

January 16, 1974

Mr. Clay T. Whitehead
Office of Telecommunications Policy
Executive Office of the President
The White House
Washington, D.C.

Dear Tom,

It was good to see you again, and to talk, if only briefly. I had meant to pursue our conversation after this afternoon's session, but the interminable rush-hour ride to the airport impended, and in any event you seemed surrounded by your industry constituents.

As I said, I think your report is absolutely superb. (Are you sure you shouldn't think of becoming an Editor?) All of which suggests that maybe ~~a~~ a quick book---based in one form or another on your OTP experience or exposure to a problem and issue---would be a good idea, and not a bad way of making the Transition to the civilian life. (I mean it: I'm full of reasons why you should write, as a private citizen, about TV and the government.)

You surely are going to be in New York sometime in the not too distant future. When that happens, do let me know, and I'll buy you a drink.

Best regards,

Paul

Paul H. Weaver

Publisher: Warren Demian Manshel

Chairman of the Publication Committee: Stanley Simon

Publication Committee: Orville G. Brim, Jr. • Nathan Glazer • Harry Kahn • Daniel P. Moynihan • Arthur J. Rosenthal • Leo Rosten • Martin E. Segal
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Itinerary for
Clay T. Whitehead
January 25, 1974
New York, New York

7:30 a.m.	Coyt will pick you up	
8:00 a.m.	Lv. National airport via Eastern Shuttle	
9:00 a.m.	Arr. LaGuardia	
9:30 a.m.	Meeting with Henry Livingston 30th Floor 140 Broadway	(212) 676-5043
11:00 a.m.	Meeting with Tom Moore 777 Third Avenue	(212) 750-3811
12:30 p.m.	Lunch with Paul Weaver Italian Pavillon 55th St. and 5th Ave.	(212) 472-3155(home)
2:00 p.m.	Meeting with Robert Ellsworth 32nd Floor 1 Rockefeller Plaza	(212) 489-6600
	<i>Writing desk</i> You are on standby for the ✓ 4:30 American Flight.	

11.00 - airport to mty
5.25 - mty to mty
6.50 - mty to airport

TRAVEL VOUCHER
MEMORANDUM

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DEPARTMENT BUREAU OR ESTABLISHMENT Executive Office of the President Office of Telecommunications Policy		VOUCHER NO.
PAYEE'S NAME Clay T. Whitehead		SCHEDULE NO.
MAILING ADDRESS (Including ZIP Code) 1800 G St., NW Wash., D.C. 20504		PAID BY
OFFICIAL DUTY STATION Washington, D. C.	RESIDENCE Washington, D. C.	
FOR TRAVEL AND OTHER EXPENSES FROM (DATE) 1/25/74 TO (DATE) 1/25/74		CHECK NO.
APPLICABLE TRAVEL AUTHORIZATION(S) NO. TP4AT136 DATE 1/24/74		CASH PAYMENT OF \$
		RECEIVED (DATE)
TRAVEL ADVANCE Outstanding \$		
Amount to be applied		
Balance to remain outstanding \$		

TRANSPORTATION REQUESTS ISSUED

TRANSPORTATION REQUEST NUMBER	AGENT'S VALUATION OF TICKET	INITIALS OF CARRIER ISSUING TICKET	MODE, CLASS OF SERVICE, AND ACCOM- MODATIONS *	DATE ISSUED	POINTS OF TRAVEL	
					FROM-	TO-
B-1,660,537	55.27	EA	Coach	1/24	Washington, D. C.	New York, NY and return

1/30/74	AMOUNT CLAIMED	Dollars	Cts
	→	\$37	75
Approved. Long distance telephone calls are certified as necessary in the interest of the Government. Admin. approved in accord with paras. 1.3.1.a. of FTR.	DIFFERENCES:		
NEXT PREVIOUS VOUCHER PAID UNDER SAME TRAVEL AUTHORITY VOUCHER NO. D.O. SYMBOL DATE (MONTH-YEAR)	Total verified correct for charge to appropriation(s) (initials)		
	Applied to travel advance (appropriation symbol)		
	NET TO TRAVELER →		

ACCOUNTING CLASSIFICATION

0.970.4.92110.511

John
Reed

[illegible][illegible]

\$ 6	00	\$ 31	75
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* If per diem allowances for members of employee's immediate family are included, give members' names, their relationship to employee, and ages and marital status of children (unless this information is shown on the travel authorization).

1. PREPARED (City and State) <u>Washington, D. C.</u>	2. DATE PREPARED <u>1/24/74</u>	OFFICIAL TRAVEL AUTHORIZATION (See Instructions on reverse)
3. NAME OF TRAVELER (As shown on payroll) <u>Clay T. Whitehead</u>		
4. TITLE (As shown on payroll) <u>Director</u>		
5. OFFICE OR SERVICE, DIVISION AND PERMANENT DUTY STATION <u>Office of Telecommunications Policy</u>		
6. LOCATION OF TRAVELER'S OFFICIAL STATION <u>Washington, D. C.</u>		NOTE TO TRAVELER The official travel specified herein may not be performed until Item 22 has been executed by a GSA official empowered to authorize the travel. The number (Item 23) and date (Item 24) of this Authorization must appear on each voucher claiming reimbursement for travel expenses incurred consequent to this Authorization.
7. SPECIFIC PURPOSE OF TRAVEL <u>Attend industry meetings.</u>		

8. APPROXIMATE DATES OF TRAVEL A. BEGINNING ABOUT: <u>1/25/74</u> B. ENDING ABOUT: <u>1/25/74</u>		9. TYPE OF AUTHORIZATION A. ORIGINAL <input checked="" type="checkbox"/> B. AMENDED <input type="checkbox"/>		If Item 9B is checked, complete Items 10 and 11 below 10. ORIGINAL AUTH. NO. 11. ITEM NO. (S) AMENDED	
12. ITINERARY					
A. DATE <u>1/25/75</u>	B. TRAVEL FROM <u>Washington, D. C.</u>	C. TRAVEL TO <u>New York, New York</u> <u>and return</u>	D. ADDRESS AT DESTINATION		
13. MODE OF TRANSPORTATION					
A. NORMAL (1) <input checked="" type="checkbox"/> COMMON CARRIER (2) <input type="checkbox"/> GOVERNMENT-OWNED VEHICLE <input checked="" type="checkbox"/> AIR <input type="checkbox"/> BUS <input type="checkbox"/> RAIL <input type="checkbox"/> SHIP			B. SPECIAL (Must be justified in Item 16) (1) <input checked="" type="checkbox"/> FIRST CLASS PLANE (3) <input type="checkbox"/> PRIVATELY OWNED VEHICLE (Complete 13C below) (2) <input type="checkbox"/> EXTRA-FARE TRAIN OR PLANE (4) <input type="checkbox"/> OTHER		
C. If travel by privately owned vehicle is authorized check which of the following restrictions apply:					
(1) <input type="checkbox"/> COST OF TRAVEL DOES NOT EXCEED TRAVEL BY COMMON CARRIER.		(2) <input type="checkbox"/> COST OF TRAVEL IS LIMITED TO THE CURRENT INTERAGENCY MOTOR POOL SERVICE RATES FOR A COMPARABLE VEHICLE.		(3) <input type="checkbox"/> ITS USE HAS BEEN ADMINISTRATIVELY DETERMINED TO BE ADVANTAGEOUS TO THE GOVERNMENT. (Explain in Item 16)	
14. ALLOWANCES					
A. MILEAGE RATE \$ PER MILE	B. PER DIEM RATE \$ <u>25.00</u> PER DAY	C. OTHER ALLOWANCES (Explain in Item 16 below)			
15. ESTIMATED COST TO THE GOVERNMENT					
A. TOTAL TRANSPORTATION \$ <u>64.27</u>	B. TOTAL PER DIEM \$ <u>25.00</u>	C. TOTAL OTHER \$ <u>10.00</u>	D. TOTAL COST TO GOVERNMENT \$ <u>99.27</u>		
16. STATEMENT OF JUSTIFICATION FOR SPECIAL MODES OF TRANSPORTATION AND ALLOWANCES					

First class travel authorized.

17. TRAVEL RECOMMENDED BY <u>Director, Office of Telecommunications Policy</u> <u>1/24/74</u> (Signature) (Title) (Date)			18. COST ACCOUNT SYMBOL <u>0.970.4.92110.511</u>	
19. TRAVEL APPROVED BY <u>Bryan M. Eagle</u> <u>Executive Assistant</u> <u>1/24/74</u> (Signature) (Title) (Date)			20. FUNDS OBLIGATED BY _____ (Initials) _____ (Date)	
21. TRAVEL CONCURRED IN (When required)				
22. TRAVEL AUTHORIZED: The person named in Item 3 above is authorized to travel at Government expense subject to the Standardized Government Travel Regulations (as amended), Bureau of the Budget Circular No. A-56 (Revised), existing GSA travel policy, and the conditions specified in this Authorization. <u>Bryan M. Eagle</u> <u>Executive Assistant</u> (Signature) (Title)			23. AUTHORIZATION NO. <u>TP4AT136</u>	
			24. DATE AUTHORIZED <u>1-24-74</u>	

GENERAL SERVICES ADMINISTRATION

GSA FORM 87
AUG. 68

INSTRUCTIONS FOR PREPARATION OF GSA FORM 87

Items 1 through 4: Self-explanatory.

Items 5 and 6: If these locations are in a regional office, enter the regional location (city and State) and the regional number; if located in GSA Central Office, enter Washington, Central Office.

Item 7: Show the specific purpose of the travel. Generalizations such as "Official Business" or similar phrases are not acceptable. Indicate why the desired results cannot be gained through correspondence or other less-expensive means than travel.

Item 8: Enter the scheduled dates of the first and last days of the travel period.

Item 9: Check whether the form represents an original or an amended authorization.

Items 10 and 11: If the form amends a previous authorization, enter the original authorization number in Item 10 and the item number(s) being amended in Item 11.

Item 12: If trip order, specify in sequence and by date each official point to be visited and, if known, the address at destination where the traveler can be reached. If authorization covers travel within specified States, list the States. If travel authorization is limited only to the continental limits of the United States, enter phrase "To any points within the continental limits of the United States, in such order and at such times as may be necessary, and return."

Item 13: Check mode(s) of transportation required. The use of extra-fare trains, extra-fare airplanes, and other types of conveyances shall be justified by showing the advantage to the Government in a statement under Item 15.

Item 14: See the GSA Administrative Manual, Chap. 7 (DOA 5410.1) for allowable mileage and per diem

rates. Under other allowances, indicate any unusual expense that the traveler will incur, such as rental of conference rooms, employment of temporary stenographers, or transfer of excess baggage in connection with official travel. If travel is incident to a change of official station, and the payment of travel, transportation, and related moving expenses is authorized, enter the remark "See attached GSA Form 87A." All such allowances must be carefully detailed on GSA Form 87A.

Item 15: Enter the estimated cost of travel, per diem, and other expenses that the Government will incur as a result of this authorization.

Item 16: If space provided is insufficient, complete the statement on a plain sheet and staple a copy to each copy of the authorization form.

Item 17: To be executed by the official recommending the travel.

Item 18: Enter the cost account symbol(s) to which the expenses incident to the travel are to be charged.

Item 19: To be executed by the official administratively approving the travel.

Item 20: For use by the service or staff office maintaining official prevalidation control records.

Item 21: When required, the signatures of concurring officials or the method by which their concurrences are obtained shall be included in this block.

Item 22: To be executed by the appropriate GSA official empowered to authorize the travel.

Item 23: The authorization number to be entered by the official approving the travel.

Item 24: Enter the date Item 22 is executed.

PREVIOUS TEMPORARY DUTY (Complete these blocks only if in travel status immediately prior to period covered by this voucher and if administratively required)

[illegible][illegible]

GPO : 1970 OF -430-454 (5A)
o48-16-79475-1

Grand total to face of voucher
(Subtotals, to be carried forward if necessary)

37. 75-

6	00	31	75
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*If per diem allowances for members of employee's immediate family are included, give members' names, their relationship to employee, and ages and marital status of children (unless this information is shown on the travel authorization).

MEMORANDUM

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					FROM-	TO-

ACCOUNTING CLASSIFICATION

* Abbreviations for Pullman accommodations: MR, master room; DR, drawing room; CP, compartment; BR, bedroom; DSR, duplex single room; RM, roomette; DRM, duplex roomette; SOS, single occupancy section; LB, lower berth; UB, upper berth; LB-UB, lower and upper berth; S, seat.

SEAT

American

boarding pass

FLIGHT

DATE

to

612/25

Tuesday 1/22/74

TRIP
1/25/74

4:00 Mr. Whitehead advises he will probably go to NYC on Friday, jan. 25.