

File Travel

THE WHITE HOUSE
WASHINGTON

November 21, 1996

MEMORANDUM FOR JODIE R. TORKELSON
ASSISTANT TO THE PRESIDENT FOR MANAGEMENT AND ADMINISTRATION

FROM: PAIGE E. REFFE *PER*
DEPUTY ASSISTANT TO THE PRESIDENT AND DIRECTOR OF ADVANCE

RE: Fiscal Year 1997 Allocation

Pursuant to your memorandum of November 18, 1996 and your earlier memorandum regarding quarterly allocation of funds, I wanted to be clear with all decision makers that the entire fiscal year budget of \$560,000 would be needed to support the official travel of the President and First Lady. During the previous two fiscal years all of the budget has been utilized and I would expect that FY97 will be no different. In addition, monies to pay for the summer vacation were allocated from different accounts.

The monies are not spent evenly throughout the year. We will be well under budget for the first quarter, but travel will then increase for the remainder of the year. Any monies not spent in the first quarter should be added to the second quarter budget and not reallocated to other accounts or, at a certain point, it will become impossible for the President and First Lady to travel at the historical rate for this activity.

Quarterly allocation may be a good management tool for overseeing budgets, but it can not be used to rob Peter to pay Paul. It is already difficult to live within the budget constraints for the travel of the President and First Lady. If the total amount is reduced in any way, it will prevent this office from supporting the President and First Lady in a proper and efficient manner.

Part of the job of the Director of Advance is to manage their budget wisely and within the agreed upon limits. As seen in your November 18, 1996 memorandum, this was accomplished in FY96. We spent \$558,000 of a budget of \$560,000.

Therefore, let me stress again that this office will need the entire budget of \$560,000 and any monies saved during the first quarter should be rolled over in their entirety to the second quarter allocation.

cc: Erskine Bowles
Evelyn Lieberman
Maggie Williams
Stephanie Streett
Anne Walley
Patti Solis-Doyle