



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

Joachim DeCarlo, Treasurer
American Society of Travel Agents PAC
1101 King Street
Alexandria, VA 22314

MAY 13 1994

Identification Number: C00114108

Reference: Year End Report (7/1/93-12/31/93)

Dear Mr. DeCarlo:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-For future reporting, please be advised that only contributions to federal candidates and political committees should be itemized on a separate Schedule B supporting Line 23 of the Detailed Summary Page. Contributions to non-federal candidates and committees should be itemized on Schedule B supporting Line 29.

Any amendment or clarification should be filed with the Federal Election Commission. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,

A handwritten signature in dark ink, appearing to read "Donald L. Averett".

Donald L. Averett
Senior Reports Analyst
Reports Analysis Division

3 4 0 3 8 9 8 3 2 0 4