



FYI

Assassination Records Review Board
600 E Street NW • 2nd Floor • Washington, DC 20530
(202) 724-0088 • Fax: (202) 724-0457

April 19, 1996

Pierre-Antoine Finck, M.D.
[REDACTED]

Dear Dr. Finck:

This letter confirms the information discussed between you and Mr. Horne on April 17, 1996 concerning your upcoming visit to Washington.

Hotel: We have reserved a room with king-sized bed for you and Mrs. Finck at the Mayflower Hotel in Washington, DC for the following nights: May 23, 24 and 25. Check-out date is May 26. The reimburseable daily room rate is \$175.00 per night; a small additional fee for double occupancy (which is not reimburseable) will be added to the daily rate by the hotel. Your reservation confirmation number is: 5971010. You may check in at any time on May 23; arrangements have been made with the hotel to hold your room until you arrive, regardless of the time of day or night. In response to your question, the address and telephone number of the hotel is as follows:

Mayflower Hotel
1127 Connecticut Avenue, N.W.
Washington, D.C. 20036
Telephone: (202) 347-3000

Air Transportation: We understand that you will be making your own air transportation arrangements. Please save the portion of your ticket called "Passenger Receipt," even if you choose to travel First Class or Business Class. If you provide us with a photocopy of your Passenger Receipt, we will be able to arrange reimbursement for the cost of a U.S. government coach round-trip fare, which is approximately \$870.00. We are confident that reimbursement for this amount will not be a problem, even if you do travel First Class.

Deposition: The deposition will be on Friday, May 24, 1996 at the new Archives facility in College Park, Maryland. A map showing the location is enclosed for familiarization purposes only. I will be happy to meet you in the lobby of the Mayflower Hotel at 9:00 A.M. on Friday, May 24, 1996 and drive you to Archives

Pierre A. Finck, M.D.
April 19, 1996
Page 2

II for the deposition. The deposition itself is tentatively scheduled to begin at 10:00 A.M. Past experience tells us that the deposition should be concluded by 4:00-5:00 P.M., at the latest. I will be happy to provide you with transportation back to your hotel following the deposition.

Orders: Your invitational travel orders from the Review Board are enclosed with this letter. Please carry them with you at all times, especially when checking in at your hotel; they may be required at the hotel in order to justify the "government contractor" room rate quoted above.

Travel Claim: We will submit your travel claim for you. Mr. Horne of my staff will bring travel claim documents with him on May 24 for you to sign; my administrative staff will submit your claim on Monday, May 27 and will ensure that it is processed appropriately. The reimbursements which we expect to process for you will include the rate for one U.S. government coach round trip fare from Geneva to Washington, the cost of a hotel room for one person for three nights at the U.S. government contractor rate, and the allowable cost for meals for three days for one person.

The deposition will take place in a small conference room with a very limited group of participants. You will be seated at a conference table and may remain seated throughout the deposition.

Thank you very much for your cooperation to date with the Review Board. Please call me, Mr. Gunn or Mr. Horne (collect) at (202) 724-0088 should you have any questions. I look forward to meeting you on Friday, May 24, 1996 at 9:00 at the Mayflower Hotel. Best wishes for a safe and comfortable journey.

Sincerely,



David G. Marwell
Executive Director

Enclosures

001109

DESCRIPTION: Finck-DC

INITIALS: pf

1 AUTHORIZATION NO.

OFFICIAL TDY TRAVEL AUTHORIZATION

RECALL NO: 00032

ORGANIZATION CODE: T1191100

T 3 9 4 1 0 1 9 5

2. TRAVELER (first name, middle initial, last name)

Pierre A. Finck, M.D.

3. TITLE

JRITY NO.

241-54-1184

5. ADDRESS TO WHICH REIMBURSEMENT CHECK WILL BE MAILED:

6A. OFFICE/SERVICE AND DIVISION

6B. CORR. SYMBOL

T1191100

OFFICIAL DUTY STATION

8. OFFICE PHONE NO.

202 724-0088

TYPE

ORIGINAL

AMENDMENT

10. CATEGORY
 SINGLE TRIP

LOA (COST NO COST)

11. TRAVEL PURPOSE (Check One)

SITE VISIT INFORMATION MEETING TRAINING ATTENDANCE SPEECH OR PRESENTATION CONFERENCE ATTENDANCE ENTITLEMENT SPECIAL MISSION OTHER (Specify)

12. SPECIFIC TRAVEL PURPOSE: Invitational Travel Orders for Dr. Finck to attend deposition by the ARRB at the National Archives II.

13. AUTHORIZED OFFICIAL ITINERARY

NOTE: DO NOT include any personal sidetrips or modes of transportation that are for personal convenience and/or preference.

CAL YR DATE	WEEK-DAY	ITINERARY POINT		PER DIEM RATE			ACTUAL EXPENSE RATE	MODE OF TRANS. BETWEEN ITINERARY POINTS	MODE OF LOCAL TRANSPORTATION
		CITY	STATE	M&IE RATE	MAXIMUM LODGING	TOTAL MAXIMUM			
		FROM:							
		TO:							
NO. OF NIGHTS									
3	05/23/96	Thu	Washington	DC	38	124	162	Air	
	05/26/96	Sun	Geneva, Switz.						
		TO:							

14. IS THE EMPLOYEE MAKING ANY DEVIATIONS FROM THE AUTHORIZED ITINERARY FOR PERSONAL CONVENIENCE, TAKING ANY ANNUAL LEAVE OR USING A DIFFERENT MODE OF TRANSPORTATION FOR PERSONAL CONVENIENCE? (If "YES", explain in Item 22, "REMARKS")
(Note: any deviations from the authorized itinerary requires a comparative cost statement on the SF 1012, Travel Voucher.)
 YES NO

15. IF AIR TRANSPORTATION IS THE AUTHORIZED MODE OF TRAVEL BETWEEN ITINERARY POINTS, IS THE LOWEST PRICED CONTRACT CARRIER BEING USED BETWEEN ALL ITINERARY POINTS? (If "NO", justify in Item 22)
 YES NO

16. IS EXTRA FARE AIR (first class, business class, etc.) OR RAIL (Metroclub, pullman, etc.) AUTHORIZED? (If "YES", justify in Item 22)
 YES NO

17A. WILL POV BE USED FOR ANY TRAVEL BETWEEN ITINERARY POINTS? (If "YES", check one box below and complete Item 17B)
 USE OF POV IS ADVANTAGEOUS TO THE GOVERNMENT USE OF POV IS NOT ADVANTAGEOUS TO THE GOVERNMENT. USE OF POV HAS BEEN DETERMINED TO BE FOR PERSONAL CONVENIENCE AND REIMBURSEMENT LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER.

17B. MILEAGE RATE AUTHORIZED PER MILE: .30¢

18. IS ACTUAL EXPENSE UNUSAL CIRCUMSTANCES AUTHORIZED? (If "YES", justify in Item 22)
 YES NO
IF ACTUAL EXPENSE IS AUTHORIZED, THE FOLLOWING APPLY:
(1) EXPENSES MUST BE ITEMIZED EACH DAY.
(2) RECEIPTS ARE REQUIRED FOR LODGING AND EACH MEAL OVER \$25.00.
(3) REIMBURSEMENT FOR MEALS AND MISCELLANEOUS SUBSISTENCE EXPENSE MAY NOT EXCEED 150% OF THE AMOUNT IN ITEM 13(d).

19. TRAVELER IS (Check One)
a. GOVT CHARGE CARD HOLDER b. GOVT CHARGE CARD DECLINEE c. INFREQUENT TRAVELER

20. METHOD OF OBTAINING COMMON CARRIER TICKETS (Check One)
(NOTE: If Item 19a was checked and you check 20b or c, explain in Item 22)
a. INDIVIDUAL GOVERNMENT CHARGE CARD b. BLANKET GOVERNMENT CHARGE CARD c. GOVERNMENT TRANSPORTATION REQUEST d. OTHER (explain in Item 22)

21. FUNDS OBLIGATED

A. INITIALS
B. DATE

22. REMARKS
Foreign air carrier is authorized due to time constraints and traveler will be reimbursed at the govt. American carrier rate.
Govt. contractor hotel rate applies.

23. EST. COST TO GOVERNMENT
A. TOTAL COMMON CARRIER COST \$ 870.00
B. TOTAL PER DIEM AND OTHER \$ 800.00
C. TOTAL ESTIMATED COST \$ 1670.00

24. TRAVEL ADVANCE WILL BE OBTAINED BY (Check One)
 GOVERNMENT ISSUED CHARGE CARD SF 1038. ADVANCE OF FUNDS APPLICATION AND ACCOUNT

25. ADVANCE AUTHORIZED \$

CARD HOLDER 102.90
NON-CARD HOLDER 411.60

26. NEAR ACCOUNT CLASS.	FUND	ORGANIZATION	BUDGET ACTIVITY	OBJECT CLASS	FUNCTION	COST ELEMENT	PROJECT/PROSPECTUS	COST CENTER A	WORK ITEM	COST CENTER B
	989.6	T1191100	00	21	000	113				

27A. NAME AND TITLE OF AUTHORIZING OFFICIAL
David Marwell
Executive Director

27B. SIGNATURE (PRESS FIRMLY, USE BALL POINT PEN)

27C. DATE
4/18/96

GETTING TO ARCHIVES II

