The original documents are located in Box 8, folder "Traveling Staff" of the Betty Ford White House Papers, 1973-1977 at the Gerald R. Ford Presidential Library.

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THE WHITE HOUSE

WASHINGTON

January 15, 1975

GERALD R. FORD LIBRARY

MEMORANDUM FOR: NANCY HOWE

FROM: RED CAVANEY

SUBJECT: TRAVELING STAFF

I would like to apologize for the inconvenience caused you as a result of the seating confusion at the State of the Union Address. I thought it might be helpful for me to explain to you a bit about our role as it relates to seating, invitations, etc., in conjunction with Presidential activities.

1. For in-town events, our office submits a proposed schedule to the President for guidance. Your office (Susan Porter) receives a copy of this proposed schedule. When the activity involves the President and First Lady, we also forward you a copy of the proposed schedule. The President's final schedule for an event is prepared by Terry O'Donnell.

Those staff members desiring to accompany the President and First Lady on the event are to contact the Advance Office, whereupon, we advise them of car assignments, etc., after we receive permission for their inclusion. Usually no restrictions are involved.

When specific invitations or seating assignments are involved, we send formal notifications. Those who do not receive this notification are not included in the event. For information, we receive direct guidance on who is to be invited, and therefore, do not make random decisions in this regard.

2. For out-of-town events, our office prepares a detailed guest and staff schedule which details specifically each and every person who will accompany the President. In this instance, the "gray area" of staff involvement does not exist -- a staff member either travels or does not.

I hope the above mentioned is of some help to you. If ever doubt exists in your mind on any given situation, please feel free to call upon me at any time.

cc: Jim Connor
Terry O'Donnell

THE WHITE HOUSE

WASHINGTON

September 15, 1976

GERALD R. FORD LIBRARY

MEMORANDUM TO: SHEILA WEIDENFELD
PATTI MATSON
SALLY QUENNEVILLE
FRAN PARRIS
KAYE PULLEN
NANCY CHIRDON
CAROLYN POREMBKA
JULIE ROWE COOKE

FROM: SUSAN PORTER

I have been asked to distribute the attached material regarding official travel to members of Mrs. Ford's staff who travel.

Thank you.

THE WHITE HOUSE

WASHINGTON

September 7, 1976

MEMORANDUM FOR: SUSAN PORTER

FROM: JIM CONNOR

Attached is a copy of a memo I have sent to Jerry Jones regarding official Presidential travel. These same limitations and obligations will apply to travel by the First Lady, and I would appreciate it if you would circulate the memo to the appropriate members of the First Lady's staff who are involved in travel.

GERALD R. FORD LIBRARY

As far as purely "political" events are concerned, I asssume you will be working with the Advance Office and the PFC under their guidelines.

If you have any questions, feel free to call.

Attachment

cc: Robert Linder
Barry Roth
Red Cavaney

THE WHITE HOUSE

WASHINGTON

September 7, 1976

MEMORANDUM FOR: JERRY JONES

FROM: JIM CONNOR

SUBJECT: PRESIDENTIAL TRAVEL

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In order to make sure we do not obligate funds over the amount which is available for "official" Presidential travel in the White House budget, it will be necessary that we have as much advance notice as possible from your office concerning the nature of the trips which the President will be taking from now through November 3, 1976.

Although I gather you do not anticipate a great deal of "official" Presidential travel during the next two months, nevertheless there may be some cases where there will be a mixture of political and official events involved in one trip, and even some trips which involve only official Presidential events. In such cases, reimbursement for part of the trip or the entire trip would have to come out of the official Presidential travel fund.

Therefore, as soon as a trip is tentatively approved, it is essential that you or someone from the Advance Office whom you designate advise my office of the nature of the trip so that we may be in position to project expenditures in advance, rather than being confronted weeks or months later with expenses incurred for which provision had not been made in our calculations. If this procedure is not followed, it is possible that we will find ourselves in the position of being unable to pay such bills because we will have spent more than the money in the travel budget allows.

S.P. WILL DO.

Another points which should be kept in mind, as noted in my memo to Red Cavaney of June 9, 1976, is that when you ask someone from another agency or department to advance an official event, you should make it clear to that individual and any others with whom you deal in the agency, that all travel expenses are to be paid by that agency or department and all travel requests, bills, vouchers, requests for payment, etc. should be submitted directly to the agency or department of assignment, not to the White House. The White House is not able to pay travel expenses and be reimbursed later by the agency. The individual should handle all of his or her travel expenses with his or her own

travel people. In most cases, it would be best to avoid using other agency or department people to advance official trips unless there is a clear connection between the event and the mission of the agency or department, as was the case in at least two trips that involved GSA related events and use of GSA personnel to advance.

Again, if this procedure is not followed, we may be in the position of not being able to pay such expenses, and individuals will be out-of-pocket for such expenses.

One final point - All advance personnel will be limited to no more than $50.00 per day per individual when advancing any trip. This amount must cover all travel expenses, except transportation. Individuals who exceed this amount will be personally liable. Each member of the Advance Office must have this limitation brought to his or her attention, and it should be emphasized that the White House will not be able to pay any expenses that exceed the $50.00 per day per individual limit.

GERALD R. FORD LIBRARY

cc: Robert Linder
Barry Roth
Red Cavaney
Doug Blaser
Susan Porter