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Collection:

Green, Max: Files, 1985-1988

Folder Title:

Travel Solidarity Sunday New York City 05/03/1987

Box: 38

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1 Thanks, Honey! 1



THE WHITE HOUSE OFFICE
OFFICIAL TRAVEL AUTHORIZATION

NO. 16902

Date of Request May 1, 1987

1. TRAVELER:

Name: Max Green ☒ White House Staff
Extension: 6270 Room: 196 ☐ Other: _____

2. PURPOSE(s) and DATE(s):

Attend Solidarity Sunday rally for Soviet Jewry
May 3, 1987 in New York City. All expenses will be paid by

Coalition to Free Soviet Jews, a 501(c)(3) organization.

3. ITINERARY:

Washington, D.C. to New York City and return.

(List all cities where stopovers occur.)

4.

DEPARTURE			RETURN		
Date: <u>5-3-87</u>	Time:	Mode: <u>air</u>	Date: <u>5-3-87</u>	Time:	Mode: <u>air</u>

5. FUNDING SOURCE:

☐ OFFICIAL ☐ POLITICAL ☐ 501(c)(3) ☐ OTHER _____

6.

SPECIAL EXPENSES	TRAVEL ADVANCE REQUESTED
☐ Commercial Car Rental ☐ Taxi	☐ Yes ☐ No ☐ Amount \$ _____
☐ Hotel Name: _____	Recipient's Signature: _____
☐ Other: _____	Date: _____

Please See Reverse Side for Further Instructions Regarding Travel Expenses

7. TRAVELER'S SIGNATURE: _____

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

8. APPROVING SIGNATURES:

Office Head: _____

Approving Official
(Political or Foreign Travel): _____

Deputy Assistant to the President
for Administration: _____

9. FOR TRANSPORTATION OFFICE USE ONLY:

Control No. _____ Account: _____

TRAVELER'S COPY

(2/24/87)

**THIS APPROVAL IS SUBJECT TO ALL
APPLICABLE GOVERNMENT LAWS AND REGULATIONS
AS WELL AS THE FOLLOWING ADMINISTRATIVE
TRAVEL POLICIES**

1. ADVANCES FOR OFFICIAL TRAVEL ONLY

Cash travel advances will not be provided for political trips.

Advances will not be provided to anyone with an outstanding unaccounted-for advance.

Advances over \$250 require 48-hour notice to White House Administrative Office, Extension 2500.

2. ADVANCES TO BE REPAID FROM SALARY AFTER 15 DAYS

Any travel advance which is neither repaid nor accounted for in full by an expense voucher within 15 days after return may be deducted from the staff member's salary.

3. GOVERNMENT TICKETS FOR OFFICIAL TRAVEL ONLY

Government-issued tickets shall be used for official trips only (i.e., no political or personal travel). The entire cost of any government-issued tickets that are used for unofficial travel will be considered a personal travel advance and treated accordingly.

**4. TO OBTAIN REIMBURSEMENT, RECEIPTS ARE REQUIRED FOR ALL
EXPENDITURES REGARDLESS OF THE AMOUNT**

**5. FOR DETAILED INFORMATION REGARDING TRAVEL REGULATIONS AND
POLICIES, PLEASE REFER TO THE WHITE HOUSE TRAVEL HANDBOOK
(Additional copies available by calling Extension 2500.)**