THE WHITE HOUSE

WASHINGTON

January 23, 1996

MEMORANDUM FOR MARGARET WILLIAMS
ASSISTANT TO THE PRESIDENT
AND CHIEF OF STAFF TO THE FIRST LADY

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

SUBJECT: Fiscal Year 1996 Allocation for Official Travel

As you know, your fiscal year 1996 allocation for official travel is $6,500. **As of January 23, 1996, $540.00 of this amount has been obligated.** This amount only reflects official travel authorizations that have been submitted to Room 1.

As a reminder, whenever possible, please send your travel authorizations to Room 1 as much in advance as possible prior to departure. This not only helps us budget for each trip as it is planned and helps ensure that your report includes the most current information available, but also provides the Chief of Staff with enough time to review and approve the authorizations.

Also, it is your responsibility to ensure that travel vouchers are completed promptly for your staff traveling on official business. Under the provisions of the Federal Travel Regulation, vouchers are to be **completed within five days** of the end of the official travel. **Beginning with this report, the enclosed back-up includes a section entitled "Rec'd Voucher," reflecting vouchers that have been "paid" or "sent for payment."** If "no" is indicated on the voucher section, please check your files to determine the voucher status. If one has been submitted, but has not been recorded, please let me know. If one has not been submitted, please request that the traveler submit one immediately.

If you have any questions, please do not hesitate to call on Seth Robinson at x6-5101.

Attachments

Index Code	TA	Date Rec'd	Trip #	Site	Funding	Dates of Travel	Rec'd Voucher	Open Obligations and Expenses
B116A								
Lisa Caputo								
	78559	1/18/96	M601	New York, NY	Official	1/15/96- 1/15/96	No	$158.00
Melanne Verveer								
	78515	11/22/95	P606	New York, NY	State	10/23/95- 10/23/95	No	$128.00
Maggie Williams								
	75883	1/11/96	M612	Atlanta, GA	Official	12/8/95- 12/8/95	No	$254.00

Total Open Obligations and Expenses for Office: $540.00

File
TRAVEL

THE WHITE HOUSE

WASHINGTON

November 22, 1996

MEMORANDUM FOR PAIGE REFFE

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

SUBJECT: Fiscal Year 1997 Allocation

I received your memorandum of November 21, 1996 voicing your concern that your FY 97 budget would be limited by the use of a quarterly system of allocation. Please be assured that your quarterly budget is provided for the sole purpose of monitoring funds. You will receive your allotted budget of $560,000 in full over the course of the fiscal year. As your memo stated, you spent $558,000 of a $560,000 budget in a year when the majority of travel was paid for by a political entity. We need to be especially careful in spending money on travel in support of the President and First Lady this year when almost all travel will be official. I am using the quarterly allocation system to monitor other offices' budgets more closely to provide for potential overruns from your office.

I hope this answers any questions you have about the purpose of the quarterly budget allocation. If you have any other concerns or questions regarding the FY 97 budget for supporting the official travel of the President and First Lady, please feel free to contact me.

Thank you.

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

THE WHITE HOUSE

WASHINGTON

June 25, 1996

MEMORANDUM FOR MARGARET WILLIAMS
ASSISTANT TO THE PRESIDENT
AND CHIEF OF STAFF TO THE FIRST LADY

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

SUBJECT: Fiscal Year 1996 Allocation for Official Travel

As you know, your fiscal year 1996 allocation for official travel is $6,500. **As of June 21, 1996, $5,121.00 of this amount has been obligated**. This reflects travel received from your office to date.

As a reminder, whenever possible, please send your travel authorizations to Room 1 as much in advance as possible prior to departure. This not only helps us budget for each trip as it is planned and helps ensure that your report includes the most current information available, but also provides the Chief of Staff with enough time to review and approve the authorizations.

Also, it is your responsibility to ensure that travel vouchers are completed promptly for your staff traveling on official business. Vouchers should be submitted within five working days after a trip has taken place.

If you have any questions, please call Kim Holmes at X62500.

File Travel

THE WHITE HOUSE

WASHINGTON

July 31, 1996

MEMORANDUM FOR MARGARET WILLIAMS
ASSISTANT TO THE PRESIDENT
AND CHIEF OF STAFF TO THE FIRST LADY

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

SUBJECT: Fiscal Year 1996 Allocation for Official Travel

As you know, your fiscal year 1996 allocation for official travel is \$6,500. **As of July 30, 1996, \$5,570.00 of this amount has been obligated**. This reflects travel received from your office to date.

As a reminder, whenever possible, please send your travel authorizations to Room 1 as much in advance as possible prior to departure. This not only helps us budget for each trip as it is planned and helps ensure that your report includes the most current information available, but also provides the Chief of Staff with enough time to review and approve the authorizations.

Also, it is your responsibility to ensure that travel vouchers are completed promptly for your staff traveling on official business. Vouchers should be submitted within five working days after a trip has taken place.

If you have any questions, please call Kim Holmes at X62500.