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Ronald Reagan Library

Withdrawer Collection Name DEAVER, MICHAEL: FILES 8/29/2011 **KDB** TRAVEL - LEDWIG **FOIA** File Folder F97-0066/19 COHEN, D **Box Number** 62 182

				182	
DOC NO	Doc Type	Document Description	No of Pages	Doc Date Re	estrictions
1	FORM	TRAVEL VOUCHER (FORM SF1012) (FRONT ONLY)	1	8/27/1984	В6
2	FORM	TRAVEL VOUCHER (FORM SF1012) (FRONT ONLY)	1	12/14/1983	В6
3	FORMS	TRAVEL VOUCHER (FORM SF1012) (FRONT ONLY) + COPY OF CHECK	1	10/7/1983	B6
4	FORM	TRAVEL VOUCHER (FORM SF1012) (FRONT ONLY)	1	10/7/1983	B6
5	FORMS	TRAVEL VOUCHER (FORM SF1012) (FRONT ONLY) + COPY OF CHECK	1	9/28/1983	В6
6	FORMS	TRAVEL VOUCHER (FORM SF1012) (FRONT ONLY)	1	9/22/1983	B6

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

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

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

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



THE WHITE HOUSE WASHINGTON

DATE: September 13, 1984

FOR:

ANGELA M. BUCHANAN JACKSON

TREASURER, REAGAN/BUSH '84

FROM:

JOHN F. W. ROGERS

ASSISTANT TO THE PRESIDENT FOR

Gail Ledwig

MANAGEMENT AND ADMINISTRATION

SUBJECT:

COMPANY:

AUTHORIZATION FOR PAYMENT

The White House

Washington, D.C. 20500

HECK PAYABLE TO) :	N/A				
MOUNT:		\$0				
URPOSE:		Accompany th	e President	to Dallas,	TX 8/22-24	/84
Date	Invoice		Item		Quantity	Amount
Authorized by:						
			(signature of a	pproving official)	
Date sent for payr	nent: _					

No expenses authorized for this trip.

Ronald Reagan Library

Collection Name

DEAVER, MICHAEL: FILES

Withdrawer

KDB 8/29/2011

File Folder

TRAVEL - LEDWIG

FOIA

F97-0066/19

COHEN, D

Box Number

62

182

DOC Document Type

NO Document Description

No of Doc Date Restric-

pages tions

1 FORM

1 8/27/1984 B6

TRAVEL VOUCHER (FORM SF1012) (FRONT ONLY)

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

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

		INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory)	(Unlisted	d items a	re self-exp	planatory)					information PAGE	E 2
SCHEDULE		Col. (c) If the voucher includes	Com-	thru (9)	Col. (d) Show amount $Col. (g)$ meal cost.	nount incui	red for each n	neal, including	Col. (d) Show amount incurred for each meal, including tax and tips, and daily total thru (g) meal cost.	Dally with		continuation OF	_
EXPENSES		members of employee's	only	(4)	Show ex porters,	penses, suc etc. (other	Show expenses, such as: laundry, cleaning porters, etc. (other than for meals).	cleaning and p	and pressing of clothes, tips to bellboys,	tips to bellb		TRAVEL AUTHORIZATION	ATION
AND		members' names, ages, and relationship to em-	expense	ع عوق	ST 31 %	tal subsiste	Complete for per giern and actual expense Show total subsistence expense incurred for Show per diem amount, limited to maxim	o maximum ratio	Complete for per clem and actual expense travel. Show total subsistence expense incurred for actual expense travel. Show per diem amount, limited to maximum rate, or if travel on actual expense, show	actual expens	e, show	6799	
CLAIMED		ployee and marital status of children (unless information is shown on the	travel	(1)		r of the am penses, suc ance teleph ace, etc.	ount from col th as: taxi/lime none calls for	the lesser of the amount from col. (j) or maximum rate. Show expenses, such as: taxi/limousine fares, air fare (ii long distance telephone calls for Government business, subsistence, etc.	the lesser of the amount from col. (j) or maximum rate. 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.	d with cash), relocation ot		TRAVELER'S LAST NAME Ledwig	NAME
1	TIME	DESCRIPTION.			ITEMI	ZED SUBS	ITEMIZED SUBSISTENCE EXPENSES	PENSES		MILEAGE RATE:	AM	AMOUNT CLAIMED	
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(a)	am/pm)	of expense) (c)	BREAK. FAST (d)	(e)	DINNER (f)	ΤΟΤΑL (g)	TENCE (h)	LODGING	EXPENSE	MILES (k)	3	(m)	(n,
8/22	1:20	Dpt. Andrews AFB									-	-	
8/22	3:00	Ar. Dallas, Texas									ļ	-	
8/24	7:00	Dpt. Dallas, Texas				ļ			-		_		
8/24	11:40	Ar. National Air	pont,	Walsh:	ng otr	, D.C	-		-		_	-	
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th compliance vided Solicit Chap 57 as £ 0, 11609	e with the ation of implement of July 2	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	formation ized by 5 s (FPMR 1 32, E.O. 93	is pro- U.S.C. 01-7), 397 of	criminal, requirememployee formance	or regulatent by the state of official Number	ory investigatis agency in ance of a secular while in (SSN) is soli	criminal, or regulatory investigations or prosecutions, or requirement by this agency in connection with the employee, the issuance of a security clearance, or interpretable formance of official duty while in Government service. Account Number (SSN) is solicited under the authorised.	0 6 7 0	when pursuant to a ring or firing of an tigations of the per- Your Social Security of the Internal	Enter gran (n), below this form.	Enter grand total of columns (I), (n), below and in item 13 on the this form.	he front o
of the reque eligible individual of such under appro- casts of such used by offi- performance	sted info viduals to priate ad h reimbur icers and of their	of the requested information is to determine payment or reimbursament to slightle individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursaments 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	t or reimbursement to come to	ent to curred sintain will be in the sed to	Revenue 1943, for is MANI expense your SSN however,	Code (26 use as a tape of the claim of the c	U.S.C. 6011(ix payer and/c on vouchers nent which is r requested in provide the	Revenue Code (26 U.S.C. 6011(b) and 6109) and E. 01943, for use as a tax payer and/or employee identificating MANDATORY on vouchers claiming travel and/or expense reimbursement which is, or may be, taxable in expense reimbursement which is, or may be, taxable in the context of the context o	9397, on numl relocat ncome. in all o nan SSN ement.	9397, November 22, on number; disclosure or relocation allowance ncome. Disclosure of in all other instances; an SSN) required to ement.	TOTAL AMOUNT CLAIMED	▼	
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THE WHITE HOUSE OFFICE OFFICIAL TRAVEL AUTHORIZATION

VELER TO C	OMPLETE SECTIONS 1-8.)	Date of RequestAugust 20, 1984
TRAVELER	Gail W. Ledwig	₩ White House Staff
Extension: _	6475 Room: WW	
PURPOSE(S)	and DATE(S): To accompany	the President - Aug 22-24, 1984
	Y Nove To your	THE NAME OF THE PARTY OF THE
ITINERARY	Washington, D.C. to Dallas,	Texas and Return to Washington,
DEPARTURI	(List all cities v and and the wift an outstanding timeconomie ::	RETURN:
Date: Au	gust 22, 1984	Date: Adguse 24, 1501 Time: 7:00 AM
Time: 12	:00 Noon	Time: 7:00 AM
Mode: GO	v. Transportation	Mode: Piedmont Flight #82
Traveler:	MuliDa	Terms set forth on the reverse side) The Share Pow E Approving Officer (Special Assistant to the President for Administration)
ESTIMATEI		
No. of Days I	COSTS:	SPECIAL EXPENSES: MOTOR &
	COSTS:	SPECIAL EXPENSES: 2007
	Per Diem	Registration Fee of \$
Hotel Name	Per Diem	□ Registration Fee of \$ □ Commercial Car Rental
Hotel Name	Per Diem	□ Registration Fee of \$ □ Commercial Car Rental □ Excess Baggage
Hotel Name Hotel Daily Other	Per DiemRate \$	□ Registration Fee of \$ □ Commercial Car Rental □ Excess Baggage □ Other
Hotel Name Hotel Daily Other TRAVEL AI	Per DiemRate \$	Registration Fee of \$ Commercial Car Rental Excess Baggage Other No Amount: \$
Hotel Name Hotel Daily Other TRAVEL AI	Per Diem	PECIAL EXPENSES: Registration Fee of \$
Hotel Name Hotel Daily Other TRAVEL AI Signature of REPAID:	Per Diem	PECIAL EXPENSES: Registration Fee of \$ Commercial Car Rental Excess Baggage Other No Amount: \$ Date:

THE WHITE HOUSE OFFICE OFFICIAL TRAVEL AUTHORIZATION

(TR	AVELER TO COMPLETE SECTIONS 1-8.)	Date of RequestAugust 20,	1984
1.	Extension: 6475 Room:/ Room:/	White House Staff Other any the President - Aug 22-24,	1984
	EL ONLY	1. ADVANCES FOR OFFICIAL TRAY	
3.		as, Texas and Return to Washin cities where stopover occurs.)	gton,
4.	nyone with an outstanding unaccounted-for :: SAUTRAGED	Advances will not be provided to a advance. :NAUTAN	
	Date: August 22, 1984 and and worseles		
	Time: 12:00 Noon	extension 2500, except in emergencies MA 00:7 : miT	
	Mode: _ Gov. Transportation A VRAJAR A	Mode: Piedmont Flight #82	
5.	NATURE: 100% Official 100% Official	100% Political	
6.	SIGNATURES:	we voluchely within Mays after return, member's salary,	
	Traveler: (I have read and agree	o the terms set forth on the reverse side)	
	FICIAL TRAVEL ONLY	3. GOVERNMENT TICKETS FOR OF	
	e requested of bash insuragedlything other than or personal travel). The entire cost of any	Approving Officer (Special Assistant to the President for Administra	tion)
7.	ng used for unofficial travel will be considered	government-issued-rickets that end being a persona: Sazaraqxa LAIDaqx reated	
	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		
9.	FOR TRANSPORTATION OFFICE USE ONLY:	00154080890 Amount \$	59
	GTR No. RAY	Amount \$/79.00	

THE WHITE HOUSE OFFICE OFFICIAL TRAVEL AUTHORIZATION

RAVELER TO COMPLETE SECTIONS 1-8.)	Date of Request August 29, 1984
TRAVELER	THIS APPROVAL IS
Name: Gail W. Lodvig MA SWA.	White House Staff
Extension: Room: Room:	AS WELL AS THE FOLLOWING REL TO TRA
PURPOSE(S) and DATE(S):	supany the President - Aug 22-24, 1984
Y.IMO.	1. ABVANCES FOR OFFICIAL TRAVEL
ITINERARY Washington, D.C. to Da	Llas, Toxas and Return to Washington,
(Li	st all cities where stopover occurs.)
ne with an outstanding unaccounted-for DEPARTURE:	Advances will not be provided to anyonadvance: :NRUTAR
Date: August 22 1984 FOH alidW of said	Date: August 24, 1984
Time: 12:00 Noon	extension 2500, except in emergencies.
Model Char Brown sommer de de de seus	
Mode: Gov. Transportation A YMAMA	Mode: Pleasont Flight #82
NATURE: HOGYS HE VO H 100% Official on To blee	57 X 100% Political w synavlad system 1974
SIGNATURES:	woodner, within 13 days after return, will member's salary.
Traveler:	g gry name c tourioni
(I have read and a	gree to the terms set forth on the reverse side)
ned is the granty of the teat to be sample van to the teat of the	Approving Officer (Special Assistant to the President for Administration)
used for unofficial travel will be considered	government-issued tickets that end being
ESTIMATED COSTS: STRONG DETAILS.	OS DE SO SPECIAL EXPENSES: HOS 199 8
No. of Days Per Diem	Registration Fee of \$
Hotel Name	
Hotel Daily Rate \$	
Other	
TRAVEL ADVANCE REQUESTED: YES	Other
	☐ No Amount: \$
TRAVEL ADVANCE REQUESTED: YES Signature of Recipient:	□ No Amount: \$ Date:
TRAVEL ADVANCE REQUESTED: YES Signature of Recipient: REPAID: Amount Date FOR TRANSPORTATION OFFICE USE ONLY:	□ No Amount: \$ Date: Schedule Balance this trip
TRAVEL ADVANCE REQUESTED: Signature of Recipient: REPAID: Amount Date	Other No Amount: \$ Date: Schedule Balance this trip



FOR:

ANGELA M. BUCHANAN JACKSON

TREASURER, REAGAN/BUSH '84

FROM:

JOHN F. W. ROGERS

ASSISTANT TO THE PRESIDENT FOR

MANAGEMENT AND ADMINISTRATION

SUBJECT:

AUTHORIZATION FOR PAYMENT

COMPANY:

Gail Ledwig

The White House

Washington, D.C. 20500

CHECK PAYABLE TO:

Gail Ledwig

AMOUNT:

\$52.50

PURPOSE:

Accompany the President to Texas, Georgia, New Jersey 7/25-26

Amount Quantity Invoice Date

REAGAN-BUSH '84

440 FIRST STREET, N.W. . SUITE 600 . WASHINGTON, D.C. 20001

540

THE RIGGS NATIONAL BANK WASHINGTON, D.C.

CHECK NUMBER DATE 0000018468 08/08/84

PAY TO

ORDER OF:

LEDWIG, GAIL THE WHITE HOUSE WASHINGTON, DC. 20500 AMOUNT ******52.50H

COMMENTS:

THE WHITE HOUSE WASHINGTON

DATE: July 30, 1984

	R, REAGANI	NAN JACKSON BUSH '84		
ACCICTAN	T TO THE PR	FSIDENT FOR		
AUTHOR	RIZATION	FOR PAYMENT		
-	The White	e House		
E TO:	Gail Led	wig	Texas, Georgia, Ne	w Jersey 7/25-26
Invoice		ltem	Quantity	Amount
/:		(signature of approvi	ng official)	
	ASSISTAN MANAGAUTHOF	ASSISTANT TO THE PR MANAGEMENT AND AUTHORIZATION I Gail Ledy The White Washingt Gail Led \$52.50 Accompan	The White House Washington, D.C. 20500 Gail Ledwig \$52.50 Accompany the President to	ASSISTANT TO THE PRESIDENT FOR MANAGEMENT AND ADMINISTRATION AUTHORIZATION FOR PAYMENT Gail Ledwig The White House Washington, D.C. 20500 Gail Ledwig \$52.50 Accompany the President to Texas, Georgia, New June 10 President to Texas, Georgia, Medical Science (New June 10 President to Texas, Georgia, Medical Science (New June 10 President to Texas, Georgia, Medical Science (New June 10 President to Texa

Date ROUTING AND TRANSMITTAL SLIP 10/31/83 TO: (Name, office symbol, room number, Initials Date building, Agency/Post) Office of Michael K. Deaver Assistant to the President Deputy Chief of Staff Attn: Gail Action File Note and Return Approval For Clearance Per Conversation As Requested For Correction Prepare Reply Circulate For Your Information See Me Comment Investigate Signature

REMARKS

Coordination

I have enclosed some blank Travel Reimbursement Voucher forms. Please have Mr. Deaver and Mr. Sittmann each sign two blank forms. I will complete them based on the itineraries you sent me. Please obtain the copies of the airline tickets for the trip to London from both of them also, which I need to submit with the voucher. Thanks.

Justify

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Mary K. Oliver A/EX/ASD

Department of State

Room No.—Bldg.
3800, NS

Phone No.

632-9414

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

GPO : 1982 O - 361-529 (220)

WASHINGTON

November 8, 1983

MEMORANDUM FOR:

ALL WHITE HOUSE STAFF

FROM:

JOHN F. W. ROGERS

ASSISTANT TO THE PRESIDENT FOR MANAGEMENT AND ADMINISTRATION

SUBJECT:

TRAVEL AUTHORIZATIONS

This is a reminder that all White House staff must submit a completed Travel Authorization for all travel outside the Washington Metropolitan area except for personal travel. This includes travel paid for by an organization which is tax exempt under section 501(c) (3) of the Internal Revenue Service Code, and political travel.

You are also reminded that for all travel not with the President that combines official and political activity in the same trip, you must include a detailed schedule of your itinerary so that proper allocation to political and official funds can be made.

Thank you.

Gail-Hope this will help. Lisa

THE WHITE HOUSE

WASHINGTON

January 21, 1983

TO:

ADMINISTRATIVE OFFICE

TRAVEL SECTION

FROM:

Assistant to the President Wille

Deputy Chief of Staff

SUBJECT:

TDY Charges

The following information is furnished regarding charges from the Marriott Rancho Las Palmas Resort during a Presidential trip from December 28, 1982 thru January 2, 1983:

> December 30, 1982 -Working breakfast on

NSC matters.

Attending - Judge Clark

December 31, 1982 -Scheduling meeting:

Attending: M. K. Deaver Wm Sittmann

December 31, 1982 -- Press Briefing

Attending: M. K. Deaver

Wm Sittmann

Wm P. Clark

L. Speaks

C. Fuller

January 2, 1983 Scheduling Mtg:

Attending:

M. K. Deaver

Wm Sittmann

Wm P. Clark

L. Speaks

C. Fuller

All telephone calls were of an official nature.

Ronald Reagan Library

Collection Name

DEAVER, MICHAEL: FILES

Withdrawer

KDB 8/29/2011

File Folder

TRAVEL - LEDWIG

FOIA

F97-0066/19

COHEN, D

Box Number

62

182

DOC Document Type NO Document Description pages

No of Doc Date Restric-

tions

2 **FORM** 1 12/14/1983 B6

TRAVEL VOUCHER (FORM SF1012) (FRONT ONLY)

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

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

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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.

		INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory)	Unlisted	d items ar	re self-ext	planatory					3	15	PAGE
SCHEDULE	OULE		Com-	Col. (d)		nount incur	red for each n	neal, including	Show amount incurred for each meal, including tax and tips, and daily total	daily total	it is	if this is a	2
OF			plete	thru (9)		.1.						continuation OF	
EXPENSES	ISES	members of employee's on	yluo	(F)		penses, such	Show expenses, such as: laundry, o	cleaning and p	Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellboys,	s, tips to bellb		sheet.	PAGES
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AMOUNTS	STN		expense	€ [tal subsister	nce expense ir unt, limited to	o maximum rate	Show total subsistence expense incurred for actual expense travel. Show per diem amount, limited to maximum rate, or if travel on actual expense, show	ı. actual expens	e, show		
CLAIMED	IED .	ployee and marital status tra of children (unless infor-	trave/	(u)		r of the amo	ount from col	the lesser of the amount from col. (j) or maximum rate. Show expenses, such as: taxi/limousine fares, air fare (i)	the lesser of the amount from col. (j) or maximum rate. Show expenses, such as: taxt/limousine fares, air fare (if purchased with cash), local or	ed with cash),	Mile woman or	TRAVELER'S LAST NAME	ST NAME
		mation is shown on the travel authorization.)			long distance te subsistence, etc.	ance teleph ice, etc.	one calls for (Sovernment bu	long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.	, relocation ot	her than	Ledwig	
DATE	TIME	DESCRIPTION			ITEMI	ZED SUBSI	ITEMIZED SUBSISTENCE EXPENSES	PENSES		MILEAGE	AMO	AMOUNT CLAIMED	
1983	(Hour	(Departure/arrival city, per diem		ME	SALS		MISCEL-		TOTAL	2			
(a)	(a)	of expense) (c) (a)	BREAK. FAST (d)	LUNCH [e)	DINNER (f)	TOTAL (g)	SUBSIS TENCE	LODGING	SUBSISTENCE EXPENSE (i)	NO. OF MILES (k)	MILEAGE	SUBSISTENCE	OTHER (n)
/12	08:30	Dpt. White House											
	10:24	Dpt. Andrews AFB											
	11:02	Arr. John F. Kennedy		International	ation		Airport						-
>.	11:54	Arr. Sheraton Centre		-	-	T -	-				-	-	-
			<u> </u>	-	+	-	-				+.	-	
	14:16	Dpt. Sheraton Centre	<u>a</u>		-+		+	-	-		-+		
	14:56	Dpt. JFK International	na1	Arpc	ort-		_						
	15:36	Arr. Andrews. AFB			-+		0				+	- +	_
	16:30	Arr. White House.	_	-	-	-	_				_	_	
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in compli	ance with th	In compliance with the Privacy Act of 1974, the following information is pro-	nation is		riminal, o	or regulator	y investigatio	criminal, or regulatory investigations or prosecutions,		or when pursuant to a		, , , , , , , , , , , , , , , , , , , ,	

vided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 1017), 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. State, local, or foreign agencies, when relevant to civil,

requirement by this agency in connection with the hiring or firing of an Finer grand total of columns (I), (m) and formance of official duty while in Government service. Your Social Security this form, formance of official duty while in Government service. Your Social Security this form. 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 your SSN and other requested information is voluntary in all other instances. support the claim may result in delay or loss of reimbursement

CLAIMED . AMOUNT

(n), below and in item 13 on the front of

this form.

STANDARD FORM 1012 BACK (10-77)

THE WHITE HOUSE OFFICE OFFICIAL TRAVEL AUTHORIZATION 783 180 12 At 57

AVELER TO COMPLETE SECTIONS 1-8.)	Date of Request December 9, 1983
TRAVELER	
Name: Gail W. Ledwig	White House Staff
Extension: 6478655 Room: West	Wing Other
PURPOSE(S) and DATE(S): To add	ompany the President
	of Honor Society/GBP Photo Opp
ITINERARY Washington, DC	NEW York, NY Washington, D.C. (List all cities where stopover occurs.)
DEPARTURE:	RETURN:
	Date:
Time: 9:30 AM	Time:
Mode: Att Force One	Mode: Air Force One
NATURE: 100% Official	
NATURE: 100% Official SIGNATURES: Mixed Traveler: Jacob La	
NATURE: 100% Official SIGNATURES: Mixed Traveler: Jacob La	d agree to the terms set forth on the reverse side) Approving Officer (Special Assistant to the President for Administration)
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NATURE: 100% Official SIGNATURES: Mixed Contract the second of the sec	□ 100% Political d agree to the terms set forth on the reverse side) Approving Officer (Special Assistant to the President for Administration) SPECIAL EXPENSES: □ Registration Fee of \$ □ Commercial Car Rental □ Excess Baggage □ Other □ No Amount: \$
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10/7/1983 B6 **FORMS** 3

TRAVEL VOUCHER (FORM SF1012) (FRONT ONLY) + COPY OF CHECK

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]

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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]

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

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4 **FORM** 10/7/1983 B6

TRAVEL VOUCHER (FORM SF1012) (FRONT ONLY)

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appropriate Federal, State, local, or forei	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	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 1017), Chap. 57 as implemented by the Federal Travel Regulations (FPMR 1017), Chap. 57 as implemented by the Federal Travel Regulations (FPMR 1017), of March 27 1962, E.O. 9397 of	If additional space is required, continue on another SF 1012-A BACK. leaving the front blank.					0	worlday	ser dien	9/26 4:50p Arrive the	9/25 10:30a Depart the	and computation, or other explanations am/pm) of expense) (a) (b) (c)	(Hour	DATE TIME DESCRIPTION	AMOUNTS ployee and marital status of children (unless infor- mation is shown on the	AND members' names, ages,	or per diem allowances of employee's	SCHEDULE Col. (c) If the voucher includes	INSTRUCTIONS T
ign agencies, when relevant to civi	b) and 6109. The primary purpose the and 6109 are reinbursement to reimbursement to record and maintain returned to record and maintain returned. The information will be a need for the information in the information may be disclosed to the information in the information may be disclosed to the information in the manufacture.	4, the following information is prothis form is authorized by 5 U.S.C. Travel Regulations (FPMR 1017) of March 27, 1962, E.O. 9397 o	on another SF 1012-A BACK. I			 			actories ex &	6/5	 e WH from New York	WH enroute N	FAST LUNCH	ry, per diem	PTION		mes, ages, actual most of the form actual most of the expense	only	Com-	INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory)
	Account Number (SSN) is solic Revenue Code (26 U.S.C. 6011(b 1943) for use as a tax payer and/or is MANDATORY on vouchers clexpense reimbursement which is, your SSN and other requested information to provide the however, failure to provide the	criminal, or regulatory investigations or requirement by this agency in connect employee, the issuance of a security cle formance of official duty while in Government of the control of t							in the state again			ewlYork	CH DINNER TOTAL TENCE (i)	MEALS MISCEL-	ITEMIZED SUBSISTENCE EXPENSES		porters, etc. Jother than or incast. (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 story of	(h) Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellboys,	Col. (a) Show amount incurred for each meal, including tax and tips, and daily total thru (a) meal cost.	ns are self-explanatory)
	sclosure lowance osure of stances; uired to	ant to a g of an the per- Security	TOTALS >	SUBTOTALS >					ment	+				TOTAL 0. OF	MILEAGE RATE:	um rate: r fare (if purchased with cash), loc usiness, car rental, relocation othe	e travel. for actual expense travel. num rate, or if travel on actual expense, :	pressing of clothes, tips to bellboys	tax and tips, and daily total	
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THE WHITE HOUSE OFFICE OFFICIAL TRAVEL AUTHORIZATION

TRAVELER TO COMPLETE SECTIONS 1-8.)	Date of Request	September	23,	1983	
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Name:Gail W. Ledwig	White House Staff
Extension: 6475 Room: WEst I	Wing Other
PURPOSE(S) and DATE(S): To Accompany	Applications of the control of the c
\$\frac{1}{3}\frac{1}\frac{1}{3}\f	
ITINERARY Washington, D.C., New York (List all c	NY, Washington, D.C.
DEPARTURE:	RETURN:
Date: September 25, 1983	Date: September 26, 1983
	Time:
Mode:Government Transportation	Mode: Government Transportation
NATURE: 100% Official	
Traveler: Sand Welling	to the terms set forth or he reverse side
Traveler: (I have read and sorce) CRACE EXCENSE Department Head	Approving Officer (Special Assistant to the President for Administration)
Traveler: (I have read and sorree) Department Head ESTIMATED COSTS:	Approving Officer (Special Assistant to the President for Administration) SPECIAL EXPENSES:
Traveler: (I have read and sorce) CRACE EXCENSE Department Head	Approving Officer (Special Assistant to the President for Administration) SPECIAL EXPENSES:
Traveler: (I have read and sorrest the Charles of Department Head ESTIMATED COSTS: No. of Days Per Diem	Approving Officer (Special Assistant to the President for Administration) SPECIAL EXPENSES: Registration Fee of \$
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Traveler: (I have read and agree) Department Head ESTIMATED COSTS: No. of Days Per Diem Hotel Name Hotel Daily Rate \$	Approving Officer (Special Assistant to the President for Administration) SPECIAL EXPENSES: Registration Fee of \$
Traveler: (I have read and agree) Department Head ESTIMATED COSTS: No. of Days Per Diem Hotel Name Hotel Daily Rate \$	Approving Officer (Special Assistant to the President for Administration) SPECIAL EXPENSES: Registration Fee of \$
Traveler: (I have read and agree) Department Head ESTIMATED COSTS: No. of Days Per Diem Hotel Name Hotel Daily Rate \$	Approving Officer (Special Assistant to the President for Administration) SPECIAL EXPENSES: Registration Fee of \$

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5 **FORMS** 9/28/1983 B6

TRAVEL VOUCHER (FORM SF1012) (FRONT ONLY) + COPY OF CHECK

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

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

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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.

THE WHITE HOUSE OFFICE OFFICIAL TRAVEL AUTHORIZATION

(T	(TRAVELER TO COMPLETE SECTIONS 1-8.) Date of Request September 19.	1983
1.	THIS APPROVAL IS SUBJECT TO ALL	
	Name: Gail W. Ledwig W. Market White House Staff	
	Extension: 6475 Room: West Wing Other 138	
2.	2. PURPOSE(S) and DATE(S): To accompany the President, September 20,	1093
	Columbia, S.C Receive Honorary Degree, GOP Ropt, Senate Trust Ropt, Sen.	Thurmond
	L. ADVANCES FOR OFFICIAL TRAVEL ON A SALE	
3.		con, MC.
4.	Advances will not be provided to anyone with an outstanding unaccounted-for advance. Advance: :NRUTAR Advance.: :NRUTAR	
	Date: September 20, 1983	
	Time: 12:30 PM Time: 10:45 PM	
	Mode: Government Plane Mode: Government Plane	
5.	5. NATURE: 1997 15 vd 1 100% Official on to be a 100% Political was a property of the law of the la	
6.		
	Traveler:	
	(I have read and agree to the terms set forth on the reverse side)	9
	Department Head To Department He	ne/
	rimbA rol trabisary and ot tratisased tickets that end being used for unofficial travel will be considered	istration)
' .	ESTIMATED COSTS: Sylgnibrooms belief SPECIAL EXPENSES: MORTER B	8
	No. of Days Per Diem Registration Fee of \$	200
	Hotel Name Commercial Car Rental	
	Hotel Daily Rate \$ Excess Baggage	
	Other □ Other	3
	. 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 \$	

THE WHITE HOUSE OFFICE OFFICIAL TRAVEL AUTHORIZATION

No. 9111

(TRAVELER TO COMPLETE SECTIONS 1-8.) Date of Request September 19, 1983 TRAVELER THIS APPROVAL IS SUBJECT TO ALL Gail W. Ledwig B. White House Staff Name: AS WELL AS THE FOLLOWING ADMINISTRATIVE POLI Room: West Wing | Other PURPOSE(S) and DATE(S): To accompany the President, September 20, 1983 Columbia, S.C. - Receive Monorary Degree, GOP Rcpt, Senate Trust Rcpt, Sen. Thurmond Dinner 1. ADVANCES FOR OFFICIAL TRAVEL ONLY ---ITINERARY Washington, D.C. Columbia, South Carolina, Washington, BC. (List all cities where stopover occurs.) Advances will not be provided to anyone with an outstanding unaccounted-for **DEPARTURE:** Date: September 20, a 1983 stid W at asilon stund Date: un September 20 / 1983 extension 250 ex ept in emergencies. Time:____ 12:30 PM Mode: Government Plane Hand Made: Mode: Government Plane NATURE: Any usave advance w labition of the land of acclaim of the land of the voucher, within 15 days after feture, will be repaid by a deduction from the Staff SIGNATURES: 6. Traveler: (I have read and agree to the terms set forth on the reverse side) yns lo 1802 griffe entire cost of personal laveral laverage to 1804 group on (Special Assistant to the President for Administration) government-issued tickets that end being used for unofficial travel will be considered ESTIMATED COSTS: No. of Days Per Diem_____

Registration Fee of \$____ ☐ Commercial Car Rental Hotel Name ☐ Excess Baggage Hotel Daily Rate \$____ Other____ Other TRAVEL ADVANCE REQUESTED:

YES

No Amount: \$____ Date: Signature of Recipient: Amount ____ Date _____ Schedule _____ Balance this trip _____ FOR TRANSPORTATION OFFICE USE ONLY:

GTR No. ____

Amount \$____

Ronald Reagan Library

Collection Name

DEAVER, MICHAEL: FILES

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F97-0066/19

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Box Number

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6 **FORMS** 9/22/1983 B6

TRAVEL VOUCHER (FORM SF1012) (FRONT ONLY)

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

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

of the requested intelligible individuals under appropriate a costs of such reimboused by officers and performance of their appropriate Federal,	In compliance with a vided. Solicitation of Chap. 57 as implem E O. 11609 of July November 22, 1943.	If additional space								9:40	8:3	2:55	9/ 20 12:30	(a) am/pm)	19 83 (Hour	DATE TIME	CLAIMED	AND	EXPENSES	OF	SCHEDULE
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 performance for their official duties.	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 1017), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of 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	If additional space is required, continue on another SF 1012-A BACK. leaving the front blank.						Il dur 1/2.		PM Ar. Washington,	5 PM Dpt Columbia,	ъ	Dpt. Wash.		(Departure/arrival city, per diem computation, or other explanations	DESCRIPTION	of children (unless information is shown on the travel authorization.)	and relationship to em-	immediate family, show	per diem allowances for members of employee's	INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory) Cal. (c) If the voucher includes Com- Col. (d) Show amount incurry
eimbursement xpenses incurrord and mainta formation will formation in the disclosed place of the disclosed place o	formation is prized by 5 U.S.s (FPMR 101)52, E.O. 9397	012-A BACK				 				D.C.	s.c.	scl.		FAST LU	200			expense	for	plete th	Com- Com-
		leaving the f		 		 		ļ — ·				 	 	(e) DINNER	MEALS	ITE	(n) Show long d	(j) Show		thru (g) meal cost.	tems are self-tool. (d) Show
Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, 1943, for use as a tax payer and/or employee identification num is MANDATORY on vouchers claiming travel and/or relocal expense reimbursement which is, or may be, taxable income your SSN and other requested information is voluntary in all chowever, failure to provide the information (other than SS however, failure to provide the information to the claim may result in delay or loss of reimbursement.	criminal, or regulatory investigations or prosecutions, requirement by this agency in connection with the semployee, the issuance of a security clearance, or inversions of official duty while in Government service. Account Number (SSN) is solicited under the auth	ront blank.		 		 			_					R TOTAL		ITEMIZED SUBSISTENCE EXPENSES	The lesser of the amount from co. (1) of maximum fare (in Show expenses, such as: taxi/Imousine fares, air fare (in long distance telephone calls for Government business, subsistence, etc.	per diem amou	porters, etc. (other than for meals). Complete for per diem and actual expense	meal cost. Show expenses, such as: laundry, cleaning	explanatory) amount incurr
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9397, November 22, on number; disclosure relocation allowance of come. Disclosure of in all other instances; ann SSN) required to ement.	r when pursuant to a iring or firing of an stigations of the per- Your Social Security prity of the Internal	TOTALS >	TALS >		,			-	<		-				NO. OF	MILEAGE RATE: -	ed with cash), , relocation ot	actual expensi		tips to bellbo	daily total
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15.00	Enter grand total of columns (I), (m) and (n), below and in item 13 on the front of this form.			 				# 5 100	_	~		<u> </u>	<u> </u>	(m)	SUBSISTENCE	AMOUNT CLAIMED	TRAVELER'S LAST NAME Ledwig		IVEL AUTHO	sheet.	
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STANDARD FORM 1012 BACK (10-77)

THE WHITE HOUSE OFFICE OFFICIAL TRAVEL AUTHORIZATION

No. 9111

(8/13/81)

	Date of Request September 19, 1983
TRAVELER	
Name: Gail W. Ledwig	X White House Staff
Extension: 6475 Room: West Win	ng Other
PURPOSE(S) and DATE(S): To accompany	the President, September 20, 1983
Columbia, S.C Receive Honorary Degree,	, GOP Ropt, Senate Trust Ropt, Sen. Thurmon
Dinner	
ITINERARY Washington, D.C. Columbi	a, South Carolina, Washington, DC
DEPARTURE:	RETURN:
Date: September 20, 1983	Date: September 20, 1983
Time:12:30 PM	Time:10:45 PM
Mode: Government Plane	Mode: _Government Plane
NATURE: XXXXX Official	x MXX Mircal
SIGNATURES:	
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Traveler: Sacla Science (1 have read and agree Department Head	Theres Incore
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The second and agree to the second	Approving Officer (Special Assistant to the President for Administration) SPECIAL EXPENSES:
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Department Head ESTIMATED COSTS: No. of Days Per Diem Hotel Name	Approving Officer (Special Assistant to the President for Administration) SPECIAL EXPENSES: Registration Fee of \$ Commercial Car Rental Excess Baggage Other
ESTIMATED COSTS: No. of Days Per Diem Hotel Name Hotel Daily Rate \$	Approving Officer (Special Assistant to the President for Administration) SPECIAL EXPENSES: Registration Fee of \$ Commercial Car Rental Excess Baggage Other
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ESTIMATED COSTS: No. of Days Per Diem Hotel Name Hotel Daily Rate \$	Approving Officer (Special Assistant to the President for Administration) SPECIAL EXPENSES: Registration Fee of \$ Commercial Car Rental Excess Baggage Other No Amount: \$ Date:

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B. Applied Th			\$	(3(a)	te Only)					
C. New Balance	Manage of the Author Street, S		\$		And Property and Commercial Com-		4-20-20-00-00-00-00-00-00-00-00-00-00-00-		-	
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The second secon	Charles Con-									
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*11. PAYEE CERTIFIC A. Date	B. Signatu	THE REAL PROPERTY AND PARTY AND PART	it or credit has not	been received.		Amount Claime	YMENT CAL	CULATIO	N	
						(See Item 18.)	\$			
13. ADMINISTRATIVE calls are certified as r	APPROVA necessary in	L: Recommended for the interest of the C	or approval; long d Government:***	istance telepho	ne B.	Differences, if a				
A. Date	B. Signatu	re		and the party public perhaps particle in the superference of	and continuous areas from the same		\$	and the second of the second second		
THE REAL PROPERTY AND ADDRESS OF THE PERTY ADDRESS OF THE PERTY ADDRESS OF THE PERTY AND ADDRESS OF THE PERTY ADDR	Name: Title:				(V	Amount Allowerified correct to propriation				
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*Item 10C If carrier	was toreign	snip registry, attach	certificate of read	liness.						

*Item 10C. If carrier was foreign ship registry, attach certificate of readiness.

**FRAUDULENT CLAIM - Falsification of any item in an expense account works a forfeiture of the claim (28 U.S.C. 2514) and may result in a fi of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).

***If long distance telephone calls are included, the approving officer must have been authorized in writing by the head of the department or agency so certify (31 U.S.C. 680a).

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MEMORANDUM MEMORANDUM

If travel is all to be performed via military aircraft, and we have the detailed itinerary in advance of the trip, we complete one of the attached TRAVEL REIMBURSEMENT VOUCHER forms and have the traveler sign it when he receives the calculated per diem money. We call this "pre-vouchering".

At the end of the trip, if there are any additional expenses that are not shown on the voucher as we filled it out, send them as soon as possible to us here at the Department.

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MUDRAROMAM MEMORANDUM ☆ GPO : 1981 O - 341-526 (665

If some or all of the travel is to be performed on commercial carriers, we advance money for the trip based on the estimated per diem (to be calculated when complete itinerary is submitted at the end of the trip). The traveler would sign a TRAVEL ADVANCE APPLICATION, VOUCHER, AND ACCOUNT like this one. Then you would follow the guidelines on the attached information sheet for submitting everything on the trip.

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GENERAL BACKGROUND AND TRAVEL INFORMATION

The Department of State, Bureau of Administration is responsible for administrative support of White House Travel outside the U.S.A. In connection with this responsibility, the Department pays for the travel expenses for with the House staff members travelling in conjuntion with a Presidential or Vice Presidential trip to a foreign country.

It would be advantageous for all concerned with overseas trips to be familiar with the process. This process is as follows:

- I PRIOR to departure the State Department will:
 - A. issue a travel authorization outlining the approved travel itinerary and legitimate expenses that may be incurred.
 - B. issue a travel advance which will be an ESTIMATE of your per diem expenses. The Department will authorize the U.S. Embassies to issue a travel advance for anyone departing from a city other than Washington, D.C. Note: This is only an advance; a travel voucher must be submitted upon completion of the trip.
 - C. authorize the White House Transportation Office to issue pre-paid air line tickets.
 - II AFTER the entire trip is completed the individual traveller must:
 - A. submit a signed travel voucher form in order to liquidate the travel advance account and to be reimbursed for any additional expenses. Note: If the vouchered amount is less that the advance amount the traveller will be reuired to submit a check for the difference in order to liquidate the advance account.
 - B. the Department of State will compute per diem and calculate allowable expenses; however, the following information must be provided by the traveller:
 - 1. Complete itinerary, including:
 - a. dates and times of all departures and arrivals from the origin, intermediate and destination points.
 - b. modes of travel (personal car, taxi, commercial plane, military plane, train) with name and flight or train number for commercial carriers.
 - c. departures from the authorized itinerary, delays enroute, personal travel, and use of foreign flag airlines, or other such extrordinary circumstances with a complete explanation.

Other expenses:

- traveler's check fee.
- b. taxis, private vehicle or other transportation necessary for travel to/from airports and official business.
- official telephone calls (receipts required).

Required documentation: 3.

- a. airline tickets --used ticket stubs -unused tickets. Note: the individual is financially responsible for the cost of all unused tickets.
- b. receipts. Note: All expenses in excess of \$15.00 (\$25.00 for taxi fares) must be accompanied by a receipt.
- c. copies of travel advance applications, GTRs, or any other travel related documentation received from the State Department, The U.S. Embassy, or the White House.
- III A pre addressed envelope is enclosed for mailing all the necessary papers directly to the State Department. Below is a sample format to be used in submitting the itinerary. Please only sign the voucher form; leave the rest of the form blank. It will be filled in by the Department.

7/28/81	12:30p	depart residence	via Personal Car	22 mile round trip
	2:00p	depart DC National	via Eastern 789	
	4:15p	arrive Miami		
	5:30p	depart Miami via	Pan Am 45	
	9:00p	arrive Santiago,	Chile	
8/4/81	8:00a	depart Santiago v	ia Pan Am 48	
	12:00n	arrive Mexico Cit	y, Mexico	
8/12/81	10:00a	depart Mexico Cit	y via Military Fli	ght
	2:05p	arrive Andrews Ai	r Force Base	
	3:30p	arrive residence		\$12.00
OTHER EX	KPENSES:			The state of the s
	Traveler	's check fee	\$4.00	

OTHER EXPENSES:

\$4.00 Traveler's check fee Mexico City Departure Tax \$3.50

WASHINGTON

October 28, 1983

FYI:

Since Bill took over signing authorizations and vouchers I have kept a running account.

Seul

good

WASHINGTON

Travel Authorization.....Travel Voucher

TA4) New York 9/22/-9/26....
> B.S. 10/13/R3 Mike McManus

Gail Ledwig Mike Deaver

Bill Sittmann TA Columbia 9/20/83

Bill Sittmann Mike Deaver TV Ft. Bragg 9/19/83

Michael Deaver TA/TV New York 9/25/926/83 Bill Sittmann Gail Ledwig Kathy Osborne TV/TA New York 9/25-9/26, 83

Michael Evans TA/TV Columbia, SC 9/20/83

Michael McManus Michael Deaver

Bill Sittmann Far East 9/30 - Oct. 7 TA

Mike Deaver Donna Blume TV California 8/12 - 9-2 Bill Sittmann 8/12 - 8/22

TA to Camp David Oct. 1 - Sept 30 David Fischer Kathy Oxborne Michael A. Evans TA to Louisville Oct. 7th David Fischer TV to Camp David 8-3 84 TV to California 8-21-8-27/83

WASHINGTON

Michael McManus TA/ for Dallas Oct. 12-13, political convention

Jim Coyne TA to Atlanta October 21, 1983
To meet with officials from ACTION
Keynote Volunteers for Outdoor America..

Michael Mc Manus TV for trip to New York 9/22-9/26 UN Trip for the Pres.

Michael K. Deaver
Michael McManus

TA
for trip to London
Oct. 17-21 Official Mtg
for 1984 Ec. Summitt....

Michael Devaer TV Trip to Far East 9/30 - 10/7
Bill Sittmann State Trip

David Fischer TA/TV Augusta with the PRES. 10/21-10-23

Mike McManus TV for London Pre Ec. Summit

David Fischer TV Camp David 9/16-9/18
"" 10/1,10/9,10/16
With the President

Jim Coyne TA to attend Partnership in Ed.
and luncheon for Advertising
Council in New.York
fly DC to NY to PA to DC 10/28

Bill Sittmann
Mike Deaver TV TV TVTo London..STate 10/17-10/21