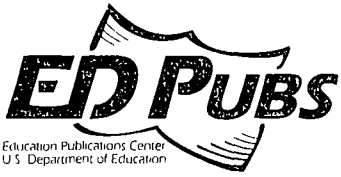

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Pamphlet, "ED Pubs Education Publications Center U.S. Department of Education Customer's Guide," 8 pgs.



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Jessup, MD 20794-1398

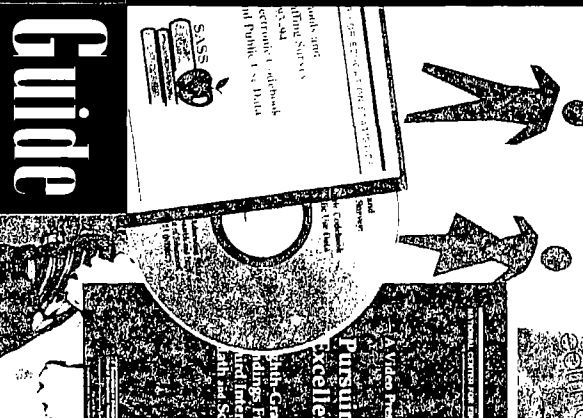
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Keypoints for progress



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Booklet, "Customer Instruction Booklet: Supra Headset," 6 pgs.

Lucent Technologies
Bell Labs Innovations



Customer Instruction Booklet:
Supra[®] Headset

CIB **3145**
SUPRA[®] HEADSET



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Lucent warrants to you, the customer, that your Lucent telecommunications equipment will be in good working order on the date Lucent or its authorized reseller delivers or installs the equipment, whichever is later ("Warranty Date"). If you notify Lucent or its authorized reseller within one year of the Warranty Date that your equipment is not in good working order, Lucent will without charge to you repair or replace, at its option, the equipment that is not in good working order. Repair or replacement parts may be new or refurbished and will be provided on an exchange basis. If Lucent determines that the equipment cannot be repaired or replaced, Lucent will remove the equipment and, at your option, refund the purchase price of the equipment, or apply the purchase price towards the purchase of other comparable Lucent equipment.

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Booklet, "CIB 3189 500A1 Headset Adapter," 8 pgs.

Lucent Technologies
Bell Labs Innovations



CIB 3189
500A1 Headset Adapter

Lucent Technologies
Bell Labs Innovations



CIB 3189
Comcode 107987042
Issue 3
March 1997

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Booklet, "Customer Instruction Booklet: Plug Prong + Modular Amplifier," 6 pgs.

Lucent Technologies
Bell Labs Innovations



Customer Instruction Booklet:
**Plug Prong &
Modular Amplifier**

CIB 3142
PLUG PRONG & MODULAR AMPLIFIER

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Brochure, "Office of Policy Development Travel Guide," 6 p.

Process for Submitting Travel Vouchers

- ◆ Travel vouchers are required to complete the travel process. Effective immediately, vouchers must be submitted **15 days** after the completion of travel. Please notify WH Management and Administration immediately if you need additional time.
- ◆ To ensure that your voucher is processed in a timely manner, please keep all receipts from your travel including your airline ticket receipt (not an itinerary).

Annual Leave During Official Travel

- ◆ While WH Management and Administration highly discourages taking annual leave in conjunction with official travel, leave may be granted on a case-by-case basis. Please check with WH Management and Administration prior to submitting a travel authorization on the suitability of annual leave.

Things to Remember When Traveling

- ◆ All travelers must have a completed Travel Authorization Form submitted and approved at least 72 hours prior to travel.
- ◆ Outside Source Forms must be completed, submitted, and approved by the Counsel's Office prior to travel. The TA should accompany the outside source form.
- ◆ All travel reservations, hotel reservations, and car rental reservations for official travel must be made through American Express, OEOB 87, (202) 456-2250.
- ◆ You must pay for all personal incidentals (i.e. food, movies, personal phone calls) upon checkout from the hotel.
- ◆ Do not accept any insurance for domestic car rentals; it is not reimbursable on official trips.
- ◆ Travel Vouchers must be submitted within 15 days after travel.
- ◆ All travel forms must be signed by you and your office head.

Failure to comply with these guidelines and procedures may result in WH Management and Administration recommending the denial of reimbursement.

Office of Policy Development Travel Guide

Travel Authorization Forms

- ◆ Each traveler must submit a travel authorization form to WH Management & Administration for all travel outside the District of Columbia involving commercial travel costs, hotel costs, car rental costs, per diem, or funding from a non-federal outside source; and/or in the advance of a principal; or accompaniment of a principal.
- ◆ The travel authorization form should be completed in its entirety with the projected costs and travel authorization number.
- ◆ The traveler's status (i.e. official, political, mixed) must be noted on the form.
- ◆ Travel authorization forms must be submitted to WH Management and Administration at least 72 hours prior to travel.
- ◆ It is the responsibility of the traveler to ensure that travel has been approved before it occurs. If you travel without authorization ahead of time, your expenses may not be paid by the federal government.

Outside Source Travel

- ◆ White House staff may not solicit outside source payment for official travel. Staff members may, when it is offered by an outside non-federal source, discuss the White House's ability to accept such payment. Staff can never be reimbursed directly by an outside source.
- ◆ Outside source payment must always be approved by the Counsel's Office prior to travel, regardless of whether the outside source pays for the travel directly or plans to reimburse the government.
- ◆ For approval, submit a "Travel Expenses from Outside Source" form (which can be obtained from Room 145) to the Counsel's Office along with the Travel Authorization, at least 3 days in advance of

travel (7 days recommended). It is your responsibility to ensure that travel is approved before it occurs, regardless of whether you already have your ticket. For non-political outside source travel, submit your request to Meredith Cabe in OEOB 128. For political outside source travel, submit your request to Dawn Chirwa in OEOB 130.

Commercial Travel Reservations

- ◆ Unless an exception has been approved, staff must travel aboard government contract carriers, and must travel on domestic airlines. Again, if travel aboard a non-contract or foreign-flag carrier becomes necessary, it requires advance, written approval of the Counsel's Office.
- ◆ Official travel should be arranged through American Express Travel Services, unless the Counsel's Office has approved acceptance of an in-kind ticket from an outside source.
- ◆ Once a traveler's travel authorization form has been approved and signed, the traveler should contact American Express in OEOB 87 (x62250) for reservations and ticketing. Staff should not pay for transportation (e.g., airline or train tickets) with personal funds unless authorized.
- ◆ Unused tickets must be returned to WH Management and Administration attached to the travel voucher.
- ◆ All benefits resulting from official travel belong to the U.S. Government; accordingly, you may not keep frequent flyer miles or other benefits earned while on official travel for your personal use.
- ◆ Travel aboard Air Force One or Two, or travel with the First Lady must be approved by either the Chief of Staff's Office or the appropriate Advance office. Although you are responsible for securing a place on the manifest, you must submit a travel

authorization following the same guidelines as if traveling by commercial means.

Lodging

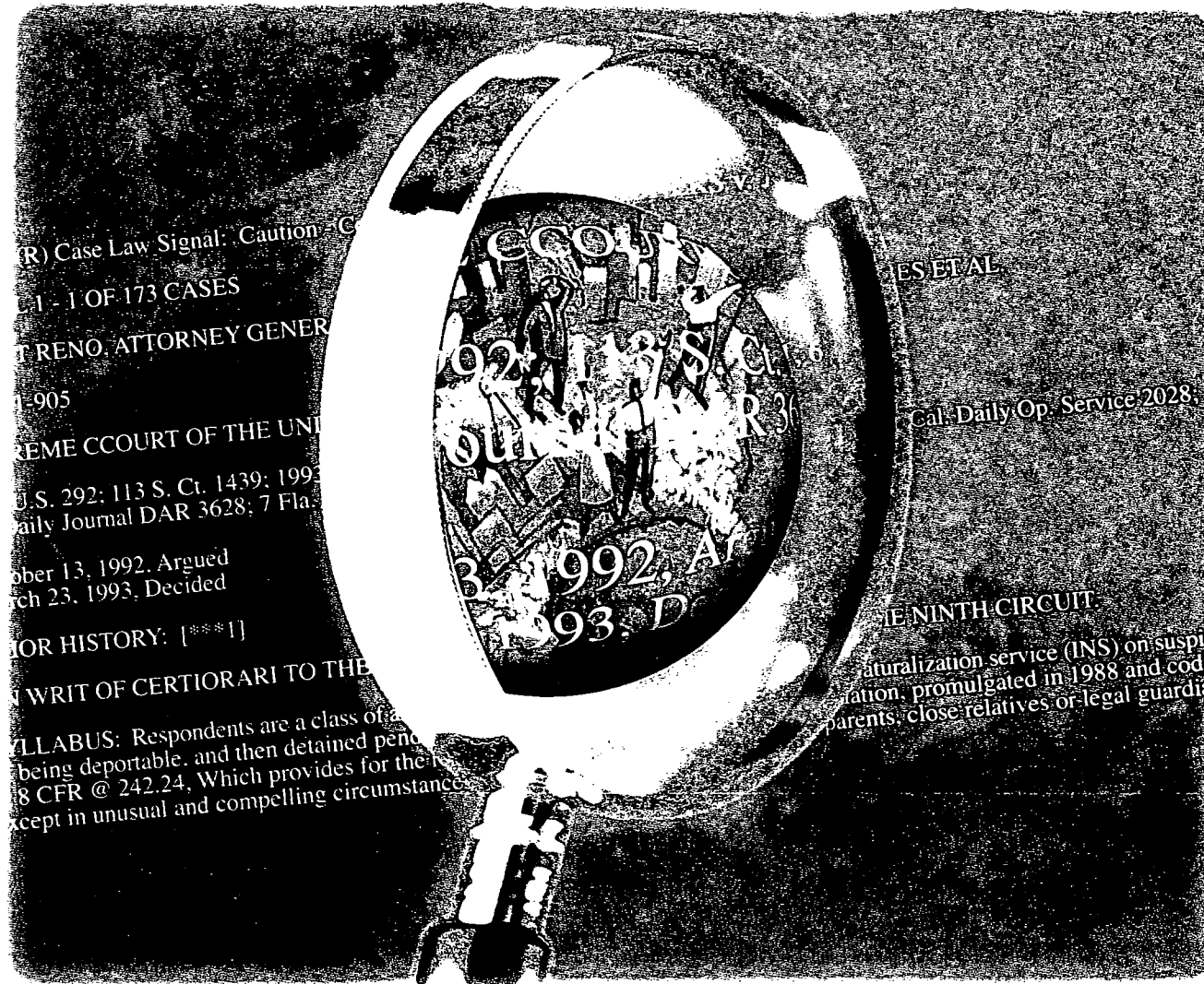
- ◆ If your travel involves an overnight stay, please make your lodging arrangements through the White House Travel Office. The Travel Office will be able to reserve a room at the government rate. If you are not able to make a reservation ahead of time, most major hotels will have a government rate.
 - ◆ You may not claim lodging costs above the government rate without approval from WH Management and Administration. Lodging taxes should not be included in per diem for lodging. Taxes may be expensed separately.
 - ◆ If you travel with either the President or Vice President, you are eligible for actual lodging reimbursement. In most cases, you will not receive a bill from the hotel; instead, the bill will be sent directly to WH Management and Administration for payment. However, it is the responsibility of the traveler to have actual hotel costs noted on the travel authorization.
- ## Business Class Upgrades
- ◆ Staff must travel in coach class unless travel in premium class (but not first class) has been authorized: to accommodate a disability; when traveling to or from another continent, with a scheduled flight time exceeding 14 hours; when no coach class accommodations are available; or when an upgrade can be obtained using personal frequent-flyer benefits.

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A LOOK AT COMMUNITY SCHOOLS IN 1998

Occasional Paper #2

Joy G. Dryfoos

