

Itinerary for  
Clay T. Whitehead  
January 14, 1974  
New York, New York

6:30 a.m.	Coyt will pick you up	
7:00 a.m.	Lv. National airport via Eastern Shuttle	
7:55 a.m.	Arr. LaGuardia	
9:00 a.m.	Meeting with Dan Lacy McGraw-Hill 6th Avenue between 48th & 49th	(212) 997-2477
10:00 a.m.	Meeting with Bob Bartley Wall Street Journal 30 Broad Street	(212) 285-5000
1:00 p.m.	Meeting with John O'Connor New York Times 29 West 43rd Street	(212) 556-1234
3:00 p.m.	Meeting with Arthur Taylor CBS 51 West 52nd Street, 31st Floor	(212) 765-4321
4:00 p.m.	Meeting with David Adams NBC 30 Rockefeller Plaza	(212) 247-8300
5:15 p.m.	Meeting with Alton Frye Council for Foreign Relations 58 East 58th Street (Near Park Avenue)	(212) 535-3300
7:00	Return to D.C. via shuttle	

Monday 1/14/74

TRIP  
1/14/74

6:00 Do you have any extra expenses to claim for your trip to NY?

7.50 Cab to La Guardia



TRAVEL VOUCHER  
MEMORANDUM

DEPARTMENT, BUREAU, OR ESTABLISHMENT

VOUCHER NO.

**Executive Office of the President**  
**Office of Telecommunications Policy**

PAYEE'S NAME

SCHEDULE NO.

**Clay T. Whitehead**

MAILING ADDRESS (Including ZIP Code)

PAID BY

OTP

1800 G St., NW

Washington, D. C. 20504

RESIDENCE

Washington, D. C.

Washington, D. C.

FOR TRAVEL AND OTHER EXPENSES

TRAVEL ADVANCE

CHECK NO.

FROM (DATE)

TO (DATE)

Outstanding

\$

1/14/74

1/14/74

APPLICABLE TRAVEL AUTHORIZATION(S)

Amount to be applied

CASH PAYMENT OF \$

RECEIVED (DATE)

NO.

DATE

Balance to remain  
outstanding

\$

TP4AT126

1/11/74

## 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-
B1660537	55.27	EA	Coach		Washington, D. C.	New York, NY and return to Washington

AMOUNT  
CLAIMED

Dollars

Cts

1-24-74

\$16 50

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

Pd  
2-5



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-430-454 (5A)  
c48-16-79475-1

\*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).



TWA FORM T-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**

**EASTERN AIR LINES, INC.**

**TW**

**PASSENGER TICKET  
AND BAGGAGE CHECK  
PASSENGER'S COUPON**

FROM  
TO  
CARRIER  
FARE  
CALCULATION

**585212541**

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

**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

VOID

VOID

VOID

VOID

VOID

VOID

VOID

VOID

AS NATIONAL

2A OPEN

NYC LAGUARDIA

2A OPEN

AS NATIONAL

BAGGAGE  
CHECKED  
UNCKD

PCS

WT

UNCK PCS

WT

UNCK PCS

WT

UNCK PCS

WT

UNCK PCS

WT

FARE

127

FORM OF PAYMENT

**B1660537**

ENDORSEMENTS (Carbon)

FARE	51.15	CY
TAX	4.09	CY
EQUIV AMT PD		CY

TOTAL	55.27	CY
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ROUTE CODE

ENCODE

CPN

AIRLINE CODE

FORM AND SERIAL NUMBER

CK

007

5852125416 4 □



1. PLACE PREPARED (City and State) <b>Washington, D.C.</b>	2. DATE PREPARED <b>11 January 1974</b>	<b>OFFICIAL TRAVEL AUTHORIZATION</b> (See Instructions on reverse)
3. NAME OF TRAVELER (As shown on payroll) <b>Clay T. Whitehead</b>		
4. TITLE (As shown on payroll) <b>Director</b>		
5. OFFICE OR SERVICE, DIVISION AND PERMANENT DUTY STATION <b>Office of Telecommunications Policy</b>		
6. LOCATION OF TRAVELER'S OFFICIAL STATION <b>Washington, D.C.</b>		<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.
7. SPECIFIC PURPOSE OF TRAVEL  <b>To attend industry meetings in New York City, N.Y.</b>		

8. APPROXIMATE DATES OF TRAVEL	9. TYPE OF AUTHORIZATION	If Item 9B is checked, complete Items 10 and 11 below	
A. BEGINNING ABOUT: <b>14 Jan 74</b>	A. ORIGINAL <input checked="" type="checkbox"/>	10. ORIGINAL AUTH. NO.	11. ITEM NO. (S) AMENDED
B. ENDING ABOUT: <b>14 Jan 74</b>	B. AMENDED <input type="checkbox"/>		

12. ITINERARY			
A. DATE	B. TRAVEL FROM	C. TRAVEL TO	D. ADDRESS AT DESTINATION
<b>Jan. 14</b>	<b>Washington, D.C.</b>	<b>NYC, NY</b>	
<b>Jan. 14</b>		<b>and return to Washington, D.C.</b>	

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 checked="" type="checkbox"/> AIR <input type="checkbox"/> BUS		(2) <input type="checkbox"/> EXTRA-FARE TRAIN OR PLANE	(4) <input type="checkbox"/> OTHER
<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>6</u> PER MILE	B. PER DIEM RATE \$ <u>12.00</u> PER DAY	C. OTHER ALLOWANCES (Explain in Item 16 below)

15. ESTIMATED COST TO THE GOVERNMENT			
A. TOTAL TRANSPORTATION \$ <b>64.27</b>	B. TOTAL PER DIEM \$ <b>12.00</b>	C. TOTAL OTHER \$ <b>25.00</b>	D. TOTAL COST TO GOVERNMENT \$ <b>101.50</b>

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

**First Class Travel Authorized**

17. TRAVEL RECOMMENDED BY <u>Director, Office of Telecommunications Policy</u> <u>1/11/74</u> (Signature) (Title) (Date)	18. COST ACCOUNT SYMBOL <b>0.970.4.92110.511</b>
19. TRAVEL APPROVED BY <u>Bryan M. Eagle</u> <u>Executive Assistant</u> <u>1/11/74</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>Bryan M. Eagle</u> <u>Executive Assistant</u> (Signature) (Title)	23. AUTHORIZATION NO. <b>TP4AT126</b>
	24. DATE AUTHORIZED <b>1-11-74</b>



## 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 (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.

Monday

- 9:00 AM Mtg w/Dan Lacy (212) 997-2477  
McGraw-Hill  
6th Avenue between 48th & 49th
- 10:00 Mtg w/Bob Bartley (212) 285-5000  
Wall Street Journal  
30 ~~W~~ W ✓
- 1:00 Lunch ~~at 10:00~~ With John O'Connor (212)  
New York Times  
29 W. 43 St.
- 3:00 Mtg w/Arthur Taylor (212) 765-4321  
President  
CBS  
51 West 52nd Street, 31st Floor
- 4:00 Mtg w/David Adams (212) 247-8300  
NBC  
30 Rockefeller Plaza
- 5:15 ~~5:00~~ Mtg w/Alton Frye (212) 535-3300  
Council for Foreign Relations  
58 East 58 Street  
(Near Park Avenue)



Mr. Brian P. Lamb

ITINERARY

January 14, 1974, New York City, New York

Lv.	11:00 A.M.	via Eastern Shuttle
Ar.	11:55 A.M.	LaGuardia

Lv.	6:30 P.M.	via American Flight #511 (First Class)
Ar.	7:34 P.M.	National

Mr. Clay T. Whitehead

ITINERARY

January 14, 1974, New York City, New York

Lv.	7:00 A.M.	via Eastern Shuttle
Ar.	7:55 A.M	LaGuardia

Lv.	6:30 P.M.	via American Flight #511 (First Class)
Ar.	7:34 P.M	National Airport



Friday 1/11/74

MEETING

1/14/74

1:00

11:00 Brian has scheduled a meeting for you with John O'Connor of the New York Times (will be lunch in NY) on Monday, Jan. 14, at 1:00.