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**Collection: Deaver, Michael**  
**Folder Title: Travel Vouchers 1981-1983 (1)**  
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# WITHDRAWAL SHEET

## Ronald Reagan Library

**Collection Name** DEAVER, MICHAEL: FILES

**Withdrawer**

KDB 8/29/2011

**File Folder** TRAVEL VOUCHERS 1981-1983 (1)

**FOIA**

F97-0066/19

**Box Number** 60

COHEN, D

162

Doc No	Doc Type	Document Description	No of Pages	Doc Date	Restrictions
1	FORM	TRAVEL VOUCHER (FORM SF1012) (FRONT ONLY)	1	6/23/1983	B6
2	FORM	RNC WEEKLY REPORT FOR POLITICAL EXPENSES	1	6/20/1983	B6
3	FORM	TRAVEL VOUCHER (FORM SF1012) (FRONT ONLY)	1	6/16/1983	B6
4	FORM	TEMPORARY DUTY (TDY) OFFICIAL TRAVEL AUTHORIZATION (OPTIONAL FORM 144)	1	5/12/1983	B6
5	LIST	LIST OF NAMES AND SOCIAL SECURITY NUMBERS	1	ND	B6
6	FORM	TEMPORARY DUTY (TDY) OFFICIAL TRAVEL AUTHORIZATION (OPTIONAL FORM 144)	1	5/12/1983	B6

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]
- B-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- B-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- 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]

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

# WITHDRAWAL SHEET

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Doc No	Doc Type	Document Description	No of Pages	Doc Date	Restrictions
7	FORM	COPY OF DOC #6	1	5/12/1983	B6

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# THE WHITE HOUSE OFFICE OFFICIAL TRAVEL AUTHORIZATION

No. 3937

(TRAVELER TO COMPLETE SECTIONS 1-8.)

Date of Request June 27, 1983

**1. TRAVELER**

Name: Michael K. Deaver  White House Staff  
Extension: 6475 Room: West Wing  Other \_\_\_\_\_

**2. PURPOSE(S) and DATE(S):** To accompany President Reagan to  
Kentucky, Kansas, Los Angeles and Santa Barbara.

**3. ITINERARY** Louisville, Kentucky, Shawnee Mission, Kansas, Los Angeles  
and Santa Barbara (List all cities where stopover occurs.)

**4. DEPARTURE:** Date: June 29, 1983 Time: 8:00 a.m. Mode: Government Air  
**RETURN:** Date: July 5, 1983 Time: \_\_\_\_\_ Mode: Government Air

**5. NATURE:**  100% Official  100% Political

**6. SIGNATURES:**  
Traveler: *Michael K. Deaver*  
Michael K. Deaver (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:** No. of Days Per Diem \_\_\_\_\_ Hotel Name \_\_\_\_\_ Hotel Daily Rate \$ \_\_\_\_\_ Other \_\_\_\_\_  
**SPECIAL EXPENSES:**  Registration Fee of \$ \_\_\_\_\_  
 Commercial Car Rental \_\_\_\_\_  
 Excess Baggage \_\_\_\_\_  
 Other \_\_\_\_\_

**8. TRAVEL ADVANCE REQUESTED:**  YES  No Amount: \$ \_\_\_\_\_

Signature of Recipient: \_\_\_\_\_ Date: \_\_\_\_\_

**REPAID:** Amount \_\_\_\_\_ Date \_\_\_\_\_ Schedule \_\_\_\_\_ Balance this trip \_\_\_\_\_

FOR TRANSPORTATION OFFICE USE ONLY:

GTR No. \_\_\_\_\_ Amount \$ \_\_\_\_\_

# WITHDRAWAL SHEET

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DEAVER, MICHAEL: FILES

*Withdrawer*

KDB 8/29/2011

*File Folder*

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*DOC Document Type*

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

*NO Document Description*

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1 FORM

1 6/23/1983 B6

TRAVEL VOUCHER (FORM SF1012) (FRONT ONLY)

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

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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]

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

TRAVEL AUTHORIZATION NO. DEEVER

TRAVELER'S LAST NAME

**SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED**

**INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory)**  
 Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)  
 Complete only for actual expense travel  
 Col. (d) Show amount incurred for each meal, including tax and tips, and daily total meal cost.  
 (h) Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).  
 (i) Complete for per diem and actual expense travel.  
 (j) Show total subsistence expense incurred for actual expense travel.  
 (m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate.  
 (n) Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

**ITEMIZED SUBSISTENCE EXPENSES**

MEALS		MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)
BREAKFAST (d)	LUNCH (e)			

**DESCRIPTION**  
 (Departure/arrival city, per diem computation, or other explanations of expense)  
 (c)

**TIME**  
 (Hour and am/pm)  
 (b)

**DATE**  
 19 83  
 (a)

**AMOUNT CLAIMED**

MILEAGE RATE: (l)	NO. OF MILES (k)	MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
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**TRAVELER'S LAST NAME**

DATE	TIME	DESCRIPTION	ITEMIZED SUBSISTENCE EXPENSES				MILEAGE RATE: (l)	NO. OF MILES (k)	AMOUNT CLAIMED									
			BREAKFAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)			MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)				
Jun. 23	8:55 a.m.	Dep White House																
	9:10 a.m.	Arr Andrews AF Base																
	9:15 a.m.	Dep Andrews AF Base																
	9:50 a.m.	Arr Chicago, IL																
	1:20 pm	Dep Chicago, IL																
	3:45 pm	Arr Andrews AF Base																
	3:50 pm	Dep Andrews AF Base																
	4:05 pm	Arr White House																
								<b>SUBTOTALS</b>										
								<b>TOTALS</b>										

*If additional space is required, continue on another SF 1012-A BACK, leaving the front blank.*

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

**TOTAL AMOUNT CLAIMED**

*Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.*



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<i>DOC Document Type</i>	<i>No of</i>	<i>Doc Date</i>	<i>Restric-</i>
<i>NO Document Description</i>	<i>pages</i>		<i>tions</i>
2 FORM	1	6/20/1983 <del>ND</del>	B6
RNC WEEKLY REPORT FOR POLITICAL EXPENSES			

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THE WHITE HOUSE OFFICE  
OFFICIAL TRAVEL AUTHORIZATION

No. 3930

(TRAVELER TO COMPLETE SECTIONS 1-8.)

Date of Request June 17, 1983

1. TRAVELER

Name: Michael K. Deaver  White House Staff

Extension: 6475 Room: West Wing  Other

2. PURPOSE(S) and DATE(S): Accompany the President to Mississippi  
June 20, 1983

3. ITINERARY Jackson, Mississippi

(List all cities where stopover occurs.)

4. DEPARTURE:

RETURN:

Date: June 20, 1983

Date: June 20, 1983

Time: Approx. 2:15 pm

Time: 9:05 p.m.

Mode: Government Air

Mode: Government Air

5. NATURE:  100% Official  100% Political

6. SIGNATURES:

Traveler:

MICHAEL K. DEAVER

I have read and agree to the terms set forth on the reverse side)

Department Head

Ed Rollins

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 \$ \_\_\_\_\_

03 #0 P30

ORIGINATING OFFICE COPY

THE WHITE HOUSE  
WASHINGTON

June 20, 1983

Jeannie Bull:

Please send Mr. Deaver a copy of the  
State Dept orders for the attached  
trips.

Thanks.

**PATRICIA BYE**  
Adm Asst to M. Deaver

THE WHITE HOUSE OFFICE  
OFFICIAL TRAVEL AUTHORIZATION

No. 3940

(TRAVELER TO COMPLETE SECTIONS 1-8.)

Date of Request June 7, 1983

1. TRAVELER

Name: Michael K. Deaver  White House Staff

Extension: 6475 Room: West Wing  Other

2. PURPOSE(S) and DATE(S): Presidential Site Survey Trip to Mexico

3. ITINERARY El Paso, Chihuahua, Los Angeles, Puerto Vallarta, Manzanillo  
(List all cities where stopover occurs.)

4. DEPARTURE: RETURN:

Date: June 8, 1983 Date: June 10, 1983

Time: 3:30 p.m. Time: 9:00 pm

Mode: Military Aircraft Mode: Military Aircraft

5. NATURE:  100% Official  100% Political **STATE X**

6. SIGNATURES:

Traveler: *Michael K. Deaver*  
(I have read and agree to the terms set forth on the reverse side)

Michael K. Deaver

Department Head

*Thomas H. ...*  
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 \$ \_\_\_\_\_

WILLIAMSBURG  
MAY 18

THE WHITE HOUSE OFFICE  
OFFICIAL TRAVEL AUTHORIZATION

No. 3947

(TRAVELER TO COMPLETE SECTIONS 1-8.)

Date of Request May 16, 1983

1. TRAVELER

Name: MICHAEL K. DEEVER  White House Staff

Extension: 6475 Room: West Wing  Other

2. PURPOSE(S) and DATE(S): Evaluation of Sites for Summit - May 18, 1983

3. ITINERARY Williamsburg, VA

(List all cities where stopover occurs.)

4. DEPARTURE:

RETURN:

Date: May 18, 1983

Date: May 18, 1983

Time: 11:00 a.m.

Time: 5:00 p.m.

Mode: Military Air

Mode: Military Air

5. NATURE:  100% Official  100% Political

State

6. SIGNATURES:

Traveler:

MICHAEL K. DEEVER

(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 \$ \_\_\_\_\_

113 11523

THE WHITE HOUSE OFFICE  
OFFICIAL TRAVEL AUTHORIZATION

No. 3143

(TRAVELER TO COMPLETE SECTIONS 1-8.)

Date of Request May 13, 1983

1. TRAVELER

Name: Michael K. Deaver  White House Staff

Extension: 6475 Room: West Wing  Other

2. PURPOSE(S) and DATE(S): Site evaluation for Williamsburg Summit, May 13, 1983

3. ITINERARY: Williamsburg, Virginia

(List all cities where stopover occurs.)

4. DEPARTURE: RETURN:

Date: May 13, 1983 Date: May 13, 1983

Time: 8:30 a.m. Time: 5:15 p.m.

Mode: Military Aircraft Mode: Military Aircraft

5. NATURE:  100% Official  100% Political  State

6. SIGNATURES:

Traveler: [Signature]

(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 \$ \_\_\_\_\_

THE WHITE HOUSE  
WASHINGTON

TO: Pat

M (K1)  
needs  
Travel  
order  
was he paid?

Your signed travel authorization form is attached.

The original is to be attached to your travel voucher when it is submitted for payment. In addition, there is a copy for you and your office respectively.

For your files.

Lisa

ADMINISTRATIVE OFFICE

THE WHITE HOUSE OFFICE  
OFFICIAL TRAVEL AUTHORIZATION

No. 3940

(TRAVELER TO COMPLETE SECTIONS 1-8.)

Date of Request June 7, 1983

1. TRAVELER

Name: Michael K. Deaver  White House Staff

Extension: 6475 Room: West Wing  Other

2. PURPOSE(S) and DATE(S): Presidential Site Survey Trip to Mexico

3. ITINERARY El Paso, Chihuahua, Los Angeles, Puerto Vallarta, Manzanillo

(List all cities where stopover occurs.)

4. DEPARTURE:

Date: June 8, 1983

Time: 3:30 p.m.

Mode: Military Aircraft

RETURN:

Date: June 10, 1983

Time: 9:00 pm

Mode: Military Aircraft

5. NATURE:  100% Official  100% Political

STATE

6. SIGNATURES:

Traveler: Michael K. Deaver  
(I have read and agree to the terms set forth on the reverse side)

Michael K. Deaver

Department Head

Thomas H. ...  
Approving Officer  
(Special Assistant to the President for Administration)

7. ESTIMATED COSTS:

No. of Days Per Diem \_\_\_\_\_

Hotel Name \_\_\_\_\_

Hotel Daily Rate \$ \_\_\_\_\_

Other \_\_\_\_\_

Registration Fee of \$ \_\_\_\_\_

Commercial Car Rental

Excess Baggage

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

STATE DEPARTMENT OF THE TRIP AS FOLLOWS:

June 15, 1983

Depart New Mexico - 11:00 am MDT  
Arrive La Paz, Mexico - 12:00  
Depart La Paz, Mexico - 2:00 pm  
Arrive Andrews AF Base - 9:15 pm EDT



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3 FORM	1	6/16/1983	B6
TRAVEL VOUCHER (FORM SF1012) (FRONT ONLY)			

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**INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory)**

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Col. (d) Show amount incurred for each meal, including tax and tips, and daily total thru (g) meal cost.

(h) Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).

(i) Complete for per diem and actual expense travel.

(j) Show total subsistence expense incurred for actual expense travel.

(m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate.

(n) Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

DATE	TIME	DESCRIPTION	ITEMIZED SUBSISTENCE EXPENSES							MILEAGE RATE:			AMOUNT CLAIMED				
			MEALS			MISCELLANEOUS SUBSISTENCE	LODGING	TOTAL SUBSISTENCE EXPENSE	NO. OF MILES	MILEAGE	SUBSISTENCE	OTHER	MILEAGE	SUBSISTENCE	OTHER		
			BREAKFAST	LUNCH	DINNER											TOTAL	(l)
19 83																	
June 14	11:00	Dep White House															
"	11:15	Arr Andrews AF Base															
"	11:20	Dep Andrews AF Base															
"	12:35	pm Arr Knoxville, TN															
"	3:40	pm Dep Knoxville, TN															
"	5:00	pm Arr Albuquerque, NM															
June 15	11:00	Dep Albuquerque, NM enroute La Paz, Mexico (STATE DEPARTMENT PORTION)															
<b>SUBTOTALS</b>																	
<b>TOTALS</b>																	

If additional space is required, continue on another SF 1012-A BACK, leaving the front blank.

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Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

**TOTAL AMOUNT CLAIMED**

THE WHITE HOUSE OFFICE  
OFFICIAL TRAVEL AUTHORIZATION

No. 3942

(TRAVELER TO COMPLETE SECTIONS 1-8.)

Date of Request June 13, 1983

1. TRAVELER

Name: Michael K. Deaver  White House Staff  
Extension: 6475 Room: West Wing  Other \_\_\_\_\_

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

Tennessee and New Mexico June 18 & 15, 1983

Accompany the President

3. ITINERARY

June 14 and 15, 1983

(List all cities where stopover occurs.)

4. DEPARTURE:

RETURN:

Date: June 14, 1983 Date: June 15, 1983  
Time: Approx. 10:50 a.m. Time: Approx. 4:15 p.m.  
Mode: Government Air Mode: Government Air

5. NATURE:

100% Official  100% Political

6. SIGNATURES:

Traveler:

MICHAEL K. DEAVER

(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 \$ \_\_\_\_\_

103 #95 P29

MEMORANDUM

THE WHITE HOUSE  
WASHINGTON

STATE DEPARTMENT OF THE TRIP AS FOLLOWS:

June 15, 1983

Depart New Mexico - 11:00 am MDT

Arrive La Paz, Mexico - 12:00

Depart La Paz, Mexico - 2:00 pm

Arrive Andrews AF Base - 9:15 pm EDT

THE WHITE HOUSE OFFICE  
OFFICIAL TRAVEL AUTHORIZATION

No. 3942

(TRAVELER TO COMPLETE SECTIONS 1-8.)

Date of Request June 13, 1983

1. TRAVELER

Name: Michael K. Deaver  White House Staff  
Extension: 6475 Room: West Wing  Other

2. PURPOSE(S) and DATE(S): Tennessee and New Mexico June 18 & 15, 1983  
Accompany the President

3. ITINERARY June 14 and 15, 1983  
(List all cities where stopover occurs.)

4. DEPARTURE: RETURN:  
Date: June 14, 1983 Date: June 15, 1983  
Time: Approx. 10:50 a.m. Time: Approx. 4:15 p.m.  
Mode: Government Air Mode: Government Air

5. NATURE:  100% Official  100% Political

6. SIGNATURES:  
Traveler: MICHAEL K. DEAVER (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 \$ \_\_\_\_\_

103 #95 P29

# WITHDRAWAL SHEET

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*Withdrawer*

KDB 8/29/2011

*File Folder*

TRAVEL VOUCHERS 1981-1983 (1)

*FOIA*

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<i>NO Document Description</i>	<i>pages</i>		<i>tions</i>
4	FORM	1	5/12/1983 B6
TEMPORARY DUTY (TDY) OFFICIAL TRAVEL AUTHORIZATION (OPTIONAL FORM 144)			

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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]

B-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]

B-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]

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]

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



BUREAU OF ADMINISTRATION  
AUTHORIZATION OF OFFICIAL TRAVEL

Applicable Regulations: 6 FAM 100 and 1800  
Foreign Service Regulation, Standardized Government  
and Joint Travel Regulations

TRAVEL AUTHORIZATION Number 1043-390766, Dated May 23, 1983.

The employees on the attached list are authorized to perform official travel in conjunction with President Reagan's visit to Williamsburg, VA.

ITINERARY: Travel from Washington, D.C. on or about 27 May 1983 to Williamsburg, VA and other places necessary to complete the mission and return to Washington, D.C. on or about 31 May 1983.

PURPOSE: Support of President Reagan's visit to Williamsburg, VA for the Economic Summit.

AUTHORIZATIONS: Use of military aircraft when applicable.  
Less than first class travel on commercial airlines.

Per diem of \$23.00 when lodging is provided at no cost to the traveller. Deductions will be made when meals are provided by the Government (10% for Breakfast, 20% for Lunch, and 40% for Dinner).

Use of taxicabs for official business.

<u>Appropriation</u>	<u>Allotment</u>	<u>Obligation</u>	<u>Organization</u>	<u>Object</u>	<u>Amount</u>
1930113	1043	390766	201000	2151	\$3,000.00

Travel Requested by:

Funds Available:

Authorizing Officer:

*Jenna Bull for P.W.*  
Phillip J. Walls  
A/EX

*Mary M. Collins*  
Mary M. Collins  
A/EX

*Jenna Bull for P.W.*  
Phillip J. Walls  
A/EX

# WITHDRAWAL SHEET

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LIST OF NAMES AND SOCIAL SECURITY  
NUMBERS

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THE WHITE HOUSE OFFICE  
OFFICIAL TRAVEL AUTHORIZATION

No. 3944

(TRAVELER TO COMPLETE SECTIONS 1-8.)

Date of Request May 24, 1983

1. TRAVELER

Name: Michael K. Deaver  White House Staff  
Extension: 6475 Room: West Wing  Other

2. PURPOSE(S) and DATE(S): May 27 - May 31, 1983 to accompany the President to Economic Summit

3. ITINERARY Williamsburg, VA  
(List all cities where stopover occurs.)

4. DEPARTURE: May 27, 1983 1:15 p.m. Mode: Government Air  
RETURN: May 31, 1983 12:30 p.m. Mode: Government Air

5. NATURE:  100% Official  100% Political  STATE

6. SIGNATURES:  
Traveler: [Signature]  
(I have read and agree to the terms set forth on the reverse side)

[Signature] Department Head [Signature] Approving Officer  
(Special Assistant to the President for Administration)

7. ESTIMATED COSTS: No. of Days Per Diem \_\_\_\_\_  
Hotel Name \_\_\_\_\_  
Hotel Daily Rate \$ \_\_\_\_\_  
Other \_\_\_\_\_  
SPECIAL EXPENSES:  Registration Fee of \$ \_\_\_\_\_  
 Commercial Car Rental  
 Excess Baggage  
 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 \$ \_\_\_\_\_

503 # 0 103

# WITHDRAWAL SHEET

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*FOIA*

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6 FORM

1 5/12/1983 B6

TEMPORARY DUTY (TDY) OFFICIAL TRAVEL  
AUTHORIZATION (OPTIONAL FORM 144)

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

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TRAVEL VOUCHERS 1981-1983 (1)

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pages*

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7 FORM

1 5/12/1983 B6

COPY OF DOC #6

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THE WHITE HOUSE

WASHINGTON

August 12, 1982

MEMORANDUM FOR: PAT BYE

FROM: RICHARD D. WHITE  
ADMINISTRATIVE OFFICER

SUBJECT: PER DIEM AND LEAVE

In response to your questions on taking leave while travelling, a person may take leave in the middle of a trip, but the per diem allowance would not necessarily continue during that time. The calculation of when per diem stops and starts is dependent on the exact circumstances of the leave. I have summarized below the regulations on this, and have included examples to aid your understanding of the various situations.

Category 1 - leave is taken entirely within the same day.

- A. If the total leave taken during the day is four hours or less, there is no deduction from the per diem.
- B. If the total leave taken during the day is over four hours, per diem is reduced to one-half day.

Category 2 - leave extends over more than one day.

- A. If the leave starts after the end of the workday, or if the leave ends before the beginning of the workday, per diem is paid for the full day.
- B. If the leave starts during the workday, per diem is paid through the end of the quarter during which work ceased, and then stops until return from leave.
- C. If the leave ends during the workday, per diem will start at the beginning of the quarter in which work begins.
- D. If the leave starts in the afternoon of one workday and ends in the morning of the next consecutive workday and the total is less than four hours, there is no reduction from per diem.

Category 3 - non-workdays (Saturday, Sunday, or holiday).

- A. Per diem is normally paid for weekends except when both the end of the workday Friday and the beginning of the workday on Monday are leave.

Examples are given below for each situation described above. The headings are keyed to categories and letters above. A standard workday of 9:00 to 5:30 is assumed for the purposes of these examples.

Category 1A.

If a person went on leave Tuesday afternoon at 2:30, but returned for the full day on Wednesday, there would be no reduction in per diem, as total leave is only 3 hours.

Category 1B.

If a person went on leave Tuesday morning at 10:00, but returned for the full day Wednesday, per diem for Tuesday would be one-half day, as total leave time is 7 hours.

Category 2A.

If a person departs on several days of leave starting at 5:30 Tuesday afternoon after working the full day, per diem is paid for the entire day (until midnight) Tuesday. Similarly, if a person returns from several days of leave at 7:00 Thursday morning, and then works a full day Thursday, per diem is paid for the entire day (from 12:01am) Thursday.

Category 2B.

If a person departs on several days leave starting at 10:00 Tuesday morning, per diem is paid through the second quarter (ending at noon) for Tuesday and then ceases until return to duty.

Category 2C.

If a person returns from several days leave at 2:30 Wednesday afternoon, per diem would start again in the third quarter (starting at noon) for Wednesday and continue as normal.

Category 2D.

If a person departs on overnight leave at 4:30 Tuesday afternoon, and returns Wednesday morning at 10:00, there would be no reduction in per diem as the total leave is only 2 hours.

Category 3.

If a person works until the end of the day Friday and starts the day on time Monday morning, per diem is paid for Saturday and Sunday, even though the person might go somewhere else over the weekend for personal enjoyment. Note, however, we cannot pay more than we would otherwise have paid if the person had stayed at the place of temporary duty. Per diem is also paid for the weekend if the person takes leave either Friday afternoon or Monday morning. However, if the person takes leave for both Friday afternoon and Monday morning, per diem for the weekend is not paid.

If you have any further questions, I will be glad to answer them for you.

1/04/83

TRAVEL REPORT FOR: DEPUTY CHIEF OF STAFF  
AS OF DATE: DECEMBER 31, 1982

FISCAL YEAR: 83

PAGE 1

LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	TRIP NUMB	AMOUNT
2541	BYE	SOUTH AMERICA	11/05/82-11/08/82	S	SURVEY SITE TRIP	P10	.00
2542	BYE	ILLINOIS/NEBRASKA	10/20/82-10/21/82	O	PRESIDENTIAL TRIP	P03	84.50
2540	DEAVER	WY./MT./NV./N.M.	10/28/82-10/29/82	P	ACCOMPANY THE PRESIDENT	P05	.00
2543	DEAVER	NEVADA/CALIFORNIA	10/07/82-10/09/82	P	ACCOMPANY THE PRESIDENT	P02	110.73
2545	DEAVER	CAMP DAVID	10/01/82-09/30/83	O	BLANKET AUTHORIZATION OFFICIAL TRAV	M99	300.00
2546	DEAVER	OHIO	10/04/82-10/04/82	O	ACCOMPANY THE PRESIDENT	P01	.00
2551	DEAVER	IL./NE.	10/20/82-10/21/82	O	ACCOMPANY THE PRESIDENT	P03	110.00
2552	DEAVER	SOUTH AMERICA	11/05/82-11/08/82	S	SURVEY SITE TRIP	P10	.00
2553	DEAVER	RALEIGH, N.C.	10/26/82-10/26/82	P	TRAVEL WITH THE PRESIDENT	P04	.00
2555	DEAVER	NEW ORLEANS/MIAMI	11/16/82-11/17/82	O	ACCOMPANY THE PRESIDENT	P08	220.00
2559	DEAVER	L.A./SANTA BARBARA	12/28/82-01/05/83	O	ACCOMPANY THE PRESIDENT	P11	850.00
2572	DEAVER	L.A./SANTA BARBARA	11/28/82-11/29/82	O	JOIN THE PRESIDENT	P09	200.00
2574	DEAVER	CHICAGO, IL.	11/13/82-11/13/82	O	ACCOMPANY THE PRESIDENT	P07	.00
0714	EVANS	OHIO	10/04/82-10/04/82	P	ACCOMPANY THE PRESIDENT	P01	.00
0716	EVANS	RENO/SANTA BARBARA	10/07/82-10/11/82	O	ACCOMPANY THE PRESIDENT	P02	378.98
0717	EVANS	ILLINOIS/OMAHA, NE.	10/20/82-10/21/82	O	ACCOMPANY THE PRESIDENT	P03	112.50
0719	EVANS	MIAMI/NEW ORLEANS	11/16/82-11/17/82	O	ACCOMPANY THE PRESIDENT	P08	120.00
0723	EVANS	CHICAGO/SANTA BARB	12/27/82-01/03/83	O	ACCOMPANY THE PRESIDENT	P11	850.00
0400	FISCHER	CAMP DAVID	10/01/82-09/30/83	O	BLANKET AUTHORIZATION OFFICIAL TRAV	M99	500.00
6726	FISCHER	OHIO	10/04/82-10/04/82	O	ACCOMPANY THE PRESIDENT	P01	.00
6727	FISCHER	NEVADA/CALIFORNIA	10/07/82-10/10/82	O	ACCOMPANY THE PRESIDENT	P02	355.98
6729	FISCHER	ILLINOIS/NEBRASKA	10/20/82-10/21/82	O	ACCOMPANY THE PRESIDENT	P03	78.75
6731	FISCHER	WY./MT./NV./UT./N.M.	10/28/82-10/29/82	P	ACCOMPANY THE PRESIDENT	P05	125.25
6745	FISCHER	L.A./SAN FRANCISCO	12/27/82-01/01/83	O	COMMERCIAL TRAVEL BACK TO WASH:D.C.	P11	800.00

*help*

1/04/83

TRAVEL REPORT FOR: DEPUTY CHIEF OF STAFF  
AS OF DATE: DECEMBER 31, 1982 FISCAL YEAR: 83

PAGE 2

LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	TRIP NUMB	AMOUNT
6748	FISCHER	NEW ORLEANS/MIAMI	11/16/82-11/17/82	O	ACCOMPANY THE PRESIDENT	P08	112.50
1738	MCMANUS	VA./CALIF.	09/29/82-10/01/82	P	ACCOMPANY THE PRESIDENT	P02	.00
1739	MCMANUS	COLUMBUS, OH.	10/04/82-10/04/82	O	ACCOMPANY THE PRESIDENT	P01	.00
1740	MCMANUS	NEVADA/CALIF./TEXAS	10/07/82-10/11/82	P	ACCOMPANY THE PRESIDENT	P02	580.53
1742	MCMANUS	IL./NE.	10/20/82-10/21/82	P	TRAVEL WITH THE PRESIDENT	P03	110.00
1745	MCMANUS	WILLIAMSBURG, VA.	11/12/82-11/12/82	S	PHOTOGRAPHIC SITE SURVEY	M99	.00
1746	MCMANUS	NEW ORLEANS/MIAMI	11/16/82-11/17/82	O	TRAVEL WITH THE PRESIDENT	P08	112.50
1747	MCMANUS	SOUTH AMERICA	11/05/82-11/08/82	S	SURVEY SITE TRIP	P10	.00
1748	MCMANUS	FRANCE/GERMANY	10/25/82-10/30/82	S	PRE-ADVANCE PRESIDENTIAL TRIP	M99	.00
2537	MOORE	CALIFORNIA	10/07/82-10/11/82	O	ACCOMPANY THE PRESIDENT	P02	378.98
2538	MOORE	NORTH CAROLINA	10/26/82-10/26/82	O	ACCOMPANY THE PRESIDENT	P04	.00
2544	MOORE	OHIO	10/04/82-10/04/82	O	ACCOMPANY THE PRESIDENT	P01	.00
2554	MOORE	WV./MT./NV./UT./N.M.	10/28/82-10/29/82	O	ACCOMPANY THE PRESIDENT	P05	125.25
2557	MOORE	LA./FL.	11/16/82-11/17/82	O	ACCOMPANY THE PRESIDENT	P08	120.00
2561	MOORE	L.A./PALM SPRINGS	12/28/82-01/05/83	O	ACCOMPANY THE PRESIDENT	P11	850.00
2573	MOORE	SANTA BARBARA/L.A.	11/23/82-11/29/82	O	ACCOMPANY THE PRESIDENT	P09	1,000.00
2575	MOORE	CHICAGO, IL.	11/13/82-11/13/82	O	ACCOMPANY THE PRESIDENT	P07	.00
9973	MOORE	CAMP DAVID	10/01/82-09/30/83	O	BLANKET AUTHORIZATION OFFICIAL TRAVEL	M99	500.00
1140	MOORHEAD	HOUSTON/PHILADELPHIA	12/08/82-12/10/82	O	ATTENDING VARIOUS CONFERENCES	M99	430.00
1142	MOORHEAD	BALTIMORE, MD.	10/27/82-10/27/82	O	LUNCH WITH MAYOR SCHAEFFER	M99	15.35
0397	OSBORNE	AZ./CALIF.	12/27/82-01/02/83	O	ACCOMPANY THE PRESIDENT	P11	850.00
2867	OSBORNE	RENO/SANTA BARBARA	10/07/82-10/11/82	O	ACCOMPANY THE PRESIDENT	P02	196.85
6749	OSBORNE	NEW ORLEANS/MIAMI	11/16/82-11/17/82	O	ACCOMPANY THE PRESIDENT	P08	112.50
6750	OSBORNE	SANTA BARBARA/L.A.	11/23/82-11/29/82	O	ACCOMPANY THE PRESIDENT	P09	105.50

1/04/83

TRAVEL REPORT FOR: DEPUTY CHIEF OF STAFF  
AS OF DATE: DECEMBER 31, 1982 FISCAL YEAR: 83

PAGE 3

LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	TRIP NUMB	AMOUNT
2407	SITTMANN	IL./NE.	10/20/82-10/21/82	P	ACCOMPANY THE PRESIDENT	P03	110.00
2408	SITTMANN	OHIO	10/04/82-10/04/82	O	ACCOMPANY THE PRESIDENT	P01	.00
2412	SITTMANN	WY./MT./NV./N.M.	10/28/82-10/29/82	P	ACCOMPANY THE PRESIDENT	P05	125.25
2413	SITTMANN	SOUTH AMERICA	11/05/82-11/08/82	S	SURVEY SITE TRIP	P10	.00
2414	SITTMANN	L.A./SANTA BARBARA	11/23/82-11/29/82	O	ACCOMPANY THE PRESIDENT	P09	513.00
2415	SITTMANN	WILLIAMSBURG, VA.	11/12/82-11/12/82	S	PHOTOGRAPHIC SITE SURVEY	M99	.00
2416	SITTMANN	CHICAGO, IL.	11/13/82-11/13/82	O	ACCOMPANY THE PRESIDENT	P07	.00
2539	SITTMANN	NEVADA/CALIFORNIA	10/07/82-10/09/82	P	ACCOMPANY THE PRESIDENT	P02	156.73
2560	SITTMANN	L.A./SANTA BARBARA	12/28/82-01/05/83	O	ACCOMPANY THE PRESIDENT	P11	850.00
ORG-GP TOTAL							12,551.63



WH-

THE WHITE HOUSE  
WASHINGTON

February 25, 1982

MEMORANDUM FOR: SHIRLEY MOORE  
FROM: SUZANNE SHEAN *Suzanne*  
SUBJECT: Travel to Camp David & Air Force 1

Staff members traveling to Camp David are expected to pay the White House Staff Mess for all meals ordered. 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.

The same rules apply to travel on board AF 1. 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 6:00 a.m. or terminates after 8:00 p.m. If the total trip is of short duration (and meets the above criteria) and there are no expenses other than expenses on board AF 1, you may be reimbursed for those expenses from your mess bill. If the trip is of longer duration and there are additional travel expenses for that trip, you will be paid per diem for the entire trip including time aboard AF 1. In that case, you must pay the mess for your expenses out of the proceeds of your per diem voucher.