

FOIA MARKER

**This is not a textual record. This is used as an
administrative marker by the William J. Clinton
Presidential Library Staff.**

Collection/Record Group: Clinton Presidential Records

Subgroup/Office of Origin: National Service

Series/Staff Member: Eli Segal

Subseries:

OA/ID Number: 1293

FolderID:

Folder Title:

4/1-2 Michigan Trip

Stack:

S

Row:

66

Section:

2

Shelf:

7

Position:

1

KAREN

① FYI.

② Need to discuss
reimbursements.

el

—

USAir

USAir begins
with you

FLIGHT	GATE	SEAT
	HL	233 F
FLIGHT	GATE	SEAT
	A21	19C
FLIGHT	GATE	SEAT
FLIGHT	GATE	SEAT

PHOTOCOPY
PRESERVATION

USAir Passenger Ticket and Baggage Check

ISSUED BY USAIR NOT TRANSFERABLE
SUBJECT TO CONDITIONS OF CONTRACT

BRDP

FLIGHT COUPON TOUR CODE

OF

PLACE OF ISSUE

ISO CODE

AIRLINE CODE FCI

DATE OF ISSUE

PRINTED BY WALLACE

PASSENGER NAME
X/O SEGAL/E
X/O FROM PITTSBURGH PA.
X/O TO LANSING MI

ENDORSEMENTS/RESTRICTIONS

PNR CODE CARRIER FARE BASIS/TICKET DESIGNATOR
US0251 H 1APR 745P

STATUS NOT VALID BEFORE NOT VALID AFTER

19C

BOARDING PASS

FARE

EQUIVALENT FARE PAID

ALLOW

PCS

WT

UNCKD

TAX

CPN

DOCUMENT NUMBER

CK

TAX

01925019364

TOTAL

STOCK CONTROL NUMBER TX037

DO NOT MARK OR WRITE IN THE WHITE AREA ABOVE

USAir Boarding Pass

BOARDING PASS 02 02

NAME OF PASSENGER
SEGAL/E

FROM
X/O PITTSBURGH PA.

TO
X/O LANSING MI

CARRIER

USAIR
CODE FLIGHT CLASS DATE TIME
US0251 H 1APR 745P

DATE BOARDING TIME SEAT
1APR 15C

USAir Passenger Ticket and Baggage Check

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SUBJECT TO CONDITIONS OF CONTRACT

BRDP

FLIGHT COUPON TOUR CODE

OF

PLACE OF ISSUE

ISO CODE

AIRLINE CODE FCI

DATE OF ISSUE

PASSENGER NAME
X/O SEGAL/E
X/O FROM WASHINGTON/NATL
X/O TO PITTSBURGH PA.

ENDORSEMENTS/RESTRICTIONS

PNR CODE CARRIER FARE BASIS/TICKET DESIGNATOR
US1144 H 1APR 605P

STATUS NOT VALID BEFORE NOT VALID AFTER

USAir Boarding Pass

BOARDING PASS 01 02

NAME OF PASSENGER
SEGAL/E

FROM
WASHINGTON/NATL

TO
X/O PITTSBURGH PA.

CARRIER

USAIR
CODE FLIGHT CLASS DATE TIME
US1144 H 1APR 605P

DATE BOARDING TIME SEAT
1APR 15C

BOARDING PASS

FARE

EQUIVALENT FARE PAID

ALLOW

PCS

WT

UNCKD

TAX

CPN

DOCUMENT NUMBER

CK

TAX

01925019353

TOTAL

STOCK CONTROL NUMBER TX037

DO NOT MARK OR WRITE IN THE WHITE AREA ABOVE

PASSENGER TICKET AND BAGGAGE CHECK
PASSENGER COUPON

NOTICE

SUBJECT TO TARIFF REGULATIONS

(NOT FOR USE IN MAGNETIC STRIPE READERS)

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 notices headed "Advice to International Passengers on Limitation of Liability" and "Notice of Baggage Liability Limitations".

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, of 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 unless authorized by a corporate officer of carrier.

PASSENGER TICKET AND BAGGAGE CHECK
PASSENGER COUPON

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SUBJECT TO TARIFF REGULATIONS

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PHOTOCOPY
PRESERVATION

ISSUED BY **American Airlines**
 PASSENGER TICKET AND BAGGAGE CHECK
 PASSENGER COUPON AND BOARDING PASS

NAME OF PASSENGER
SEGAL/ELI

X/O FROM
DETROIT METRO

X/O TO
CHICAGO OHARE

AMERICAN

CARRIER FLIGHT CLASS DATE DEPARTURE TIME
AA 1845 Y 2 APR 141P

GATE SEAT SMOKING
B8 21D NO

E X I T

PCS CKD WT CKD WT UCKD A/L CODE BAGGAGE NUMBER

CN AIRLINE FORM AND SERIAL NUMBER CK

IDENT ISS CARRIER/AGENT
001/43P

ISSUED BY **American Airlines**
 BOARDING PASS

NAME OF PASSENGER
SEGAL/ELI

837 MILES PLT2103MJ2

X/O FROM
CHICAGO OHARE

X/O TO
NEW ORLEANS

AMERICAN

CARRIER FLIGHT CLASS DATE DEPARTURE TIME
AA 1909 A 2 APR 255P

GATE SEAT SMOKING
H13 5E 5E NO

PCS CKD WT CKD WT UCKD A/L CODE BAGGAGE NUMBER

CN AIRLINE FORM AND SERIAL NUMBER CK

IDENT ISS CARRIER/AGENT
001/505

BOARDING PASS

FLIGHT/CABIN DATE SEAT/SMKG
562Y 4APR3 25A X

ORIGIN/DESTINATION
CVG/WAS-NATIONAL

PASSENGER NAME
SEGAL/ELI

 **DELTA AIR LINES**

BOARDING PASS

FLIGHT/CABIN DATE SEAT/SMKG
1266Y 4APR3 19B X

ORIGIN/DESTINATION
MSY/CINCINNATI

PASSENGER NAME
SEGAL/ELI

6 APR 04

 **DELTA AIR LINES**

Wednesday, March 24

LV DCA 8:00 p.m. AA #673
AR CHI 9:01 p.m.

RON: Hotel in Chicago (ask David Wilhelm)

Thursday, March 25

Various interviews w/Chicago papers

Visit to Mayor Daley

9:30 a.m. Adele Simmons, MacArthur Foundation

LV CHI 3:15 a.m. AA #4080

AR Champaign 4:10 p.m.

6:30 p.m. COOL Event

LV Champaign 7:45 p.m. AA #363

AR Chicago 8:45 p.m.

LV Chicago 9:50 p.m. AA #1060

AR DCA 12:27 a.m.

Thursday, April 1

LV DCA 6:05 p.m. US Air #1149

AR PIT 7:05 p.m.

LV PIT 7:45 p.m. US Air #251

AR ELA 8:52 p.m.

RON: ~~E-Lansing Hotel~~

Kellogg Center

Friday, April 2

9:00 a.m. Keynote address for MI Campus Compact Conference

Rental car to drive to Ann Arbor

2:00 p.m. Visit to service site at Univ. of MI, Ann Arbor
w/Cong. Bill Ford

Drive from Ann Arbor to Detroit

LV DET 7:55 p.m. DL #1507

AR ATL 9:31 p.m.

LV ATL 10:45 p.m. DL #1111

AR New Orleans 11:05 p.m.

*12:30 Detroit
Admirals Club
Joan Richards
Detroit
Free Press*

Friday, April 2 (cont)

RON: Royal Sonesta, 300 Bourbon Street, New Orleans, LA 70140
Phone: 504-586-0300 Fax: 504-586-0300

Saturday, April 3

Brunch at _____ with Jay Kriegel, Alan Levine, Moon
Landrieu

Basketball games begin at 7:30 p.m. in the Superdome

RON: Royal Sonesta

Sunday, April 4

LV New Orleans 5:05 p.m. US Air #293
AR DCA 8:18 p.m.

Ed Edwards - 504-342-5555

Lt. Gov. 504-342-7009

582-3044 Sharon

* RIB Room 7:30
Omni Royal Orleans Hotel 8:30 PM

SAT 8:45 AM
Lobby

300 ARMY-
NAVY

dinner w/7 pm
melinda Schweegmann
home 504-

DL 1266
502
1:00
2:30
3:45
DCA

Thursday, April 1

LV DCA 6:05 p.m. US Air #1149
AR PIT 7:05 p.m.

LV PIT 7:45 p.m. US Air #251
AR ELA 8:52 p.m.

Avis Rental Car Confirmation: 15733255US6
RON: Kellogg Center, Michigan State Univ.

Friday, April 2

8:00 AM - BREAKFAST
9:00-10 a.m. Keynote address for MI Campus Compact Conference
10:00-11 a.m. Mtg w/presidents of colleges & univs. in MI
11:00 a.m. Depart Lansing en route Detroit Airport (driven by
Cong. Ford staffer)
12:30 p.m. Joan Richards, Detroit Free Press; Admirals Club
at Detroit Airport (Per Ethan)

1:41 p.m. AA #1845 Detroit to Chicago

2:55 p.m. AA #1909 Chicago to New Orleans
5:00 p.m. Arrive New Orleans

RON: Royal Sonesta, 300 Bourbon Street, 504-586-0300

7:00 p.m. Dinner w/Lt. Gov. Melinda Schwegmann

Saturday, April 3

12:45 p.m. Brunch at Commander's Palace, 1403 Washington Ave.
504-899-9591 with Jay Kriegel, Alan Levine, Moon
Landrieu

5:42 p.m. Final Four Game 1: North Carolina v. Kansas

8:15 p.m. Final Four Game 2: Michigan v. Kentucky

RON: Royal Sonesta, 300 Bourbon Street

Sunday, April 4

LV New Orleans 11:00 p.m. Delta #1266
AR Cincinnati

LV Cincinnati 2:30 p.m. Delta #562
AR DCA 3:46 p.m.

Depart National en route to Arlington Doubletree, 300 Army-Navy
Drive to join Phil Caplan and Rick Allen

5:00 p.m. Summer of Service Panel Review

8:00 p.m. Depart Doubletree en route to 1535 28th St.

Xavier Univ.
Palmeadow St.

SAT

hotel

3pm

ATTACHMENT A

Eli Definite Press Hits for the Michigan trip

Thursday, @ 8:30 AM, Phone interview with Detroit News

Reporter: Kenneth Cole # 517/371-3660

Notes: Though the Detroit News is reknowned for being a right wing paper, Mike Russell, Bill Ford's press secretary told me that Cole is not a looney. Because the News and the Free Press have a joint operating agreement on the weekends, Cole particularly wanted to talk to you the day before you go to Michigan. Hopefully, this call will yield a nice preview piece in Friday's Detroit News.

Thursday, @4:30 -4:45, Phone interview with WDET - Detroit NPR

Reporter/Person to ask for: Jerome Lee 313 577-7530

Notes: This interview will be taped and excerpts will be played back during WDET's "State Edition Plus", a local supplement to the national NPR news that runs on the station. The questions should be fairly straightforward. You should use this as an opportunity to hype your speech the following day.

Friday, *can we move to 7:00 AM* 7:20 AM, Phone-in Interview to WOWF-Detroit

Host: John Delle Monache (pronounced "del-MON-ack-ee")

Producer (person to ask for when you call): Bill Plague

#: 313/691-4154 or in emergency, 313/691-4100

Notes: Bill Plague has been given your number at the Kellogg Center and will call you on Friday AM at approximately 7:45. This station has a unique format of hip news/talk. Unlike most stations of that genre it is on FM and caters to a largely younger audience. They were very excited to be offered the opportunity to talk to you.

Friday, 7:45 am, Phone-In Interview to WJR-Detroit, the "JP McCarthy Show"

Host: JP McCarthy

Producer (person to ask for when you call): Mike Shields
313 875 4480

Notes: This is the number one rated morning radio program in Detroit. McCarthy is a fair, not terribly ideological host, with a vast following. He is likely to give a pretty clear shot at hyping the program and your appearance at Mich. St. later in the morning.

Friday, 12:30 PM, In-person interview with Detroit Free Press

Reporter: Joan Richardson

Location: American Airlines Admiral's Club, Detroit Airport

Notes: Richardson is anxious to speak to you and has many questions about the program. According to Ford's press secretary she is "tough, but fair." Expect the toughest questions of the day from her. The Detroit Free Press has the largest circulation of any daily in Michigan and is one of the biggest papers in the U.S.

Friday, April 2 Trip Book

Contacts: Chris Hammond (Campus Compact) 517 353-9393
Susan Stroud (Office of National Service) 202 456- 6444
Mark Fols (Press- Cong. Carr) 202 225-4872
Kellogg Center Reservation - 517- 355-5090

4/1

8:52pm Arrives at airport in East Lansing (USAir Flight 251).
Catches cab to Kellogg Center where he is lodging for
the nite. Room to be booked at site. (Michigan State
University Campus - located on Harrison Road between
Michigan Avenue and Kalamazoo Avenue.

4/2

7:20am Phone-in interview to WOWF-Detroit
Host: John Delle Monache ("del-MON-ack-ee")
Producer (person to ask for when you call):
Bill Plague at 313 691-4154, or in emergency call x4100
Notes provided on attachment A.

7:45am Phone-In Interview to WJR-Detroit, the "JP
McCarthy Show" Host: JP McCarthy
Producer (person to ask for): Mike Shiels 313/875-4480
Notes provided on attachment A.

8:00 Continental breakfast organized by Congressman Carr.
(Located in the Red Cedar Room of the Kellogg Center of
Michigan State University.)

9:00 Deliver keynote for Annual Statewide Conference of
Michigan Campus Compact. (Lincoln Room of Kellogg
Center)
Introduced by Larry Owen who is an attorney and former
Mayor of East Lansing.
**Conference Background and program provided in
Attachment B.**

10:00 Coffee meeting with presidents of Michigan colleges and
universities. (Located at Red Cedar B Room at Kellogg
Center.) Also attending will be Michigan Campus Compact
staff, 3 students award winners from Michigan.
Participant List is attached in Attachment C;
Background on Michigan Compact in Attachment D.

10:45 Meet three students who won state awards in same room.

11:00 Meet your driver, Tom Kent, outside the Red Cedar Room.
He will be holding a sign with your name if he does not
find you first. He is the regular driver for Cong.
Ford.

11:05 Depart for drive to Metro Airport in Detroit.

12:30pm In-person interview with Detroit Free Press
Reporter: Joan Richardson
(American Airlines Admiral's Club)

1:41 Flight departs for New Orleans (Flight 1845)

5:00 Flight arrives in New Orleans. Catch cab to Royal
Sonesta Hotel (300 Bourbon Street) where you stay for
the night.

6:00 Set up/rest in room.

7:00 Dinner with Lt. Governor Schwegmann?/Congressman Cleo
Fields? at the Royal Sonesta Hotel?

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Producer (person to ask for when you call):
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Producer (person to ask for when you call): Mike Shiels
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WHITE HOUSE TRAVEL OFFICE

Washington, D.C. 20500

(202) 456-2250

ITINERARY

*A
1. 1SEGAL/E
1 US1149H 01APR Q DCAPIT HK1 605P 705P HRS
2 US 251H 01APR Q PITLAN HK1 745P 852P HRS
3 CAR ZI 01APR Q HK1 LAN/CCAR/ARR-2052/CD-A142501/R /DCZI
G-@USD33.00 UNL DY XH11.01 .00MI/RC-@KX/CF-15733255US6-
4 ARNK
5 NW 475Y 02APR F DTWMSY HK1 645P 824P HRS
6 US 293Y 04APR S MSYDCA HK1 505P 822P HRS

TKT/TIME LIMIT

1. TAW31MAR/

PHONES

1. WAS202-456-2250-A

AA FACTS

5. OSI AA NORTHWEST

REMARKS

1. ISSUE TWO TKTS

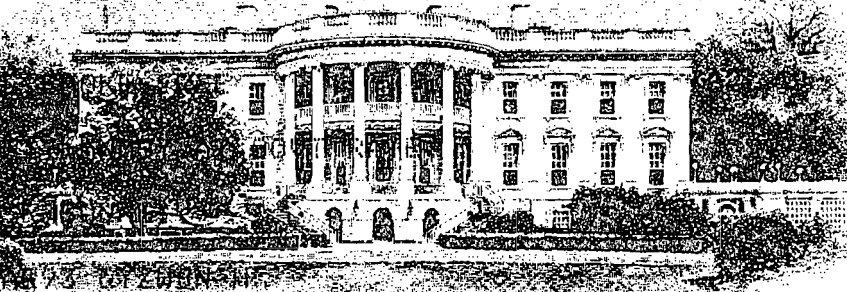
2. MSYDCA PERSONAL

3. WH GTR AND WILCOX

RECEIVED FROM - JD

D9K0.D9K0*AJD 1331/16MAR93 116B04

D9K0.D9K0*AJD 1331/16MAR93 116B04



THE WHITE HOUSE OFFICE TRAVEL AUTHORIZATION

No. 65555

Date of Request March 31, 1993

1. TRAVELER: AS WELL AS THE FOLLOWING ADMINISTRATIVE

Name: White House Staff

Extension: 456-6444 Room: TRAVEL OFFICE Other:

2. PURPOSE(s) and DATE(s): KEYNOTE ADDRESS AT CAMPUS COMPACT IN E. LANSING, MI

MEETING W/LT.GOV. OF LA; VISIT TO XAVIER UNIVERSITY IN LOUISIANA

SERVE. APRIL 1-4, 1993

3. ITINERARY: ADVANCE

(List all cities where stopovers occur.)

4. DEPARTURE: ADVANCE

Date: 4/1	Time: 6 PM	Mode: COMMERCIAL	Date: 4/4	Mode: COMMERCIAL	Time: AFTERNOON
--------------	---------------	---------------------	--------------	---------------------	--------------------

5. FUNDING SOURCE: ADVANCE

☒ OFFICIAL ☐ POLITICAL ☐ 501(c)(3) ☐ OTHER

6. SPECIAL EXPENSES: TRAVEL ADVANCE REQUESTED

☒ Commercial Car Rental ☐ Taxi ☐ Yes ☐ No ☒ Amount \$

☐ Hotel Name: Recipient's Signature:

☐ Other: GOVERNMENT TICKETS FOR SPECIAL TRAVEL ONLY

Please See Reverse Side for Further Instructions Regarding Travel Expenses

7. TRAVELER'S SIGNATURE:

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

8. APPROVING SIGNATURES:

Office Head:

Approving Official

(Political or Foreign Travel):

FOR DETAILED INFORMATION REGARDING TRAVEL REGULATION AND

POLICIES PLEASE REFER TO THE WHITE HOUSE

Director of White House Operations

9. FOR TRANSPORTATION OFFICE USE ONLY:

Control No.: Account:

THE WHITE HOUSE OFFICE
TRAVEL AUTHORIZATION

THIS APPROVAL IS SUBJECT TO ALL
APPLICABLE GOVERNMENT LAWS AND REGULATIONS
AS WELL AS THE FOLLOWING ADMINISTRATIVE
TRAVEL POLICIES

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-hour notice to White House Administrative

Office, Extension 2500

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

Any travel advance which is neither repaid nor accounted for in full by an expense voucher within 15 days after return may be deducted from the staff member's salary.

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

Government-issued tickets shall be used for official trips only (i.e., no political or personal travel). The entire cost of any government-issued tickets that are used for unofficial travel will be considered a personal travel advance and treated accordingly.

4. **TO OBTAIN REIMBURSEMENT, RECEIPTS ARE REQUIRED FOR ALL EXPENDITURES REGARDLESS OF THE AMOUNT**

5. **FOR DETAILED INFORMATION REGARDING TRAVEL REGULATIONS AND POLICIES, PLEASE REFER TO THE WHITE HOUSE TRAVEL HANDBOOK (Additional copies available by calling Extension 2500)**

THE WHITE HOUSE OFFICE TRAVEL AUTHORIZATION

No. 65521

Date of Request March 16, 1993

THIS APPROVAL IS SUBJECT TO ALL

1. TRAVELER: ELIOT A. SPENCER **AS WELL AS THE FOLLOWING ADMINISTRATIVE**

Name: ELIOT A. SPENCER ☒ White House Staff

Extension: 6444

Room: TRAVEL OFFICE ☒ Other: _____

2. PURPOSE(s) and DATE(s): Keynote address at Campus Compact Conference in E. Lansing, MI

Visit to service site at Univ. of MI

Cash travel advances will not be provided for political trips

3. ITINERARY: DETROIT NEW ORLEANS

(List all cities where stopovers occur.)

4. DEPARTURE: 4/1 **RETURN:** 4/4

Date: <u>4/1</u>	Time: <u>appx 6 pm</u>	Mode: <u>commercial</u>	Date: <u>4/4</u>	Time: <u>afternoon</u>	Mode: <u>commercial</u>
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5. FUNDING SOURCE:

☒ OFFICIAL ☐ POLITICAL ☐ 501(c)(3) ☐ OTHER Passenger returning to New Orleans at cheaper govt rate than to Washington

6. SPECIAL EXPENSES: TRAVEL ADVANCE REQUESTED

☒ Commercial Car Rental ☐ Taxi ☐ Hotel Name: _____ ☐ Other: _____	☐ Yes ☒ No ☐ Amount \$ _____ Recipient's Signature: _____
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Please See Reverse Side for Further Instructions Regarding Travel Expenses

7. TRAVELER'S SIGNATURE:

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

8. APPROVING SIGNATURES:

Office Head: _____

Approving Official

(Political or Foreign Travel):

Special Assistant to the President

Director of White House Operations

9. FOR TRANSPORTATION OFFICE USE ONLY:

Control No.: _____

Account: _____

15251 no.

TRAVEL AUTHORIZATION
THE WHITE HOUSE OFFICE

Date of Request

**THIS APPROVAL IS SUBJECT TO ALL
APPLICABLE GOVERNMENT LAWS AND REGULATIONS
AS WELL AS THE FOLLOWING ADMINISTRATIVE
TRAVEL POLICIES**

PURPOSE(S) and DATE(S)

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-hour notice to White House Administrative Office, Extension 2500.

2. ADVANCES TO BE REPAID FROM SALARY AFTER 15 DAYS

Any travel advance which is neither repaid nor accounted for in full by an expense voucher within 15 days after return may be deducted from the staff member's salary.

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Christina/Susan

ITEMS PENDING FOR E. LANSING LEG

COORDINATION OF PRESS NOTIFICATION AND COVERAGE

DETAILS OF CONFERENCE PROGRAM / HOW LONG MUST ELI SPEAK

DETAILS RE: GROUND TRANSPORTATION FROM AIRPORT TO SITE AND BACK

DETAILS RE: PRESS

✓ VERIFICATION OF TRAVEL TIMES

WHO DOES ELI MEET WITH ON CAMPUS

CONTACT ELECTED OFFICIALS OTHER THAN MEMBERS OF CONGRESS IF
NECESSARY *DNC*

CONTACT CONG. CARR FOR INPUT ON OVERALL PLANS

AR 8:52 PM
4/1

Karan

FR 1

April 2 Trip Book

6:05 PM Airplane departs DC to East Lansing

8:52 AM Arrives East Lansing

Drives to Kellogg Center of the Michigan State University

9:15? Delivers keynote at Michigan Compact Conference

10:00 - 11:30 Press? Meetings on Campus (Ask Dave)

11:30 / 45 Lunch? w/ Pres. of Univ.

12:30 Leaves by car with Congressman Ford? to Ann Arbor

1:45pm Arrives at Pound House on campus of Univ. of Michigan

2:00 Joins Congressman Ford on tour of Pound House

2:15 Joins students, staff, Ford, parents of kids in rap session (press)

3:00 Joins Ford in walk to Student Union Hall to plaque memorial to President Kennedy (press)

3:05 Congressman Ford and Univ. President present gift to Eli. Joined by local elected officials, university staff, students (press)

3:20 Joins entourage in a program held in Pendleton Room of the Student Union Hall

4:00 break

4:15 Private meeting with Ford, students, and faculty members of Task on Service Learning

5:00 Departs by car to airport

6:45 Departs plane to Detroit

1 1/2 drive
E. Lansing → Ann Arbor