

COLLEGE TRAVEL OFFICE

EAST LANSING, MICHIGAN

AIR

STEAMSHIP

HOTEL

TOURS

CRUISES

130 WEST GRAND RIVER AVENUE

TELEPHONE EDgewood 7-9747

VIET NAM PROJECT

June 6, 1956

TRAVEL PROCEDURE MEMORANDUM

1. Persons requiring transportation for interview or briefing at East Lansing:

- a. Captain Baril will notify College Travel Office of persons name, address, and time of arrival best suited to meeting plans and accommodations, East Lansing, and of return reservations required.
- b. College Travel Office will provide most convenient schedule for applicants travel to Captain Baril, and if approved, will provide tickets for such travel to applicant at home location.
- c. Captain Baril will arrange transportation to meet applicant on arrival at Lansing, and arrange accommodations according to need.
- d. College Travel Office will invoice Viet Nam Project for travel costs.

2. Staff and dependents assigned to Saigon:

- A. Captain Baril or Dr. Weidner's office will notify College Travel Office of names, home addresses, and proposed travel dates.
- B. Captain Baril will direct preparation of MSU Purchase Order to cover travel and documentation needs for forwarding by Comptroller to College Travel Office.
- C. Captain Baril will advise I. C. A. to provide Passport Division with notification of forthcoming passport applications.
- D. Captain Baril will advise College Travel Office of length of assignment to facilitate travel planning:
 1. Assignment of one year or under to be supplied with round trip ticketing.
 2. Assignments over one year to be supplied with one way ticketing.
- E. Captain Baril will advise assigned freight company to make contact with passengers and supply authorized shipping services based on allowance pertinent to length of assignment.



F. College Travel Office will initiate direct contact with passengers copy to Dr. Weidner and Captain Baril, supplying with initial contact:

1. Passport instructions and applications forms.
2. Release letter form for expedition of visas.
3. Suggestions with regard to travel itinerary and enroute hotels.
4. Baggage and Freight allowances memorandum.
5. New Horizons book on foreign travel data.
6. Insurance memorandum and application for baggage insurance.
7. Health requirements and recommendations memorandum, and inoculation record book.
8. Travel limitations:
 - a. Most expeditious first class air route including berths for overnight travel (if available) is required for Staff Members.
 - b. Dependents may use surface transportation if cost does not exceed travel as indicated in item (a.).
 - c. Normal travel time of 5 days allowed at standard per diem, subject to extension if:
 1. Official calls enroute approved by Dr. Weidner.
 2. Connecting schedules or reservations problems force delay enroute.
 3. Enroute delay against annual leave approved by Dr. Weidner.
 - d. Return travel may be via Europe and surface travel may be used provided basic transportation cost does not exceed cost of item (a.).
9. Passengers will be asked to supply College Travel Office with their travel preferences for preparation of final itinerary.

G. College Travel Office will prepare Saigon passenger check list in duplicate indicating date of initial information mailing, original to Captain Baril, duplicate for CTO passenger file.

H. When requested advice received from passengers, College Travel Office will:

1. Prepare final itinerary, copy to Dr. Weidner & Capt. Baril, advising passengers of their requested reservations.
2. Provide visa instructions and applications. Note: Completed passports will be returned to College Travel Office, and delivered to passengers with final tickets.
3. Provide any tour arrangements requested in connection with travel, for passengers account.

I. When reservations are complete, and passport is ready, College Travel Office will issue and effect delivery to passengers:

1. Final Travel Itinerary (Copy to Dr. Weidner & Capt. Baril if different from H-1).
2. Complete travel tickets, including berth tickets.
3. Hotel reservation vouchers.
4. Airline overnight bags.
5. Travel and Baggage Insurance policies ordered.

- J. College Travel Office will prepare MSU Invoice Voucher against CTO invoice, itemizing charges including visa fees for items supplied, and submit appropriate copies to Dr. Weidner's office for processing and payment.

3. Vietnamese participants assigned for travel from Saigon to East Lansing:

- A. Dr. Weidner or Capt. Baril will advise College Travel Office of names of participants, and probable date of departure from Saigon.
- B. College Travel Office will initiate prepayment of fare portion from West Coast to Lansing by PAA cable, to PAA, Saigon, with probable origination date, and instructions to contact Mr. Homer Higbee or Dr. Wesley Fishel for additional instructions and payment of fare balance.
- C. Reservations for these passengers will be controlled at Saigon, however PAA, Saigon, will keep College Travel Office advised by cable of definite reservations established, and any deviation from normal travel schedule while enroute for relay to Dr. Weidner and Capt. Baril.
- D. College Travel Office will prepare MSU Invoice Voucher for travel funds supplied against CTO invoice, submitting appropriate copies to Dr. Weidner's office for processing and payment.

4. Assigned Vietnamese participants proceeding from MSU, Lansing to Saigon:

- A. Dr. Weidner or Capt. Baril will advise College Travel Office of names of participants, and their expected departure dates.
- B. College Travel Office will provide detailed itinerary as requested by passengers, copy to Dr. Weidner and Capt. Baril, suggesting moderate rate hotels for enroute stop-overs, and cost of travel requested.
 - 1. Limitation: Cost of travel ordered from U. S. gateway city to Saigon should not exceed most expeditious direct first class fare from U. S., presently \$951.00, including berths.
- C. When proposed itinerary is approved, College Travel Office will initiate:
 - 1. Reservations as required.
 - 2. Cable request to Homer Higbee, Saigon, via PAA facilities, requesting prepayment there of fare portion from U. S. Gateway to Saigon.
 - 3. Advise passenger of enroute documentation needed and assist in securing necessary visas and sailing permit.
- D. Upon receipt of confirmed reservations, and fare prepayment from Saigon, College Travel Office will supply:
 - 1. Final travel itinerary (Copy to Dr. Weidner & Capt. Baril if different from 4.B).
 - 2. Complete Travel Tickets, and berth tickets.
 - 3. Hotel reservation vouchers.
 - 4. Airline overnight bag.
 - 5. Travel and Baggage Insurance Policies ordered.

- E. College Travel Office will prepare MSU Invoice-Voucher for travel funds used from East Lansing to U. S. Gateway against CTO invoice, submitting appropriate copies to Dr. Weidner's office for processing and payment.
5. Staff and dependents in Saigon proceeding to the U. S. A. for home leave or on completion of contract:
- A. Planning of return trip should be accomplished in Saigon, with help of Pan American Airways representative, who will provide full information, schedules, and reservations for any route desired.
 - B. College Travel Office will keep project offices in Saigon equipped with:
 - 1. Latest world wide air schedules.
 - 2. Latest passenger steamship services schedule book.
 - 3. Current Cook's European Rail and steamer timetables.
 - 4. Current rail schedules for most frequently used U. S. lines.
 - C. When transportation route and services are determined, and with approval of Dr. Fishel or Mr. Higbee, Pan American will cable over their wire services to College Travel Office for prepayment of transportation required. Prepaid tour features will normally be paid locally in Saigon to PAA.
 - D. On receipt of this request College Travel Office will secure authority to issue such money to PAA, Saigon, from Capt. Baril or Dr. Weidner, and such funds as are approved will be returned by PAA cable to Saigon. Expected lag between request and return is 72 hours.
 - E. College Travel Office will receive from PAA, Saigon, detailed travel schedule established for passengers, and will keep Dr. Weidner and Capt. Baril informed of passenger's progress.

July 17, 1956

To: Dr. Wesley R. Fishel
From: S. K. Sheinbaum
Through: J. T. Dorsey, Jr.
Subject: Travel Procedure

The attached memorandum was drawn up by Captain Baril and Jim Miller at College Travel. It represents their considered judgement as to the handling of various travel problems. For no apparent reason the Coordinator's Office failed to supply your office with a copy. This is now being remedied.

My immediate concern is with item three relative to the 20 new participants scheduled to depart from Saigon. In essence, Jim Miller is requesting that College Travel be permitted to initiate request for their transportation. Obviously, their office would thereby benefit from increased commissions, etc. Where it is possible I think it preferable to award such business to Local Lansing firms. Certainly College Travel and Miller have been exceptionally efficient and have gone overboard in being helpful. (I think Turner and Maxwell would support this statement). Unless you are otherwise committed in Saigon I urge that Procedural Item Three be adopted and that you inform us as soon as possible.

There will probably be cases because of last minute changes, etc. where the names of the participants will not be available to us in East Lansing. Although helpful, possession of these names will not be essential to the procedure proposed herein by Miller.

SKS:jb

Excerpt from 6/6/56 memo on travel procedure by Danly Miller

3. Vietnamese participants assigned for travel from Saigon to East Lansing:

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- C. Reservations for these passengers will be controlled at Saigon, however PAA, Saigon, will keep College Travel Office advised by cable of definite reservations established, and any deviation from normal travel schedule while en route for relay to Dr. Weidner and Capt. Baril.
- D. College Travel Office will prepare MSU Invoice Voucher for travel funds supplied against CTO invoice, submitting appropriate copies to Dr. Weidner's office for processing and payment.

July 19, 1956

To: Homer D. Higbee
From: Stanley K. Sheinbaum
Through: John T. Dorsey, Jr.
Wesley R. Fishel
Subject: Attached

The attached letter from PAA to College Travel Office indicates why we are having to revise the request for piastre equivalents for participants travel back to Saigon. The schedules had been set up and in every case other carriers were used than PAA. Now, according to the arrangement, we have to switch entirely to PAA except for one short run between Bangkok and Saigon. We therefore had to revise all the schedules. I know this is going to create extra complications for you at your end in trying to obtain the new amounts from the Office des Changes but there seemed no other way to handle it. I wired you on Lem and Giau inasmuch as they are due to leave the States on August 3rd. We didn't have much slack in time. Mr. Lan, who is scheduled to leave July 31, has no change from the amount already requested.

I am enclosing all the itineraries as finalized yesterday the 18th. Please note that Buu Nghi is returning to Saigon with the group.

SKS:jb

130 WEST GRAND RIVER AVENUE

TELEPHONE EDgewood 7-9747

Memorandum from Pan American - Saigon, to Pan American - Detroit, June 26, 1956

Subject: PREPAID TRANSPORTATION IN VIET NAM

There have been several recent transactions whereby your office has requested payment be made here in Saigon, by the Michigan State University Group, for travel originating in the United States. Due to the very favorable rate of exchange, MSU desires to pay such transportation in piastres, rather than use their Air Travel Account.

Under the Vietnamese Exchange Office regulations, any transportation paid in piastres, must be for residents of Vietnam, and must commence in Vietnam, unless an exchange permit is granted.

To-date, MSU has been able to obtain the permits in the several instances with no difficulty and we have sent your office issue wires.

For your information, the Vietnam Exchange Office has granted no foreign exchange to Pan American since last November, thus PAD has placed severe restrictions on our sale of tickets in piastres, even if the exchange permit is granted. As noted in STSGN 261030, when we sell transportation in piastres, the entire "haul" must be on Pan American, except, the connecting service to the U. S. gateways, and the connecting service between Bangkok and Saigon and Hongkong and Saigon. Thus, we are unable to handle the steamship and rail travel requested in your 251830, unless MSU here wishes to pay for same with the UATP account. Mr. Higbee of MSU has indicated that he doesn't wish to do so.

Please note that henceforth any tickets issued against our issue wires must be clearly endorsed as follows:

- a) "Refundable only in Vietnam in Piastres".
- b) "Not endorsable to another carrier".
- c) Conversion for travel over a different routing or between different points of origin and/or destination not permitted."

Of course should this office send an issue wire, for which payment has been made by UATP, we will so advise, and these endorsements will not be necessary.

R. W. Pitcher

cc Sales Manager-PAD-SFO
Traffic Manager-PAD-SFO

July 10, 1956

We have examined the contents of the above memorandum, and believe that Pan American's requirements are reasonable, just, and usual for encountered exchange difficulties. Certain minor changes in route may be possible through advance approval, but we should presently comply until further advised.

COLLEGE TRAVEL OFFICE


James A. Miller