

November 16, 1995

BY FACSIMILE

632-721-7857

Dr. Edilberto C. de Jesus
Office of the President
Far Eastern University
Nicanor Reyes, Sr. Street
P.O. Box 609
Manila, Philippines

Dear Dr. de Jesus:

Thank you for your fax dated today informing me of your flight plans. I have discussed them with Chris Leonard, and we concur with your suggestion that the Eugene portion of your trip simply be added to the ticket for the entire trip. To reimburse you for the added expense, Ms. Leonard will need a copy of the ticket or receipt showing the exact cost of the Eugene portion of the trip.

Professor Glenn May will meet you at the airport when you arrive. I have spoken with him about your departure plans, and he encourages you to consider booking another flight on Monday in the late afternoon or early evening. At this time of year, air travel into and out of Eugene often is disrupted by thick fog. We will be happy to accommodate whatever changes you wish to make in your plans for departure from Eugene.

I look forward to meeting you in two weeks.

Sincerely,

Susan E. Plass
Assistant Vice Provost for International Affairs

c: Christine Leonard, Assistant to the President