

September 10, 1996

Mr. James L. Rankin, Esq.
331 Soquel, Avenue
Suite 201
Santa Cruz, CA 95062

Dear Mr. Rankin:

I have enclosed your airline ticket and travel authorization for your trip to Los Angeles to testify before the Assassination Records Review Board.

I have also enclosed a travel envelope that may help you keep track of your reimbursable expenses. Your meals will be covered by a \$38.00 per day per diem. Please indicate on your claim the time of day that you leave and arrive back to your residence. 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 has arranged for your hotel room to be direct billed to us. You will be responsible for any incidental charges that you may incur.

Please sign the enclosed copy of your travel voucher and return it, 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. I look forward to seeing you in Los Angeles.

Sincerely,

Tracy J. Shycoff
Associate Director for Administration

enclosures

September 10, 1996

Mr. Wesley J. Liebeler
RR1
Box 2286
Newfane, VT 05345

Dear Mr. Liebeler:

I have enclosed your airline ticket and travel authorization for your trip to Los Angeles to testify before the Assassination Records Review Board.

I have also enclosed a travel envelope that may help you keep track of your reimbursable expenses. Your meals will be covered by a \$38.00 per day per diem. Please indicate on your claim the time of day that you leave and arrive back to your residence. 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 has arranged for your hotel room to be direct billed to us. You will be responsible for any incidental charges that you may incur.

Please sign the enclosed copy of your travel voucher and return it, 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. I look forward to seeing you in Los Angeles.

Sincerely,

Tracy J. Shycoff
Associate Director for Administration

enclosures

September 10, 1996

Mr. David W. Belin
Belin Harris Lamson McCormick
Attorneys at Law
2000 Financial Center
Des Moines, IA 50309

Dear Mr. Belin:

I have enclosed a copy of your travel authorization for your trip to Los Angeles to testify before the Assassination Records Review Board. As we previously discussed, the ARRB will reimburse you for the cost of your airline ticket up to the government rate of \$600.00.

I have also enclosed a travel envelope that may help you keep track of your reimbursable expenses. Your meals will be covered by a \$38.00 per day per diem. Please indicate on your claim the time of day that you leave and arrive back to your residence. 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 has arranged for your hotel room to be direct billed to us. You will be responsible for any incidental charges that you may incur.

Please sign the enclosed copy of your travel voucher and return it, 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. I look forward to seeing you in Los Angeles.

Sincerely,

Tracy J. Shycoff
Associate Director for Administration

enclosures
October 17, 1996

Mr. Edwin Lopez
51 Bellevue Drive
Rochester, NY 14620

Dear Mr. Lopez:

I have enclosed your airline ticket and a copy of your travel authorization for your trip to Washington, DC to meet with the staff of the Assassination Records Review Board.

I have also enclosed a travel envelope that may help you keep track of your reimbursable expenses. Your meals will be covered by a \$38.00 per day per diem. Please indicate on your claim the time of day that you leave and arrive back to your residence. Other reimbursable expenses include: your hotel room, any local transportation such as taxis or mileage to and from airports, parking at the airport, and one phone call home per day.

As we previously discussed, I have arranged a hotel room for you at the DoubleTree Hotel at National Airport, 300 Army-Navy Drive, at the government rate of \$124 per night. The hotel number is 703-416-4100. You will need to present your travel authorization upon check-in.

Please sign the enclosed copy of your travel voucher and return it, 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

enclosures
October 17, 1996

Mr. Gaeton Fonzi
7532 West Treasure Drive
North Bay Village, FL 33141-4118

Dear Mr. Fonzi:

I have enclosed your airline ticket and a copy of your travel authorization for your trip to Washington, DC to meet with the staff of the Assassination Records Review Board.

I have also enclosed a travel envelope that may help you keep track of your reimbursable expenses. Your meals will be covered by a \$38.00 per day per diem. Please indicate on your claim the time of day that you leave and arrive back to your residence. Other reimbursable expenses include: your hotel room, any local transportation such as taxis or mileage to and from airports, parking at the airport, and one phone call home per day.

As we previously discussed, I have arranged a hotel room for you at the DoubleTree Hotel at National Airport, 300 Army-Navy Drive, at the government rate of \$124 per night. The hotel number is 703-416-4100. You will need to present your travel authorization upon check-in.

Please sign the enclosed copy of your travel voucher and return it, 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

enclosures

October 17, 1996

Mr. Dan Hardway
1025 Vance Avenue
Fort Wayne, IN 46805

Dear Mr. Hardway:

I have enclosed your airline ticket and a copy of your travel authorization for your trip to Washington, DC to meet with the staff of the Assassination Records Review Board.

I have also enclosed a travel envelope that may help you keep track of your reimbursable expenses. Your meals will be covered by a \$38.00 per day per diem. Please indicate on your claim the time of day that you leave and arrive back to your residence. Other reimbursable expenses include: your hotel room, any local transportation such as taxis or mileage to and from airports, parking at the airport, and one phone call home per day.

As we previously discussed, I have arranged a hotel room for you at the DoubleTree Hotel at National Airport, 300 Army-Navy Drive, at the government rate of \$124 per night. The hotel number is 703-416-4100. You will need to present your travel authorization upon check-in.

Please sign the enclosed copy of your travel voucher and return it, 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

enclosures

November 8, 1996

Mr. Jim Hosty
1600 Islamorada Boulevard
#72B
Punta Gorda, FL 33955

Dear Mr. Hosty:

I have enclosed a copy of your travel authorization for your trip to Washington, DC to meet with the staff of the Assassination Records Review Board. Please keep your travel authorization with you during your travel.

I have also enclosed a travel envelope that may help you keep track of your reimbursable expenses. Your meals will be covered by a \$38.00 per day per diem. Please indicate on your claim the time of day that you leave and arrive back to your residence. Other reimbursable expenses include: your hotel room, any local transportation such as taxis or mileage to and from airports, parking at the airport, and one phone call home per day. We will also reimburse you for your airline ticket up to the government rate of \$338.00.

As we previously discussed, I have arranged a hotel room for you at the DoubleTree Hotel at National Airport, 300 Army-Navy Drive, at the government rate of \$124 per night. The hotel number is 703-416-4100. You will need to present your travel authorization upon check-in. Your confirmation number is 605872.

Please sign the enclosed copy of your travel voucher and return it, 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
November 8, 1996

Mr. Vincent Madonia
17907 New Riders Way
Anderson, CA 96007-9253

Dear Mr. Madonia:

I have enclosed a copy of your travel authorization for your trip to Washington, DC to meet with the staff of the Assassination Records Review Board. Please keep your travel authorization with you during your travel.

I have also enclosed a travel envelope that may help you keep track of your reimbursable expenses. Your meals will be covered by a \$38.00 per day per diem. Please indicate on your claim the time of day that you leave and arrive back to your residence. Other reimbursable expenses include: your hotel room, any local transportation such as taxis or mileage to and from airports, parking at the airport, and one phone call home per day. We will also reimburse you for your airline ticket up to the government rate of \$414.00.

I have arranged a hotel room for you at the DoubleTree Hotel at National Airport, 300 Army-Navy Drive, at the government rate of \$124 per night. The hotel number is 703-416-4100. You will need to present your travel authorization upon check-in. Your confirmation number is 611884. Your room has been guaranteed for late arrival against my personal credit card--please let me know if your travel plans change.

Please sign the enclosed copy of your travel voucher and return it, 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
March 27, 1997

Mr. Moses Weitzman
0-67 Fairlawn Parkway
Fairlawn, NJ 07410

Dear Mr. Weitzman:

I have enclosed a copy of your travel authorization and train ticket for your upcoming trip to Washington, DC to testify before the Assassination Records Review Board. Please keep your travel authorization with you during your travel.

I have also enclosed a travel envelope that may help you keep track of your reimbursable expenses. Your meals will be covered by a \$42.00 per day per diem. Please indicate on your claim the time of day that you leave and arrive back to your residence. Other reimbursable expenses include: any local transportation such as taxis or mileage to and from train stations and parking at the train station.

Please sign the enclosed copy of your travel voucher and return it, 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 train ticket) to process the claim.

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

Sincerely,

Tracy J. Shycoff
Associate Director for Administration

March 27, 1997

Mr. Richard Trask
35 Centre Street
Danvers, MA 01923

Dear Mr. Trask:

I have enclosed a copy of your travel authorization and airline ticket for your upcoming trip to Washington, DC to testify before the Assassination Records Review Board. Please keep your travel authorization with you during your travel.

I have also enclosed a travel envelope that may help you keep track of your reimbursable expenses. Your meals will be covered by a \$42.00 per day per diem. Please indicate on your claim the time of day that you leave and arrive back to your residence. Other reimbursable expenses include: any local transportation such as taxis or mileage to and from airports and parking at the airport.

Please sign the enclosed copy of your travel voucher and return it, 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 train ticket) to process the claim.

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

Sincerely,

Tracy J. Shycoff
Associate Director for Administration

March 28, 1997

Mr. Josiah Thompson
Jones, Wyatt & Roberts
Denver Place South Tower
999 18th Street
Suite 2460
Denver, CO 80201

Dear Mr. Thompson:

I have enclosed a copy of your travel authorization and flight information for your upcoming trip to Washington, DC to testify before the Assassination Records Review Board. Please keep your travel authorization with you during your travel. You will need to present your travel authorization upon arrival at the hotel.

I have made a reservation for you at the Mayflower Hotel at the government rate of \$124 per night for the night of April 1. The hotel is located at 1127 Connecticut Avenue, NW, and the phone number is 202-347-3000. Your confirmation number is 0334140 and has been guaranteed for late arrival. I have let the hotel know that you will be arriving very late and to please hold the room for you. Your meals will be covered by a \$42.00 per day per diem. Other reimbursable expenses include: any local transportation such as taxis or mileage to and from airports and parking at the airport.

As we discussed, please report to the Review Board office on the morning of April 2. We will process your travel claim at that time as well as allow for time to go over your testimony with David Marwell and Jeremy Gunn. 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 train ticket) to process the claim.

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

Sincerely,

Tracy J. Shycoff
Associate Director for Administration

March 31, 1997

Mr. Art Simon
95 E 10th Street
Apt. 6
New York, NY 10003

Dear Mr. Simon:

I have enclosed a copy of your travel authorization and train ticket for your upcoming trip to Washington, DC to testify before the Assassination Records Review Board. Please keep your travel authorization with you during your travel.

I have also enclosed a travel envelope that may help you keep track of your reimbursable expenses. Your meals will be covered by a \$42.00 per day per diem. Please indicate on your claim the time of day that you leave and arrive back to your residence. Other reimbursable expenses include: any local transportation such as taxis or mileage to and from train stations and parking at the train station.

Please sign the enclosed copy of your travel voucher and return it, 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 train ticket) to process the claim.

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

Sincerely,

Tracy J. Shycoff
Associate Director for Administration

April 23, 1997

Mr. Floyd A. Riebe
P.O. Box 185
Kelleyville, OK 74039

Dear Mr. Riebe:

I have enclosed a copy of your travel authorization and airline ticket for your upcoming trip to Washington, DC to be deposited by the Assassination Records Review Board. Please keep your travel authorization with you during your travel. You will need to present your travel authorization upon arrival at the hotel.

I have made a reservation for you at the Courtyard by Marriott in Crystal City, VA, 2899 Jefferson Davis Highway, 703-549-3434, at the rate of \$152.55. Your confirmation number is 80632559 and the room has been guaranteed for late arrival against my personal credit card. I have also enclosed a travel envelope that may help you keep track of your reimbursable expenses. Your meals will be covered by a \$42.00 per day per diem. Please indicate on your claim the time of day that you leave and arrive back to your residence. Other reimbursable expenses include: your hotel room, any local transportation such as taxis or mileage to and from the airport and parking at the airport. You will receive a travel advance in the amount of \$250.00 within the week to help cover these costs.

Please sign the enclosed copy of your travel voucher and return it, 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 your 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

enclosures

June 25, 1997

Mr. John S. McVickar
PO Box 1431
Stowe, VT 05672

Dear Mr. McVickar:

I have enclosed a copy of your travel authorization and airline ticket for your upcoming trip to Boston, MA to be interviewed by members of the staff of the Assassination Records Review Board. Please keep your travel authorization with you during your travel.

I have also enclosed a travel envelope that may help you keep track of your reimbursable expenses. Your meals will be covered by a \$42.00 per day per diem. Please indicate on your claim the time of day that you leave and arrive back to your residence. Other reimbursable expenses include: any local transportation such as taxis or mileage to and from the airport and parking at the airport.

Please sign the enclosed copy of your travel voucher and return it, 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) to process the claim.

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

Sincerely,

Tracy J. Shycoff
Associate Director for Administration

September 3, 1997

Mr. James W. Sibert
4937 Normandy Court
Cape Coral, FL 33904-5673

Dear Mr. Sibert:

I have enclosed a copy of your travel authorization and airline ticket for your upcoming trip to Washington, DC to be deposited by the Assassination Records Review Board. Please keep your travel authorization with you during your travel. You will need to present your travel authorization upon arrival at the hotel to receive the government contractor rate.

I have made a reservation for you at the Courtyard by Marriott in Crystal City, VA, 2899 Jefferson Davis Highway, 703-549-3434, at the rate of \$163.52. Your confirmation number is 83375225 and the room has been guaranteed for late arrival against my personal credit card. I have also enclosed a travel envelope that may help you keep track of your reimbursable expenses. Your meals will be covered by a \$42.00 per day per diem. Please indicate on your claim the time of day that you leave and arrive back to your residence. Other reimbursable expenses include: your hotel room, any local transportation such as taxis or mileage to and from the airport and parking at the airport.

Please sign the enclosed copy of your travel voucher and return it, 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 your hotel bill to process the claim. The fiscal year for the government ends on September 30, 1997 so timely submission of your expenses would be appreciated.

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

Sincerely,

Tracy J. Shycoff
Associate Director for Administration

enclosures

September 3, 1997

Mr. Francis X. O'Neill, Jr.
213 Crosswoods Road
Branford, CT 06045

Dear Mr. O'Neill:

I have enclosed a copy of your travel authorization and airline ticket for your upcoming trip to Washington, DC to be deposited by the Assassination Records Review Board. Please keep your travel authorization with you during your travel.

I have also enclosed a travel envelope that may help you keep track of your reimbursable expenses. Your meals will be covered by a \$42.00 per day per diem. Please indicate on your claim the time of day that you leave and arrive back to your residence. Other reimbursable expenses include: any local transportation such as taxis or mileage to and from the airport and parking at the airport.

Please sign the enclosed copy of your travel voucher and return it, 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) to process the claim. The fiscal year for the government ends on September 30, 1997 so timely submission of your expenses would be appreciated.

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

Sincerely,

Tracy J. Shycoff
Associate Director for Administration

enclosures

September 3, 1997

Mr. Fred Reeves
15816 Via Del Alba
Rancho Santa Fe, CA 92067

Dear Mr. Reeves:

I have enclosed a copy of your travel authorization and airline ticket for your upcoming trip to Washington, DC to be interviewed by the Assassination Records Review Board. Please keep your travel authorization with you during your travel. You will need to present your travel authorization upon arrival at the hotel to receive the government contractor rate.

I have made a reservation for you at the DoubleTree Hotel-National Airport in Arlington, VA, 300 Army-Navy Drive, 703-416-4100, at the rate of \$135.00. Your confirmation number is 715258 and the room has been guaranteed for late arrival against my personal credit card. I have also enclosed a travel envelope that may help you keep track of your reimbursable expenses. Your meals will be covered by a \$42.00 per day per diem. Please indicate on your claim the time of day that you leave and arrive back to your residence. Other reimbursable expenses include: your hotel room, any local transportation such as taxis or mileage to and from the airport and parking at the airport. Your travel authorization notes which days' expenses the ARRB will cover. I know that your return to California has not yet been finalized. Government airline tickets can be changed at anytime without penalty. Please contact either me or SATO travel to change your current reservation.

Please sign the enclosed copy of your travel voucher and return it, 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 your hotel bill to process the claim. The fiscal year for the government ends on September 30, 1997 so timely submission of your expenses would be appreciated.

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

Sincerely,

Tracy J. Shycoff
Associate Director for Administration

September 3, 1997

Mr. James K. Toner
Eastman Kodak Company
1700 Dewey Avenue
Rochester, NY 14650-1925

Dear Mr. Toner:

I have enclosed a copy of your travel authorization and airline ticket for your upcoming trip to Washington, DC to perform photographic work on behalf of the Assassination Records Review Board. Please keep your travel authorization with you during your travel. You will need to present your travel authorization upon arrival at the hotel to receive the government contractor rate.

I have made a reservation for you at the Courtyard by Marriott in Crystal City, VA, 2899 Jefferson Davis Highway, 703-549-3434, at the rate of \$141.57. Your confirmation number is 83374849 and the room has been guaranteed for late arrival against my personal credit card. I have also enclosed a travel envelope that may help you keep track of your reimbursable expenses. Your meals will be covered by a \$42.00 per day per diem. Please indicate on your claim the time of day that you leave and arrive back to your residence. Other reimbursable expenses include: your hotel room, any local transportation such as taxis or mileage to and from the airport and parking at the airport.

Please sign the enclosed copy of your travel voucher and return it, 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 your hotel bill to process the claim. The fiscal year for the government ends on September 30, 1997 so timely submission of your expenses would be appreciated.

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

Sincerely,

Tracy J. Shycoff
Associate Director for Administration

July 7, 1998

Mr. Roland J. Zavada
21 Cottonwood Lane
Pittsford, NY 14534

Dear Mr. Zavada:

I have enclosed a copy of your travel authorization and a copy of your airline passenger receipt for your upcoming trip to Washington, DC to perform photographic work on behalf of the Assassination Records Review Board. Please keep your travel authorization with you during your travel. You will need to present your travel authorization upon arrival at the hotel to receive the government contractor rate.

I have made a reservation for you at the Crystal Gateway Marriott in Crystal City, VA, 1700 Jefferson Davis Highway, 703-920-3230, at the rate of \$169.00 plus tax. Your confirmation number is 83313763 and the room has been guaranteed for late arrival against my personal credit card. Doug Horne will give you a travel voucher and a travel envelope that may help you keep track of your reimbursable expenses. Your meals will be covered by a \$42.00 per day per diem. Please indicate on your claim the time of day that you leave and arrive back to your residence. Other reimbursable expenses include: your hotel room, any local transportation such as taxis or mileage to and from the airport, parking at the airport and the rental car that has been reserved for you.

Please sign the blank copy of your travel voucher and return it, 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 hotel bill to process the claim. As you know, the ARRB is in the final phase of operations, so timely submission of your expenses would be appreciated.

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

Sincerely,

Tracy J. Shycoff
Associate Director for Administration

October 16, 1997

Mr. Edward F. Reed, Jr.
54 Blake Avenue
Rockledge, PA 19046

Dear Mr. Reed:

I have enclosed a copy of your travel authorization and your travel advance check for your upcoming trip to Washington, DC to be deposited by the Assassination Records Review Board. Please keep your travel authorization with you during your travel. You will need to present your travel authorization upon arrival at the hotel to receive the government contractor rate.

I have made a reservation for you at the Holiday Inn in College Park, MD, 10000 Baltimore Boulevard, 301-345-6700, at the rate of \$84.00. Your confirmation number is 68124688 and the room has been guaranteed for late arrival against my personal credit card. I am told you have a knowledge of the area so the hotel is located directly off of the Route 1 exit on the Beltway (495) if this is helpful. I have also enclosed a travel envelope that may help you keep track of your reimbursable expenses. Your meals will be covered by a \$42.00 per day per diem. Please indicate on your claim the time of day that you leave and arrive back to your residence. Other reimbursable expenses include: your hotel room, mileage to and from DC, any tolls you pay along the way, and any parking expenses. The hotel informed me that they have a complimentary shuttle that can take you to and from NARA.

Please sign the enclosed copy of your travel voucher and return it, 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.

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

Sincerely,

Tracy J. Shycoff
Associate Director for Administration

enclosures

October 16, 1997

Mr. Jerrol F. Custer
9920 Saltsburg Road
Pittsburgh, PA 15339

Dear Mr. Custer:

I have enclosed a copy of your travel authorization, airline ticket, and travel advance check for your upcoming trip to Washington, DC to be deposited by the Assassination Records Review Board. Please keep your travel authorization with you during your travel. You will need to present your travel authorization upon arrival at the hotel to receive the government contractor rate.

I have made a reservation for you at the DoubleTree Hotel at National Airport, 300 Army Navy Drive, Arlington, VA, 703-416-4100, at the rate of \$134.97. Your confirmation number is 731226 and the room has been guaranteed for late arrival against my personal credit card. I have also enclosed a travel envelope that may help you keep track of your reimbursable expenses. Your meals will be covered by a \$42.00 per day per diem. Please indicate on your claim the time of day that you leave and arrive back to your residence. Other reimbursable expenses include: your hotel room, any local transportation such as taxis or mileage to and from the airport and parking at the airport.

Please sign the enclosed copy of your travel voucher and return it, 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 your 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

enclosures

January 15, 1998

Dr. Henry Lee
Director
Connecticut State Police Forensic
Science Laboratory
278 Colony Street
Meriden, CT 06451

Dear Dr. Lee:

I have enclosed a copy of your travel authorization, flight itinerary and the passenger receipt for your electronic ticket for your upcoming trip to Washington, DC to view autopsy records on behalf of the Assassination Records Review Board. Please keep your travel authorization with you during your travel. You will need to present your travel authorization upon arrival at the hotel to receive the government rate.

I have made a reservation for you at the J.W. Marriott Hotel, 1331 Pennsylvania Avenue, NW, Washington, DC 20004, 202-393-2000, at the rate of \$112.00 plus tax. Your confirmation number is 82365367 and the room has been guaranteed for late arrival against my personal credit card. I have also enclosed a travel envelope that may help you keep track of your reimbursable expenses. Your meals will be covered by a \$42.00 per day per diem. Please indicate on your claim the time of day that you leave and arrive back to your residence. Other reimbursable expenses include: your hotel room, any local transportation such as taxis or mileage to and from the airport and parking at the airport.

Please sign the enclosed copy of your travel voucher and return it, 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 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

enclosures

January 15, 1998

Dr. Vincent J.M. DiMaio
Chief Medical Examiner
Bexar County Forensic Science Center
7337 Louis Pasteur Drive
San Antonio, TX 78229

Dear Dr. DiMaio:

I have enclosed a copy of your travel authorization, flight itinerary and the passenger receipt for your electronic ticket for your upcoming trip to Washington, DC to view autopsy records on behalf of the Assassination Records Review Board. Please keep your travel authorization with you during your travel. You will need to present your travel authorization upon arrival at the hotel to receive the government rate.

I have made a reservation for you at the J.W. Marriott Hotel, 1331 Pennsylvania Avenue, NW, Washington, DC 20004, 202-393-2000, at the rate of \$112.00 plus tax. Your confirmation number is 82365575 and the room has been guaranteed for late arrival against my personal credit card. I have also enclosed a travel envelope that may help you keep track of your reimbursable expenses. Your meals will be covered by a \$42.00 per day per diem. Please indicate on your claim the time of day that you leave and arrive back to your residence. Other reimbursable expenses include: your hotel room, any local transportation such as taxis or mileage to and from the airport and parking at the airport.

Please sign the enclosed copy of your travel voucher and return it, 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 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

enclosures

April 2, 1998

Mr. David J. Garrow
Presidential Distinguished Professor
Law School
Emory University
G523 Gambrell Hall
1301 Clifton Road
Atlanta, GA 30322

Dear Mr. Garrow:

I have enclosed a copy of your travel authorization and airline ticket for your upcoming trip to Washington, DC to participate in the experts conference for the Assassination Records Review Board. Please keep your travel authorization with you during your travel.

I have made a reservation for you at the Tabard Inn, 1739 N Street, NW, Washington, DC, 202-785-1277, at the rate of \$99 - \$115 per night plus tax. Your confirmation number is C47F120C and the room has been guaranteed for late arrival against my personal credit card. The hotel has a 48 hour cancellation policy. I have also enclosed a travel envelope that may help you keep track of your reimbursable expenses. Your meals will be covered by a \$42.00 per day per diem. Please indicate on your claim the time of day that you leave and arrive back to your residence. Other reimbursable expenses include: your hotel room, any local transportation such as taxis or mileage to and from the airport and parking at the airport.

Please sign the enclosed copy of your travel voucher and return it, 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 airline passenger receipt 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

September 1, 1998

Dr. Michael R. Zimmerman
Director of Clinical Laboratories
Department of Pathology and Laboratory Medicine
Maimonides Medical Center
4802 Tenth Avenue
Brooklyn, NY 11219

Dear Dr. Zimmerman:

I have enclosed a copy of your travel authorization and train ticket for your upcoming trip to Washington, DC to participate in the meeting on ballistics testing on behalf of the Assassination Records Review Board. Please keep your travel authorization with you during your travel.

Reservations have been made for you at the Holiday Inn in College Park, MD, 10000 Baltimore Boulevard, 301-345-6700, at the government rate of \$99.00. Your confirmation number is 66584095. I have also enclosed a travel envelope that may help you keep track of your reimbursable expenses. Your meals will be covered by a \$42.00 per day per diem. Please indicate on your claim the time of day that you leave your residence and arrive at your Philadelphia destination. Other reimbursable expenses include: your hotel room, any local transportation such as taxis or mileage to and from the airport and parking at the airport.

Please sign the enclosed copy of your travel voucher and return it, 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 train ticket passenger receipt and hotel bill to process the claim. As you know, the ARRB is in the final phase of operations, so immediate submission of your expenses would be appreciated.

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

Sincerely,

Tracy J. Shycoff
Deputy Director