

TO : RAD

DATE January 5, 1972

FROM : METD

REF. No.: PND-RFT-72/ ~~BKK~~ 4010

SUBJECT: Employee's Travel

REF. No.: METD-0006/72

Employee's Name : Capt. J. C. McRainey, Pilot, FD/VTE Employee & Dependents' Residual Home Leave Travel

Dependent's Name: Mrs. Sandra M. McRainey  
Miss Pauline Mc Rainey  
Miss Barbara McRainey

Wife  
Daughter January 9, 1960  
Daughter May 13, 1959

Company authorized routing: BKK-MSP-BKK

Company authorized travel allowance: US\$1,382.64 per Form ET-A- 0004/72

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.

**ETD VTE** is requested to issue tickets for **all portions and MCOs**

\_\_\_\_\_ 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: **Capt. J. C. McRainey: Please contact ETD VTE for your tickets and MCOs.**

\_\_\_\_\_ Please advise us when you have complied with the above.

*Or signed by*  
**POWELL WONG**

Manager - Employee Travel

Encl : as stated

cc : ~~SCM~~

ETD VTE

Capt. J. C. McRainey via *MVTE*

# A

## EMPLOYEE TRAVEL ALLOWANCE COMPUTATION

Date: January 5, 1972  
 No.: ET-A-0004/72  
 Ref. No.: PNB-RPT-71/4010  
 Ref. No.: METD-0006/72

Name Capt. J. C. McRainey Nature of Travel Employee & Dependents' Residual Home Leave Travel

Dependents Accompanying:

<u>Name</u>	<u>Relationship</u>	<u>Age</u>
-------------	---------------------	------------

**Refer to covering memo.**

Authorized Routing BKK-MSP-BKK Permanent Base VTE

Employee Travel allowance computed at minimum cost to Company: -	
<b>Residual Home Leave Travel Allowance</b>	<b>US\$1,382.64</b>
Total travel allowance US\$ <u>1,382.64</u>	
<u>Reservations</u>	

cc : RAD (2)  
 C/CM  
 FIVE

Prepared by

Approved by

**ETD VTE**  
**Capt. J. C. McRainey via PMVTE**

LP

Signed by  
**WONG**  
 METD