

**From:** Maria Lopez-Otin  
**To:** WND1.WNP1(JES, SFC), JLF *Jesse Funches*  
**Date:** 8/6/98 5:01pm  
**Subject:** CHAIRMAN AND COMMISSIONER TRAVEL ESTIMATE -Reply

Jesse,

Thanks,

Maria

>>> Jesse Funches 08/06/98 10:14am >>>

The new Commission Internal Procedures require me to allocate funds to each Commissioner's office for travel and representational expenses which will be approved by the Commission as part as part of the budget process. To assist me in determining a recommended allocation for travel, please provide me an estimate of the travel funds that your Commissioner's office requires for FY1999 and FY2000. I am developing an estimate for the two currently vacant commissioner positions. I would appreciate yor highlighting any abnormal travel need that you are anticipating for any of the years.

If you need historical data or other assistance in making the travel estimate, please let me know.

I would appreciate a response by noon on Monday, 8/10/98.

Jesse

**CC:** NJD, VMB, WND1.WNP1(BWJ, RKD),

EX.5

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