

FLIGHT CREW MEMBER MONTHLY MOVEMENT REPORT

TO : TREASURER
VIA SUPERVISING PILOT

NAME (PRINT) John M. [unclear]
TITLE [unclear]
PCS/PA STATION [unclear]
MONTH & YEAR Feb 1993

(1) DATE	MOVEMENT		(4) NORMAL PER DIEM			(5) TIME PER DIEM			(6) ROOM LOCATION	(7) RON	(8) AMOUNT OF PER DIEM (IN US\$)	(9) DEADHEAD TIME	(10) PROJECT ASSIGNMENT			(11) REMARKS
	(2) STATUS	(3) AIRCRAFT NUMBER	BREAK -FAST (SHOW LOCATION)	LUNCH	DINNER	TIME OUT	TIME IN	TIME ELAPSED					BLOCK TIME	HAZA TIME	NITE TIME	
1	OFF															
2	F-D	B-933		TOB												
3	OFF															
4	STANDBY	B-933														
5	OFF															
6	F-D	B-933		TOB												
7	OFF															
8	OFF															
9	STANDBY	883														
10	F-D	36740			TOB											2+01
11	STANDBY	36740														
12	STANDBY	883														
13	F-D	B-933		TOB												
14	STANDBY	B-933														
15	F-D	B-933		TOB												
16	F-D	B-933		TOB												
17	F-D	B-933														
18	STANDBY	D-933														
19	OFF															
20	OFF															
21	F-D	B-933		TOB												
22	STANDBY	B-933														
23	F-D	883	FD	FD	ML				K-L	K-L						
24	F-D	883	KL	FD												
25	OFF															
26	OFF															
27	STANDBY	B-933														
28	STANDBY	B-933														
29	STANDBY	B-933														
30																
31																
TOTAL																

CREW MEMBER'S SIGNATURE JCM DATE REPORTED 1 March 93 CERTIFIED BY _____ DATE _____

INSTRUCTIONS FOR COMPLETION OF FLIGHT MOVEMENT REPORT
(Corresponding to column numbers)

1. DATE - THIS CORRESPONDS TO THE DAY OF THE MONTH.
2. STATUS - INDICATE F/D (FLIGHT DUTY), D/H (DEAD HEAD), LEAVE, R & R, S/B (STAND BY), STO (SCHEDULED TIME OFF), CO BUS (COMPANY BUSINESS), ETC. AS APPLICABLE. EVERY DAY MUST BE ACCOUNTED FOR.
3. AIRCRAFT NUMBER - INDICATE THE AIRCRAFT TAIL NUMBER IF A COMPANY AIRCRAFT. IF A NON-COMPANY AIRCRAFT, LEAVE BLANK.
4. NORMAL PER DIEM - THIS WILL APPLY TO ALL PERSONS WHEN NOT FLYING ON FLIGHTS SPECIALLY AUTHORIZED TIME PER DIEM. IF YOU ARE ON NORMAL PER DIEM SCHEDULE WHILE TDY AWAY FROM YOUR BASE STATION FILL OUT THE MEAL COLUMNS WITH GEOGRAPHIC LOCATION WHERE YOU INCURRED EXPENSE. USE THE LETTER ABBREVIATION OR NUMBER DESIGNATOR TO FILL IN THESE COLUMNS, SUCH AS TAC, TYO, HKG, TAC-OB WHICH STANDS FOR TAC-OFF BASE, LC8, T09, V01, T05, ETC. FOR PA-ASSIGNED CREWS NO MEAL PER DIEM IS PAYABLE WHILE TDY IN PA-AREA, I.E. LAOS AND THAILAND EXCEPT BKK; THEREFORE LEAVE THE COLUMNS BLANK.
5. TIME PER DIEM - THIS APPLIES TO ALL CREW MEMBERS WHO IS FLYING ON A FLIGHT THAT INCLUDES FLYING "INTERNATIONALLY" WHEN SUCH FLIGHT HAS ORIGINATED FROM EITHER JAPAN, OKINAWA OR TAIWAN. IF YOU ARE ON FIXED-HOURLY-RATE PER DIEM SCHEDULE FILL OUT THE "TIME OUT" COLUMN WITH THE DUTY COMMENCE TIME, I.E. 1½ HOUR PRIOR TO BLOCK TAKE-OFF TIME; AND "TIME IN" AS ½ HOUR AFTER BLOCK ARRIVAL TIME. "TIME ELAPSED" IS THE DIFFERENCE BETWEEN THE TWO. USE LOCAL TIME AND MAKE SURE THAT DOMESTIC FLYING DOES NOT APPLY TIME PER DIEM.
6. ROOM - IN CERTAIN STATIONS ROOM IS PROVIDED FREE BY THE COMPANY OR THE CUSTOMER; THEREFORE LEAVE THE COLUMN BLANK. IN LOCATIONS WHERE SUCH FACILITY IS NOT AVAILABLE THEN FILL OUT THE COLUMN WITH A LOCATION ABBREVIATION AND ATTACH THE APPROPRIATE SUPPORTING PAPERS. THIS COULD EITHER BE A "CERTIFICATE OF NON-AVAILABILITY OF COMPANY HOSTEL" OR A PAID HOTEL BILL, OR NO ATTACHMENT AT ALL DEPENDING ON THE LOCATION CONCERNED.
7. RON - INDICATE THE REMAIN-OVERNIGHT LOCATION.
8. AMOUNT OF PER DIEM - THIS SHOULD BE LEFT BLANK. THE TREASURER'S OFFICE WILL COMPUTE AND PAY YOU IN THE FOLLOWING MONTH PAY CHECK.
9. DEADHEAD TIME - FILL IN THE APPROVED D/H TIME AS PER OA MANUAL 6.3. PAYMENT WILL BE MADE SIMILAR TO 8 ABOVE.
10. PROJECT ASSIGNMENT - IF YOU ARE ON A PROJECT ASSIGNMENT FILL IN THE TIMES AS APPLICABLE AND INDICATE THE PROJECT NUMBER IN COLUMN 2. YOUR PROJECT ASSIGNMENT BEGINS FROM THE TIME YOU ARE PLACED ON STANDBY, DEADHEAD, OR WHEN YOU FIRST BECOME UNAVAILABLE FOR REGULARLY ASSIGNED COMPANY DUTIES AND CONTINUES UNTIL SUCH TIME YOU RETURN TO YOUR REGULARLY ASSIGNED COMPANY DUTIES OR COMPLETE YOUR PROJECT AND BEGIN LEAVE OR TIME OFF. IF THE PROJECT ASSIGNMENT DOES NOT INVOLVE ANY FLYING, OR FLYING WAS DONE IN A COMPANY AIRCRAFT THEN LEAVE THE COLUMNS BLANK HOWEVER YOU MUST INDICATE THE PROJECT NUMBER FOR ALL OF THE CORRESPONDING DATES YOU WERE SO ASSIGNED.
11. REMARKS.

