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REQUEST

Traveler's Name: KAVANAUGH, Brett		Document Number: 98TSTR3036	
Social Security Number: [Redacted]		Accounting Classification: [Redacted]	
Requested By: Kenneth W. Starr Signature _____		Organization: Office of the Independent Counsel	
Title: _____ Date: September 25, 1997		Official Duty Station: Washington, DC	
<b>Planned Itinerary:</b>  <input type="checkbox"/> Foreign travel. Must be approved as required by DOJ travel regulations.  From: Washington, DC VIA: VIA: VIA: To: Little Rock, Arkansas  And return <input checked="" type="checkbox"/>  Dep. Date: October 1, 1997  Return Date: December 31, 1997	<b>Estimated Cost:</b>  Transportation \$ 1,500.00  Actual subsistence or per diem \$ 1,000.00  Other \$ 1,000.00  Total \$ 3,500.00  <input type="checkbox"/> ATM Advance Authorized \$	<b>Mode of Transportation Authorized:</b>  <input checked="" type="checkbox"/> By Common Carrier <input checked="" type="checkbox"/> By Government-Furnished Auto <input checked="" type="checkbox"/> By Rental Vehicle or Special Conveyance <input type="checkbox"/> By Privately-Owned Vehicle <input type="checkbox"/> POV Determined to be Most Advantageous to Government <input type="checkbox"/> Cost Not to Exceed that of Common Carrier <input type="checkbox"/> Based on Cost of Government Furnished Auto <input type="checkbox"/> \$ _____ Mileage Rate Authorized <input type="checkbox"/> Other  <b>GSA (BOAC):</b> 10349E	<b>Mode of Subsistence Authorized:</b>  <input checked="" type="checkbox"/> Actual subsistence up to \$85.00/night for lodging and \$30.00/day M&IE. Actual subsistence above \$65/night for lodging requires supplemental justification on the travel voucher.  <input type="checkbox"/> Per diem based on lodging plus meals and incidental expenses not to exceed  <input type="checkbox"/> Per diem of \$ _____ per day. <input type="checkbox"/> Extended TDY (Reduced Rate)

Other Authorization (When the following type(s) of expense(s) can be anticipated, check the appropriate box(es):

- 1. Use of premium class. If premium class air is to be authorized, forward to appropriate authorizing official. (Justify below or attach separate sheet).  
 Upgrade to premium class at no extra cost.
- 2. Use of foreign flag carrier(s) as shown in justification statement below.
- 3. Rental of business quarters (hire of room, quarters for conference, etc.)
- 4. Other. Specify below.

Purpose of Travel:

- a. Operational/Managerial
- b. Training
- c. Meetings, Conferences and Speeches
- d. Relocation Travel
- e. Other Travel

Justification (if appropriate)

Authorization is granted for TDY travel to Little Rock, Arkansas, on a biweekly basis for 2-3 night stays for investigative purposes. OIC corporate apartment must be used for lodging; if unavailable, local lodging is authorized. Per diem allowance is not to exceed \$85.00 (including tax) per night for lodging and \$30.00 per day for M&IE (\$22.50 for travel days). When lodging expense exceeds \$65.00/night, supplemental justification is required on the travel voucher. One phone call home per day is allowed up to a maximum of \$5.00 during stays in Little Rock of two or more consecutive nights. GSA fleet vehicle is authorized for TDY official use; official use shall include daily travel to/from/between lodging and work sites and incidental local and personal use. Fuel reimbursement not applicable to non-business mileage. Claims resulting from accidents shall be asserted against the Government in accordance with 41 CFR 101-39-4. If GSA vehicle unavailable, rental car is authorized.

Travelers are accountable for all transportation tickets, Government Transportation Requests (GTR's), or other transportation procurement documents received by them in connection with their official travel. If trips are canceled or itineraries changed after tickets (or GTR's) are issued to the traveler, the traveler is liable for the value of the tickets issued until all ticket coupons have been used for official travel purposes or all unused tickets or coupons are properly accounted for on the travel voucher. See paragraphs 301-3.5, 301-10.2(a), and 301-11.5 of the DOJ Travel Supplement, for administrative procedures on the control of and accountability for passenger transportation documents.

AUTHORIZATION

You are authorized to travel at government expense in accordance with DOJ travel regulations, under the conditions outlined in this authorization. You are also authorized to make long distance telephone calls when they are necessary and in the interest of the government.

Signature [Signature] Title Administrative Officer Date 9-29-97

Authorization of actual subsistence and foreign travel is limited by DOJ travel regulations. A travel voucher must be submitted within 10 workdays after the travel is completed, or not later than the 10th workday of the following month for persons in a continuous travel status who file monthly vouchers.