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# WHITE HOUSE



## TRAVEL HANDBOOK

January 1983

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**CHAPTER I  
Traveler's Quick Reference Guide**

**Acceptance of Expenses**

Since situations are often unique, guidelines for circumstances under which you may or may not accept travel related expenses (transportation, lodging, food and/or entertainment), or reimbursement of same must be general in scope. You are, however, strongly urged to seek specific advice from the Counsel's Office in regard to acceptance of any expenses for any proposed trip prior to acceptance of the invitation or request.

**Actual Subsistence**

Actual subsistence is a method of reimbursement for travel expenses which includes the actual cost of meals, lodging, and allowable miscellaneous expenses which are reimbursed subject to a daily maximum.

**Advances (Travel)**

Cash advances (if absolutely necessary) for 100% official trips may be drawn from the White House Administrative Office after approval of the associated travel authorization, provided the staff member has no outstanding unpaid or unaccounted for travel advances.

**Authorization to Travel**

All travel, outside the Washington Metropolitan Area except for personal travel, must be authorized on an Official Travel Authorization. It does not matter that another agency or organization is ultimately paying for the travel expenses. An Authorization is still required except for personal travel.

**Budget**

Each department head is responsible for his/her department travel budget. Before accepting an invitation, seek approval from your department head who will know if there are sufficient funds available for the trip.



## **Campaign Activities and Travel**

Advice and consent officials with nation-wide policy responsibilities and persons on White House Office payroll may engage in all forms of campaign activities, as may those serving as head or assistant head of an executive or military department. All other government employees, including Schedule C's and detailees to the White House Office, are covered by Hatch Act prohibitions and are forbidden to engage in partisan political activities. Consultants, experts, and others employed on an intermittent basis by agencies are "hatched" on days they receive compensation from these agencies.

If an official, as noted above, 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.

### **Class of Service**

Less-than-first-class accommodations will be used for all types of passenger travel, both domestic and international.

Upgrading of tickets from coach class to first-class is prohibited unless the upgrade is at the traveler's personal expense.

First class accommodations may be allowed only when all the seats in a lower class are full, and it is imperative that the traveler reach the destination at a particular time.

### **Family Members' Travel Expenses**

Travel by dependents of White House Staff on the press charters will be on a seat available basis only, and charged at the commercial coach rate plus one dollar.

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. Staff should consult the Counsel's office before accepting such gifts.

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.

### **Foreign Travel**

All staff members traveling out of the country in an official government capacity, must obtain prior written permission from the Assistant to the President for National Security Affairs.

Foreign travel by the President and persons in advance of, or accompanying, the President is handled and funded through the Department of State, as is some individual non-Presidential foreign travel.

Any White House staff member traveling abroad should determine first whether the trip is a White House or State Department mission, and, in making arrangements, bear in mind that reimbursement for air fare using anything other than a U.S. flag carrier is not permitted from government funds unless specific prior approval is obtained.

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 government 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.

Government funds may not be used to pay for an accompanying spouse's transportation to or from the United States unless the spouse is on official travel; nor may a foreign government do so, regardless of the travel status of the spouse.

The White House Travel Office (x-2250) can assist in obtaining official passports in conjunction with official travel.

#### **Forms**

All travel related forms referred to in this handbook are available from Supply, room 082, OE08.

In seeking authorization for either official or political travel "The White House Office Official Travel Authorization" form is used.

Reimbursement for official travel is claimed on the "Travel Voucher, S.F. 1012" form.

Reimbursement for political travel is claimed on the "RNC Weekly Report for Political Expenses" form.

#### **GTR (Government Transportation Request)**

A GTR is a written request of the U.S. Government on SF 1169 for the purpose of procuring from a common carrier, transportation, accommodations, or other services chargeable to the government.

#### **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.

#### **Hatch Act**

The Hatch Act prohibits participation in partisan political activities by most employees of the Executive branch. This restriction does not apply to persons appointed by the President with Senate confirmation or to persons paid from the White House Appropriation. Detailees to the White House, paid from agency payrolls, remain subject to restrictions on political activity.

White House employees permitted to engage in political activities may not use government property or facilities for political activities, solicit contributions on Federal property, or solicit contributions from Federal employees. Any questions concerning permissible political activity should be referred to the Counsel's Office.

#### **Indirect Route**

Any substantial deviations from the direct route must be fully explained. If the reason is justified you will be reimbursed, if not, you will not be reimbursed for the extra cost.

#### **Lodging Expenses**

The term "lodgings" refers to quarters available for rent and includes such accommodations as hotel and motel rooms, apartments, rented private residences, and rental sites for travel trailers or camping vehicles. "Lodgings" do not include accommodations on airplanes, trains, or steamers.

#### **Luggage Tags**

Luggage tags are authorized to people traveling in connection with trips of the President and are available from the Travel Office, room 87, OE08.

#### **Mixed Trip**

A mixed trip is one which involves both official business and political activities. The cost of such travel must be carefully documented and allocated according to a prescribed formula.

The general rules on mixed trips are: not to use government-issued tickets; not to charge any expenses directly to the White House Office; to consult with the White House Administrative Office on the proper procedures and documentation; and to be sure that you are in conformance with rules covering political activities.

#### **Military Aircraft**

In most instances of official travel, commercial aircraft should be utilized unless the use of military aircraft results in an economy, or is justified by other necessity.



When military aircraft is used to transport White House Staff members, the Advance Office is normally the focal point for manifesting official passengers.

White House Staff members traveling as unofficial passengers are required to obtain approval from the Chief of Staff and to reimburse the Treasurer of the United States at the prevailing coach class rate, plus one dollar.

Reimbursement is required for in-flight services aboard any military aircraft.

#### **Mode of Travel**

Authorized modes for official travel include railroads, airlines, helicopter service, ships, buses, streetcars, subways, and taxicabs, Government-furnished and contract-rental automobiles and airplanes, privately-owned and rented automobiles and airplanes, and any other necessary means of conveyance.

#### **Official Travel**

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

Whenever you are traveling on official business of the government, traveling to attend a function, or giving a speech as the representative of the White House, or the Administration, all travel-related expenses must be paid from appropriated funds, with one major exception which is outlined below. These funds may be from the White House Office appropriation, or the appropriation 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 nonprofit 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 via 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.

#### **Other Government Agency**

It is permissible for another government agency to pay your travel expenses. If this is the case, a White House Travel Authorization is required with the notation that "expenses will be paid by..." It is the responsibility of the traveler to ascertain and abide by the procedures and forms used by the paying agency as well.

#### **Passports**

Official passports for official travel abroad may be requested through the White House Travel Office (x-2250). Such passports must be turned in at the conclusion of each official trip and will be held by the White House Travel Office until needed.

#### **Per Diem**

Per diem is a method of reimbursement for travel expenses on a per day basis. It is a flat rate which covers the cost of meals and other miscellaneous personal expenses such as laundry and tips, regardless of the actual cost to the traveler. Payment is based on the number of quarter days the traveler is away from the office or home.

The current allowable reimbursement rate is \$30.00.

#### 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 to be considered in conjunction with the rules outlined above are:

- (1) 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 offering the award.
- (2) 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.
- (3) Except under the most unusual or special circumstance, travel on corporate aircraft shall not be accepted. This is a constant and recurring source of embarrassment to government officials.
- (4) Questions of legality aside, you should not accept any gift of travel expenses which you are not willing to have discussed in the press.

#### Private Organizations

Federal statutes permit the reimbursement of expenses by certain tax-exempt charitable organizations for travel that would otherwise have to be paid from official government funds. To assure the legality and propriety of such reimbursements the Counsel's Office must approve each such trip in advance of acceptance of the invitation.

#### Propriety

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. Such consultations and clearance should be obtained prior to accepting an invitation or request to travel.

#### Receipts

Receipts are required for all expenditures of \$15.00 or more.



### Reimbursable and Non-reimbursable Items

In addition to your per diem allowance, you may be reimbursed for some other expenses, such as, official telephone calls, taxi fares, etc.

If you incur an unusual expense, a brief justification (along with the receipt if available) is required with your travel voucher and reimbursement may be approved on the basis of the justification.

### Reimbursement for Travel Expenses

This is accomplished by using the appropriate form for the kind of travel undertaken as outlined more fully under "Travel Voucher" and "Forms."

### Reservations

You are encouraged to make tentative reservations through the White House Travel Office (room 87, OEOP, ext. 2250) as soon as you become aware of a trip. These reservations can always be cancelled or changed at a later date. The office will also help with personal reservations and ticketing as time permits.

### RNC Weekly Report for Political Expenses

This is the form used for reimbursement claims for political travel. These forms are available from Supply, room 082, OEOP.

### Ten Hour Rule

Per diem is not allowed when the travel period is 10 hours or less in the same calendar day, except when the travel begins before 6:00 a.m. or ends after 8:00 p.m. and is 6 hours or more.

### Travel Voucher

Official travel reimbursement is achieved by submitting a "Travel Voucher, SF 1012," which is available from Supply, room 082, OEOP.

Political travel is reimbursed by submission of the "RNC Weekly Report for Political Expenses" form.

## CHAPTER II Authorization to Travel

### Traveler's Responsibility

You, as the traveler and a representative from the White House, have a number of responsibilities in connection with travel. These include:

- (1) making sure that all aspects of your travel are properly authorized;
- (2) securing the lowest available transportation rates and other costs;
- (3) preparing or causing to be prepared, travel vouchers, transportation requests, and other official forms and records.

In all cases, you are expected to exercise prudent judgment when incurring expenses with public funds based on federal regulations that govern the use of appropriated funds for travel.

### Domestic Travel

Your authorization to travel at government expense will show, among other things, the purpose of travel, the authorized points of travel, the approximate dates of travel and the rate and method of reimbursement. Stocks of blank travel authorization forms are available from Supply (room 082, OEOP, ext. 2622).

All White House staff must submit a fully completed Travel Authorization (TA) prior to all trips. Appropriate authority must be granted before any travel funds may be disbursed. The TA must be signed by both the traveler and the department head or deputy. In addition, any political travel must first be approved by the Political Affairs Office.

Each TA form has a preprinted serial number in the upper right corner. This number is a control number which will be used to identify all costs of the traveler associated with the trip described on the authorization.

With the exception of personal travel, this authorization must be submitted for all travel outside the Washington Metropolitan area including but not limited to the following:

- (1) All trips accompanying the President.

- (2) All trips representing the Administration.
- (3) All trips when the host organization pays full or partial expenses.
- (4) All official trips as well as all political trips.
- (5) All trips funded by another government agency, i.e., Department of State.
- (6) All foreign trips.

The points of travel and the approximate dates of travel as shown on your TA are those deemed necessary for you to accomplish the transaction of government business. Travel to your temporary duty station may be performed by common carrier (plane, train, or bus), government-furnished vehicle, or privately-owned vehicle.

All travel must be performed by the most direct usually-traveled route. You cannot be reimbursed for any excess costs which you may incur if you travel by an indirect route as a matter of personal preference or if you depart prematurely from your permanent duty station or extend your stay at your temporary duty station for personal reasons.

Except for emergencies, all travel must be authorized in advance in writing by an "authorized official" on the TA. In emergency situations, when travel is performed with verbal authorization, a TA must be prepared as soon as practical.

#### *Reservations*

It is recommended that as soon as you become aware of a trip that tentative reservations be made through the White House Travel Office (room 89, Ext. 2250). Early notification will allow more flexibility in securing the lowest possible rate for the government and will provide you with a wider selection of available flights particularly during peak travel periods. Although the Travel Office is quite successful in securing seats on high demand flights, they can not and will not make any attempt to "bump" other passengers from flights nor have passengers holding coach tickets upgraded to first class at no additional cost. Reservations can always be cancelled or changed at a later date.

#### *Air Accommodations*

It is the policy of the government that persons who use commercial air carriers for transportation on official business shall use less than first

class accommodations. Therefore, you should not use first class air accommodations unless it is authorized as the only service available or there is some other extraordinary need which is in the interest of the government. In both instances, first class air requires special authorization and justification.

#### *Rail Accommodations*

It is the policy of the government to use Amtrak (including Metroliner) service in the northeast corridor whenever practical. For travel between Washington and points closer than New York City, Metroliner is the required mode of transportation unless there is a compelling reason to utilize other means of transportation.

#### *Excess Baggage and Porter's Fees*

You may be reimbursed for charges for baggage in excess of that carried free by the carrier when the baggage is either government property or necessary for the purpose of official travel.

#### *Transportation to and from the Terminal*

Reimbursement will be allowed for taxicab and/or for airport limousine fares (plus tip of 15%) to, from, and between common carrier terminals. A receipt is not required if the fare is \$15.00 or less. If the fare is greater than \$15.00, a receipt must be obtained from the driver.

You may use a privately-owned automobile in lieu of a taxicab to or from the terminal. If you are driven to or picked up from the terminal, you may be reimbursed for the round trip mileage provided such reimbursement does not exceed the estimated cost of a one-way taxicab fare plus tip. If you drive yourself, an automobile parking fee at the carrier terminal will be allowed to the extent that the parking fee plus the total mileage reimbursement does not exceed the estimated cost for round-trip use of a taxicab plus tip.

#### *Privately-owned Automobile (POA)*

If you wish to travel by POA in lieu of common carrier, you should request authorization from the Administrative Office on the Travel Authorization form. Use of POA may be administratively denied when other means of transportation are more cost-effective.

Use of POA will be reimbursed at the rate of 20 cents per mile based on odometer readings. You may also be reimbursed for tolls, ferry fares,



parking fees, etc., when itemized on your voucher. However, if you are not authorized to use POA, use of POA is considered to be a matter of personal preference, and will be reimbursed only at a rate not to exceed the normal cost (including per diem) had you traveled by the authorized means.

#### *Changes*

If an authorization has already been submitted for a trip, and there are subsequent minor changes to be made – i.e., to change departure or arrival times, itinerary, etc., – a new authorization should not be submitted. If there are major changes in travel plans, a revised authorization may be submitted, but it should be clearly marked as “revised” so that the original authorization may be cancelled. If travel plans are cancelled, a memorandum to that effect should be addressed to the Administrative Office.

#### **Foreign Travel**

Foreign travel is defined as official travel outside the coterminous U.S. including travel to Alaska, Hawaii, the U.S. territories and possessions, the Commonwealth of Puerto Rico and the Canal Zone.

All staff members traveling out of the country must have prior written permission from the Assistant to the President for National Security Affairs.

Foreign travel by the President and persons in advance of, or accompanying, the President is handled and funded through the Department of State, as is some individual non-Presidential foreign travel.

Any White House staff member traveling abroad should determine first whether the trip is a White House or State Department mission, and, in making arrangements, bear in mind that reimbursement for airfare using anything other than a U.S. flag carrier is not permitted from government funds unless specific prior approval is obtained.

A White House Authorization to Travel is required in addition to whatever forms are required by the Department of State, etc.

#### *Passports*

Official passports for official travel abroad may be requested through the White House Travel Office (room 87, OE0B, ext. 2250). Passports must be turned in at the conclusion of each official trip and will be held by the White House Travel Office.

#### *Acceptance of Expenses for Foreign Travel*

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.

Government funds may not be used to pay for the spouse's transportation to or from the United States unless the spouse is a member of the official delegation, nor may a foreign government do so, regardless of the travel status of the spouse.

#### **Instructions for Travel Authorization Form**

*Official travel* (with the President: see example 1, form no. 0010; and not with the President: see example 2, form no. 0011). The TA form is filled out as follows:

- Section 1: Enter in the appropriate spaces the traveler's name, the office extension, the room number and building, and check "White House staff" or "Other." If traveler is employed outside of the White House, show where employed.
- Section 2: The purpose(s) and date(s) need to be specifically stated (Example: Accompany the President to attend the New York Partnership Luncheon, October 3, 1982).
- Section 3: The itinerary needs to specify the originating location, all business locations, and the return location. (Example: Washington-New York-Washington.)
- Section 4: In the respective Departure and Return sections list the dates of travel and times (if known), and mode. (Examples



of mode: Military aircraft, press plane, commercial aircraft, rental car, train, personal vehicle.)


Section 5: Nature: Check the appropriate box to indicate whether travel is Official or Political.

Section 6: Signatures: The signatures of the traveler and the department head are needed. The form is forwarded directly to the Deputy Assistant for Management for authorization.

Section 7: Estimated Cost: Fill in the number of days of per diem and the name and daily rate of the hotel. If any of the special expenses are applicable, please check the appropriate box and list the cost.

Section 8: Travel Advance: If needed, check the appropriate box. The traveler should not sign this section until the advance is approved and actually received.

Section 9: For Travel Office use only: The necessary information will be filled in by the Travel Office.

THE WHITE HOUSE OFFICE		OFFICIAL TRAVEL AUTHORIZATION		No. 0010
(TRAVELER TO COMPLETE SECTIONS 1-4.)			Date of Request	July 21, 1982
<b>1. TRAVELER</b>				
Name:	John Doe		<input checked="" type="checkbox"/> White House Staff	
Extension:	2500	Room:	1 FDR	<input type="checkbox"/> Other
<b>2. PURPOSE(S) and DATE(S):</b> Accompany the President to attend the Mathews-Dickey Boys Club, Eureka College Fundraiser; U. S. Olympic Committee Reception and Dinner July 22-23, 1982				
<b>3. ITINERARY:</b> Washington - St. Louis, MO - Washington <small>(List all cities, hotel, supper rooms.)</small>				
<b>4. DEPARTURE:</b>		<b>RETURN:</b>		
Date:	July 22, 1982	Date:	July 23, 1982	
Time:	2:00 p.m.	Time:	11:45 a.m.	
Mode:	Government aircraft	Mode:	Government aircraft	
<b>5. NATURE:</b> <input checked="" type="checkbox"/> 100% Official <input type="checkbox"/> 100% Political				
<b>6. SIGNATURES:</b>				
Traveler:			(If base card and agree to the terms set forth on the reverse side)	
	Department Head		Reporting Officer	Diplomatic Assistant to the President for Administration
<b>7. ESTIMATED COSTS:</b>				
No. of Days Per Diem	1	<input type="checkbox"/> Registration Fee of \$		
Hotel Name	Marriott	<input type="checkbox"/> Commercial Car Rental		
Hotel Daily Rate \$	60.00	<input type="checkbox"/> Excess Baggage		
Other		<input type="checkbox"/> Other		
<b>8. TRAVEL ADVANCE REQUESTED:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> No Amount: \$				
Signature of Recipient: _____ Date: _____				
<b>REPAID:</b> Amount _____ Date _____ Schedule _____ Balance due trip _____				
<b>9. FOR TRANSPORTATION OFFICE USE ONLY:</b>				
GTR No. _____ Amount \$ _____				

ORIGINAL (Return with Voucher)

Example 1  
Official Travel with the President

THE WHITE HOUSE OFFICE  
OFFICIAL TRAVEL AUTHORIZATION No. 0011

(TRAVELER TO COMPLETE SECTIONS 1-8.)

Date of Request: August 1, 1982

1. TRAVELER  
Name: John Doe  White House Staff  
Extension: 2500 Room: 1 EOB  Other

2. PURPOSE(S) and DATE(S): Attend American Bar Association Annual Meeting, August 5-11, 1982

3. ITINERARY: Washington - San Francisco, CA - Washington  
(List all cities where approval occurs.)

4. DEPARTURE: Date: August 7, 1982 Time: 8:45 a.m. Mode: Commercial Aircraft  
RETURN: Date: August 11, 1982 Time: 10:00 p.m. Mode: Commercial Aircraft

5. NATURE:  100% Official  100% Political

6. SIGNATURES:  
Traveler: *John Doe*  
(If there need not agree to the terms set forth on the reverse side)  
Deputizing Head: \_\_\_\_\_  
Special Agent in Charge (for Administration): \_\_\_\_\_

7. ESTIMATED COSTS: No. of Days Per Diem: 5 days  
Hotel Name: Sheraton Hotel Daily Rate \$50.00  
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 \$ \_\_\_\_\_

ORIGINAL (Return with Voucher)

Other Government Agency and Private Organizations (see example 3, form no. 0012 for other government agency and see example 4, form no. 0013 for private organizations).

Section 1-4: Same as for official travel (see previous section).

Section 5: Add a box and check it for "other" and list the source.

Section 6: Again, the traveler, department head and Deputy Assistant to the President for Management signatures are required.

Section 7: Use this section to indicate who is paying your expenses in part or full.

Section 8: Not applicable.

Section 9: Not applicable.

**NOTE:** Travel costs reimbursed by a non-government organization, do not qualify to use the government discount for airfares and other expenses.

Example 2  
Official Travel not with the President

THE WHITE HOUSE OFFICE  
OFFICIAL TRAVEL AUTHORIZATION No. 0012

(TRAVELER TO COMPLETE SECTIONS 1-8.) Date of Request June 1, 1982

1. TRAVELER  
Name: John Doe  White House Staff  
Extension: 2500 Room: 1 EOB  Other

2. PURPOSE(S) and DATE(S): Accompany the President on his trip to Europe, June 2-11, 1982

3. ITINERARY Washington-Paris-Rome-London-Bonn-Berlin-Washington  
(List all cities where separate orders.)

4. DEPARTURE: Date: June 2, 1982 Time: 10:30 a.m. Mode: Government aircraft  
RETURN: Date: June 11, 1982 Time: 6:30 p.m. Mode: Government aircraft

5. NATURE:  100% Official  100% Political  State Department

6. SIGNATURES:  
Traveler: John Doe  
I have read and agree to the terms set forth on the reverse side.  
Department Head: \_\_\_\_\_ Reporting Officer: \_\_\_\_\_  
(Special Assistant to the President for Administration)

7. ESTIMATED COSTS: No. of Days Per Diem Costs paid by State  Registration Fee of \$ \_\_\_\_\_  
Hotel Name Department  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 \$ \_\_\_\_\_

ORIGINAL (Return with Voucher)

Example 3  
Other Government Agency

THE WHITE HOUSE OFFICE  
OFFICIAL TRAVEL AUTHORIZATION No. 0013

(TRAVELER TO COMPLETE SECTIONS 1-8.) Date of Request June 25, 1982

1. TRAVELER  
Name: John Doe  White House Staff  
Extension: 2500 Room: 1 EOB  Other

2. PURPOSE(S) and DATE(S): Attend the Association of Student Councils Convention, June 28-30, 1982

3. ITINERARY Washington - Reno, NV - Washington  
(List all cities where separate orders.)

4. DEPARTURE: Date: June 28, 1982 Time: 8:00 a.m. Mode: Commercial aircraft  
RETURN: Date: July 1, 1982 Time: 2:30 p.m. Mode: Commercial aircraft

5. NATURE:  100% Official  100% Political

6. SIGNATURES:  
Traveler: John Doe  
I have read and agree to the terms set forth on the reverse side.  
Department Head: \_\_\_\_\_ Reporting Officer: \_\_\_\_\_  
(Special Assistant to the President for Administration)

7. ESTIMATED COSTS: No. of Days Per Diem Costs paid by host  Registration Fee of \$ \_\_\_\_\_  
Hotel Name organization  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 \$ \_\_\_\_\_

ORIGINAL (Return with Voucher)

Example 4  
Private Organization



Political Travel (see example 5, form no. 0014).

Section 1-4: Same as for official travel (see previous section).

Section 5: Check the appropriate box for political travel. It is critical that the Political Affairs Office receive and approve all political travel authorizations prior to any commitment.

Section 6: In addition to the traveler and department head signatures, political authorizations must be signed by the Assistant to the President for Political Affairs prior to being approved by the Deputy Assistant to the President for Management.

Section 7: Same as for official travel (see previous section).

Section 8: Not applicable for political travel.

Section 9: For political travel, use the space entitled "GTR No." to indicate how your ticket is being procured - i.e., a travel service, Air Travel Card or through the Travel Office, and the amount of the fare. A GTR may not be utilized to procure tickets for political travel.

**NOTE:** Government discounts may not be used when travel costs are reimbursed by a non-government organization.

THE WHITE HOUSE OFFICE		No. 0014
OFFICIAL TRAVEL AUTHORIZATION		
<i>(TRAVELER TO COMPLETE SECTIONS 1-8.)</i>		Date of Request <u>June 14, 1982</u>
<b>1. TRAVELER</b>		
Name: <u>John Doe</u>	<input checked="" type="checkbox"/> White House Staff	
Extension: <u>2500</u>	Room: <u>1 EOB</u>	<input type="checkbox"/> Other
<b>2. PURPOSE(S) and DATE(S):</b> <u>Accompany the President to Clements Fundraiser, June 15, 1982</u>		
<b>3. ITINERARY:</b> <u>Washington - Houston, TX - Washington</u> <small>(List all cities where regular service.)</small>		
<b>4. DEPARTURE:</b>		<b>RETURN:</b>
Date: <u>June 15, 1982</u>	Date: <u>June 16, 1982</u>	
Time: <u>3:30 p.m.</u>	Time: <u>12:40 p.m.</u>	
Mode: <u>Government Aircraft</u>	Mode: <u>Government Aircraft</u>	
<b>5. NATURE:</b> <input type="checkbox"/> 100% Official <input checked="" type="checkbox"/> 100% Political		
<b>6. SIGNATURES:</b>		Assistant to the President for Political Affairs
Traveler: <u>John Doe</u> <small>If have read and agree to the terms set forth on the reverse side</small>		
Department Head		Agency Chief <small>(Special Assistant to the President for Administration)</small>
<b>7. ESTIMATED COSTS:</b>		<b>SPECIAL EXPENSES:</b>
No. of Days Per Diem: <u>1</u>	<input type="checkbox"/> Registration Fee of \$	
Hotel Name: <u>Hyatt Regency</u>	<input type="checkbox"/> Commercial Car Rental	
Hotel Daily Rate \$ <u>85.90</u>	<input type="checkbox"/> Excess Baggage	
Other	<input type="checkbox"/> Other	
<b>8. TRAVEL ADVANCE REQUESTED:</b> <input type="checkbox"/> YES <input type="checkbox"/> No Amount: \$		
Signature of Recipient:		Date:
<b>REPAID:</b> Amount Date Schedule Balance this trip		
<b>9. FOR TRANSPORTATION OFFICE USE ONLY:</b>		
GTR No. _____		Amount \$ _____

ORIGINAL (Return with Voucher)

Example 5  
Political Travel

## Authorization Cycle (Chart 1)

### Procedure for Official Travel

The traveler's office must complete the entire TA form and obtain the signature of the department head.

The form is then forwarded directly to the Management Office (Ground Floor, West Wing, ext. 2717), for review, approval, and the signature of the Deputy Assistant to the President for Management. After the TA has been approved, it will be forwarded to the Travel Office (room 87, OEOB, ext. 2250) for the issuance of tickets.

After the tickets have been issued, the authorization is forwarded to the Administrative Office for accounting and recording. The proper copies of the TA will be forwarded back to the traveler. Also, if a cash advance is requested, it may be picked up from the Administrative Office at this time.

### Procedure for Political Travel

The cycle for political travel authorizations starts similarly to official travel, with a fully filled-out form signed by the traveler and the department head.

If the travel is political, it must be forwarded to the Assistant to the President for Political Affairs (room 175, OEOB, ext. 7620) for signature and then to the Management Office (Ground Floor, West Wing) for approval by the Deputy Assistant to the President for Management.

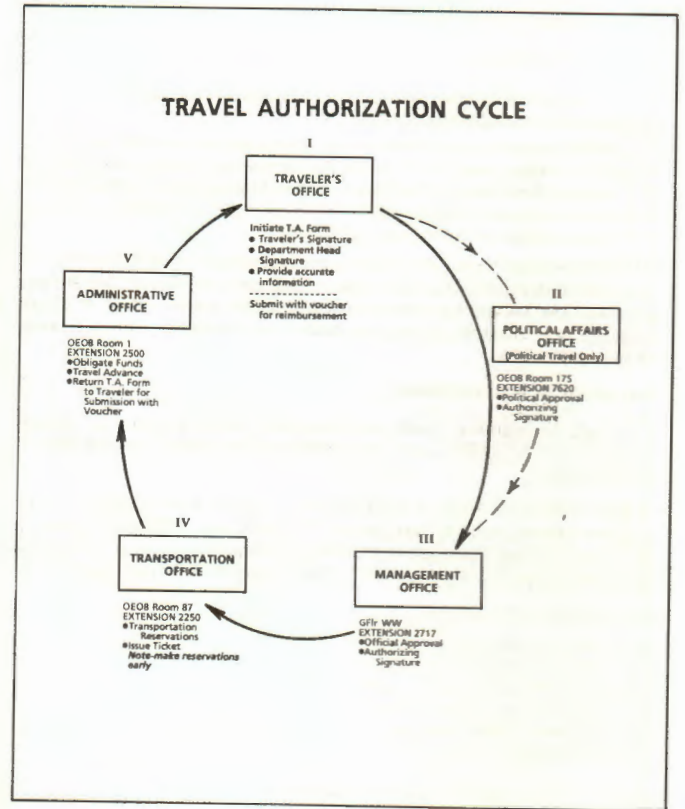


Chart 1

**CHAPTER III**  
**Reimbursement of Travel Expenses**

Expenses incurred while traveling will be reimbursed to the traveler in accordance with the following guidelines and limitations. The reimbursement will be paid from U.S. Government funds if the travel is official in nature, or from political funds if the travel is political in nature.

**Per Diem**

Per diem is the daily allowance paid to travelers in lieu of reimbursement for actual expenses for meals, tips, laundry, and other personal expenditures. Transportation costs are not included in the per diem allowance.

The actual amount of per diem paid to a traveler is based on the number of quarter days the traveler is away from the office or home. It is calculated in the same manner for both official and political travel. Quarter days are defined as midnight to 6:00 a.m., 6:00 a.m. to noon, noon to 6:00 p.m., and 6:00 p.m. to midnight. If the travel covers more than 30 minutes of any quarter, that quarter will be paid.

There is an exception, known as the Ten Hour Rule. Per diem is not allowed when the travel period is 10 hours or less in the same calendar day, except when the travel begins before 6:00 a.m. or ends after 8:00 p.m. and is 6 hours or more.

In addition to the official or political nature of a trip, travel expenses must also be differentiated according to whether the particular trip is a Presidential trip or non-Presidential trip. The following chart provides a general summary of the entitlements and limitations in the various combinations of official/political and Presidential/non-Presidential travel situations.

Presidential Travel	
Official	Political
Hotel bill is paid directly by the WH (except incidental expenses which must be paid by the traveler prior to checkout). In addition, the traveler will receive \$30 per diem allowance which covers meals, laundry, tips and other personal expenses.	The Republican National Committee will pay the hotel directly (except for incidental expenses which must be paid by the traveler prior to checkout), and will pay the traveler a \$30 per diem allowance.

Non-Presidential Travel	
Official	Political
Hotel must be paid by the traveler at the time of checkout. In all cases, expenses must be itemized. Reimbursement will be given as claimed up to a maximum of \$75.00 per calendar day on an actual subsistence basis.	Hotel must be paid by the traveler at the time of checkout. The per diem rate allowable per calendar day is \$30.00 plus the hotel charge.

**Reimbursable and Non-reimbursable Items**

In addition to your per diem allowance, the following are some of the more common expenses for which you may be reimbursed while traveling. If you incur an unusual expense not listed below, provide a brief justification with your travel voucher and reimbursement may be approved on the basis of the justification. A receipt is required for all items costing \$15.00 or more. If a receipt is not available, a brief statement to that effect should be provided on the voucher.



- (1) Taxicab, bus, or subway fares, or private automobiles between place of temporary lodging and place(s) of official business, while traveling and when authorized.
- (2) Taxicab and airline limousine fares and tips for transportation to and from terminals.
- (3) Mileage for use of private automobile from home to terminal and from terminal to home. The amount of reimbursement shall not exceed the taxicab fare, including tip, allowable for a one-way trip between the points involved.
- (4) Rented conveyances, when authorized. (See section on non-reimbursables regarding insurance.) Gasoline purchased for a rented automobile is reimbursable.
- (5) Parking and meter fees; ferry fares; bridge, road, and tunnel tolls when travel by private or rented automobile is authorized. The fee for parking an automobile at a common carrier terminal or other parking area while the traveler is away from his/her official station shall be allowed only to the extent that the fee plus the allowable reimbursement to and from the terminal or other parking area does not exceed the estimated cost for use of a taxicab to and from the terminal.
- (6) Telegrams and telephone calls to conduct official business.
- (7) Conference and registration fees, when authorized.
- (8) Shipment by express or freight of government property not classed as baggage and not admissible to the mails.
- (9) Miscellaneous purchases necessary for the conduct of White House business when justified.

As a general rule, you will not be reimbursed by the White House for some of the following more common types of expenses:

- (1) Any expenses included in per diem.
- (2) Cost of flight insurance.

- (3) Penalty or "no show" charges assessed when (due to your own negligence) you fail to cancel reservations or accommodations.
- (4) Excess cost of travel, when travel is performed by indirect routes for your own convenience, or where charges for transportation (or accommodations) are different from, or in excess of, those authorized.
- (5) If you purchase your own common carrier ticket you will only be reimbursed for the discounted government fare if there is a government fare for the location to which you are traveling.
- (6) Cost of tickets issued for traffic violations.
- (7) Cost of personal telegrams or telephone calls.
- (8) Fees or tips for handling your personal property.
- (9) Alcoholic beverages or between-meal snacks.
- (10) Duplicate meals when a meal is provided during the course of an airplane flight.
- (11) Collision damage waiver (CDW) or personal accident insurance (PAI) expenses accepted in the official use of a rental car within the U.S. (The U.S. Government is self-insured.)
- (12) The rental of formal wear.
- (13) Laundry, dry cleaning or valet charges.
- (14) Expenses paid by another government agency or the host organization, i.e., transportation costs, lodging costs, and/or selected meals.
- (15) The cost of personal entertainment, i.e., hotel movies, local sightseeing, etc.
- (16) Magazines and/or newspapers purchased for personal use.

### Lodging Expenses

The term "lodgings" refers to quarters available for rent. "Lodgings" include such accommodations as hotel and motel rooms, apartments, rented private residences, and rental sites for travel trailers or camping vehicles. "Lodgings" do not include accommodations on airplanes, trains, or steamers.

Lodging costs include the cost of your hotel or motel room plus any amount that you pay for State or local taxes on your accommodations, but they do not include amounts paid to relatives or friends with whom you may stay while on temporary duty. Lodging costs also do not include the cost of tips, telegrams, and telephone calls to reserve rooms. These costs are included in your allowance for per diem or miscellaneous expenses.

When your travel is in connection with the travel of the President, you must pay all personal charges prior to check-out. The room and tax charge will be sent directly to the Administrative Office for payment.

When your travel is not in connection with the travel of the President, you must pay your own bill before leaving the hotel. Hotel charges will not be paid directly by the Administrative Office, unless a special exception is granted in advance of the trip.

You will show all daily costs on your voucher and it will be included in your reimbursement up to \$75.00 per day.

On political, non-Presidential travel, you will be reimbursed the cost of your lodging (within reason) plus a \$30 per diem allowance.

### Mixed Official-Political Trips

A mixed trip includes both official business and political activities. The cost of such travel must be carefully documented and allocated according to a prescribed formula.

The general rules on mixed trips are

#### DO NOT:

- (1) use government-issued tickets;

- (2) charge any expenses directly to the White House Administrative Office;

#### DO:

- (1) consult with the White House Counsel's office regarding propriety;
- (2) consult with the White House Administrative Office on the proper procedures and documentation; and
- (3) be sure you are in conformance with the rules, regulations, and laws covering political activity.

### Other Government Agency

It is permissible for another government agency to pay the traveler's expenses. If this is the case, a TA is required with the notation that "expenses will be paid by ...." It is the responsibility of the traveler to ascertain and abide by the procedures and forms used by the paying agency.

### Private Organizations

Federal statutes permit the reimbursement of expenses by certain tax-exempt charitable organizations for travel that would otherwise have to be paid from official government funds. To assure the legality and propriety of such reimbursements, the Counsel's Office must approve each such trip in advance of acceptance of the invitation.

### Foreign Travel

Per diem rates vary for different countries and locations. For the rate applicable to the place(s) where you are traveling, contact the White House Administrative Office.

### Personal Leave While on Travel Status

If you take vacation leave while in a travel status, you may not be paid per diem or other travel expenses for that time period. So that per diem and other allowances can be correctly calculated, you must show on your travel voucher the starting and ending times (date and hour) of



your personal leave. When you take an indirect route or interrupt travel for personal reasons, the extra expense including per diem shall be paid by you.

You may remain in a travel status and receive per diem for non-work days (i.e., weekends and holidays) when the non-work days are immediately preceded and followed by work days in a duty status. If a non-work day is either preceded by or followed by a day of personal leave, that non-work day will be considered, for travel purposes, as part of the personal leave.

#### **Sick Leave While on Travel Status**

If you become incapacitated due to illness or injury not due to your own misconduct, per diem shall continue for a period not to exceed 14 calendar days in any one period of absence, unless a longer period is approved. Any deviation from the authorized travel arrangement must be approved in advance.

Per diem may also be paid when a traveler returns to his/her official station because of illness or injury not due to his/her own misconduct which occurred enroute to or while at the destination prior to the completion of official business.

#### **Repayment of Travel Advance**

You must submit a travel voucher even though you receive an advance. The amount of your advance will be deducted from the allowable amount paid on your travel voucher. If the amount paid on your travel voucher is less than the advance, you will be sent a memorandum notifying you of the amount to be reimbursed and instructions for payment. You then are required to submit a personal check or money order for the difference (cash cannot be accepted) attached to that memorandum. If you have a travel advance outstanding from a previous trip, you will not be provided an additional advance.

## **Instructions for Reimbursement**

### *Official Travel*

You will be reimbursed for official travel expenses by submitting a "Travel Voucher, S.F. 1012," within 15 days following completion of each trip. Complete all required items on the voucher and list your expenses claimed chronologically for the period of travel covered by the voucher.

Attach to your voucher copies of all GTR's, TA, used tickets and/or unused ticket stubs and receipts for all expenditures in excess of \$15.00. In those instances where lodging and/or meals are provided at no cost to you, it must be shown on the voucher.

When reporting departure and arrival time on your travel voucher, use the local time currently in effect at each point of departure and arrival. If you use a route or mode of travel which requires that your reimbursement be limited to constructive common carrier costs it is your responsibility to show the common carrier cost comparison on your travel voucher.

Erasures and alterations in totals on travel vouchers must be initialed by the traveler. If an amount claimed for reimbursement on your voucher cannot be legally paid, the Administrative Office will deduct the unallowable amount.

### *Instructions for S.F. 1012 Travel Voucher*

The front of the travel voucher form for travel with the President and not with the President is always filled out the same, although the reverse of the form is filled out differently depending on the purpose of the trip.

#### Instructions for front of form S.F. 1012

Block 1:                      White House Office.

Block 2, 3, & 4:            Not used.



- Block 5: Insert name, office, room number and office telephone number in the appropriate spaces.
- Block 6: Period of travel – departure and return dates.
- Block 7: Show the 4 digit pre-printed number from the upper right corner of the applicable travel authorization.
- Block 8: Travel advance: (a) If applicable fill in the amount; (b), (c), and (d) may be left blank.
- Block 9, 10, & 11: May be left blank.
- Block 12: If the transportation is provided on government (military) aircraft (e.g., AF-1, HMX-1) make the appropriate notation and list all points of travel.  
  
For travel where commercial carriers are used, the GTR number, the amount, the initials of the carrier, the class of service, the date the ticket is issued and the points of travel must be shown.
- Block 13: The traveler must sign the voucher.
- Block 14: The department head must approve the voucher by signing in this space.
- Block 15: Not used.
- Block 16, 17, & 18: Reserved for Administrative Office use.

Instructions for reverse of form S.F. 1012, travel with the President (Example 6)

The date, exact local time, and place of departure must be shown.

If the trip includes overnight accommodations, show the date, city, and hotel name. (Extended stays at the same hotel may be indicated by showing the beginning and ending date.)

If accommodations are at a private residence it must be so stated.

Show the date, exact local time and place of arrival back at the office or home.

List any other out-of-pocket expense for which reimbursement is desired (i.e., telephone, etc.).

If per diem is desired, show the words "Per diem"; otherwise it will be assumed that per diem is not desired and payment will not be made. If per diem is claimed and time is spent on personal vacation it must be noted as it will be excluded from the per diem payment.

Instructions for reverse of form S.F. 1012, travel not with the President (Example 7)

Show the date, exact local time, and place of departure. If applicable, show the means of transportation to the airport or terminal including any out-of-pocket expenses.

List all costs incurred for allowable expenses for each calendar day. Reimbursement will be made for the actual itemized costs of meals and lodging expense up to a maximum of \$75 per calendar day. (If the hotel cost is \$27 or less, a per diem rate of \$23 may be used in lieu of itemized meal expenses.) Other allowable expenses such as telephone calls and taxi fares will be paid in addition to the \$75 meal and lodging limitation. The hotel charges must be paid by the traveler and a receipt provided with the travel voucher.

Show the date, exact local time and place of arrival back at the office or your residence and the means used.

<b>TRAVEL VOUCHER</b> <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. TRAVELER'S NAME (Last, first, middle initial) DOE, John		5. SOCIAL SECURITY NO. 000-00-0000		6. PERIOD OF TRAVEL FROM 7/22/82 TO 7/23/82		7. SCHEDULE NO.	
8. TRAVELER'S HOME ADDRESS (Include ZIP Code) The White House Washington, DC 20500		9. OFFICE TELEPHONE NO. 456-2500		10. TRAVEL AUTHORIZATION A. NUMBER(S) 0010 B. DATE(S)		11. TRAVELER'S LAST NAME	
12. TRAVEL ADVANCE A. AMOUNT TO BE REPAID B. DATE RECEIVED C. PAYEE'S SIGNATURE		13. CASH PAYMENT RECEIPT A. DATE RECEIVED B. AMOUNT RECEIVED C. PAYEE'S SIGNATURE		14. CHECK NO.		15. PAID BY	
16. GOVERNMENT TRAVELER'S ACTION A. TICKETS OR TRANSPORTATION CHARGES WITH CASH B. TRAVELER'S SIGNATURE C. DATE		17. AGENTS VALUATION OF TICKET A. AIR B. RAIL C. BUS D. TAXI E. OTHER		18. MODE OF SERVICE AND ACCOMMODATIONS A. CLASS OF SERVICE B. DATE ISSUED C. FROM D. TO		19. POINTS OF TRAVEL A. FROM B. TO	
20. TRAVELER'S SIGNATURE John Doe		21. DATE 7/22/82		22. AMOUNT CLAIMED \$		23. AMOUNT PAID \$	
24. APPROVING OFFICIAL'S SIGNATURE [Signature]		25. DATE 7/22/82		26. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION \$		27. NET TO TRAVELER \$	

Example 6  
Official Reimbursement With the President

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED		INSTRUCTIONS TO TRAVELER (Read these instructions carefully)		ITEMIZED SUBSTANCE EXPENSES		TOTALS	
DATE	TIME	DESCRIPTION	AMOUNT CLAIMED	AMOUNT PAID	AMOUNT CLAIMED	AMOUNT PAID	AMOUNT CLAIMED
7/22	1:30p	Depart White House					
	1:45 p.	Arrive St. Louis, MO					
		Marriott Pavilion Hotel					
7/23	9:00a	Depart St. Louis, MO					
	12:15 p.	Arrive White House					
		Per diem requested					
				TOTALS		TOTALS	
				TOTAL AMOUNT CLAIMED		TOTAL AMOUNT PAID	



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.	
5. NAME (Last, first, middle initial) DOE, John		4. SOCIAL SECURITY NO. 000-00-0000		4. SCHEDULE NO.	
6. MAILING ADDRESS (Include ZIP Code) The White House Washington, DC 20500		7. TRAVEL AUTHORIZATION OFFICE TELEPHONE NO. 456-2500		8. PERIOD OF TRAVEL FROM 8/7/82 TO 8/11/82	
8. PRESENT DUTY STATION		9. CHECK NO.		10. TRAVELER'S LAST NAME	
11. TRAVEL ADVANCE		12. CASH PAYMENT RECEIPT		13. PAID BY	
14. GOVERNMENT TRANSPORTATION REQUESTS OR TICKETS IF PAID CASH		15. AGENTS VALUATION OF TICKET		16. DATE ISSUED	
17. POINTS OF TRAVEL		18. FROM		19. TO	
GTR D7-583-556		\$340.00		UA	
8/6/82		Washington, DC		San Francisco, CA	
		San Francisco, CA		Washington, DC 20500	

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.

14. This voucher is prepared. Long distance telephone calls, if any, are included 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. 6506).

15. APPROVING OFFICIAL SIGN HERE: *John Doe* DATE: \_\_\_\_\_

16. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION: VOUCHER NO. \_\_\_\_\_ D.O. SYMBOL \_\_\_\_\_ MONTH & YEAR \_\_\_\_\_

17. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT. AUTHORIZING OFFICIAL SIGN HERE: \_\_\_\_\_ DATE: \_\_\_\_\_

18. ACCOUNTING CLASSIFICATION: \_\_\_\_\_

STANDARD FORM 1012 (REV. 10-77)  
Prescribed by GSA, FPMR (41 CFR) 101-7

Example 7  
Official Reimbursement Not With the President

DATE	TIME	DESCRIPTION	TRAVEL		MEALS		LUNcheon		LODGING		OTHER		TOTAL
			FARE	TOTAL	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
8/7	7:00a	Depart residence Taxi to airport		3.50									3.50
8/8	8:45a	Depart United flight 53 Arrive San Francisco Taxi to airport		2.50									2.50
8/9				1.75									1.75
8/10				1.30									1.30
8/11		Taxi to airport		2.15									2.15
		Leigh depart San Francisco United flight 88											
		8:00p Arrive Washington National Taxi airport to residence 10:00p Business assistance											
		Telephone Official											
TOTALS				10.50									10.50
TOTALS				3.50									3.50
TOTALS				10.50									10.50
TOTALS				3.50									3.50

STANDARD FORM 1012 (REV. 10-77)



**Political Travel**

You will be reimbursed for political travel expenses by submitting a completed "RNC Weekly Report for Political Expenses" form which is available from Supply, Room 082, OEOB. This voucher should be submitted within 15 days after the travel is completed. Detailed instructions and an example of a completed form follow this section.

Receipts are required for all expenditures in excess of \$15.00 as well as copies of transportation tickets.

**Instructions for RNC Weekly Report for Political Expenses (Example 8)**

To be reimbursed for political travel, the blue "RNC Weekly Report for Political Expenses" form is used. It is filled out as follows: Name, Permanent Address, Self-employment (if applicable) and Social Security number are self explanatory.

Activity: Indicate the specific purpose as shown on the travel authorization.

Number: Show the preprinted number from the applicable travel authorization form.

Expenditures: Show per diem (number 11) for the appropriate day(s). The columns are to be totaled down and across. In addition, section 8 at the bottom of the forms must also be completed. Be sure to note your office or residence departure and arrival time as per diem is based on quarters of the day.

**RNC WEEKLY  
REPORT FOR  
POLITICAL EXPENSES**

Name: DNE, John  
 Permanent Address: The White House, Room 1, EOB,  
Washington, DC 20500  
 Social Security No. 000-00-0000  
 Self Employed: YES  NO   
 NO. 0014  
 DATE: \_\_\_\_\_

Week Ending June 19, 1982  
 Cash Expenses

Expense Item	Sunday 6/13	Monday 6/14	Tuesday 6/15	Wednesday 6/16	Thursday 6/17	Friday 6/18	Saturday 6/19	TOTALS
1. Breakfast								
2. Lunch								
3. Dinner								
4. Hotel								
5. Tips								
6. Taxi & Rent Car								
7. Tel & Tel								
8. Transportation								
9. Entertainment								
10. Miscellaneous Expenses								
11. Per Diem			15.00	22.50				37.50
12. Total Cash Expenses								37.50

**\*Details of Transportation & Entertainment**

8. Transportation	Date	From-To	Method Used	Purpose	COST
	6/15	Time Departed Office/Residence: 3:30pm Washington - Houston	Government air	Clements Fund-raiser	
	6/16	Houston - Washington Time Returned Office/Residence: 12:40	Government Air		

9. Entertainment	Date	Name of Person(s)	Where Entertainment	Purpose	COST

*John Doe*  
 Reimbursing Signature \_\_\_\_\_ White House Political Affairs or VP's Office / Approved by \_\_\_\_\_  
 White House Department Head / Approved by \_\_\_\_\_ RNC / Approved by \_\_\_\_\_  
 Revised 07/82

**Example 8  
Political Reimbursement**

## Voucher Cycle (Chart 2)

### Procedure for Official Voucher

Official travel vouchers for travel either with the President or not with the President are forwarded to the White House Administrative Office (room 1, OEOP, ext. 2500) for review and payment. If all information is provided as detailed above, the Administrative Office will call the traveler's office when the reimbursement check has been returned from the U.S. Treasury.

### Procedure for Political Voucher

The completed form should be sent to the Assistant to the President for Political Affairs (room 175, OEOP) where a cover sheet for the RNC will be attached, and where it will be approved. It will then go to the Deputy Assistant to the President for Management for authorization. From there, the Administrative Office will record it and forward it to the RNC for payment. The reimbursement check will be sent directly to the traveler by the Republican National Committee.

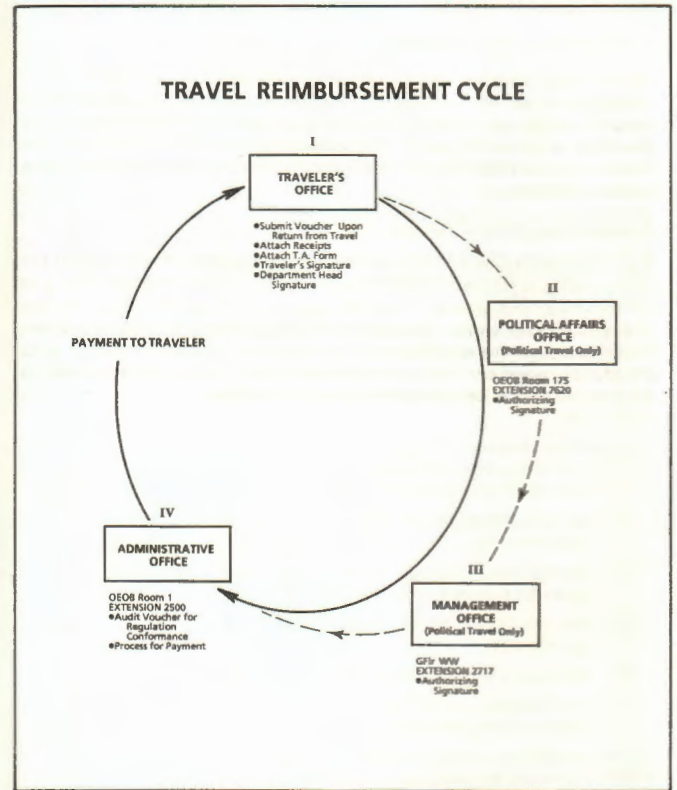


Chart 2  
Travel Reimbursement Cycle

## CHAPTER IV Standards of Conduct

The purpose of this discussion is to acquaint you with some of the ethical concepts and legal restrictions applicable to you as a member of the White House Office staff. It is hoped that by being aware of these standards of official conduct, you will be able to recognize and avoid conflicts of interest and other improper conduct situations you may encounter, and will be alert to seek assistance in resolving any questions that may arise. This is not designed to cover all situations and problems with which you may be confronted; rather it is only intended to highlight in general terms some of the most recurring issues with which you may be confronted.

The official regulation governing the standards of conduct for the White House Office is set forth in 3 CFR Chapter V, Part 100. This regulation was issued pursuant to Executive Order 11222 which prescribes general standards of ethical conduct for all government officers and employees.

As a general statement of guidance, it might be said that the statutes and regulations which are applicable to you as a member of the staff are directed to insuring the achievement of the following objectives:

- (1) the fair, impartial and equal treatment of those dealing with the government;
- (2) the assurance that government decisions will not be influenced by an employee's private interests;
- (3) the maintenance of public confidence in the integrity of government operations;
- (4) the prevention of use of public office for private gain; and
- (5) the prevention of any impediment to the efficiency and economy of government business.

At the outset you should be also aware of one very important factor which is relevant to every matter discussed in this document and which should always be part of your evaluation of any situation you encounter: It is just as important to avoid the appearance of a conflict or unethical conduct as an actual one. Conduct may be short of a legal infraction but if it leads the public to question the integrity of the

government and its officials, the harm is done. In such instance, even if there was no impropriety practiced or intended, the Administration or members of the staff may be required to spend an inordinate amount of time explaining or defending innocent actions rather than implementing the objectives of the President and a cloud may be cast over the merits of our decisions. All staff members must, therefore, be constantly aware of improper "appearances" as well as actual conflicts when dealing with others in or outside of the government.

More detailed information and assistance can be obtained from the Office of the Counsel to the President. Whenever you have a problem or question in this regard, you should immediately contact that Office for a resolution of the matter.









**EASTERN**

PASSENGER'S NAME

NUMBER IN PARTY

FLIGHT/DATE

CLASS

SEAT NUMBER

DESTINATION

GATE

BOARDING TIME



# FOR RESERVATIONS OR FLIGHT INFORMATION CALL ANY EASTERN AIRLINES OFFICE

## GENERAL PASSENGER INFORMATION

**BAGGAGE CHECKING TIPS** In order to serve you better.

- PLEASE INCLUDE YOUR NAME, ADDRESS AND TELEPHONE NUMBER ON BOTH THE INSIDE AND OUTSIDE OF YOUR BAGGAGE.
- PLEASE LOCK YOUR BAGGAGE.
- DON'T PLACE JEWELRY, MONEY, IMPORTANT MEDICINE, ONE OF A KIND DOCUMENTS OR FRAGILE ITEMS SUCH AS CAMERAS OR RADIOS IN CHECKED BAGGAGE.

**BAGGAGE:** Eastern Airlines will carry free, solely within the continental United States and Canada and between the United States and most international destinations, three bags having linear dimensions no greater than 62", 55" and 45". The 45 inch bag (length plus width plus height) may be carried aboard the aircraft provided the height does not exceed 7 inches. No bag to exceed 70 pounds in weight. Articles which do not qualify as free baggage will be charged for at published tariff rates.

**AIRPORT CHECK-IN TIME BEFORE SCHEDULED DEPARTURES:**

**For Domestic Flights**—At least 40 minutes.

**For International Flights**—At least 40 minutes for flights to/from Canada, Puerto Rico, Virgin Islands, or to Bahamas; Bermuda from the U.S. At least 60 minutes for flights between Mexico and U.S. or from Bahamas, Bermuda, or points in the Caribbean to the U.S.

**For All Flights**—Eastern reserves the right to cancel the reservation of any passenger who fails to present himself at the airport loading gate at least 10 minutes prior to the scheduled departure time of the flight on which the reservation was made. Such cancellation will cause any passenger to be ineligible for denied boarding compensation.

**EXCEPTION: CONDITIONAL RESERVATIONS**—A passenger must present his validated ticket specifying his conditional reserved space at the departure gate at least 20 minutes prior to scheduled departure time of the flight in order to be eligible for Conditional Reservations boarding, or compensation, should he not be boarded.

## NOTICE — OVERBOOKING OF FLIGHTS

Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for a payment of the airline's choosing. If there are not enough volunteers the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, persons denied boarding involuntarily are entitled to compensation. The complete rules for the payment of compensation and each airline's boarding priorities are available at all airport ticket counters and boarding locations.

The number of passengers actually denied boarding on EASTERN'S flights averages less than two of every ten thousand passengers boarded. Historically, this performance has been much better than other major carriers.

CITY	TELEPHONE	CITY	TELEPHONE
<b>UNITED STATES</b>			
Albany, N.Y.	436-4721	Portland, Ore.	224-7550
Albuquerque, N.M.	842-5240	Providence/Pawtucket, R.I.	831-4460
Allentown, Pa.	821-8860	Raleigh, N.C.	828-1390
Atlanta, Ga.	435-1111	Reno, Nev.	329-1555
Austin, Texas	477-9661	Richmond, Va.	644-3481
Baltimore, Md.	768-3100	Rochester, N.Y.	325-2840
Bethlehem, Pa.	821-8860	St. Louis, Mo.	621-8900
Birmingham/Bessemer, Ala.	328-9851	St. Petersburg/ Clearwater, Fla.	896-7631
Boca Raton/ Boynton Bch. Fla.	276-3001	Salt Lake City, Utah	539-1100
Boston, Mass.	262-3700	San Antonio, Texas	222-2461
Buffalo, N.Y.	852-3170	San Francisco, Calif.	474-5858
Charleston, S.C.	723-7851	Sarasota/Bradenton, Fla.	366-9200
Charlotte, N.C.	366-6131	Savannah, Ga.	236-4411
Chicago, Ill.	467-2900	Scanton, Pa.	346-7461
Cleveland, Ohio	861-7300	Seattle, Wash.	622-1881
Cocoa, Fla.	632-3110	Spartanburg, S.C.	585-9121
Columbia, S.C.	794-1520	Springfield, Mass.	781-1160
Columbus, Ga.	324-4781	Syracuse, N.Y.	472-5541
Columbus, Ohio	228-2061	Tacoma, Wash.	927-5600
Corpus Christi, Texas	882-5511	Tallahassee, Fla.	224-4121
Dallas, Texas	453-0231	Tampa, Fla.	877-8811
Daytona Beach, Fla.	253-6541	Toledo, Ohio	222-8451
Denver, Colo.	623-4800	Tucson, Ariz.	622-1236
Detroit, Mich.	965-8200	Washington, D.C.	393-4000
Durham, N.C.	682-5621	West Palm Beach/ Palm Beach, Fla.	655-3111
Easton, Pa.	821-8860	Wilkes Barre, Pa.	625-6416
El Paso, Texas	532-6854	Wilmington, Del.	658-9101
Evansville, Ind.	425-2451	Winston-Salem, N.C.	927-2344
Ft. Lauderdale/ Hollywood, Fla.	463-1515	<b>BAHAMAS</b>	
Fort Myers, Fla.	334-4191	Freeport	352-2311
Ft. Worth, Texas	453-0231	Nassau	2-1461
Frankfort, Ky.	800-343-3300	<b>BERMUDA</b>	
Gainesville, Fla.	376-4411	Hamilton	2-5900
Greensboro, N.C.	299-3221	<b>CANADA</b>	
Greenville, S.C.	232-3571	Montreal	931-8211
Hartford, Conn.	525-0141	Ottawa	733-5330
Highpoint, N.C.	885-5141	Toronto	362-3461
Houston, Texas	621-8100	<b>BRITISH COLUMBIA</b>	
Indianapolis, Ind.	639-6611	Coguitan	
Jacksonville, Fla.	355-7392	Ladner	
Lakeland, Fla.	688-5531	New Westminister	
Las Vegas, Nev.	385-1160	North Vancouver	
Lexington, Ky.	254-2701	Richmond	
Los Angeles, Calif.	380-2070	Vancouver	
Louisville, Ky.	587-7551	Victoria	
Melbourne, Fla.	773-1270	West Vancouver	
Memphis, Tenn.	527-2241	White Rock	
Miami, Fla.	873-3000	<b>CARIBBEAN CITIES</b>	
Spanish Desk	873-3780	Antigua, W.I.	2-0323
Milwaukee, Wis.	344-7910	Barbados, W.I.	8-8002
Minneapolis/ St. Paul, Minn.	339-9520	Fort de France	
Mobile, Ala.	438-3461	Martinique	74-11-26
Montgomery, Ala.	269-9171	Montego Bay, Jamaica	952-4460
Nashville, Tenn.	244-3780	Point-a-Pitre, Guadeloupe	82-1211
Nassau County, N.Y.	489-9042	Ponce, P.R.	843-3131
New Orleans, La.	524-4211	Port au Prince, Haiti	6-2300
New York City, N.Y.	986-5000	Port of Spain, Trinidad	5-1655
Int'l & Spanish Desk	661-3500	St. Croix, St. Thomas, V.I.	774-3131
Newark, N.J.	621-2121	San Juan, P.R.	728-3131
Int'l & Spanish Desk	621-9450	St. Lucia, W.I.	3131
Norfolk/Virginia Beach, Va.	625-0316	St. Martin, N.A.	3444
Oklahoma City, Ok.	236-3971	Santo Domingo, D.R.	682-3131
Omaha, Neb.	422-6500	<b>GUATEMALA</b>	
Orlando, Fla.	843-7280	Guatemala City	31-7455
Pensacola, Fla.	432-0261	<b>MEXICO</b>	
Philadelphia, Pa.	932-3500	Acapulco	4-63-63
Phoenix, Ariz.	271-0878	Cancun	3-0133
Pittsburgh, Pa.	391-6600	Cozumel	2-0646
Pompano Beach, Fla.	463-1515	Merida	3-3811
		Mexico City	5-35-78-50

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PASSENGER TICKET AND BAGGAGE CHECK

AIRLINE FORM SERIAL NUMBER  
**001:5407:121:639**

ENDORSEMENTS CARBON  
 SUBJECT TO CONDITIONS OF CONTRACT OR PASSENGER'S COUPON

PASSENGER'S COUPON  
 DATE OF ISSUE

ORIGIN **WASHINGTON NA**  
 DESTINATION **WASHINGTON NA WHITE HOUSE TRANS**  
 DATE AND PLACE OF ORIGINAL ISSUE **WASHINGTON D**  
 CONJUNCTION TICKET(S) **95619** DATE AND PLACE OF ISSUE **75FHRMT**

NAME OF PASSENGER **BLACKWELL/M**  
 NOT TRANSFERABLE

DATE OF ISSUE **20 OCT 82**

DATE AND PLACE OF ORIGINAL ISSUE **WASHINGTON D**  
 CONJUNCTION TICKET(S) **95619** DATE AND PLACE OF ISSUE **75FHRMT**

X/O	NOT GOOD FOR PASSAGE	CARRIER	FLIGHT	CLASS	DATE	TIME	STATUS	FARE BASIS/TKT. DESIGNATOR	NOT VALID BEFORE	NOT VALID AFTER	ALLOW
	WASHINGTON NATN	EA		Y	25OCT	1000A	OK	YCA			
	NYC LAGUARDIA	EA	OPEN	Y				YCA			
	WASHINGTON NATN										
	--VOID--										
	--VOID--										

FARE	TAX	TAX	TOTAL
81.48	6.52		88.00
25OCT WASEANC	44.00	1L88.00	41106275700

TICKET NUMBER **001 5407121639 3 □**

PRINTED IN U.S.A. BY RAND McNALLY

IF IS UNLAWFUL TO PURCHASE OR RESELL THIS TICKET SHOW TO AGENT  
 ENTITY OTHER THAN PASSENGER SERVICE OR ITS AUTHORIZED AGENTS



NOTICE

If the passenger's journey involves an ultimate destination or stop in a country other than the country of departure the Warsaw Convention may be applicable and the Convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage. See also notice headed "Advice to International Passengers on Limitation of Liability."

CONDITIONS OF CONTRACT

1. As used in this contract "ticket" means this passenger ticket and baggage check, of which these conditions and the notices form part, "carriage" is equivalent to "transportation", "carrier" means all air carriers that carry or undertake to carry the passenger or his baggage hereunder or perform any other service incidental to such air carriage, "WARSAW CONVENTION" means the Convention for the Unification of Certain Rules Relating to International Carriage by Air signed at Warsaw, 12th October 1929, or that Convention as amended at The Hague, 28th September 1955, whichever may be applicable.
2. Carriage hereunder is subject to the rules and limitations relating to liability established by the Warsaw Convention unless such carriage is not "international carriage" as defined by that Convention.
3. To the extent not in conflict with the foregoing carriage and other services performed by each carrier are subject to: (I) provisions contained in this ticket, (II) applicable tariffs, (III) carrier's conditions of carriage and related regulations which are made part hereof (and are available on application at the offices of carrier), except in transportation between a place in the United States or Canada and any place outside thereof to which tariffs in force in those countries apply.
4. Carrier's name may be abbreviated in the ticket, the full name and its abbreviation being set forth in carrier's tariffs, conditions of carriage, regulations or timetables; carrier's address shall be the airport of departure shown opposite the first abbreviation of carrier's name in the ticket; the agreed stopping places are those places set forth in this ticket or as shown in carrier's timetables as scheduled stopping places on the passenger's route; carriage to be performed hereunder by several successive carriers is regarded as a single operation.
5. An air carrier issuing a ticket for carriage over the lines of another air carrier does so only as its agent.

6. Any exclusion or limitation of liability of carrier shall apply to and be for the benefit of agents, servants and representatives of carrier and any person whose aircraft is used by carrier for carriage and its agents, servants and representatives.
7. Checked baggage will be delivered to bearer of the baggage check. In case of damage to baggage moving in international transportation complaint must be made in writing to carrier forthwith after discovery of damage and, at the latest, within 7 days from receipt; in case of delay, complaint must be made within 21 days from date the baggage was delivered. See tariffs or conditions of carriage regarding non-international transportation.
8. This ticket is good for carriage for one year from date of issue, except as otherwise provided in this ticket, in carrier's tariffs, conditions of carriage, or related regulations. The fare for carriage hereunder is subject to change prior to commencement of carriage. Carrier may refuse transportation if the applicable fare has not been paid.
9. Carrier shall not be liable for failure to operate any flight according to schedule, with or without notice to the passenger. Times shown in timetable or elsewhere are not guaranteed and form no part of this contract. Carrier may without notice substitute alternate carriers or aircraft, and may alter or omit stopping places shown on the ticket in case of necessity. Schedules are subject to change without notice. Carrier assumes no responsibility for making connections.
10. Passenger shall comply with Government travel requirements, present exit, entry and other required documents and arrive at airport by time fixed by carrier or, if no time is fixed, early enough to complete departure procedures.
11. No agent, servant or representative of carrier has authority to alter, modify or waive any provision of this contract.

CARRIER RESERVES THE RIGHT TO REFUSE CARRIAGE TO ANY PERSON WHO HAS ACQUIRED A TICKET IN VIOLATION OF APPLICABLE LAW OR CARRIER'S TARIFFS, RULES OR REGULATIONS  
ISSUED BY AMERICAN AIRLINES, INC. SOLD SUBJECT TO TARIFF REGULATIONS

ADVICE TO INTERNATIONAL PASSENGERS ON LIMITATION OF LIABILITY

Passengers on a journey involving an ultimate destination or a stop in a country other than the country of origin are advised that the provisions of a treaty known as the Warsaw Convention may be applicable to the entire journey, including any portion entirely within the country of origin or destination. For such passengers on a journey to, from, or with an agreed stopping place in the United States of America, the Convention and special contracts of carriage embodied in applicable tariffs provide that the liability of certain carriers, parties to such special contracts, for death of or personal injury to passengers is limited in most cases to proven damages not to exceed U. S. \$75,000 per passenger, and that this liability up to such limit shall not depend on negligence on the part of the carrier. The limit of liability of U. S. \$75,000 above is inclusive of legal fees and costs except that in case of a claim brought in a country where provision is made for separate award of legal fees and costs, the limit shall be the sum of U. S. \$58,000 exclusive of legal fees and costs. For such passengers traveling by a carrier not a party to such special contracts or on a journey not to, from, or having an agreed stopping place in the United States of America, liability of the carrier for death or personal injury to passengers is limited in most cases to approximately U. S. \$10,000 or U. S. \$20,000.

The names of carriers, parties to such special contracts, are available at all ticket offices of such carriers and may be examined on request.

Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under the Warsaw Convention or such special contracts of carriage. For further information please consult your airline or insurance company representative.

ALL REV. 1-74



## NOTICE OF BAGGAGE LIABILITY LIMITATIONS

Liability for loss, delay, or damage to baggage is limited as follows unless a higher value is declared in advance and additional charges are paid: (1) For most international travel (including domestic portions of international journeys) to approximately \$9.07 per pound (\$20.00 per kilo) for checked baggage and \$400 per passenger for unchecked baggage; (2) For travel wholly between U.S. points, to \$750 per passenger on most carriers (a few have lower limits). Excess valuation may not be declared on certain types of valuable articles. Carriers assume no liability for fragile or perishable articles. Further information may be obtained from the carrier.

### IMPORTANT NOTICE—INTERNATIONAL RESERVATIONS MUST BE RECONFIRMED

When the length of time between flights of your international journey is more than 72 hours at any one point, reconfirm your intention to use your continuing or return reservation. To do so, please inform the airline at the city where you intend to resume your journey (or any office of that airline in any city) at least 72 hours before departure of your flight.

This notice does not apply to travel wholly within Europe.

To/from Mexico on American Airlines: When the length of your stay is 24 hours or more and both your arrival and departure flights are on American Airlines, please reconfirm at least 24 hours before departure.

**Failure to reconfirm will result in the cancellation of your reservation(s).**



U.S. OFFICE OF PERSONNEL MANAGEMENT

EXECUTIVE SEMINAR CENTER

KINGS POINT, NEW YORK

TRANSPORTATION ITINERARY

DATE: 10-25-82

NAME: Morton C. Blackwell TELEPHONE # HOME: 703 243-7660

TELEPHONE # OFFICE 202 456-2657

DEPARTURE: 10-25-82 TIME: 10 .00 FLIGHT # Shuttle Airline: Eastern

LaGuardia Airport

JFKennedy Airport

ARRIVAL:  Great Neck Station DATE: 10-25-82 TIME: 11 a.m. OTHER: \_\_\_\_\_

Station wagon marked "Interagency Motor Pool" or "U.S. Department of Commerce, Maritime Administration, U.S. Merchant Marine Academy" will meet you at above destination, (driver will wait at Information Desk of appropriate airline terminal).

EASTERN AIRLINES SHUTTLE - Meet driver at ticket counter.

LAGUARDIA AIRPORT - American Airlines Passengers - Wait at UPPER LEVEL OR DEPARTING LEVEL INFORMATION DESK. DO NOT GO TO LOWER LEVEL TO MEET DRIVER.

" " N.Y. Air & U.S. Air passengers, meet driver at Candy/Paper Stand located about 10 feet from Security Gate.

NOTE: IF YOU ARE ABLE TO ESTIMATE DEPARTURE TIME FROM KINGS POINT, THIS WOULD BE HELPFUL IN SCHEDULING CAR AND DRIVER FOR YOUR RETURN TRIP.

DEPARTURE: La Guardia DATE: 10-25-82 TIME: 4 .00 FLT# Shuttle AIRLINE Eastern  
(airport, train, car)

MAKE RESERVATION FOR ME TO STAY AT USMMA OFFICERS' CLUB ON EVENING OF \_\_\_\_\_

AUDIO-VISUAL EQUIPMENT REQUIRED \_\_\_\_\_

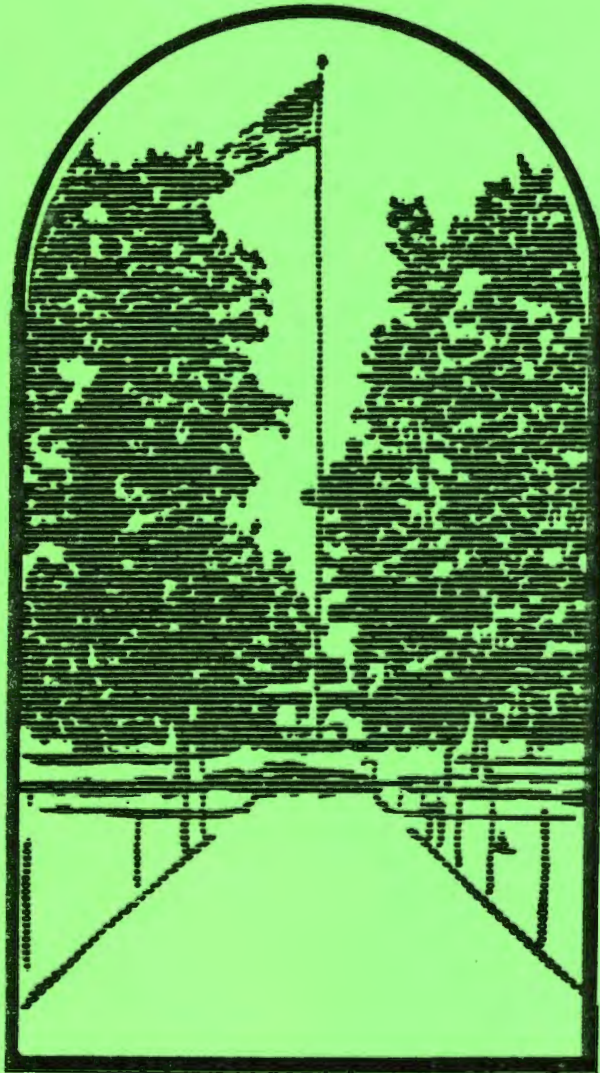
IN THE EVENT YOUR ARRIVAL IS DELAYED PLEASE CALL US Commercial #516-487-4500/4501 SO DRIVER CAN BE ALERTED.

WE WOULD ALSO APPRECIATE RECEIVING A BIOGRAPHICAL SKETCH, IF YOU HAVE NOT PREVIOUSLY SUBMITTED ONE TO US - OR YOU MAY WANT TO SEND US A MORE UP-DATED COPY.

NOTE: PLEASE RETURN THIS TRANSPORTATION ITINERARY TO US AS SOON AS POSSIBLE ALONG WITH YOUR SIGNED CONTRACT.

*Blackwell  
Travel*

*United States Office of Personnel Management*



*Executive  
Development  
Seminar*

*October 25 -- Nov. 5, 1982*

*Executive Seminar Center  
Kings Point, New York*





## *ACKNOWLEDGMENTS*

*The staff of the Executive Seminar Center sincerely appreciates the continuous and enthusiastic assistance provided by the key officials of the participating Federal departments and agencies and, in particular, their Directors of Personnel & Employee Development Officers.*

*We recognize also that immediate factors in the continuing success of the Executive Seminar Center are the interest, support and assistance of the Superintendent of the United States Merchant Marine Academy, his staff and the Midshipmen of the Regiment. Their cooperation and courtesies have been very valuable to the Center's staff in maintaining the high calibre of our many programs during the past years.*



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Clearly administrative performance is as much conditioned by the external environment and context in which it is carried out as by the preferences and choices of the immediate actors concerned. Indeed, analysis of what is inside any system typically tells us how it works but not why... (It) enables us to dissect, with considerable precision, the intricacies of a very concrete and specific problem. Occasionally, however, we need to pull back and take a broader view, thereby achieving an explanatory perspective on the interrelatedness, at higher levels, of many of our problems.

Fred W. Riggs

The Ecology and Context of Public Administration (1980)

A time of turbulence is a dangerous time, but its greatest danger is a temptation to deny reality... But a time of turbulence is also one of great opportunity for those who can understand, accept, and exploit the new realities. It is above all a time of opportunity for leadership.

The challenges of turbulent times that all institutions face, businesses and public-service institutions alike, affect all levels of management and all groups within management... The greatest challenges and the greatest changes ahead surely pertain to top management... It is top management that faces the challenge of setting directions for the enterprise, of managing the fundamentals. It is top management that will have to restructure itself to meet the challenges of the "sea-change."

The burden of outside relationships, the demand that top management become activist and leader, also rules out the traditional American approach in which top management spends practically all its time on managing the business and delegates the outside sphere to subordinates... It has to be active in the critical policy and relation areas itself; it has to have time to acquire first-hand knowledge and to give leadership.

This indicates that in future, the workload and above all the preparation for assuming top management jobs will again become major areas of thought, experimentation, and innovation.

Peter F. Drucker

Managing in Turbulent Times (1980)



## THE EXECUTIVE SEMINAR PROGRAM

The Executive Seminar Program, now in its twentieth year, offers an intensive educational experience for managers and executives who are involved in policy and program development, administration and the management of human resources. In a residential setting removed from the pressures of everyday organizational life, a select group of individuals engage in an active learning process that is designed to examine and expand their perceptions, understanding and behavior in current and future roles. The Executive Seminar curriculum is designed to support and complement the developmental activities of governmental organizations. It comprises a broad spectrum of policy and management seminar offerings. Its purpose is to facilitate the development of competent individuals who will meet the challenge of public management within and beyond their immediate organizational environments.

## THE EXECUTIVE DEVELOPMENT SEMINAR

The Executive Development Seminar is an intensive two-week program designed to assist Federal managers in making the transition to executive positions. The seminar enhances the executive competencies of Senior Executive Service candidates by offering an opportunity to consider and, in simulation, experience the complex forces--cultural, economic, social, political, ideological, and institutional--that form the context of executive decision making in every agency of government. Participants are expected to analyze and relate the impact of these forces on their own agencies. These analyses can assist agencies and participants in identifying further developmental needs and activities.

The Executive Development Seminar is organized around three of the interrelated forces comprising the complex environment in which the Federal Executive works:

- I. Changing Values and the Public Executive
- II. Contemporary Economics and Government Policy
- III. The Dynamics of the American Political System

## METHODOLOGY

The Executive Development Seminar employs both cognitive sessions and interactive learning experiences. In addition to lecture and discussion, methodologies include role play and simulations, self assessment, workshops, panels, and film and other audiovisual presentations. A specially edited collection of readings is furnished to each participant in advance of the seminar. A section of books of special interest to participants in this seminar are on reserve at the Center Library.

SEMINAR FACULTY

Anita F. Alpern  
Former Assistant Commissioner  
Internal Revenue Service  
Department of the Treasury

Richard N. Holwill  
Vice President  
Heritage Foundation

Morton C. Blackwell  
Special Assistant to the President  
The White House

Donald W. Moriarty, Jr.  
First Vice President  
Federal Reserve Bank of St. Louis

Charles L. Clapp  
Vice Chairman  
Interstate Commerce Commission

Daniel M. Ogden  
Director  
Office of Power Marketing Coordination  
Department of Energy

Roger H. Davidson  
Senior Specialist in American  
Government  
Congressional Research Service

Walter J. Oleszek  
Specialist in American Government  
Congressional Research Service

John J. Farley III  
Director, TORTS Branch  
Civil Division  
Department of Justice

Philip J. Romano  
Commanding Officer  
Bronx Community Affairs  
New York City Police Department

James Farmer  
Executive Director  
Coalition of American Public Employees

Francis H. Schott  
Senior Vice President  
Equitable Life Assurance Society

John D. Heller  
Assistant Comptroller General of the  
United States

Jim J. Tozzi  
Deputy Administrator  
Office of Management and Budget  
Executive Office of the President



SEMINAR PROGRAM STAFF

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Assistant Seminar Manager. . . . . Richard P. Ciminelli  
Program Assistant. . . . . Kathleen C. Hieb

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Administrative Assistant. . . . . Mary Bertoli  
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Staff Assistant . . . . . Terri Pearlman  
Custodian . . . . . Walter Pisko

LIBRARY AND LEARNING RESOURCES

The Library of the Executive Seminar Center is located on the 3rd floor of Furuseth Hall. There are two additional study rooms on the 2nd and 3rd floors of Cleveland Hall, residential quarters of the Center.

Resources of the Library include current periodicals, reference works, and government documents as well as topical works of relevance to management sciences and public administration, organization theory and bureaucratic behavior, contemporary national government and politics, social and economic issues, urban affairs, intergovernmental relations, science and technology, environmental issues, and national security and international affairs.

Seminar participants are encouraged to use the Library's collections for further background reading for seminar sessions, Constitutional workshops and the Congressional simulation.



# EXECUTIVE DEVELOPMENT SEMINAR

Monday, October 25, 1982

10:00 - 11:00 A.M.

SEMINAR REGISTRATION  
Cleveland Hall

11:00 A.M.

WELCOME TO THE EXECUTIVE SEMINAR CENTER

Dr. Edward L. Muth  
Center Manager

THE EXECUTIVE DEVELOPMENT SEMINAR: AN OVERVIEW

Dr. George Chall  
Program Manager

Afternoon Session

PART I

CHANGING VALUES AND THE PUBLIC EXECUTIVE

1:30 P.M.

THE CHALLENGE OF THE 80'S: REFOCUSING THE AMERICAN DREAM

Honorable Morton C. Blackwell  
Special Assistant to the President  
for Public Liaison  
The White House

*Purpose: To examine the major changes in American society  
and the role of government during the next decade.*

5:00 P.M.

Get Acquainted Hour  
(Melville Hall)

Evening Session

7:00 P.M.

ORGANIZATION OF CONSTITUTIONAL WORKSHOPS

Tuesday, October 26, 1982

Morning Session

8:00 A.M.      CITIZENS' VIEWS OF AMERICA

Dr. George Chall  
and  
Participating Executives

*Purpose: To analyze and compare the perceptions of Federal executives with those of the general public concerning the condition of American society, significant national issues as well as the performance of the national government and to relate these to executive decision making.*

Afternoon Session

12:50 P.M.      Depart by chartered bus for field visit to the Bronx

1:30 P.M.      PUBLIC POLICY OUTCOMES AND THE AMERICAN DREAM:  
A REAL TIME VIEW OF THE SOUTH BRONX

Sgt. Philip J. Romano  
Commanding Officer  
Bronx Community Affairs  
New York City Police Department  
and  
Community Leaders

*Purpose: To examine the unintended consequences of public policy at the community level, the critical challenges ahead and the need for new relationships.*

5:30 P.M.      Discussion Hour  
(Melville Hall)

Evening Session

CONSTITUTIONAL WORKSHOPS

Wednesday, October 27, 1982

Morning Session

8:00 A.M.

CONSTITUTIONAL WORKSHOPS

9:00 A.M.

VALUE PROGRAMMING AND THE FEDERAL EXECUTIVE

*What You Are Is*

Film Presentation and Discussion

*Purpose: To analyze the influence of value systems on executive decision making.*

Afternoon Session

1:30 P.M.

MEDIATING STRUCTURES AND PUBLIC POLICY: A DIALOGUE

Mr. James Farmer  
Executive Director  
Coalition of American Public Employees  
and  
Former Assistant Secretary  
Department of Health, Education and Welfare

Mr. Richard Holwill  
Vice President  
Heritage Foundation

*Purpose: To discuss the role and assess the potential impact of mediating structures in American society.*

5:00 P.M.

Discussion Hour  
(Melville Hall)

Evening Session

7:00 P.M.

CONSTITUTIONAL WORKSHOPS



Thursday, October 28, 1982

Morning Session

8:00 A.M.

THE CONSTITUTION OF THE UNITED STATES  
IN CONTEMPORARY PERSPECTIVE

Dr. George Chall  
and  
Participating Executives

*Purpose: Workshops to report their assessment of the relevancy of the Constitution to the needs and realities of America's third century.*

Afternoon Session

PART I

CONTEMPORARY ECONOMICS AND GOVERNMENT POLICY

1:30 P.M.

MONETARY POLICY AND THE U.S. ECONOMY

Dr. Donald W. Moriarty Jr.  
First Vice President  
Federal Reserve Bank of St. Louis

*Purpose: To examine the direction of current monetary practices and the role of the Federal Reserve System.*

4:45 P.M.

Discussion Hour  
(Melville Hall)

Evening Session

7:00 P.M.

REGULATORY REFORM AND REPRIVATIZATION

Mr. Jim J. Tozzi  
Deputy Administrator for Information and  
Regulatory Management  
Office of Management and Budget  
Executive Office of the President

*Purpose: To analyze the implications of Federal deregulation and increased emphasis on private sector initiatives.*

Friday, October 29, 1982

Morning Session

8:00 A.M.

EXECUTIVE SESSION

9:15 A.M.

FEDERAL ECONOMIC POLICY:  
A VIEW FROM WALL STREET

Dr. Francis H. Schott  
Senior Vice President  
and Chief Economist  
Equitable Life Assurance Society

*Purpose: To discuss the effects of national economic policies from the perspective of the financial markets and the business community.*

Afternoon Session

PART III

THE DYNAMICS OF THE AMERICAN POLITICAL SYSTEM

1:30 P.M.

THE LEGISLATIVE PROCESS

Dr. George Chall

*Purpose: Selection of House members, committee assignments, and floor leadership roles and preparation for Congressional simulation.*

PARTY STRATEGY CAUCUSES

4:45 P.M.

Discussion Hour  
(Melville Hall)

Academy Faculty and Staff will attend

Saturday, October 30, 1982

This time is designed for group and individual preparation for the Congressional simulation and individual case preparation on the personal liability of Federal officials.

Sunday, October 31, 1982

NO SCHEDULED SEMINAR ACTIVITIES

Information concerning weekend cultural events and recreational opportunities in New York City and on Long Island will be provided.



Monday, November 1, 1982

Morning Session

PART III

THE DYNAMICS OF THE AMERICAN POLITICAL SYSTEM

8:30 A.M.      PARTIES, POLITICS AND PRESSURE GROUPS

Dr. Daniel M. Ogden  
Director  
Office of Power Marketing Coordination  
Department of Energy

*Purpose: To analyze the political process and its effect on policy making.*

Afternoon Session

1:30 P.M.      POWER CLUSTERS IN AMERICAN GOVERNMENT

Dr. Daniel M. Ogden

*Purpose: To examine the centers of power in government, their interactions and how they impact on decision making.*

4:45 P.M.

Discussion Hour  
(Melville Hall)

Evening Session

7:00 P.M.      THE LEGISLATIVE PROCESS

Dr. Roger H. Davidson  
Senior Specialist in American Government  
Congressional Research Service

and

Dr. Walter J. Oleszek  
Specialist in American Government  
Congressional Research Service

*Purpose: To describe how the modern Congress works and lay the groundwork for a legislative simulation.*

Tuesday, November 2, 1982

Morning Session

8:30 A.M.

THE LEGISLATIVE PROCESS: THE HEARINGS

Dr. Roger H. Davidson  
and  
Dr. Walter J. Oleszek

*Purpose: To offer participants a simulated experience in Congressional committee hearings.*

Afternoon Session

1:30 P.M.

THE LEGISLATIVE PROCESS: THE MARK-UP

Dr. Roger H. Davidson  
and  
Dr. Walter J. Oleszek

*Purpose: To provide a simulated experience in the mark-up of proposed legislation by Congressional committees.*

4:45 P.M.

Discussion Hour  
(Melville Hall)

Evening Session

7:00 P.M.

CAUCUS AND PREPARATION FOR FLOOR ACTION

Wednesday, November 3, 1982

Morning Session

8:00 A.M.            THE LEGISLATIVE PROCESS: FLOOR DEBATE AND FINAL ACTION

Dr. Roger H. Davidson  
and  
Dr. Walter J. Oleszek

*Purpose: To afford participants a simulated experience in full floor debate and final consideration in the House of Representatives.*

10:30 A.M.           THE LEGISLATIVE PROCESS: SUMMARY AND DISCUSSION

Dr. Roger H. Davidson  
and  
Dr. Walter J. Oleszek

*Purpose: To draw from the simulation principles central to the legislative process, analyze the simulation's realism and unify the experiences of the previous sessions.*

11:00 A.M.           THE LEGISLATIVE PROCESS: LIVE FROM THE HILL

*An Act of Congress*

Film Presentation and Discussion

Afternoon Session

1:30 P.M.            ETHICS AND THE SENIOR EXECUTIVE

*An Enemy of the People*

Film Presentation of the Ibsen Classic  
and Group Discussion

*Purpose: To analyze a drama of ethical conflict and relate this conflict to executive decision making.*

4:45 P.M.

Discussion Hour  
(Melville Hall)

Evening

7:00 P.M.

EXECUTIVE SESSION



Thursday, November 4, 1982

Morning Session

8:30 A.M.

THE PERSONAL LIABILITY OF FEDERAL OFFICIALS

Mr. John J. Farley III  
Director, Torts Branch  
Civil Division  
Department of Justice

*Purpose: To discuss the extent to which the Federal executive is personally liable under current law and to examine how proposed legislation may affect the future executive.*

Afternoon Session

1:30 P.M.

EXECUTIVE COMPETENCE: A PANEL DISCUSSION

Ms. Anita F. Alpern  
Member  
National Academy of Public Administration  
and  
Former Assistant Commissioner  
Internal Revenue Service  
Department of the Treasury

Honorable Charles L. Clapp  
Former Deputy Chairman  
Interstate Commerce Commission  
and  
Special Assistant to the President  
The White House

Honorable John D. Heller  
Assistant Comptroller General  
of the United States

*Purpose: To identify the attributes of effective public executives and the demanding environment in which they operate.*

5:15 P.M.

Farewell Dinner

Friday, November 5, 1982

Morning Session

8:30 A.M.

TRANSITION

Dr. George Chall

9:15 A.M.

SEMINAR EVALUATION

10:15 A.M.

AWARD OF CERTIFICATES

## University Credit

- Since many managers who take ESC seminars or the Seminar for New Managers have specialized academic backgrounds, a number are interested in enrolling in university graduate programs in fields such as management, public administration or public affairs.
- OPM is encouraging managers and executives to gain more needed education and training on their own initiative.
- Some think that they should receive transfer credit for ESC seminars or the Seminar for New Managers toward meeting requirements of university programs.
- To accommodate this need, OPM has taken several steps;
  1. It has had these seminars evaluated by an American Council of Education Panel which has recommended 2 or 3 upper division and graduate level semester credits for each.
  2. A system has been established for students to record completion of these seminars with the ACE Registry. Then students may at any time request the ACE Registry to send a transcript of all of their credits to them or to a designated university.
  3. Since universities need not follow the ACE recommendations, OPM now is contacting universities to gain advance agreement from them to accept transfer credit for these seminars the same as they do for courses from other universities. A list of universities which have agreed to accept transfer credit for these seminars will be provided to all interested participants.
- This system will be initiated at the beginning of FY 1982. Credit cannot be recorded retroactively in the Registry for ESC seminars or the Seminar for New Managers completed before October 1, 1981.
- Any current ESC participant may ask the Program Assistants at the Executive Seminar Center for the instructions and blank forms to record completion of a seminar with the ACE Registry. Any participant interested in doing this, please do so within 2 days from the start of the seminar so that the special Class Registration Form can be completed by the next to the last day of the seminar.



## SELECTED WORKS FOR FURTHER READING

The works listed below are available at the Executive Seminar Center Library. Participants may use them selectively to complement seminar sessions and preparatory readings. This bibliography should also serve as a guide for professional development and growth well beyond the span of the two-week seminar.

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### PART III

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GOVERNMENT AGENCIES PARTICIPATING  
IN THE EXECUTIVE SEMINAR CENTER PROGRAM

ACTION

Department of Agriculture  
Department of the Air Force  
Arms Control  
Department of the Army  
Central Intelligence Agency  
Civil Aeronautics Board  
Commission on Civil Rights  
Community Services Administration  
Consumer Products Safety  
Commission  
Department of Commerce  
Defense Civil Preparedness Agency  
Defense Communications Agency  
Defense Contract Audit Agency  
Defense Intelligence Agency  
Defense Logistics Agency  
Defense Mapping Agency  
Defense Nuclear Agency  
Department of Energy  
District of Columbia Government  
Environmental Protection Agency  
Equal Employment Opportunity  
Commission  
Export-Import Bank of the U.S.  
Farm Credit Administration  
Federal Communications Commission  
Federal Deposit Insurance Corporation  
Federal Mediation and Conciliation  
Service  
Federal Reserve Board  
Federal Trade Commission  
General Accounting Office  
General Services Administration  
Government Printing Office  
Department of Health, Education and  
Welfare  
Department of Housing and Urban  
Development

Department of the Interior  
Interstate Commerce Commission  
Department of Justice  
Department of Labor  
Library of Congress  
National Advisory Council on Equality  
of Educational Opportunity  
National Aeronautics and Space  
Administration  
National Endowment for the Arts  
and Humanities  
National Labor Relations Board  
National Science Foundation  
National Security Agency  
National Transportation Safety Board  
Department of the Navy  
Nuclear Regulatory Commission  
Occupational Safety and Health  
Review Commission  
Office of Management and Budget  
Office of Personnel Management  
Office of the Secretary of Defense  
Panama Canal Company  
Pension Benefit Guaranty Corporation  
Railroad Retirement Board  
Securities and Exchange Commission  
Small Business Administration  
Smithsonian Institution  
Department of State  
State of Arkansas  
State of California  
State of Connecticut  
State of Illinois  
State of New Jersey  
Tennessee Valley Authority  
Department of Transportation  
Department of the Treasury  
U. S. Information Agency  
Veterans Administration  
Water Resources Council





**An Interagency Training Facility of the U.S. Government**

THE WHITE HOUSE OFFICE  
OFFICIAL TRAVEL AUTHORIZATION

No. 0816

(TRAVELER TO COMPLETE SECTIONS 1-8.)

Date of Request January 4, 1983

1. TRAVELER

Name: Morton C. Blackwell  White House Staff  
Extension: 2657 Room: 191  Other

2. PURPOSE(S) and DATE(S): January 27 and 28, 1983

To bring White House greetings to The Religious Roundtable's  
Awareness Banquet: Obscenity and Pornography

3. ITINERARY Memphis and return  
(List all cities where stopover occurs.)

4. DEPARTURE: 1-27-83 RETURN: 1-28-83  
Date: 11:15 a.m. Date: 12:16 p.m.  
Time: American Airlines 599/National Time: AA 516, National  
Mode: Mode:

5. NATURE:  100% Official  100% Political

6. SIGNATURES:

Traveler: Morton C. Blackwell  
(I have read and agree to the terms set forth on the reverse side)

[Signature] Department Head 1/5/83 [Signature] Approving Officer  
(Special Assistant to the President for Administration)

All costs paid by The Roundtable, 501(c) (3)

7. ESTIMATED COSTS: [Crossed out] 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 \$ \_\_\_\_\_

code 113 \$0 M99



January 4, 1983

Date of Request

TRAVELER TO COMPLETE SECTIONS 1-8

**THIS APPROVAL IS SUBJECT TO ALL APPLICABLE GOVERNMENT LAWS AND REGULATIONS, AS WELL AS THE FOLLOWING ADMINISTRATIVE POLICIES RELATING TO TRAVEL ADVANCES AND GOVERNMENT-ISSUED TICKETS**

To bring White House greetings to the Religious Roundtable's Awareness Bandwidth: Opacity and Pornography

**1. ADVANCES FOR OFFICIAL TRAVEL ONLY**

Cash travel advances will not be provided for political trips.

Advances will not be provided to anyone with an outstanding unaccounted-for advance.

Advances over \$250 require 48-hours notice to White House Administrative Office, extension 2500, except in emergencies.

**2. ADVANCES TO BE REPAID FROM SALARY AFTER 15 DAYS**

Any travel advance which is not either repaid or accounted for in full by an expense voucher, within 15 days after return, will be repaid by a deduction from the Staff member's salary.

**3. GOVERNMENT TICKETS FOR OFFICIAL TRAVEL ONLY**

Government-issued tickets shall not be requested or used for anything other than 100% official trip (i.e., no political or personal travel). The entire cost of any government-issued tickets that end being used for unofficial travel will be considered a personal travel advance and treated accordingly.

<input type="checkbox"/> Registration Fee of \$	_____
<input type="checkbox"/> Commercial Car Rental	_____
<input type="checkbox"/> Excess Baggage	_____
<input type="checkbox"/> Other	_____

TRAVEL ADVANCE REQUESTED  YES  NO

Amount \$ \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Requester: \_\_\_\_\_

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

FOR TRANSPORTATION OFFICE USE ONLY

GTR No. \_\_\_\_\_

Amount \$ \_\_\_\_\_

0006 113 #2 MPP



PEARSON HOTEL  
901-529-4000

Blackwell  
Travel

THE WHITE HOUSE OFFICE  
OFFICIAL TRAVEL AUTHORIZATION

No. 0816

(TRAVELER TO COMPLETE SECTIONS 1-8.)

Date of Request January 4, 1983

1. TRAVELER

Name: Morton C. Blackwell  White House Staff  
Extension: 2657 Room: 191  Other \_\_\_\_\_

2. PURPOSE(S) and DATE(S): January 27 and 28, 1983

To bring White House greetings to The Religious Roundtable's Awareness Banquet: Obscenity and Pornography

3. ITINERARY Memphis and return  
(List all cities where stopover occurs.)

4. DEPARTURE: 1-27-83 RETURN: 1-28-83  
Date: \_\_\_\_\_ Date: \_\_\_\_\_  
Time: 11:15 a.m. Time: 12:16 p.m.  
Mode: American Airlines 599/National Mode: AA 516, National

5. NATURE:  100% Official  100% Political

6. SIGNATURES:  
Traveler: Morton C. Blackwell  
(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)  
All costs paid by The Roundtable, 501(c) (3)

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:

*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.*

*to . ra f u*

**ADMINISTRATIVE OFFICE**



THE WHITE HOUSE OFFICE  
OFFICIAL TRAVEL AUTHORIZATION

*Blackwell  
Travel*  
No. 2702

(TRAVELER TO COMPLETE SECTIONS 1-8.)

Date of Request June 8, 1983

1. TRAVELER

Name: MORTON C. BLACKWELL  White House Staff

Extension: 2657 Room: 191  Other

2. PURPOSE(S) and DATE(S): To attend the Y.R. National Convention

June 17 and 18

3. ITINERARY Washington D.C. - New Orleans - Washington, D.C.  
(List all cities where stopover occurs.)

4. DEPARTURE:

RETURN:

Date: June 17, 1983

Date: June 19, 1983

Time: 11:29 am

Time: 5:05 pm

Mode: Eastern FLT. 4139

Mode: Eastern FLT. 4906

5. NATURE:  100% Official  100% Political

6. SIGNATURES:

Traveler: \_\_\_\_\_

(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)

**No cost to government/travel expenses paid by MCB/lodging paid by convention**

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 46 4106



(TRAVELER TO COMPLETE SECTIONS 1-8)

**THIS APPROVAL IS SUBJECT TO ALL APPLICABLE GOVERNMENT LAWS AND REGULATIONS, AS WELL AS THE FOLLOWING ADMINISTRATIVE POLICIES RELATING TO TRAVEL ADVANCES AND GOVERNMENT-ISSUED TICKETS**

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Registration Fee of \$

Commercial Car Rental

Excess Baggage

Other

TRAVEL ADVANCE REQUESTED:  YES  NO

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

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

FOR TRANSPORTATION OFFICE USE ONLY

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

THE WHITE HOUSE  
WASHINGTON

Trip paid for  
by Missouri  
Religious Roundtable  
\$402 - Airline

# SUN INTERNATIONAL TRAVEL INC

43 NORTH CENTRAL • CLAYTON, MO 63105 • 314/721-1006

**INVOICE**

DATE:  
19 FEB 82

PAGE 1


NO-3012629

TO:

FOR

BLACKWELL/MORTON MR

MADISON COUNTY REPUBLICANS  
IN CARE OF MR ED RAGSDALE  
318 CLION  
ST LOUIS MO 63141

SALESMAN		CUSTOMER NUMBER		
JI				
TYPE	S	DESCRIPTION	AIRLINE & TICKET NO.	AMOUNT
AIR		TICKETS — BLACKWELL — MORTONMR	TW7068868245	402.00
				
<p><i>Thank You!</i> <i>We appreciate Your Business</i></p> <p><small>This invoice represents an immediate transfer of funds from our agency to the participating carriers upon issuance of tickets. Your prompt remittance will be appreciated.</small></p>				SUB-TOTAL 402.00
				LESS DEPOSIT .00*
CAUTION: TICKETS REPRESENT CASH VALUE. IF UNUSED, PLEASE RETURN FOR CREDIT OR REFUND.				TOTAL DUE ► 402.00



# SUN INTERNATIONAL TRAVEL INC

43 NORTH CENTRAL • CLAYTON, MO 63105 • 314/721-1006

ITINERARY  
FOR

DATE: 19 FEB 82  
INVOICE NO - 0012629 PAGE 1

BLACKWELL/MORTON MR

DATE	DEPARTURE CITY	AIRLINE	FLT CLASS	DEP TIME	MEAL	ARRIVAL CITY	ARRIVAL TIME
4MAR	WASHINGTON NATN	TRANS WORLD	<del>211</del> 273	<del>1200A</del> 1:55PM	SNACK	ST. LOUIS INTL	<del>1115A</del> 3:07PM
5MAR	ST. LOUIS INTL	TRANS WORLD	56Y	210P	SNACK	WASHINGTON NATN	459P



You must reconfirm your flight and special food arrangements with airlines 72 hours prior to departure

You're going  
to like us.

TWA.



TWA



## NOTICE — OVERBOOKING OF FLIGHTS

Airline flights may be overbooked, and there is a chance that a seat will not be available for a person high a person

### BAGGAGE INFORMATION

#### CARRY-ON BAGGAGE

Carry-on baggage must comply with underseat stowage dimensions of 8 x 16 x 21 inches (20 x 40 x 53 cm.)

#### BAGAGE A MAIN

Le bagage à main ne doit en aucun cas excéder les dimensions suivantes: 20 x 40 x 53 cm. Ces dimensions correspondent à l'emplacement disponible sous le siège.

#### BAGAGLIO A MANO

Il bagaglio portato a bordo e' limitato alle dimensioni di cm. 20 x 40 x 53, cioe' lo spazio sotto la poltrona.

#### EQUIPAJE LLEVADO A BORDO POR EL PASAJERO

El equipaje que el pasajero trae a bordo debe someterse a las dimensiones del lugar debajo del asiento que son 20 x 40 x 53 cm.

#### FREE ALLOWANCE — ALL FLIGHTS

Two pieces of baggage.

- Size of each piece must not exceed 62 inches (157 cm.) length + width + height.
- Weight of any individual piece must not exceed 62 pounds (28 kg).
- Baggage in excess of the two piece free allowance are subject to extra charges.

For international travel the free baggage allowance system is determined by the countries involved.

#### FRANCHISE BAGAGE - TOUS LES VOLS

Deux bagages.

- Dimension maximale de chaque bagage 157 cm. (longueur + largeur + hauteur).
- Poids maximum par bagage: 28 kg.
- Tout bagage additionnel fait l'objet d'un tarif forfaitaire pour bagage excédentaire.

Pour les vols internationaux la franchise bagage est déterminée par les pays concernés.

#### FRANCHIGIA BAGAGLIO — TUTTI I VOLI:

Due Colli

- Dimensioni massime di ogni collo: cm. 157 (lunghezza + larghezza + altezza).
  - Peso massimo di ogni collo: kg. 28.
  - Tutto il bagaglio in eccedenza alla franchigia e' soggetto a pagamento.
- Per i voli internazionali la franchigia bagaglio e' stabilita dai rispettivi paesi.

#### CONCESION LIBRE — TODOS LOS VUELOS

Dos piezas de equipaje

- Tamaño de cada pieza no debe exceder 157 cm. (largo + ancho + alto).
- Peso de cualquier pieza individual no debe exceder 28 kg.
- Equipaje en exceso de la concesión libre de dos piezas está sujeto a pago adicional.

Para viajes internacionales el sistema de concesión libre de equipaje es determinado por los respectivos países.

MANY BAGS LOOK ALIKE  
When claiming baggage,  
please match your Claim Check Number  
with those on your Baggage.

PRINTED IN U.S.A.

#### CHECK-IN AND BOARDING

TWA offers advance reserved seat selection on all flights within 11 months of departure, and advance check-in Airport Express boarding passes, upon request, within one month of your departure date. Airport Express is available in the USA and at certain international cities.

Advance reserved seats are subject to cancellation if not claimed at least 30 minutes prior to scheduled departure time. Advance check-in Airport Express seat assignments and reservations are subject to cancellation if the passenger is not available at boarding gate to board the flight at least 10 minutes prior to scheduled departure time.

#### ENREGISTREMENT ET EMBARQUEMENT

TWA vous offre la possibilité de réserver un siège sur tout son réseau onze mois avant la date de votre départ, en outre l'émission de la Carte d'Embarquement avec place attribuée est possible un mois avant la date de votre départ. Ce service, "Airport Express" vous est accessible sur tout le réseau intérieur et aussi dans certaines escales internationales.

Les sièges réservés à l'avance sont sujet à annulation s'ils ne sont pas réclamés 30 minutes avant le départ.

Les réservations et les sièges délivrés dans le cadre du service "Airport Express" sont sujet à annulation si les passagers ne sont pas présents en porte d'embarquement 10 minutes avant le départ programmé.

#### ACCETTAZIONE ED IMBARCO

La TWA offre la possibilità di prenotare in anticipo il posto su tutti i suoi voli fino a 11 mesi prima della partenza e, su richiesta, entro un mese dalla data di partenza fare l'accettazione in anticipo con consegna della carta d'imbarco avvalendosi del servizio Airport Express. Il servizio Airport Express e' disponibile negli Stati Uniti ed in alcune città della rete internazionale.

I posti prenotati in anticipo sono soggetti a cancellazione se non vengono reclamati almeno 30 minuti prima dell'orario di partenza. La prenotazione ed assegnazione del posto anticipate tramite il servizio Airport Express sono soggette a cancellazione se il passeggero non si presenta al cancello d'imbarco entro 10 minuti dall'orario di partenza.

#### FACTURACION Y EMBARQUE

TWA ofrece reserva de asientos adelantada en todos sus vuelos, hasta once meses antes de la fecha de salida, y tarjetas de embarque de facturación "AIRPORT EXPRESS", previa petición, hasta con un mes de antelación a la fecha de salida. EL "AIRPORT EXPRESS" está a su disposición en Estados Unidos y en ciertas ciudades internacionales.

La reserva anticipada de asientos está sujeta a cancelación si no es reclamada al menos treinta minutos antes de la hora oficial de salida.

Los asientos asignados por facturación adelantada "AIRPORT EXPRESS" y las reservas de plazas están sujetas a cancelación si los pasajeros no se presentan en la puerta de embarque de su vuelo al menos diez minutos antes de la hora oficial de salida.

#### HAZARDOUS MATERIAL RESTRICTIONS

EXPLOSIVES, COMPRESSED GASES, FLAMMABLE LIQUIDS AND SOLIDS, OXIDIZERS, POISONS, CORROSIVES, LOADED FIREARMS AND RADIOACTIVE MATERIALS MUST NOT BE PACKED IN THE PASSENGERS BAGGAGE. FEDERAL REGULATIONS REQUIRE THAT FIREARMS OR AMMUNITION IN CHECKED BAGGAGE BE DECLARED AT TIME OF CHECK-IN.

#### MATIERES DANGEREUSES OU REGLEMENTEES

LES EXPLOSIFS, GAZ COMPRIMES, LIQUIDES INFLAMMABLES, MATERIAUX OXYDANTS, POISONS, CORROSIFS, ARMES A FEU CHARGEES, AINSI QUE LES MATERIAUX RADIOACTIFS, NE DOIVENT PAS ETRE MIS DANS LES BAGAGES. LES REGLEMENTS FEDERAUX EXIGENT QUE LES ARMES A FEU AINSI QUE LES MUNITIONS CONTENUES DANS LES BAGAGES SOIENT DECLAREES AU MOMENT DE L'ENREGISTREMENT.

#### RESTRIZIONI MATERIALE PERICOLOSO

ESPLOSIVI, GAS COMPRESI, LIQUIDI E SOLIDI INFIAMMABILI, SOSTANZE OSSIDANTI, VELENI, CORROSIVI, ARMI CARICHE E MATERIALE RADIOATTIVO NON POSSONO ESSERE PORTATI NEL BAGAGLIO REGISTRATO. INOLTRE I REGOLAMENTI FANNO OBBLIGO AI PASSEGGERI DI DICHIARARE LE ARMI E LE MUNIZIONI CONTENUTE NEL BAGAGLIO ALL'ATTO DELL'ACCETTAZIONE.

#### RESTRICCIONES SOBRE ARTICULOS PELIGROSOS

EXPLOSIVOS, GASES COMPRIMIDOS, SOLIDOS Y LIQUIDOS INFLAMABLES, OXIDANTES, VENENOS, CORROSIVOS, ARMAS DE FUEGO CARGADAS Y MATERIALES RADIOACTIVOS, NO PODRAN SER TRANSPORTADOS EN EL EQUIPAJE DEL PASAJERO. LAS LEYES FEDERALES OBLIGAN A DECLARAR CUALQUIER CLASE DE ARMAS DE FUEGO O MUNICION, INCLUIDO EN EL EQUIPAJE, EN EL MOMENTO DE SU FACTURACION.



Itinerary for: Mr. Morton Blackwell

Prepared by: Sun International Travel

TRANS WORLD AIRLINES

Official  
Travel Agent



Departure

Arrival

DATE	AIRLINE	FLIGHT	AIRPORT	TIME	MEAL	AIRPORT	TIME
04 Mar	TWA	<del>221</del> 273	Washington DC	<del>10:00a</del> 11:55 AM	Snack	St. Louis	<del>11:15a</del> 3:04 PM
05 Mar	TWA	56	St. Louis	2:10p	Snack	Washington DC	4:59p

CHECK-IN IS COMPLETED! PROCEED TO THE GATE TO BOARD YOUR FLIGHT.

**TWA**

**Boarding Pass**

Carte d'embarquement  
Carta d'imbarco  
Tarjeta de embarque

**FLIGHT**

Vol-Volo-Vuelo

0056

**DESTINATION**

Destination-Destinazione-Destino

WASH/NATIONAL

**ROW-SEAT**

Rangee-Siege Fila-Sedile Fila-Asiento

19-E

05MAR

COACH

**\*ROUND TRIP\***

See Reverse Side For Important Information

**SMOKING**

Fumeur-Per Fumatori-Para Fumar

BI ACKWEI /MO

K

RS

STI

NO

### **Notice to All TWA Passengers.....**

- After having checked in for your flight, you must present yourself at the boarding gate at least 10 minutes before scheduled departure time or your reservation will be subject to cancellation.
- TWA provides smoking and no smoking sections aboard all flights. Smoking is limited to cigarettes. Advance seat selection and check-in are available to reserve your desired seating preference.
- Contact your flight attendant if you wish to change seats enroute. Vacant seats may already be assigned from the next airport.
- Carry on baggage must be limited to underseat stowage dimensions.
- Persons who appear to be intoxicated are prohibited from boarding the aircraft.

Your cooperation and assistance in complying with the guidance of our Customer Service Agents and Flight Attendants will be appreciated.

Comments may be directed to:

**TRANS WORLD AIRLINES, INC.**  
605 Third Avenue, 39th Floor  
New York, New York 10158

PAS 2454 (6-81)  
PRINTED IN U.S.A. A



**Boarding Pass**

Carte d'embarquement  
Carta d'imbarco  
Tarjeta de embarque

CHECK-IN IS COMPLETED! PROCEED TO  
THE GATE TO BOARD YOUR FLIGHT.

**TWA**

**FLIGHT**

Vol-Volo-Vuelo

0273

**DESTINATION**

Destination-Destinazione-Destino

ST. LOUIS

**ROW-SEAT**

Rangee-Siege Fila-Sedile Fila-Asiento

07-D

ST. LOUIS

07-D

04MAR

COACH

RS

See Reverse Side For Important Information

**SMOKING**

Fumeur-Per Fumatori-Para Fumar

BLACKWELL/MO K

BLACKWELL /MO K RS DCA

NO

0273 COACH

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605 Third Avenue, 39th Floor  
New York, New York 10158

PAS 2454 (6-81)  
PRINTED IN U.S.A. A

**ADVICE TO INTERNATIONAL PASSENGERS ON LIMITATION OF LIABILITY**

REV. 1-74  
 Passengers on a journey involving an ultimate destination or a stop in a country other than the country of origin are advised that the provisions of a treaty known as the Warsaw Convention may be applicable to the entire journey, including any portion entirely within the country of origin or destination. For such passengers on a journey to, from, or with an agreed stopping place in the United States of America, the Convention and special contracts of carriage embodied in applicable tariffs provide that the liability of certain carriers, parties to such special contracts, for death of or personal injury to passengers is limited in most cases to proven damages not to exceed U.S. \$75,000 per passenger, and that this liability up to such limit shall not depend on negligence on the part of the carrier. The limit of liability of U.S. \$75,000 above is inclusive of legal fees and costs except that in case of a claim brought in a state where provision is made for separate

**NOTICE OF BAGGAGE LIABILITY LIMITATIONS**

REV. 4-77  
 Liability for loss, delay, or damage to baggage is limited as follows unless a higher value is declared in advance and additional charges are paid: (1) For most international travel (including domestic portions of international journeys) to approximately \$9.07 per pound (\$20.00 per kilo) for checked baggage, and \$400 per passenger, for unchecked bag-

award of legal fees and costs, the limit shall be the sum of U.S. \$58,000 exclusive of legal fees and costs. For such passengers traveling by a carrier not a party to such special contracts or on a journey not to, from, or having an agreed stopping place in the United States of America, liability of the carrier for death or personal injury to passengers is limited in most cases to approximately U.S. \$10,000 or U.S. \$20,000.

The names of carriers, parties to such special contracts, are available at all ticket offices of such carriers and may be examined on request. Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under the Warsaw Convention or such special contracts of carriage. For further information please consult your airline or insurance company representative.

gage; (2) For travel wholly between U.S. points, to \$750 per passenger on most carriers (a few have lower limits). Excess valuation may not be declared on certain types of valuable articles. Carriers assume no liability for fragile or perishable articles. Further information may be obtained from the carrier.





ISSUED BY **CROSS WORLD AIRLINES** **0101** **PASSENGER TICKET AND BAGGAGE CHECK** **0101** **See below for Airline Form, Serial Number**  
 ENDORSEMENTS (CARBON) **ATC** **PASSENGER'S COUPON** **DATE OF ISSUE** **15 FEB 68** **ORIGIN** **NEW YORK** **DESTINATION** **ST. LOUIS**  
 NAME OF PASSENGER **BLACKWELL/MORTON MR.** **NOT TRANSFERABLE** **ISSUED IN EXCHANGE FOR** **DATE AND PLACE OF ORIGINAL ISSUE** **15 FEB 68** **DATE AND PLACE OF ORIGINAL ISSUE** **NEW YORK**  
 TOUR CODE **10** **CONJUNCTION TICKET(S)** **DATE AND PLACE OF ISSUE** **NEW YORK**

**SUN INTERNATIONAL TRAVEL INC**  
**FLAYTOR**  
**15 FEB 68**

NOT GOOD FOR PASSAGE		CARRIER	FLIGHT	CLASS	DATE	TIME	STATUS	FARE BASIS/TKT DESIGNATOR	NOT VALID BEFORE	NOT VALID AFTER	ALLOW
FROM	WASHINGTON NAYR	01	201	Y	15 FEB 68	1000A	OK	Y			
TO	ST. LOUIS INTL	01	201	Y	15 FEB 68	1000A	OK	Y			
TO	WASHINGTON NAYR										
TO	---										
TO	---										

FARE CALCULATION: **382.00** **FARE** **382.00** **TAX** **10.10** **TOTAL** **392.10**

CPN AIRLINE CODE **010** FORM SERIAL NUMBER **7068868245** CK **5**  
 R/L-AGT INFO **00117**  
 CONTROL NO **41003107805**  
 DO NOT WRITE IN THE WHITE AREA ABOVE

PRINTED IN U.S.A. BY RAND McNALLY

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**NOTICE**  
If the passenger's journey involves an ultimate destination or stop in a country other than the country of departure the Warsaw Convention may be applicable and the Convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage. See also notice headed "Advice to International Passengers on Limitation of Liability."

**CONDITIONS OF CONTRACT**

1. As used in this contract "ticket" means this passenger ticket and baggage check, of which these conditions and the notices form part, "carriage" is equivalent to "transportation", "carrier" means all air carriers that carry or undertake to carry the passenger or his baggage hereunder or perform any other service incidental to such air carriage, "WARSAW CONVENTION" means the Convention for the Unification of Certain Rules Relating to International Carriage by Air signed at Warsaw, 12th October 1929, or that Convention as amended at The Hague, 28th September 1955, whichever may be applicable.

2. Carriage hereunder is subject to the rules and limitations relating to liability established by the Warsaw Convention unless such carriage is not "international carriage" as defined by that Convention.

3. To the extent not in conflict with the foregoing carriage and other services performed by each carrier are subject to: (I) provisions contained in this ticket, (II) applicable tariffs, (III) carrier's conditions of carriage and related regulations which are made part hereof (and are available on application at the offices of carrier), except in transportation between a place in the United States or Canada and any place outside thereof to which tariffs in force in those countries apply.

4. Carrier's name may be abbreviated in the ticket, the full name and its abbreviation being set forth in carrier's tariffs, conditions of carriage, regulations or timetables; carrier's address shall be the airport of departure shown opposite the first abbreviation of carrier's name in the ticket; the agreed stopping places are those places set forth in this ticket or as shown in carrier's timetables as scheduled stopping places on the passenger's route; carriage to be performed hereunder by several successive carriers is regarded as a single operation.

5. An air carrier issuing a ticket for carriage over the lines of another air carrier does so only as its agent.

**CARRIER RESERVES THE RIGHT TO REFUSE CARRIAGE TO ANY PERSON WHO HAS ACQUIRED A TICKET IN VIOLATION OF APPLICABLE LAW OR CARRIER'S TARIFFS, RULES OR REGULATIONS**  
issued by the Carrier whose name is in the "Issued By" section on the face of the Passenger Ticket and Baggage Check.

6. Any exclusion or limitation of liability of carrier shall apply to and be for the benefit of agents, servants and representatives of carrier and any person whose aircraft is used by carrier for carriage and its agents, servants and representatives.

7. Checked baggage will be delivered to bearer of the baggage check. In case of damage to baggage moving in international transportation complaint must be made in writing to carrier forthwith after discovery of damage and, at the latest, within 7 days from receipt; in case of delay, complaint must be made within 21 days from date the baggage was delivered. See tariffs or conditions of carriage regarding non-international transportation.

8. This ticket is good for carriage for one year from date of issue, except as otherwise provided in this ticket, in carrier's tariffs, conditions of carriage, or related regulations. The fare for carriage hereunder is subject to change prior to commencement of carriage. Carrier may refuse transportation if the applicable fare has not been paid.

9. Carrier undertakes to use its best efforts to carry the passenger and baggage with reasonable dispatch. Times shown in timetable or elsewhere are not guaranteed and form no part of this contract. Carrier may without notice substitute alternate carriers or aircraft, and may alter or omit stopping places shown on the ticket in case of necessity. Schedules are subject to change without notice. Carrier assumes no responsibility for making connections.

10. Passenger shall comply with Government travel requirements, present exit, entry and other required documents and arrive at airport by time fixed by carrier or, if no time is fixed, early enough to complete departure procedures.

11. No agent, servant or representative of carrier has authority to alter, modify or waive any provision of this contract.

SUBJECT TO TARIFF REGULATIONS



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ITINERARY FOR MORTON C. BLACKWELL

MONDAY, JULY 25, 1983:

DEP: 7:20 a.m.	Des Moines, Iowa	Ozark Airlines #754
ARR: 8:09 a.m.	St. Louis, MO	
DEP: 9:00 a.m.	St. Louis, MO	Ozark Airlines #889
ARR: 10:50 a.m.	San Diego, CA	

DEP: 11:15 p.m.	San Diego, CA	United #362, Seat #7A
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TUESDAY, JULY 26, 1983:

ARR: 4:45 a.m.	Chicago, IL	
DEP: 6:45 a.m.	Chicago, IL	United #800 Seat #13F
ARR: 9:23 a.m.	Washington (National)	

Your flight to San Diego will be met by Bob Billings, or his associate, Dave Ruleman. They will take you to the RANCHO BERNARDO INN where the luncheon is being held.

LUNCHEON AGENDA

12:00 noon	Luncheon
12:45 p.m.	Congressman Duncan Hunter (discussing the Congressional view of events in El Salvador and U.S. aid to same.
1:00 p.m.	MORTON C. BLACKWELL "discussing the Administration's view of events in El Salvador and the need for public support.
1:20 p.m.	Mr. Dennis Suit - showing video and discussing media bias in covering events in El Salvador
1:40 p.m.	Lynn Bouchey - discussing the production of a television documentary on U.S. need to support democratic governments in Central America.
1:50 p.m.	Congressman Hunter - asking the group to support efforts in producing documentary.
2:00 p.m.	Adjourn

CONTACT NUMBERS FOR BOB BILLINGS:

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