

Itinerary for
Clay T. Whitehead
Philadelphia, Pennsylvania
November 20, 1973

9:30 a.m.	Lv. OTP
10:00 a.m.	Lv. National Airport via AL 632
10:40 a.m.	Arr. Philadelphia

Gov. Scranton will meet you at the airport, and your meeting will be held at the Scott Paper Co. (white building) in Tom McCabe's small conference room. (215) 521-5000

If something goes wrong and you do not meet up with Gov. Scranton, you should meet him in the above room. There are evidently three Scott Paper buildings within walking distance--two are blue and one is white. The guard at the white building will clear you through to the conference room.

1:10 p.m.	Lv. Philadelphia via AL 786
1:56 p.m.	Arr. National airport
	Coyt will pick you up.

Monday 11/19/73

TRIP
11/20/73

11:00

We have made reservations on the following flights for Mr. Whitehead's trip to Philadelphia tomorrow:

10:00 a.m.	Lv. National Airport via AL 632
10:40 a.m.	Arr. Philadelphia

(Gov. Scranton will meet Mr. Whitehead at the airport and they will go to the Scott Paper Co. (Tom McCabe's small conference room) to hold their meeting. We can reach Mr. Whitehead through Mr. McCabe's office: (215) 521-5000 (his secretary is Miss Brustol). If something comes up and Gov. Scranton cannot meet Mr. Whitehead, Mr. Whitehead should go to the middle Paper Scott Building (there are 3 -- two blues on each side of the white building). He will be cleared with the guard.)

1:40 p.m.	Lv. Philadelphia via AL 786
1:56 p.m.	Arr. National airport

We will pick up Mr. Whitehead's airplane tickets this afternoon.

August 1970

SAO Manual
1012-212TRAVEL VOUCHER
MEMORANDUM

DEPARTMENT, BUREAU, OR ESTABLISHMENT

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

VOUCHER NO.

PAYEE'S NAME

Clay T. Whitehead SSN 509-34-3700

SCHEDULE NO.

MAILING ADDRESS (Including ZIP Code)

**Office of Telecommunications Policy
1000 G Street, NW
WA DC 20504**

PAID BY

OFFICIAL DUTY STATION

Washington, D. C.

RESIDENCE

Washington, D. C.FOR TRAVEL AND OTHER EXPENSES
FROM (DATE) TO (DATE)**11/20/73****11/20/73**

TRAVEL ADVANCE

Outstanding

\$

CHECK NO.

APPLICABLE TRAVEL AUTHORIZATION(S)
NO. DATE**TP4AT101****11/19/73**

Amount to be applied

Balance to remain
outstanding

\$

CASH PAYMENT OF \$

RECEIVED (DATE)

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-
B-1658998	\$41.27	AL	Coach	11/19	Washington, D. C.	Philadelphia, Pa. and return

AMOUNT
CLAIMED

Dollars

Cts

11/26/73Approved, 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

* 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-430-454 (5A)
o-48-16-79475-1

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

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

ALLEGHENY AIRLINES

TW

PASSENGER TICKET
AND BAGGAGE CHECK
PASSENGER'S COUPON

FROM
TO
CARRIER
FARE
CALCULATION

037

5851968733

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

DATE OF ISSUE

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	
WAS NATIONAL	SDG		AL	532A20NOV	1000AOK		
PHILADELPHIA	SDG		AL	795A20NOV	1100PK9C		
WAS NATIONAL							

Agent

CONJUNCTION TICKETS

FORM OF PAYMENT

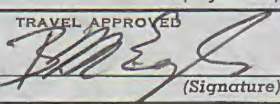
ENDORSEMENTS (Carbon)

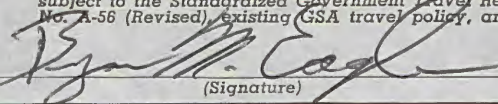
FARE	EV	TOTAL	CV	ROUTE CODE	ENCODE	CPN	AIRLINE CODE	FORM AND SERIAL NUMBER	CK
38.02		41.07						037	5851968733 2
TAX	3.05								
TOT									

GENERAL SERVICES
ADMINISTRATION
NOV 1973
4114332432479
REV

1. PLACE PREPARED (City and State) Washington, D. C.	2. DATE PREPARED 11/19/73	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 Attend industry meeting.		

8. APPROXIMATE DATES OF TRAVEL		9. TYPE OF AUTHORIZATION		If Item 9B is checked, complete Items 10 and 11 below	
A. BEGINNING ABOUT: 11/20/73		A. ORIGINAL <input checked="" type="checkbox"/>		10. ORIGINAL AUTH. NO.	11. ITEM NO. (S) AMENDED
B. ENDING ABOUT: 11/20/73		B. AMENDED <input type="checkbox"/>			
12. ITINERARY					
A. DATE	B. TRAVEL FROM	C. TRAVEL TO	D. ADDRESS AT DESTINATION		
11/20/73	Washington, D. C. and return	Philadelphia, Pa.			
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	\$ 25.00 PER DAY				
15. ESTIMATED COST TO THE GOVERNMENT					
A. TOTAL TRANSPORTATION	B. TOTAL PER DIEM	C. TOTAL OTHER	D. TOTAL COST TO GOVERNMENT		
\$ 54.00	\$ 25.00	\$ 10.00	\$ 89.00		
16. STATEMENT OF JUSTIFICATION FOR SPECIAL MODES OF TRANSPORTATION AND ALLOWANCES					
First class travel authorized.					

17. TRAVEL RECOMMENDED BY Director, Office of Telecommunications Policy 11/19/73 (Signature) (Title) (Date)			18. COST ACCOUNT SYMBOL 0.970.4.92110.511	
19. TRAVEL APPROVED BY  Executive Assistant 11/19/73 (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.  Executive Assistant (Signature) (Title)		23. AUTHORIZATION NO. TP4AT101
		24. DATE AUTHORIZED 11/19/73

INSTRUCTIONS FOR PREPARATION OF GSA FORM 87

SECTION 1 - PURPOSE AND SCOPE

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.

1. PLACE PREPARED (City and State) Washington, D. C.	2. DATE PREPARED 11/19/73	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 industry meeting.		

8. APPROXIMATE DATES OF TRAVEL		9. TYPE OF AUTHORIZATION		If Item 9B is checked, complete Items 10 and 11 below	
A. BEGINNING ABOUT: 11/20/73 B. ENDING ABOUT: 11/20/73		A. ORIGINAL <input checked="" type="checkbox"/> B. AMENDED <input type="checkbox"/>		10. ORIGINAL AUTH. NO. 11. ITEM NO. (S) AMENDED	
12. ITINERARY					
A. DATE	B. TRAVEL FROM	C. TRAVEL TO	D. ADDRESS AT DESTINATION		
11/20/73	Washington, D. C. and return	Philadelphia, Pa.			
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 (2) <input type="checkbox"/> GOVERNMENT-OWNED VEHICLE			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 \$ 25.00 PER DAY		C. OTHER ALLOWANCES (Explain in Item 16 below)	
15. ESTIMATED COST TO THE GOVERNMENT					
A. TOTAL TRANSPORTATION \$ 54.00		B. TOTAL PER DIEM \$ 25.00		C. TOTAL OTHER \$ 10.00	
D. TOTAL COST TO GOVERNMENT \$ 89.00					
16. STATEMENT OF JUSTIFICATION FOR SPECIAL MODES OF TRANSPORTATION AND ALLOWANCES First class travel authorized.					

17. TRAVEL RECOMMENDED		18. COST ACCOUNT SYMBOL	
BY Director, Office of Telecommunications Policy 11/19/73 <small>(Signature) (Title) (Date)</small>		0.970-4.92110-511	
19. TRAVEL APPROVED [Signature] <small>(Signature)</small>		20. FUNDS OBLIGATED 11/19/73 <small>(Date)</small>	
BY Executive Assistant 11/19/73 <small>(Signature) (Title) (Date)</small>		BY _____ <small>(Initials) (Date)</small>	
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. [Signature] Executive Assistant <small>(Signature) (Title)</small>			23. AUTHORIZATION NO. TP4AT101 24. DATE AUTHORIZED 11/19/73

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.

Friday 11/9/73

TRIP(?)
11/20/73

4 00

Mr. Whitehead has tentatively scheduled a trip to Philadelphia to meet with Gov. Scranton on Nov. 20.

We will call them on Monday, Nov. 19, to confirm.

(717) 343-1115