FOIA Number: 2011-0586-F

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Folder Title:
Travel - Bills

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S	94	3	10	1

ESL -
I don't know what has happened with this since I went on vacation.

E X E C U T I V E   O F F I C E   O F   T H E   P R E S I D E N T

28-Aug-1995 02:46pm

TO: Susan Hazard 65200

FROM: Anne M. Edwards 62921
Office of Communications

CC: Evelyn S. Lieberman
CC: Janna B. Sidley
CC: Jodie R. Torkelson

SUBJECT: RE: Unpaid press bill - King David Hotel - October 1994

Susan (et al),

I've just (Aug. 28) seen your e-mail re the Kind David Hotel and outstanding press bills.

Please don't go to the press or anyone else until we've spoken. I had no idea this was an issue for USIA/Israel or anyone else. It's the first I've heard that there was an issue afoot, at ALL.

The good news: I was the desk for that trip and Janna was the lead press advance in Jerusalem/Tel Aviv.

I'm having trouble, of course, recalling specifics, but let me tell you what I do know, and what I suggest:

1. History:
Getting into the King David at all was a struggle because the timing was so short.
For press: Only the travel pool stayed in the King David.

2. Weird billing:
I'm remembering this: The King David would NOT bill the press directly. They insisted, mistakenly or whatever, that the US Government pay for all rooms -- that was the only way that the King David could guarantee the rooms for the party.

That's what the USG did, as I recall: Paid up.
Helen Thomas mentioned it to me one day last winter -- saying that she needed an invoice so she could pay the King David portion and straigten it out at UPI. That's all I ever heard. The Travel Office was getting her the invoice.

Next steps:

A. Am I inferring correctly that your issue is that USIA or someone paid those press bills and didn't get paid back? That should be relatively easy to fix.

B. I'll get to Janna on this, too, and see what she remembers.

C. I'd asked for a small work room for the pool in the King David Lobby, but I don't think they were charging us for the space. Janna will remember.

D. At the time of the trip and in its wild aftermath, Jeanne Bull at State WH Support Office was struggling with that whole issue of the King David rooms and bills. Jeanne will be the best source of facts for whatever you need there. 647-7531.

E. Would you please tell me who at USIA has been approaching the White House with this issue and to whom they have been speaking and for how long?

Thanks.
Anne

E X E C U T I V E   O F F I C E   O F   T H E   P R E S I D E N T

23-Aug-1995 01:36pm

TO: Evelyn S. Lieberman

FROM: Susan Hazard
White House Operations

CC: Jodie R. Torkelson

SUBJECT: KING DAVID HOTEL ESCALATION

Apparently this is a case where the US Embassy guaranteed a minimum 3-night stay and the Press were not advised. ~~In fact, some never even slept in the rooms and balked at paying their bills.~~ Luke Frazza, AFP, mentioned it to me in Jackson Hole last week.

Evelyn was going to call the 10 press in question. We are now receiving frequent and now angry calls from State Department.

I'm happy to call but just need advise and status of calls. Thanks

did you?

embassy shld have advised State Dept
State " " " @ T.C.
or Janna Sicilia, Anne Edwards.

memo to him State Dept, US Embassy

925 Sue is drafting letter for MMc to okay, per ESL's + MMc's request.

E X E C U T I V E   O F F I C E   O F   T H E   P R E S I D E N T

23-Aug-1995 11:01am

TO: Susan Hazard

FROM: Paul K. Engskov
White House Operations

THE Israel hotel

SUBJECT: RE: King David Hotel Bills

Would you mind to call Patty Gillespie from State Department Administration.

She is the one handling the King David bills, and seems extremely irritated that we have not provided some remedy. She has called twice this week, and three times last week.

The last information I gave her, was that Evelyn was dealing with individual press members about the bills, and that we would have an answer sometime soon, although I was not specific as to the date.

She can be reached at 647-7531.

I can certainly call her if I know what to say. Just let me know.

* In addition, she advised me that the King David Hotel no longer does business with the US Embassy due to the problem with these bills.

Let me know how you would like to precede.

Thanks.

Kris

State Dept. livid

Isr. emb. upset
embarrassing

dictate note -
under ESL name?
Sves name?

Sorry -
but have to pay.

609/487-0002

E X E C U T I V E   O F F I C E   O F   T H E   P R E S I D E N T

11-Aug-1995 06:26pm

TO: Evelyn S. Lieberman

FROM: Susan Hazard 62250 x65200
White House Operations

CC: Anne M. Edwards
CC: Janna B. Sidley
CC: Jodie R. Torkelson

SUBJECT: Unpaid press bill - King David Hotel - October 1994

We have received word again from USIA that unpaid press hotel bills at the King David Hotel for an October 1994 trip has become an embarassing issue for the U.S. Embassy in Israel. According to Kim Johnson and file documentation, the press were approached and asked to settle their accounts but there are still many oustanding costs.

We have a list of the press in question ; additionally we have their credit cards on file from that trip. Please advise how you would like it handled.

I hesitate to provde the hotel or USIA with press credit cards without permission but on the other hand, the press committed to these finances by commiting to the trip.

We should resolve this soon. Thanks

2209.33 Mike Duffy - Time
569.33 Luke Fraza - AFP
Peter Traynam CBS
Tim Clifford - NY Daily
Wendell Goler AP
Bruce McNamee Reuter Photo
Diana Walker Time
Marcy Nyswander AP Photo
✓ Terry Hunt AP - one night

Helen Thomas
Regina Keifer

EMORY
BILLS

E X E C U T I V E   O F F I C E   O F   T H E   P R E S I D E N T

23-Jun-1995 01:46pm

TO: Jodie R. Torkelson

FROM: Anne M. Edwards
Office of Communications

SUBJECT: Paying Emory

Jodie,

I was told, about a month ago, that there were outstanding press billing issues with Emory University over the Econ Conf there in March and that it was going to be resolved out of your office.

I was unaware that there were any outstanding issues and, as Evelyn Lieberman asked, I immediately e-mailed you with all I knew about it.

Emory still hasn't heard from anyone and is still calling me.

Help, please: Emory is looking for payment for certain press facilities for the economic conference in Atlanta. As I noted in the e-mail to you earlier, the Econ Conf press facilities were anticipated in the Econ Conf budget and John Emerson reconfirms both that budgeting and that Cherie Carter at Commerce is the resource to take care of Emory.

I'd also asked in the e-mail that Travel show me the bill so I could identify the charges which CAN be billed back to the press (e.g., some of their catering and their vehicles.) I haven't heard from Travel yet about the bill.

And Emory hasn't heard from anyone. I told Emory, weeks ago, that someone would get back to her shortly. Hasn't happened.

How do you want to close this loop? I don't know what to tell this lady from Emory at this moment. If I could pay the bills, I would take full responsibility for it.

I will do anything, again, that anyone needs to facilitate this. But could someone please contact me and someone please contact Emory?

The lady at Emory (who has been very nice):
Jan Gleason at 404-727-0639.

Thanks,
Anne E.

E X E C U T I V E   O F F I C E   O F   T H E   P R E S I D E N T

26-Jun-1995 02:15pm

TO: Jodie R. Torkelson

FROM: Susan Hazard
White House Operations

CC: John B. Emerson
CC: Evelyn S. Lieberman
CC: Paige E. Reffe

SUBJECT: RE: Can someone please explain what's outstanding here?

Re: Emory billing

I have copy of original billing faxed to us a few days after the event. Total bill: $17,769. According to copies of e-mails down here, copies have been distributed to parties necessary to clarify billing responsibilities.

WHTO advised in April not to bill travelling press until each item clarified - I believe some items are owed by travelling press - pending clarification. We have not billed out for any of this.

I suggest a quick meeting between Sue Hazard, Sherry Carter, Anne Edwards, and Paige as soon as possible to one, identify and allocate costs on this bill and two, use this bill as an example of the value of reinstituting purchase orders and the need for pre and post trip meetings.

E X E C U T I V E   O F F I C E   O F   T H E   P R E S I D E N T

19-Apr-1995 07:00pm

TO: (See Below)

FROM: Anne M. Edwards
Office of Communications

SUBJECT: Emory Press Bill Update

I asked David Lane for help when bills for press support showed up from Emory by surprise when all that was supposed to be in the budgeting process of economic conference costs.

David told me he'd go to Emerson and start to fix it. Attached is the latest, and I'll keep you posted.

Anne E

Distribution:

TO: Isabelle R. Tapia
TO: Sam Myers
TO: Evelyn S. Lieberman
TO: Paul K. Engskov
TO: Anne Horel
TO: Kim Johnson
TO: Steven E. Riewerts

E X E C U T I V E   O F F I C E   O F   T H E   P R E S I D E N T

18-Apr-1995 06:55pm

TO: David J. Lane

FROM: John B. Emerson
Office of Presidential Personnel

SUBJECT: RE: Do you have thoughts on this?

I assumed that Emory was picking up all of these types of costs. We should get Sherry Carter from Commerce involved, since she was on the ground dealing with them.

E X E C U T I V E   O F F I C E   O F   T H E   P R E S I D E N T

18-Apr-1995 03:27pm

TO: (See Below)

FROM: Anne M. Edwards
Office of Communications

SUBJECT: Press bills from Emory???

Travel Office has given me today a set of bills it received for various services performed to support the press office and filing center at Emory University during the Southern Regional Economic Conference in Atlanta last month.

It's thousands of dollars for services that the press advance clearly understood were being provided by Emory University and part of the budgeting for the conference. This was the understanding of all of us involved in that trip.

We were watching and documenting expenses very carefully. This bill appears to include items that press advance are forbidden to acquire (e.g., "skirting" and "carpeting" for press platforms.) It doesn't make sense.

No authorization was given at any time for payment by the White House or by the press for these services.

The press advance, Sam Myers, is on another trip in Iowa and we are attempting to reach him now.

The travel office advance, Anne Horel, who was on the ground as part of the team in Atlanta, is in town at the White House. Travel is supposed to have a system of on-site invoices to use with any vendors to control expenses which is part of the reason the Travel Office person is on the team and on the ground. It is my understanding that this system might not have been used in Atlanta.

The copy of the invoice we have received came in by fax and it's a poor copy. I have asked Anne Horel to get a copy we can read.

I suggest that we convene when we have received a legible copy of the invoice and we can get some basic data from Anne Horel and Sam Myers?

Thank you.

E X E C U T I V E   O F F I C E   O F   T H E   P R E S I D E N T

18-Apr-1995 06:44pm

TO: (See Below)

FROM: Steven E. Riewerts
Management and Administration

SUBJECT: RE: Press bills from Emory???

The Travel Office (WHTO) "system of invoices" referred to in the attached memorandum has not been implemented awaiting resolution of liability and legal issues. We are working with Counsel's Office to resolve these outstanding issues and will have the purchase orders out on the street as soon as possible.

The primary purpose for the invoices (purchase orders) are to report expenditures not to control them. Cost control can only be realized through careful review and approval of every expenditure prior to binding contract.

It is our understanding that the WHTO is not authorized to obligate funds on behalf of the White House press corps without approval from the Press Advance Office and Evelyn Lieberman. Futhermore, all expenditures over $ 2500.00 must be approved by the Deputy Assistant to the President for Management and Administration. Although it is all of our responsibility to minimize costs, the Travel Office is not responsible for ensuring compliance to the established procedures. The purchasing agents (press advance) must be held responsible for ensuring all expenditures are approved.

The WHTO sends an advance person to "RON" locations and on unusually difficult stops as directed by the Deputy Assistant to the President and Deputy Press Secretary for Operations. Our primary duties are to ensure that the hotel and transportation requirements for the press corps are met. In addition, WHTO advance make every effort to collect cost data on press related expenses for the purpose of billing the press. As such, the WHTO advance are instructed to contact the press lead to obtain the information which is what Anne Horel did in Atlanta. This source is not always reliable and the information is often incomplete. Our best source of information is the E-mail memos received from the press advance office. However, this information is sometimes misleading. The WHTO often receives additional expenses from vendors on locations. Examples of this include the invoice referenced on the attached memo and Kutztown, PA.

The Travel Office will continue to make every effort to obtain accurate cost information. However, we must rely the press advance folks to willingly provide timely and accurate information.

E X E C U T I V E   O F F I C E   O F   T H E   P R E S I D E N T

19-Apr-1995 06:51pm

TO: Evelyn S. Lieberman

FROM: Anne M. Edwards
Office of Communications

SUBJECT: Copying you on quiet

Hi. Attached is my note questioning the Travel Office assignment into Kiev. The kid Steve is sending, David Montoya, is good, but not what we need in a rigid still-Commie-style country which has no experience with what's about to happen.

David delivers the goods, but his style will not get results in Ukraine, at least not without bruising. He can be on the team, but not the captain of the Travel effort.

I'll let you know Steve's response.

- Anne E.

E X E C U T I V E   O F F I C E   O F   T H E   P R E S I D E N T

19-Apr-1995 05:17pm

TO: Steven E. Riewerts

FROM: Anne M. Edwards
Office of Communications

SUBJECT: Kiev Trav Ofc Advance

The assignments to Kiev are of major consequence. You and I usually discuss such assignments, especially when we are going into places which are sensitive or problematic. Kiev is BOTH.

When we were on the pre-advance, I told Kris that I wanted Travel to be very careful about the assignment for Kiev. I learned today, in response, that the assignment was already made. Steve, it needs to be re-opened.

The Kiev trip is going to be very difficult. These are very formal people who are locked into minutiae of process, still very Soviet in stubborness and rigidity, not flexible in their business dealings or protocols.

It is a poor country with ZERO experience with a visit of this magnitude. That would be difficult even if we had a lot of lead time. We don't.

It is also not a small matter as anyone with Soviet or Eastern Bloc experience knows. People from such cultures are respectful ONLY of age and maturity and demeanor. They expect nothing less from the United States. Anything less would be an offense at worst and unproductive at best.

You are also working in a country which has a very new and inexperienced embassy, a very small embassy, with barely any experience with Presidential visits.

I have learned today, after I asked, whom you are sending. I have a fondness for, and experience with, the young man you are sending. But it ain't enough for a Kiev trip, much less an overnight. It ain't gonna work.

I am already having huge problems with Ukraine and I know how to work in those neighborhoods. This one is TOUGH.

Can you contact me immediately about this? I understand that "promises" have been made to this person but I tell you bluntly, that is of no interest to me in a situation where we need the absolute best to protect the President's interests.

We need experience, maturity, wisdom and diplomatic personal skills. Why is Anne Horel not going?

Please contact me ASAP. I am very disturbed about this.

Anne E

E X E C U T I V E   O F F I C E   O F   T H E   P R E S I D E N T

19-Apr-1995 05:16pm

TO: Isabelle R. Tapia
TO: Andrea S. Rutledge
TO: Evelyn S. Lieberman

FROM: Anne M. Edwards
Office of Communications

SUBJECT: Old Windsor Electric Bill status

Please see the attached on the bill from Windsor Electric. CBS is in the same boat we are: We got charged for stuff we never ordered. CBS lawyers are finding a way to reach a settlement with Windsor Electric: They're a little company, didn't mean any harm, and no one wants them belted with this.

No one (including CBS) want to offend the vendor or the host, but this bill ain't fair and no one, including CBS, wants the precedent that we end up paying for bills when we didn't incur them. That position of being, genuinely, NOT liable was hurt when part of the bill was paid quickly, without challenge, for the Filing Center.

The fact that Admin has not paid the press office portion, and is in the same position, helps both CBS and the White House with the vendor, which is why we're putting them together now as CBS approaches resolution. The White House can mirror the process because it is in the same circumstance.

It helps each of us not look like as much of a big bad guy as we might when we have the chance to demonstrate, politely, that we aren't alone.

Andrea Rutledge in Admin and CBS will take it from here.
Please see attached.

- Anne.

E X E C U T I V E   O F F I C E   O F   T H E   P R E S I D E N T

19-Apr-1995 04:09pm

TO: Tom Seem, CBS News

FROM: Anne M. Edwards
Office of Communications

SUBJECT: RE: Windsor Electric

Tom,

Thanks for your note on Windsor Electric. Let me tell you where we are (some of which you know because we've talked) and where we go:

1. As you know, David Neslen, who was the Press Advance for the White House at the WJAR site in Providence, made our routine request for electrical service: temporary service for the three routine parts of our road operations:

(1) ONE 20-amp circuit for the White House Press Office;
(2) SIX OR EIGHT 20-amp circuits for the traveling press Filing Center;
(3) THREE 20-amp circuits for the Transmission Pool.

The key word in there is "temporary". That is our standard order and this was a standard trip.

2. David Neslen made the request to our host, WJAR-TV, to "Emil", the man identified as the point of contact for physical services.

David never placed any order with Windsor Electric beyond the order transmitted to Emil as described above.

In addition, David says that he reiterated on several occasions to Emil the importance of keeping costs down and emphasised that temporary service was all that was needed. David never knew that anything other than temporary service was being emplaced.

3. Billing for such services is split among its users:

(1) The White House Office of Administration pays for costs incurred to support staff activities including the White House Press Office at remote sites, such as WJAR;

(2) The White House Travel Office handles the billing of the press corps for services at sites such as the Filing Center;

(3) The network designated as Transmission Pool recieves the bills for Transmission Pool costs.

4. The White House (and you) only discovered when the bill arrived

that the electrical service provided by Windsor Electric to WJAR far exceeded our request for temporary service and that it involved permanent improvement to WJAR. Shocked is a good word.

5. Due to internal processes which precluded a timely challenge, the White House Travel Office did pay the portion ascribed to the traveling press for the service in the Filing Center.

6. The Transmission Pool, through you at CBS News, has told me that you are challenging that you should be billed for such service and that you have been looking for a fair resolution.

7. The White House Office of Administration, which is the payer for the portion ascribed to the White House Press Office, has not paid the bill. Action has been delayed by changes in personnel and procedure. The Admin Office is on the case now and is also looking for fair resolution.

8. We do not challenge that the good people at Windsor Electric did this work for WJAR and did it well, but that they did it through WJAR and not through us. We also do not challenge that WJAR was a good host to us in every other way. But we DO concerned that we are liable for work we did not request nor need.

9. Would you please contact Andrea Rutledge of the White House Office of Administration at 202-456-2500? We find ourselves in a similar position and perhaps there is a solution which would work for both of us and for Windsor Electric. She is expecting your call.

Best,
Anne Edwards
Director of Press Advance
The White House

phone: 202-456-2921

cc: Isabelle Tapia, Office of Advance
Evelyn Lieberman, WH Press Office
Andrea Rutledge, WH Office of Administration

left mes. w/ Cheryl (4/18)
" " Steve R. 62250 (4/19)
" " Steve R. (4/25)
" " Cheryl (4/25)

WESTWOOD ONE COMPANIES

MUTUAL BROADCASTING SYSTEM   NBC RADIO NETWORKS   WESTWOOD ONE RADIO NETWORKS

April 5, 1995

Mr. Steven E. Riewerts
Director, White House Travel Office
Old Executive Office Building
Washington, DC 20500

Dear Steve:

Attached is a list of invoices which correspond to invoices listed as outstanding on your recent statement. Following each invoice number is the invoice date, amount and payment status according to our records.

The White House should receive payment within 60 days on those invoices that are listed as "approved and sent to accounting for payment".

Several of the invoices are being held for payment until we receive explanations or documentation regarding the charges. The repeated requests for more information have been by telephone and/or letters sent to the White House travel office.

Some of the invoices listed on your statement to us have never been received by this office. They are recorded as such on the attached list.

As you told us at our recent meeting, this letter confirms that the attached statement lists every invoice outstanding prior to December 31, 1994. Our records show nothing else outstanding and we have not accrued for any other payment prior to that December 31, 1994 date.

We have not yet received any invoices for 1995 travel despite being told repeatedly that all trips would be invoiced within 30 days.

If you have any questions regarding the attached list please call me at (703) 413-8388.

Sincerely,

Elaine Barca

Elaine Barca
News Administrator

cc: Tichenor & Associates, CPAs
Evelyn Lieberman, Deputy Press Secretary
Barton J. Tessler, VP - News

1755 S. Jefferson Davis Highway, Arlington, VA 22202
Phone (703) 413-8390

INVOICE NO.	DATE	AMOUNT	STATUS
0000000410	08/20/93	11443.00	LETTERS QUESTIONING EXPENSES SENT TO WHITE HOUSE TRAVEL OFFICE 9/1/93 & 8/1/94. STILL WAITING FOR RESPONSE.
0000001174	01/27/94	2720.70	SEE ABOVE.
0000007623	12/21/94	1054.58	ELAINE BARCA NOT ON TRIP
0000007697	12/30/94	26.94	NO INVOICE RECEIVED
0000007868	12/30/94	280.84	NO INVOICE RECEIVED
0000008486	12/31/94	610.94	WE ARE BEING DOUBLE-BILLED FOR GROUND EXPENSES IN LA/SEE INVOICE #8438
0000006782	11/04/94	105.15	BOB BRILL NOT ON TRIP
0000004838	08/16/94	712.72	APPROVED AND SENT TO ACCOUNTING FOR PAYMENT (PAYMENT WILL BE FOR 406.92 SINCE THERE WAS A CREDIT MEMO FOR 305.80)
0000004850	08/16/94	301.34	APPROVED AND SENT TO ACCOUNTING FOR PAYMENT
0000006217	10/05/94	2221.87	APPROVED AND SENT TO ACCOUNTING FOR PAYMENT
0000006381	10/20/94	50.89	FISCAL YEAR CLOSED OUT/TRIP ALREADY PAID/ NO INDICATION THAT MORE COSTS WERE COMING
0000006863	11/07/94	57.99	SAME AS ABOVE
0000006982	11/28/94	3.62	SAME AS ABOVE
0000007218	12/13/94	377.08	APPROVED AND SENT TO ACCOUNTING FOR PAYMENT
0000007922	12/30/94	1264.69	WAITING FOR DOCUMENTATION OF PHONE CHARGES
0000008104	12/30/94	2007.17	NO INVOICE RECEIVED
0000007219	12/13/94	359.03	APPROVED AND SENT TO ACCOUNTING FOR PAYMENT
0000005025	08/24/94	2202.62	NO DATE ON INVOICE. NO RECORD.
0000007026	11/29/94	49.00	NO SUCH TRAVEL ON THIS DATE.
0000002907	04/30/94	6626.73	WAITING FOR EXPLANATION OF AIR COSTS
0000002999	04/30/94	555.00	TRIP CANCELLED
0000003916	06/10/94	3258.42	WAITING FOR DOCUMENTATION OF PHONE CHARGES
0000004231	07/12/94	1534.25	APPROVED AND SENT TO ACCOUNTING FOR PAYMENT

0000004471	07/25/94	7096.20	$5000 ESTIMATE WAS GIVEN/WAITING FOR EXPLANATION
0000004966	08/18/94	2709.09	APPROVED AND SENT TO ACCOUNTING FOR PAYMENT
0000005092	08/25/94	6.14	NO INVOICE RECEIVED
0000005156	08/29/94	32.38	NO INVOICE RECEIVED
0000005202	08/30/94	11.65	NO INVOICE RECEIVED
0000005473	09/07/94	1350.63	WAITING FOR EXPLANATION OF AIR COSTS
0000005695	09/19/94	2804.99	$5000 ESTIMATE WAS GIVEN FOR ENTIRE TRIP/ WAITING FOR EXPLANATION/ALREADY BILLED FOR $7000
0000005875	09/21/94	1405.02	APPROVED AND SENT TO ACCOUNTING FOR PAYMENT
0000005920	09/21/94	1994.35	WAITING FOR DOCUMENTATION OF TRIP COSTS
0000006325	10/17/94	29.95	FISCAL YEAR CLOSED OUT/TRIP ALREADY PAID/ NO INDICATION THAT MORE COSTS WERE COMING
0000006433	10/24/94	52.90	SAME AS ABOVE
0000006518	10/25/94	80.14	SAME AS ABOVE
0000006574	10/31/94	10.18	SAME AS ABOVE
0000006628	10/31/94	126.47	SAME AS ABOVE
0000006682	10/31/94	15.64	SAME AS ABOVE
0000006894	11/08/94	60.53	NO INVOICE RECEIVED
0000007062	11/30/94	49.03	WAITING FOR DOCUMENTATION OF PHONE CHARGES
0000007133	12/06/94	1217.45	NO INVOICE RECEIVED
0000007294	12/14/94	967.97	WAITING FOR DOCUMENTATION OF PHONE CHARGES
0000007327	12/18/94	863.08	APPROVED AND SENT TO ACCOUNTING FOR PAYMENT
0000007493	12/19/94	2183.39	APPROVED AND SENT TO ACCOUNTING FOR PAYMENT
0000008242	12/31/94	8808.12	WAITING FOR DOCUMENTATION OF TRIP COSTS
0000008485	12/31/94	773.74	CHARGES INCORRECT/PETER MAER TRAVELLED BY1TRAIN FROM DELAWARE TO DC AT OUR COST
0000006741	11/01/94	7.82	FISCAL YEAR CLOSED OUT/TRIP ALREADY PAID/ NO INDICATION THAT MORE COSTS WERE COMING
0000007269	12/14/94	1953.21	APPROVED AND SENT TO ACCOUNTING FOR PAYMENT
0000004846	08/16/94	325.68	NO INVOICE RECEIVED

0000004167	07/06/93	2325.20	LETTER SENT TO BRIAN FOUCARD OF WH TRAVEL OFFICE WITH CORRECT PAYMENT OF $1338.67/ WE HAD BEEN CHARGED FOR LEGS OF TRIP THAT WERE NOT TAKEN BY OUR CORRESPONDENT
0000004167	07/06/94	279.25	STEVE FUTTERMAN DID NOT MAKE TRIP
0000004292	08/24/94	1352.70	APPROVED AND SENT TO ACCOUNTING FOR PAYMENT
0000006505	10/25/94	59.56	FISCAL YEAR CLOSED OUT/TRIP ALREADY PAID/ NO INDICATION THAT MORE COSTS WERE COMING
0000007604	12/19/94	903.68	WAITING FOR DOCUMENTATION OF PHONE CHARGES
0000007920	12/30/94	2039.84	WAITING FOR DOCUMENTATION OF PHONE CHARGES
0000008438	12/31/94	3698.13	DOUBLE-BILLED FOR GROUND EXPENSES IN ST. PAUL, MN/FLINT, MI/WILMINGTON, DE/ FUTTERMAN WAS NOT IN MN/MI/DE

THE WHITE HOUSE

WASHINGTON

March 10, 1995

Westwood One
ATTN: Ms. Elaine Barca
1755 S. Jefferson-Davis Highway
Arlington, VA 22202

Dear Ms. Barca,

We have engaged Tichenor & Associates to audit the financial statements of the White House Travel Office Press Fund for the calendar year 1994. The audit includes confirmation of accounts receivable balances. Please confirm the balance billed but unpaid **as of December 31, 1994**, which is shown on our records and the enclosed statement as **$82,430.39**.

Please indicate in the space provided below whether the balance on December 31, 1994, as shown above, is in agreement with your records. If there are differences, such as payments made that have not yet been credited to your account, please provide any information you have that will help our auditors reconcile the difference.

Please sign and date your response and mail your reply directly to Tichenor & Associates, CPAs, 12531 Clipper Drive, Suite 202, Woodbridge, VA 22192, in the enclosed return envelope. **PLEASE DO NOT MAIL PAYMENTS TO THE AUDITORS.**

Thank you for your prompt attention and reply. We would appreciate your response within five (5) days of receipt of this request.

Sincerely,

STEVEN E. RIEWERTS
Director
White House Travel Office

****

TO: Tichenor & Associates, CPAs
12531 Clipper Drive, Suite 202
Woodbridge, VA 22191

The balance due the White House Travel Office Press Fund [redacted] as of December 31, 1994, is correct ~~with the following exceptions (if any)~~.

NOT

Please see attached list

Elaine Barca
(Signature)

4.5.95
(Date)

Date : 03/06/95
Time : 5:33 PM

White House Travel Office
Room 87
Old Executive Office Building
Washington, DC 20500

Closing Date : 12/31/94
Sorted by... : Customer Code
Ranked by... : Customer Code
* Not Posted

AGING REPORT
ACCOUNTS RECEIVABLE

Codes:
I Invoice P Payment
D Debit C Credit
F Finance Charge T Discount Taken

WEST Mrs. Elaine Barca (703) 413-8388

Invoice No.	Date	Due Date	Code	Amount	9999 / 61	60 / 31	30 / 1	0 / -30	-31 / -60	-61 / -90	-91/ -9999
0000000262	06/25/93	07/25/93	I	763.82							
	02/28/94		C	-349.69							
	11/30/94		C	-414.13	0.00						
0000000410	08/20/93	09/19/93	I	11443.00	11443.00						
0000000591	01/04/94	02/03/94	I	1074.90							
	11/30/94		C	-1074.90	0.00						
0000000645	01/04/94	02/03/94	I	1193.62							
	01/04/94		P	-1193.62	0.00						
0000000732	01/04/94	02/03/94	I	1704.53							
	04/06/94		P	-1704.53	0.00						
0000000790	01/05/94	02/04/94	I	280.99							
	04/06/94		P	-222.14	58.85						
0000000840	01/24/94	02/23/94	I	1347.03							
	01/24/94		P	-1347.03	0.00						
' 896	01/24/94	02/23/94	I	711.05							
	01/24/94		P	-711.05	0.00						
0000000954	01/23/94	02/22/94	I	87.05							
	03/21/94		P	-87.05	0.00						
0000001037	01/23/94	02/22/94	I	89.15							
	01/23/94		P	-89.15	0.00						
0000001078	01/23/94	02/22/94	I	459.33							
	01/23/94		P	-459.33	0.00						
0000001153	01/27/94	02/26/94	I	680.51							
	04/06/94		P	-680.51	0.00						
0000001174	01/27/94	02/26/94	I	2720.70	2720.70						
0000001365	02/01/94	03/03/94	I	1193.69							
	02/01/94		P	-1193.69	0.00						
0000001441	02/02/94	03/04/94	I	1293.36							
	02/28/94	03/04/94	D	0.01							
	02/04/94		P	-1293.38							
	11/30/94		P	0.01	-0.00						
0000001515	02/03/94	03/05/94	I	741.38							
	02/03/94		P	-741.38	0.00						
0000001559	02/03/94	03/05/94	I	1190.06							
	02/03/94		P	-1190.06	0.00						
0000001651	02/04/94	03/06/94	I	1100.36							
	02/04/94		P	-1100.36	0.00						
0000001749	02/04/94	03/06/94	I	1195.07							
	04/18/94		P	-1195.07	0.00						
0' 316	02/04/94	03/06/94	I	858.82							
	04/06/94		P	-858.82	0.00						
0000001869	02/04/94	03/06/94	I	445.04							
	04/06/94		P	-445.04	0.00						

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ACCOUNTS RECEIVABLE

Codes:
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D Debit C Credit
F Finance Charge T Discount Taken

Invoice No.	Date	Due Date	Code	Amount	9999 / 61	60 / 31	30 / 1	0 / -30	-31 / -60	-61 / -90	-91/ -9999
WEST					Mrs. Elaine Barca			(703) 413-8388			
0000001939	02/04/94	03/06/94	I	680.57							
	03/21/94		P	-680.57	0.00						
0000002004	02/04/94	03/06/94	I	1028.85							
	02/28/94		C	-0.01							
	02/04/94		P	-1028.84	0.00						
0000002057	02/04/94	03/06/94	I	987.52							
	02/28/94	03/06/94	D	0.01							
	03/21/94		P	-987.53	0.00						
0000002107	02/07/94	03/09/94	I	923.77							
	04/06/94		P	-923.77	0.00						
0000002139	02/07/94	03/09/94	I	234.80							
	04/06/94		P	-234.80	0.00						
0000002201	02/07/94	03/09/94	I	1125.86							
	04/06/94		P	-1125.86	0.00						
2373	02/07/94	03/09/94	I	1009.31							
	02/28/94		C	-0.01							
	04/06/94		P	-1009.30	0.00						
0000002505	03/11/94	04/10/94	I	403.67							
	05/16/94		P	-403.67	0.00						
0000002592	03/14/94	04/13/94	I	791.27							
	04/18/94		P	-791.27	0.00						
0000002672	03/28/94	04/27/94	I	2919.95							
	06/02/94		P	-2919.95	0.00						
0000007623	12/21/94	01/20/95	I	1054.58				1054.58			
0000007697	12/30/94	01/29/95	I	26.94				26.94			
0000007868	12/30/94	01/29/95	I	280.84				280.84			
0000008486	12/31/94	01/30/95	I	610.94				610.94			
262	11/30/94	03/30/94	D	414.13							
	02/28/94		C	-414.13	0.00						
3P0522	11/30/94	04/08/94	D	1074.90							
	03/09/94		C	-823.78							
	05/16/94		P	-251.12	0.00						
3P0704/14	01/26/94		C	-58.85	-58.85						
3P0926	03/22/94		C	-980.92							
	04/18/94		P	980.92	0.00						
ADVANCE	02/28/94	02/28/94	D	349.69							
	02/28/94		P	-349.69	0.00						
	Total			16137.00	14163.70	0.00	0.00	1973.30	0.00	0.00	0.00

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AGING REPORT
ACCOUNTS RECEIVABLE

Codes:
I Invoice — P Payment
D Debit — C Credit
F Finance Charge — T Discount Taken

Invoice No.	Date	Due Date	Code	Amount	9999 / 61	60 / 31	30 / 1	0 / -30	-31 / -60	-61 / -90	-91/ -9999
WEST(BB)	Bob Brill				Mr. Barton Tessler						
0000003588	05/23/94	06/22/94	I	460.56							
	10/19/94		P	-460.56	0.00						
0000006782	11/04/94	12/04/94	I	105.15			105.15				
	Total			105.15	0.00	0.00	105.15	0.00	0.00	0.00	0.00
WEST(CZ)	Carole Zimmer				Mr. Barton Tessler						
0000003395	05/20/94	06/19/94	I	678.20							
	08/24/94		C	-45.62							
	12/02/94		P	-632.58	0.00						
0000004778	08/09/94	09/08/94	I	298.51							
	10/17/94		P	-298.51	0.00						
00[illegible]04838	08/16/94	09/15/94	I	712.72	712.72						
[illegible]850	08/16/94	09/15/94	I	301.34	301.34						
0[illegible]4948	08/17/94	09/16/94	I	247.54							
	12/02/94		P	-247.54	0.00						
0000006217	10/05/94	11/04/94	I	2221.87		2221.87					
0000006381	10/20/94	11/19/94	I	50.89		50.89					
0000006863	11/07/94	12/07/94	I	57.99			57.99				
0000006982	11/28/94	12/28/94	I	3.62			3.62				
0000007218	12/13/94	01/12/95	I	377.08				377.08			
0000007922	12/30/94	01/29/95	I	1264.69				1264.69			
0000008104	12/30/94	01/29/95	I	2007.17				2007.17			
4838	09/08/94		C	-406.92	-406.92						
	Total			6590.45	607.14	2272.76	61.61	3648.94	0.00	0.00	0.00
WEST(JD)	John Decker				Mr. Barton Tressler						
0000007219	12/13/94	01/12/95	I	359.03				359.03			
	Total			359.03	0.00	0.00	0.00	359.03	0.00	0.00	0.00
WEST(JW)	Joe Walsh				MR. Barton Tessler						
0000002952	04/30/94	05/30/94	I	1542.66							
	10/19/94		P	-1542.66	0.00						
0000003703	06/06/94	07/06/94	I	313.17							
	08/23/94		P	-313.17	0.00						
0[illegible]025	08/24/94	09/23/94	I	2202.62	2202.62						
0000007026	11/29/94	12/29/94	I	49.00			49.00				

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A G I N G R E P O R T
A C C O U N T S R E C E I V A B L E

Codes:
I Invoice
P Payment
D Debit
C Credit
F Finance Charge
T Discount Taken

Invoice No.	Date	Due Date	Code	Amount	9999 / 61	60 / 31	30 / 1	0 / -30	-31 / -60	-61 / -90	-91/ -9999
WEST(JW)	Joe Walsh				MR. Barton Tessler						
4P0812	11/29/94		C	-123.97			-123.97				
	Total			2127.65	2202.62	0.00	-74.97	0.00	0.00	0.00	0.00
WEST(PM)	Peter Maer				Mr. Barton Tessler						
0000002907	04/30/94	05/30/94	I	6658.18							
	09/29/94		C	-31.45	6626.73						
0000002999	04/30/94	05/30/94	I	555.00	555.00						
0000003144	05/18/94	06/17/94	I	2111.68							
	07/15/94		P	-2111.68	0.00						
0000003227	05/18/94	06/17/94	I	1573.47							
	07/15/94		P	-1573.47	0.00						
0[illegible]03282	05/19/94	06/18/94	I	1169.99							
	08/10/94		P	-1169.99	0.00						
[illegible]03341	05/19/94	06/18/94	I	777.12							
	08/23/94		P	-777.12	0.00						
0000003460	05/23/94	06/22/94	I	1333.24							
	07/15/94		P	-1333.24	0.00						
0000003515	05/23/94	06/22/94	I	1999.25							
	08/23/94		P	-1999.25	0.00						
0000003640	05/25/94	06/24/94	I	1273.87							
	08/23/94		P	-1273.87	0.00						
0000003769	06/08/94	07/08/94	I	28.75							
	09/13/94		P	-28.75	0.00						
0000003916	06/10/94	07/10/94	I	3258.42	3258.42						
0000004007	06/28/94	07/28/94	I	3247.39							
	09/26/94		P	-3247.39	0.00						
0000004091	06/29/94	07/29/94	I	1121.95							
	08/23/94		P	-1121.95	0.00						
0000004185	07/11/94	08/10/94	I	1786.65							
	10/19/94		P	-1786.65	0.00						
0000004231	07/12/94	08/11/94	I	1534.25	1534.25						
0000004471	07/25/94	08/24/94	I	7096.20	7096.20						
0000004591	08/02/94	09/01/94	I	1511.15							
	10/17/94		P	-1511.15	0.00						
0000004635	08/04/94	09/03/94	I	2246.71							
	08/24/94		C	-1509.46							
	12/02/94		P	-737.25	0.00						
[illegible]966	08/18/94	09/17/94	I	2709.09	2709.09						
[illegible]092	08/25/94	09/24/94	I	6.14	6.14						
0000005156	08/29/94	09/28/94	I	32.38	32.38						
0000005202	08/30/94	09/29/94	I	11.65	11.65						

Date : 03/06/95
Time : 5:33 PM

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WEST(PM) Peter Maer — Mr. Barton Tessler ( )

Invoice No.	Date	Due Date	Code	Amount	9999 / 61	60 / 31	30 / 1	0 / -30	-31 / -60	-61 / -90	-91/ -9999
0000005473	09/07/94	10/07/94	I	1350.63	1350.63						
0000005695	09/19/94	10/19/94	I	2804.99	2804.99						
0000005875	09/21/94	10/21/94	I	1405.02	1405.02						
0000005920	09/21/94	10/21/94	I	1994.35	1994.35						
0000006325	10/17/94	11/16/94	I	29.95		29.95					
0000006433	10/24/94	11/23/94	I	52.90		52.90					
0000006518	10/25/94	11/24/94	I	80.14		80.14					
0000006574	10/31/94	11/30/94	I	10.18		10.18					
0000006628	10/31/94	11/30/94	I	126.47		126.47					
0000006682	10/31/94	11/30/94	I	15.64		15.64					
0000006894	11/08/94	12/08/94	I	60.53			60.53				
0000007062	11/30/94	12/30/94	I	49.03			49.03				
0000007133	12/06/94	01/05/95	I	1217.45				1217.45			
0[illegible]07294	12/14/94	01/13/95	I	967.97				967.97			
[illegible]7327	12/18/94	01/17/95	I	863.08				863.08			
[illegible]07493	12/19/94	01/18/95	I	2183.39				2183.39			
0000008242	12/31/94	01/30/95	I	8808.12				8808.12			
0000008485	12/31/94	01/30/95	I	773.74				773.74			
3282	08/30/94		C	-18.42	-18.42						
4P0320	12/01/94		C	-264.91				-264.91			
4P1011	12/30/94		C	-174.07				-174.07			
	Total			44166.04	29366.43	315.28	109.56	14374.77	0.00	0.00	0.00

WEST(RF) Robert Fuss — Mr. Barton Tessler

Invoice No.	Date	Due Date	Code	Amount	9999 / 61	60 / 31	30 / 1	0 / -30	-31 / -60	-61 / -90	-91/ -9999
0000004166	07/06/94	08/05/94	I	484.41							
	10/17/94		P	-484.41	0.00						
0000006741	11/01/94	12/01/94	I	7.82			7.82				
0000007269	12/14/94	01/13/95	I	1953.21				1953.21			
	Total			1961.03	0.00	0.00	7.82	1953.21	0.00	0.00	0.00

WEST(RS) Ross Simpson — Ms. Elaine Barca

Invoice No.	Date	Due Date	Code	Amount	9999 / 61	60 / 31	30 / 1	0 / -30	-31 / -60	-61 / -90	-91/ -9999
0000004846	08/16/94	09/15/94	I	325.68	325.68						
	Total			325.68	325.68	0.00	0.00	0.00	0.00	0.00	0.00

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AGING REPORT
ACCOUNTS RECEIVABLE

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Invoice No.	Date	Due Date	Code	Amount	9999 / 61	60 / 31	30 / 1	0 / -30	-31 / -60	-61 / -90	-91/ -9999
WEST(SF)	Steve Futterman				Mr. Barton Tessler						
0000000208	07/06/93	08/05/93	I	3663.87							
	07/06/93		P	-1338.67	2325.20						
0000004167	07/06/94	08/05/94	I	279.25	279.25						
0000004292	07/13/94	08/12/94	I	4378.85							
	08/24/94		C	-3026.15	1352.70						
0000006505	10/25/94	11/24/94	I	59.56		59.56					
0000007604	12/19/94	01/18/95	I	903.68				903.68			
0000007920	12/30/94	01/29/95	I	2039.84				2039.84			
0000008438	12/31/94	01/30/95	I	3698.13				3698.13			
	Total			10658.36	3957.15	59.56	0.00	6641.65	0.00	0.00	0.00
	Grand Total			82430.39	50622.72	2647.60	209.17	28950.90	0.00	0.00	0.00

E X E C U T I V E   O F F I C E   O F   T H E   P R E S I D E N T

16-Oct-1995 01:49pm

TO: Evelyn S. Lieberman

FROM: Anne M. Edwards
Office of Communications

CC: Julie E. Mason

SUBJECT: Press Costs Oct15-17 trip

Do notice as you read how much we are all (especially the press advance on the road) hustling for free, and getting from very very gracious hosts.....

Phones and the plane are still the big-ticket items, but we are setting records as a White House for zeroing out as many ground costs as possible. That can NOT go unnoticed when folks get in your face about costs.

Anne E

Julie -
This is FYI to keep
EL up to speed on expenses -
but please ask her to notice
all the times it's "free"
or "no charge" -
Those people are really
hustling out there -
A.

E X E C U T I V E   O F F I C E   O F   T H E   P R E S I D E

16-Oct-1995 01:40pm

TO: Susan Hazard
TO: Anne Horel
TO: Paul K. Engskov
TO: Theresa F. Granger
TO: Seth R. Robinson

FROM: Anne M. Edwards
Office of Communications

SUBJECT: Press costs: CONN/TX/CAL/TX

Following is the rough sketch of costs for
Univ of Connecticut
Austin TX
Dallas TX
Los Angeles CA
San Antonio TX
Houston TX

Some info will be updated.
Any bills that come in other than what I've spelled out here: Please check with me, ASAP

****
University of Connecticut
Date of trip: Sun Oct 15 1995
Press Advance: Tom Smith, Bob Duffy
Transmission Pool: ABC News/Vija Udenans

ANY SHARED PHONES? No
Filing Phones: 18 Charge-a-calls NO CHARGE installed AND PAID FOR by Univ of Conn in Guyer Gym in Fieldhouse
and 3 shared phones, Gampel Pavilion also paid for by U-Conn

Food: No Charge - Lunch for free
Pipe/Drape No charge -
Electric: No charge
Photocopier: No charge
Tables/Chairs: No charge

Vehicles: 6 pool vehicles, motorcade: Shared cost
3 press buses: per travel office

Local pool van: NO

Helicopter: Expanded Pool (25 seats) as manifested by Marines
****

AUSTIN TX

Date of trip:	Sun-Mon Oct 15-16 1995
Press Advance:	David Montoya, Ron Watson
Travel Office:	Trevor Neilsen
Transmission Pool:	CBS News - Tom Seem
SHARED PHONES:	8 shared charge-a-calls at Univ of TX/Austin Erwin Ctr, Rm 1.912 PLUS 3 ABC Radio CACs
Filing Phones:	NO INDIVIDUAL FILING PHONES
Press Office:	Mini-Press Ofc at Wyndham Austin Hotel

in "Wyndham D". Ask Neilsen about room charge
NO charge-a-calls in this office.

Food:	Continental breakfast in morning for pool at Wyndham Hotel 15 people at @$10 per
Pipe/Drape	No charge
Electric:	No charge at UT or at hotel
Photocopier:	No Charge
Tables/Chairs:	No charge
Event costs:	None
Vehicles:	6 for pool in motorcade: Shared cost 3 press buses:per travel office Local pool van: YES. Billing arranged by Julie Green of Media Affairs
Helicopter:	NO HELO in Austin

****

DALLAS Mon Oct 16 1995
Press Advance: Ian Alberg
Transmission Pool: Dave Futrowsky of CNN

PHONES: Shared phones anywhere? NO
Filing Center: 15 CACs billed to individuals
plus 3 ABC CACs
int "STORE N-203"

Filing Center, Press Office, Transmission Pool
In "Atrium" Mall, part of Le Meridien Hotel
NO CHARGE for room itself
(see costs below for the stuff)

Photocopier: NO CHARGE Press advance got it free

Food: NONE - no charge

Total charge in Store N-203, for pipe and drape,
electric and set-up and TV: $327
[of which 1/3 charge to staff for press office,
rest to Traveling Press]

REST OF CHARGE FOR STORE N-203,
$427 being billed directly to CNN.

Event costs: NONE

Vehicles: 6 motorcade vehicles
3 buses per Travel Office
Local Pool van: YES per Julie Green

****

LOS ANGELES
Mon Oct 16 - Tue Oct 17
Press Advance: Andy Beatty, Gretchen Michael
Transmission Pool: NBC, Ed Croft out of Burbank Bureau

check with Russ Moore, NBC/Washington
if there are any questions

PHONES:

Shared Phones (spread over all press):

At Loew's HOtel: 4 CACs in Arcadia A
PLUS 3 ABC phones in Arcadia A

At Pantages Theatre: 4 CACs in "Old CLO Office"

Rooms Used:

"Mini press office: Loew's Hotel, "ARCADIA A"

1) Check with Travel Office Dorie Salcido
to see if there's a charge.
2) if there is a charge it is SPLIT among
WH Staff-Trav Press & Transmission Pool

At Pantages Theatre - event site:

For use of room "Old CLO Office,
in bank" --- no charge
Chairs: 30 chairs at $2 per, bill coming from
"Bragman Nyman Caferelli" PR firm in LA

Photocopier: per Dorie Salcido, approx $350.
Electric at Loew's:
In Arcadia A: to Press Office
$250 power charge shud be split 1/3 -2/3 between
Press Office and Trav Press
$180 for television (only one)
$ 90 labor charge (big city hotel, whaddya expect?)

Electric at Pantages/Old CLO Ofc: No CHARGE
Food: 1) Cont breakfast at SHERATON MIRAMAR for pool:
COMPED!! Per Bonnie Barry/Staff RON

2) COFFEE at Loew's: 2 gals at $28 per
plus 1/2 gal tea at $14

3) DINNER AT PANTAGES THEATRE
for Expanded Pool (Pool #5 on schedule)
$15 a head x 30 heads
"bill will come from "Gourmet Fare" Dorie has bill.

Vehicles: 6 pool vehicles for motorcade
Local Pool Van: TBA???? per Josh Silverman
3 press buses, per Travel Office

****

SAN ANTONIO
Press Advance: Sharon Kennedy
Transmission Pool: ABC News - Sam Brooks

Phones:
Shared Phones at: (4 CACs) at Kelly AFB OFFICERS CLUB
Dadalian Room

Filing Center phones: 15 phones as ordered
PLUS 3 for ABC Radio

Press Office, Transmission Pool
and Filing Center: At Kelly AFB in Hangar 375
For use of space: No charge
For tables/Chairs No charge
For eletric power: No charge

COST TO STAFF, NOT TO PRESS:
For piping/draping to create WH Press Office space
on Hangar Floor $300

Photocopier: TBA

Food: 30 lunches at Hangar at $8 per
30 lunches at Officers Club at $8 per

Vehicles:
Pool in motorcade: 6 vehicles (normal)
Press buses" TBA
Local pool vehicle

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HOUSTON
Tue Oct 17
Press Advance: Dave Palmer, Leigh Flores
Transmission Pool: CBS News - Tom Seem

PHONES: Shared phones only: 7 CACs (shared) PLUS
3 ABC Radio CACs in "PLAZA II ROOM"
of Westin Galleria hotel

ANY COSTS from "West Alabama Room" go to TV Pool
TV Pool does not have costs in Plaza II Room

Costs/Plaza II Room:
When bills come in for PLAZA II ROOM,
these costs SHARED by WH Press Office and Traveling press:

Cost for Plaza II Room itself: NO CHARGE
Set-up for room: $100
Photocopier: Charge TBA
Electric: TBA for Plaza II Room
FOOD: Supper ordered for Pool
$8.50 plus tax x 25 pool members

Vehicles: NOTE CAREFULLY: ONLY 3 motorcade vehicles--
not the usual 6, --- only 3:
one Bronco, 2 15-psgrs
NO LOCAL POOL VAN
3 press buses per Travel Office

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E X E C U T I V E   O F F I C E   O F   T H E   P R E S I D E

20-Oct-1995 08:03pm

TO: Susan Hazard
TO: Paul K. Engskov
TO: Anne Horel
TO: Theresa F. Granger
TO: Seth R. Robinson

FROM: Anne M. Edwards
Office of Communications

SUBJECT: Press Expenses, Ohio/Iowa

TRIP TO OHIO & IOWA
October 20-21, 1995

Billing to expect for press & Press Office stuff:
This is my informal outline for you of the expenses incurred which I discussed with the Press Advance in each town.

If anything comes in other than this, please check with me first.

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COLUMBUS, OHIO
Trip Date: Oct 20 1995
Press Advance: Megan Moloney, Jessica Gibson
TV Pool: Stasia Phillips, CNN 202-898-7911

Motorcade Vehicles: 6/usual (NO local pool van)
Telephones: 18 (including ABC)
billed individually
Buses: 3, per Travel Office

Event: MidWest Economic Conference
and Speech site - all at Ohio State University

Host: Ohio State University

Electric: FREE Courtesy of host.
ALL electric (TV Pool's, too).
Filing Space: OSU/Fawcett Center FREE SPACE from host
Press Office: OSU/Fawcett Center/FREE SPACE from host
Photocopier: FREE courtesy of host
Tables/Chairs: FREE courtesy of host
Food: FREE courtesy of host

Meaning: You shouldn't get any bills for
any of the above stuff.

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DES MOINES, IA

Press Advance:	Sam Myers and Sam Myers JR
TV Pool:	Vija Udenans, ABC News
Travel Office:	Dorie Salcido

Motorcade Vehicles: ONLY 3 -- NOT 6, No local pool van
Special note: This was a shortened motorcade.

Telephones: 4 SHARED CACs - Savery Hotel/Terrace Rm
4 SHARED CACs - Vets Memorial Auditorium
All phone costs: SHARED among the travelers.

Buses: 3, per Travel Office

Other costs:
You will get a bill from Savery Hotel
for the Terrace Room-
Dorie Salcido has all the bills.

1. For "Terrace Room", Savery Hotel:
Used as mini-file, equipment room
and FULL WH Press Office.
(HALF of room was WH Press Office)

To be billed to the PRESS:
1/2 of Terrace Room: 1/2 is $500
TVs: $100
Pipe/Drape: $25
Electric: $90.
Breakfast $83

To be billed for WH Press Office

1/2 of Terrace Rm:	$500
1 TV:	$ 50
Pipe/Drape:	$ 25
Electric:	$ 60
Copier:	$495

SPECIAL NOTE ON COPIER: It was used all week by the WH staff advance offices in the Savery, and moved into press office for the last night, just for the trip. The $495 is for the whole week.

2. At Veterans Memorial Auditorium,
"PRESS ROOM" (that's its name)
Used 1/2 as mini-file and 1/2 by TV POOL.
Room cost: Approx $250 total
included the electric.

Food: $200 to feed WH Travel Pool dinner
(16 or 18 dinners)
Food bill will come from "HY-VEE FOOD & DRUG"

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CEDAR RAPIDS, IA

Press Advance:	Tom Smith
TV Pool:	Emily Schultze, CBS 202-457-4444
Motorcade Vehicles:	6
Telephones:	18 (including ABC)
Buses:	FREE courtesy of City of Cedar Rapids (Smith told Engskov)

Event & Filing Site at National Czech & Slovak Museum
and "Old Museum/Annex"
Host is: Nat'l Czech and Slovak Museum
Electric: FREE Courtesy of host.
ALL electric (TV Pool's, too).
Filing Space: in "Old Museum: FREE SPACE from host

Press Office:	in New museum	FREE SPACE from host
Photocopier:	FREE (but: 3 cents a copy -- bill will come from "Koch Brothers")	
Tables/Chairs:	FREE courtesy of host	

Food: 80 at $12. a head
Bill from "Zindricks Czech Restaurant"