

TO : RAD  
FROM : METD  
SUBJECT : Employee's Travel

DATE 17 May 1972  
REF. No.: PND-RFT-~~6721619~~  
REF. No.: METD- 0890/72

Employee's Name : Capt. McRainey, J. C. VTE Dep. AVT 1972  
Dependent's Name: Mrs. Sandra M. McRainey Wife  
Miss Barbara A. McRainey Daughter 13 May 1959  
Miss Pauline M. McRainey " 8 Jan. 1961

Company authorized routing:

Company authorized travel allowance: US\$1,690.00 per Form ET-A- 0319/72  
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.  
~~ETDVTE~~ is requested to issue tickets for ~~XXX & 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: **Entitlement date: 7 March 1972 (Valid until 7 Sept. 1973 subject to renewal of ticket or MCO)**

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

FOR INFORMATION ONLY  
DATE: 12 MAY 1972  
BY: J. C. McRAINEY  
SUPERVISOR: J. C. McRAINEY  
OFFICE: METD

\_\_\_\_\_  
Manager - Employee Travel

Encl : as stated  
cc : ~~XXX~~ ETDVTE  
Capt. J.C. McRainey (via PMVTE)

# A

## EMPLOYEE TRAVEL ALLOWANCE COMPUTATION

Date: 17 May 1972  
 No.: ET-A-0319/72  
 Ref. No.: PND-RFT-72/1619  
 Ref. No.: NETD-0890/72

Name Capt. J. C. McRainey Nature of Travel Dep. AVT 1972

Dependents Accompanying:

<u>Name</u>	<u>Relationship</u>	<u>Age</u>
refer to covering memo		

Authorized Routing \_\_\_\_\_ Permanent Base \_\_\_\_\_

Employee Travel allowance computed at minimum cost to Company: -

VTE-BKK-TYO-MSP	BT	EY	RY/PA/MW	US\$1,352.00	50% disc.	\$ 676.00	<u>Pauline</u>
						<u>2</u>	\$ 338.00
						<u>1,352.00</u>	

281.60  
281.60

Total travel allowance US\$ 1,690.00

### Reservations

cc : RAD (2)

~~ETDVTE~~

File

Capt. J.C. McRainey (via PMVTE)

Prepared by

NP

Approved by

Original Signed By

POWELL WONG

NETD