

The original documents are located in Box 66, folder “White House - Accounts (1)” of the Philip Buchen Files at the Gerald R. Ford Presidential Library.

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W/G
accounts

October 23, 1974

FOR: Jerry Jones
FROM: Jay T. French
SUBJECT: Enclosed bill for District of Columbia Court Rules

The enclosed bill was sent to this office. I am referring it to you for payment.



THE WHITE HOUSE OFFICE

REFERRAL

To: Jerry Jones

Date: October 23, 1974

ACTION REQUESTED

- Draft reply for:
 - President's signature.
 - Undersigned's signature.
- Memorandum for use as enclosure to reply.
- Direct reply.
 - Furnish information copy.
- Suitable acknowledgment or other appropriate handling.
 - Furnish copy of reply, if any.
- For your information.
- For comment.

NOTE

~~Prompt action is essential.~~

~~If more than 72 hours' delay is encountered, please telephone the undersigned immediately, Code 1450.~~

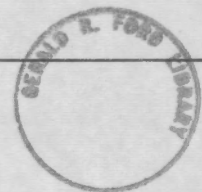
~~Basic correspondence should be returned when draft reply, memorandum, or comment is requested.~~

REMARKS:

Description:

Letter: Telegram: Other: **invoice**

To: **Office of the Counsel of the President**
 From: **Rules Service Co., 5530 Wisconsin Ave., Chevy Chase, Md. 20015**
 Date: **July 1, 1974**
 Subject: **Renewal for D. C. Court Rules**



By direction of the President:

Jay T. French
Assistant Counsel

REVISED 7/25/73

RULES SERVICE COMPANY

Suite No. 1225
5530 WISCONSIN AVENUE
CHEVY CHASE, MD. 20015
(301) 657-3023

RENEWAL INVOICE NO. **5067**

Replaced by: 4399

RE: PURCHASE ORDER NO. _____
FOR: SUBSCRIPTION EXPIRING July 31, 1975

DATE: July 1, 1975

		AMOUNT
FEDERAL AVIATION ADMINISTRATION	SUBCHAPTERS: ALL <u>C</u> <u>D</u> <u>E</u> <u>F</u> <u>G</u> <u>H</u> <u>I</u> <u>J</u> <u>K</u> <u>O</u> PARTS: 23 <u>25</u> <u>27</u> <u>29</u> AC'S <u> </u> AIRWORTHINESS DIRECTIVES <u> </u> ACT <u> </u> DRAFT RELEASES <u> </u> AIRMAIL REVISIONS <u> </u>	
COURTS	D.C. <u>1</u> CITATIONS <u> </u> PENNA. CRIMINAL <u> </u> MD. <u> </u> CIRCUITS <u> </u> CITATIONS <u> </u>	\$27.00
CIVIL AERONAUTICS BOARD	E & PR'S <u> </u> ER'S <u> </u> PR'S <u>241</u>	
N.T.S.B.	REGULATIONS <u> </u>	
FEDERAL COMMUNICATIONS COMMISSION	PARTS: 0 <u>1</u> <u>2</u> <u>17</u> <u>73</u> <u>74</u> <u>76 & 78</u> <u>87</u> <u>ALL</u> AIR MAIL REVISIONS <u> </u>	
CRIMINAL TRIAL MANUAL	MD. <u> </u> N.J. <u> </u> PA. <u> </u>	

*This Invoice Is Now Due.
May We Please Have Payment.*

SUBSCRIPTION SENT TO: (if different from billing address)

BINDERS _____

Shipping original Material (Postage) _____

- DISCOUNT _____

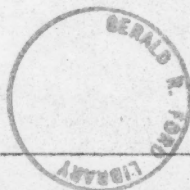
+ MD. TAX _____

This is for your renewal for DC Court Rules for the up-coming year.

TO: Office of the Counsel of the President
The White House
Washington, DC 20500

TOTAL AMOUNT DUE 527.00

COPY SENT _____



COPY

WH-

Travel
Coordinator
Account

THE WHITE HOUSE
WASHINGTON

PB:

Proposed departure
seems OK to me and
to Silberman. Do you
have a view?

PA



THE WHITE HOUSE

WASHINGTON

December 27, 1974

MEMORANDUM FOR: Phil Areeda

FROM: Bill Casselman *BC*

SUBJECT: Travel Coordinator Account

Per our recent discussion, enclosed are the records of the "Travel Coordinator" account. Until recently, this account was maintained at the Riggs National Bank by Miss Terry L. Ivey, a former White House employee and member of the First Lady's staff. As Miss Ivey explained it to me, the account was established in April 1970 by Miss Coral Schmid of Mrs. Nixon's staff. It was intended to be used as a "clearing account" to expedite payment to the United States for the travel costs of the First Lady's press corps for flights taken on Government aircraft. The Travel Coordinator advanced funds from the account to pay the costs of press travel and subsequently billed the members of the press for their air fare and related costs on a prorata basis. Payment to the United States was made by check from the Travel Coordinator payable to the Treasurer of the United States, which was forwarded through the Military Aide's Office. Members of the press, in turn, reimbursed the account by checks payable to the Travel Coordinator.

The account was used for both official and political travel. From the available records, it appears that the account has a current balance of \$6,203.78 and was last used in November 1973. However, the financial records are incomplete, lacking both canceled checks and stubs for much of the period from April 1970 to June 1972. (Presumably these records could be located through the assistance of Miss Schmid who is now employed by the Fairmont Hotel in Atlanta, Georgia, telephone 404-892-6000, extension 2773). On December 6, after referral to this office for review, the account was placed on a "closed posting basis" to prevent any deposits or withdrawals from being made while the account was under study. (See letter at Tab A).



From an examination of existing records, certain questions arise such as:

What is the source of funds from which the account was initially capitalized?

If the account is a "clearing account," why does it continue to have a balance of more than \$6,000 almost 13 months after the last recorded transaction?

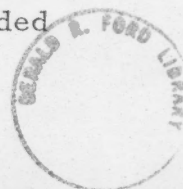
If the account is intended to cover only travel-related expenses, why do the records reflect expenditures for such items as a farewell party for Mrs. Nixon's press secretary and sandwiches for the press at a White House dinner?

Since the account was used on at least one occasion for political travel (September 1972)--at which time the press was instructed to make its reimbursement checks payable to the Committee to Reelect the President--does the account constitute a political committee which is required to be reported under Federal campaign law?

It also should be noted that the enclosed records may be "Presidential materials of the Nixon Administration," the disclosure of which is enjoined by the October 21, 1974, Order of the United States District Court for the District of Columbia in Nixon v. Sampson, et al. After discussing this possibility with Phil Buchen, I informally notified attorneys for Mr. Nixon of the existence of the records. They indicated that they would have no objection to an internal review of the records for "purposes of current government business" in accordance with the Order. They also stated that they had no objection to our discussing the account with officials of the Republican National Committee in an effort to determine the source and application of the funds.

A review of the records, including several discussions with White House and RNC officials, has not resulted in any clearer understanding of the nature and use of the account. Therefore, it is recommended that this matter be turned over to the Department of Justice for further review with a request for advice as to the proper procedures for reporting and disbursing the funds remaining in the account. It is also recommended that Mr. Nixon's attorneys be notified of this action.

Enclosures



THE WHITE HOUSE
WASHINGTON

December 6, 1974

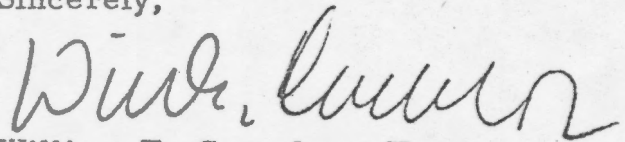
Dear Mr. Cassou:

This is to confirm our telephone conversation of this date in which I requested that you "close to posting" Account No. 01-03-498-799, which account is currently maintained in the name of Miss Terry L. Ivey, an employee of the White House.

It is my understanding that until further notice no deposits or withdrawals will be made from this account.

Thank you for your cooperation.

Sincerely,



William E. Casselman II
Counsel to the President

Mr. Bertin Cassou
Vice President
Riggs National Bank
900 F Street, N. W.
Washington, D. C. 20004



W H accounts

1/17/75

FYI Copies to:

Don Rumsfeld

Jerry Jones

Robert Linder * see attached note

Ken Lazarus



Jan. 17, 1975

To: Robert Linder
From: Phil Buchen

As indicated, John Cronin will be in touch with you to make the necessary arrangements for the audit, including arrangements for Executive Office passes.



THE WHITE HOUSE
WASHINGTON

Provide copies
to Dan Rumsfeld
Jerry Jones
Robert Fardes
Ken Lazarus



COMPTROLLER GENERAL OF THE UNITED STATES
WASHINGTON, D.C. 20548

B-133209

January 16, 1975

Mr. Philip W. Buchen
Counsel to the President
The White House

Dear Mr. Buchen:

In accordance with the request in your letter of January 2, 1975, we will audit the White House accounts to settle the accounts of the accountable officers of the previous administration for the period June 30, 1969, through August 9, 1974. As also requested, we will not start this audit until the site work on the audit of the presidential transition which is currently underway has been completed.

Our site work at the White House accounting office is substantially complete and we will be able to begin our settlement audit within the next few weeks. Appropriate arrangements have been made to avoid both staffs performing any work at the White House accounting office at the same time.

Mr. John J. Cronin, Jr., Assistant Director of our Division of Financial and General Management Studies, who will be responsible for the audit, will make the necessary arrangements with Mr. Robert Linder of your staff. Since this audit will take several months, these arrangements will include a request for Executive Office passes for the audit staff.

Sincerely yours,

Thomas R. Phelan

Comptroller General
of the United States



GAO

1/17/75

FYI Copies to:

Don Rumsfeld
Jerry Jones
Robert Linder * see attachednote
Ken Lazarus





COMPTROLLER GENERAL OF THE UNITED STATES

WASHINGTON, D.C. 20548

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Counsel to the President
The White House

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Sincerely yours,

A handwritten signature in cursive script, appearing to read "James R. Heath".

Comptroller General
of the United States

THE WHITE HOUSE

WASHINGTON

January 31, 1975

MEMORANDUM TO: PHIL BUCHEN

FROM: JACK MARSH

A considerable dispute has developed regarding questions concerning Ron Ziegler's indebtedness to the White House (see attached Jerry Jones memo), and the legality of withholding his regular pay checks to pay for that alleged indebtedness.

Upon his failure to receive his regular semiweekly pay check this past Wednesday, Ziegler advised our Office that "unless his check is mailed within one hour, I will have lawyers descending on the White House". Ziegler disputes the basic indebtedness and adds that he has been attempting "for five and one-half months to get a ruling from Jerry Jones and Wilbur Jenkins as to what expenses should properly be paid by him, and what other expenses might be paid by the White House or the Republican National Committee. Ziegler takes the position that the type of indebtedness in question relates to press corps and foreign travel expenses of the kind that have historically been paid by the White House or the RNC. In any event, Ziegler is outraged that his personal pay checks have been stopped in order to assure repayment of an alleged indebtedness that he has been making a good faith effort to resolve. He further states that "after a final ruling is made on the debts in question, I will pay the White House with my own personal check. . . I question both the propriety and the constitutionality of the sequestering of my personal pay checks".

Your advice and guidance on this matter will be deeply appreciated.



TO
R-

THE WHITE HOUSE
WASHINGTON

EYES ONLY

January 29, 1975

MEMORANDUM FOR: JOHN MARSH

FROM: JERRY JONES

In order to come out whole on Ron Ziegler's debts to the White House, I have ordered that his paychecks from today forward be held until he pays his account in full.

Ziegler presently owes Ray Zook \$2,724.16 and Wilbur Jenkins \$1,560.00 for a total of \$4,284.16. He will accumulate \$2,489.05 in paychecks from now until February 9th, including the paycheck that normally would have been sent out today. Therefore, even with holding Ziegler's paychecks, he will still owe the White House \$1,795.11.*

If you have any problems with the above, please let me know.

*We will try to recoup this amount from the retirement money Ziegler has accumulated.



THE WHITE HOUSE
WASHINGTON

W H
Acts

February 1, 1975

MEMORANDUM FOR: JERRY JONES

FROM: DUDLEY CHAPMAN *DC*

SUBJECT: Recovery of Travel Advances to
Ronald Ziegler

Wilbur Jenkins has vouchers for unreimbursed travel advances to Ron Ziegler totalling \$1,560.00. A copy of a memorandum notifying Ziegler of this dated January 6, 1975 is attached. Jenkins tells me that Ziegler's secretary acknowledged the indebtedness by phone and indicated that he was then short of funds.

Recovery of this amount by setoff against accrued pay is authorized by 5 U.S.C. 5705, a copy of which is also attached.

Recovery by setoff would be permitted by statute from his current pay check. If this were not done, it could be setoff against his final pay check, with the balance being setoff against his lump sum retirement check. Before resorting to the setoff device, it may be preferable to send him a written request for payment, indicating that setoff will be used if payment is not received by February 9, which I understand to be his termination date.

cc: Phil Buchen ✓



MEMORANDUM

THE WHITE HOUSE
WASHINGTON

January 6, 1975

MEMORANDUM FOR: RONALD ZIEGLER
FROM: Wilbur H. Jenkins
SUBJECT: Outstanding Travel Advance

Our records indicate your outstanding Travel Advance as of this date is \$ 1,560.00.

Will you please take the necessary steps to clear up this account either by Cash Refund, Check Payable to Cash, or submit Travel Vouchers to cover the amount advanced.

Thank you for your cooperation in this matter.



amount not to exceed 12 cents per mile for use of privately owned automobiles and not require that maximum amount be paid, and employee who received less than maximum amount was not entitled to payment of difference. *Burich v. U. S.*, 607 (1946), 366 F.2d 984.

2. Highway and bridge tolls

An employee who travels by privately-owned auto on a mileage basis and who uses a toll highway instead of an alternate free highway may be reimbursed for toll charges provided there is an administrative determination that the toll road is a usually traveled route or

that the official necessity for its use has been established in accordance with travel regulations. 1953, 32 Comp.Gen. 433.

3. Travel by privately owned airplane

An employee who uses private aircraft for official travel solely for his personal convenience is limited to reimbursement of round-trip common carrier cost and may not be reimbursed on mileage and actual expense basis for various modes of commercial transportation used when weather conditions necessitated abandonment of his aircraft. 1956, 35 Comp.Gen. 550.

§ 5705. Advancements and deductions

An agency may advance, through the proper disbursing official, to an employee or individual entitled to per diem or mileage allowances under this subchapter, a sum considered advisable with regard to the character and probable duration of the travel to be performed. A sum advanced and not used for allowable travel expenses is recoverable from the employee or individual or his estate by—

- (1) setoff against accrued pay, retirement credit, or other amount due the employee or individual;
- (2) deduction from an amount due from the United States; and
- (3) such other method as is provided by law.

Pub.L. 89-554, Sept. 6, 1966, 80 Stat. 500.

Historical and Revision Notes

Reviser's Notes

Source: United States Code
5 U.S.C. § 538

Revised Statutes and Statutes at Large
June 9, 1949, ch. 185, § 5, 63 Stat. 166.

Explanatory Notes.

The words "disbursing official" are substituted for "disbursing officer" because of the definition of "officer" in section 5701 which excludes a member of the uniformed service. Application to section 5705 is based on former section 73b-1 which is carried into section 5703.

Standard changes are made to conform with the definitions applicable and the style of this title as outlined in the preface to the report.

§ 5706. Allowable travel expenses

Except as otherwise permitted by this subchapter or by statutes relating to members of the uniformed services, only actual and necessary travel expenses may be allowed to an individual holding employment or appointment under the United States. Pub.L. 89-554, Sept. 6, 1966, 80 Stat. 500.



White House

Special Funds

Gave Zooks material
to Don Rumsfeld on 2/10/75

Tuesday 2/4/75

4:10 Checked with Mr. Casselman's office.

Mr. Casselman has been in touch with Coral Schmid.

Said you had asked him to keep in touch with the Republican National Committee and with the Department of Justice -- as soon as he has any new information, he will be in touch with you.



Letter from Scalia to
Casselman re

White House Travel
Coordinator Bank Account

Bill Casselman is to
make a call to former
person in charge

Ask him whether he
has followed upon
this. I would
like copy

Department of Justice
Washington, D.C. 20530

JAN 21 1975

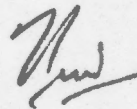
Honorable William E. Casselman II
Counsel to the President
The White House
Washington, D. C.

Dear Bill:

Enclosed is a copy of the memorandum to me from a staff attorney working on the White House travel account matter, describing the additional facts which we need before we can give an intelligent answer. It seems highly unlikely to me that you will be able to discover most or even many of them. If you cannot, we should probably discuss how best to proceed in ignorance. I am currently leaning toward a new Doctrine of Federal Escheat.

Best regards.

Sincerely,



Antonin Scalia
Assistant Attorney General
Office of Legal Counsel



Attachment

P.S. We still have the records in question and will hold them until our work on this matter is completed. We have no intention of displacing you from your position as permanent custodian.

January 10, 1975

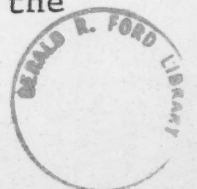
TO: Antonin Scalia
Assistant Attorney General
Office of Legal Counsel

PK FROM: Peter Klarfeld
Office of Legal Counsel

SUBJECT: White House Travel Coordinator Bank Account

In his memorandum of January 4, 1975 to the Deputy Attorney General, Mr. Casselman, Counsel to the President, requested advice as to the "proper procedures for reporting and disbursing" the funds remaining in the White House Travel Coordinator Bank Account. With his letter, Mr. Casselman forwarded such account books of the White House Travel Coordinator Account as had come into his possession. All of the above material has been forwarded by the Deputy to this Office for response.

The account appears to have been intended as a "clearing account" to expedite payment to the United States for political use of military aircraft by Mrs. Nixon and the press corps which followed her as First Lady on both her political and official outings. There are indications in the records, however, that the account was used for other purposes as well. Mr. Casselman has indicated that from his preliminary examination of the



records, it appeared to him that "the account" may have been used in such a manner as to make it a "political committee" under federal campaign law. My review of the records raises a similar possibility, although it is hard to say for sure since the political context in which the expenditures were made and the precise nature of the expenditures is unclear. In order to determine whether the handlers of this account constituted a "political committee" under the Federal Election Campaign Act, (FECA), it is necessary to know, to the extent possible:

1. The extent to which contributions were made to the account and expenditures were made from the account "for the purpose of influencing the nomination for election or election, of any person to Federal office".
2. Whether such transactions with regard to this account were reported by any other political committee, i. e., were the handlers of this account acting as agents of the Republican National Committee.



Also relevant to the above question, and necessary to determining what reporting and disbursing procedures may be required, are answers to the following questions:

1. To whom does the account belong? (i.e., does any individual or group claim ownership).
 - a. The present White House Staff?
 - b. The Republican National Committee?
 - c. President Nixon or his former staff?
2. Where did the money in the account come from?
 - a. Since it does not appear to be money from the United States Treasury, who contributed? how much? when?
3. How does whoever claims the account intend to spend it, i.e., is it to be used in the future to "influence" a federal election?

One problem is that if the fund received or spent more than \$1,000 in the 1972 federal election to support a candidate, someone may have been required to report such contributions or expenditures at that time. If no one did report campaign contributions to or expenditures from this account after the FECA took effect in the spring of 1972, the owner of the fund might now be reluctant



to claim it. This is all pure speculation. But unless, with regard to the money in the account, we know whose it is, where it came from, the nature of the activities for which it was spent and the amounts, and what whoever it belongs to intends to do with it in the future, we cannot determine obligations under either the 1971 FECA or its 1974 Amendments.

Finally, assuming we determine that these funds are the property of a "political committee" (either, for example, the Republican National Committee, or a separate White House political committee), it would appear inappropriate for the Department of Justice to go on from that point to provide legal advice to that committee as to how to proceed under the FECA. However without the information indicated above, information which does not emerge from the records we have and which Mr. Casselman advises he cannot immediately supply, we cannot make even the initial determination of whether the handlers of the account were or are a political committee or whether it would be appropriate to deposit the account in the United States Treasury.



THE WHITE HOUSE
WASHINGTON

Date 2/5/75

TO: Dudley Chapman

FROM: Wilbur H. Jenkins

Per your request.

THE WHITE HOUSE
WASHINGTON

Date 2/5/75

TO: Phil Buchen

FROM: DUDLEY CHAPMAN

Jenkins Listing of
currently outstanding balances
for travel advances, per your
request.

THE WHITE HOUSE
WASHINGTON

Eva

Please make
working desk file
for me on "WH
Special Funds"

P.

February 4, 1975

Travel Advances Outstanding as of 2/4/75

* William J. Baroody	\$ 870.00
* John G. Carlson	150.00
Jeffrey P. Eves	300.00
* Frank Gannon	200.00
Robert A. Goldwin	80.00
Robert T. Hartmann	50.00
* William Henkel	400.00
Robert L. Manning	18.22
Robert A. Mead	450.00
Jerry Warren	150.00
Gary Wright	334.65
Nell Yates	98.75
* Ronald Ziegler	1,560.00

TOTAL

\$ 4,661.62

* Travel Advances Outstanding 30 days or more.



*White House
Travel Act.*

Tuesday 2/4/75

4:10 Checked with Mr. Casselman's office.

Mr. Casselman has been in touch with Coral Schmid.

Said you had asked him to keep in touch with the Republican National Committee and with the Department of Justice -- as soon as he has any new information, he will be in touch with you.



THE WHITE HOUSE
WASHINGTON

Date 2/7/75

TO: Phil Bucher

FROM: DUDLEY CHAPMAN

Good News Confirmed!



135

THE WHITE HOUSE
WASHINGTON

Date 2/7/75

TO: DUDLEY CHAPMAN

FROM: Wilbur H. Jenkins

Attached is copies of the memorandum from Diane Sawyer and Ziegler's check reimbursing for outstanding advance, and amounts to Ray Zook.

Thank you for help in clearing up this matter.

attachment

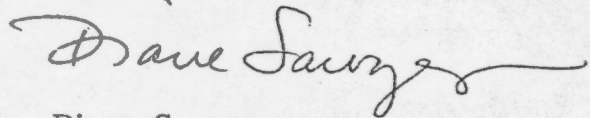
February 5, 1975

Dear Wilbur:

Enclosed are checks from Ron Ziegler to cover the amount you have indicated is outstanding to you and to cover an amount given as final tally by Ray Zook.

Will you see that Ray receives his reimbursement, and I will be in touch by phone about Ron's regular pay checks.

Thank you,

A handwritten signature in cursive script that reads "Diane Sawyer". The signature is fluid and extends to the right.

Diane Sawyer



No. 25

FEBRUARY 5₁₉ 75_w

90-1244
1222

PAY TO THE ORDER OF WHITE HOUSE ACCOUNTING OFFICE 1,560.00

ONE THOUSAND FIVE HUNDRED SIXTY-----DOLLARS

BANK OF AMERICA^{N.T.S.B.}
SAN CLEMENTE BRANCH
621 N. EL CAMINO REAL, SAN CLEMENTE, CA. 92672

Ronald L. Ziegler



No. 24

FEBRUARY 5 1975 W

90-1244
1222

PAY TO THE ORDER OF RAY ZOOK

\$ 2,724.16

TWO THOUSAND SEVEN HUNDRED TWENTY FOUR 16-----DOLLARS

BANK OF AMERICA^{NT&SA}
SAN CLEMENTE BRANCH
621 N. EL CAMINO REAL, SAN CLEMENTE, CA. 92672

Ronald H. Ziegler

