

Ronald Reagan Presidential Library Digital Library Collections

This is a PDF of a folder from our textual collections.

Collection: Deaver, Michael
Folder Title: [Travel and Entertainment
Budget]
Box: 58

To see more digitized collections
visit: <https://reaganlibrary.gov/archives/digital-library>

To see all Ronald Reagan Presidential Library inventories visit:
<https://reaganlibrary.gov/document-collection>

Contact a reference archivist at: reagan.library@nara.gov

Citation Guidelines: <https://reaganlibrary.gov/citing>

National Archives Catalogue: <https://catalog.archives.gov/>

THE WHITE HOUSE
WASHINGTON

*Pat
file here*

November 3, 1982

MEMORANDUM FOR: MICHAEL DEAVER

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

SUBJECT: OPERATING BUDGETS FOR FISCAL YEAR 1983
(EFFECTIVE OCTOBER 1, 1982)

This memorandum provides you with the FY 1983 budget allocations for the travel and entertainment costs of your department. The amounts allocated to your department are based on the actual use of travel and entertainment funds used by your office during last fiscal year, adjusted for recent changes in your programs which would be expected to affect your needs for these funds.

As the total amount appropriated to the White House by the Congress for travel and entertainment has not increased in fiscal year 1983 from the amounts available in fiscal year 1982, your operating budget can not be increased and expenses may not be incurred in excess of the amounts allocated to you. Thus, you must continue your efforts to reduce travel expenses so that your total costs remain within the funds available to your office.

In order to improve the management of these limited funds, they will be distributed to you in semi-annual allotments. Your use of these funds during the first half of fiscal year 1983 may not exceed the amount allotted through March 31, 1983 for the particular type of expense, but unused funds on March 31, 1983 may be carried forwarded and added to the second allotment for use during the second half of fiscal year 1983. You will be provided a monthly report showing the status of your budget and a detailed listing of the travel and entertainment expenses incurred by your office.

The attachment to this memorandum provides the amounts budgeted for the full year and the amounts available for use by your office through March 31, 1983 for travel and entertainment.

Attachment

FY 1983 OPERATING BUDGET
FOR THE
OFFICE OF THE DEPUTY CHIEF OF STAFF

	<u>Annual Budget</u>	<u>Amount available for use through March 31, 1983</u>
TRAVEL:	\$35,000	\$17,500
ENTERTAINMENT:	2,000	1,000

THE WHITE HOUSE
WASHINGTON

March 16, 1982

MEMORANDUM FOR: SENIOR STAFF

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

SUBJECT: GUIDELINES FOR EXPENDITURE OF THE
ENTERTAINMENT ALLOWANCE FOR THE
EXECUTIVE OFFICE OF THE PRESIDENT

Congress has authorized and appropriated a modest sum to the White House Office for official entertainment expenses of the Executive Office of the President. The allowance is available to cover expenses of those elements of the EOP which do not have expense allowances included in their own appropriations accounts; that is, the White House Office, Domestic Policy Staff, National Security Council, Council of Economic Advisers, and the Office of Administration.

Procedures for Drawing on the Funds

Because the fund is appropriated as part of the White House Office account, all expenditures from it must be processed through the White House Administrative Office.

Advance approval from my office is required before a planned function can be funded from the account. Requests for approval should be accompanied by a cost estimate.

Incidental entertainment expenses for which reimbursement is sought should be forwarded to the Administrative Office, Room 1, together with a receipted bill, a description of the purpose and nature of the entertainment, and a description of the category of guests.

Reimbursement may be declined if funds are not available or the entertainment is inconsistent with the guidance given below.

Use of Entertainment Funds

1. Appropriated funds may not be used for entertainment unless specifically appropriated for that purpose, 43 Comp. Gen. 305. Nor may funds appropriated to one agency for that purpose be transferred to another.
2. Entertainment funds are not intended for the benefit of government officers or employees. Thus, they may not be used to pay for the cost of meals, theater tickets or other entertainment for federal officials but only for their non-government guests. There are two exceptions:
 - a. If a reception or similar event is scheduled for the purpose of entertaining non-government guests, the entire amount may be charged as entertainment expenses without deducting the cost of government officials who are present.
 - b. If support staff who are not customarily expected to work overtime are required to work during dinner, entertainment funds may be used to provide them something to eat.
3. Entertainment funds expended should be proportionate to the circumstances and the identity of the guest, keeping in mind this Administration's commitment of frugality in government. For example:
 - o Meetings should not be scheduled for lunchtime if a morning coffee and danish session would be as productive.
 - o Lunch or dinner expenses appropriate to a one-time only foreign visitor may be considered excessive with respect to a businessman who meets regularly with government officials.
 - o Efforts should be made to minimize the costs of receptions being planned by using government facilities or food service or by considering cost in selecting the food and beverages to be served.

THE WHITE HOUSE
WASHINGTON

peep

January 10, 1982

MEMORANDUM FOR: MICHAEL K. DEEVER

FROM: THERESA A. ELMORE *TE*
ADMINISTRATIVE OFFICER

SUBJECT: STATUS OF FY 1983 TRAVEL AND
ENTERTAINMENT BUDGET

The table below indicates the status of the travel and entertainment charges incurred by your office as of December 31, 1982 and the funds available for your use until March 31, 1983.

OFFICE OF THE DEPUTY CHIEF OF STAFF
December 31, 1982

<u>Account</u>	<u>Budget until 3/31/83</u>	<u>Obligated to date</u>	<u>Remaining funds</u>
Travel	\$17,500	\$12,552	\$4,948
Entertainment	\$1,000	\$537	\$463

Note that the charges include only those obligations reported to the Administrative Office by the above date and additional obligations incurred during this period but not yet reported will be included in the charges when reported. Attached to this memorandum is the itemized list showing the details of the travel and entertainment charges summarized above. This document will be provided to you on a monthly basis so that your office may budget funds for these accounts accordingly.

The information above has been provided to the Chief of Staff, and thus it is imperative that these budgets be adhered to.

Attachments

Keep

ENTERTAINMENT REPORT FOR THE OFFICE OF THE
DEPUTY CHIEF OF STAFF
AS OF DECEMBER 31, 1982

<u>Dates</u>	<u>Purpose</u>	<u>Amount</u>
10/7/82	Century Plaza Hotel meeting	\$45.32
10/15/82	Communications Strategy Luncheon	46.35
10/22/82	Blair House Luncheon	112.15
10/25/82	Blair House Luncheon	95.00
11/5/82	Blair House Breakfast	137.40
11/9/82	Blair House Luncheon	100.33

THE WHITE HOUSE

WASHINGTON

Pet

July 12, 1982

MEMORANDUM FOR:

MICHAEL K. DEAVER

FROM:

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

SUBJECT:

STATUS OF FY 82 TRAVEL AND
ENTERTAINMENT BUDGET

The table below shows the status of the travel and entertainment charges incurred by your office as of June 30, 1982, and the funds available for your use during the remainder of the fiscal year.

OFFICE OF THE DEPUTY CHIEF OF STAFF
AND ASSISTANT TO THE PRESIDENT
AS OF JUNE 30, 1982

<u>ACCOUNT</u>	<u>BUDGET</u>	<u>OBLIGATED TO DATE</u>	<u>REMAINING FUNDS</u>
Travel	\$30,000.00	\$20,264.08	\$9,735.92
Entertainment	\$2,000.00	\$1,665.91	\$334.09

Note that the charges include only those obligations reported to the Administrative Office by the above date, and additional obligations incurred during this period but not yet reported, will be included in the charges when reported. This document will be provided to you on a monthly basis so that your office may budget funds for these accounts accordingly.

THE WHITE HOUSE
WASHINGTON

file

June 14, 1982

MEMORANDUM FOR: STEPHEN M. STUDDERT
FROM: JOHN F. W. ROGERS
DEPUTY ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT
SUBJECT: STATUS OF FY 82 TRAVEL AND
ENTERTAINMENT BUDGET

The table below shows the status of the travel and entertainment charges incurred by your office as of May 31, 1982, and the funds available for your use during the remainder of the fiscal year.

OFFICE OF THE SPECIAL ASSISTANT TO THE PRESIDENT
AND DIRECTOR OF ADVANCE
AS OF MAY 31, 1982

<u>ACCOUNT</u>	<u>BUDGET</u>	<u>OBLIGATED TO DATE</u>	<u>REMAINING FUNDS</u>
Travel	\$115,000.00	\$87,481.58	\$27,518.42
Entertainment	\$0.00	\$0.00	\$0.00

Note that the charges include only those obligations reported to the Administrative Office by the above date, and additional obligations incurred during this period but not yet reported, will be included in the charges when reported. This document will be provided to you on a monthly basis so that your office may budget funds for these accounts accordingly.

cc: Michael Deaver ✓
Michael McManus

THE WHITE HOUSE
WASHINGTON

file here

May 11, 1982

MEMORANDUM FOR: MICHAEL K. DEAVER .

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

SUBJECT: STATUS OF FY 1982 TRAVEL AND
ENTERTAINMENT BUDGET

The table below shows the status of the travel and entertainment charges incurred by your office as of April 30, 1982, and the funds available for your use during the remainder of the fiscal year. I have reviewed the mid-year status of your funds, as promised in my October 8, 1981 memorandum to you establishing this operating budget, and based on the trend of actual expenditures in your office through the fiscal year thus far, a reallocation of funds is necessary so that your programs can be accomplished within available resources. Accordingly, the table below also shows the revisions made to your operating budget.

OFFICE OF THE DEPUTY CHIEF OF STAFF
AND ASSISTANT TO THE PRESIDENT
AS OF APRIL 30, 1982

<u>Account</u>	<u>Previous Budget</u>	<u>Increase or Decrease</u>	<u>Revised Budget</u>	<u>Obligated to Date</u>	<u>Remaining Balance</u>
Travel	\$10,000.00	+\$20,000.00	\$30,000.00	\$15,543.65	\$14,456.35
Ent'mnt	\$500.00	+\$1,500.00	\$2,000.00	\$1,128.41	\$871.59

Note that the charges include only those obligations reported to the Administrative Office by the above date, and additional obligations incurred during this period but not yet reported, will be included in the charges when reported. This document will be provided to you on a monthly basis so that your office may budget funds for these accounts accordingly. I would urge you to review the current status of your funds and if necessary adjust your plans so that the available resources are fully utilized, but not exceeded.

Pat J. Hare

THE WHITE HOUSE
WASHINGTON

March 15, 1982

MEMORANDUM FOR: MICHAEL K. DEAVER .
FROM: JOHN F. W. ROGERS *J*
 DEPUTY ASSISTANT TO THE PRESIDENT
 FOR MANAGEMENT
SUBJECT: STATUS OF FY 82 TRAVEL AND
 ENTERTAINMENT BUDGET

The table below shows the status of the travel and entertainment charges incurred by your office as of February 28, 1982, and the funds available for your use during the remainder of the fiscal year.

OFFICE OF THE DEPUTY CHIEF OF STAFF
AND ASSISTANT TO THE PRESIDENT
AS OF FEBRUARY 28, 1982

<u>ACCOUNT</u>	<u>BUDGET</u>	<u>OBLIGATED TO DATE</u>	<u>REMAINING FUNDS</u>
Travel	\$10,000.00	\$7,113.00	\$2,887.00
Entertainment	\$500.00	\$451.00	\$49.00

Note that the charges include only those obligations reported to the Administrative Office by the above date, and additional obligations incurred during this period but not yet reported, will be included in the charges when reported. This document will be provided to you on a monthly basis so that your office may budget funds for these accounts accordingly.

THE WHITE HOUSE

WASHINGTON

January 13, 1982

MEMORANDUM FOR: MICHAEL K. DEEVER

FROM: JOHN F. W. ROGERS
SPECIAL ASSISTANT TO THE PRESIDENT
FOR ADMINISTRATION

SUBJECT: STATUS OF FY 82 TRAVEL AND
ENTERTAINMENT BUDGET

The table below shows the status of the travel and entertainment charges incurred by your office as of December 31, 1981, and the funds available for your use during the remainder of the fiscal year.

OFFICE OF THE DEPUTY CHIEF OF STAFF
AND ASSISTANT TO THE PRESIDENT
AS OF DECEMBER 31, 1981

<u>ACCOUNT</u>	<u>BUDGET</u>	<u>OBLIGATED TO DATE</u>	<u>REMAINING FUNDS</u>
Travel	\$10,000.00	\$3,746.50	\$6,253.50
Entertainment	\$500.00	\$0.00	\$500.00

Note that the charges include only those obligations reported to the Administrative Office by the above date, and additional obligations incurred during this period but not yet reported, will be included in the charges when reported. This document will be provided to you on a monthly basis so that your office may budget funds for these accounts accordingly.

THE WHITE HOUSE
WASHINGTON

*fill
here*

January 13, 1982

MEMORANDUM FOR: STEPHEN M. STUDDERT
FROM: JOHN F. W. ROGERS
SPECIAL ASSISTANT TO THE PRESIDENT
FOR ADMINISTRATION
SUBJECT: STATUS OF FY 82 TRAVEL AND
ENTERTAINMENT BUDGET

The table below shows the status of the travel and entertainment charges incurred by your office as of December 31, 1981, and the funds available for your use during the remainder of the fiscal year.

OFFICE OF THE SPECIAL ASSISTANT TO THE PRESIDENT
AND DIRECTOR OF ADVANCE
AS OF DECEMBER 31, 1981

<u>ACCOUNT</u>	<u>BUDGET</u>	<u>OBLIGATED TO DATE</u>	<u>REMAINING FUNDS</u>
Travel	\$45,000.00	\$24,245.76	\$20,754.24
Entertainment	\$0.00	\$0.00	\$0.00

Note that the charges include only those obligations reported to the Administrative Office by the above date, and additional obligations incurred during this period but not yet reported, will be included in the charges when reported. This document will be provided to you on a monthly basis so that your office may budget funds for these accounts accordingly.

cc: Michael Deaver ✓
Joseph Canzeri

THE WHITE HOUSE

WASHINGTON

January 13, 1982

MEMORANDUM FOR: GREGORY J. NEWELL

FROM: JOHN F. W. ROGERS *JFR*
SPECIAL ASSISTANT TO THE PRESIDENT
FOR ADMINISTRATION

SUBJECT: STATUS OF FY 82 TRAVEL AND
ENTERTAINMENT BUDGET

The table below shows the status of the travel and entertainment charges incurred by your office as of December 31, 1981, and the funds available for your use during the remainder of the fiscal year.

OFFICE OF THE SPECIAL ASSISTANT TO THE PRESIDENT
AND DIRECTOR OF SCHEDULING
AS OF DECEMBER 31, 1981

<u>ACCOUNT</u>	<u>BUDGET</u>	<u>OBLIGATED TO DATE</u>	<u>REMAINING FUNDS</u>
Travel	\$1,000.00	\$807.00	\$193.00
Entertainment	\$0.00	\$0.00	\$0.00

Note that the charges include only those obligations reported to the Administrative Office by the above date, and additional obligations incurred during this period but not yet reported, will be included in the charges when reported. This document will be provided to you on a monthly basis so that your office may budget funds for these accounts accordingly.

cc: Michael Deaver ✓
Joseph Canzeri

THE WHITE HOUSE

WASHINGTON

January 13, 1982

MEMORANDUM FOR: JAMES S. ROSEBUSH

FROM: JOHN F. W. ROGERS
SPECIAL ASSISTANT TO THE PRESIDENT
FOR ADMINISTRATION

SUBJECT: STATUS OF FY 82 TRAVEL AND
ENTERTAINMENT BUDGET

The table below shows the status of the travel and entertainment charges incurred by your office as of December 31, 1981, and the funds available for your use during the remainder of the fiscal year.

OFFICE OF THE DEPUTY ASSISTANT TO THE PRESIDENT
AND DIRECTOR OF STAFF FOR THE FIRST LADY
AS OF DECEMBER 31, 1981

<u>ACCOUNT</u>	<u>BUDGET</u>	<u>OBLIGATED TO DATE</u>	<u>REMAINING FUNDS</u>
Travel	\$10,000.00	\$6,403.10	\$3,596.90
Entertainment	\$250.00	\$0.00	\$250.00

Note that the charges include only those obligations reported to the Administrative Office by the above date, and additional obligations incurred during this period but not yet reported, will be included in the charges when reported. This document will be provided to you on a monthly basis so that your office may budget funds for these accounts accordingly.

cc: Michael Deaver ✓