

TO : RAD

DATE 22 March 1971

FROM : METD

REF. No.: PND-RFT-~~xxx~~ 71/0845

SUBJECT: Employee's Travel

REF. No.: METD- 0340/71

Employee's Name : Capt. J. C. McRainey Emp. & Dep. AVL

Dependent's Name: Mrs. Sandra McRainey Wife

Company authorized routing:

Company authorized travel allowance: US\$1,256.00 per Form ET-A- 0171/71
Cost of employee's intended travel : _____ per Form ET-B- _____
Balance of payment is to be paid by employee _____ Please pay to _____

The above is submitted for your auditing and approval.

By copy of this memo, unless otherwise advised by the Controller's Office.

_____ is requested to collect payments. _____ is requested to make reservations.
ETDVTE is requested to issue tickets for _____
_____ is requested to issue tickets for _____

Do not release ticket and X/O until payment has been collected from employee.

- "CAT Employee - Non commissionable" "Refundable to CAT only"
- "Employee discount applied, additional fare resulted from endorsement or re-routing must be collected from passenger."
- "Not to be endorsed on CAT portion only" "NONREF"

The tickets are to be charged to FD

Payment on credit has been approved by C/CM and is to be effected by final settlement/salary deduction of _____

Discount Authorization on _____ will be forwarded to employee thru _____ on or about _____ or not later than _____

Leave period _____

Remarks:

FOR INFORMATION ONLY
NOT TO BE TAKEN AS
BASIS FOR ISSUANCE OF
TICKETS AND/OR XOB

_____ Please advise us when you have complied with the above.

[Handwritten Signature]

Manager - Employee Travel

Encl : as stated

cc : C/CM

ETDVTE

Capt. J. C. McRainey (via *[Handwritten Initials]*)

A

EMPLOYEE TRAVEL ALLOWANCE COMPUTATION

Date: 22 March 1971
 No.: ET-A-0171/71
 Ref. No.: PND-RFT-71/0845
 Ref. No.: METD-0340/71
 Emp. & Dep. AVL

Name Capt. J. C. McRainey Nature of Travel _____

Dependents Accompanying:

<u>Name</u>	<u>Relationship</u>	<u>Age</u>
Mrs. Sandra McRainey	wife	

Authorized Routing _____ Permanent Base _____

Employee Travel allowance computed at minimum cost to Company: -

VTE-BKK-HKG-TYO-SEA-MSP	Y	R	RY/PA/NW	\$1,256.00	50% disc.	\$ 628.00
						<u>X 2</u>
						\$1,256.00

PND remarks: Please authorize to issue tickets only.

Total travel allowance US\$ 1,256.00

Reservations

FOR INFORMATION ONLY
 NOT TO BE TAKEN AS
 BASIS FOR ISSUANCE OF
 TICKETS AND/OR IOB

cc : RAD (2)
 C/CM
 File
 EDVTE
 Capt. J. C. McRainey (via EDVTE) TC

Prepared by

Approved by

METD