

From: Clare DeFino
To: TWD2.TW9A.RRR (Richard Rough) CFO
Date: 6/24/98 4:20pm
Subject: FY98 TRAVEL

Rick,

In order to adequately fund planned travel for the balance of FY98, the Commissioners have agreed to the transfer funds within the Management and Support Program. The Commissioners have also agreed to make the necessary adjustments the blanket authorities. This office has the Commissioner's concurrence on file.

Further, the Commission offices have been advised that the CFO will be in contact with them to make necessary adjustments to the blanket authorities.

Therefore, you should take the following actions.

1. Transfer \$20,000 from IP for OSART to the Commission travel budget.
2. Adjust the blanket authorities as follows:

Commissioner Dicus' office: Close out blankets for T. Chan, K. McDaniel and B. Jones. Deobligate \$4,000 from J. Lubenau blanket.

Commissioner Diaz' office. No change to the blanket authority. Request the Diaz office to submit a new request to cover costs already incurred.

Commissioner McGaffigan's office: Close out all blankets.

Once these actions have been completed, we request an updated COMEDO report reflecting the funds available.

CC: JES, TWD2.TW9A.EMM1

A/g