON	DALLAS, TX.	08/21/84-08/24/84	P	ATTEND CONVENTION	.00	
7166	BRINK	DALLAS, TX.	08/21/84-08/24/84	P	ACCOMPANY THE PRESIDENT	.00	
7171	TUTWILER	DALLAS/CHICAGO	08/22/84-08/24/84	R	ACCOMPANY THE PRESIDENT	.00	*
TRIP TOTAL						.00	
MONTH TOTAL						1,100.00	

9/05/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: AUGUST 31, 1984

FOR MONTH: SEPTEMBER 1984
FISCAL YEAR: 84

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LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT; R = OFFICIAL/POLITICAL
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
7172	TUTWILER	CA./UT./IL.	09/02/84-09/05/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						.00	
ORGANIZATION TOTAL						2,822.96	



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
Washington, D.C. 20503

August 27, 1984

MEMORANDUM FOR: BARBARA HAYWARD
FROM: MICHELE M. ST. DENIS *msd*
SUBJECT: FACILITIES EXPENDITURES

Attached you will find the summary of your Facilities Expenditures for the month of July, 1984. This total is summarized below, with both the total expenditure and number of service requests.

For your records, GSA hourly labor costs are as follows:

Movers	\$15.28/hour
Craftsmen	\$18.76/hour

For those offices that have requested plastic chair slides, GSA is experiencing a slight delay in processing the requisition. As soon as the plexiglass comes in, all orders will be filled.

If you have any further questions or comments regarding this Facilities Summary or requests in general, please feel free to call me at (456)-7130.

OJAB TOTAL: 2/-0-

Attachments

<u>DATE REC'D.</u>	<u>PERFORMED FOR</u>	<u>CHARGE TO</u>	<u>LOCATION/ PHONE</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>	<u>COMPLETION DATE</u>
07-18	Margaret Tutweiler	OJAB	175/7620	Remove partitions	\$ COMP	07-26
07-19	Jim Cicconi	OJAB	WW/2174	Hang pictures/replace bulbs		

THE WHITE HOUSE
WASHINGTON

*Back TO
NOT FOR
FILES*

August 7, 1984

MEMORANDUM FOR: JAMES A. BAKER, III
FROM: THERESA A. ELMORE
DIRECTOR OF WHITE HOUSE ADMINISTRATION
SUBJECT: STATUS OF FY 1984 TRAVEL AND
ENTERTAINMENT BUDGET

The table below indicates the status of the travel and entertainment charges incurred by your office as of July 31, 1984 and the funds available for your use during fiscal year 1984.

OFFICE OF THE CHIEF OF STAFF
July 31, 1984

<u>Account</u>	<u>Annual Budget</u>	<u>Obligated to date</u>	<u>Remaining funds</u>
Travel	8,000.00	1,952.00	6,048.00
Entertainment	1,000.00	0.00	1,000.00

Note that the charges include only those obligations reported to the Administrative Office by the above date and additional obligations incurred during this period but not yet reported will be included in the charges when reported. Attached to this memorandum is the itemized list showing the details of the travel and entertainment charges summarized above. This document will be provided to you on a monthly basis so that your office may budget funds for these accounts accordingly. Please be advised that this office stands ready to assist you in reviewing your budget and examining options for reducing your travel costs.

Attachments

8/01/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: JULY 31, 1984FOR MONTH: JANUARY 1984
FISCAL YEAR: 84

PAGE 10

LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT; R = OFFICIAL/POLITICAL
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3976	BAKER	ATLANTA, GA.	01/26/84-01/26/84	O	ACCOMPANY THE PRESIDENT	.00	
3977	TUTWILER	ATLANTA, GA.	01/26/84-01/26/84	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
3978	BAKER	CHICAGO, IL.	01/31/84-01/31/84	O	ACCOMPANY THE PRESIDENT	.00	
3979	DESCOTEAUX	CHICAGO, IL.	01/31/84-01/31/84	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						.00	

8/01/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: JULY 31, 1984FOR MONTH: FEBRUARY 1984
FISCAL YEAR: 84

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LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT; R = OFFICIAL/POLITICAL
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
7151	TUTWILER	IL./NV.	02/06/84-02/08/84	R	ACCOMPANY THE PRESIDENT	42.00	
7153	BAKER	IL./NV.	02/06/84-02/07/84	R	ACCOMPANY THE PRESIDENT	105.66	
TRIP TOTAL						147.66	
3980	BAKER	DES MOINES, IA.	02/20/84-02/20/84	P	ACCOMPANY THE PRESIDENT	.00	
3981	CAMALIER	DES MOINES, IA.	02/20/84-02/20/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						147.66	

8/01/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: JULY 31, 1984

FOR MONTH: MARCH 1984
FISCAL YEAR: 84

PAGE 12

LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT; R = OFFICIAL/POLITICAL
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3983	BAKER	OH./NY.	03/06/84-03/06/84	R	ACCOMPANY THE PRESIDENT	3.90	
3984	TUTWILER	OH./NY.	03/06/84-03/06/84	R	ACCOMPANY THE PRESIDENT	3.90	
TRIP TOTAL						7.80	
MONTH TOTAL						7.80	

8/01/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: JULY 31, 1984FOR MONTH: APRIL 1984
FISCAL YEAR: 84

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LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT; R = OFFICIAL/POLITICAL
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3982	HAYWARD	NEW YORK	04/05/84-04/05/84	O	ACCOMPANY THE PRESIDENT	22.50	
3986	BAKER	NEW YORK	04/05/84-04/05/84	O	ACCOMPANY THE PRESIDENT	22.50	
TRIP TOTAL						45.00	
7156	CAMALIER	MO./TX.	04/11/84-04/12/84	O	ACCOMPANY THE PRESIDENT	85.00	
7157	BAKER	MO./TX.	04/11/84-04/12/84	O	ACCOMPANY THE PRESIDENT	125.00	
TRIP TOTAL						210.00	
6945	TUTWILER	WA./CA.	04/19/84-05/02/84	O	ACCOMPANY THE PRESIDENT	525.00	
TRIP TOTAL						525.00	
3988	BAKER	CHINA	04/18/84-05/01/84	S	ACCOMPANY THE PRESIDENT	276.50	*
TRIP TOTAL						276.50	
MONTH TOTAL						1,056.50	

8/01/84

TRAVEL REPORT FOR: CHIEF OF STAFF

AS OF DATE: JULY 31, 1984

FISCAL YEAR: 84 FOR MONTH: MAY 1984

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AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3975	BAKER	COLORADO SPRINGS, CO.	05/29/84-05/30/84	P	ACCOMPANY THE PRESIDENT	.00	
7158	TUTWILER	COLORADO SPRINGS, CO.	05/29/84-05/30/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						.00	

8/01/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: JULY 31, 1984FOR MONTH: JUNE 1984
FISCAL YEAR: 84

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LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT; R = OFFICIAL/POLITICAL
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3994	BAKER	NJ./CT.	06/20/84-06/20/84	O	ACCOMPANY THE PRESIDENT	.00	
7160	JACKSON	NJ./CT.	06/20/84-06/20/84	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
7159	TUTWILER	WESTERN EUROPE	06/01/84-06/10/84	S	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						.00	

8/01/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: JULY 31, 1984

FISCAL YEAR: 84 FOR MONTH: JULY 1984

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LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT; R = OFFICIAL/POLITICAL
 * ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3956	BAKER	AL./FL./TX./MI.	07/04/84-07/06/84	R	ACCOMPANY THE PRESIDENT	220.00	
3991	CAMALIER	FL./AL./MI./TX.	07/04/84-07/06/84	R	ACCOMPANY THE PRESIDENT	220.00	
7162	TUTWILER	FL./AL.	07/04/84-07/05/84	R	ACCOMPANY THE PRESIDENT	300.00	
TRIP TOTAL						740.00	
7155	ANDREWS	BOWLING GREEN, KY.	07/12/84-07/12/84	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
7164	TUTWILER	TX./GA./NJ.	07/25/84-07/26/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
3961	BAKER	COLUMBIA, SC.	07/19/84-07/19/84	S	ACCOMPANY THE PRESIDENT	.00	
7163	BRINK	COLUMBIA, SC.	07/19/84-07/19/84	S	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						740.00	
ORGANIZATION TOTAL						1,951.96	



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
Washington, D.C. 20503

August 1, 1984

MEMORANDUM FOR: BARBARA HAYWARD
FROM: MICHELE M. ST. DENIS *MMS*
SUBJECT: FACILITIES EXPENDITURES

Attached you will find the monthly summary of your Facilities Expenditures for the months of April, May and June, 1984. These totals are detailed below, with both the total expenditures and number of service requests.

Please audit this report carefully. Any incomplete actions from the months of April and May are assumed to be cancelled. Should you wish those actions completed, please re-submit them on a Facilities Request form.

As I am sure you are aware, the last detailing of Facilities Expenditures was for the month of March, at which time you were informed that the Facilities Branch was undergoing a procedural streamlining. Since that time, numerous requests for reinstatement of the Summary have been made. In an effort to respond to those requests, we have compiled all monthly reports since that time and condensed them into one report. In addition, we will once again distribute monthly Facilities Reports to each office and agency.

For your records, GSA hourly labor costs are as follows:

Movers	\$15.28/hour
Craftsmen	\$18.76/hour

If you have any further questions or comments, please feel free to call me at (456)-7130.

Office of James A. Baker

TOTALS: April	5/\$37.22
May	2/\$121.04
June	3/\$135.28

Attachments

<u>DATE REC'D.</u>	<u>PERFORMED FOR</u>	<u>CHARGE TO</u>	<u>LOCATION/ PHONE</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>	<u>COMPLETION DATE</u>
03-26	Margaret Tutweiler	OJAB	175/2580	Needs two door signs	\$	
03-26	Margaret Tutweiler	OJAB	175/2580	Needs two door signs	18.46	04-10
04-03	James Cicconi	OJAB	WW/2174	Hang pictures	COMP	--
04-20	Margaret Tutweiler	OJAB	175/7620	Hang picture	18.76	04-26
04-20	Margaret Tutweiler	OJAB	174/	Select furniture		

<u>DATE REC'D.</u>	<u>PERFORMED FOR</u>	<u>CHARGE TO</u>	<u>LOCATION/ PHONE</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>	<u>COMPLETION DATE</u>
05-10	Mr. Baker	OJAB	WW/6797	Clean refrigerator	\$ COMP	--
05-15	Barbara Hayward	OJAB	WW/6797	Make chair slide	121.04	06-13

<u>DATE REC'D.</u>	<u>PERFORMED FOR</u>	<u>CHARGE TO</u>	<u>LOCATION/ PHONE</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>	<u>COMPLETION DATE</u>
06-04	Caron Jackson	OJAB	175/7620	Repair lock	\$ 56.28	06-06
06-12	Barbara Hayward	OJAB	WW/6797	Clean entire suite	79.00	06-16
06-12	Mike McManus	OJAB	WW/6687	Furniture selection	COMP	06-20



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
Washington, D.C. 20503

April 27, 1984

MEMORANDUM FOR EOP PARKING COORDINATORS

FROM: JOHN P. BRADY
SUBJECT: EOP EMPLOYEE PARKING

The Administrative Operations Division, Office of Administration, has recently assumed responsibility for managing the parking privileges of EOP personnel. In an effort to more equitably manage this perk, we are asking your help as we undertake a complete assessment of parking allocations, needs and assignments.

With this memo, we are providing you with the present allocations for your respective Agency/Office as well as the present number of spaces being utilized by members of your staff. The excessive ratio of spaces in use compared with your present allocations will, in many instances, necessitate a reassessment by your Agency/Office to (1) designate who is to be given a parking space; (2) determine which individuals will relinquish spaces; and (3) reestablish and honor your original allotment. Cognizant of the effect relinquishing excess spaces will have on those individuals you select, we will ask that you complete your evaluation and define your specific individual parking space assignments by Monday, June 25. We realize that significant changes will occur as a result of this effort and hope you can appreciate that both the overbooking of parking spaces and the legitimacy to have assigned parking has risen to a totally unacceptable level. Further, we hope to clarify with this audit the rightful entitlement of the individuals who by their seniority or justifiable need are to, in fact, be given this privilege of parking.

Beginning July 1, and as a result of completing this audit, lost permits will no longer be replaced. Parking tickets will be issued if the proper permit is not displayed on an employee vehicle at all times.

If you have any questions concerning this matter, you may reach me on x7130.

CHIEF OF STAFF - IMMEDIATE OFFICE
Allotment: 8 Actual: 5

THE WHITE HOUSE

WASHINGTON

July 6, 1984

MEMORANDUM FOR: JAMES A. BAKER, III
FROM: THERESA A. ELMORE
DIRECTOR OF WHITE HOUSE ADMINISTRATION
SUBJECT: STATUS OF FY 1984 TRAVEL AND ENTERTAINMENT BUDGET

The table below indicates the status of the travel and entertainment charges incurred by your office as of June 30, 1984 and the funds available for your use during fiscal year 1984.

OFFICE OF THE CHIEF OF STAFF
June 30, 1984

<u>Account</u>	<u>Annual Budget</u>	<u>Obligated to date</u>	<u>Remaining funds</u>
Travel	8,000.00	1,190.00	6,810.00
Entertainment	1,000.00	0.00	1,000.00

Note that the charges include only those obligations reported to the Administrative Office by the above date and additional obligations incurred during this period but not yet reported will be included in the charges when reported. Attached to this memorandum is the itemized list showing the details of the travel and entertainment charges summarized above. This document will be provided to you on a monthly basis so that your office may budget funds for these accounts accordingly. Please be advised that this office stands ready to assist you in reviewing your budget and examining options for reducing your travel costs.

Attachments

7/02/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: JUNE 30, 1984

FOR MONTH: JANUARY 1984
FISCAL YEAR: 84

PAGE 9

LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT; R = OFFICIAL/POLITICAL
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3976	BAKER	ATLANTA, GA.	01/26/84-01/26/84	O	ACCOMPANY THE PRESIDENT	.00	
3977	TUTWILER	ATLANTA, GA.	01/26/84-01/26/84	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
3978	BAKER	CHICAGO, IL.	01/31/84-01/31/84	O	ACCOMPANY THE PRESIDENT	.00	
3979	DESCOTEAUX	CHICAGO, IL.	01/31/84-01/31/84	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						.00	

7/02/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: JUNE 30, 1984FOR MONTH: FEBRUARY 1984
FISCAL YEAR: 84

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AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
7151	TUTWILER	IL./NV.	02/06/84-02/08/84	P	ACCOMPANY THE PRESIDENT	42.00	
7153	BAKER	IL./NV.	02/06/84-02/07/84	R	ACCOMPANY THE PRESIDENT	105.66	
TRIP TOTAL						147.66	
3980	BAKER	DES MOINES, IA.	02/20/84-02/20/84	P	ACCOMPANY THE PRESIDENT	.00	
3981	CAMALIER	DES MOINES, IA.	02/20/84-02/20/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						147.66	

LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT; R = OFFICIAL/POLITICAL
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3983	BAKER	OH./NY.	03/06/84-03/06/84	R	ACCOMPANY THE PRESIDENT	3.90	
3984	TUTWILER	OH./NY.	03/06/84-03/06/84	P	ACCOMPANY THE PRESIDENT	3.90	
TRIP TOTAL						7.80	
MONTH TOTAL						7.80	

7/02/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: JUNE 30, 1984FOR MONTH: APRIL 1984
FISCAL YEAR: 84

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* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3982	HAYWARD	NEW YORK	04/05/84-04/05/84	O	ACCOMPANY THE PRESIDENT	22.50	
3986	BAKER	NEW YORK	04/05/84-04/05/84	O	ACCOMPANY THE PRESIDENT	22.50	
TRIP TOTAL						45.00	
7156	CAMALIER	MO./TX.	04/11/84-04/12/84	O	ACCOMPANY THE PRESIDENT	85.00	
7157	BAKER	MO./TX.	04/11/84-04/12/84	O	ACCOMPANY THE PRESIDENT	125.00	
TRIP TOTAL						210.00	
6945	TUTWILER	WA./CA.	04/19/84-05/02/84	O	ACCOMPANY THE PRESIDENT	525.00	
TRIP TOTAL						525.00	
3988	BAKER	CHINA	04/18/84-05/01/84	S	ACCOMPANY THE PRESIDENT	254.00	
TRIP TOTAL						254.00	
MONTH TOTAL						1,034.00	

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AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3975	BAKER	COLORADO SPRINGS,CO.	05/29/84-05/30/84	P	ACCOMPANY THE PRESIDENT	.00	
7158	TUTWILER	COLORADO SPRINGS,CO.	05/29/84-05/30/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						.00	

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* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3994	BAKER	NJ./CT.	06/20/84-06/20/84	O	ACCOMPANY THE PRESIDENT	.00	
7160	JACKSON	NJ./CT.	06/20/84-06/20/84	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
7159	TUTWILER	WESTERN EUROPE	06/01/84-06/10/84	S	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						.00	
ORGANIZATION TOTAL						1,189.46	

THE WHITE HOUSE
WASHINGTON

R.F.

June 5, 1984

MEMORANDUM FOR: JAMES A. BAKER, III
FROM: THERESA A. ELMORE
DIRECTOR OF WHITE HOUSE ADMINISTRATION
SUBJECT: STATUS OF FY 1984 TRAVEL AND
ENTERTAINMENT BUDGET

The table below indicates the status of the travel and entertainment charges incurred by your office as of May 31, 1984 and the funds available for your use during fiscal year 1984.

OFFICE OF THE CHIEF OF STAFF
May 31, 1984

<u>Account</u>	<u>Annual Budget</u>	<u>Obligated to date</u>	<u>Remaining funds</u>
Travel	\$8,000	\$1,190	\$6,810
Entertainment	\$1,000	\$0	\$1,000

Note that the charges include only those obligations reported to the Administrative Office by the above date and additional obligations incurred during this period but not yet reported will be included in the charges when reported. Attached to this memorandum is the itemized list showing the details of the travel and entertainment charges summarized above. This document will be provided to you on a monthly basis so that your office may budget funds for these accounts accordingly. Please be advised that this office stands ready to assist you in reviewing your budget and examining options for reducing your travel costs.

Attachments

6/04/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: MAY 31, 1984FOR MONTH: JANUARY 1984
FISCAL YEAR: 84

PAGE 8

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3977	TUTWILER	ATLANTA, GA.	01/26/84-01/26/84	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
3978	BAKER	CHICAGO, IL.	01/31/84-01/31/84	O	ACCOMPANY THE PRESIDENT	.00	
3979	DESCOTEAUX	CHICAGO, IL.	01/31/84-01/31/84	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						.00	

6/04/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: MAY 31, 1984FOR MONTH: FEBRUARY 1984
FISCAL YEAR: 84

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TRIP TOTAL						147.66	
3980	BAKER	DES MOINES, IA.	02/20/84-02/20/84	P	ACCOMPANY THE PRESIDENT	.00	
3981	CAMALIER	DES MOINES, IA.	02/20/84-02/20/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						147.66	

6/04/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: MAY 31, 1984

FOR MONTH: MARCH 1984
FISCAL YEAR: 84

PAGE 10

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AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3983	BAKER	OH./NY.	03/06/84-03/06/84	R	ACCOMPANY THE PRESIDENT	3.90	
3984	TUTWILER	OH./NY.	03/06/84-03/06/84	R	ACCOMPANY THE PRESIDENT	3.90	
TRIP TOTAL						7.80	
MONTH TOTAL						7.80	

6/04/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: MAY 31, 1984FOR MONTH: APRIL 1984
FISCAL YEAR: 84

PAGE 11

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3986	BAKER	NEW YORK	04/05/84-04/05/84	O	ACCOMPANY THE PRESIDENT	22.50	
TRIP TOTAL						45.00	
7156	CAMALIER	MO./TX.	04/11/84-04/12/84	O	ACCOMPANY THE PRESIDENT	85.00	*
7157	BAKER	MO./TX.	04/11/84-04/12/84	O	ACCOMPANY THE PRESIDENT	125.00	*
TRIP TOTAL						210.00	
6945	TUTWILER	WA./CA.	04/19/84-05/02/84	O	ACCOMPANY THE PRESIDENT	525.00	
TRIP TOTAL						525.00	
3988	BAKER	CHINA	04/18/84-05/01/84	S	ACCOMPANY THE PRESIDENT	254.00	*
TRIP TOTAL						254.00	
MONTH TOTAL						1,034.00	
ORGANIZATION TOTAL						1,189.46	