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THE WHITE HOUSE
WASHINGTON

file

February 14, 1983

MEMORANDUM FOR MICHAEL K. DEEVER
DEPUTY CHIEF OF STAFF AND
ASSISTANT TO THE PRESIDENT

FROM: FRED F. FIELDING 
COUNSEL TO THE PRESIDENT

SUBJECT: Spouses' Travel - Air Force One

It is my strong recommendation that any wives' traveling to California on Air Force One for the Queen's visit should be charged commercial air fare plus \$1.00.

I am mindful that the President can invite anyone he wants to travel as his guest aboard Air Force One. However, I anticipate that this trip will be subject to careful scrutiny as to cost, etc. "At a time of high unemployment, budget cuts, cutbacks on programs for the poor...The Reagan Administration lavishly spent \$_____..." In this atmosphere it is just not worth getting into a public debate over the official nature of the wives' trips, or whether they were guests of the President. Rather, I suggest their travel be treated in accordance with normal procedures for unofficial travel on military aircraft.

THE WHITE HOUSE
WASHINGTON

August 19, 1982

Pat

MEMORANDUM FOR: ASSISTANTS TO THE PRESIDENT
FROM: JAMES A. BAKER, III *JAB III*
SUBJECT: TRAVEL BUDGETS

In order to meet the demands of the President's travel, we are forced to freeze all staff travel, (other than with the President), until the end of September. Available travel funds assigned to staff offices will be shifted to the Presidential travel fund.

Requests for exceptions to this policy should be forwarded to me for approval via John Rogers' office.

Thank you.

THE WHITE HOUSE

WASHINGTON

March 16, 1982

MEMORANDUM FOR: SENIOR STAFF

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

SUBJECT: GUIDELINES FOR EXPENDITURE OF THE
ENTERTAINMENT ALLOWANCE FOR THE
EXECUTIVE OFFICE OF THE PRESIDENT

Congress has authorized and appropriated a modest sum to the White House Office for official entertainment expenses of the Executive Office of the President. The allowance is available to cover expenses of those elements of the EOP which do not have expense allowances included in their own appropriations accounts; that is, the White House Office, Domestic Policy Staff, National Security Council, Council of Economic Advisers, and the Office of Administration.

Procedures for Drawing on the Funds

Because the fund is appropriated as part of the White House Office account, all expenditures from it must be processed through the White House Administrative Office.

Advance approval from my office is required before a planned function can be funded from the account. Requests for approval should be accompanied by a cost estimate.

Incidental entertainment expenses for which reimbursement is sought should be forwarded to the Administrative Office, Room 1, together with a receipted bill, a description of the purpose and nature of the entertainment, and a description of the category of guests.

Reimbursement may be declined if funds are not available or the entertainment is inconsistent with the guidance given below.

Use of Entertainment Funds

1. Appropriated funds may not be used for entertainment unless specifically appropriated for that purpose, 43 Comp. Gen. 305. Nor may funds appropriated to one agency for that purpose be transferred to another.
2. Entertainment funds are not intended for the benefit of government officers or employees. Thus, 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. There are two exceptions:
 - a. If a reception or similar event is scheduled for the purpose of entertaining non-government guests, the entire amount may be charged as entertainment expenses without deducting the cost of government officials who are present.
 - b. If support staff who are not customarily expected to work overtime are required to work during dinner, entertainment funds may be used to provide them something to eat.
3. Entertainment funds expended should be proportionate to the circumstances and the identity of the guest, keeping in mind this Administration's commitment of frugality in government. For example:
 - o Meetings should not be scheduled for lunchtime if a morning coffee and danish session would be as productive.
 - o Lunch or dinner expenses appropriate to a one-time only foreign visitor may be considered excessive with respect to a businessman who meets regularly with government officials.
 - o Efforts should be made to minimize the costs of receptions being planned by using government facilities or food service or by considering cost in selecting the food and beverages to be served.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

July 20, 1982

TO: JOHN ROGERS
DEPUTY ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT

FROM: MICHAEL K. DEEVER
ASSISTANT TO THE PRESIDENT
DEPUTY CHIEF OF STAFF



SUBJECT: Claim for Reimbursement

RE: White House Staff Mess statement DEAV-00
July 12, 1982

Reimbursement is requested for the following charges:

June 29, 1982 - Lunch \$8.15 $\frac{1}{2}$

Lunch attended by Ambassador
Nicholas Henderson, British Embassy.
Purpose: Follow-up critique on the
President's trip to London, June 1982.

June 30, 1982 - Lunch \$8.15 $\frac{1}{2}$

Lunch attended by Mr. Wm Plante - CBS
Purpose: Issues Interview.

Thank you.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

February 1, 1982

TO: NATIONAL SECURITY COUNCIL
FROM: MICHAEL K. DEEVER
SUBJECT: Out-of-Town Travel

In accordance with your memorandum dated August 24, 1981, Subject: National Security Planning Group Locator, the following information is submitted concerning proposed out-of-town travel for the month of February 1982:

February 8th - Minneapolis, MN
Des Moines, Iowa

February 14 thru 21: France
Italy
Austria
Belgium
Ireland

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

September 29, 1981

TO: National Security Affairs Office

FROM: MICHAEL K. DEEVER *MD*

SUBJECT: Proposed Out-of-town Travel

In accordance with your memorandum dated August 24, 1981,
Subject: National Security Planning Group Locator, the
following information is submitted:

October 18th - Williamsburg

October 21 thru 24 - Cancun, Mexico

THE WHITE HOUSE

WASHINGTON

August 24, 1981

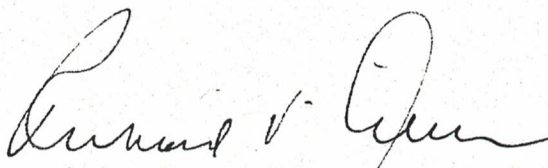
Pat
pls do

MEMORANDUM FOR THE SECRETARY OF STATE
THE SECRETARY OF DEFENSE
THE COUNSELLOR TO THE PRESIDENT
THE DIRECTOR OF CENTRAL INTELLIGENCE
THE CHIEF OF STAFF TO THE PRESIDENT
THE DEPUTY CHIEF OF STAFF TO THE PRESIDENT ✓

SUBJECT: National Security Planning Group Locator

It is requested that your office routinely provide the White House Situation Room at the end of each month your proposed out-of-town travel schedule for the next 30-day period. This is required for the scheduling of meetings of the group. City name and telephone numbers are requested.

FOR THE PRESIDENT:



Richard V. Allen
Assistant to the President
for National Security Affairs

THE WHITE HOUSE
WASHINGTON

WH
File

October 2 , 1981

MEMORANDUM FOR: ALL WHITE HOUSE AND EOB STAFF

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

SUBJECT: WHITE HOUSE TRAVEL POLICY AND TRAVEL
AUTHORIZATION FORM

1. Travel Policy

Attachment A to this memorandum is a statement of policy, effective October 1, 1981, regarding White House travel. It establishes the authorities and limitations on expenses that can be paid from official appropriated funds.

2. New Travel Authorization Form

Attachment B is a copy of a revised Travel Authorization form which should be used for all travel by White House staff, effective immediately. The actual form is multiple-copy, and stocks of the form have been provided to the administrative contact in each office. Additional stocks of the forms are available in the Supply Room. All previous travel authorization forms are obsolete and should not be used. Instructions for the use of this form are provided below.

General

A travel authorization must be fully completed in advance for every trip taken by White House staff. A request for authorization must not be submitted on a photocopied facsimile, but rather a true form must be used as the various colored copies are required for different purposes and a unique serial number is necessary to maintain reference to a particular trip. (The numbers need not be submitted in sequential order.)

Procedures

1. The traveler must completely fill out sections 1 through 8 of the form. Authorizations submitted for approval which are not completely filled out will be returned without approval.
2. The traveler and department head must sign in section 6, and then submit the authorization to the Special Assistant to the President for Administration.

3. If government-paid airline tickets are required, the approved authorization is presented to the transportation office, Room 88, OEOP, where the GTR number and fare cost will be noted in section nine.
4. Forward accounting copy (blue), and advance of funds copy (yellow) to the Administrative Office, Room 1, OEOP.
5. If a cash travel advance is required, the approved form must be presented in person in Room 1, OEOP, to pick up and sign for the cash advance.
6. When the traveler returns from the trip, a voucher must be filed and the original (front copy) of the form must be included with the voucher.
7. Disposition of copies:
 - Original copy (white) - Return this copy with voucher upon completion of travel.
 - Accounting copy (blue) - This copy will be used as an obligating document.
 - Administrative Office copy (white) - This copy will be retained by the Special Assistant to the President for reference.
 - Advance of Funds copy (yellow) - This copy will be retained with the imprest fund if a travel advance is provided and attached to the voucher and schedule when the advance is deducted from the traveler's entitlement.
 - Originating Office copy (green) - This copy may be retained in the traveler's personal records.
 - Transportation Office copy (pink) - This copy will be retained by the Transportation Office and attached to the semi-monthly ticket report.

Attachments

ATTACHMENT A

TRAVEL POLICY FOR WHITE HOUSE OFFICE

1. Travel Authorization

A fully completed travel authorization must be submitted to the Special Assistant to the President for Administration for approval prior to all trips (including political trips). All applicable information must be shown on the authorization and it must be signed by the traveler and the department head.

2. Transportation

Itineraries, routing and ticketing for air and rail transportation is provided by the transportation office in Room 87, OEOB. Official travel will utilize the most economical fares possible, including government contract fares and other special discounts. Travelers desiring different routing, alternate carriers or a higher class of service for personal reasons must pay any additional fare above the minimum resulting from their deviation from the authorized routing. Commercial travel agents shall not be utilized to obtain tickets, as government discounts are not available to such agents.

Ground transportation, such as taxis, limousines, etc., will be paid on the traveler's voucher. It is not necessary to obtain a receipt if the cost is \$15.00 or less, however, charges over \$15.00 must be supported by a signed receipt. If a rental car is used, the collision damage waiver cannot be paid by the government, and will be deducted from the traveler's voucher if billed. (The government is self-insured and official travelers will be covered against liabilities arising from their conduct of official business.)

3. Per Diem Expenses

Travelers will be reimbursed for their out-of-pocket expenses for meals and other miscellaneous costs according to the allowance prescribed below:

A. Travel with The President

When a person is traveling with The President (or in connection with the travel of The President), their hotel room charges will be paid directly by the White House. Any meals or other incidental charges to a room must be paid by the individual while checking out of the hotel. All charges for such incidentals, if billed to the White House, will be deducted from the traveler's voucher. Travelers will be reimbursed for their meals and miscellaneous expenses at a daily per diem rate of \$23.00. The actual payment will be based on the number of quarter-days the traveler is away.

B. Travel other than with The President

Any officially approved travel that is not in connection with travel of The President will be paid in accordance with the standard government-wide Federal Travel Regulations as promulgated by the General Services Administration. The statutory maximum that may be paid under these regulations is \$75.00 per day, including the cost of lodging. The travel voucher for such travel must show an itemization of the individual meal and lodging costs, so that the proper reimbursement can be computed. (Note: the back of the voucher form is designed so that the individual meal and lodging costs can be listed in a single line. Pocket-size note pads for recording travel expenses are available from the Administrative Office, Room 1, OEOB, to assist travelers in maintaining accurate records of expenses while traveling.) Hotel charges not in connection with travel of The President should not be billed directly to the White House, but should be paid by the traveler. If such a bill is received by the White House, the charges in excess of the allowable maximum will be deducted from the traveler's reimbursement.

4. Leave While Traveling

Taking leave while traveling is strongly discouraged as it creates the appearance of using government funds for personal benefit. If leave is taken while traveling, no expenses can be paid for the period of leave.

5. Mixed Official and Political Travel

Official funds can be used to pay only travel that is 100% official. If a particular trip contains even the slightest bit of political activity, it must be financed in its entirety from political committee travel funds. This applies to independent travel by staff and does not apply to Presidential trips.

THE WHITE HOUSE OFFICE
OFFICIAL TRAVEL AUTHORIZATION

No. 0008

(TRAVELER TO COMPLETE SECTIONS 1-8.)

Date of Request _____

1. TRAVELER

Name: _____ White House Staff

Extension: _____ Room: _____ Other _____

2. PURPOSE(S) and DATE(S): _____

3. ITINERARY _____

(List all cities where stopover occurs.)

4. DEPARTURE:

RETURN:

Date: _____ Date: _____

Time: _____ Time: _____

Mode: _____ Mode: _____

5. NATURE: 100% Official 100% Political

6. SIGNATURES:

Traveler: _____
(I have read and agree to the terms set forth on the reverse side)

Department Head

Approving Officer
(Special Assistant to the President for Administration)

7. ESTIMATED COSTS:

SPECIAL EXPENSES:

No. of Days Per Diem _____ Registration Fee of \$ _____

Hotel Name _____ Commercial Car Rental

Hotel Daily Rate \$ _____ Excess Baggage

Other _____ Other _____

8. TRAVEL ADVANCE REQUESTED: YES No Amount: \$ _____

Signature of Recipient: _____ Date: _____

REPAID: Amount _____ Date _____ Schedule _____ Balance this trip _____

9. FOR TRANSPORTATION OFFICE USE ONLY:

GTR No. _____ Amount \$ _____

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

August 24, 1981

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM: FRED F. FIELDING
COUNSEL TO THE PRESIDENT

SUBJECT: Acceptance of Transportation and
Travel-Related Expenses

The following discussion is designed to provide general guidance regarding the circumstances under which you may or may not accept travel-related expenses (transportation, lodging, food, entertainment), or reimbursement of same. Since such situations are often unique, guidelines must be general in scope. You are, however, strongly urged to seek specific advice in regard to any proposed trip prior to accepting the invitation or request.

A. Official Travel

In each instance for which you will seek Government payment of expenses, approval shall be obtained from the Special Assistant to the President for Administration prior to acceptance of the invitation or request.

Whenever you are traveling on official business of the Government, traveling to attend a function or give a speech as the representative of the White House or the Administration, all travel-related expenses must be paid from appropriated funds. These funds may be from the White House Office appropriations, or the appropriations of a particular Department or Agency, depending on the circumstances of your travel.

There is one major exception to this general rule. If you are traveling to attend a training seminar, meeting or conference sponsored by a non-profit organization granted tax-exempt status under the law (Section 501(c)(3) of the Internal Revenue Code), that organization may pay for your

normal, reasonable travel expenses under most circumstances unless the acceptance of such expenses creates an actual or apparent conflict of interest with your official duties. Such payment shall never be solicited by a staff member. In each instance where such an offer of payment or reimbursement is made, you should check with the Counsel's office before acceptance of the invitation for a determination of (a) the tax exempt status of the organization, and (b) the propriety of accepting the proffered expenses.

You may, of course, accept food or refreshments of nominal value in the ordinary course of your meeting or while in attendance at functions where you are otherwise properly in attendance. Likewise, it is acceptable to stay at the private residence of your host if this would be appropriate under the circumstances of your visit.

Ordinarily, all official travel should be on commercial transportation. In a very unique circumstance, where private or chartered aircraft or other means of transportation is the only transportation available the individual or corporation providing the transportation must be reimbursed. In this regard, please bear in mind that this restriction generally prohibits accepting free transportation while on official business if someone offers you a ride on a private plane that is otherwise going to the same destination as yours.

B. Official Travel Abroad

Normally, the U.S. Government should pay the cost of official travel abroad. However, the Foreign Gifts and Decorations Act, 5 U.S.C. §7342, permits a Government official to accept transportation and lodging while abroad from a foreign government or international governmental organization if refusal to accept would embarrass the foreign government or the United States. This does not permit acceptance of travel expenses to or from the United States.

The rules applicable to officials also apply to an accompanying spouse except that Government funds may not be used to pay for the spouse's transportation to or from the United States nor may a foreign government do so.

C. Travel on Political Campaigns

If an official travels for a political committee or on behalf of a particular candidate, Government funds may not be used to cover travel or lodging expenses. These should be paid by the appropriate committee or campaign fund.

The Federal Election Commission has detailed rules on allocating costs when a trip combines both political and official activities. Staff should consult the Counsel's Office before undertaking such trips.

D. Personal Travel

It is sometimes difficult to determine whether travel to and attendance at a particular event should be deemed to be "official" travel or personal travel. Very often you may be invited to attend a conference or meeting or to make a presentation where the circumstances do not make clear whether the invitation is being issued to you in your private or official capacity. Likewise, there are some instances where you may wish to attend a meeting, but you would not normally be officially requested or directed to attend.

As a rule of thumb, if your travel is in furtherance of your official duties or the Administration's policies, it should be considered as "official" travel for purposes of determining whether you may accept expenses. If not, your travel may be deemed personal.

When your travel is not official, but for personal business or pleasure, the law provides that you may not accept or be reimbursed for normal, ordinary travel expenses from non-Government sources if the individual or organization so providing it:

- 1) has, or is seeking to obtain, contractual or other business relations with your agency;
- 2) conducts business or activities that are controlled or regulated by your agency;
- 3) otherwise has interests that may be substantially affected by the performance or non-performance of your official duty.

In the case of all White House personnel, these prohibitions must be scrupulously observed. If there is any doubt as to the appropriateness of accepting travel expenses or reimbursement, it must be resolved in favor of not accepting. These limitations do not apply when the gift of transportation or travel expenses is a result of an obvious friend of the family or close personal relationship, and it is clear that the relationship is the motivation for the gift. Again, any doubt must be resolved in favor of not accepting. Remember that the appearance of a conflict often creates far greater problems and embarrassment than a true conflict.

Some other rules of thumb in regard to personal travel:

- o You may accept normal and reasonable expenses in connection with travel to receive a personal award or honor, if not otherwise proscribed by the business activity of the individual or organization.
- o If you hold an official position in a professional organization, or serve on a board or committee, you may accept reimbursement for travel expenses while attending meetings if reimbursement of such expenses is customary for others in similar positions, and the position is personal to you rather than by virtue of your position in the White House.
- o Except under the most unusual or special circumstances, travel on corporate aircraft shall not be accepted. This is a constant and recurring source of embarrassment to Government officials.
- o Questions of legality aside, you should not accept any gift of travel expenses which you are not willing to have discussed in the press.

E. Travel Expenses of Spouse/Family Members

Except in the most unusual circumstances, Government funds are not available to cover the travel expenses for a spouse or other family member accompanying a staff member on official business. Such expenses may not be accepted from the sponsor of the event you are attending, or from any third party, except under those few circumstances where a personal gift would be acceptable.

Other than on official Government-paid travel, in evaluating whether travel expenses of your spouse or other family members may be accepted, you must be guided by the same restrictions that are

applicable to your acceptance of such expenses or reimbursement. You must always be alert to avoid embarrassing appearances and if you accept such reimbursement, the amount must appear to be reasonable.

F. Honoraria

In connection with travel, it is the policy of the Administration that White House personnel should not accept an honorarium for any speaking, teaching, writing or appearance, on a subject which is in any way related to your official position, or to the operations or activities of the White House or the Administration. Further, you may not designate a charity to receive such honoraria.

This restriction does not preclude the acceptance of a personal award, honorary degree, etc., or from accepting a suitable memento of a function in which you were honored.

G. Public Reporting Requirements (Not applicable to all Staff Members)

Subject to certain exclusions you are required to report, on Schedule C of your annual Financial Disclosure Report (SF 278), "Gifts and Reimbursements," the source, description and approximate value of gifts of transportation, lodging, food, and entertainment aggregating \$250 or more in the preceding year from one source which were received by you, your spouse or dependent children, or the reimbursement for the same.

H. Additional Information

If you have any questions regarding the propriety of accepting transportation and/or travel-related expenses, you are urged to contact the Office of the Counsel to the President for further guidance. Except in emergency situations, such consultations and clearance should be obtained prior to accepting an invitation or request to travel.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

February 4, 1981

TO: ALL WHITE HOUSE STAFF

FROM: ART PETTIPAS
ACTING CHIEF, ADMINISTRATIVE OFFICE

SUBJECT: TRAVEL GUIDELINES



Attached is a set of general guidelines covering official, mixed and political travel by White House Staff members.

Please note that these are not detailed procedures, but rather a statement of the fundamental principles and responsibilities associated with such travel.

Names and phone numbers of specific individuals to be contacted for further details are contained on the last page of this memo.

Thank you.

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I. DEFINITIONS

- 1) Official Travel is travel strictly to carry out assigned duties for the Federal Government.
- 2) Political Travel: Travel relating to or on behalf of political candidates or political organizations.
- 3) Individual Travel: Personal or political travel by a White House Staff member unrelated to any Presidential travel.
- 4) Presidential Travel: Any travel in advance of, with or in conjunction with the President.
- 5) Advance Persons includes all scheduling advance, press advance, or First Lady's advance, regular White House Staff, SBA consultants, volunteers or detailees who work on a Presidential trip.
- 6) Sponsor: Whoever is paying for a political event, be it the campaign, the RNC, a local party organization, or a local candidate's campaign organization.

II. INTRODUCTION

These guidelines outline general policies on official and political travel, and designate offices and individuals responsible for various administrative facets of such travel.

These guidelines apply to White House staff members and consultants (except Travel Office personnel). They do not apply to the U.S. Secret Service, the White House Communications Agency or other military support personnel.

In general, the underlying principles are:

- 1) On "individual travel" (i.e. non-Presidential travel) involving political activities, it is up to the individual traveler to make their own arrangements and obtain their own reimbursement.
- 2) It is each individual's personal responsibility for avoiding any possible violations of Federal laws or regulations covering activities of government employees.
- 3) One designated individual in the Advance/Scheduling Office will coordinate all administrative facets of Presidential trips.
- 4) Political sponsors will generally be required to pay in advance to assure prompt settlement.
- 5) No political expenses will be charged to or paid by the government.
- 6) Allocation of political and official portions of mixed travel will be based on "hard event time".

III. GENERAL RESPONSIBILITIES

Each traveler is individually responsible for:

- 1) Familiarity with the Hatch Act, Federal Election Commission regulations, government travel regulations, White House Standards of Conduct, other government regulations, and for seeing that they do not violate nor inadvertently contribute to a violation.
- 2) Keeping sufficient time records to establish that all time for which they are paid by the government involved official activities, and if paid at a rate under Level V, advising their timekeeper to place them in leave status if engaged in unofficial activities during periods for which they would otherwise be compensated.
- 3) Keeping track of all expenses incurred and for promptly turning in expense reimbursement and compensation claims along with receipts to the appropriate office.
- 4) Not charging any political expenses to the White House. Any such charges may be deducted from the staff member's salary.
- 5) Not accepting gratuitous travel, lodging, or other support from any entity except as described in the White House Standards of Conduct or otherwise permitted by the F.E.C. and/or approved by Counsel. Particular care must be taken with offers of private aircraft.
- 6) Seeing that no government time, equipment, materials, facilities, services, funds or credit are used to support political activities.
- 7) Knowing whether a trip is 100% official, 100% political or mixed.

IV. PERSONAL TRAVEL

(i.e. on individuals own behalf, un-related to a Presidential trip)

1) General:

No White House issued tickets (unless paid for personally), cash advances, or direct charges may be used for any political travel.

All such individual political travel should be cleared in advance with the sponsor who is expected to pay. The campaign and the RNC have made it clear that their prior approval is a prerequisite to their payment of any travel expenses.

2) 100% Political Travel:

Traveler will personally either arrange for payment of all costs by the political sponsor, or else pay for all expenses personally, and seek reimbursement from the political sponsor.

Claims for reimbursement should be submitted directly to the political sponsor.

3) Mixed Political/Official Travel:

Each traveler must pay for expenses themselves and submit claims for reimbursement to the White House Administrative Office along with details of all political and official activities.

Each traveler is responsible for documenting the political vs. official division of the time based on hard event time, conferring with the Administrative Office if desired.

The Administrative Office will promptly apportion the expenses and forward a statement of the political share back to the traveler, who will seek reimbursement directly from the sponsor.

V. PRESIDENTIAL TRAVEL BY ADVANCE PERSONS

The Scheduling/Advance Office shall designate one individual who shall have cognizance and control over all administrative facets of Presidential travel by advance persons.

This individual shall be the one White House focal point for all administrative facets of the trip and perform all liaison between advance persons, White House Accounting, and, if possible, the sponsor.

This individual signs off on all travel requests, bills and claims for expenses or compensation before forwarding to White House Administrative Office or the sponsor. He or she is also responsible for returning any incomplete travel vouchers and obtaining information on bills which are not clear.

The individual designated will, in addition, be responsible for assuring that:

- 1) A political sponsor is advised of pre-payment policy.
- 2) An estimate of expenses is prepared and transmitted to the sponsor(s) and the RNC, if applicable, in a timely fashion.
- 3) Counsel's Office is advised if pre-payment is not received by the RNC one week prior to trip.
- 4) The RNC is apprised of all political trips (except campaign) to prepare them for sorting out bills they may receive, and eventual disbursement of prepaid funds.
- 5) All advance persons are properly advised of general rules applicable to all travelers, particularly that no political expenses will be charged to the White House, and that the proper form is submitted for claims for compensation and expenses within 15 days after the trip.
- 6) Timekeepers of advance persons performing political travel are apprised of the dates on which such travel is performed and that they are placed in a leave status for those days.
- 7) The breakdown of official vs. political time on a mixed trip plus the designation of who is political and who is official is received by the Accounting Office within 15 days after completion of a trip.

VI. TRAVEL VOUCHER PREPARATION

The following is a list of guidelines to help in expediting payment of your travel vouchers.

- Authorization must be obtained from John Rogers prior to all travel.
- Prepare travel vouchers in triplicate.
- Show exact times of departure and arrival at all points.
- Items covered as per diem include hotel, meals, tips, fees, etc.
- Receipts must be attached for all expenses over \$15 and noted on voucher.
- We do not reimburse for any insurance coverages on auto rentals.

If you have any problems computing the per diem or actual expenses call Suzanne Shean for assistance: x2500.

VII. CONTACTS

Approvals

John Rogers
WW/WW GFL
x7052

-official or mixed travel requests, and approvals

White House Accounting Office

Art Pettipas or
Suzanne Shean
Room 1, OEOP, x2500

-Claims for reimbursement
-Administrative/procedural questions

White House Travel Office

Bob Manning or Billy Dale
Room 87, OEOP, x2250

-Arrangements for official travel after prior approval
-Arrangements for other travel paid for personally by traveler

White House Counsel's Office

Fred E. Fielding
Room 106, OEOP, x7866

-Legal questions/White House policies/FEC regulations

THE WHITE HOUSE

WASHINGTON

February 3, 1981

MEMORANDUM FOR: THE WHITE HOUSE STAFF

SUBJECT: Federal Travel Allowances and Preparation
of Necessary Travel Forms

1. The provisions of this Memorandum apply to all official travel performed by members of the White House Staff.
2. Travel Authorizations (Available in Supply, Room 082, OEOB)

An authorization to travel at government expense is required to be completed in full prior to all trips. It must be signed by your department head or deputy and forwarded to John Rogers for his approval. It should then be forwarded as quickly as possible to the Administrative Office, Room 1, OEOB, for accounting purposes.

3. Travel Allowances

A. Within the conterminous United States the following Per Diem rates apply:

- 1) The maximum Per Diem rate is \$50 per day except in the High Rate Geographical Areas (which will be covered later in this Memorandum). The Per Diem rate shall be established on the basis of the average amount the traveler pays for lodging plus an allowance of \$23 for meals and miscellaneous. However, the resulting amount rounded to the next whole dollar shall be a daily rate not in excess of \$50 per day;
- 2) The average cost of lodging is determined by dividing the total amount paid for lodging during the period covered by the voucher by the number of nights for which lodging was or would have been required while away from the official duty station. Exclude from this computation the night of the employee's return to his/her residence or official duty station;

- 3) No minimum allowance is authorized for lodging since these allowances are based on actual lodging costs. Receipts for lodging costs are required and must be submitted along with the Travel Voucher requesting reimbursement.
- 4) Per Diem is paid in terms of quarter days. However, for trips of 24 hours or less where a night's lodging is not required, the Per Diem rate is \$14 and payment is requested on an actual elapsed time basis.

NOTE: no Per Diem is allowed when the travel period is 10 hours or less during the same calendar day, except when the travel period is 6 hours or more and begins before 6 a.m. or terminates after 8 p.m.

4. High Rate Geographical Areas

- A. For temporary duty travel to or within the designated High Rate Geographical Areas a traveler shall automatically be placed in an actual subsistence expense status and shall be reimbursed for the actual and necessary subsistence expenses incurred not to exceed the maximum rates prescribed for the particular geographical area involved. These are uniform maximum actual subsistence expense rates and are not subject to change unless unusual circumstances dictate approval of a higher rate.

The Areas involved are specified in the appendix.

5. Actual Subsistence Expenses

- A. Actual expenses not to exceed \$75 per day may be authorized for actual and necessary subsistence expenses during official travel when it has been determined that the authorized maximum Per Diem allowance (\$50 per day) would be inadequate to cover the actual and necessary expenses of the traveler;
- B. Authorization of actual expenses would only be granted if unusual circumstances are involved and prior approval for actual expenses is obtained;
- C. In the event that actual expenses are approved the traveler must provide receipts along with his/her Travel Voucher.

6. Travel to Camp David

From time to time certain staff will be invited to Camp David. There is no charge for lodging there. However, you are expected to pay the White House Staff Mess for all meals you order. If your travel to Camp David is of an official nature, you may be reimbursed for your meals, but only while in official travel status.

7. Methods of Transportation

A. Official vehicles as available will be provided for all official local travel and should be requested before any other means of transportation is utilized;

B. Taxicabs

The use of taxicabs may be allowed if authorized or approved as advantageous to the Government;

C. Use of Taxicabs1) To and From Carrier Terminals

Reimbursement will be allowed for the usual taxicab and limousine fares, plus tips, from common carrier or other terminal to either the employee's home or place of business, from the employee's home or place of business to the common carrier or other terminal, or between an airport and airport limousine terminal. However, the use of taxicabs can be restricted hereunder or a monetary limit can be placed on the amount of taxicab reimbursement when suitable Government or common carrier transportation service, including airport limousine service, is available for all or part of the distance involved;

2) Between Residence and Office on the Day Travel is Performed

Reimbursement may be authorized or approved for the usual taxicab fare plus tip from the employee's home to his/her office on the day he/she departs from the office on an official

trip requiring at least 1 night of lodging and from his/her home on the day of return to the office from the trip, in addition to taxi fares between the office and the carrier terminal. However, in any case, prior approval must be obtained before taxis are used in the above situation;

3) Between Residence and Office in Case of Necessity

Reimbursement for the usual taxicab fare paid by an employee for travel between office and home may be authorized or approved incident to the conduct of official business at an employee's designated post or duty when the employee is dependent on public transportation for such travel incident to officially ordered work outside of regular working hours and when the travel is during hours of infrequently scheduled public transportation or darkness. However, use of taxicabs for this purpose must be approved or authorized before it is utilized or claims for reimbursement will not be honored.

D. Reimbursement for Use of Taxicabs

In addition to reimbursement of taxicab fares the employee will be allowed reimbursement of tips in the amount of 15¢ when the fare is \$1.00 or less or 15% of the total fare when it exceeds \$1.00. If the 15% is not a multiple of 5 the reimbursable tip may be increased to the next multiple of 5. Receipts are requested for any fare exceeding \$5.00.

E. Privately Owned Conveyance

The use of a privately owned vehicle will be approved only when a determination is made that its use would be advantageous to the Government. However, the determination must be provided by the fact that both the common carrier and Government owned vehicle transportation are not feasible in the circumstance or that transportation by these means would be more costly to the Government. This determination shall be based on both the direct transportation costs and the economies which result from the more expeditious

and effective performance of Government business through the use of one or another method of transportation. Additional factors in reaching determinations are total distance of travel, number of places or points to be visited and the number of travelers.

1) Mileage rates

When the use of a privately owned conveyance is authorized the reimbursement for mileage shall be as follows:

- a) 20 cents per mile for use of a personally owned motorcycle;
- b) 22.5 cents per mile for use of a personally owned automobile;
- c) 45 cents per mile for use of a privately owned airplane.

2) Use of Personally Owned Conveyance in Lieu of Common Carrier

When a personally owned conveyance is used for official purposes as a matter of personal preference in lieu of common carrier transportation payment for such travel shall be made on the basis of the actual travel performed at the mileage rate authorized plus the Per Diem allowable for the actual travel. However, the total allowable expenses shall be limited to the total constructive cost of an appropriate common carrier transportation including constructive Per Diem by that method of transportation.

8. Travel Voucher (SF-1012) (Available in Supply Room 082, OE0B)

- A. Standard Form 1012 is the prescribed form used for travelers to claim reimbursement for travel expenses. This Standard Form 1012 should be completed and submitted along with all receipts for payment to Art Pettipas, Chief of Accounts and Travel, Room 1, OE0B.

Reimbursement may be authorized or approved for the usual taxicab fare plus tip from an employee's home to his/her office on the day he/she departs from the office on an official

B. Pertinent Factors in Completing SF-1012

- 1) Time of departure and return -- except where excursion fares are used or annual leave is involved -- the time of departure will not be earlier than necessary to arrive at the first place of temporary duty at a reasonable hour and the traveler will return as soon as possible after completion of his/her official business to arrive home at a reasonable hour;
- 2) Official travel begins at the time the traveler leaves his/her home, office or other point of departure and ends when the traveler returns to his/her home, office or other point at the conclusion of the trip;
- 3) When the time of departure is within 30 minutes to the end of a quarter day or the time of return is within 30 minutes after the beginning of a quarter day Per Diem for either quarter will not be allowed.

9. Trips of a Political Nature

Any member of the Staff on a trip of a political nature will not be reimbursed by the Federal Government for expenses incurred. Expenses incurred on such trips will be paid for by the Republican National Committee. Expenses for such trips should be submitted to

This Standard Form 1012 should be completed and submitted along with all receipts for payment to Art Pattipas, Chief of Accounts and Travel, Room 1, GEQB.

TRAVEL VOUCHER <i>(Read the Privacy Act Statement on the back)</i>		1. DEPARTMENT OR ESTABLISHMENT, BUREAU DIVISION OR OFFICE		2. TYPE OF TRAVEL <input type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/> PERMANENT CHANGE OF STATION		3. VOUCHER NO.	
		4. SCHEDULE NO.					
TRAVELER (PAYEE)	a. NAME (Last, first, middle initial)			b. SOCIAL SECURITY NO.		6. PERIOD OF TRAVEL a. FROM _____ b. TO _____	
	c. MAILING ADDRESS (Include ZIP Code)			d. OFFICE TELEPHONE NO.		7. TRAVEL AUTHORIZATION a. NUMBER(S) _____ b. DATE(S) _____	
	e. PRESENT DUTY STATION		f. RESIDENCE (City and State)		10. CHECK NO.		
	8. TRAVEL ADVANCE a. Outstanding _____ b. Amount to be applied _____ c. Amount due Government (Attached: <input type="checkbox"/> Check <input type="checkbox"/> Cash) d. Balance outstanding _____						
12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH <i>(List by number below and attach passenger coupon; if cash is used show claim on reverse side.)</i>		I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7) ▶ <i>Traveler's Initials</i>					
		AGENT'S VALUATION OF TICKET <i>(a)</i>	ISSUING CARRIER <i>(Initials)</i> <i>(b)</i>	MODE, CLASS OF SERVICE AND ACCOMMODATIONS <i>(c)</i>	DATE ISSUED <i>(d)</i>	POINTS OF TRAVEL	
						FROM <i>(e)</i>	TO <i>(f)</i>
13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.							
TRAVELER SIGN HERE ▶ _____						DATE _____	AMOUNT CLAIMED \$ _____
NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).							
14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).)						17. FOR FINANCE OFFICE USE ONLY COMPUTATION	
APPROVING OFFICIAL SIGN HERE ▶ _____						a. DIFFERENCES, IF ANY (Explain and show amount) _____ _____ _____	
15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION						b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION \$ _____	
a. VOUCHER NO.		b. D.O. SYMBOL		c. MONTH & YEAR		17. FOR FINANCE OFFICE USE ONLY COMPUTATION	
16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT						c. APPLIED TO TRAVEL ADVANCE (Appropriation symbol): \$ _____	
AUTHORIZED CERTIFYING OFFICIAL SIGN HERE ▶ _____						d. NET TO TRAVELER \$ _____	
DATE _____						18. ACCOUNTING CLASSIFICATION	

