

February 3, 1997

Mr. Frank Ragano
1126 Shipwatch Circle
Tampa, FL 33602

Dear Mr. Ragano:

I have enclosed the travel authorization for your trip to Washington, DC to be deposited by the Assassination Records Review Board. I have also enclosed the travel authorization for your wife, Nancy. The ARRB has agreed to pay for the cost of changing your existing airline tickets and the difference in airfare for you and Mrs. Ragano to travel to Washington, DC on your return trip home from New York.

The ARRB has also agreed to pay per diem for Mrs. Ragano.

I have also enclosed travel envelopes that may help you keep track of your reimbursable expenses. Your meals will be covered by a \$38.00 per day per diem. Your travel will begin with your departure from New York and end with your arrival back at your residence in Tampa. Please indicate on your claim the time of day that you leave New York and the time that you arrive back to your residence for purposes of calculating your per diem. Other reimbursable expenses include: any local transportation such as taxis or mileage to and from airports, parking at the airport, and one phone call home per day. The ARRB will also cover the cost of your hotel room at the government rate of \$124 per night. I have attached a copy of the letter dated January 29, 1997, to you from Ron Haron. You must present this letter as well as your travel authorization in order to get the government rate at the hotel.

Please sign the enclosed copy of your travel vouchers and return them, along with any receipts, to me upon completion of your travel. The government requires original receipts for any expenses over \$25.00, although we ask that you include receipts for all expenses if possible. I will also need your original passenger receipt (last piece of your airline ticket) and hotel bill to process the claim.

Please feel free to call me if you have any questions.

Sincerely,

Tracy J. Shycoff

Associate Director for Administration