



U.S. Small Business
Administration

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Office of the Chief Financial Officer | 409 Third St. SW, Suite 6000 | Washington DC 20416

Date: December 20, 2019

Re: FOIA #SBA-2020-000183

Dear Mr. Austin,

This letter is in response to your Freedom of Information Act (FOIA) request to the U.S. Small Business Administration (SBA) dated 11/20/19 and received in our office on 12/6/19. Your FOIA request has been assigned control number SBA-2020-000183, please use this control number when referencing your request.

In your FOIA request, you asked for the following records: ***“1. All guidance, directives, instructions, policies, and procedures (including that transmitted via email, memoranda, or other means of communication) regarding the use of properties owned by the Trump Organization for government-sponsored meetings, conferences, or travel. Both technical/logistical guidance as well as policy guidance should be considered responsive to this request.*”**

2. All guidance, directives, instructions, policies, and procedures (including that transmitted via email, memoranda, or other means of communication) regarding reimbursement for meals, overnight stays, or other expenses incurred at properties owned by the Trump Organization. Both technical/logistical guidance as well as policy guidance should be considered responsive to this request.

3. All records reflecting costs reimbursed or paid directly by your agency for visits to any property owned by the Trump Organization. Reimbursements include payments for lodging, meals, conference fees, incidental expenses, costs for transportation, costs of individual airfare, per diem payments, overtime payments, payments made via government-issued charge cards or travel cards, or other reimbursable expenses. This request encompasses costs incurred not only by government employees, but also by their spouses or any staff or security detail assigned to government employees traveling to any Trump Organization property. The public website of the Trump Organization indicates that a reasonable search should include, at a minimum, the list of hotels and golf properties included in Appendix A.

The search for responsive records should include all individuals and locations where records are likely to exist, including the immediate office of the agency head, the



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designated agency ethics official, and all agency offices involved in making travel arrangements or receiving, approving, paying, reimbursing, or auditing travel expenses. Please provide all responsive records from July 24, 2017, through the date the search."

During our search our office did not locate the records you requested. This response is provided to you without charge because our cost of processing your FOIA request was less than \$25. If you are not satisfied with this action, you may appeal this decision to the Chief, Freedom of Information/Privacy Acts Office, U.S. Small Business Administration, 409 Third St., SW, Washington, DC 20416. You must submit an appeal within 90 calendar days of the date of the notice of denial. Your appeal should contain a copy of this correspondence, a description of the information requested in addition to what was denied, the name and title of the SBA official or employee who denied the request, the reason for the denial, and any other facts you deem appropriate. The 2007 FOIA amendments created the Office of Government Information Services (OGIS) to offer mediation services to resolve disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. Using OGIS services does not affect your right to pursue litigation. You may contact OGIS in any of the following ways: Office of Government Information Services National Archives and Records Administration 8601 Adelphi Road – OGIS College Park, MD 20740-6001 E-mail: ogis@nara.gov Telephone: 202-741-5770 Toll-free: 1-877-684-6448 Please note that using OGIS services does not affect the timing of filing an appeal with the SBA's FOI/PA Officer. Thank you for your interest in the Small Business Administration.



Dorrice Roth,
Acting Chief Financial Officer & Associate
Administrator for Performance Management