

CLAY T. WHITEHEAD  
12/28-29/1973

Friday 12/28

5:30 p.m.    Lv. Dulles            UA L 55  
8:00 p.m.    Arr. Los Angeles

Avis Rental Car reserved in Los Angeles

Reservations at the Los Angeles Marriott Hotel            (213) 641-5700  
5855 W. Century Blvd.

Saturday 12/29

2:00 p.m.    Lv. Los Angeles    TWA 74  
9:35 p.m.    Arr. Dulles

Margaret plans to meet you

Tom Rockwell

office  
home

(213) 393-0411  
(213) 454-6991

Friday, 12/28/73

Mr. Whitehead asked that a flight be arranged out of Dulles to Los Angeles around 5:30 p.m. this afternoon. The following arrangements were made:

12/28           Lv: <sup>5:30</sup> 5:50    UAL   55  
(from Dulles) Ar:   8:00 pm

12/29           Lv:   2:00 pm    TWA    74  
(from L.A.) Ar:    9:35

Arrangements have been made for an Avis Rental Car to be ready in L.A.

*Made hotel - will decide.*

*Review  
copy*

OFFICE OF TELECOMMUNICATIONS POLICY  
WASHINGTON

*12/28*

*Lo. 5:30 VAL 55*

*Ar. 8:00 PM*

*12/29*

*Lo 2:00 PM TWA 74*

*Ar 9:35*

Los Angeles Marriott Hotel (213)641-5700  
5855 W. Century Blvd.

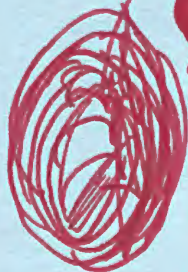
Reservation for a single room for  
the evening of 12/28 ----  
singles start at \$30.

They will only hold the reservation

*Chris*  
*[scribble]*

*Diners*

*Tom Rockwell*  
*9-6-2008*  
*5:00*





Friday 12/28/73

TRIP  
12/28-29/73

4:30    Called United Air Lines to be sure the plane would be leaving on time.    At Mr. Whitehead's request, called Tom Rockwell's office to let them know there was no delay in his departure and expected time of arrival was 8 p.m. in L.A., and that he would be getting a rental car.    Also advised that, as a matter of policy, Mr. Whitehead doesn't travel with a tie on.

Dr. Rockwell's secretary said he didn't have a tie on today either -----



# TRAVEL VOUCHER

## MEMORANDUM

*Eva Lee*  
*Cy*

DEPARTMENT, BUREAU, OR ESTABLISHMENT <b>Department of Telecommunications Policy</b> <b>Executive Office of the President</b>		VOUCHER NO.
PAYEE'S NAME <b>Clay T. Whitehead</b>		SCHEDULE NO.
MAILING ADDRESS (Including ZIP Code) <b>OTP</b> <b>1800 G St., NW</b> <b>WA, D.C. 20504</b>		PAID BY
OFFICIAL DUTY STATION <b>Washington, D.C.</b>	RESIDENCE <b>Washington, D.C.</b>	
FOR TRAVEL AND OTHER EXPENSES		CHECK NO.
FROM (DATE) <b>12/28/73</b>	TO (DATE) <b>12/29/73</b>	CASH PAYMENT OF \$ RECEIVED (DATE)
APPLICABLE TRAVEL AUTHORIZATION(S) NO. <b>TP4AT118</b>		
DATE <b>12/28/73</b>		
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 ACCOMMODATIONS *	DATE ISSUED	POINTS OF TRAVEL	
					FROM-	TO-
<b>B1,660,339</b>	<b>435.28</b>	<b>UA</b>	<b>First</b>	<b>12/28</b>	<b>Washington, D.C.</b>	<b>Los Angeles, Calif. and return</b>

<b>1/7/73</b>	AMOUNT CLAIMED	Dollars	Cts
	→ <b>\$39</b>		<b>00</b>
Approved. Long distance telephone calls are certified as necessary in the interest of the Government.		DIFFERENCES:	
NEXT PREVIOUS VOUCHER PAID UNDER SAME TRAVEL AUTHORITY	Total verified correct for charge to appropriation (s)		
VOUCHER NO.	D.O. SYMBOL	DATE (MONTH-YEAR)	(initials)
			Applied to travel advance (appropriation symbol)
			NET TO TRAVELER →

ACCOUNTING CLASSIFICATION

*Check*  
*Recd*  
*1-30-74*

\* Abbreviations for Pullman accommodations: MR, master room; DR, drawing room; CP, compartment; BR, bedroom; DSR, duplex single room; RM, roomette; DRM, duplex roomette; SOS, single occupancy section; LB, lower berth; UB, upper berth; LB-UB, lower and upper berth; S, seat.



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

[illegible][illegible]

GPO : 1970 OF-430-434 (5A)  
c48-16-79475-1

Grand total to face of voucher  
(Subtotals, to be carried forward if necessary)

\* 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).



Issued By

SOLD SUBJECT TO CONDITIONS OF CONTRACT ON PASSENGER'S COUPON

## UNITED AIR LINES INC

TW

PASSENGER TICKET  
AND BAGGAGE CHECK  
PASSENGER'S COUPONFROM  
TOCAR-  
RIERFARE  
CALCULATION

016

585212534

DATE AND PLACE OF ISSUE

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.

NAME OF PASSENGER

NOT TRANSFERABLE

MR C WHITEHEAD

ORIGIN

DESTINATION

1	2	3	4	ORIGINALLY ISSUED AGAINST BY AGENTS NUMERIC CODE	AT	ON DATE	YR
---	---	---	---	--	----	---------	----

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

STATUS

FROM

TO

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LOS ANGELES

WASH DULLES

BAGGAGE

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FARE

FORM AND SERIAL NUMBER

CK

FARE

403.04

CV

TOTAL

CY

435.28

ROUTE CODE

ENCODE

CPN

016

5852125347 5 □

TAX

32.24

CY

EQUIV. ADT. PD

CY

Agent

CONJUNCTION TICKET IS

FORM OF PAYMENT

BI 650 339

ENDORSEMENTS (Carbon)

D102373



1. PLACE PREPARED (City and State) <u>Washington, DC</u>	2. DATE PREPARED <u>12/28/73</u>	<b>OFFICIAL TRAVEL AUTHORIZATION</b> (See Instructions on reverse)
3. NAME OF TRAVELER (As shown on payroll) <u>Clay T. Whitehead</u>		
4. TITLE (As shown on payroll) <u>Director</u>		<b>NOTE TO TRAVELER</b> 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.
5. OFFICE OR SERVICE, DIVISION AND PERMANENT DUTY STATION <u>Office of Telecommunications Policy</u>		
6. LOCATION OF TRAVELER'S OFFICIAL STATION <u>Washington, DC</u>		
7. SPECIFIC PURPOSE OF TRAVEL		

To Discuss Cable Television with industry representatives.

8. APPROXIMATE DATES OF TRAVEL	9. TYPE OF AUTHORIZATION	If Item 9B is checked, complete Items 10 and 11 below	
A. BEGINNING ABOUT: <u>12/28</u>	A. ORIGINAL <input checked="" type="checkbox"/>	10. ORIGINAL AUTH. NO.	11. ITEM NO. (S) AMENDED
B. ENDING ABOUT: <u>12/29</u>	B. AMENDED <input type="checkbox"/>		

12. ITINERARY			
A. DATE	B. TRAVEL FROM	C. TRAVEL TO	D. ADDRESS AT DESTINATION
<u>12/28</u>	<u>Washington, D.C.</u>	<u>Los Angeles, California</u>	
<u>12/29</u>	<u>Los Angeles, Cal.</u>	<u>Washington, D.C.</u>	

13. MODE OF TRANSPORTATION			
A. NORMAL		B. SPECIAL (Must be justified in Item 16)	
(1) <input checked="" type="checkbox"/> COMMON CARRIER	(2) <input type="checkbox"/> GOVERNMENT-OWNED VEHICLE	(1) <input checked="" type="checkbox"/> FIRST CLASS PLANE	(3) <input type="checkbox"/> PRIVATELY OWNED VEHICLE (Complete 13C below)
<input type="checkbox"/> AIR <input type="checkbox"/> BUS		(2) <input type="checkbox"/> EXTRA-FARE TRAIN OR PLANE	(4) <input checked="" type="checkbox"/> OTHER <u>rental car</u>
<input type="checkbox"/> RAIL <input type="checkbox"/> SHIP			
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 \$ <u>      </u> PER MILE	B. PER DIEM RATE \$ <u>      </u> PER DAY	C. OTHER ALLOWANCES (Explain in Item 16 below)

15. ESTIMATED COST TO THE GOVERNMENT			
A. TOTAL TRANSPORTATION \$ <u>435.00</u>	B. TOTAL PER DIEM \$ <u>50.00</u>	C. TOTAL OTHER \$ <u>50.00</u>	D. TOTAL COST TO GOVERNMENT \$ <u>535.00</u>

16. STATEMENT OF JUSTIFICATION FOR SPECIAL MODES OF TRANSPORTATION AND ALLOWANCES

First class travel authorized.

Use of rental car authorized when GSA car not available.

17. TRAVEL RECOMMENDED BY <u>Director, Office of Telecommunications Policy</u> <u>12/28</u> (Signature) (Title) (Date)	18. COST ACCOUNT SYMBOL <u>0.970.4.92110.511</u>
19. TRAVEL APPROVED BY <u>[Signature]</u> <u>Executive Assistant</u> <u>12/28</u> (Signature) (Title) (Date)	20. FUNDS OBLIGATED BY _____ (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. A-56 (Revised), existing GSA travel policy, and the conditions specified in this Authorization. <u>[Signature]</u> <u>Executive Assistant</u> (Signature) (Title)	23. AUTHORIZATION NO. <u>TP4AT118</u>
	24. DATE AUTHORIZED <u>12/28/73</u>



## INSTRUCTIONS FOR PREPARATION OF GSA FORM 87

EXHIBIT 10

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 (DOA 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.