

23 April 1948

MEMORANDUM FOR: Treasurer's Office.

1. We should appreciate your handling the attached bill for \$92.00 from the DUTCH INN covering costs of the dinner party of April 20 honoring visiting press, magazine, and motion picture representatives, dignitaries and mock convention leaders.

2. In addition, personal expenses incurred by myself on official business during the period April 19-22, mostly for miscellaneous entertainment of the visiting press, etc., amounted to \$33. Of this amount, \$25 was drawn from a cash reserve "borrowed" from the Treasurer's office. The balance is therefore a minus-\$8.

3. Expenses incurred by Mr. William Bien, of the News Bureau staff, in official work with the mock convention amounted to \$12.74. This includes \$5.70 entertainment of news reel cameramen, plus \$2.14 gas and oil and \$4.90 travel allowance (@ 5¢ a mile) to Lynchburg and return. The latter trip was for the purpose of placing news reel film on New York-bound planes.

4. If an itemized listing of expenses mentioned in paragraph 2 above is desired, I shall be glad to present it.

Respectfully,

Lea Booth
W&L News Bureau