

From the Office of the Chief of Staff

Phone: 202/456-6797

Fax: 202/456-1121

Date: 6/28/93

Response needed by: _____

COS Office Contact: Bill Buxton

	Action	FYI		Action	FYI
Rahm Emanuel			Howard Paster		
Mark Gearan			John Podesta		✓
David Gergen		✓	Jack Quinn		
Jack Gibbons			Carol Rasco		
Marcia Hale			Bob Rubin		
Alexis Herman			Eli Segal		
Nancy Hernreich			George Stephanopoulos		
Tony Lake			Christine Varney		
Bruce Lindsey			David Watkins		
Katie McGinty			Maggie Williams		✓
Regina Montoya			<i>Richie Seidman</i>		✓
Roy Neel		✓	<i>Todd Stern</i>		✓
Bernie Nussbaum					
Leon Panetta		X			

Remarks:

fyi.

MacK.

Response:

PHOTOCOPY
PRESERVATION

• • TUESDAY, JUNE 15, 1993 • 7B

Air needs clearing

WASHINGTON — The matter of the White House travel office simply won't stop smelling.

I'm not convinced that Mack McLarty's investigation of himself and his underlings — with the likely finding that, boy, they sure made a public relations mistake on that one and they promise not to do it again — will conquer the stench.

I suppose that condemnation of his finding should await the actual announcement of it, but it is generally accepted that independent investigations are more credible than those conducted by persons with the appearances of vested interests.

Please understand that this is not a big deal in itself. It may well be that the travel office was run inefficiently, at the least. We're talking mostly about newspaper publishers' money. The few I know appear to have plenty.

It is not important whether the traveling press gets made-to-order omelets or bowls of fruit on morning flights. They got the former on the regular charter flights arranged by the old travel office; they got the latter on the first cheaper charter flight after the purge.

It is not terribly important that the White House handled the matter stupidly — an inarguable point. Stupidity can be overcome by staff changes or the lessons of on-the-job training.

But what may be a big deal is the growing perception of a White House predetermined to reward its friends and to deploy the FBI or the Internal Revenue Service to make its case.

"Oops" is not quite a sufficient excuse for something that serious.

We already know that the White House asked the FBI to investigate the office. When it got in trouble, it persuaded the FBI to write a statement suggesting criminal activity in the travel office. We already know that was done without consulting Janet Reno, the attorney general.

We already have reason to suspect that people around President Clinton had wanted since December to give the White House travel business to the Little Rock travel agency that so effectively saved the Clinton campaign.

We already know that Harry Thomason, who owns part of a charter airplane business, had complained that friends of his weren't allowed to compete for business. We also know his

**John
Brummett**



own partners had written a memorandum to the White House to make complaints.

Then, in Friday morning's edition of *The Washington Post*, a front-page article reported this: FBI records show that when William Kennedy, the former Rose Law Firm managing partner now working as a deputy White House counsel, called the FBI to seek an investigation of the travel office, he remarked that if the FBI wouldn't oblige, the White House might call the IRS.

Consider, then, that the IRS recently showed up at the offices of the charter airline business in Tennessee that had been getting the travel office's business.

I do not wish to overstate. It may be that the White House was confronted with evidence of wrongdoing in the travel office and erred primarily out of ignorance by not following proper channels. Ignorance and *paranoia* are not components of fascism.

But surely a limited recollection of Watergate should have alerted a White House lawyer to the perils, when in pursuit either of an agenda or political cover, of invoking the powerful and ostensibly independent agencies charged with enforcing criminal laws and collecting taxes.

I suspect that if McLarty's investigative report is anything less than harshly condemnatory, with a couple of token terminations recommended, the smell will linger.

If it was left to me, I'd go ahead and have a two-pronged, air-clearing congressional investigation centering on both the workings of the old travel office and the actions of the neophytes in the White House who left the impression of abuse of power at the behest of friends.

John Brummett's column appears every Sunday, Tuesday and Thursday. Write him at 5485 Nebraska Ave. NW, Washington, D.C., 20015, or call 202-244-1351.

Claus

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2 of 3

PHOTOCOPY
PRESERVATION

Series of White House miscues led to 'travelgate' firings

TERENCE HUNT

White House Correspondent

WASHINGTON — President Clinton's chief of staff, Harry Thomason, fired as White House press secretary Dee Dee Myers was fired by skeptical questions about the firing of seven travel office employees.

At the back of the White House press room, Thomason turned to a reporter and spit out that the firings were justified. Editors had found thousands of dollars in travel office checks written on a pass-through account with inadequate documentation, he said.

It was a harsh accusation on Thomason on the day the travel office scandal broke. Ten more startling in context a few days later, when it became known that Thomason had tried

to intervene on behalf of friends who wanted the lucrative White House charter plane business.

Thomason's hints that the travel office employees might go to jail set the tone for a combative episode that resulted in accusations that the White House was manipulating the FBI.

'We've got some very capable people, but where people are not up to their jobs, then we'll have to make changes.'
— Thomas F. 'Mack' McLarty

The young administration also came under attack for cronyism, steering business to friends, making misleading statements and taking a mean-spirited approach to a problem that could have been easily solved.

In the midst of a crucial budget showdown with Congress, President Clinton was sapped by a two-week controversy that everyone in the White House acknowledged was an awful, badly mishandled episode. Republicans dubbed it "travelgate."

Hiring veteran GOP hand David Gergen as one of Clinton's new top advisers, as announced Saturday, is aimed at stopping the damage.

"We've got some very capable people — I want to underscore that — but where people are not up to their jobs, then we'll have to make changes," White House chief of staff Thomas F. "Mack" McLarty said



Harry Thomason

last week. "The margin for error here is small."

There were errors aplenty:

- Thomason's role. One White House official, speaking on condition of anonymity, said the travel office investigation was undertaken to placate Thomason, a longtime friend of Clinton who has produced a string of successful TV shows.

Thomason had complained several times to White House administrative chief David Watkins that friends in the air-charter business were being shut out of the bidding for White House business. Darnell Martens, a partner of Thomason in one air-charter company, complained in a memo given to Watkins "that there was no possibility of gaining the White House business."

Thomason later denied seeking any financial gain from



Dee Dee Myers

White House business. "I just called to the White House's attention a rather galling and outrageous practice of a government office that didn't want to consider companies that wanted to do business with them," he said.

- Overzealous justification. White House officials believe Myers got off to a bad start with a heavy-handed denunciation of the travel office staff. She accused them of "very, very shoddy management practices" and raised the specter of an FBI inquiry. Referring to employees who had worked at the White House for up to 30 years, she said, "They'll be out of here by the end of the day."

The fired employees had some adamant defenders in the White House press corps. The bulk of the travel office's business was chartering planes and

arranging hotels for White House reporters, and the media lobbied the staff to maintain a high level of service even though it was costly.

Travel office officials spoke openly about the informality of their accounting system; if reporters paid too much for one trip they'd get a break on the next outing. When the controversy persisted, White House officials complained that reporters had lost their objectivity.

- The FBI mishap. Former White House communications director George Stephanopoulos conceded that he erred by putting out a statement saying a criminal investigation was warranted. Attorney General Janet Reno complained that the White House bypassed her office to draw the FBI into the case. Republicans also cried foul.

- Hiring World Wide Travel. Travel business was turned over to World Wide Travel, an Arkansas firm whose president contributed to Clinton's campaign and who once was a client of Watkins. After two days of controversy, the agency was dropped.

- The president's cousin. Clinton's 25-year-old distant cousin, Catherine Cornelius, had written a memo in February proposing the firings, hiring World Wide and promoting herself to run the travel office. She said the existing staff was inefficient and "overly pro-press." In the end, Cornelius was named to run the day-to-day operations of the office. Officials insisted that it had nothing to do with her memo.

PHOTOCOPY
PRESERVATION

343

Travelgate Still May Go to Floor

By Timothy J. Burger

Although the House Judiciary Committee voted Wednesday against a resolution asking President Clinton to turn over documents on the travel office controversy, Chairman Jack Brooks (D-Texas) is expected to bring the measure up for a floor vote before the August recess.

Rep. Henry Hyde (R-Ill), GOP Policy Committee chairman, and other top Republicans introduced H. Res. 198 last month in a bid at least partly designed to put House Democrats on record as to whether the President should have to explain more fully the events surrounding the travel office firings.

Hyde's measure, a "resolution of inqui-

ry," merely requests but does not require the President to cooperate.

The Judiciary panel on Wednesday voted, 20 to 15, to report the measure "adversely," and Brooks will now file the report on Tuesday. (Kentucky Democratic Rep. Romano Mazzoli was the only Member to break party lines.)

Because of the politically charged nature of the debate on the matter, Brooks is expected to bring the measure to the floor to allow the House to express its will, although some observers say he may wait for the release of a General Accounting Office investigation of the matter. The report is scheduled to be completed by Sept. 30.

21? July 93

ROLL CALL

THE WHITE HOUSE

WASHINGTON

September 26, 1994

MEMORANDUM TO MELANNE VERVEER

FROM:

MARGARET A. WILLIAMS 

SUBJECT:

COMPLIANCE WITH GRAND JURY SUBPOENA

I have searched my files, per the subpoena requesting documents relating to Harry Thomason and Darnell Martens, and I have found the following:

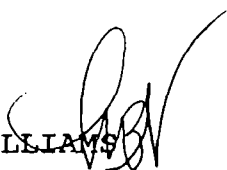
Statement of Bernard W. Nussbaum, White House Counsel,
released by The White House, Office of the Press Secretary,
May 25, 1993

Memorandum for File, From Todd Stern, Dwight Holton,
Subject: Travel Office - House Judiciary Committee Markup,
July 14, 1993

THE WHITE HOUSE
WASHINGTON

September 26, 1994

MEMORANDUM TO JOEL KLEIN

FROM: MARGARET A. WILLIAMS 
SUBJECT: GRAND JURY SUBPOENA FOR DOCUMENTS RE:
HARRY THOMASON AND DARNELL MARTENS

In addition to the responsive documents which I have submitted per the grand jury subpoena, I am unable to produce a memorandum which had been in my possession at one point. The memorandum, dated May 17, 1993, was to Mack McLarty, from David Watkins, and a copy had been sent to the First Lady.

*We did
what every
W.H.
internal
abundance*

*File
1
Ravel*

**STATEMENT OF BERNARD W. NUSSBAUM
WHITE HOUSE COUNSEL**

By directly contacting the FBI concerning how to deal with allegations of possible wrongdoing by employees of the White House Travel Office, the White House Counsel's office violated no policy, procedure or other requirement. There is presently no requirement that such contacts involving matters of internal White House security be made initially through the Office of the Attorney General. It has been the practice of the White House Security Officer -- in this instance, William Kennedy, Associate White House Counsel -- to be in direct contact with the FBI concerning internal White House security matters.

With respect to matters outside the White House, there is a policy that any initial contact with the Department of Justice concerning any pending Justice Department investigation or criminal or civil case will be made only by the White House Counsel's Office and only with the Attorney General, the Deputy Attorney General, or the Associate Attorney General. That policy has continually been reaffirmed by the White House.

The Attorney General has expressed the desire that in the future, even with regard to matters of internal White House security, to avoid any possible appearance of impropriety, the White House should inform the Office of the Attorney General, the Deputy Attorney General, or the Associate Attorney General before contacting the FBI. Since the White House shares the Attorney General's desire to avoid any such appearance of impropriety, it has assured the Attorney General that such contacts with the FBI in the future respecting

matters of internal White House security will be made initially through the Justice Department, as she requested.

There is nothing more important to this Administration than to preserve the integrity and the appearance of integrity of the Justice Department and the Federal Bureau of Investigation.

The Attorney General has reviewed this statement and is in full accord with it.

May 25, 1993

The White House

Office of the Press Secretary

For Immediate Release

May 25, 1993

THE WHITE HOUSE

WASHINGTON

September 19, 1994

MEMORANDUM FOR ALL EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM:

JOEL I. KLEIN *Joel I. Klein*
DEPUTY COUNSEL TO THE PRESIDENT

RE:

GRAND JURY SUBPOENA FOR DOCUMENTS

The White House has received a grand jury subpoena requesting the production of documents. The subpoena requests "All documents and other recordings relating to Harry Thomason and Darnell Martens, excluding those documents relating solely to the Presidential inauguration." The subpoena further states that the request "includes all records of any type, written or electronic, and duplicate copies as well as originals."

The subpoena calls for the documents to be produced no later than 9:30 a.m. Friday, September 30, 1994. To respond to this deadline, absolutely all members of the EOP staff immediately must search their files and provide all applicable documents and records to Marvin Krislov in the Counsel's Office, Room 126, OEOB by Friday, September 23, 1994. This request applies even if a staff member has previously searched his or her files and provided any such documents to the Counsel's Office.

To coordinate compliance, we have designated a representative from all EOP offices or entities to be responsible for ensuring that all his or her employees have complied fully with the subpoena. These representatives should confirm that each staff member has searched his or her files and provided any responsive documents or records, and should notify Mr. Krislov or Chris Cerf at 52273 by Friday, September 23. A complete list of representatives is attached.

Each staff member must take personal responsibility for complying with this subpoena in full. If a staff member has questions about the scope of the request or any other matters, he or she should contact Mr. Krislov or Mr. Cerf.

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White House Office

Cabinet Affairs
Chief of Staff
Communications
Counsel's Office
Domestic Policy
Envir. Policy
First Lady Off.
Intergov. Aff.
Legislative Aff.
Man. & Admin.
Nat. Econ. Pol.
Office of Pres.
Political Aff.
Pres. Personnel
Public Liaison
Scheduling/Adv.
Social Secretary
Staff Secretary

Office Representative

Steve Silverman
John Angell
Rahm Emanuel
Marvin Krislov
Carol Rasco
Cathy Zoi
Melanne Verveer
Marcia Hale
Pat Griffin
Jodie Torkelson
Sylvia Mathews
George Stephanopoulos
Joan Baggett
Veronica Biggins
Alexis Herman
Ricki Seidman
Ann Stock
John Podesta

<u>EOP Entity</u>	<u>Office Representative</u>
CEA	Tom O'Donnell
CEQ	Elizabeth Blaug
Exec. Residence	Gary Walters
NSC	Alan Kreczko
OA	Chris Cerf
OMB	Robert Damus
ONDCP	Ed Jurith
OSTP	Holly Gwin
OVP	Todd Campbell
PFIAB	Alan Kreczko
USTR	Ira Shapiro
VP Residence	Todd Campbell
WHCA	Col. Thomas Hawes
WHMO	Capt. Mark Rogers

THE WHITE HOUSE

WASHINGTON

July 14, 1993

MEMORANDUM FOR FILE

FROM: TODD STERN
DWIGHT HOLTON

SUBJECT: Travel Office -- House Judiciary Committee Markup

The Committee met today to consider H. Res. 198 -- Henry Hyde's resolution of inquiry seeking documents responsive to 26 questions on the White House Travel Office.

The Committee voted 20-15 to report the resolution adversely -- straight party line, except for Mazzoli, who voted with the Republicans. On a prior vote on a package of five Republican amendments to broaden the scope of the document request, Mazzoli voted with the Democrats.

The markup lasted about two and a half hours. The following are highlights of what different Members said.

Brooks

The Chairman made a strong statement, emphasizing the following key points:

- McLarty report is one of the most self-critical reports to come out of the White House in years.
- Letter from the President underscores importance of the AG's investigation.
- Letter from the AG, assures the committee of the completeness of their investigation.
- GAO is currently examining Travel Office, pursuant to Supplemental Appropriations Act, with a report due by September 30.
- To pass a resolution of inquiry now would disrupt those investigations.

- Also, it is "overpowering irony" that the same Republicans who opposed the Independent Counsel law would now be so quick in calling for investigation.

Fish

- Despite the "commendable *mea culpa*" approach of the report, it is still an inside report.
- Other inquiries you have raised could take forever.
- There are not just issues of appearance of favoritism as reported in the White House review.
- There are serious questions about Harry Thomason's role and about contacts with the FBI.
- The management review should not be considered adequate.
- The AG should appoint a Special Counsel.

Edwards

- No doubt that activity is regrettable.
- But GAO, which is highly respectable and an agency of the US Congress, is investigating.
- This petition is premature, given the pending investigations.

Hyde

- Hyde read much of the Broder op-ed into the record.
- Special counsels can be appointed any time, apart from the independent counsel statute. This occurred in the passport case.
- The White House did a review, not an investigation. Its Report passes no ethical or legal judgement. No one was interviewed under oath.
- The White House failed to interview the seven Travel Office employees.
- Kennedy applied serious pressure to the FBI, saying he needed an answer in 15 minutes, and that the "highest

levels" of the WH were interested. What does "highest levels" mean?

- The issue here was the politicization of the FBI.
- Was Harry Thomason a "special government employee" given his office, his White House badge, etc. If so, there are potential criminal ethical violations with penalties of up to five years in jail.
- The idea that Thomason did not have a financial interest in the White House Travel business is ridiculous. Thomason aircraft, was paid \$187,000 by the Clinton campaign paid \$187,000; Darnell Martens' company earned \$500,000 in the campaign. Something about comments Martens made to the Cincinnati Business Roundtable.
- Was Airline of the Americas (now UltrAir) targeted because of alleged support of the Bush campaign, as suggested in some documents released with the report.
- The two worst words in government are "cover up". The White House Report focuses a lot on appearances and that is proper because perception and appearances are critical in government and that's why we need independent review.

Mazzoli

- These are not earthshaking events. Not a mountain; but not a molehill either.
- Reputations of travel staff ruined.
- Simply disapproving of the resolution of inquiry not appropriate.
- The Hyde resolution shouldn't be perfunctorily dismissed. Mazzoli prefers to delay or defer the resolution.
- Questions whether the AG is reviewing only the four corners of the Report -- as her letter seems to suggest -- or whether she is doing her own review, deposing witnesses, etc.

Moorehead

- Can't think of any time the committee has declined to request information.

- Declining to request information here would suggest that we were satisfied that the White House could choose its own investigators.
- We shouldn't turn away from our custom of seeking all appropriate information.
- It would be a blight on the Committee not to ask for the documents.

Hughes

- I'm not satisfied we have all the info we need. However, the Republicans have put us in a procedural box. The Resolution gives us only 14 days to act. If we defer, as Mazzoli suggested, that would trigger a discharge of the Resolution (at which point the Republicans would control it on the floor).
- Takes issue with Moorehead over Committee's tradition. He says that, contrary to Moorehead's memory, Committee has not acted to interfere with on-going investigations.
- Cong. Hyde wants an investigation, well he's going to get two already: DoJ and GAO. How many is enough? We should wait to get the facts. We awaited reports in the passport issue,
- This has a partisan aroma.
- We have a candid report, so now this means we rush to judgement of what the GAO will tell us?
- Cong. Hyde may be right, and may be I will join him in wanting answers to further questions after the GAO is finished, but it's premature.
- Don't forget, you can always get GAO to ask these questions, and we'll join in sending a bi-partisan letter to that effect.

Sensenbrenner

- We investigated Waco while other investigations were going on, so there is a precedent for concurrent investigations.
- The White House Report is inadequate. The biggest problem was the attempt to politicize the FBI, and, inferentially, the IRS.

- The House Judiciary Committee has to nip this kind of thing in the bud.
- The Report is inadequate for two reasons: that McLarty, who was implicated in the events, was investigating himself; and that only reprimands were handed out, while the Travel Office employees were fired.
- There is no reference in Report to misappropriation of funds.
- What is the role of Harry Thomason? He had a one-third interest in TRM. His access pass should have been withdrawn.
- There were allegations of kickbacks, but what difference is there between kickbacks and the idea in the Cornelius memo suggesting rebates from travel agents.
- Why was the First Lady copied on the Watkins memo; wasn't she supposed to be working on health care?
- I have asked for and was not given a copy of the contract between Peat Marwick and the White House -- why is this being kept secret? Why spend \$40,000 on Peat Marwick when the White House could have asked the GAO to do an audit?
- Need to get this fully aired, fire the people responsible, and move on.

Schroeder

- Very concerned.
- But Janet Reno immediately jumped in and objected.
- Anything unfair/tarnishing must be corrected.
- Agree with the chair that this is not timely, given two ongoing investigations.

McCollum

- The resolution is not such a big deal, just discovery.
- Maybe there is something, maybe there isn't.

Frank

- The matter should be investigated independently, but that is happening.
- The facts so far are disappointing -- with respect to abuse of the FBI and with respect to the harm to reputations of the employees.
- But goals of getting these facts independently and preventing repetition of the mistakes are not advanced at all by this resolution.
- The motion is renewable, if appropriate after the GAO report, then we'll look at it.

Gekas

- It's the FBI, stupid.
- Justice Department is not independent.

Schumer

- If the White House Report were the only one, this resolution might make sense, but it's not.

Berman

- In the passport case House Judiciary wrote to Acting Secretary of State Eagleburger asking for documents and was told that the Department had requested the Inspector General to do an administrative review.
- In that case -- which was far more important than this one, involving an effort to affect a presidential election -- the Committee said ok and did not press further for documents.
- When the IG's report came out and it looked questionable, we asked the GAO to take a look.
- A day before the independent counsel statute expired, an independent counsel was appointed and we then asked the GAO to stop what it was doing so that we wouldn't interfere with the independent counsel.
- Berman doesn't disagree that more needs to be done than the McLarty report, which was done by people who aren't trained investigators. But the Committee ought to await the results of the current investigations. We ought to follow the same model as in the passport case.

Washington

- You crucified the Independent Counsel bill, and now it looks like you wish you had it back.

Scott

- The report is a breath of fresh air coming from the White House, clearly no cover up but candor.
- How come there is no request for information relating to the millions of dollars which passes through the travel office with apparently little or no accounting
- After investigations, it may be appropriate to revisit.
- Let's follow model of passport files and wait for the facts.

Goodlatte

- We don't want expensive investigation by independent counsel, just a few questions.

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THE WHITE HOUSE
WASHINGTON

May 2, 1994

MEMORANDUM RE: GAO TRAVEL OFFICE REPORT

FROM: W. NEIL EGGLESTON *WNE*
ASSOCIATE COUNSEL TO THE PRESIDENT

Attached please find the GAO Travel Office Report. The White House received it today at approximately 9:45 a.m. Selected Members of Congress who had expressed a particular interest in the investigation also received it first thing this morning.

The GAO will release the Report to the press at around 11:00 a.m. today. The GAO will not release a press statement.

Mark Gearan will handle any press inquiries.

W.N.E.

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May 1994

WHITE HOUSE

Travel Office Operations





TRAVEL EXPENSES FROM OUTSIDE SOURCE

WHITE HOUSE OFFICE

In order to consider whether the Government may accept from an outside source payment of your travel, subsistence and related expenses under the GSA travel rule or 5 C.F.R. 2635.204(f), you must complete the information below. You must submit this form and related documentation and receive approval PRIOR to commencement of travel. Failure to receive PRIOR approval may result in you having to pay the travel expenses yourself. The outside source need not be a 501(c)(3) organization, but if it is, please state so on this form and include the IRS determination letter.

CONTACT PERSON: _____

PHONE NUMBER: _____

DATE OF REQUEST: _____

Please include a copy of the letter of invitation.

Your Name and Position: _____

Nature of Meeting or Event: ☐ Official ☐ Political

Meeting or Event Description and HOW IT RELATES TO YOUR OFFICIAL OR POLITICAL DUTIES: _____

Dates of Travel: _____ Destination(s): _____

Persons or Entity Making The Payment (please also note any financial interests of the person or entity known to you that may be affected by the exercise of your Government responsibilities): _____

Contact at Organization Making the Payment: _____

Address of Organization: _____

Phone: _____

Expense:	Amount:	Method:*
Transportation (specify):		☐ In Kind ☐ Reimbursable ☐ Other (Political Only) _____
Lodging:		☐ In Kind ☐ Reimbursable ☐ Other (Political Only) _____
Meals:		☐ In Kind ☐ Reimbursable ☐ Other (Political Only) _____
Misc. (specify):		☐ In Kind ☐ Reimbursable ☐ Other (Political Only) _____

*Payment may be made either in-kind or by check made payable to the U.S. Treasury; you may not directly receive payment by either cash or a check made out to you.

This form and any accompanying memorandum of approval must be attached to your travel authorization. You MUST complete a travel voucher listing all expenses (regardless of payment method) following the trip.

Please send this form to the Counsel's Office (Room 128, OEOb) at least three (3) days before commencement of travel

TO BE COMPLETED BY COUNSEL'S OFFICE

☐ Approved ☐ Disapproved

Pursuant to: ☐ 31 U.S.C. § 1353
☐ 5 C.F.R. 2635.204(f)

Counsel's Signature _____ Date _____



TRAVEL EXPENSES FROM OUTSIDE SOURCE

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Phone: _____

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☐ 5 C.F.R. 2635.204(f)

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Phone: _____

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Transportation (specify):		☐ In Kind ☐ Reimbursable ☐ Other (Political Only) _____
Lodging:		☐ In Kind ☐ Reimbursable ☐ Other (Political Only) _____
Meals:		☐ In Kind ☐ Reimbursable ☐ Other (Political Only) _____
Misc. (specify):		☐ In Kind ☐ Reimbursable ☐ Other (Political Only) _____

*Payment may be made either in-kind or by check made payable to the U.S. Treasury; you may not directly receive payment by either cash or a check made out to you.

This form and any accompanying memorandum of approval must be attached to your travel authorization. You MUST complete a travel voucher listing all expenses (regardless of payment method) following the trip.

Please send this form to the Counsel's Office (Room 128, OEOB) at least three (3) days before commencement of travel

TO BE COMPLETED BY COUNSEL'S OFFICE

☐ Approved ☐ Disapproved

Pursuant to: ☐ 31 U.S.C. § 1353
☐ 5 C.F.R. 2635.204(f)

Counsel's Signature _____ Date _____

Clinton Presidential Records Digital Records Marker

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DATE OF REQUEST: _____

Last Name		First Name					
Extension:		Room:	☐ White House Staff ☐ Advance ☐ Other: _____				
2. PURPOSE(s)		EVENT DATE(s)	3. ITINERARY (List all cities including those through which flights are routed):				
_____		_____	Origin:				
_____		_____	Destination:				
_____		_____	Return to:				
4. DEPARTURE		RETURN					
Date:	Time:	Mode:	Date:	Time:	Mode:		
5. FUNDING SOURCE:							
☐ Official ☐ Political ☐ 501 (c)(3) ☐ Other: _____							
Note: For travel funded by political, 501(c)(3) or other sources, an approved "Travel Expenses From Outside Source" form must be attached.							
Please Read Instructions Regarding Travel Expenses on Reverse side of this Form							
6. SPECIAL EXPENSES							
☐ Mini-Van Rental ☐ Privately Owned Vehicle ☐ Standard Vehicle Rental							
Hotel:							
Per Diem:			Air Fare:				
7. TRAVELER'S SIGNATURE			8. FORM COMPLETED BY: <i>please print</i>				
(I have read and agree to the terms set forth on the reverse side)							
9. APPROVING SIGNATURES:							
Office Head:			Political Travel Approval (for political travel only):				
Chief of Staff:							
10. FOR ADMINISTRATIVE OFFICE USE ONLY							
OFFICE CODE:		TOTAL OBLIGATED COST:		TRIP CODE:		AIRFARE:	

★ U.S. GPO: 1996-420-180/40174

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TRAVEL AUTHORIZATION

WHITE HOUSE OFFICE

NUMBER: _____

DATE OF REQUEST: _____

Please Print

Last Name		First Name	
Extension:	Room:	☐ White House Staff ☐ Advance ☐ Other: _____	
2. PURPOSE(S)		3. ITINERARY (List all cities including those through which flights are routed):	
EVENT DATE(S)		Origin:	
		Destination:	
		Return to:	
4. DEPARTURE		RETURN	
Date:	Time:	Date:	Time:
Mode:		Mode:	
5. FUNDING SOURCE:			
☐ Official ☐ Political ☐ 501 (c)(3) ☐ Other: _____			
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Office Head:		Political Travel Approval (for political travel only):	
Chief of Staff:			
FOR ADMINISTRATIVE OFFICE USE ONLY			
OFFICE CODE:	TOTAL OBLIGATED COST:	TRIP CODE:	AIRFARE:

(REV. 4/96)

ORIGINAL (Return With Voucher)

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TRAVEL AUTHORIZATION

WHITE HOUSE OFFICE

NUMBER: _____

DATE OF REQUEST: _____

Please Print

Last Name		First Name	
Extension:	Room:	☐ White House Staff ☐ Advance ☐ Other: _____	
2. PURPOSE(s)		3. ITINERARY (List all cities including those through which flights are routed):	
EVENT DATE(s)		Origin:	
		Destination:	
		Return to:	
4. DEPARTURE		RETURN	
Date:	Time:	Date:	Time:
5. FUNDING SOURCE:			
☐ Official ☐ Political ☐ 501 (c)(3) ☐ Other: _____			
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10. FOR ADMINISTRATIVE OFFICE USE ONLY			
OFFICE CODE:	TOTAL OBLIGATED COST:	TRIP CODE:	AIRFARE:

(REV. 4/96)

ORIGINAL (Return With Voucher)