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5/1-3 Trip to Boston, MA

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The
Beacon
Companies

50 Rowes Wharf, Boston, MA 02110

Date: 4-26-93

"Facsimile Cover Sheet"

To: Karen / Eli Segal

Fax #: 202-456-6420

From: Julie / Alan Lernerthal

Comments: Date: 5-3-93

Time: 8:00 a.m.

Location: John Rowes Salon

Boston Harbor Hotel

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Total Pages Including Cover Sheet: 28



OFFICE OF INSTITUTIONAL
ADVANCEMENT

To: Karen Ewing
From: Roberta Sherman
Lesley College
Date: April 16, 1993
Re: Arrangements for Eli Segal's Visit to Lesley College on May 3, 1993

I am contacting you to follow-up on our recent telephone conversations regarding plans for Eli Segal's visit to Lesley College.

As I understand it, Mr. Segal has commitments through 3:00 P.M. on Monday, May 3rd. At this time he will leave for Lesley College in Cambridge, arriving approximately 3:30 P.M., and remain at the College until he must leave for his 7:00 P.M. flight.

The schedule for Mr. Segal's visit is still in the planning stage, but the tentative plans are as follows:

- 15-20 minutes for press accessibility
- 45 minutes-1 hour for a speech and question and answer period-open to the public
- 1 to 1-1/2 hours for a private reception for local community and business leaders. We would like Mr. Segal to make a 5-7 minute speech to this group during the reception.

During our last conversation you mentioned that Mr. Segal may try to fit in another appointment before coming to Lesley College, changing his arrival time at Lesley to 4:00 P.M. If this does occur, we would appreciate it if Mr. Segal could take the 8:00 P.M. flight back to Washington instead of the 7:00 P.M. flight. This would allow us to still have him for 2-2 1/2 hours, and we could maintain our schedule as planned.

It is important to us that we make Mr. Segal's visit a successful one for both him and Lesley College. Since we have just two weeks before he comes to the College, we need to start publicity and invitations by early next week. With this in mind, I would appreciate it if you could confirm his visit and approve the proposed schedule by Tuesday, April 19 (by fax or phone) so we can begin publicizing the event.

Thank you for all the time you have spent on this, and I look forward to speaking with you in the near future. If you have any questions, please feel free to call me at (617) 349-8591. Our fax number is 6173498599.



SUSAN -

FYI

Per Eli -
1 hr onlyOFFICE OF INSTITUTIONAL
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- 15-20 minutes for press accessibility
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O -
F -
H -

,
O -
F -
H -

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED	INSTRUCTIONS TO TRAVELER <i>(Unlisted items are self-explanatory)</i>		Complete this information if this is a continuation sheet.	PAGE _____ OF _____ PAGES
	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) thru (g) 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.	TRAVEL AUTHORIZATION NO. TRAVELER'S LAST NAME

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

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 taxpayer 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.

**TOTAL
AMOUNT
CLAIMED ▶**

THE WHITE HOUSE OFFICE
TRAVEL AUTHORIZATION

NO. 65558

Date of Request April 29, 1993

1. TRAVELER:

Name: ELI J. SEGAL ☒ White House Staff
Extension: 6444 Room: 145 OEOB ☐ Other: _____

2. PURPOSE(s) and DATE(s): May 3 Speech to New England business executives including
New England finance council to brief on President's agenda.

3. ITINERARY: Washington - Boston - Washington
(List all cities where stopovers occur.)

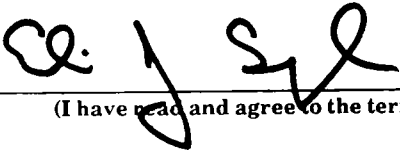
DEPARTURE			RETURN		
Date:	Time:	Mode:	Date:	Time:	Mode:
<u>5/1/93</u>	<u>AM</u>	<u>commercial</u>	<u>5/3/93</u>	<u>late AM</u>	<u>commercial</u>

5. FUNDING SOURCE:

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

SPECIAL EXPENSES	TRAVEL ADVANCE REQUESTED
☐ Commercial Car Rental ☐ Taxi	☐ Yes ☐ No ☐ Amount \$ _____
☒ Hotel Name: _____	Recipient's Signature: _____
☐ Other: _____	Date: _____

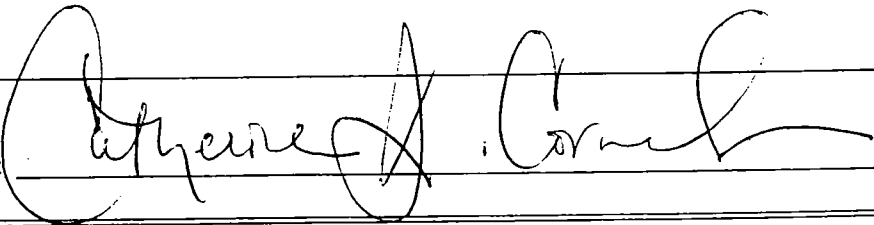
Please See Reverse Side for Further Instructions Regarding Travel Expenses

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 and
Director of White House Operations: 

9. FOR TRANSPORTATION OFFICE USE ONLY: 001 5408 903 469

Control No.: A1-646-202 Account: 140.00

**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.)**

TRAVEL VOUCHER WORKSHEET

TRAVELLER: Segal **TRIP #:** M305 **TA#:** 65558

Travel Schedule:	DATES	TIMES	PER DIEM
From:	1-May-93	08:00	38.00
To:	3-May-93	12:00	

	TOTAL EXPENSES	OFFICIAL	POLITICAL
	-----	-----	-----
Per Diem ²⁴ (22):	85.50	85.50	0.00
Hotel (24):	0.00	0.00	0.00
Air/Rail Fare (21):	0.00	0.00	0.00
Taxi (25):	0.00	0.00	0.00
POV Mileage (25):	0.00	0.00	0.00
Autorental (26):	0.00	0.00	0.00
Parking (29):	0.00	0.00	0.00
Phone Calls (52):	0.00	0.00	0.00
Other:	0.00	0.00	0.00
LESS ADVANCE:	0.00	0.00	
	=====	=====	=====
	85.50	85.50	0.00

Comments: