

TO : RAD

DATE 27 May 1971

FROM : METD

REF. No.: PND-RFT-~~577~~ 71/1775

SUBJECT: Employee's Travel

REF. No.: METD-0846/71

Employee's Name : Capt. J. C. McRainey Dependents AVL

Dependent's Name: Miss Barbara Ann McRainey Daughter 13 May 1959
Miss Pauline Marie McRainey " 9 Jan. 1961

Company authorized routing:

Company authorized travel allowance: US\$942.00 per Form ET-A- 0380/71
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 ~~tax~~ ~~tax~~ & X/Os.
_____ 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:

**PND remarks: Barbara Ann will be full fare before travel date.
Entitlement date: 7 March 1971**

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

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

**BASIS FOR ISSUANCE OF
TICKETS AND/OR XOS**

Manager - Employee Travel

Encl : as stated
cc : ~~XO/CM~~ C/AR

ETDVTE
Capt. J. C. McRainey (via FD)

A

EMPLOYEE TRAVEL ALLOWANCE COMPUTATION

Date: 27 May 1971
 No.: ET-A-0380/71
 Ref. No.: PMD-RFT-71/1775
 Ref. No.: METD-0846/71

Capt. J. C. McRainey

Depo. AVL

Name _____ Nature of Travel _____

Dependents Accompanying:

<u>Name</u>	<u>Relationship</u>	<u>Age</u>
Miss Barbara Ann McRainey	Daughter	13 May 1959
Miss Pauline M. McRainey	"	9 Jan. 1961

Authorized Routing _____ Permanent Base _____

Employee Travel allowance computed at minimum cost to Company: -

						<u>Barbara</u>	<u>Pauline</u>
VTE-BKK-HKG-TYO-MSP	Y	R	RY/PA/MW	\$1,256.00	50% disc.	\$628.00	\$314.00

PMD remarks: Barbara Ann will be full fare before travel date.

Total travel allowance US\$ 942.00

Reservations

IN CASE THAT PARTIAL TICKETS ARE REQUIRED,
ONE EXCHANGE ORDER AT US DOLLARS 280 MAY
BE ISSUED TO ANY CARRIER FOR EACH INDIVIDUAL
AND THE REMAINDER OF ALLOWANCE IN ONE EXCHANGE
ORDER MUST BE ADDRESSED TO CAT.

**FOR INFORMATION ONLY !
NOT TO BE TAKEN AS
BASIS FOR ISSUANCE OF
TICKETS AND/OR XOS**

cc : RAD (2)
C/CM
File

Prepared by

Approved by

**ETDVTE
Capt. J. C. McRainey (via PMVTE)**

TC

METD