

Richard Nixon Presidential Library
White House Special Files Collection
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45	5	n.d.	Memo	To Lodge Traveling Staff from Edward F. Terrar re: Matters pertaining to travel. 3 pages.
45	5	09/02/1960	Letter	To Republican National Committee from Norman W. Kamerow re: insurance coverages for Nixon staff. 1 page.

MEMO TO: LODGE TRAVELLING STAFF
SUBJECT: Matters pertaining to travel
FROM: Edward F. Terrar, Campaign Tour Manager

1. It is requested that you attempt to confine your luggage to one suitcase and one brief case or another small bag which can be placed in the cabin of the airplane. There is no weight restriction on your large bag.

2. All hotel accommodations, reservations, etc., will be handled either by the tour manager or by the advance man. You will be given room assignments. The key to the door to your room will always be in the door when you arrive. Your bag at that time will be in your room. You will be given each night a time at which your bag must be in the hallway outside your door in the morning. It will be picked up at that point for transportation to the aircraft.

3. You will be provided with a detailed copy of the schedule. The schedule will be deviated from only when the candidate makes or causes the deviation. It is, therefore, important that you be at the indicated time and place.

*generally
from tour*
4. As a general rule, unless advised to the contrary, each member of the staff will be assigned to an automobile which will always have the same number in each motorcade. You should, therefore, look for the car having the number to which you are assigned. Your assignment is _____.

5. Questions have been raised regarding type of clothing to be taken. This, of course, is largely determined by climate of the area we will visit on each tour. There will be no occasion which will require dinner clothes or formal clothes.

6. Staff Badges: You will be provided with a badge identifying you as a member of the Lodge travelling staff. This should be worn at all times while you are performing official duties and during the time you are on the floor of the hotel occupied by the staff. It should not be worn into eating places, bars, etc.

7. Expenses: All expenses incident to the travel will be paid for by us. I will provide you with a cash advance to cover incidental expenses. It is specifically requested that you do not tip bell hops for transportation of bags to your rooms or from your rooms. Any time you eat meals in your room or in hotels where we are registered, it will be well for you to sign such checks - your name and room number. Any time it is necessary for you to tip, please be generous.

8. Laundry and cleaning. The nature of our schedule precludes having laundry or cleaning done where we are only making overnight stops. Generally speaking, we will have two days a week off. The Ambassador will usually be spending these two days in Washington. It will be necessary that you obtain laundry and cleaning service at this time. Arrangements will be made for you on those weekends we are not in Washington for securing laundry and cleaning services. By and large, experience has indicated that the use of wash and wear clothes is not practical since there is usually not sufficient time during the day to wash the clothes.

10. Emergencies: It might be desirable for your family to have a number where you can be contacted in a minimum time. It is suggested in the event of an emergency, that your family call Federal 3-4925 in Washington and leave any urgent message. We will be in contact with this

number at frequent intervals during the day and will pick up any messages left for anyone on the staff.

11. Medical service: We will have a physician travelling with us who will take care of any medical problems.

12. Pay checks: It may be that you may prefer having your pay check deposited to your account in a bank or sent to your home. If such is the case, will you please direct a letter to Mr. Hal Short, Executive Assistant to the Chairman, Republican National Committee, 1625 Eye Street, N. W. Washington 6, D. C., requesting that the check be deposited to your account in the bank desired. Please send copy of this letter to Mr. Allan Larivee, 1146 19th Street, N. W., Washington, D. C., and to the cashier of the bank involved.

13. Travel insurance: Since the details are at this point not firm, you will be advised more comprehensively within a day or so.

14. It is with a great deal of pleasant anticipation that I undertake this campaign and can assure you of my desire to do everything possible to not only make the campaign successful, but also a pleasure for all involved. Therefore, please advise me of any specific desires you have or anything which I may be able to do to make this trip more pleasant. My home telephone number is Woodley 6-3290, Washington, D. C. Call me at any time.



SEPTEMBER 2, 1960

REPUBLICAN NATIONAL COMMITTEE
215 CAPRITZ BUILDING
WASHINGTON 5, D.C.

ATTN: MR. FULTON:

GENTLEMEN:

THIS IS TO CONFIRM THE FOLLOWING COVERAGES FOR THE PERSONS LISTED ON THE ENCLOSED COPY OF THE NIXON TRAVELLING STAFF, THE LODGE TRAVELLING STAFF AND THE NIXON-LODGE ADVANCE MEN. THIS POLICY IS IN FORCE AS OF THIS DATE WITH THE HARTFORD ACCIDENT AND INDEMNITY COMPANY OF HARTFORD, CONNECTICUT.

THE POLICY WILL PAY BENEFITS FOR INJURIES SUSTAINED:

- [1] WHILE OPERATING ANY LAND VEHICLE OR WATERCRAFT (EXCEPT WHILE OPERATING ANY VEHICLE OR CRAFT FOR HIRE).
- [2] WHILE RIDING AS A PASSENGER IN OR ON, BOARDING OR ALIGHTING FROM ANY LAND VEHICLE, WATERCRAFT, OR AIRCRAFT, OTHER THAN TEST, EXPERIMENTAL OR MILITARY AIRCRAFT. HOWEVER, PASSENGER TRAVEL IN AN AIRCRAFT OF THE MILITARY AIR TRANSPORT SERVICE IS COVERED.
- [3] BY BEING STRUCK OR RUN DOWN BY ANY LAND VEHICLE, WATER-CRAFT OR AIRCRAFT.

COVERAGE IS ALSO PROVIDED TO THE EXTENT OF ONE-HALF THE PRINCIPAL SUM FOR LOSS OF ONE HAND OR ONE FOOT, AND FOR ONE-THIRD THE PRINCIPAL SUM FOR THE LOSS OF AN EYE. THE FULL PRINCIPAL SUM WILL BE PAID FOR TWO OR MORE LOSSES RESULTING FROM THE SAME ACCIDENT FOR ONE OF THE ABOVE.

ALL ACTUAL EXPENSES UP TO \$10,000. WILL BE PAID FOR HOSPITAL, SURGICAL, NURSING AND OTHER MEDICAL SERVICES OR SUPPLIES REQUIRED FOR TREATMENT OF INJURIES COVERED BY THIS POLICY.

EACH OF THE NAMES ON THE ATTACHED LIST ARE COVERED TO THE EXTENT OF \$100,000. PRINCIPAL SUM, \$10,000. MEDICAL EXPENSE AND A \$2,000,000. AGGREGATE.

SINCERELY,


NORMAN W. KAMEROW

NWK:HYZ