

REQUEST FOR DEPENDENTS EDUCATIONAL ALLOWANCE

DATE: 8 October 1971

INSTRUCTIONS FOR SUBMISSION OF THIS FORM

THIS FORM IS TO BE SUBMITTED BY THE REQUESTING EMPLOYEE IN TRIPLICATE WITH THE SECOND COPY CHECKED FOR "DP, P/FILE" AND THE THIRD COPY FOR "EMPLOYEE WITH RECEIPTS". RECEIPTS ARE TO BE ATTACHED TO THE THIRD COPY. THE ORIGINAL AND TWO COPIES WILL BE SUBMITTED TOGETHER TO CONTROLLER VIA DP AND SENIOR PERSONNEL AND FINANCIAL REPRESENTATIVES. AFTER FINAL APPROVAL AND PAYMENT THE ORIGINAL WILL BE RETAINED BY GAD FOR REFERENCE, COPY 2 WILL REVERT TO P/FILE, AND COPY 3 WILL BE RETURNED TO THE EMPLOYEE WITH RECEIPTS AND METHOD AND DATE OF PAYMENT MARKED THEREON.

TO: CONTROLLER VIA (1) SENIOR PERSONNEL AND FINANCIAL REPRESENTATIVES
(2) DIRECTOR OF PERSONNEL

| | | | | | |
|--|------------------|-----------------------------|--------------------------------------|-------------|------------------|
| EMPLOYEE'S NAME John C. McRainey | | | EMPLOYEE NUMBER 06577 | | |
| LOCATION OF ASSIGNMENT VTE | | TITLE Captain | DEPARTMENT/DIVISION Flight | | |
| NAME OF CHILD | DATE OF BIRTH | SCHOOL ATTENDED | GRADE | LOCATION | TUITION PAID* |
| Barbara Ann | 13 May 59 | Am. School Vientiane | 7 | KM-6 | 490 00 US |
| 2. Pauline Marie | 8 Jan 61 | " " " | 5 | KM-6 | 390 00 US |
| 3. | | | | | |
| 4. | | | | | |
| A. TOTAL TUITION PAID FOR THE SEMESTER (S) FROM 30 Aug 71 TO 20 Jan 72 | | | | | 880 00 US |
| B. EXPENSES PAID FOR BOOKS AND TRANSPORTATION FOR THE ABOVE SEMESTER (S) Trans for Jan 72 to June 71 also see note on bill | | | | | 100 00 US |
| * AMOUNT TO BE IN CURRENCY ACTUALLY PAID. RECEIPTS MUST BE ATTACHED. | | | | | 100 00 US |

I REQUEST THE FOLLOWING REIMBURSEMENT IN ACCORDANCE WITH THE PERSONNEL MANUAL POLICY REPRODUCED ON THIS FORM

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| C. TUITION (75% OF ITEM A. ABOVE, THE TOTAL TUITION PAID) | 660 00 US |
| D. BOOKS AND/OR TRANSPORTATION (NOT TO EXCEED 10% OF ITEM A. ABOVE TUITION PAID) | 168 00 US |
| E. TOTAL-SUM OF C. AND D. ABOVE (NOT TO EXCEED \$1,500 OR EQUIVALENT IN ANY ONE calendar year. calendar year. (SEC. 18 Para A)) | 828 00 US |

CC: DP/P/FILE AFTER FINAL APPROVAL AND PAYMENT
EMPLOYEE WITH/RECEIPTS

EMPLOYEE'S SIGNATURE
J C McRainey

APPROVALS

| TITLE | SENIOR PERSONNEL REPRESENTATIVE OR STATION MANAGER | SENIOR FINANCIAL REPRESENTATIVE OR STATION MANAGER | DIRECTOR OF PERSONNEL | CONTROLLER |
|-------------------|--|--|-----------------------|-----------------------|
| SIGNATURE | <i>Original Signed By J.E. Baird</i> | | <i>[Signature]</i> | <i>[Signature]</i> |
| DATE | | | <i>K 18/71</i> | |
| METHOD OF PAYMENT | | | | DATE PAID <i>8/31</i> |

DEPENDENTS EDUCATIONAL ALLOWANCE POLICY

PAID

EMPLOYEES ASSIGNED BY THE COMPANY TO A COUNTRY OTHER THAN THEIR NATIVE COUNTRY (EXCLUDING NATIONALS AND LOCAL HIRES OF ONE SOUTHEAST ASIAN COUNTRY WORKING IN SOUTHEAST ASIA) WHO HAVE DEPENDENT CHILDREN ATTENDING SCHOOL WITHIN STANDARD U.S. GRADES 1 THROUGH 12 OR THEIR EQUIVALENTS IN THE COUNTRY IN WHICH SUCH EMPLOYEE IS ASSIGNED OR SOME OTHER COUNTRY IN THE FAR EAST OTHER THAN THE EMPLOYEE'S NATIVE COUNTRY (OR ANY COUNTRY FOR EMPLOYEES ON PAY STANDARDS D AND C) MAY REQUEST REIMBURSEMENT OF 75% OF ACTUAL TUITION COSTS PLUS AN AMOUNT EQUAL TO UP TO 10% OF TUITION PAID OUT FOR TRANSPORTATION AND BOOKS, UP TO A MAXIMUM COMBINED REIMBURSEMENT OF \$1,500 OR EQUIVALENT PER SCHOOL YEAR PER EMPLOYEE.

REQUESTS FOR DEPENDENTS EDUCATIONAL ALLOWANCE MUST BE SUPPORTED BY RECEIPTS FOR TUITION, BOOKS, AND TRANSPORTATION EXPENSES CLAIMED. IF RECEIPTS FOR TRANSPORTATION ARE NOT AVAILABLE, A STATEMENT OF DETAILS OF CHARGES MUST BE SUBMITTED IN LIEU THEREOF GIVING COST PER DAY AND NUMBER OF SCHOOL DAYS INVOLVED. WHERE PRIVATE TRANSPORTATION IS ARRANGED IN NO EVENT WILL REIMBURSEMENT FOR TRANSPORTATION EXCEED THAT WHICH WOULD APPLY HAD OFFICIAL SCHOOL AUTHORIZED BUS TRANSPORTATION BEEN UTILIZED.

REQUESTS FOR DEPENDENTS EDUCATIONAL ALLOWANCE SHALL BE DIRECTED TO THE CONTROLLER VIA THE DIRECTOR OF PERSONNEL AND THE SENIOR PERSONNEL AND FINANCIAL REPRESENTATIVES (OR STATION MANAGER WHERE SUCH REPRESENTATIVES ARE NOT LOCATED) AT THE EMPLOYEE'S LOCATION OF ASSIGNMENT. THE REPRESENTATIVES (OR STATION MANAGER) WILL BE RESPONSIBLE FOR CHECKING AND APPROVING PAYMENT IN ACCORDANCE WITH THIS POLICY AFTER VERIFYING ACCURACY OF REQUESTS FOR DEPENDENTS EDUCATIONAL ALLOWANCE PRIOR TO ROUTING TO DIRECTOR OF PERSONNEL FOR PROCESSING.

