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**Collection:** Roberts, John G.: Files  
**Folder Title:** JGR/Travel (1 of 6)  
**Box:** 55

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# WITHDRAWAL SHEET

## Ronald Reagan Library

**Collection Name** ROBERTS, JOHN: FILES

**Withdrawer**

IGP 8/6/2005

**File Folder** JGR/TRAVEL (1 OF 6)

**FOIA**

F05-139/01

**Box Number** 55

COOK

68IGP

DOC NO	Doc Type	Document Description	No of Pages	Doc Date	Restrictions	
1	MEMO	ROBERTS TO FIELDING RE USE OF AIRLINE BONUS POINTS	1	11/2/1983	B6	911
2	LETTER	FROM FIELDING RE USE OF AIRLINE BONUS POINTS	1	11/8/1983	B6	913
3	LETTER	FROM FIELDING RE USE OF AIRLINE BONUS POINTS	2	11/2/1983	B6	914
4	MEMO	ROBERTS TO FIELDING RE USE OF AIRLINE BONUS POINTS	2	10/25/1983	B6	915
5	MEMO	FROM FIELDING RE TRAVEL	2	10/25/1983	B6	916
6	MEMO	TO ROBERTS RE USE OF AIR TRAVEL CLUB AWARDS	1	10/21/1983	B6	918
7	MEMO	ROBERTS TO FIELDING RE USE OF AIR TRAVEL CLUB AWARDS	1	9/29/1983	B6	919
8	LETTER	ROBERTS TO GARY CARBONE RE USE OF AIR TRAVEL CLUB AWARDS	2	8/30/1983	B6	920

Freedom of Information Act - [5 U.S.C. 552(b)]

B-1 National security classified information [(b)(1) of the FOIA]

B-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]

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B-6 Release would disclose information compiled for law enforcement purposes [(b)(6) of the FOIA]

B-7 Release would disclose information concerning the regulation of financial institutions [(b)(7) of the FOIA]

B-8 Release would disclose geological or geophysical information concerning wells [(b)(8) of the FOIA]

B-9 Release concerning wells [(b)(9) of the FOIA]

E.O. 13233

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DOC NO	Doc Type	Document Description	No of Pages	Doc Date	Restrictions	
9	MEMO	ROBERTS TO FIELDING RE USE OF AIRLINE BONUS POINTS	1	11/2/1983	B6	921
10	MEMO	ROBERTS TO FIELDING RE USE OF AIRLINE BONUS POINTS	1	11/8/1983	B6	922

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## THE WHITE HOUSE

WASHINGTON

March 4, 1983

MEMORANDUM FOR DIANNA G. HOLLAND

FROM: JOHN G. ROBERTS

SUBJECT: Inquiry from Sheryl Eberly

I have been waiting to prepare a response to the attached inquiry pending the receipt of additional information I requested from Eberly. Eberly now advises that her proposed trip has been postponed, and will not take place until late summer, if at all. Accordingly, she has "withdrawn" her inquiry and will renew it later this year if necessary.

Attachment

## WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

FBI

- O - OUTGOING
- H - INTERNAL
- I - INCOMING  
Date Correspondence Received (YY/MM/DD) 1/1

Name of Correspondent: Sheryl Oberly

MI Mail Report      User Codes: (A) \_\_\_\_\_ (B) \_\_\_\_\_ (C) \_\_\_\_\_

Subject: Trip to Amsterdam, Involvement with Billy Graham Association

ROUTE TO:	ACTION	DISPOSITION	
Office/Agency (Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response Code Completion Date YY/MM/DD
<u>W Holland</u>	ORIGINATOR	<u>8310208</u>	1 1
<u>W AT 18</u>	Referral Note: <u>D</u>	<u>83102108</u>	<u>S 83102118</u>
_____	Referral Note: _____	1 1	1 1
_____	Referral Note: _____	1 1	1 1
_____	Referral Note: _____	1 1	1 1

- |  |   |   |
|--|---|---|
| <p><b>ACTION CODES:</b></p> <ul style="list-style-type: none"> <li>A - Appropriate Action</li> <li>C - Comment/Recommendation</li> <li>D - Draft Response</li> <li>F - Furnish Fact Sheet to be used as Enclosure</li> </ul> | <ul style="list-style-type: none"> <li>I - Info Copy Only/No Action Necessary</li> <li>R - Direct Reply w/Copy</li> <li>S - For Signature</li> <li>X - Interim Reply</li> </ul> | <p><b>DISPOSITION CODES:</b></p> <ul style="list-style-type: none"> <li>A - Answered</li> <li>B - Non-Special Referral</li> <li>C - Completed</li> <li>S - Suspended</li> </ul> |
|--|---|---|
- FOR OUTGOING CORRESPONDENCE:**  
 Type of Response = Initials of Signer  
 Code = "A"  
 Completion Date = Date of Outgoing

Comments: \_\_\_\_\_

Keep this worksheet attached to the original incoming letter.  
 Send all routing updates to Central Reference (Room 75, OEOB).  
 Always return completed correspondence record to Central Files.  
 Refer questions about the correspondence tracking system to Central Reference, ext. 2590.

*Kennedy*

THE WHITE HOUSE  
WASHINGTON

February 4, 1983

123503 *JE*

MEMORANDUM FOR FRED FIELDING

FROM: SHERYL EBERLY *SE*

SUBJECT: Trip to Amsterdam, Involvement with Billy Graham Association

I am Mrs. Reagan's Deputy Director of Projects. I have been on the First Lady's staff since the beginning of the Administration.

A close friend of mine works for Dr. Billy Graham. This friend heads up an office of 48 people in Amsterdam, The Netherlands, which is preparing for an international conference in August of this year. The conference is called the International Conference of Itinerant Evangelists.

The Graham Association needs someone to organize its mail operation in Amsterdam in a very short period of time. I have been asked to do it. The Association would pay my travel, housing and food expenses. I would spend two weeks there, all of it on accrued vacation time.

I have discussed this with my immediate superior, Ann Wroblewski, who is willing to consider giving me the time off. We need your opinion on legal complications that may arise.

Many thanks.

THE WHITE HOUSE

WASHINGTON

June 10, 1983

MEMORANDUM FOR DANIEL F. LEONARD  
DEPUTY DIRECTOR  
DRUG ABUSE POLICY OFFICE

FROM: RICHARD A. HAUSER  
DEPUTY COUNSEL TO THE PRESIDENT

SUBJECT: Travel

You have advised this office that you have been offered transportation on the private aircraft of McNeil, Inc., a pharmaceutical company, in connection with your scheduled appearances in New England. Those appearances are part of the campaign coordinated by your office to involve pharmacists in the fight against drug abuse. The planned itinerary requires you to travel from Springfield/Hartford, to Montpelier, to Providence, and back to Springfield/Hartford over the course of two days. You have advised us that it is not possible to take commercial transportation between Springfield/Hartford and Montpelier and between Montpelier and Providence and still meet the scheduled commitments. Officials from McNeil, who are participating in the program and appearances, will be travelling between these sites on a private aircraft, and have offered transportation to you.

We have determined that you may accept the offer to travel between Springfield/Hartford and Montpelier and between Montpelier and Providence on the McNeil aircraft. Our conclusion is based on your advice that it is not possible to travel commercially between these sites and meet your scheduled commitments. It is our understanding that your office has no regulatory or commercial dealings with McNeil or its parent, Johnson & Johnson, and that neither of these entities expects any advantage whatsoever in their dealings with the federal government arising from their offer of transportation. McNeil should be reimbursed at a rate equal to the commercial rate between Springfield/Hartford and Montpelier, and between Montpelier and Providence, plus one dollar.

RAH:JGR:aw 6/10/83

cc: RAHauser/JGRoberts/Subj./Chron

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*FOIA*

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*DOC Document Type*

*No of Doc Date Restric-*  
*pages tions*

*NO Document Description*

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1 MEMO

1 11/2/1983 B6

911

ROBERTS TO FIELDING RE USE OF AIRLINE  
BONUS POINTS

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*pages tions*

*NO Document Description*

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2 LETTER

1 11/8/1983 B6

913

FROM FIELDING RE USE OF AIRLINE BONUS  
POINTS

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*NO Document Description*

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3 LETTER

2 11/2/1983 B6

914

FROM FIELDING RE USE OF AIRLINE BONUS  
POINTS

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THE WHITE HOUSE

WASHINGTON

November 2, 1983

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM: FRED F. FIELDING Orig. signed by FFF  
COUNSEL TO THE PRESIDENT

SUBJECT: Bonuses or Discounts from Official Travel

You are reminded that any reduced fare coupons, bonuses, discounts, or similar items of value received by you incident to or on account of official travel must be accounted for and should never be used in connection with private travel. Such items, when obtained on the basis of travel paid for by the Government, are the property of the Government and should be turned in to the Travel Office.

Any questions on this subject should be referred to the Counsel's Office.

FFF:JGR:aea 11/2/83

cc: FFFielding/JGRoberts/Subj/Chron

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4 MEMO

2 10/25/1983 B6

915

ROBERTS TO FIELDING RE USE OF AIRLINE  
BONUS POINTS

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5 MEMO

2 10/25/1983 B6

916

FROM FIELDING RE TRAVEL

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6 MEMO

1 10/21/1983 B6

918

TO ROBERTS RE USE OF AIR TRAVEL CLUB  
AWARDS

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7 MEMO

1 9/29/1983 B6

919

ROBERTS TO FIELDING RE USE OF AIR TRAVEL  
CLUB AWARDS

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8 LETTER

2 8/30/1983 B6

920

ROBERTS TO GARY CARBONE RE USE OF AIR  
TRAVEL CLUB AWARDS

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AUG 20 1982

TO: GSA TRAVEL MANAGEMENT CENTER CONTRACTORS

TO: MANAGERS, SCHEDULED AIRLINES TRAFFIC OFFICES - CIVILIAN AGENCIES

TO: MEMBERS, INTERAGENCY COMMITTEE ON TRAVEL MANAGEMENT

In view of the continuing proliferation of promotional fares and "bonus" plans generated by the airline industry, we again invite your attention to certain restrictions involving the use of such fares or plans in relation to Federal official travel.

Agency administrative officials as well as official travelers are reminded that all rights to bonus flights, reduced-fare coupons or other similar gratuities obtained as the result of performing official travel accrue to the Government and not to the individual performing the travel.

The Department of Treasury Bulletin 79-09, August 2, 1979, states in part: "Any and all material (coupons, cash, merchandise, etc...) received by personnel while on official travel becomes the property of the United States Government."

The Comptroller General has stated, "It is a fundamental rule of law that a Federal employee is obligated to account for any gift, gratuity, or benefit received from private sources incident to the performance of official duty, and therefore an employee may not retain any "half-fare coupon," "bonus point," or similar item of value received from a commercial air carrier on the basis of the purchase of an airline ticket to be used for official travel." (E-199656, July 15, 1981)

Generally, most of the bonus travel type offers are of limited value to the Government because of the usually, very restricted transferability of the earned gratuity.

Airline plans, such as the Northwest Orient Airlines' recently introduced "Free Flight Plan II" also require a number of trips on the sponsoring carrier to qualify for the offered gratuity. They do not qualify travel on discounted fares such as GSA's city-pair contract fare (YCA) as applicable toward the bonus trip.

When airline passenger service is required between a city-pair for which a GSA contract air fare exists, the availability of noncontract airline promotional fares or bonus plans is not justification for avoiding the use of the GSA contract airline discount fares.

Sincerely yours,

(Signed) Ivan Michael Schaeffer

IVAN MICHAEL SCHAEFFER  
Chairman  
Interagency Committee  
on Travel Management

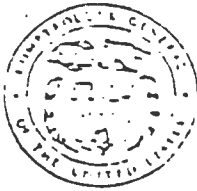
cc: Official/Read Files - TTPR  
T TT TA

✓ TTPR:JMillington:jma:8/17/82 275-0651  
Disk:TTP #5:Dkt. FARES, FARES1 (p. 2 - Chairman)

Concurrence:

TTP *[Signature]* 8/18

115821  
DECISION



18920  
THE COMPTROLLER GENERAL  
OF THE UNITED STATES  
WASHINGTON, D. C. 20548

FILE: B-199656

DATE: July 15, 1981

MATTER OF: Gifts or Prizes Acquired in the Course  
of Official Travel Assignments

DIGEST: 1. \* It is a fundamental rule of law that a Federal employee is obligated to account for any gift, gratuity, or benefit received from private sources incident to the performance of official duty, and therefore an employee may not retain any "half-fare coupon," "bonus point," or similar item of value received from a commercial air carrier on the basis of the purchase of an airline ticket to be used for official travel. 2

2. A Federal employee is entitled to keep prizes and gifts acquired from private sources through means that are unrelated to his official duties; hence, if an employee while traveling on official business happens to enter a contest sponsored by an air carrier which is open to the entire general public rather than to just ticket-holding passengers, then the transaction may properly be regarded as the employee's own personal affair, and in that particular situation he would not have a duty to account for any prizes won.

This action is in response to correspondence received from the Deputy Director for Finance, Office of Operations and Finance, United States Department of Agriculture, requesting a decision:

"\* \* \* regarding the rights to items won from coupons or other material distributed by carriers to government employees in travel status when the receipt of the coupons or other material is not contingent upon the travel which is being performed."

We conclude that a Federal employee has a duty to account for any bonus or gift coupon received from an air carrier incident to the purchase of an airline ticket to be used for official travel. However, an employee may enter a

contest sponsored by an air carrier which is open to the entire general public, rather than to just ticket-holding passengers, and retain any prize he may win in that particular situation.

In requesting a decision in this matter, the Deputy Director notes that Department of Treasury Bulletin 79-09, issued August 27, 1979, states in part: "Any and all material (coupons, cash, merchandise etc...) received by personnel while on official travel becomes the property of the United States Government." He states that at the time the Bulletin was issued, it was mainly directed toward the recovery of "half-fare coupons" and similar promotional materials which were being received by employees from commercial air carriers incident to the purchase and use of airline tickets for official travel. However, he indicates that since then air carriers have also sponsored a variety of other promotional campaigns open to the general public in which individuals may win prizes without having to purchase or use any passenger tickets. In those situations, contest entry blanks or coupons may routinely be distributed to airline passengers, but members of the general public may also obtain the same entry blanks or coupons at no expense by writing to the air carrier or by other means not contingent upon the performance of travel. The Deputy Director feels that a distinction should be made between the promotional materials distributed in those circumstances, and the "half-fare coupons" or similar items of value distributed only to ticket-holding passengers. He suggests that Treasury Bulletin 79-09 was intended just to cover the latter situation, and that employees should be allowed to keep promotional materials which are made freely available to the entire general public.

Reimbursement of the necessary travel expenses of a Federal employee on official business is a matter for payment from appropriated funds in accordance with the provisions of statutory law contained in chapter 57 of title 5, United States Code, and implementing regulations issued by the General Services Administration. Our Office has long held that a Federal employee may not also be reimbursed from private sources for expenses incident to the performance of official travel, and any such payments tendered to the employee are

viewed as having been received on behalf of the Government. See, generally, 59 Comp. Gen. 95, 96-97 (1979); 46 id. 689 (1967); 41 id. 806 (1962); 36 id. 268 (1956). The purpose for this is to avoid any conflict of interest, since it is fundamental that an employee must account for any gratuity received from private sources incident to the performance of official duty, and also to prevent double reimbursement to the employee for the same travel. Compare United States v. Carter, 217 U.S. 286 (1910); 59 Comp. Gen. 203/206 (1980).

Treasury Bulletin 79-09 was issued on August 2, 1979, and it is founded upon the basic rule described above requiring a Federal employee to account for any gift, gratuity, or benefit received from private sources incident to the performance of his official duties. The purpose of that bulletin was to establish specific procedures for the recovery of bonuses or gifts issued by air carriers in conjunction with the purchase of airline tickets used for official business.

However, a Federal employee is entitled to keep prizes and gifts acquired from private sources through means that are wholly unrelated to his official duties. Thus, for example, an employee may properly retain a bonus or gift coupon received from an air carrier in conjunction with his purchase of an airline ticket at personal expense for personal rather than official travel. As another example, an employee in the course of an official business trip may, as a purely personal matter, have the occasion to enter a contest or lottery open to the general public which is sponsored by a private concern or local government agency. In that case he may properly retain any prize he may win, provided that his receipt of the prize is not in any way related to his taking any official action for the benefit of the sponsoring activity.

It is, therefore, our view that the particular factual situation presented by the Deputy Director is one in which a Federal employee would generally be entitled to keep any prize he might win. That is, if an employee while traveling on official business enters a contest sponsored by an air carrier which is in fact open to the entire general public rather than just ticket-holding passengers, then the transaction may properly be regarded as the employee's own personal affair,

and he would not have a duty to account for any prizes won. The concerned officials of the General Services Administration and the Treasury Department have informally advised us that they concur with this conclusion.

Of course, this conclusion does not alter the fundamental rule requiring a Federal employee to account for any benefit received from private sources as an incident to the performance of official duty. Hence, an employee remains obligated to account for any "half-fare coupon," "bonus point," or similar item of value he may receive from an air carrier which is only awarded incident to and on the basis of the purchase of an airline ticket used for official travel.



Acting Comptroller General  
of the United States



DEPARTMENT OF THE TREASURY  
FISCAL SERVICE  
BUREAU OF GOVERNMENT FINANCIAL OPERATIONS  
WASHINGTON, DC 20226

VOLUME I

TREASURY FISCAL REQUIREMENTS MANUAL FOR  
GUIDANCE OF DEPARTMENTS AND AGENCIES

BULLETIN NO. 79-09

RETENTION: July 1, 1980

TO HEADS OF GOVERNMENT DEPARTMENTS, AGENCIES AND OTHERS CONCERNED:

1. PURPOSE

The purpose of this bulletin is to advise agencies of the appropriate treatment with respect to "Half-Fare Coupons" and similar promotional material received from any public carrier by personnel while on official travel.

2. AUTHORITY

\* { Contractual arrangements between the United States Government and public carriers are not made for the benefit of participating employees and thus, any and all items given beyond the terms of said contracts become the property of the government.

3. BACKGROUND

During recent months, a variety of promotional campaigns were initiated by certain air-carriers to attract passenger volume. Any and all material (coupons, cash, merchandise etc...) received by personnel while on official travel becomes the property of the United States Government. Agencies must inform all personnel that any items received must be relinquished to the responsible office or designee.

This applies to the most recent campaigns and also to whatever may be initiated by Public carriers in the future including:

- a. Half-fare coupons which entitle a 50% discount on full fare round trip tickets purchased within a specific time period.
- b. Coupons which offer a cash surrender value.
- c. "Half-ounce gold nuggets".
- d. Direct cash compensation made due to delayed boarding and/or cancellation of a reservation.

4. PROCEDURES FOR COUPONS AND CASH

Coupons which carry only a cash surrender value should be redeemed immediately and the proceeds deposited to miscellaneous receipts (-1699). Any cash compensation (delayed boarding or cancellation of reservation) should be treated in the same manner as a miscellaneous receipt to the Treasury. Coupons which carry a

discount for future travel should be integrated into agency travel plans to maximize the benefit to the Government, that is, such coupons should be applied to the extent possible for coast-to-coast or overseas travel (if permitted).

When a coupon is used, the appropriation should only be charged with the net amount required to cover the travel (full fare less the coupon value). If agency travel plans will not absorb all coupons presently held, the agency should forward the surplus with an accompanying description to the following address via certified mail:

General Services Administration  
TPUS - TTT  
Washington, D.C. 20406

5. PROCEDURE FOR "GOLD-NUGGETS"

Agencies holding the half-ounce gold nuggets should package the items in accordance with postal regulations with an accompanying description of the total avoirdupois weight (oz.) and forward via registered mail to the following address:

Superintendent - U.S. Assay Office  
Bureau of the Mint  
32 Old Slip  
New York, N.Y. 10005

Upon receipt, the Assay Office will assume custody of the gold and determine the precise value. Proceeds of each gold deposit will be made to the miscellaneous receipts of the U.S. Treasury (201699). Notification will be made to the forwarding agency by the Mint.


6. BONUS GOODS

If agencies in the future receive merchandise given as bonus goods to traveling employees, procedures contained in 41 CFR 101-25.103 should be followed. This regulation provides that such merchandise be forwarded to the nearest government medical facility for its purposes. Merchandise received that is of no value to a medical facility should be disposed of or utilized in accordance with 41 CFR 101-43, 44, 45.



7. INQUIRIES

Any questions concerning this bulletin should be directed to the Government Accounting Systems Staff, Bureau of Government Financial Operations, Department of the Treasury, Treasury Annex No. 1, Washington, D.C. 20226 (Telephone 202-566-8374).

  
D.A. Paglia  
Commissioner

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ROBERTS TO FIELDING RE USE OF AIRLINE  
BONUS POINTS

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**Freedom of Information Act - [5 U.S.C. 552(b)]**

**B-1 National security classified information [(b)(1) of the FOIA]**

**B-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]**

**B-3 Release would violate a Federal statute [(b)(3) of the FOIA]**

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**B-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]**

**B-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]**

**B-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]**

**E.O. 13233**

**C. Closed in accordance with restrictions contained in donor's deed of gift.**

November 2, 1983

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM: FRED F. FIELDING  
COUNSEL TO THE PRESIDENT

SUBJECT: Bonuses or Discounts from Official Travel

You are reminded that any reduced fare coupons, bonuses, discounts, or similar items of value received by you incident to or on account of official travel must be accounted for and should never be used in connection with private travel. Such items, when obtained on the basis of travel paid for by the Government, are the property of the Government and should be turned in to the Travel Office.

Any questions on this subject should be referred to the Counsel's Office.

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