Collection: Deaver, Michael
Folder Title: Travel Vouchers 1981-1983 (12)
Box: 59

WITHDRAWAL SHEET

Ronald Reagan Library

Collection Name DEAVER, MICHAEL: FILES

File Folder TRAVEL VOUCHERS 1981-1983 (12)

Box Number 61

Withdrawer
KDB 8/29/2011

FOIA
F97-0066/19
COHEN, D
171

DOC NO	Doc Type	Document Description	No of Pages	Doc Date	Restrictions
1	FORM	TRAVEL VOUCHER (FORM SF 1012) (FRONT ONLY)	1	10/19/1981	B6
2	CHECK	PHOTOCOPY OF PERSONAL CHECK	1	9/7/1982	B6
3	FORM	TRAVEL VOUCHER (FORM SF 1012) (FRONT ONLY)	1	10/20/1981	B6
4	FORM	DEPT. OF STATE TRAVEL REIMBURSEMENT VOUCHER (OPTIONAL FORM 189A) (FRONT ONLY)	1	10/6/1981	B6
5	FORM	TEMPORARY DUTY (TDY) OFFICIAL TRAVEL AUTHORIZATION	1	7/29/1981	B6
6	FORM	DEPT. OF STATE TRAVEL REIMBURSEMENT VOUCHER (OPTIONAL FORM 189A) (FRONT ONLY)	1	8/10/1981	B6
7	FORM	TRAVEL VOUCHER (FORM SF 1012) (FRONT ONLY)	1	7/7/1981	B6

Freedom of Information Act - [5 U.S.C. 552(b)]

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Box Number	61	COHEN, D 171

DOC NO	Doc Type	Document Description	No of Pages	Doc Date	Restrictions
8	FORM	TRAVEL VOUCHER (FORM SF 1012) (FRONT ONLY)	1	ND	B6
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TRAVEL VOUCHERS 1981-1983 (12)	F97-0066/19
	COHEN, D
Box Number	
61	171

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SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER *(Unlisted items are self-explanatory)*

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.

Complete this information if this is a continuation sheet. PAGE ____ OF ____ PAGES

TRAVEL AUTHORIZATION NO.

TRAVELER'S LAST NAME

DATE 19~~81~~ October (a)	TIME (Hour and am/pm) (b)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense) (c)	ITEMIZED SUBSISTENCE EXPENSES: MEALS: BREAKFAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)	MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE RATE: ¢ NO. OF MILES (k)	AMOUNT CLAIMED: MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
17th	1:00PM	Wash., D.C./Yorktown Arriving 4:00 P.M.											
19th	1:40	Yorktown/Wash. D.C. Arriving 2:30 PM											
		Per Diem 2 1/4 Days											
									SUBTOTALS ▶				
									TOTALS ▶				

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

In compliance with the Privacy Act of 1974, the following information is provided. Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, 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 tax payer 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.

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED ▶ [illegible]

THE WHITE HOUSE OFFICE
OFFICIAL TRAVEL AUTHORIZATION

No. 0887

(TRAVELER TO COMPLETE SECTIONS 1-8.) Date of Request: October 14, 1982

1. **TRAVELER**

Name: Michael K. Deaver ☒ White House Staff

Extension: 6475 Room: West Wing ☐ Other

2. **PURPOSE(S) and DATE(S):** Presidential Trip

3. **ITINERARY** Yorktown
(List all cities where stopover occurs.)

4. **DEPARTURE:** **RETURN:**

Date: Oct. 17, 1981 Date: Oct. 19, 1981

Time: 1:00 PM Govt' Vehicle Time: 2:30 PM Govt Helicopter

Mode: Mode:

5. **NATURE:** ☒ 100% Official ☐ 100% Political

6. **SIGNATURES:**

Traveler:
MICHAEL K. DEAVER (I have read and agree to the terms set forth on the reverse side)

Department Head

Approving Officer
(Special Assistant to the President for Administration)

7. **ESTIMATED COSTS:** **SPECIAL EXPENSES:**

No. of Days Per Diem ☐ Registration Fee of $

Hotel Name ☐ Commercial Car Rental

Hotel Daily Rate $ ☐ Excess Baggage

Other ☐ Other

8. **TRAVEL ADVANCE REQUESTED:** ☐ YES ☐ No Amount: $

Signature of Recipient: Date:

REPAID: Amount Date Schedule Balance this trip

9. *FOR TRANSPORTATION OFFICE USE ONLY:*

GTR No. Amount $

(8/13/81)

TRAVELER'S COPY

WITHDRAWAL SHEET
Ronald Reagan Library

Collection Name	*Withdrawer*
DEAVER, MICHAEL: FILES	KDB 8/29/2011
File Folder	*FOIA*
TRAVEL VOUCHERS 1981-1983 (12)	F97-0066/19
	COHEN, D
Box Number	
61	171

DOC NO	*Document Type / Document Description*	*No of pages*	*Doc Date*	*Restrictions*
2	CHECK PHOTOCOPY OF PERSONAL CHECK	1	9/7/1982	B6

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C. Closed in accordance with restrictions contained in donor's deed of gift.

THE WHITE HOUSE
WASHINGTON

Expenses for the 3 days at Yorktown celebration - 155.90.

You are allowed 51.75 for your per diem.

The other charges are Family - Personal (Coffee shop, lounge and bikes, etc)

The difference you must pay - which is

a TOTAL of $104.15

Make check payable to The US Treasurer

PATRICIA BYE

Williamsburg Lodge

153.96

ROOM NO.	RATE	DEPOSIT
4367		

ARRIVAL	DEPARTURE	NO. GUESTS

DATE	GUEST ID	TICKET NUMBER	CONV. DESCRIPTION OF CHARGE	AMOUNT
				130.00
				7.80
			COFFEE SHOP	16.16
				153.96

AMOUNT DUE

SIGNATURE

CASH ☐ CHECK ☐ CHARGE ☐

BUSINESS FORMS SPECIALTY, INC.

Williamsburg Lodge

53.03

ROOM NO.	RATE	DEPOSIT
4367		

ARRIVAL	DEPARTURE	NO. GUESTS
[illegible]	[illegible]	

CONV.

DATE	GUEST ID	TICKET NUMBER	DESCRIPTION OF CHARGE	AMOUNT
[illegible]			[illegible]	53.03

AMOUNT DUE	[illegible]

SIGNATURE

CASH ☐ CHECK ☐ CHARGE ☐

BUSINESS FORMS SPECIALTY, INC.

Williamsburg Lodge

ROOM NO.	RATE	DEPOSIT
4369		

ARRIVAL	DEPARTURE	NO. GUESTS

CONV.

DATE	GUEST ID	TICKET NUMBER	DESCRIPTION OF CHARGE	AMOUNT
	2 NIGHTS at 65.00			130.00
				7.80
			LODGE LOUNGE	6.57
				144.37

AMOUNT DUE

SIGNATURE

CASH ☐ CHECK ☐ CHARGE ☐

BUSINESS FORMS SPECIALTY, INC.

Williamsburg Lodge

ROOM NO.	RATE	DEPOSIT
4369		

ARRIVAL	DEPARTURE	NO. GUESTS

CONV.

DATE	GUEST ID	TICKET NUMBER	DESCRIPTION OF CHARGE	AMOUNT
				4.98
				11.44
				46.03
				17.69
				80.14

AMOUNT DUE

SIGNATURE

CASH ☐ CHECK ☐ CHARGE ☐

BUSINESS FORMS SPECIALTY, INC.

WITHDRAWAL SHEET

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DOC NO	*Document Type* / *Document Description*	*No of pages*	*Doc Date*	*Restrictions*
3	FORM TRAVEL VOUCHER (FORM SF 1012) (FRONT ONLY)	1	10/20/1981	B6

9 OCTOBER 1981

SPECIAL
ACCOUNT# DEAV-01

PLEASE MAKE ALL CHECKS
PAYABLE TO
'WHITE HOUSE STAFF MESS'
AND FORWARD TO EOB-404

MICHAEL DEAVER

WEST WING

AMOUNT DUE: $113.85

PLEASE DETACH AND RETURN WITH REMITTANCE

CHARGES FOR SPECIAL ACCOUNT - CAMP DAVID VISITS

FEB 15	CAMP DAVID PURCHASES	13.35
SEP 11-13	CAMP DAVID FOOD SERVICE & REFRESHMENTS	100.50

TOTAL CHARGES $113.85

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER *(Unlisted items are self-explanatory)*

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TRAVEL AUTHORIZATION NO.

TRAVELER'S LAST NAME

DATE 19___ (a)	TIME (Hour and am/pm) (b)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense) (c)	ITEMIZED SUBSISTENCE EXPENSES — MEALS: BREAK-FAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)	MISCEL-LANEOUS SUBSIS-TENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE RATE: ¢ NO. OF MILES (k)	AMOUNT CLAIMED — MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
May 17		AFI - So. Bend										6.00	
" 26		" - Pt. Magu										8.00	
" 27		" - Stewart AFB										3.50	
June 24		" - TX - Ca.										17.00	
" 29		" - Ca., Ohio										27.00	
July 7		" - Chicago										5.00	
" 30		" - Atlanta										5.00	
Sept 7		" - Newark										7.50	
" 17		" - Grand Rapids										5.00	
" 18		" - G. Rapids - Denver										17.00	
Feb 15		Camp David - fd										13.35	
Sept. 11-13		" - fd										100.50	
									SUBTOTALS ▶				
									TOTALS ▶				

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TOTAL AMOUNT CLAIMED ▶ 113.85

☆ GPO: 1979 0-281-187 P.O. 4338

STANDARD FORM 1012 BACK (10-77)

THE WHITE HOUSE
WASHINGTON

9 OCTOBER 1981

SPECIAL
ACCOUNT# DEAV-01

PLEASE MAKE ALL CHECKS
PAYABLE TO
'WHITE HOUSE STAFF MESS'
AND FORWARD TO EOB-404

MICHAEL DEAVER
WEST WING

AMOUNT DUE : $101.00

PLEASE DETACH AND RETURN WITH REMITTANCE

CHARGES FOR SPECIAL ACCOUNT - AIR FORCE ONE MEAL SERVICE

MAY 17	ANDREWS AFB TO SOUTH BEND	6.00
MAY 26	POINT MAGU TO ANDREWS AFB	8.00
MAY 27	STEWART AFB TO ANDREWS AFB	3.50
JUN 24	ANDREWS AFB - TEXAS - CALIFORNIA	17.00
JUN 29	CALIFORNIA - OHIO - ANDREWS AFB	27.00
JUL 07	CHICAGO TO ANDREWS AFB	5.00
JUL 30	ANDREWS AFB - ATLANTA - ANDREWS AFB	5.00
SEP 07	ANDREWS AFB TO NEWARK	7.50
SEP 17	ANDREWS AFB TO GRAND RAPIDS	5.00
SEP 18	GRAND RAPIDS - DENVER - ANDREWS AFB	17.00
TOTAL CHARGES:		$101.00

Dual claimed — Claimed on individual trips

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DOC NO	*Document Type* *Document Description*	*No of pages*	*Doc Date*	*Restrictions*
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DOC NO	*Document Type* *Document Description*	*No of pages*	*Doc Date*	*Restric-tions*
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weights/measures and attach all receipts.)

EMARKS (Names of dependents including date of birth (DOB) of dependent children, explanation for use of foreign registry ship, rates of exchange, etc.)

Dates 1981 (A)	Local Time (B)	Itinerary and Description (C)	STATE DEPT USE ONLY Per Diem Days (D)	Daily Rate (E)	Amount Per Diem (F)	Other (G)
			FORWARDED			
31	7:00	AM EDT Dept Residence enroute	1/4	23.00	5.75	
		AAFB				
	8:15	AM EDT Dept Airport enroute Cancun				
31	thru 8/2	CANCUN	2 1/2	63.00	157.50	
/2	8:00	pm EDT Arrive AAFB				
/2	9:00	pm EDT Arrive residence				
		GRAND TOTAL TO ITEM 12A ON FACE OF VOUCHER (Subtotals To Be Carried Forward)			163.25	

MEMORANDUM

Jim Neal D. of St. A/EX Rm 3800 632-94...

☆U.S. Government Printing Office: 1977—241-530/3143

DO NOT FOLD, SPINDLE OR MUTILATE
KNOW YOUR ENDORSER . . REQUIRE IDENTIFICATION

TREASURY
FISCAL SERVICE
DIVISION OF DISBURSEMENT

WASHINGTON, D. C.

Check No. 41,535,730
SYMBOL 3004

United States Treasury 15-51/000

PAY TO THE
ORDER OF MICHAEL DEAVER

MONTH	DAY	YEAR
02	17	82

19000001

DOLLARS	CTS.
$*****63	25

STATE
DEPT
17030

Henry H. Eades
REGIONAL DISBURSING OFFICER

⑈30041⑈ ⑆000000518⑆ 4153573054⑈

THE WHITE HOUSE OFFICE
OFFICIAL TRAVEL AUTHORIZATION

No. 1446

(TRAVELER TO COMPLETE SECTIONS 1-8.)

Date of Request: July 25, 1981

1. **TRAVELER**

Name: MICHAEL K. DEAVER — ☒ White House Staff

Extension: 6475 — Room: West Wing — ☐ Other

2. **PURPOSE(S) and DATE(S):** Advance trip to Cancun

3. **ITINERARY** CANCUN
(List all cities where stopover occurs.)

4. **DEPARTURE:**

Date: July 31, 1981

Time:

Mode: Government air

RETURN:

Date: August 2, 1981

Time:

Mode: Government air

5. **NATURE:** ☒ 100% Official ☐ 100% Political

6. **SIGNATURES:**

Traveler:

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

Department Head

Approving Officer
(Special Assistant to the President for Administration)

7. **ESTIMATED COSTS:**

No. of Days Per Diem

Hotel Name

Hotel Daily Rate $

Other

SPECIAL EXPENSES:

☐ Registration Fee of $

☐ Commercial Car Rental

☐ Excess Baggage

☐ Other

8. **TRAVEL ADVANCE REQUESTED:** ☐ YES ☐ No Amount: $

Signature of Recipient: Date:

REPAID: Amount Date Schedule Balance this trip

9. *FOR TRANSPORTATION OFFICE USE ONLY:*

GTR No. Amount $

(8/13/81)

TRAVELER'S COPY

OTTAWA, CANADA

DEPARTMENT OF STATE

Washington, D.C. 20520

BUREAU OF ADMINISTRATION
AUTHORIZATION OF OFFICIAL TRAVEL

Applicable Regulations: 6 FAM 100 and 1800
Foreign Service Regulation, Standardized Government
and Joint Travel Regulations

TRAVEL AUTHORIZATION Number 1023-100582, Dated July 17, 1981

The employees on the attached list are authorized to perform official travel in connection with Predident Reagan visit to Ottawa, Canada

ITINERARY: Travel from Washington, D.C. to Ottawa, Canada on July 19 and return to Washington, D.C. on July 21, 1981.

PURPOSE: Support of the Presidential visit.

AUTHORIZATIONS: Applicable per diem will be reduced 50% when there are no lodging expenses.

Use of military aircraft.

Economy class on commercial airlines, if necessary.

Use of taxicabs for official business.

Appropriation	Allotment	Obligation	Organization	Object	Amount
1910113	1023	100582	2000	2152	$14,000.00

Travel Requested by:	Funds Available:	Authorizing Officer
Thomas M. Tracy Thomas M. Tracy Asst. Sec. for Administration	Robert Haukness Budget Officer A/EX/FM	Thomas M. Tracy Thomas M. Tracy Asst. Sec. for Administration

Allen, Lyndon	P.
Allen, Richard	I.
Anderson, Martin	I.
Bestany, Joanne	9.
Bull, Jeanne	9.
Darman, Richard	I.
Deaver, Michael	I.
Fischer, David C.	I.
Gergen, David	I.
Gerrard, Constance	P.
Hays, Dennis	9.
Hickey, Edward	I.
Hoggard, Kim	P.
Law, Bobby	P.
Manning, Robert	P.
McElory, Sally	P.
McSweeney, John	P.
Meese, Edwin	I.
Moore, Shirley	I.
Prosperi, David	P.
Randolph, Florence	I.
Ruge, Dr.	I.
Schumacher, Karl	9.
Speakes, Larry	P.
Strong, Betsy	P.
Tyson, Charles	9.
Wienberg, Mark	P.

WITHDRAWAL SHEET

Ronald Reagan Library

Collection Name	*Withdrawer*
DEAVER, MICHAEL: FILES	KDB 8/29/2011
File Folder	*FOIA*
TRAVEL VOUCHERS 1981-1983 (12)	F97-0066/19
	COHEN, D
Box Number	
61	171

DOC NO	*Document Type / Document Description*	*No of pages*	*Doc Date*	*Restrictions*
6	FORM DEPT. OF STATE TRAVEL REIMBURSEMENT VOUCHER (OPTIONAL FORM 189A) (FRONT ONLY)	1	8/10/1981	B6

Freedom of Information Act - [5 U.S.C. 552(b)]

B-1 National security classified information [(b)(1) of the FOIA]
B-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
B-3 Release would violate a Federal statute [(b)(3) of the FOIA]
B-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
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B-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
B-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

STATE DEPARTMENT TRIP

THE WHITE HOUSE OFFICE
OFFICIAL TRAVEL AUTHORIZATION

No. 1449

(TRAVELER TO COMPLETE SECTIONS 1-8.)

Date of Request: July 15, 1982

1. **TRAVELER**

Name: MICHAEL K. DEAVER ☒ White House Staff

Extension: 6475 Room: WH West Wing ☐ Other

2. **PURPOSE(S) and DATE(S):** Ottawa Summit July 19 - 21, 1981

3. **ITINERARY** Ottawa, Canada
(List all cities where stopover occurs.)

4. **DEPARTURE:**

Date: July 19, 1982

Time: 1:45 p.m.

Mode: Government Air

RETURN:

Date: July 21, 1981

Time: 8:30

Mode: Government Air

5. **NATURE:** ☒ 100% Official ☐ 100% Political

6. **SIGNATURES:**

Traveler: Mike Deaver
(I have read and agree to the terms set forth on the reverse side)

MICHAEL K. DEAVER

Department Head

Approving Officer
(Special Assistant to the President for Administration)

7. **ESTIMATED COSTS:**

No. of Days Per Diem

Hotel Name

Hotel Daily Rate $

Other

SPECIAL EXPENSES:

☐ Registration Fee of $

☐ Commercial Car Rental

☐ Excess Baggage

☐ Other

8. **TRAVEL ADVANCE REQUESTED:** ☐ YES ☐ No Amount: $

Signature of Recipient: Date:

REPAID: Amount Date Schedule Balance this trip

9. *FOR TRANSPORTATION OFFICE USE ONLY:*

GTR No. Amount $

(8/13/81)

TRAVELER'S COPY

Travelers Express Company Inc.

351 4944 579

REFER TO THIS NUMBER FOR PROMPT SERVICE

PAY TO THE ORDER OF U.S. TREASURER

DATE 9-14-78

PURCHASER'S RECEIPT

NON-NEGOTIABLE

AMOUNT THE SUM 225 00 DOLLARS

CONTRACT

By act of purchasing the accompanying money order, Purchaser agrees with Travelers Express Company, Inc. ("Travelers") that: Travelers, without waiving any other defense, shall not pay any sum on said money order or on the underlying transaction unless money order or this receipt is physically surrendered to Travelers. If money order is not presented for payment within 3 years, the sum payable on it and on the underlying transaction shall be decreased by a service charge of 25¢ per month from date of purchase up to a maximum of $21.00. Purchaser shall immediately sign money order in behalf of Travelers and complete same. This contract is also binding on assigns or other successor of either party.

Michael K. Deaver The White House, Wash DC

THE WHITE HOUSE

WASHINGTON

June 25, 1982

MEMORANDUM FOR: MICHAEL DEAVER

FROM: JOHN F. W. ROGERS
DEPUTY ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT

SUBJECT: TRAVEL OVERPAYMENTS

Upon review of our travel voucher files we have found that a travel voucher submitted by your office in part duplicated claims for travel expenses that had previously been claimed and paid. These duplicate claims were inadvertantly not deducted from the total on the later voucher, and thus you were overpaid for those trips. The details of this overpayment are shown below and copies of the pertinent vouchers are attached.

a. Voucher number 1468-21.1 was submitted for your May 1981 trip to Santa Barbara and was paid on July 21, 1981.
b. Voucher number 1538-21.1s was submitted for your June 1981 trip to Los Angeles and was paid on July 30, 1981.
c. Voucher number 1671-21.1 was submitted for all travel by you from April to September, 1981 and was paid on October 7, 1981. The specific trips were: your April trip to Springfield, Illinois; your May trip to South Bend, Indiana; your May trip to Santa Barbara, California which had previously been submitted and paid on voucher 1468-21.1 above; your May trip to West Point, New York; your June trip to Los Angeles, California which had previously been submitted and paid on voucher 1538-21.1s above; your July trip to Chicago, Illinois; your July trip to Atlanta, Georgia; your August trip to Santa Barbara, California; and your September trip to Grand Rapids, Michigan.

Tha amounts paid on this duplicate voucher for these two trips were $92.75 and $132.25 respectively, or a total of $225.00. Please forward your check in the amount of $225.00, payable to the U.S. Treasurer, to me for appropriate processing.

John - per our conversation this morning, this is the last one still due

THE WHITE HOUSE
WASHINGTON
6/22/82

John, on the vouchers for Mr. Deaver,

The Mar. 9, memo may be summarized and clarified by looking at the vouchers themselves. First there is a voucher for the June 24 - June 29 trip to Los Angeles. Second, there is a voucher for the May 24 - May 26 trip to Santa Barbara. Third, there is a voucher for every trip Mr. Deaver took between April 1 and September 18, including and duplicating the trips already paid on the two vouchers mentioned previously. Total refund due for those two trips is $\boxed{\$225.00}$.

BAL. DUE

The March 17 memo relates to incidentals which were billed directly to and paid by the White House from the Williamsburg trip, the total of which exceeded Mr. Deaver's perdiem allowance. The incidentals are listed below:

Room 4367 Breakfast/ Coffee Shop	$16.16
Room 4367 Dinner/ Coffe Shop	53.03
Room 4369 Lodge Lounge	6.57
Room 4369 Breakfast/ Coffee Shop	4.98
Room 4369 Bicycle Rental	11.44
Room 4369 Lodge Lounge	46.03
Room 4369 Breakfast/ Dining Room	17.69
Subtotal incidentals	$155.90
Less perdiem allowance-2¼ days @ $23	-51.75
Excess of incidentals	$104.15

PAID

It is correct that I would appreciate two separate checks for these refunds, as the trips were from different fiscal years.

Dick White

ADMINISTRATIVE OFFICE

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DOC NO	*Document Type / Document Description*	*No of pages*	*Doc Date*	*Restrictions*
7	FORM TRAVEL VOUCHER (FORM SF 1012) (FRONT ONLY)	1	7/7/1981	B6

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C. Closed in accordance with restrictions contained in donor's deed of gift.

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER *(Unlisted items are self-explanatory)*

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.

Complete this information if this is a continuation sheet. PAGE ___ OF ___ PAGE

TRAVEL AUTHORIZATION NO.

TRAVELER'S LAST NAME

DATE 19 81 (a)	TIME (Hour and am/pm) (b)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense) (c)	ITEMIZED SUBSISTENCE EXPENSES — MEALS — BREAKFAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)	MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE RATE: ¢ — NO. OF MILES (k)	AMOUNT CLAIMED — MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
5/24	7:00	am EDT - Depart residence enroute Andrews Air Force Base											
"	8:00	am EDT - Depart AAFB enroute Point Mugu , California											
"	1:00	pm PDT - Arrive Point Mugu , California											
5/26	11:00	am PDT - Depart Point Mugu , California											
"	7:00	pm EDT - Arrive Andrews Air Forde Base, Washington, DC											
'	8:00	pm EDT - Arrive residence.											
		Overnight at private residence.											
		Per Diem 1 3/4 Day										40 25	
		~~5.22 1 20~~											
									SUBTOTALS ▶				
									TOTALS ▶				

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

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, 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 tax payer 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.

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED ▶ 40.25

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PAGE _____ *information if this is a continuation sheet.* OF _____ PAGES

TRAVEL AUTHORIZATION NO.

TRAVELER'S LAST NAME

DATE 19___ (a)	TIME (Hour and am/pm) (b)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense) (c)	ITEMIZED SUBSISTENCE EXPENSES — MEALS — BREAKFAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)	MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE RATE: ¢ NO. OF MILES (k)	AMOUNT CLAIMED — MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
4/1/81	10:20am	Springfield, Il.											
4/1	5:20pm		less than 10 hrs										
5/17	12:40pm	So. Bend , Ind.	less than 10 hrs										
5/17	6:30pm												
5/22	1:20pm	Santa Barbara, CA Vortac (MTN)		4 1/4 DAYS								92.75	(*)
5/26	5:15pm												
5/27	8:35am	West Point, NY		less than 10 hrs.									
5/27	12:30pm												
									SUBTOTALS ▶			92.75	
									TOTALS ▶				

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☆ GPO: 1979 0-281-187 P.O. 4338

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

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6/24	10:20am	San Antonio, TX., L.A., CA Rancho, Denver, CO.	Per Diem 5 3/4 DAYS									132.25	
6/29	7:40pm	AAFB											
7/7	5:15pm	Chicago	10 hr. rule										
7/7	11:15 pm												
7/30	12:00pm	Atlanta	10 hr. rule										
7/30	6:00pm												
									SUBTOTALS ▶				
									TOTALS ▶			132.25	

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8/6	3:45pm	Depart for Ranch, LA Ranch											
			Per Diem 12½ DAYS									287.50	Paid Oct 7, 1981
8/18	7:00pm	Arrive White House											
9/17	1:00pm	Grand Rapids, Denver											
9/18	9:00pm		Per Diem 1½ DAYS									34.50	Paid Oct 7, 1981
									SUBTOTALS ▶				
									TOTALS ▶			322.00	

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STANDARD FORM 1012 BACK (10-77)

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June 24	10:00	AM Lv, ANDREWS AFB											
	3:00	PM Ar: LAX											
June 29	9:00	AM Lv. LAX											
	8:00	PM Ar: ANDREWS AFB											
		Century Plaza											
					5 3/4 DAYS							601.15	
			Per Diem – $132.25 minus hotel incidentals @										
											125.15	7.10	

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

SUBTOTALS ▶

TOTALS ▶

In compliance with the Privacy Act of 1974, the following information is provided. Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, 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 tax payer 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.

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED ▶ $ 608.25

☆ GPO: 1979 0-281-187 P.O. 4338

STANDARD FORM 1012 BACK (10-77)

CENTURY PLAZA
AVENUE OF THE STARS
LOS ANGELES, CALIF. 90067

969905

ROOM 1905 DEAVER MR MIKE 29 1/88

STREET ADDRESS WHITE HOUSE STAFF
6/24 MS/JS

CITY STATE
ROOM & TAX

CORPORATE AFFILIATE

OUT | RATE | FROM | TO | IN | CLERK

EXPLANATION OF CODE
D · ROOM SERVICE
E · GRANADA ROOM
F · GRANADA BAR
G · POOL
H · GARDEN REST.
K · BANQUET
L · LAUNDRY
M · LOBBY COURT

DATE	REFERENCE	CHARGES	CREDITS	BALANCE	PICKUP
					C* [illegible]
JUN24	ROOM 905	C* 88.00			
JUN24	TAX 905	C* 6.60		* 94.60 *	C* 94.60
JUN25	ROOM 1905	C* 88.00			
JUN25	TAX 1905	C* 6.60		* 189.20 *	Z* 189.20
JUN26	ROOM 1905	7* 88.00			
JUN26	TAX 1905	Z* 6.60		* 283.80 *	Z* 283.80
JUN27	ROOM 1905	7* 88.00			
JUN27	TAX 1905	Z* 6.60		* 378.40 *	P* 378.40
JUN28	ROOM 1905	P* 88.00			
JUN28	TAX 1905	P* 6.60		* 473.00 *	

WESTERN INTERNATIONAL HOTELS

4

CITY LEDGER

2159421

CENTURY PLAZA
AVENUE OF THE STARS
LOS ANGELES, CALIF. 90067

REGARDLESS OF CHARGE INSTRUCTIONS, THE UNDERSIGNED HAS REVIEWED THE ABOVE CHARGES AND ACKNOWLEDGES THEM AS A PERSONAL INDEBTEDNESS AND AGREES TO PAY SAME UPON DEMAND. SHOULD IT BECOME NECESSARY TO ENFORCE PAYMENT OF THIS OBLIGATION, THE UNDERSIGNED AGREES TO PAY ALL COSTS OF COLLECTION, INCLUDING COURT COSTS AND ATTORNEY'S FEES.

CREDIT CARD W.H. STAFF

DATE ______ SIGNATURE ______

CHARGE TO ______

ROOM NO.	NAME	OUT	RATE
1905	DEAVER MR MIKE 29 INFO		

STREET ADDRESS WHITE HOUSE STAFF 6/24 MS/JS

FROM

CITY STATE

TO

INCIDENTALS

CORPORATE AFFILIATE

IN CLERK

CENTURY PLAZA
AVENUE OF THE STARS
LOS ANGELES, CALIF. 90067

969906

EXPLANATION OF CODE

D · ROOM SERVICE
E · GRANADA ROOM
F · GRANADA BAR
G · POOL
H · GARDEN REST.
K · BANQUET
L · LAUNDRY
M · LOBBY COURT

DATE	REFERENCE	CHARGES	CREDITS	BALANCE	PICKUP
JUN24	MISC 1905	S* 24.15			
JUN24 PRLOUT	1905	S* 3.00		* 27.15	C* 27.15
JUN24	MISC 1905	C* .00		* 27.15 *	Z* 27.15
JUN24	PHONE 1905	7* 1.50	official		
JUN24	DREST'R 1905	7* 45.22		* 73.87	O* 73.87
JUN25	GREST'R 1905	O* 1.56		* 75.43	C* 75.43
[illegible]	MISC 1905	C* .00		* 75.43 *	P* 75.43
JUN25	GREST'R 1905	P* 1.83		* 77.26	A* 77.26
[illegible]	[illegible] 1905	A* [illegible]		* [illegible].56	B* [illegible].56
JUN26 VALETL	1905	B* 4.35		* 112.91	Z* 112.91
JUN26	MISC 1905	Z* .00		* 112.91 *	T* 112.91
JUN26	PHONE 1905	T* 1.50	official	* 114.41	O* 114.41
JUN27	HREST'R 1905	O* 4.82		* 119.23	Z* 119.23
JUN27	MISC 1905	Z* .00		* 119.23 *	P* 119.23
JUN28	MISC 1905	P* .00		* 119.23 *	T* 119.23
JUN28	DREST'R 1905	T* 8.92		* 128.15	

WESTERN INTERNATIONAL HOTELS

CITY LEDGER

2159421

CENTURY PLAZA
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LOS ANGELES, CALIF. 90067

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CREDIT CARD W.H. STAFF

DATE ______ SIGNATURE ______

CHARGE TO ______

FORWARD TO: 195 OEOB

THE WHITE HOUSE OFFICE
OFFICIAL TRAVEL AUTHORIZATION

DATE May 21, 1981

1. TRAVELER'S NAME Michael K. Deaver

EXTENSION 6475 ROOM NO. 1st Fl WW

WHITE HOUSE STAFF ☒ OTHER

2. ITINERARY Fl 59 - United

3. DEPARTURE DATE May 24, 1981 RETURN DATE Return AF #1

TIME 12 Noon TIME

MODE OF TRANSPORTATION Air MODE OF TRANSPORTATION

4. IS GOVERNMENT-ISSUED TICKET BEING REQUESTED? YES ☒ NO ☐

5. PURPOSE(S), EVENT(S), DATE(S) To Join the President

6. NATURE: 100% OFFICIAL ☐ 100% POLITICAL ☐ MIXED OFFICIAL/POLITICAL ☐

7. TRAVEL ADVANCE REQUESTED $

8. TRAVELER'S SIGNATURE: [signature]

(I HAVE READ AND AGREE TO THE TERMS SET FORTH ON THE REVERSE SIDE)

9. APPROVALS

DEPT. HEAD/DEPUTY

APPROVING OFFICER [signature]

FOR ACCOUNTING USE ONLY:
ESTIMATED COST:

- TRANSPORTATION
- PER DIEM
- OTHER

GTR D 7,583,512

$136.00

2/79