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Collection: Blackwell, Morton: Files

Folder Title: Blackwell Travel (5 of 5)

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WITHDRAWAL SHEET

Ronald Reagan Library

Collection Name BLACKWELL, MORTON: FILES

Withdrawer

RBW 3/21/2011

File Folder BLACKWELL TRAVEL (5)

FOIA

F06-0055/07

Box Number 2

POTTER, CLAIRE

6

DOC NO	Doc Type	Document Description	No of Pages	Doc Date	Restrictions
1	FORM	RE. TRAVEL VOUCHER [PARTIAL]	1	1/4/1984	B6
2	RECEIPT	RE. PENN CENTER INN [PARTIAL]	1	11/11/1983	B6
3	FORM	RE. TRAVEL VOUCHER [PARTIAL]	1	1/9/1984	B6
4	RECEIPT	RE. TRAVEL TO DALLAS, TX [PARTIAL]	1	9/29/1983	B6
5	RECEIPT	RE. TRAVEL TO DALLAS, TX [PARTIAL]	1	9/29/1983	B6

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

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

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

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

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

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

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

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

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

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

THE WHITE HOUSE
WASHINGTON

TO: *Mr. Blackwell*

Your signed travel authorization form is attached.

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

For your files

ADMINISTRATIVE OFFICE

THE WHITE HOUSE OFFICE
OFFICIAL TRAVEL AUTHORIZATION

No. 2705

(TRAVELER TO COMPLETE SECTIONS 1-8.)

Date of Request July 19, 1983

1. TRAVELER

Name: MORTON C. BLACKWELL White House Staff

Extension: 2657 Room: 191 Other

2. PURPOSE(S) and DATE(S): To be keynote luncheon speaker for program sponsored by the New Century Foundation, a 501(c)(3) organization which will provide the tickets. No accommodations will be necessary.

3. ITINERARY Copy Attached

(List all cities where stopover occurs.)

4. DEPARTURE:

RETURN:

Date: July 25, 1983

Date: July 26, 1983

Time: 7:20 a.m.

Time: 5:30 a.m.

Mode: Air

Mode: Air

5. NATURE: 100% Official 100% Political

6. SIGNATURES:

Traveler: [Signature]

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

Department Head

Approving Officer

(Special Assistant to the President for Administration)

7. ESTIMATED COSTS:

SPECIAL EXPENSES:

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

Hotel Name _____ Commercial Car Rental

Hotel Daily Rate \$ _____ Excess Baggage

Other _____ Other _____

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

Signature of Recipient: _____ Date: _____

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

9. FOR TRANSPORTATION OFFICE USE ONLY:

GTR No. _____ Amount \$ _____

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

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.

- Registration Fee of \$ _____
- Commercial Car Rental _____
- Excess Baggage _____
- Other _____

TRAVEL ADVANCE REQUESTED: YES NO Amount: \$ _____

Signature of Recipient _____ Date: _____

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

FOR TRANSPORTATION OFFICE USE ONLY

GTR No. _____ Amount \$ _____

THE WHITE HOUSE
WASHINGTON

TO: *Morton Blackwell*

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.

*Thank you
Olivia*

ADMINISTRATIVE OFFICE

THE WHITE HOUSE OFFICE
OFFICIAL TRAVEL AUTHORIZATION

No. 9624

(TRAVELER TO COMPLETE SECTIONS 1-8.)

Date of Request September 20, 1983

1. TRAVELER

Name: MORTON C. BLACKWELL White House Staff
Extension: 2657 Room: 191 Other

2. PURPOSE(S) and DATE(S): To attend ceremonies relating to premiere of new motion picture, "Last Plane Out."

*Sponsored by
Council on National Policy (a 501(c)(3) organization)*

3. ITINERARY Washington, D.C., to Miami, Florida and return
(List all cities where stopover occurs.)

4. DEPARTURE: RETURN:

Date: 9/22/83 Date: 9/23/83
Time: 1:00 p.m. Time: 10:15 a.m.
Mode: Air Mode: Air

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)

Jonathan Tjornehoj Department Head Theresa Brown Approving Officer
(Special Assistant to the President for Administration)

7. ESTIMATED COSTS: AT NO COST TO THE GOVERNMENT. SPECIAL EXPENSES:

No. of Days Per Diem will be provided by 501(c)(3) organization. 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 80 M09

(8/13/81)

ORIGINAL (Return with Voucher)

Date of Request

TRAVELER TO COMPLETE SECTIONS 1-4

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

1. ADVANCES FOR OFFICIAL TRAVEL ONLY

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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.

TRAVEL ADVANCE REQUESTED: YES NO

Signature of Recipient: _____

Amount: _____ Date: _____

FOR TRANSPORTATION OFFICE USE ONLY

Amount \$

113 # 0 MOP



EASTERN

PRINTED IN U.S.A.

A

EAL 14-TT-7444
NAME

ISSUED BY **EASTERN** AIR LINES

PASSENGER TICKET AND BAGGAGE CHECK

SUBJECT TO CONDITIONS OF CONTRACT

AIRLINE FORM SERIAL NUMBER

007:444:790:677

ENDORSEMENTS	DEPART COUNT	ORIGIN	DESTINATION
NAME OF PASSENGER BLACKBELL, W	NOT TRANSFERABLE	DATE OF ISSUE 08 11 1958	ISSUED IN EXCHANGE FOR 007:444:790:677
PASSENGER'S COUPON		TOUR CODE	CONNECTION TICKET(S)

EASTERN
THE NATIONAL
NEW ORLEANS 1750
826632

X/O	NOT GOOD FOR PASSAGE	CARRIER	FLIGHT	CLASS	DATE	TIME	STATUS	FARE BASIS/TKT. DESIGNATOR	NOT VALID BEFORE	NOT VALID AFTER	ALLOW
	FROM	EA	379 L	L	08SEP	2350P	LV	Y			
	TO	EA	379 Y	Y	09SEP	0900 AM	Y				
	TO										
	TO										
	TO										
	TO										

FARE	340.75	12SEP	BASE	114	114.00	EXTRA	226.75	226.75	226.75	226.75	226.75
TAX	27.29	242.00	226.75								
TAX											
TOTAL	368.00										

IT IS UNLAWFUL TO PURCHASE OR RESELL THIS TICKET FROM/TO ANY ENTITY OTHER THAN EASTERN AIR LINES OR ITS AUTHORIZED AGENTS.

773:007:1AAA:500

CONDITIONS OF CONTRACT APPLICABLE TO INTERSTATE/OVERSEAS TRANSPORTATION

The Conditions of Contract provided in this notice govern air transportation between points in the United States (including overseas possessions). If transportation involves a stop in another country, the Conditions of Contract governing international transportation apply.

1. The rules set forth herein apply for carriage only on Eastern Air Lines, Inc. **Carriage and other services performed by Eastern are subject to the provisions contained in this ticket, and other Conditions of Contract which are herein incorporated by reference. The full text of those conditions may be inspected at Eastern ticket offices and will be provided free of charge upon passenger request to Eastern. Eastern reserves the right to change these conditions without notice.**
2. Eastern acts only as agent when it issues a ticket, checks baggage or arranges for transportation on any other air carrier. Such transportation is subject to the transporting air carrier's Conditions of Contract that are herein incorporated by reference. Those conditions may include liability limits for personal injury or death and for baggage including fragile or perishable goods and the availability of excess valuation, claim restrictions including time limits on filing claims or bringing actions, rules on reconfirmation of reservations check-in times and refusal to carry, carrier's rights and liability limits for delay or failure to perform service including schedule changes rerouting and aircraft and airline substitution and carrier's right to change contract terms. The full text of transporting carrier's contract terms may be inspected at that carrier's airport and city ticket offices where the transporting carrier's tickets are sold and information is available upon request on obtaining the full text free of charge at any U.S. location where the transporting carrier's tickets are sold.
3. **Eastern reserves the right to cancel reservation of any passenger who fails to present himself/herself at the airport departure gate at least 10 minutes prior to scheduled departure of the flight on which the reservation was made.**
4. A ticket is valid for transportation for one year from the date on which transportation commences at origin point shown on the ticket, or if no portion of the ticket is used, one year from the date the ticket was originally issued. When a ticket includes a special fare with validity period shorter than one year, the validity will be governed by the not valid before and after dates shown on the ticket.

(Continued)

CONDITIONS OF CONTRACT APPLICABLE TO INTERSTATE/OVERSEAS TRANSPORTATION (Cont.)

5. **The fare and/or charges applicable to transportation on Eastern is the fare and/or charges in effect on the date ticket is purchased, except, if an increase in the fares and/or charges applicable to the transportation covered by the ticket becomes effective after the ticket has been issued, no increase will be collected from the passenger, provided the passenger's ticket showed confirmed reservations and the passenger makes no change to the initial flight in the itinerary or to the routing of subsequent flights in the itinerary.**
6. Eastern will accept for transportation as baggage such personal property as is necessary or appropriate for the wear, use, comfort or convenience of the passenger for the purpose of the trip. Baggage allowance for each ticketed passenger includes one piece of baggage with linear dimensions (length plus height plus width) not exceeding 62 inches; plus one piece of baggage with linear dimensions not exceeding 55 inches plus carry on baggage with total linear dimensions not exceeding 45 inches. No piece is to exceed 70 pounds. Carry on baggage must fit beneath a passenger seat or in an approved overhead compartment. Baggage in excess of the free allowance is subject to an additional charge. Each piece of checked baggage must have passenger's name and address affixed to the outside.
Liability for loss, delay or damage to baggage is limited to \$1,000 for each ticketed passenger. Excess valuation may be declared in excess of Eastern's maximum liability by payment of an excess valuation charge. Eastern assumes no liability for fragile, perishable or irreplaceable articles including, but not limited to jewelry, currency and business documents, unless excess valuation charge has been paid. Eastern will not be liable for any consequential damages resulting from any loss of, damage or delay of any property or baggage.
7. **A claim for any loss of, or damage, or delay of any property or baggage arising out of or in connection with transportation of, or failure to transport any passenger or property or baggage must be presented in writing to an Eastern office within 45 days after alleged occurrence of the events giving rise to the claim. No legal action on a claim may be brought more than two years after such alleged occurrence.**

(Continued)

CONDITIONS OF CONTRACT APPLICABLE TO INTERSTATE/OVERSEAS TRANSPORTATION (Cont.)

8. Eastern shall not be liable or responsible for any failure or delay in operating any flight according to schedule due to causes beyond its control or not caused by its negligence including but not limited to acts of God, governmental action, weather, mechanical difficulties not caused by negligence, strikes or labor disputes, civil commotions or hazards or dangers incident to the state of war.
9. Flight times shown in timetable or elsewhere are not guaranteed and form no part of this contract. Eastern may alter or omit stopping places shown on the ticket in case of necessity. Schedules are subject to change and aircraft substitutions may be made without notice. Eastern assumes no responsibility for making connections and reserves the right to provide rerouting via its own or other airlines.
10. If a passenger fails to present himself for an Eastern flight on which space has been reserved for him, Eastern may cancel all reservations held by such passenger on ongoing Eastern flights.
11. Eastern will refuse to transport or will remove a passenger for any of the reasons set forth in these Conditions of Contract including:
 - a. When necessary due to weather or other conditions beyond Eastern's control.
 - b. Who fails to comply with Federal Regulations on the carriage on his/her person or property of, deadly weapons or substances.
 - c. Who refuses to produce positive identification upon request.
 - d. Whose conduct is abusive or disorderly, or who appears to be intoxicated or under influence of drugs, who interferes with the performance of flight crew in pursuit of duties or otherwise jeopardizes the safe operation of the flight.
 - e. Whose conduct, age, mental or physical condition renders passengers incapable of caring for own needs in flight without assistance.

EASTERN AIR LINES, INC., Miami International Airport, Miami, Florida 33148



PLEASE DO NOT CHANGE SEATS WITHOUT CONSULTING YOUR FLIGHT ATTENDANT. VACANT SEATS MAY ALREADY BE ASSIGNED TO PASSENGERS BOARDING AT THE NEXT CITY.

PASSENGER INFORMATION

- Please plan to arrive at the gate at least 15 minutes before departure time otherwise we cannot guarantee your seat selection.

Thank you for flying Eastern.

ABG 72240

OPR-252 REV. 8/82

CABIN SEAT/ASIENTO

Y 16D

FLIGHT/VUELO DATE/FECHA GATE/SALIDA

158 : 23 SEP 11 : D5

DESTINATION

WASHINGTON : DC

NAME/NOMBRE

BLACKWELL : MR

MIA
MIA-23

Handwritten signature
for record

D.5

BOARDING PASS

FOR RESERVATIONS OR FLIGHT INFORMATION CALL ANY
EASTERN AIRLINES OFFICE

U.S. CITIES NOT LISTED CALL 1-800-EASTERN

UNITED STATES	TELEPHONE	UNITED STATES	TELEPHONE
Albany, NY	436-4721	Richmond, VA	644-3481
Albuquerque, NM	842-5240	Rochester, NY	255-2840

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.
- 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 will carry free, three (3) 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 that the height does not exceed 7 inches. No bag can exceed 70 lbs. Exception: For international travel and to/from the U.S. and Canada to Antigua, Aruba, Barbados, Curacao, Martinique, St. Croix, St. Lucia, St. Maarten, St. Thomas and Trinidad, the 3rd piece of baggage (not to exceed 45" and 7" in height) must be carried aboard the aircraft. For more information on baggage restrictions to and from Central and South America, please contact your travel consultant or Eastern.

RECOMMENDED AIRPORT CHECK-IN TIME BEFORE SCHEDULED DEPARTURES:

For Domestic Flights: — At least 40 minutes.

For International Flights:

- At least 40 minutes to/from the U.S. and Canada, Puerto Rico, Virgin Islands and to the Bahamas or Bermuda from the U.S.
- At least 60 minutes to/from the U.S. and Mexico, Central and South America, and points in the Caribbean.

Cancellation of Reservations:

Eastern reserves the right to cancel the reservations of any passenger who fails to present himself at the airport loading gate at least:

- 10 minutes prior to the scheduled departure time for any flight departing the U.S. (Including Puerto Rico and the U.S. Virgin Islands.)
- 20 minutes prior to the scheduled departure time for any flight departing from an international point outside the U.S.

Such cancellation will cause any passenger to be ineligible for denied boarding compensation.

Reconfirmation of Reservations:

When your reservations include a stopover in PANAMA or SOUTH AMERICA of more than 72 hours, it is necessary to reconfirm your continuing or return reservation(s) on your EASTERN flight(s). To do so, simply advise EASTERN at each such stopover point, of your intention to use your reservation(s). You may do this by telephone or at an EASTERN ticket counter upon your arrival. Failure to reconfirm at least 72 hours prior to the scheduled departure of your flight will subject your reservation(s) to cancellation.

For reconfirmation requirements on another airline's flight(s), consult those airlines directly.

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.

Free Sample!

DO YOU READ The Best Selling* Business Magazine?

*Outsells *Fortune*, *Forbes*, *Business Week*, *Inc.*, *Venture*, *Success* and all others in its category on the newsstand even though its price is higher.

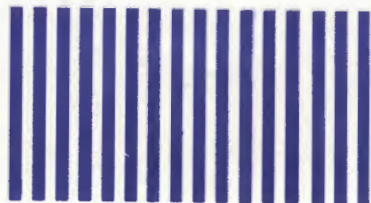
AIM PUBLISHING, CHANHASSEN, MINN.

ABG 70200 OPR-252 Rev. 7/82 Printed in U.S.A.

POSTAGE WILL BE PAID BY ADDRESSEE

BUSINESS REPLY CARD
FIRST CLASS PERMIT 61633 LOS ANGELES, CA

ENTREPRENEURTM Magazine
2311 Pontius Avenue
Los Angeles, California 90064



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

Free Sample!

DO YOU READ The Best Selling* Business Magazine?

*Outsells *Fortune*, *Forbes*, *Business Week*, *Inc.*, *Venture*, *Success* and all others in its category on the newsstand even though its price is higher.

ENTREPRENEUR

The business opportunity magazine

\$2.95

THE REASON: More people buy *Entrepreneur* because for over 10 years it has accurately predicted every entrepreneurial trend (yes, we said *every* and we can prove it) six months to three years ahead of all other publications. And provided intimate details on how you can profit from these trends.



IF: You are an entrepreneur, an investor or simply looking for the hottest new business opportunities, tear off this postage-free card and mail it today for a free sample copy of *Entrepreneur*.

YES, I want to see why *Entrepreneur* outsells all other business magazines. Send me a free copy. Include a pro forma invoice for a one-year subscription in case I want to continue getting *Entrepreneur*. If I don't like it, I'll mark cancel on the invoice and return to you. I understand my special introductory price will be a savings of \$15.90 off the newsstand price, or \$19.50 for a one year subscription.

Name _____

Address _____

City _____

State _____

Zip _____

9086

Just Tear Off and Mail Today!

THE WHITE HOUSE
WASHINGTON
September 20, 1983

to: Morton

MEMORANDUM TO: FAITH RYAN WHITTLESEY
FROM: Morton C. Blackwell *MR*
SUBJECT: Trip to Miami

I have been invited to attend the ceremonies relating to the premiere of a new motion picture, "Last Plane Out."

The proceeds from the premiere will go to the Salvadoran-American Foundation. The Master of Ceremonies for the event will be the son of Vice President Bush.

My air fare and over night expenses would be covered by the Council on National Policy, a 501(c)(3) organization which is working with the Salvadoran-American Foundation.

The "Last Plane Out" is a feature film about the Sandinista revolution in Nicaragua. Attendees at the premiere will largely be anti-communist refugees from Cuba and Central America.

I would leave at 1:00 p.m. on Thursday, September 22nd and arrive back in Washington at 10:15 a.m. on Friday morning.

May I attend this function?

MCB:jet

Amara - 11/11
9-20-83

*Your tickets are prepaid and will be at the USAIR counter at Washington National Airport.

ITINERARY FOR MORTON C
BLACKWELL

TUESDAY, SEPTEMBER 26, 1983:

DEP: Washington (National)
8:30 a.m.

*USAIR, Flt #147

ARR: Louisville, KY
9:57 a.m.

(You will be met at the
airport and taken to your
hotel)

~~GAULT HOUSE (502) 589-5200~~

Banquet will be held at:
Executive Inn West,
Queen of Scotts Room
(502) 367-2251 Rm. 892

Convention will be at:
Louisville Fair and Convention
Center (502) 366-9592

OVER FOR RETURN

1700 2145-10300

WEDNESDAY - SEPTEMBER 28, 1983

DEP: Louisville, KY
9:57 a.m.
Piedmont Flt #241

ARR: Washington (National)
11:45 a.m.

THE WHITE HOUSE
WASHINGTON

TO: *Morton Blackwell*

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.

*Thank you,
Olivia*

ADMINISTRATIVE OFFICE

THE WHITE HOUSE OFFICE
OFFICIAL TRAVEL AUTHORIZATION

No. 2704

(TRAVELER TO COMPLETE SECTIONS 1-8.)

Date of Request September 26, 1983

1. TRAVELER

Name: Morton C. Blackwell White House Staff

Extension: 2657 Room: 191 Other

2. PURPOSE(S) and DATE(S): To be key-note speaker at the Annual General Conference of the United Pentacostal Church International to be held in Louisville, Kentucky September 27, 28, 1983

3. ITINERARY Washington, D.C, to Louisville, Kentucky and return
(List all cities where stopover occurs.)

4. DEPARTURE: RETURN:

Date: Tuesday, September 27, 1983 Date: Wednesday, September 28, 1983

Time: 8:30 a.m. Time: 11:45 a.m.

Mode: USAIR #147 Mode: Piedmont #241

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)

Jonathan D. Ford, Jr.
Department Head

Shirley Moore
Approving Officer
(Special Assistant to the President for Administration)

7. ESTIMATED COSTS:

No. of Days Per Diem There will be no cost to the government as all expenses will be paid by the United Pentacostal Church International
Hotel Name Pentacostal Church International
Hotel Daily Rate \$ _____
Other _____

SPECIAL EXPENSES:

Registration Fee of \$ _____
 Commercial Car Rental
 Excess Baggage
 Other _____

83 SEP 26 P12:48
THE WHITE HOUSE
ADMINISTRATIVE OFFICE

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 #0 109

TRAVELER TO COMPLETE SECTIONS 1-4

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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Cash travel advances will not be provided for political trips.

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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.

Administrative Office
THE WHITE HOUSE
SEP 28 11 58 AM '83

There will be no cost to the government as all expenses will be paid by the United Pentecostal Church International.
 Registration Fee of \$...
 Commercial Car Rental
 Excess Baggage
 Other

TRAVEL ADVANCE REQUESTED: YES NO
Signature of Requester: _____
Date: _____
Balance this trip: _____
Schedule: _____
Date: _____
Amount: _____

FOR TRANSPORTATION OFFICE USE ONLY

UTR No. _____ Amount \$ _____

113 # 0 100

THE WHITE HOUSE OFFICE
OFFICIAL TRAVEL AUTHORIZATION

No. 2704

(TRAVELER TO COMPLETE SECTIONS 1-8.)

Date of Request September 26, 1983

1. TRAVELER

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

2. PURPOSE(S) and DATE(S): To be key-note speaker at the Annual General Conference of the United Pentacostal Church International to be held in Louisville, Kentucky September 27, 28, 1983

3. ITINERARY Washington, D.C. to Louisville, Kentucky and return
(List all cities where stopover occurs.)

4. DEPARTURE: RETURN:

Date: Tuesday, September 27, 1983 Date: Wednesday, September 28, 1983
Time: 8:30 p.m. Time: 11:45 a.m.
Mode: USAIR #147 Mode: Piedmont #241

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: Thomas Chrowley
(Special Assistant to the President for Administration)

7. ESTIMATED COSTS: SPECIAL EXPENSES:

No. of Days Per Diem There will be no cost to the government as all expenses will be paid by the United Pentacostal Church International 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 40 001

(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**

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.

Hotel Name _____
Hotel Daily Rate \$ _____
Excess Baggage _____
Other _____
Commercial Car Rental _____
Registration Fee of \$ _____
No. of Days Per Diem _____
These will be no cost to the Government as all expenses will be paid by the United States Government.

TRAVEL ADVANCE REQUESTED: YES NO
Amount: \$ _____
Signature of Recipient _____
Date: _____

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

FOR TRANSPORTATION OFFICE USE ONLY

GTR No. _____
Amount: \$ _____

THE WHITE HOUSE OFFICE
OFFICIAL TRAVEL AUTHORIZATION

No. 2704

(TRAVELER TO COMPLETE SECTIONS 1-8.)

Date of Request ~~September 26, 1983~~

1. TRAVELER

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

2. PURPOSE(S) and DATE(S): To be key-note speaker at the Annual General Conference of the United Pentacostal Church International to be held in Louisville, Kentucky September 27, 28, 1983

3. ITINERARY Washington, D.C. to Louisville, Kentucky and return
(List all cities where stopover occurs.)

4. DEPARTURE: RETURN:
Date: Tuesday, September 27, 1983 Date: Wednesday, September 28, 1983
Time: 3:30 p.m. Time: 11:45 a.m.
Mode: USAIR #147 Mode: Piedmont #241

5. NATURE: 100% Official 100% Political

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

Department Head _____ Approving Officer _____
(Special Assistant to the President for Administration)

7. ESTIMATED COSTS: SPECIAL EXPENSES:
No. of Days Per Diem There will be no cost to the government as all expenses will be paid by the United Pentacostal Church International 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 \$ _____

(TRAVELER TO COMPLETE SECTIONS 1-8)

1. TRAVELER

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

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.

TRAVEL ADVANCE REQUESTED: YES NO

Signature of Recipient: _____

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

9. FOR TRANSPORTATION OF ICE USE ONLY

GTR No. _____

Amount \$ _____

NOTICE OF INCORPORATED TERMS

Effective January 1, 1983, this notice becomes part of the conditions of contract between the airline and the passenger. If there is any inconsistency between the incorporated terms described below and the terms and conditions in the passenger's ticket, these incorporated terms govern.

Air transportation to be provided between points in the U.S. (including its overseas territories) is subject to the individual terms of the transporting air carriers, which are herein incorporated by reference and made part of the contract of carriage. Foreign air transportation is governed by applicable tariffs on file with the U.S. and other governments.

Incorporated terms may include, but are not restricted to:

1. Limits on liability for personal injury or death.
2. Limits on liability for baggage, including fragile or perishable goods, and availability of excess valuation coverage.
3. Claims restrictions, including time periods within which a passenger must file a claim or bring an action against the air carrier.
4. Rights of the air carrier to change terms of the contract.
5. Rules on reconfirmation of reservations, check-in times, and refusal to carry.
6. Rights of the air carrier and limits on liability for delay or failure to perform service, including schedule changes, substitution of alternate air carriers or aircraft and rerouting.

You can obtain additional information on items 1 through 6 above at any U.S. location where the transporting carrier's tickets are sold.

You have the right to inspect the full text of each transporting air carrier's terms of transportation at its airport and city ticket offices. You also have the right, upon request, to receive free of charge the full text of the applicable terms incorporated by reference from each of the transporting air carriers. Information on ordering the full text of each air carrier's rules is available at any U.S. location where the air carrier's tickets are sold.

FARES NOTICE

The fares for transportation hereunder are subject to change from time to time and the passenger may, under circumstances described in the transporting airline's terms of transportation, be responsible for any increase in such fares. In addition, some airlines may prohibit or limit any refund of the fares paid for transportation or impose monetary penalties on passengers under circumstances described in the transporting airline's terms of transportation.

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 state 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.

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. Special rules may apply to valuable articles. Further information may be obtained from the carrier.

ISSUED BY **USAir, Inc.**

ISSUED BY USAIR		PASSENGER TICKET AND BAGGAGE CHECK			ORIGIN		AIRLINE FORM SERIAL NUMBER	
DEPART COUNT		SUBJECT TO CONDITIONS OF CONTRACT ON PASSENGER'S COUPON			DESTINATION		037:4427:581:832	
NAME OF PASSENGER		PASSENGER'S COUPON			ISSUED IN EXCHANGE FOR		USAIR 142636	
BLACKWELL/MHR		DATE OF ISSUE			DATE AND PLACE OF ORIGINAL ISSUE		09/27/83 0811	
NOT TRANSFERABLE		TOUR CODE			CONJUNCTION TICKET(S)		HG DCA/ATO	
NOT GOOD FOR PASSAGE		CARRIER	FLIGHT	CLASS	DATE	TIME	STATUS	FARE BASIS/TKT. DESIGNATOR
FROM WASHINGTON/NATL		AL	347	Y	27SEP	0900	OK	Y
TO LOUISVILLE KY		FE	242	Y	28SEP	1030A	OK	Y
WASHINGTON/NATL								
VOID								
VOID								
FORM OF PAYMENT		BAGGAGE CHECKED UNCHECKED		PCB	UNCK	PCB	UNCK	PCB
PT01585142993084		WT	WT	WT	WT	WT	WT	WT
324.82 27SEP WASALSBF 370.00 P10A3								
25.38 270.00 3340.00								
TAL 340.00								
RV	ROUTE CODE	CPN	TICKET NUMBER		CK			
	2428247430 9							

IT IS UNLAWFUL TO PURCHASE OR RESELL THIS TICKET FROM TO ANY ENTITY OTHER THAN U.S. AIR, INC. 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 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.

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 **USAir, Inc.** **SUBJECT TO TARIFF REGULATIONS**

THE WHITE HOUSE

WASHINGTON

September 26, 1983

MEMORANDUM TO: FAITH RYAN WHITTLESEY

FROM: Morton C. Blackwell *MB*

SUBJECT: Invitation to Speak

I have been invited to address the Annual General Conference of the United Pentacostal Church International on Tuesday, September 27, in Louisville, Kentucky.

In order to arrive on time to give the key-note address at the opening banquet, it will be necessary for me to leave Washington, D.C. at 8:30 a.m. tomorrow morning. The banquet will be at 3:30 p.m., a most unusual time for a banquet, however, their Evening Prayer Services will begin at 7:00 p.m. and the banquet is set to accommodate those services.

I am scheduled to return on Wednesday morning at 11:45 a.m. and would be here in time for the Wednesday Outreach meeting.

I realize this is very short notice, but I hope you will allow me to accommodate this request.

Attached is a travel authorization for your convenience.

MCB:jet

1 Attachment a/s

Approved - JMS

COUNCIL FOR NATIONAL POLICY

OFFICE OF THE EXECUTIVE DIRECTOR

August 29, 1983

Honorable Morton Blackwell
Special Assistant to the President
The White House, Room 191
Washington, D. C. 20500

Dear Morton:

We are sorry you are unable to attend the Board of Governors meeting at The Homestead in Hot Springs, Virginia. Diane and I will really miss seeing you. There has been a lot of excitement generated about this meeting, resulting in a projected attendance of over 250. The schedule will be as follows:

Friday, September 9, 1983

12:30 to 2:00 p.m.	Registration	Crystal Room
2:00 to 5:00 p.m.	Working Session on Media Acquisition	Empire Room
6 to 10 p.m.	Reception and dinner	Crystal Room

Saturday, September 10, 1983

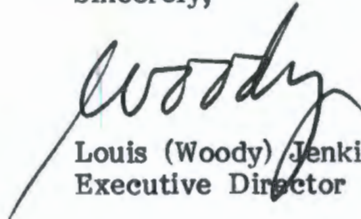
8:45 a.m. to 2:00 p.m.	Working session on Central America	Empire Room
6:00 to 10:00 p.m.	Reception and Annual Awards Banquet	Georgian Room

Many outstanding speakers will be with us, including Secretary of the Navy John Lehman; Senator Jesse Helms (R-North Carolina); Ambassador Langhorn Motley, Assistant Secretary of State for Inter-American Affairs; Mr. Jeremias Chitunda, Foreign Minister for UNITA, the pro-Western forces fighting the Communists in Angola, and several others, whose names I cannot reveal in advance, who should be of great interest.

Morton, if your plans change and you find yourself able to attend the meeting, please contact us immediately, so that we can make reservations for you, if space is still available. As always, please keep in mind that the times and places of Council meetings, as well as the names of speakers, are confidential and should not be discussed with persons outside the Council for National Policy.

If I can be of assistance in any way, please call me at (504) 381-9271. I will be in transit to The Homestead on Wednesday, September 7. With kind regards, I remain

Sincerely,



Louis (Woody) Jenkins
Executive Director

P. S. If possible, please make plans now to attend the next Board meeting, which will be held January 27-28, 1984, at the beautiful Camelback Inn in Scottsdale, Arizona.

File

THE WHITE HOUSE
WASHINGTON
November 3, 1983

MEMORANDUM TO: FAITH WHITTLESEY
THROUGH: Jack Courtemanche
FROM: Morton C. Blackwell *MB*
SUBJECT: 1984 Vacation

If you approve, I will take my family on vacation this month, leaving on Sunday, November 20, and returning the evening of Tuesday, November 29.

We plan to fly to Mexico, whether or not we can arrange for turkey for Thanksgiving dinner there. Since my wife is the Arlington County GOP chairman, her push for the 1983 Virginia elections will be over. The Congress is now scheduled to adjourn this session on November 18th.

MCB:jet

11-7-83
OK f2c

To Winton

Date 12/7/83 Time 4:17

WHILE YOU WERE OUT

M Jackie Claire

of (714) 337-8577 \leftrightarrow

Phone (213) 746-2394

Area Code Number Extension

TELEPHONED	<input checked="" type="checkbox"/>	PLEASE CALL	<input checked="" type="checkbox"/>
CALLED TO SEE YOU	<input type="checkbox"/>	WILL CALL AGAIN	<input type="checkbox"/>
WANTS TO SEE YOU	<input type="checkbox"/>	URGENT	<input type="checkbox"/>

RETURNED YOUR CALL

Message Re: the file
from the Calif. Rep.
Winton Corp.

The attached fllts are
on a 24-hour hold. We
must get back to her
ASAP.

Operator

Joyce
23-020



Flt. Arrangements

Dec. 29

DEP: 3:45^{p.m.} (Dulles) UA 343 (714) 337-0336

ARR: 5:50 p.m. Denver

DEP: 6:45 p.m. Denver UA 305

ARR: 7:48 p.m. Ontario

Would have ride waiting. Spend overnight at camp.

Dec. 30th

DEP: 1:26 p.m. Ontario UA 702 ^{UA 430 - 8:00 a.m.} - 548 - 7:19 a.m.

ARR: 7:11 p.m. Chicago

DEP: 8:10 p.m. Chicago UA 848 ^{1:35 UA 812} (10:21^{Denver} UA 632) 4:55 p.m.

ARR: 10:45 p.m. Dulles ^{8:54} 4:39 p.m.

UA 1:30 LA. — 9:10 p.m. Dulles

(893-3400) UA Main #

DEP: LA 1:20 p.m. AA # 36

ARR: Dulles 8:54 p.m.



CALIFORNIA REPUBLICAN YOUTH CAUCUS

November 16, 1983

The California Republican Youth Caucus, both factions of the California Young Republicans, California College Republicans, Youth division of the California Republican Assembly and the California Young Americans for Freedom are sponsoring the California Republican Management Schools. In a telephone conversation with Morton Blackwell we discussed his teaching at this school on December 30, 1983. We kindly request his attendance at this most important unification effort.

8 - 11:45 a.m.
15 min testing period
following

Thank-You

John P. White
John Paul White
President

Totwiler OK'd if
they make good on offer to
pay my expenses.
call & confirm they will.

put on
my schedule *J.P.W.*

Called
JP White out. Will call back here

THE WHITE HOUSE

WASHINGTON

December 12, 1983

MEMORANDUM TO: MARGARET D. TUTWILER
FROM: Morton C. Blackwell *MB*
SUBJECT: Invitation to Speak to California Youth
Caucus

This is to confirm our conversation of mid-November regarding my invitation from the California Republican Youth Caucus to address their seminar on December 30th.

You will recall that you called me on this subject after hearing from them. You and I agreed that as long as this group would pay my expenses this would be approved by your office.

All arrangements have been made and they are paying my expenses.

Jack Courtemanche suggests that we regularize the approval process, so we would have a record on file. Just a copy of your "O.K." and initials on a comeback copy of this memorandum would suffice.

Thank you for your assistance.

MCB:jet

cc; Jack Courtemanche

THE WHITE HOUSE

WASHINGTON

December 8, 1983

MEMORANDUM TO: FAITH WHITTLESEY
THROUGH: Jack Courtemanche
FROM: Morton C. Blackwell *MB*
SUBJECT: Speaking Invitation

The California Republican Youth Caucus, which consists of the California Young Republicans and College Republicans, and the California Young Americans for Freedom, are sponsoring an event called the Republican Management School. They have asked me to speak at that school on December 30, 1983, and have offered to pay my expenses.

They contacted Margaret Tutwiler and she gave approval conditional on their covering the costs involved. I hope you will allow me to accept the invitation.

The event is to be held in Bakersfield, California, and they have made travel arrangements that have me leaving Washington in the late afternoon on December 29 and returning about 11 p.m. on December 30.

WITHDRAWAL SHEET

Ronald Reagan Library

Collection Name

BLACKWELL, MORTON: FILES

Withdrawer

RB 3/21/2011
W

File Folder

BLACKWELL TRAVEL (5)

FOIA

F06-0055/07
POTTER, CLAIRE

Box Number

2

6

DOC Document Type

NO Document Description

No of Doc Date Restriction
pages *tions*

1	FORM	1	1/4/1984	B6
	RE. TRAVEL VOUCHER [PARTIAL]			

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

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

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

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

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

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

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

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

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

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

1. NAME OF TRAVELER: BLACKWELL, Norton C.
 2. TYPE OF TRAVEL: TEMPORARY DUTY PERMANENT CHANGE OF STATION
 3. SCHEDULE NO. _____
 4. EMPLOYMENT OFFICE: Office of Public Liaison, The White House

5. TRAVELER (PAYEE)
 a. NAME (Last, first, middle initial): BLACKWELL, Norton C.
 b. SOCIAL SECURITY NO.: [REDACTED]
 c. MAILING ADDRESS (Include ZIP Code): Office of Public Liaison, Suite #191-OEOB, Washington, D.C. 20500
 d. OFFICE TELEPHONE NO.: 456-2657
 e. PRESENT DUTY STATION: Washington, D.C.
 f. RESIDENCE (City and State): Arlington, Virginia

6. PERIOD OF TRAVEL
 a. FROM: 11/11/83
 b. TO: 11/12/83
 7. TRAVEL AUTHORIZATION
 a. NUMBER(S): 2708
 b. DATE(S): 11/10/83
 8. TRAVEL ADVANCE
 a. Outstanding: None
 b. Amount to be applied: _____
 c. Amount due Government (Attached: Check Cash)
 d. Balance outstanding: _____
 9. CASH PAYMENT RECEIPT
 a. DATE RECEIVED: _____
 b. AMOUNT RECEIVED: \$ _____
 c. PAYEE'S SIGNATURE: _____
 10. CHECK NO. _____
 11. PAID BY _____

12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH (List by number below and attach passenger coupon; if cash is used show claim on reverse side.)

I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7) ▶ Traveler's Initials

	AGENT'S VALUATION OF TICKET (a)	ISSUING CARRIER (Initials) (b)	MODE, CLASS OF SERVICE AND ACCOMMODATIONS (c)	DATE ISSUED (d)	POINTS OF TRAVEL	
					FROM (e)	TO (f)
None Issued	\$58.50	AMTRAK	Coach	11/11/83 11/11/83	Washington, D.C. Philadelphia, Pa. Media, Pa. Philadelphia, Pa.	Philadelphia, Pa. Media, Pa. Philadelphia, Pa. Washington, D.C.

13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.

TRAVELER SIGN HERE: *Signed by MCB* DATE: 1/4/84 AMOUNT CLAIMED: \$ 127.25

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

14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).)

APPROVING OFFICIAL SIGN HERE: _____ DATE: _____

17. FOR FINANCE OFFICE USE ONLY COMPUTATION
 a. DIFFERENCES, IF ANY (Explain and show amount): _____
 b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION: \$ _____
 c. APPLIED TO TRAVEL ADVANCE (Appropriation symbol): \$ _____
 d. NET TO TRAVELER: \$ _____

15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION
 a. VOUCHER NO.: _____ b. D.O. SYMBOL: _____ c. MONTH & YEAR: _____

16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT
 AUTHORIZED CERTIFYING OFFICIAL SIGN HERE: _____ DATE: _____

18. ACCOUNTING CLASSIFICATION

FOIA(b)(6)

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory)

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

Complete only for actual expense travel

- Col. (d) Show amount incurred for each meal, including tax and tips, and daily total meal cost.
- (h) Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).
- (i) Complete for per diem and actual expense travel.
- (j) Show total subsistence expense incurred for actual expense travel.
- (m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate.
- (n) Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Complete this information if this is a continuation sheet. PAGE _____ OF _____

TRAVEL AUTHORIZATION NO. #2708, 11/10/85

TRAVELER'S LAST NAME BLACKWELL

DATE 19 <u>83</u>	TIME (Hour and am/pm)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense)	ITEMIZED SUBSISTENCE EXPENSES								MILEAGE RATE:		AMOUNT CLAIMED					
			MEALS				MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	NO. OF MILES (k)	MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)					
			BREAK-FAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)												
11/11	11:15 p.m.	Hotel (Penn Center Inn, Philadelphia, PA.)	5	45			5	45		58	86	64	31					
		Telephone Calls (Official)																
		AMTRAK & Commuter Train																
											SUBTOTALS ▶							
											TOTALS ▶							

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

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil,

criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

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

TOTAL AMOUNT CLAIMED ▶ \$127.25

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Ronald Reagan Library

Collection Name

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BLACKWELL TRAVEL (5)

FOIA

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POTTER, CLAIRE

Box Number

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6

DOC Document Type

NO Document Description

No of Doc Date Restriction
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2 RECEIPT

1 11/11/1983 B6

RE. PENN CENTER INN [PARTIAL]

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

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

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

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

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

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

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

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

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

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

THE WHITE HOUSE OFFICE
OFFICIAL TRAVEL AUTHORIZATION

No. 2708

(TRAVELER TO COMPLETE SECTIONS 1-8.)

Date of Request November 10, 1983

1. TRAVELER

Name: MORTON C. BLACKWELL White House Staff
Extension: 2657 Room: 191 Other

2. PURPOSE(S) and DATE(S): To represent Faith Whittlesey at the Annual
Delaware County Veterans Council Banquet, Friday, Nov. 11, 1983

3. ITINERARY Washington, D.C.; Philadelphia, PA; Media, Pa, and return
(List all cities where stopover occurs.)

4. DEPARTURE: November 11, 1983 3:00 p.m. Mode: Train
RETURN: November 12, 1983 12:00 a.m. Mode: Train

5. NATURE: 100% Official 100% Political

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

Faith B. Whittlesey
Department Head _____
Approving Officer _____
(Special Assistant to the President for Administration)

7. ESTIMATED COSTS: No. of Days Per Diem None Registration Fee of \$ _____
Hotel Name None Commercial Car Rental
Hotel Daily Rate \$ _____ Excess Baggage
Other Train fares \$58.80 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 OFFICE
OFFICIAL TRAVEL AUTHORIZATION

No. 2708

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**

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.

Registration Fee of \$

Commercial Car Rental

Excess Baggage

Other

Amount: \$

Date:

Balance this trip

Schedule

Date

Amount

FOR TRANSPORTATION OFFICE USE ONLY

Amount \$

GTR No.

THE WHITE HOUSE
WASHINGTON
November 10, 1983



MEMORANDUM TO: SUSAN
FROM: Joyce *Joyce*
SUBJECT: MCB Travel Authorization

All arrangements have been made with Commander Maitland for Morton to speak to the Delaware County Veterans Council. After Jack or Faith sign this Travel Authorization, please return it to me so that I can put Morton's check with it and get it down to the Travel Desk for them to issue the ticket for us today.

Thanks.

THE WHITE HOUSE
WASHINGTON

Date: 8/23/23

TO: Morton Blackwell

FROM: SUSAN GRAF-STROBEL

SUBJECT:

Attached invitation

The attached is for your:

- | | |
|--|--|
| <input type="checkbox"/> Information | <input type="checkbox"/> Review & Comment |
| <input type="checkbox"/> Direct Response | <input checked="" type="checkbox"/> Appropriate Action |
| <input type="checkbox"/> Draft Letter | <input type="checkbox"/> Signature |
| <input type="checkbox"/> File | <input type="checkbox"/> Other |

Comments:

FWW has been invited to the Pres. Box this night. FWW will be eternally grateful if you could attend. Comm. Maitland is expecting your call. TKS SJ



025-

1974

THE DELAWARE COUNTY VETERANS COUNCIL

Chartered October 27, 1979
serving over 100,000 veterans

6:00pm reception

Change at 30th St. Station

Train to Media

Morton B.

ORGANIZATIONS

- VFW
- American Legion
- D.A.V.
- Amvets
- WW I
- Jewish War Vets
- Italian War Vets
- Amer. Ex-Prisoners of War Tri-State Chapter

April 21, 1983

Faith Ryan Whittlesey
Special Assistant to the President
for Liasons
The White House
Washington, DC 20006

Dear Faith:

It is an honor and a privilege to invite you to be our guest speaker for our Annual Delaware County Veterans Council Banquet to be held this year on November 11 (Veterans' Day) at the Towne House, Veterans' Square and Baltimore Pike in Media, Pennsylvania. Cocktail hour will be at 6:00 p.m. with dinner at 7:00 p.m.

We expect from 350 to 400 veterans from all the veterans' organizations in Delaware County to attend; plus the judges, County Council members, Pennsylvania State representatives and senators.

Please advise me as soon as convenient for you, that you will accept our invitation to be our guest speaker on November 11.

Very truly yours,

Robert J. Maitland
Commander
224 Rosewood Avenue
Aldan, PA 19018

6/22
215-626-5081 H
215 461-7260

WITHDRAWAL SHEET

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3 FORM

1 1/9/1984 B6

RE. TRAVEL VOUCHER [PARTIAL]

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

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

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

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

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

TRAVEL VOUCHER <i>(Read the Privacy Act Statement on the back)</i>		1. DEPARTMENT OR ESTABLISHMENT, BUREAU DIVISION OR OFFICE		2. TYPE OF TRAVEL <input checked="" type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/> PERMANENT CHANGE OF STATION		3. VOUCHER NO.		
						4. SCHEDULE NO.		
TRAVELER (PAYEE)	5. a. NAME (Last, first, middle initial) BLACKWELL, Morton C.			b. SOCIAL SECURITY NO. [REDACTED]		6. PERIOD OF TRAVEL a. FROM 9/28/83 b. TO 9/29/83		
	c. MAILING ADDRESS (Include ZIP Code) Office of Public Liaison Suite #191-OEOB Washington, D.C. 20500			d. OFFICE TELEPHONE NO. 456-2657		7. TRAVEL AUTHORIZATION a. NUMBER(S) 2706 b. DATE(S) 9/27/83		
	e. PRESENT DUTY STATION Washington, D.C.		f. RESIDENCE (City and State) Arlington, Virginia				10. CHECK NO.	
	8. TRAVEL ADVANCE a. Outstanding: None b. Amount to be applied: c. Amount due Government (Attached: <input type="checkbox"/> Check <input type="checkbox"/> Cash) d. Balance outstanding:		9. CASH PAYMENT RECEIPT a. DATE RECEIVED b. AMOUNT RECEIVED \$ c. PAYEE'S SIGNATURE		11. PAID BY			
12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH (List by number below and attach passenger coupon; if cash is used show claim on reverse side.)		I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7) ▶ Traveler's Initials						
		AGENT'S VALUATION OF TICKET (a)	ISSUING CARRIER (Initials) (b)	MODE, CLASS OF SERVICE AND ACCOMMODATIONS (c)	DATE ISSUED (d)	POINTS OF TRAVEL FROM (e) TO (f)		
None Issued		\$313.00	DL	Y	9/28/83	Washington, D.C.	Atlanta, Ga.	
PT-GR		\$139.00	AA	Y	9/29/83	Atlanta, Ga. San Antonio, Tx. Dallas/Ft. Worth Washington, D.C.		
13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.								
TRAVELER SIGN HERE ▶ <i>Morton C. Blackwell</i>					DATE	AMOUNT CLAIMED ▶		
					1/9/84	\$ 394	70	
NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).								
14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).)					17. FOR FINANCE OFFICE USE ONLY COMPUTATION			
APPROVING OFFICIAL SIGN HERE ▶					a. DIFFERENCES, IF ANY (Explain and show amount)			
DATE					\$			
15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION					b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION			
a. VOUCHER NO. None		b. D.O. SYMBOL		c. MONTH & YEAR	Certifier's initials:			
16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT					c. APPLIED TO TRAVEL ADVANCE (Appropriation symbol):			
AUTHORIZED CERTIFYING OFFICIAL SIGN HERE ▶					\$			
DATE					d. NET TO TRAVELER ▶			
					\$ 394 70			
18. ACCOUNTING CLASSIFICATION								

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4 RECEIPT

1 9/29/1983 B6

RE. TRAVEL TO DALLAS, TX [PARTIAL]

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

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

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

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

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

DELTA AIR LINES, INC. PASSENGER TICKET AND BAGGAGE CHECK
 SUBJECT TO CONDITIONS OF CONTRACT ON PASSENGER'S COUPON

ORIGIN: **DLA** DESTINATION: **SAT** AIRLINE FORM: **006:4206:627:008** SERIAL NUMBER

NAME OF PASSENGER: **MR M. BLACKWELL** NOT TRANSFERABLE

ISSUED IN EXCHANGE FOR: [] DATE OF ISSUE: []

NOT VALID BEFORE: **2** NOT VALID AFTER: **2**

FROM	FARE BASIS	CARRIER	FLIGHT/CLASS	DATE	TIME	STATUS	ALLOW
WASH DC	Y	DL	211/29	29 SEP	650 P	OK	
ATL	Y						
SAN ANTONIO							

FORM OF PAYMENT: **CC AX**

289 81 EQUIV FARE
23 19 TOTAL 313 00

08/83 THRU 07/85 74 AX
MORTON C BLACKWELL

FOIA(b)(6)

American Airlines PASSENGER TICKET AND BAGGAGE CHECK
 SUBJECT TO CONDITIONS OF CONTRACT ON PASSENGER'S COUPON

ORIGIN: [] DESTINATION: [] AIRLINE FORM: **001 24 0499 655** SERIAL NUMBER

NAME OF PASSENGER: **BLACKWELL/MORTON TZO07** NOT TRANSFERABLE

ISSUED IN EXCHANGE FOR: [] DATE OF ISSUE: **29 SEP 83**

TOUR CODE: [] CONJUNCTION TICKETS: []

K/O	NOT GOOD FOR PASSAGE	CARRIER	FLIGHT	CLASS	DATE	TIME	STATUS	FARE BASIS/TXT. DESIGNATOR	NOT VALID BEFORE	NOT VALID AFTER	ALLOW
	SA N ANTONIO	AA	268	M	29 SEP	325P	OK	MDG			
	DALLA S/F T WORTH	AA	268	M	29 SEP	515P	OK	MDG			
	WASHINGTON NATN										
	--VOID--										
	--VOID--										

FARE CALCULATION: FARE 128.70 TAX 10.30 TOTAL 139.00

FORM OF PAYMENT: **EXCHANGE PT-GR**

05458154 2 001 24 04994655 0 0

IT IS UNLAWFUL TO PURCHASE OR RESELL THIS TICKET FROM ANY ENTITY OTHER THAN DELTA AIR LINES, INC. OR ITS AUTHORIZED AGENTS.

RECEIPT

D & H PARKING SYSTEMS
 WASHINGTON NATIONAL AIRPORT
 WASHINGTON, D.C. 20001
 703-684-7300

THANK YOU FOR YOUR PATRONAGE!

EXIT: SEQUENCE / LANE / CASHIER / DATE / TIME / FEE / COST T.O. ENTRY: LANE / SER # / RATE / DATE / TIME

PRYOR 0-4750-F

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5	RECEIPT	1	9/29/1983	B6
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HOTEL INTER-CONTINENTAL SAN ANTONIO

300 EAST TRAVIS • SAN ANTONIO, TEXAS 78205
(512) 277-4392

BLACKWELL, MORTON MR
TRINITY COLLEGE
2100 FIRST NATIONAL BANK
MIDLAND, TX
79701

ARRIVAL	9/28/83
DEPARTURE	9/29/83
NO. IN PARTY	1
RATE	60.00

ACCOUNT NO. 40896 ROOM NO. 1078

FOIA(b)(6)

#	DATE	DESCRIPTION	AMOUNT
1	9/28/83	ROOM CHARGE...../1078/11717/1/0	\$60.00
2	9/28/83	ROOM TAX...../1078/11718/1/0	\$4.20
BALANCE DUE			\$64.20

08/83 THRU 07/85 74 AX Approval Code

MORTON C BLACKWELL Check or Bill No.

013663216 Date of Charge Any delayed charges are listed below

1427114365 9 27 83 Merchandise/Services Type of Delayed Chp.

INTER CONT TX Taxes Amt. of Delayed Chp.

SAN ANTONIO Tips/Misc. Revised Total

Total **64.20** Amexco Use Only

Signature: *Morton C. Blackwell* Equivalent Amount

Invoice Number: **094800** Record of Charges

Please Print Firmly Cardmember Copy

RUC Form CD20248 Rev. 10-77 Printed in USA

COMPANY _____ STREET _____

I AGREE THAT MY LIABILITY FOR THIS BILL IS NOT WAIVED AND AGREE TO BE HELD PERSONALLY LIABLE IN THE EVENT THAT THE INDICATED PERSON, COMPANY OR ASSOCIATION FAILS TO PAY FOR ANY PART OR THE FULL AMOUNT OF THESE CHARGES.

CITY _____ STATE _____ POSTAL CODE _____

SIGNATURE *X Morton C. Blackwell*

**THE WHITE HOUSE OFFICE
OFFICIAL TRAVEL AUTHORIZATION**

No. 2706

(TRAVELER TO COMPLETE SECTIONS 1-8.)

Date of Request September 27, 1983

1. TRAVELER

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

2. PURPOSE(S) and DATE(S): To represent Faith Ryan Whittlesey at a meeting of the Caribbean Foundation of the Trinity College in San Antonio, Texas. September 29th, 1983.

3. ITINERARY See the attached itinerary.
(List all cities where stopover occurs.)

4. DEPARTURE: Date: Wednesday, September 28, 1983 Time: 6:50 p.m. Mode: Air - coach
RETURN: Date: Thursday, September 29, 1983 Time: 9:29 p.m. Mode: Air - Coach
Round trip fare \$278.00

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)

Isaiah Tyson
Department Head Approving Officer
(Special Assistant to the President for Administration)

7. ESTIMATED COSTS: No. of Days Per Diem One Hotel Name St. Anthony Hotel Hotel Daily Rate \$ 60.00 (government rate) Other _____
SPECIAL EXPENSES: Registration Fee of \$ none 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:

THE WHITE HOUSE

WASHINGTON

September 27, 1983

MEMORANDUM TO: FAITH RYAN WHITTLESEY

THROUGH: Jonathan Vipond, III *JV*

FROM: Morton C. Blackwell *MCB*

SUBJECT: Travel to San Antonio, Texas

Attached is a completed Travel Authorization for my trip to San Antonio. I have also attached a copy of your letter to Mr. Daniel Kuykendall which speaks to this matter.

MCB:jet

chk. sched.
ask Ron on Mon.

THE WHITE HOUSE
WASHINGTON
September 1, 1983

Dear Dan:

I have asked Morton Blackwell, Special Assistant to the President for Public Liaison to represent me at the September meeting at Trinity College in San Antonio.

Morton, who I am sure you know, is the Project Officer for our Central America Outreach Group. He can be reached at 202-456-2657.

I sincerely appreciate your interest in and effort on behalf of this cause.

Sincerely,

Faith

Faith Ryan Whittlesey
Assistant to the President
for Public Liaison

H

~~\$60.00~~

Mr. Daniel Kuykendall
P.O. Box 408401
Washington, DC 20016

488-4295
Sept. 29th
10 am - lunch

ITINERARY OF MORTON C. BLACKWELL

WEDNESDAY, September 28, 1983:

DEP:	Washington (National)	Delta Flt #211	6:50 p.m.
ARR:	Atlanta, Georgia		8:24 p.m.
DEP:	Atlanta, Georgia	Delta Flt #211	9:25 p.m.
ARR:	San Antonio, Texas		

THURSDAY, September 29, 1983:

DEP:	San Antonio, Texas	American Airlines #288	3:25 p.m.
ARR:	Dallas/Fort Worth		4:28 p.m.
DEP:	Dallas/Fort Worthy	American Airlines #268	5:15 p.m.
ARR:	Washington (National)		9:29 p.m.

HOTEL IN SAN ANTONIO:

St. Anthony Hotel, telephone: (512) 227-4392

THE WHITE HOUSE OFFICE
OFFICIAL TRAVEL AUTHORIZATION

No. 2706

(TRAVELER TO COMPLETE SECTIONS 1-8.)

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Mode: Air - coach Round trip fare \$278.00 Mode: Air - Coach

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

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

7. ESTIMATED COSTS: One SPECIAL EXPENSES:
No. of Days Per Diem One Registration Fee of \$ none
Hotel Name St. Anthony Hotel Commercial Car Rental
Hotel Daily Rate \$ 60.00 (government 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 1450

THE WHITE HOUSE OFFICE
OFFICIAL TRAVEL AUTHORIZATION

No. 2708

Date of Request: September 27, 1983

(TRAVELER TO COMPLETE SECTIONS 1-8)

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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.

Registration Fee of \$ _____
 Commercial Car Rental _____
 Excess Baggage _____
 Other _____

TRAVEL ADVANCE REQUESTED: YES NO
Signature of Recipient: _____
Date: _____
REPAID: Amount \$ _____ Date _____
Schedule _____ Balance this trip _____

FOR TRANSPORTATION OFFICE USE ONLY:
GTR No. _____
Amount \$ _____

191

**Temporary
Duty
TRAVEL
HANDBOOK**

Executive Office of the President
Office of Administration
Financial Management Division
Washington, D.C. 20503

**EXECUTIVE OFFICE
OF THE PRESIDENT
OFFICE OF ADMINISTRATION
FINANCIAL MANAGEMENT DIVISION**

WASHINGTON, D.C. 20503

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Introduction

The purpose of this handbook is to provide a ready reference to some of the more basic provisions of the Federal Travel Regulations. It is directed primarily to official travel related to the performance of temporary duty within the continental United States and therefore does not include information relative to change of official duty station or overseas travel. It is not intended as a compendium of all the various aspects of official travel and, consequently, it should be supplemented by reference to the Federal Travel Regulations, and decisions of the Comptroller General of the United States which interpret and clarify these regulations.

Traveler's Responsibility

You, as the traveler, have a number of responsibilities in connection with travel. These responsibilities are no less important than your responsibilities for carrying out your other job assignments. The traveler is responsible for the correct performance of travel regardless of who may have assisted in making the travel arrangement. As a traveler, you need to know the regulations governing travel and how they pertain to you; to make sure that all aspects of your travel are properly authorized, to secure the lowest available transportation rates and other costs; and to prepare or cause to be prepared, travel vouchers, transportation requests, and other official forms and records. In all cases, you are expected to exercise the same care in incurring expenses with public funds that a prudent person would exercise if traveling on personal business.

Authorization to Travel

Your authorization to travel at Government expense is your Travel Authorization (OA Form 22) which 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. If you are going to travel by privately-owned automobile rather than by common carrier, the Travel Authorization will authorize use of such vehicle and will set forth the basis on which you will be reimbursed for its use. The authorization shall be as specific as possible in the circumstances as to the travel to be performed.

The points of travel and the approximate dates of travel as shown in your Travel Authorization 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 travelled 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 on the Travel Authorization by an "authorizing official." In emergency situations, when travel is performed with verbal authorization, the reimbursement voucher must be approved in writing by an official designated for this purpose.

Travel by Common Carrier

Tickets. If you are going to travel by common carrier your administrative office will provide you with tickets or a Government Transportation Request (TR) with which to purchase your tickets. The carbon copy (or copies) of the TR should be retained as a receipt.

If for some reason you are not provided with either tickets or a TR, or if the cost of transportation is not more than \$100, plus tax, for each trip, you may pay cash for your tickets and obtain reimbursement on your Travel Voucher. Retain the passenger coupon as your receipt. Unused TR's and any unused tickets purchased with TR's (including those provided by your administrative office) must be retained and submitted with your Travel Voucher.

Class of Travel. 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 (a) it is authorized as the only service available or (b) is authorized as being in the interest of the Government. In both instances first class air requires special authorization. If your Travel Authorization specifies the use of less than first class accommodations, you will be limited to such

accommodations regardless of the circumstances. If you perform travel by commercial airline between the United States and a foreign country, or between foreign countries, you are required to use "American airplanes" unless the use of "foreign airplane" is specifically authorized on your Travel Authorization and can be otherwise justified.

Rail Accommodations. You are authorized a coach seat for daytime travel unless the trip exceeds four hours travel time. When night travel is involved, you are authorized the lowest first class sleeping accommodations available.

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 personal property necessary for the purposes of official travel. You must indicate on your Travel Voucher that the excess baggage was due to official business, show the weight of the baggage and the points between which it was moved, and provide a receipt for the amount paid. Porter's fees for handling Government property are reimbursable; porter's fees for handling personal property are not reimbursable when traveling on a per diem basis.

Transportation to and from the Carrier Terminal. Reimbursement will be allowed for taxicab and for airplane limousine fares (plus tip of 15%) to, from and between common carrier terminals. Taxicab reimbursement is limited to \$15.00 plus \$2.25 for tips (one-way), unless specifically authorized to exceed \$17.25. If you use a privately-owned automobile in lieu of a taxicab to or from the carrier or limousine terminal reimbursement will be allowed at the rate of 22.5 cents per mile based on odometer readings.

If someone drives you to the terminal or picks you up at the terminal, you may be reimbursed for the round trip mileage; however, such reimbursement cannot 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 mileage reimbursement does not exceed the estimated cost for round-trip use of a taxicab.

Travel by Privately-Owned Automobile

If you wish to travel by privately-owned automobile (POA) in lieu of common carrier, you should so advise your administrative office. Use of POA may be administratively denied when travel by POA would be so time consuming as to interfere with the performance of official duties. However, if use of POA is administratively acceptable your Travel Authorization will authorize such use as (1) being more advantageous to the Government, or (2) not to exceed cost by common carrier or GSA car.

A determination is made by the authorizing official that travel by POA is more advantageous to the Government in circumstances such as the following:

1. When common carrier transportation is not available or the schedules are such that use of POA would result in expediting the transaction of official business.
2. When two or more employees travel together.
3. When it is necessary for the traveler to carry bulky equipment or supplies essential to the performance of official duties.
4. When a GSA motor pool car is not available, or the cost of using a GSA car would exceed that of using a POA.

In the absence of such a determination, use of POA is considered to be a matter of personal preference and is authorized at a rate not to exceed cost by common carrier (including per diem) or GSA car, whichever is less. Any excess travel time will be charged to annual leave.

More Advantageous to the Government. If you are authorized to use POA as more advantageous to the Government, you will be reimbursed at the rate of 22.5 cents per mile based on either standard highway map distances or your odometer reading. If you base your mileage on your odometer reading, you must show on your Travel Voucher the reading at each point of origin and

destination. If your mileage exceeds that shown in standard highway mileage guides by more than 10 percent, you must include on your Travel Voucher an explanation of the full difference. In addition, you will be reimbursed for highway, bridge, and tunnel tolls, ferry fares, and parking fees if they are itemized on your Travel Voucher.

Not to Exceed Cost by Common Carrier. If you are authorized to use POA not to exceed cost by common carrier, your reimbursement for mileage, tolls, ferry fares, parking fees, and per diem will be limited to the cost which would have been allowed for tickets, taxicab fares, and per diem had you traveled by common carrier. A comparison between the cost by POA and the constructive cost by common carrier must be shown on your Travel Voucher. In making this comparison, the constructive cost by common carrier will be based on less than first class air accommodations if such accommodations are scheduled between the origin and destination points. If less than first class air accommodations are not scheduled between the points of travel then the cost of first class air accommodations will be used or the cost of rail accommodations will be used if air service is not available.

Not to Exceed Cost of a GSA Car. If you elect to use POA in lieu of a GSA car, you will be reimbursed at the rate of 13 1/2 cents per mile based on map distances or odometer readings.

Per Diem

Per diem is a daily allowance paid to travelers in lieu of reimbursement for actual expenses for meals, lodging, tips, laundry, telephone calls and telegrams to reserve hotel accommodations, and other personal expenditures. The per diem allowance includes all your authorized personal travel expenses except your actual transportation costs.

Per Diem Rates. Your Travel Authorization will specify the per diem rate authorized for your trip. The per diem rate within the continental United States consists of the average cost of lodging plus \$23 for meals and miscellaneous expenses not to exceed the current maximum rate of \$50 per day. However, no per diem will be paid when the travel period is ten hours or less in the same calendar day, except when the period is six hours or more and begins before 6:00 a.m. or ends after 8:00 p.m. When travel time is 24 hours or less and no overnight accommodations are required, the per diem rate will be \$5.75 for each 6-hour period or fraction thereof. For travel to foreign countries or other areas outside the United States, you will be reimbursed at the per diem rates prescribed for such localities by the Secretary of State or the Secretary of Defense.

You will receive per diem for travel to and from a temporary duty station, while at a temporary duty station, and for travel between temporary duty stations. You will not receive per diem while you are at your permanent (official) duty station or at your place of abode from which you commute daily to your permanent duty station. In addition to your per diem allowance, the following are some of the more common expenses for which you may be reimbursed:

1. Daily round-trip transportation by bus, streetcar, or subway between place of lodging and place of business, and between places of business.
2. Taxicab fares or POA between place of temporary lodging and places of official business, when authorized.
3. Taxicab and airline limousine fares and tips for transportation to and from terminals.
4. Mileage for use of POA from home to terminal and from terminal to home.
5. Daily round-trip transportation by bus, subway, or streetcar to procure meals when the nature and

location of the work at a temporary duty station are such that suitable meals cannot be procured there.

6. Rented conveyances, when authorized.
7. Parking and meter fees; ferry fares; bridge, road, and tunnel tolls when travel by POA is authorized.
8. Telegrams and telephone calls on official business, including calls to reserve transportation accommodations, when authorized.
9. Fees or tips to porters at transportation terminals for handling Government property carried by you.
10. Conference and registration fees, when authorized.
11. Shipment by express or freight of Government property not classed as baggage and not admissible to the mails.

You will not be reimbursed for some of the following more common types of expenses:

1. Any expenses included in per diem.
2. Cost of flight insurance.
3. Penalty charges assessed by carriers when you (due to your own negligence) fail to cancel reservations or accommodations.
4. Excess cost of travel, plus cost of Federal transportation tax, 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 specified on the TR.
5. Cost of repairing damage to your automobile when you are in a travel status.
6. Cost of tickets issued for traffic violations.
7. Cost of telegrams or telephone calls on personal business.
8. Fees or tips for handling your personal property.
9. Snacks which are not part of a regular meal, newspapers, or alcoholic beverages.

- 10. Duplicate meals when a meal is provided during the course of an airplane flight.
- 11. Collision damage waiver or personal accident insurance expenses incurred in the official use of a rental car within the U.S.

Computation of Per Diem

For computing per diem allowances, official travel begins at the time you leave your home, office, or other point of departure and ends when you return to your home, office, or other point at the conclusion of your trip. However, when the time of departure is within 30 minutes before the end of a quarter day, or the time of return is within 30 minutes after the beginning of a quarter day, per diem for either such quarter day will not be allowed in the absence of a statement with the Travel Voucher explaining the official necessity for the time of departure or return.

Travel for More than 24 Hours. For each full calendar day of travel you will be paid the authorized per diem rate. For fractional days on the day of departure and/or day of return, you will be paid 1/4 of your per diem rate for each quarter or for each fraction of a quarter. The quarters are:

12:00 midnight to 6:00 a.m.	1st Quarter
6:00 a.m. to 12 noon.....	2nd Quarter
12:00 noon to 6:00 p.m.....	3rd Quarter
6:00 p.m. to midnight.....	4th Quarter

Example:

1st day Lv: Point X 7:30 p.m.	1/4 day
Ar: Point Y 9:55p.m.	
2nd day At: Point Y	1 day
3rd day At: Point Y	1 day
4th day Lv: Point Y 5:20 p.m.	
Ar: Point X 7:40 p.m.	1 day
Total Per diem	3 1/4 days

In this example, the entry on your travel voucher would be: Per diem 3-1/4 days @ the established rate = the amount reimbursable.

Travel for 24 Hours or Less. For each 6-hour period or fraction thereof of the total elapsed time, you will be paid 1/4 of the authorized per diem rate.

Example:	Elapsed Time
1st day Lv: Point X 6:30 a.m.	
Ar: Point Y 9:00 a.m.	
At: 12:30 p.m.	6 hrs.
Lv: Point Y 4:00 p.m.	
Ar: Point X 6:00 p.m.	
At: 6:00 p.m.	5 1/2 hrs
Total elapsed travel time	11 1/2 hrs

In this example, 1/2 day per diem is allowed since travel covered one 6-hour period and a fraction of another, and was for more than 10 hours. Also, since no overnight accommodations were required, the entry on your Travel Voucher would be:

Per diem 1/2 day @ \$23..... \$11.50

Except for the following, your rate of per diem will be determined under the "lodging-plus" method for all temporary duty travel within the 48 contiguous States and the District of Columbia:

1. When the travel is for 24 hours or less and no overnight accommodations are required.
2. In cases where you are provided meals and/or lodgings at no cost or nominal cost to you, or in cases where the Government is directly or indirectly paying for your meals and/or lodgings (such as at meetings where all or part of the cost is paid by the Government).

“Lodgings-Plus” Reimbursement for Subsistence Expenses

The “lodging-plus” method of reimbursement for subsistence expenses is a method of computing a per diem rate based on (a) the average amount that you pay for lodgings plus (b) a fixed amount of \$23 to cover the cost of your meals and miscellaneous expenses. Your computed “lodgings-plus” reimbursement rate may not exceed the per diem rate authorized in your Travel Authorization.

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 reserving rooms, laundry, cleaning and pressing of clothes, etc. These costs are included in your allowance for meals and miscellaneous expenses. You can compute your daily per diem rate by (a) dividing your total lodging cost by the number of required nights of lodging, (b) rounding the result upward to the next whole dollar, and (c) adding \$23 to the this amount. For example, assume that:

Your leave your official station Monday at 1:00 p.m. and return the following Friday at 5:00 p.m. (4 1/4 days of travel). Your Travel Authorization authorizes a maximum per diem rate of \$50 and your lodging costs are as follows:

Monday.....	\$23.00
Tuesday.....	26.00
Wednesday.....	27.00
Thursday.....	16.00
	\$103.00

Computation of Per Diem

\$103.00 divided by 4 nights = \$25.75 rounded to \$26.00
 \$26.00 plus \$23.00 for meals and misc. expenses = \$49.00
 4 1/2 days @ \$49.00 = \$220.50 (reimbursement is the lower of lodging-plus or per diem).

You are not required to submit receipts for lodging or retain them for audit purposes, when authorized per diem in lieu of actual expense subsistence.

Your reimbursement for any one Travel Voucher will be calculated upon the average cost of lodging shown on the Travel Voucher. If you submit a Travel Voucher for one trip, you will be reimbursed based upon the average cost of lodging for that trip. If you submit a Travel Voucher covering two or more trips, you will calculate your daily rate of reimbursement on the average of the combined lodging cost of all trips on your voucher. Therefore, your average lodging cost is based on the period covered by your Travel Voucher. You are required to show on your voucher (a) your daily lodging cost, (b) your average lodging cost, (c) your lodging-plus per diem rate, and (d) your total per diem calculation.

If your Travel Authorization provides for different rates during your trip, and a change of rates occurs during the day, the rate in effect at the beginning of the quarter in which the change occurs continues until the end of such quarter. The new rate is effective at the beginning of the next quarter. For example, assume that your Travel Authorization authorizes a \$50 maximum per diem rate for travel within the 48 contiguous States and the fixed per diem rate of \$83 for travel in Juneau, Alaska. Your reimburse-

If you travel to any locality outside the 48 contiguous United States, you will be reimbursed at the per diem rate prescribed by the Secretary of State or the Secretary of Defense for that locality, plus \$33.

Leave While in Travel Status

If you take leave while in a travel status you must show the type of leave on your Travel Voucher. If the leave of absence begins or ends within your prescribed hours of duty, the exact time of departure from and return to duty must be shown on your Travel Voucher. You must also show on your Travel Voucher the date that leave was reported for Time and Attendance Report purposes.

The effect of leave of absence on per diem reimbursement varies according to different situations. These situations are listed below.

1. If leave of absence wholly within a day is for half of your prescribed working hours or less, you will receive per diem for the entire day.
2. If leave or absence wholly within a day exceeds half of your working hours, but is less than a full day, you will receive per diem for one-half day.
3. If you take leave at the end of one workday and at the beginning of the next successive workday, and your combined leave for both days does not exceed one-half of your prescribed working hours for one day, you will receive full per diem for both workdays. If your combined leave exceeds half of the prescribed working hours for one day, your per diem will be computed in accordance with item 4.
4. If continuous leave of absence covers one day or more and if it ends or begins during your prescribed hours of duty, you will be paid per diem up to the end of the quarter day in which your leave began, and you will be paid per diem

again at the beginning of the quarter day during which the leave terminates.

5. If leave of absence covers one day or more and if it does not begin or end within your prescribed hours of duty, you will be paid per diem until mid-night of the last day preceding the leave, and from 12:01 a.m. of the day following the leave.
6. You will be paid per diem for non-work days (a) unless you return to your official station or place of abode, or (b) unless the non-work day is immediately preceded and followed by leave and the period of leave on either day exceeds one-half of the prescribed working hours for that day. There is a further provision, however, that per diem will not be paid for more than two non-work days when leave is immediately preceded and followed by non-work days.
7. If you interrupt your travel or deviate from the direct route because of taking leave, or for other personal convenience, the per diem paid to you shall not exceed that which you would have incurred on uninterrupted travel by a usually traveled route.
8. Notwithstanding the provisions of the preceding 7 items you may be allowed per diem for sick leave or other leave incurred because of illness or injury not due to your own misconduct. The periods of such leave for which you may be paid per diem may not exceed 14 calendar days in any one period of absence unless a longer period is specifically approved by the official who authorized your travel. However, per diem allowance during these periods will not be allowed if you receive hospitalization or reimbursement of hospital costs under any Federal statute.
9. When you are in a travel status on an actual expense basis, fractional leave of absence wholly within a day for half of the prescribed working hours or less shall be disregarded for subsistence purposes; where it exceeds half of the

prescribed working hours, no subsistence shall be allowed.

Miscellaneous Expenses

You may be reimbursed for the type of miscellaneous expenses listed below when incurred by you in connection with transaction of official business. You must identify these expenses on your Travel Voucher as "official business."

1. Charges for necessary stenographic or typing services or rental of typewriters in connection with the preparation of reports or correspondence, clerical assistance, services of guides, interpreters, packers, drivers of vehicles, and storage of property used on official business shall be allowed when authorized or approved.
2. Charges for the hire of a room at hotel or other place when necessary to transact official business, will be allowed when authorized or approved.
3. Shipments, freight or express.
4. Hire of special conveyance such as rental car, etc. However, the use of rental cars or aircraft will be authorized or approved only in connection with a single trip. Such use will not be authorized on blanket travel authorizations. Rental cars should not be used for local travel at your temporary duty station or for travel between common carrier terminals and your permanent residence, official duty station, temporary duty station, or place of temporary lodging whenever public or other private transportation such as bus, subway, streetcar, airport limousine or bus, or taxi (to or from common carrier terminals) is available and the use thereof will not adversely affect the normal transaction of Government business to any significant degree.

5. Fees relating to travel outside the conterminous United States such as fees for conversion of currency, passports, photographs, visas, etc.
6. Other miscellaneous expenditures not enumerated herein, when necessarily incurred in connection with the transaction of official business, will be allowed when approved.

Receipts are required for all allowable cash expenditures in excess of \$15, plus any applicable tax. However, receipts are required for those cash expenditures listed in par. 1-11.3.c of the Federal Travel Regulations in any amount. When receipts are not obtainable, the expenditure must be explained on the Travel Voucher.

Travel Advance

You may request an advance of funds for your travel expenses. The amount of the advance will be limited to (1) the per diem or actual expense allowance rate multiplied by the estimated number of days you are to be in a travel status, plus (2) the estimated cost of other reimbursable items. If you wish to request an advance of funds you must contact your administrative office as soon as possible to allow sufficient time for processing the necessary documents. The OA accounting offices must have at least five working days in which to process a travel advance.

Your administrative office will provide you with an application for advance (Standard Form 1038) which you must sign and return, together with a copy of your Travel Authorization. The amount of your advance will be deducted from the allowable amount requested on your Travel Voucher (Standard Form 1012). If the amount claimed on your Travel Voucher does not cover the advance, you are required to submit your check for the difference (cash cannot be accepted), attached to the memorandum that will be forwarded to you along with a copy of your audited travel voucher. You must submit a Travel Voucher even though you receive a travel advance. If you have a travel advance

outstanding from a previous trip you can receive an additional advance only if you can justify the need therefor. Your justification should be shown in the "Remarks" section of S.F. 1038.

Travel Vouchers

You will be reimbursed for your travel expenses by submitting a Travel Voucher, S.F. 1012, upon completion of each trip. The travel voucher should be submitted within 15 days after the completion of travel. Complete all required items on the voucher. List expenses claimed chronologically for the period of travel covered by the voucher. After you have determined your rate of per diem, show your per diem claimed as one amount. i.e., per diem—5 days@ \$50 = \$250. You should attach to your voucher copies of all GTRs, Travel Authorization, Used Tickets and Unused Ticket Stubs and receipts for all expenditures in excess of \$15.00. In any instances where lodging and/or meals are provided at no cost to you, it must be shown on the voucher. When you are reporting departure and arrival time on your Travel Voucher, use the standard 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. You must sign the original of your voucher and forward it to your administrative office for approval. If an amount claimed for reimbursement on your voucher cannot be legally paid, the Office of Financial Management will deduct the unallowable amount and send you a statement explaining why it cannot be paid.

Authorization or approvals specifically stated.

Authorizations or approvals which must be specifically stated in travel authorizations or vouchers include:

- (1) Authority for travel (FTR 1-1.4).
- (2) Travel required to places where meals are obtained (FTR 1-2.3b).
- (3) Taxicab fares between residence and office on day travel is performed (FTR 1-2.3d).
- (4) Taxicab fare between residence and office in cases of necessity (FTR 1-2.3e).
- (5) Taxicab for local travel (FTR 1-3.1a).
- (6) Rental of automobile or special conveyance (FTR 1-3.2a).
- (7) Hire of a conveyance from another employee or member of employee's family (FTR 1-3.2d).
- (8) Use of accommodations superior to economy-class (FTR 1-3.3a).
- (9) Use of extra fare planes and trains (FTR 1-3.4a).
- (10) Use of higher cost service when lower cost service is available on same mode of transportation (FTR 1-3.4c).
- (11) Use of foreign airplanes (FTR 1-3.6b(3)).
- (12) Use of a privately owned conveyance when it is advantageous to the Government (FTR 1-4.1a).
- (13) Use of a privately owned vehicle when use of common carrier transportation is most advantageous to the Government (FTR 1-4.3).

- (14) Use of a privately owned vehicle when use of Government-owned vehicle would be most advantageous to the Government (FTR 1-4.3).
- (15) Exception from the lodgings-plus method of setting per diem (FTR 1-7.3c).
- (16) Additional per diem when travel en route is 6 hours or more (FTR 1-7.4b(3)).
- (17) Reimbursement of actual subsistence expense (FTR 1-8.1).
- (18) Maximum daily reimbursement (FTR 1-8.2).
- (19) Miscellaneous expenses (FTR 1-9.1b).
- (20) Hire of a room (FTR 1-9.1b).
- (21) Fees relating to travel outside conterminous United States (FTR 1-9.1c).
- (22) Waiver of requirements for receipt (FTR 1-11.3d).
- (23) Waiver of itemization for local telephone calls; local metropolitan streetcar, bus, and subway fares; and parking meter fees (FTR 1-11.5a(1)).

