

TO : RAD

DATE : July 18th 1972

FROM : METD

REF. No.: PND-RFT-~~72~~ 2338

SUBJECT : Employee's Travel

REF. No.: METD-1263/72

Employee's Name : Capt. J. C. McRaney(06577) Emp. 1972 AVI.

Dependent's Name: N/A

Company authorized routing: **VTE-HSP-VIE**

Company authorized travel allowance: US\$676.00 per Form ET-A- 561/72
Cost of employee's intended travel : ditto per Form ET-B- 650/72
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~~ & MCO.
_____ is requested to issue tickets for _____

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

- "CAT Employee - Non commissionable"
- "Employee discount applied, additional fare resulted from endorsement or re-routing must be collected from passenger."
- "Refundable to CAT only"
- "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 _____

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

Leave period H/L : 02-08 Sep. 1972

Remarks: **Entitlement date : 07 March 1972 (Valid until 07 September 1973 subject to renewal of ticket or MCO.)**

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

Original signed by
POWELL WONG

Manager - Employee Travel

(06577)

Encl : as stated

cc : ~~XXXX~~ **ETD, VTE**

Capt. J. C. McRaney (06577) via PMVIE

A

EMPLOYEE TRAVEL ALLOWANCE COMPUTATION

Date: July 18th 1972No.: ET-A-561/72Ref. No.: PND-RFT-72/2338Ref. No.: METD-1263/72Name Capt. J. C. McRainey Nature of Travel Emp. 1972 AVI.

Dependents Accompanying:

NameRelationshipAge

N/A

Authorized Routing _____ Permanent Base _____

Employee Travel allowance computed at minimum cost to Company: -

VIE-BEL-LAX-MSP EY RT RY/TW/NW US\$1,352.00 50% disc. US\$676.00

Total travel allowance US\$ 676.00Reservations

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

cc : RAD (2)

Prepared by

Approved by

C/CM
~~XXXX~~
~~TYPE~~

ETD, VIE

Capt. J. C. McRainey (06577) via ~~PNVIE~~Original signed by
POWELL WONG

B

EMPLOYEE TRAVEL FARE & ITINERARY PROPOSAL

(When Travelling other than the
Company provided route)

Date: July 18th 1972

No.: IT-B-650/72

Ref. No.: PND-RFT-72/2338

Ref. No.: NETD-1263/72

Co. Allowance Refers Form-A

Travel expenses computed according to passenger's intended itinerary:

(1) VTE-BKK	EY RT RY	US\$74.70	50% disc.	US\$37.40
(2) BKK-HKG	EY RT TG/CX/TW	209.40	75% "	52.35
(3) HKG-TYO-JFK	EY RT PA	1,020.00	80% "	204.00
(HKG-SFO FARE APPLIES)		-		-
(4) NYC-IAH	EY RT DL	190.75	50% disc.	95.40
(ISSUED IN CONJUNCTION WITH INT'L TRAVEL NO US TAX CHARGED)				
(5) IAH-MFE	S RT TT	57.40	FULL FARE	+ 57.40
				<u>446.55</u>

(6) US\$229.45 IN MCO ISSUED TO ANY CARRIER

Total allowance as per attached FORM A US\$ 676.00 Total Expenses US\$ 676.00

Balance to be paid employee US\$ _____ or NT\$ _____

Reservations

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

cc : RAD (2)

~~S/OA~~ ETD, VTE

File Capt. J. S. McRaney (06577) via PAVTE

Prepared by

Approved by

Original signed by
POWELL WONG

TL

NETD