

**EXECUTIVE SECRETARIAT**  
 Routing Slip

*Memo Choro*

TO:

	ACTION	INFO	DATE	INITIAL
1 DCI		X		
2 DDCI		X		
3 D/ICS		X		
4 DD/NFA				
5 DD/A	X			
6 DD/O				
7 DD/S&T				
8 GC				
9 LC				
10 IG				
11 Compt		X		
12 D/PA				
13 D/EEO				
14 D/Pers				
15 D/ExStf				
16 AO/DCI				
17 D/OPP		X		
18 ES		X		
19				
20				
21				
22				
SUSPENSE		<del>15 December</del> Date		

Remarks:

D/ Executive Secretary  
 20 November 1981  
 Date

CONFIDENTIAL

Executive Registry  
81-2860

19 November 1981

MEMORANDUM FOR: Deputy Director for Administration  
FROM: Director of Central Intelligence  
SUBJECT: Travel Reduction Plan

At today's Cabinet meeting we were asked to have prepared in thirty days a travel reduction plan for each agency. Here are some notes I took on the discussion.

[Redacted Signature]

25X1

*for* William J. Casey

Attachment:  
As stated

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[Redacted]

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**DIRECTOR OF CENTRAL INTELLIGENCE**

Notes taken by DCI at Cabinet Meeting  
19 November 1981

Travel

- FAA or Coast Guard plane
- Private charter cheaper than government plane
- Department can buy commercial ticket, with discounts, cheaper than tickets bought from GSA
- Cut unnecessary trips
- Reduce size of delegations
- Watch meeting locations