

12 Janet Frayer

12:30 lunch

2:30 Dean Casper

3:15 Students

4:00 Doris.

Itinerary for
Clay T. Whitehead
March 4, 1974
Boston, Massachusetts

Monday, March 4, 1974

9:00 a.m. Lv. OTP
9:35 a.m. Lv. National via EA 572
10:47 a.m. Arr. Boston, Mass.

12:00 noon Meeting with Elizabeth Fainsod (617) 495-5792
Executive Assistant to the Director
Institute of Politics, Harvard

TELEPHONE NUMBERS:

Bud Hostetter (617) 742-8265
54 Lewis Wharf

Fred Wiseman
54 Lewis Wharf (617) 742-6680

WGBH Tom Keller, 868-3800

*arrange from
Doris on Atlantic Ave.*

4:10 ~~4:10~~ m 5:22
5:30 p.m. Lv. Boston via AA453
6:53 p.m. Arr. National airport
Coyt will pick you up.

6:49 - 8:12 EA391

Don Dwight x Lt Gov News

sugg:

→ James Brinkley
Lt Gov Mich
Llt - FBI
b 1928
Mod repub

Willis Brock

TI

Check w/ Foster

\$5.25
\$6.50

Foster

TRAVEL VOUCHER
MEMORANDUM

July

DEPARTMENT/BUREAU/ESTABLISHMENT Executive Office of the President Office of Telecommunications Policy		VOUCHER NO.
PAYEE'S NAME Clay T. Whitehead		SCHEDULE NO.
MAILING ADDRESS (Including ZIP Code) 1800 G St., NW Washington, D. C. 20504		PAID BY
OFFICIAL DUTY STATION Washington, D. C.	RESIDENCE Washington, D. C.	
FOR TRAVEL AND OTHER EXPENSES FROM (DATE) 3/4/74 TO (DATE) 3/4/74		CHECK NO.
APPLICABLE TRAVEL AUTHORIZATION(S) NO. TP4AT158 DATE 2/27/74		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 ACCOMMODATIONS *	DATE ISSUED	POINTS OF TRAVEL	
					FROM-	TO-
B1660052	109.27	EA	First	3/1	Washington, D. C.	Boston, Mass. and return

3/6/74	AMOUNT CLAIMED →	Dollars \$11	Cts 75
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

0.970.4.92110.511

Reid Jack 3/28.

* 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.

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

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

DEPARTURE FROM OFFICIAL STATION (DATE)	(HOUR)	TEMPORARY DUTY STATION LAST DAY OF PRECEDING VOUCHER PERIOD (LOCATION)	(DATE OF ARRIVAL)
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DATE	NATURE OF EXPENSE*	AUTHORIZED MILEAGE RATE		AMOUNT CLAIMED			
		SPEEDOMETER READINGS	NO. OF MILES	MILEAGE	SUBSISTENCE	OTHER	
19 <u>74</u>							
3/4	Lv. OTP	9:00 a.m.					
	Lv. DCA via EA 572	9:35 a.m.					
	Arr. Boston, Mass.	10:47 a.m.					
	Taxi from airport to						
	54 Lewis Wharf					5	25
	Taxi to airport from						
	54 Lewis Wharf					6	50
	Lv. Boston via AA453	5:30 p.m.					
	Arr. DCA	6:53 p.m.					
	Arr. residence	7:30 p.m.					
	NO PER DIEM CLAIMED.						

GPO : 1970 OF -430-454 (SA) 48-16-79475-1	Grand total to face of voucher (Subtotals, to be carried forward if necessary) →	\$11.75		\$11 75
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*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 **BOLD SUBJECT TO CONDITIONS OF CONTRACT ON PASSENGER'S COUPON**

EASTERN AIR LINES, INC.

TW PASSENGER TICKET AND BAGGAGE CHECK PASSENGER'S COUPON

FROM TO	CARRIER	FARE CALCULATION

585233121

007 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 **MR C WHITEHEAD** NOT TRANSFERABLE

DATE OF ISSUE
ORIGIN
DESTINATION

GENERAL SERVICE
ADMINISTRATION
MAR-1774
0613 06020906
1/1/48 CDP-DL

1	2	3	4	ORIGINALLY ISSUED AGAINST BY AGENT'S NUMERIC CODE	AT	ON DATE	YE
1	2	3	4	TICKET DESIGNATION & TOUR CODE	THIS TICKET ISSUED IN EXCHANGE FOR		

NOT GOOD FOR PASSAGE	FARE BASIS	ALLOW	CARRIER	FLIGHT/CLASS	DATE	TIME	STATUS
VOID	VOID			VOID		VOID	
VOID	VOID			VOID		VOID	
WAS NATIONAL			EA	572F	4MAR	935AOK	
BOSTON MA			AA	453F	4MAR	930PKSC	
WAS NATIONAL							127

FARE	101.13	TOTAL	109.27	ROUTE CODE	ENCODE	CPN	AIRLINE CODE	007	FORM AND SERIAL NUMBER	5852331214 2 □
TAX	8.09									
EQUIV AMT PD.										

1948 Y 1-408 2-74

1. PLACE PREPARED (City and State) Washington, D. C.	2. DATE PREPARED 2/27/74	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		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.
5. OFFICE OR SERVICE, DIVISION AND PERMANENT DUTY STATION Office of Telecommunications Policy		
6. LOCATION OF TRAVELER'S OFFICIAL STATION Washington, D. C.		
7. SPECIFIC PURPOSE OF TRAVEL Attend meetings in Boston, Mass.		

8. APPROXIMATE DATES OF TRAVEL A. BEGINNING ABOUT: 3/4/74 B. ENDING ABOUT: 3/4/74	9. TYPE OF AUTHORIZATION A. ORIGINAL <input checked="" type="checkbox"/> B. AMENDED <input type="checkbox"/>	If Item 9B is checked, complete Items 10 and 11 below 10. ORIGINAL AUTH. NO. 11. ITEM NO. (S) AMENDED	
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12. ITINERARY			
A. DATE	B. TRAVEL FROM	C. TRAVEL TO	D. ADDRESS AT DESTINATION
3/4/74	Washington, D. C. and return	Boston, Mass.	

13. MODE OF TRANSPORTATION			
A. NORMAL (1) <input checked="" type="checkbox"/> COMMON CARRIER <input checked="" type="checkbox"/> AIR <input type="checkbox"/> BUS <input type="checkbox"/> RAIL <input type="checkbox"/> SHIP		B. SPECIAL (Must be justified in Item 16) (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 \$ PER MILE	B. PER DIEM RATE \$ 9.00 PER DAY	C. OTHER ALLOWANCES (Explain in Item 16 below)

15. ESTIMATED COST TO THE GOVERNMENT			
A. TOTAL TRANSPORTATION \$ 82.00	B. TOTAL PER DIEM \$ 9.00	C. TOTAL OTHER \$ 30.00	D. TOTAL COST TO GOVERNMENT \$ 121.00

16. STATEMENT OF JUSTIFICATION FOR SPECIAL MODES OF TRANSPORTATION AND ALLOWANCES
 Use of taxi authorized between abode and place of business.
 First class travel authorized.
 Use of rental car authorized.

17. TRAVEL RECOMMENDED BY <u>Director, Office of Telecommunications Policy</u> 2/27/74 (Signature) (Title) (Date)	18. COST ACCOUNT SYMBOL 0.970.4.92110.511
19. TRAVEL APPROVED BY <u>Bryan M. Eagle</u> Executive Assistant 2/27/74 (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>Bryan M. Eagle</u> Executive Assistant (Signature) (Title)	23. AUTHORIZATION NO. TP4AT158
		24. DATE AUTHORIZED 2/27/74

INSTRUCTIONS FOR PREPARATION OF TRAVEL ORDERS

1. PURPOSE

These instructions apply to the preparation of travel orders for the use of United States Government employees and their families. The purpose of these instructions is to provide a uniform method of preparing travel orders and to ensure that all travel orders are prepared in accordance with the Department's travel policy. The instructions cover the following items:

1.1. General instructions

1.2. Authorization

1.3. Itinerary

1.4. Ticketing

1.5. Expenses

1.6. Other

1.7. General instructions

1.8. Authorization

1.9. Itinerary

1.10. Ticketing

1.11. Expenses

1.12. Other

1.13. General instructions

1.14. Authorization

1.15. Itinerary

1.16. Ticketing

1.17. Expenses

1.18. Other