

TRAVEL VOUCHER
MEMORANDUM

Judy

| | | | |
|--|---------------------------------------|--|--|
| DEPARTMENT, BUREAU, OR ESTABLISHMENT Office of Telecommunications Policy Executive Office of the President | | VOUCHER NO. | |
| PAYEE'S NAME Clay T. Whitehead | | SCHEDULE NO. | |
| MAILING ADDRESS (Including ZIP Code) OTP 1800 G St. NW Wash., D.C. 20504 | | PAID BY | |
| OFFICIAL DUTY STATION Washington, D. C. | RESIDENCE Washington, D. C. | | |
| FOR TRAVEL AND OTHER EXPENSES FROM (DATE) 3/18/74 TO (DATE) 3/18/74 | | CHECK NO. | |
| APPLICABLE TRAVEL AUTHORIZATION(S) NO. TP4AT175 DATE 3/14/74 | | CASH PAYMENT OF \$ RECEIVED (DATE) | |
| | | TRAVEL ADVANCE Outstanding \$ Amount to be applied Balance to remain outstanding \$ | |

TRANSPORTATION REQUESTS ISSUED

| TRANSPORTATION REQUEST NUMBER | AGENT'S VALUATION OF TICKET | INITIALS OF CARRIER ISSUING TICKET | MODE, CLASS OF SERVICE, AND ACCOM- MODATIONS * | DATE ISSUED | POINTS OF TRAVEL | |
|----------------------------------|-----------------------------------|---|---|----------------|-------------------|----------------------|
| | | | | | FROM- | TO- |
| GRB1660853 | \$73.27 | AA | Mixed | 3/14 | Washington, D. C. | NY, NY and return |

March 22, 1974

AMOUNT
CLAIMED

| Dollars | Cts |
|---------|-----|
| \$20 | 00 |

Approved. Long distance telephone calls are certified as necessary in the interest of the Government.

DIFFERENCES:

NEXT PREVIOUS VOUCHER PAID UNDER SAME TRAVEL AUTHORITY
VOUCHER NO. D.O. SYMBOL DATE (MONTH-YEAR)

Total verified correct for charge to appropriation(s)
(initials)

Applied to travel advance (appropriation symbol)

NET TO
TRAVELER

ACCOUNTING CLASSIFICATION

0.970.4.92110.511

Reid
4.15

PREVIOUS TEMPORARY DUTY (Complete these blocks only if in travel status immediately prior to period covered by this voucher and if administratively required)

| | |
|---|-------------------|
| TEMPORARY DUTY STATION LAST DAY OF PRECEDING VOUCHER PERIOD | |
| (LOCATION) | (DATE OF ARRIVAL) |

[illegible]

*If per diem allowances for members of employee's immediate family are included, give members' names, their relationship to employee, and ages and marital status of children (unless this information is shown on the travel authorization).

1-4058 2-72 PRINTED IN U.S.A. BY RAND MC NALLY, CHICAGO

| | | | | | | | | | | | | | |
|--|--|--|--|---|--|---------------|--|--|--|------------------------------------|--|-------------------------|--|
| Issued By | | SOLD SUBJECT TO CONDITIONS OF CONTRACT ON PASSENGER'S COUPON | | PASSENGER TICKET AND BAGGAGE CHECK PASSENGER'S COUPON | | FROM TO | | CAR-RIER | | FARE CALCULATION | | 5852331462 | |
| AD | | AMERICAN AIRLINES, INC. | | TW | | DATE OF ISSUE | | | | | | 001 | |
| If the passenger's journey involves an ultimate destination or stop in a country other than the country of departure, the Warsaw Convention may be applicable and the Convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage. | | | | | | | | | | | | DATE AND PLACE OF ISSUE | |
| NAME OF PASSENGER | | | | | | | | | | | | NOT TRANSFERABLE | |
| MR. C. WHITEHEAD | | | | | | | | | | | | | |
| 1 | | 2 | | 3 | | 4 | | ORIGINALLY ISSUED AGAINST BY AGENTS NUMERIC CODE | | AT | | DD DATE | |
| 1 | | 2 | | 3 | | 4 | | TICKET DESIGNATOR & TOUR CODE | | THIS TICKET ISSUED IN EXCHANGE FOR | | | |
| NOT GOOD FOR PASSAGE | | FARE BASIS | | ALLOW | | CARRIER | | FLIGHT/CLASS | | DATE | | TIME | |
| VOID | | | | | | | | | | | | | |
| TO WAS - NATIONAL | | F | | AA 492F | | PARIS | | 330AOK | | | | | |
| TO NYC - LAGUARDIA | | F | | AA 632F | | PARIS | | 430PCK SC | | 1.27 | | GRB1660353 | |
| TO WAS - NATIONAL | | BAGGAGE CHECKED UNCKD | | PCS. WT. | | UNCK PCS. WT. | | UNCK PCS. WT. | | UNCK PCS. WT. | | FARE | |
| FARE | | CV | | TOTAL | | CV | | ROUTE CODE | | ENCODE | | CPN | |
| \$67.35 | | | | \$75.27 | | | | | | | | | |
| TAX | | CV | | | | | | | | | | 001 | |
| 5.42 | | | | | | | | | | | | 5852331462 5 | |
| EQUIN | | CV | | | | | | | | | | | |
| PD | | | | | | | | | | | | | |

EASTERN AIR LINES

FARE ADJUSTMENT COUPON

SECTION BELOW FOR EASTERN'S USE

FORM AND TICKET NUMBER

CASH REFUNDED

FARE \$
TAX \$
TOTAL \$
REFUND RECEIVED

FARE BASIS USED

Y EA

NOTICE TO CUSTOMER

TICKETS PURCHASED FOR:

CASH -
(ONLY BLUE COPY ISSUED)
Present this Coupon with Passenger Coupon of ticket used on this flight to any Eastern Air Lines Ticket Office for immediate refund.

U.A.T.P. OR GOV'T T.R. -
(BOTH COPIES ISSUED)
Complete section at right on both copies of this form, return BLUE copy to Flight Attendant and retain Receipt Copy for your records.

Y-122A

DATE
18 MAR 74

717893

PLACE OF ISSUE
EASTERN AIRLINES
IN FLIGHT SERVICES

| | | | |
|----------------|-------|----------------|--|
| NAME | | C.T. Whitehead | |
| ADDRESS | | D.T.P. | |
| CITY | STATE | WASH DC 20504 | |
| UATP ACCT. NO. | | | |
| GOV'T T.R. NO. | | | |

CUSTOMER'S SIGNATURE

850014

| | | |
|---|------------------------------------|--|
| 1. PLACE PREPARED (City and State) Washington, D. C. | 2. DATE PREPARED 3/14/74 | OFFICIAL TRAVEL AUTHORIZATION (See Instructions on reverse) |
| 3. NAME OF TRAVELER (As shown on payroll) Clay T. Whitehead | | |
| 4. TITLE (As shown on payroll) Director | | |
| 5. OFFICE OR SERVICE, DIVISION AND PERMANENT DUTY STATION Office of Telecommunications Policy | | |
| 6. LOCATION OF TRAVELER'S OFFICIAL STATION Washington, D. C. | | NOTE TO TRAVELER The official travel specified herein may not be performed until Item 22 has been executed by a GSA official empowered to authorize the travel. The number (Item 23) and date (Item 24) of this Authorization must appear on each voucher claiming reimbursement for travel expenses incurred consequent to this Authorization. |
| 7. SPECIFIC PURPOSE OF TRAVEL | | |

Address the directors of the Office of Communication, United Church of Christ and attend industry meetings.

| | | | | | |
|---|-------------------|--|--|--|--|
| 6. APPROXIMATE DATES OF TRAVEL | | 9. TYPE OF AUTHORIZATION | | If Item 9B is checked, complete Items 10 and 11 below | |
| A. BEGINNING ABOUT: 3-18-74 | | A. ORIGINAL <input checked="" type="checkbox"/> | | 10. ORIGINAL AUTH. NO. | |
| B. ENDING ABOUT: 3-18-74 | | B. AMENDED <input type="checkbox"/> | | 11. ITEM NO. (S) AMENDED | |
| 12. ITINERARY | | | | | |
| A. DATE | B. TRAVEL FROM | C. TRAVEL TO | D. ADDRESS AT DESTINATION | | |
| 3/18 | Washington, D. C. | New York, New York and return | | | |
| 13. MODE OF TRANSPORTATION | | | | | |
| A. NORMAL | | | B. SPECIAL (Must be justified in Item 16) | | |
| (1) <input checked="" type="checkbox"/> COMMON CARRIER <input checked="" type="checkbox"/> AIR <input type="checkbox"/> BUS <input type="checkbox"/> RAIL <input type="checkbox"/> SHIP | | | (1) <input checked="" type="checkbox"/> FIRST CLASS PLANE (2) <input type="checkbox"/> EXTRA-FARE TRAIN OR PLANE (3) <input type="checkbox"/> PRIVATELY OWNED VEHICLE (Complete 13C below) (4) <input type="checkbox"/> OTHER | | |
| C. If travel by privately owned vehicle is authorized check which of the following restrictions apply: | | | | | |
| (1) <input type="checkbox"/> COST OF TRAVEL DOES NOT EXCEED TRAVEL BY COMMON CARRIER. | | (2) <input type="checkbox"/> COST OF TRAVEL IS LIMITED TO THE CURRENT INTERAGENCY MOTOR POOL SERVICE RATES FOR A COMPARABLE VEHICLE. | | (3) <input type="checkbox"/> ITS USE HAS BEEN ADMINISTRATIVELY DETERMINED TO BE ADVANTAGEOUS TO THE GOVERNMENT. (Explain in Item 16) | |
| 14. ALLOWANCES | | | | | |
| A. MILEAGE RATE | | B. PER DIEM RATE | | C. OTHER ALLOWANCES (Explain in Item 16 below) | |
| \$ PER MILE | | \$ 9.00 PER DAY | | | |
| 15. ESTIMATED COST TO THE GOVERNMENT | | | | | |
| A. TOTAL TRANSPORTATION | | B. TOTAL PER DIEM | | C. TOTAL OTHER | |
| \$ 62.00 | | \$ 9.00 | | \$ 15.00 | |
| | | | | D. TOTAL COST TO GOVERNMENT | |
| | | | | \$ 86.00 | |
| 16. STATEMENT OF JUSTIFICATION FOR SPECIAL MODES OF TRANSPORTATION AND ALLOWANCES | | | | | |
| First class travel authorized. | | | | | |
| Use of taxi authorized between abode and place of business. | | | | | |
| 17. TRAVEL RECOMMENDED | | | | 18. COST ACCOUNT SYMBOL | |
| BY <u>Director, Office of Telecommunications Policy</u> 3/14/74 | | | | 0.970.4.92110.511 | |
| (Signature) (Title) (Date) | | | | | |
| 19. TRAVEL APPROVED | | | | 20. FUNDS OBLIGATED | |
| BY <u>Bryan M. Eagle</u> Executive Assistant 3/14/74 | | | | | |
| (Signature) (Title) (Date) | | | | (Initials) (Date) | |
| 21. TRAVEL CONCURRED IN (When required) | | | | | |
| 22. TRAVEL AUTHORIZED: The person named in Item 3 above is authorized to travel at Government expense subject to the Standardized Government Travel Regulations (as amended), Bureau of the Budget Circular No. 2-56 (Revised), existing GSA travel policy, and the conditions specified in this Authorization. | | | | 23. AUTHORIZATION NO. | |
| <u>Bryan M. Eagle</u> Executive Assistant | | | | TP4AT175 | |
| (Signature) (Title) | | | | 24. DATE AUTHORIZED | |
| | | | | 3/14/74 | |

INSTRUCTIONS FOR PREPARATION OF GSA FORM 87

Items 1 through 4: Self-explanatory.

Items 5 and 6: If these locations are in a regional office, enter the regional location (city and State) and the regional number; if located in GSA Central Office, enter Washington, Central Office.

Item 7: Show the specific purpose of the travel. Generalizations such as "Official Business" or similar phrases are not acceptable. Indicate why the desired results cannot be gained through correspondence or other less-expensive means than travel.

Item 8: Enter the scheduled dates of the first and last days of the travel period.

Item 9: Check whether the form represents an original or an amended authorization.

Items 10 and 11: If the form amends a previous authorization, enter the original authorization number in Item 10 and the item number(s) being amended in Item 11.

Item 12: If trip order, specify in sequence and by date each official point to be visited and, if known, the address at destination where the traveler can be reached. If authorization covers travel within specified States, list the States. If travel authorization is limited only to the continental limits of the United States, enter phrase "To any points within the continental limits of the United States, in such order and at such times as may be necessary, and return."

Item 13: Check mode(s) of transportation required. The use of extra-fare trains, extra-fare airplanes, and other types of conveyances shall be justified by showing the advantage to the Government in a statement under Item 16.

Item 14: See the GSA Administrative Manual, Chap. 7 (DGA 5410.1) for allowable mileage and per diem

rates. Under other allowances, indicate any unusual expense that the traveler will incur, such as rental of conference rooms, employment of temporary stenographers, or transfer of excess baggage in connection with official travel. If travel is incident to a change of official station, and the payment of travel, transportation, and related moving expenses is authorized, enter the remark "See attached GSA Form 87A." All such allowances must be carefully detailed on GSA Form 87A.

Item 15: Enter the estimated cost of travel, per diem, and other expenses that the Government will incur as a result of this authorization.

Item 16: If space provided is insufficient, complete the statement on a plain sheet and staple a copy to each copy of the authorization form.

Item 17: To be executed by the official recommending the travel.

Item 18: Enter the cost account symbol(s) to which the expenses incident to the travel are to be charged.

Item 19: To be executed by the official administratively approving the travel.

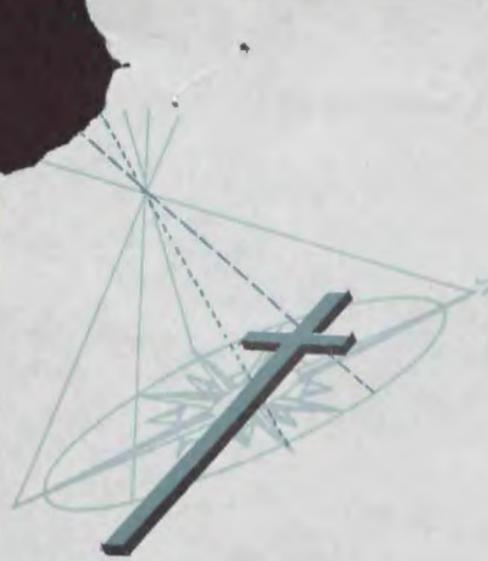
Item 20: For use by the service or staff office maintaining official prevalidation control records.

Item 21: When required, the signatures of concurring officials or the method by which their concurrences are obtained shall be included in this block.

Item 22: To be executed by the appropriate GSA official empowered to authorize the travel.

Item 23: The authorization number to be entered by the official approving the travel.

Item 24: Enter the date Item 22 is executed.



OFFICE OF COMMUNICATION
UNITED CHURCH OF CHRIST

289 Park Avenue South • New York, N. Y. 10010 • (212) 475-2127

REV. EVERETT C. PARKER, Director

REV. C. SHELBY ROOKS, Chairman

March 25, 1974

Dear Tom:

The Office of Communication directors were much impressed by your presentation to them. They especially appreciated the question and answer period.

As you know, a committee was appointed to reconsider our policy re cable. They met for several hours. Their reported sparked more than an hour of debate, followed by a decision to do more studying before developing a policy document. I was asked to talk to you further. I hope you will be able to find the time for such discussion.

Many thanks for the trouble you took to come to New York and talk to us. It was most generous of you to do so. The board of directors has recorded a formal vote of thanks, also.

Sincerely,
Everett

ETW

RECEIVED

MAR 27 9 33 AM '74

OFFICE OF
TELECOMMUNICATIONS
POLICY

Itinerary for
Clay T. Whitehead
New York, New York
March 18, 1974

Monday, March 18

| | | |
|------------------------------|---|----------------|
| 8:00 a.m. | Coyt will pick you up | |
| 8:30 a.m. | Lv. National via AA492 | |
| 9:27 a.m. | Arr. LaGuardia | |
| 10:00 a.m. | Meet with Lloyd Morrisett Markle Foundation Room 940 50 Rockefeller Plaza (between 50th and 51st Streets) | (212) 265-2795 |
| 12:00 noon thru 2:30 p.m. | Lunch with the Office of Communication Board of Directors United Church of Christ in the Sculpture Gallery of the National Arts Club 15 Gramercy Park (Dr. Everett Parker will meet you) | (212) 475-2127 |
| 4:30 p.m. | Lv. LaGuardia via AA632 | |
| 5:34 p.m. | Arr. National airport (Coyt will pick you up) | |

Wednesday 3/6/74

MEETING
3/18/74
10:00 a.m.

5:00 We have scheduled your meeting with Lloyd Morrisett for 10:00 on Monday, March 18, while you are in NYC. (Markle Foundation, Room 940, 50 Rockefeller Plaza -- between 50th and 51st Streets).

Mrs. Karban (212) 265-2795

OFFICE OF COMMUNICATION

United Church of Christ

289 Park Avenue South / New York, N.Y. 10010 (212) 475-2127



*Rev. C. Shelby Rooks, Chairman
Rev. Everett C. Parker, Director*

March 1, 1974

Hon. Clay T. Whitehead, Director
Office of Telecommunications Policy
Executive Office of the President
Washington, D. C. 20504

Dear Tom:

The luncheon of the Office of Communication Board of Directors, Tuesday, March 18, will be held in the Sculpture Gallery of the National Arts Club, 15 Gramercy Park, New York City. I will be on hand early to meet you.

We have set aside the period from 12:00 - 2:30 p.m. for your appearance. Luncheon will be served expeditiously, so there will be maximum time for you. However, 2:30 is not an absolute cut-off time, if by then you have not completed everything you wanted to say in the discussion.

In accordance with the suggestion in your letter of February 8, we are not inviting any reporters. The directors prefer a private meeting where they can engage in frank discussion which will help them in setting policies.

Again, many thanks for accepting this invitation.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "Everett".

ECP:sc

A handwritten signature in dark ink, appearing to read "Judy".

RECEIVED
MAR 4 10 46 AM '74

MAR 4 10 46 AM '74

OFFICE OF
TELECOMMUNICATIONS
POLICY

United Church of Christ

289 Park Avenue South / New York, N.Y. 10010 (212) 475-2127



3-18

Rev. C. Shelby Rooks, Chairman
Rev. Everett C. Parker, Director

January 23, 1974

Honorable Clay T. Whitehead, Director
Office of Telecommunications Policy
White House
Washington, DC

Dear Dr. Whitehead:

I am delighted that you will be able to speak to the directors of the Office of Communication on Monday, March 18, 1974 at noon. I assume you will want to talk about the cable report. It is an important concern of the directors, but we would also like to have you speak about any issues that are important to the Office of Telecommunications Policy, since we are concerned about them too.

The directors will want to ask questions and engage in conversation on the issues you raise; so I will appreciate it if you will plan to remain after your talk for a reasonable period of such conversation.

The meeting can be closed with only the Office of Communication directors and staff present or we can invite press coverage, entirely dependent upon your wishes. If there is coverage, I imagine it will be limited to Les Brown, Val Adams, representatives of Broadcasting and Variety and possibly someone from the Wall Street Journal.

We will decide on a place for the luncheon after hearing from you as to whether or not you want press coverage. We will, of course, expect to pay your expenses and will be happy to provide a modest honorarium if that is in order.

I hope you were able to fight off the cold.

Sincerely yours,

ECP:sc

Wednesday 1/23/74

SPEECH
3/18/74

2:00

Mr. Whitehead advises he has accepted an invitation to speak to the United Church of Christ on March 18 in NYC.

(Think this was after his phone conversation w/Dr. Everett Parker on 1/22.)

American

3/16 AP - low \$4.00
3/18 AP - M #8
M - MC \$2.75
~~AP - AP \$9.25~~

GENERAL SERVICES ADMINISTRATION

American Airlines

Ticket For

C Whitehead

YOUR ITINERARY

| DEPARTURE | | | | | | ARRIVAL | |
|-----------|---------|--------|---------|------|------|---------|------|
| DATE | AIRLINE | FLIGHT | AIRPORT | TIME | MEAL | AIRPORT | TIME |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Printed in U.S.A.

AA Form T29

American Airlines

Ticket For *C Whitehead*