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

9:30 a.m. 10:00 a.m. 10:40 a.m. Lv. OTP Lv. National Airport via AL 632 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. 1:56 p.m. Lv. Philadelphia via AL 786 Arr. National airport Coyt will pick you up.

150 F/Y DC8 L 0 1422 F/Y D85 S 0	1:25p 5:00p P EA 564 FY D9S 0	X7 10:350 2:01a P EA 426 FN YN 725 0 11:50p ATL 12:30a EA 486 FN/YN 727 0	2:10a DAL 3:55a AA 378 FN/YN 707 S 1 TULSA, OKLA. CST TUL
150 F/Y DC8 L 0 432 F/Y D10 S 0 150 F/Y DC8 L 0 150 F/Y 880 0	2:25p ATL 3:19p EA 140 F/Y D9S S 0 4:30p 7:45p P EA 100 F/Y D9S 0 5:22p ATL 6:09p DL 124 F/Y D8S D 0 4:30p 8:21p P EA 100 F/Y D9S 0	DISCONTINUED AFTER OCT31 X7 10:35p 2:01a P EA .426 FN YN L10 0 11:53p ATL 12:30a EA .486 FN YN 727 0	9:00a 1:53p P TW 436 F/Y 727 0 10:00a STL 11:05a TW 498 F/Y 707 L 0
145 F/Y DC8 D 0 16 F/Y D10 0 16 F/Y B3F D 4	4:30p 8:21p P EA 100 F/Y 095 0 5:22p ATL 6:35p EA 120 F/Y 095 0 X7 10:30p 2:01a P EA 966 FN/YN 725 0 11:17p ATL 12:30a EA 466 FN/YN 727 0	K7 10:35p 2:01a P EA 426 FN/YN L10 0 11:53p ATL 12:30a EA 486 FN/YN 70 0	9:00a 2:15p P AA 592 F/Y 707 S 0 10:342 0R0 11:35a TW 238 F/Y 780 L 0 11:15a 4:28p P BN 104 F/Y 727 L 0 2:33p IAD 3:30p TW 58 F/Y 707 0
LI 159 F/Y 707 0 24 F/Y B3F D 3 558 F/Y 725 B 0	X7 10:30p 2:01a P EA 966 FN/YN 72S 0 11:17p ATL 12:30a EA 486 FN/YN 727 0	10:350 2:13a P EA 426 FN YN 72S 0 11:50p ATL 12:32a DL 426 FN YN 09S 0 DISCONTINUED AFTER OCT31	11:30a 5:00p P AA 356 F/Y 72S L 0 1:04p ORD 2:15p TW 422 F/Y 72S 0
504 F/Y B3F D 3 504 F/Y 727 B 0 4 F/Y D10 1	EFFECTIVE NOV25 10:30p 2:13a P EA	TOLEDO, OHIO CONNECTIONS 8:30a 11:12a P UA 840 F/Y 737 0 9:08a CLE 10:05a UA 405 F/Y 737 0	X67 11:30a 5:45p P AA 356 F/Y 72S L 1 4:06p DCA 4:59p AL 145C A BTP 0 11:30a 5:55p P AA 356 F/Y 72S L 1 4:06p DCA 5:15p AL 752 A CV5 0
CST SHV 1 CO 182 00 100 146.00	TAMPA, FLA. F 89.81 7.19 97.00 194.00 Y 69.44 5.56 75.00 150.00 FN 69.44 5.55 75.00 150.00	8:3/a 10.55a P AL 460 S B11 S 0 9:20a PIT 10:00a AL 992 S D95 0	4/06p 0LA 3:15p AL 752 A CV5 0 X67 11:30a 6:10p N AA 356 F/Y 72S L 1 4/06p 0LA 4:59p AL 145E A BTP 1 2:45p 7:30p P AA 278 F/Y 727 0
1100 140.00 # 1700 ** 580 FN.YN D95 B 4	YN 54.44 5.56 75.00 150.00 YN 54.63 4.37 59.00 118.00 YM 50.00 M 38.00 YZ 62.00	8:37a 11:02a P AL 460 S 811 S 0 9:20a PIT 10:10a TW 452 F/Y 727 0	3:57p BNA 4:54p AL 838 S D9S D 0 X6 2:45p . 10:42p P AA 278 F/Y 727 0 3:57p BNA 7:00p AA 386 * 727 0 1
SEO FN/YN OSS B 4	EX/4 Y WEEKEND 105.00 8:05a 10:10a P NA 412 F/Y DC3 B 0 8:10a 11:59a P NA 404 F/Y 727 B 2	10.504 2480 P 04 918 P/7 73 0 11.258 CLE 1.450 UA 338 F/7 72S 0 12.47p 2:55p P AL 494 S B11 0 1.300 P/I 2:000 AL 934 S D95 0 2:000 4:55p P AL 760 A CV5 0	X6 4:20p 10:42p P AA 156 F/Y-DCAFN/YN 1 9:10p DCA 10:00p AA 156 F/Y 727 SD 1
DL 428 F/Y-ATLFN/YN	X7 5:10p 7:14p P EA 184 F/Y 727 D 0 7 5:10p 7:20p P EA 184 F/Y 727 D 0	2:510 Pil 4:000 AL 948 5 D95 0	6 4:20p 10:43p P AA 156 F/Y 727 S 0 5:59p ORD 8:00p UA 492 F/Y D8S S 0 X6 4:20p 10:45p P AA 156 F/Y 727 S 0 5:59p ORD 8:00p UA 492 F/Y D10 S 0
EFFECTIVE OCT29	11:01p 1:03a P EA 494 FN/YN 72S S/ 0 EA 494 EFFECTIVE DEC 2 CONNECTIONS	4:45p 7:24p P UA 666 F/Y 737 0 5:20p CLE 6:15p UA 608 F/Y 737 S 0 5:09p 7:55p P AL 653 A CV5 0	X6 4:20p 11:13p P AA 156 F/Y 727 S 0 5:59p ORD 8:30p TW 366 F/Y 880 0 X6 5:43p 12:20a P O 7 952 S D 6
* 1 768 F/Y D95 S 0 * * * 62 S D95 S 0 * * * 620 F/Y D95 1 * * 124 F/Y 725 L 0	4:49a ATL 6:04a EA 496 FN/W 727 B 0 EFFECTIVE NOV 1	6:00p PIT 7:00p AL 996 S D9S -0 X6 9:33p 12:20a P UA 574 F/Y 727 0	7:15p STL 7:36p AL 930 S 095 2 X6 6:26p 1:05a P AA 178 F/Y 707 D 0 8:00p ORD 10:25p UA 148 F/Y DC8 0 6 6:26p 1:07a P AA 178 F/Y 707 D 0
124 F/Y 725 L 0 2 620 F/Y D95 1 124 F/Y 725 L 0 124 F/Y 725 L 0	4:49a ATL 7:30a EA 496 F/Y 72S B 0	IURUNIO, UNI. EST YYZ	8:00p ORD 10:25p UA 916 F/Y D10 0 X6 7:15p 1:49a P TW 232 F/Y 727 0
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2, 427 F/Y D9S 0 578 F/Y 707 L 0 200 F/Y 72S S/ 0	5:12a ATL 6:04a EA 496 FN/YN 727 B 0 EFFCTIVE NOV 1 4:00a 8:02a P DL 582 FN/YN D9S 0	7:34a 9:25a P EA 633 F/Y 727 1 FA 633 FFFECTIVE NOV 1	AI V7 2900
124 F/Y D8S D 0 2 729 F/Y D9S 0 3 710 F/Y 727 D C 3 710 F/Y 727 0 C	5:12a AIL 5:21a DL 580 FN/YN D9S B 0 EFFECTIVE OCT29 4:00a 9:16a P DL 582 FN/YN D9S 0	EA 873 DISCONTINUED AFTER OCT31 8:35a 10:40a P EA 941 F/Y 72S 1 EA 041 FEFECTURE DEC 2	AL EX/11 A WEEKEND 51.00 3:48p 5:23p P AL 677 A CV5 1 WACO, TEXAS CST ACT CONNECTIONS CST ACT 9:51a 4:47p P TT 678 S CV6 0
CM 251 F/Y 727 0 910 F/Y 880 D 1 5 724 F/Y D9S 2 4 114 FN/YN D9S 0	5:12a ATL 7:30a ĒĀ 496 F/Y 725 B 0 DISCONTINUED AFTER OCT31 4:00a 9:19a P DL 582 FN/YN 095 0 5:12a ATL 6:35a ĒA 590 • 725 B/S 1 EA 590 DN/YK-CLFF/Y	9:15a 10:30a P JM 040 F/Y DC8 S 0 10:35a 12:54p P AL 786 A CV5 I 6:45p 3:50c P AL 788 A CV5 1	2:55p 10:00p PT 684 S CV6 0 3:27p DAL 6:15p AA 210 F/Y 727 D 0
269 F/Y 72S 1	6:24a 11:33a P EA 270 F/Y 72S 0 7:10a JAX 9:50a DL 268 F/Y 72S B 0	CONNECTIONS 11:45a 2.55p P AA 467 F/Y 727 S 0 12:55p LGA 2:15p DL 569 F/Y 09S 0 1:00p 4:50p P AC 778 F/Y 09S S 0	WASHINGTON, D.C. EST WAS DIAD, NDCA, FBAL F 25.00 2.00 27.00 54.00 A 20.37 1.63 22.00 44.00
406 F/Y 737 0 595 F/Y 727 0 4 406 F/Y 737 0	7:30a 11:16a P EA 678 F/Y D9S B 0 8:41a ATL 9:42a EA 122 F/Y 72S S 0 DISCONTINUED AFTER NOV14	2:20p JFK 4:05p NA 111 F/Y 72S 0 3:35p 6:16p P AL 434 S B11 0	AL IA 20.37 1.63 22.00 44.00 AL IA 20.37 1.63 22.00 44.00 I REPLACEMENT CARRIER FARE AK A 23.15 1.85 25.00 50.00
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# 760 F/Y 880 D 1 # 760 F/Y 727 1	11:21a ATL 3:03p DL 914 F/Y 880 S 0 10:15a 2:00p P EA 284 F/Y D9S 0 11:30a ATL 12:24p EA 124 F/Y 72S 1 0	10:36a DCA 1:20p AL 105□ A N26 0 6 1:00p 4:20p P PI 16 S 737 1 2:39p DCA 3:35p AL 103□ A N26 0 X6 1:00p 4:25p PI 16 S 737 1	7:15a D 8:06a P AA 378 FN/YN 707 0 AA 378 DISCONTINUED AFTER OCT28 X67 7:30a F 8:05a P AL 10 A B99 0
A 916 F/Y/K-ORD-F/Y 24 F/Y B3F D 2 588 F/Y 72S B 0 24 F/Y B3F D 2	DISCONTINUED AFTER NOV21 10:15a 2:00p P EA 284 F/Y D9S 0 11:30a ATL 12:24p EA 124 F/Y 72S L 0	2:39p DCA 3:35p AL 1230 A N26 0 X6 1:00p 4:50p N PI 16 S 737 1 2:39p DCA 3:35p AL 1230 A N26 1	7:30a D 8:22a P AA 378 FN/YN 767 0 AA 378 EFFECTIVE OCT29 X67 7:55a N 8:45a P AL 1270 A N26 0 X67 7:55a N 9:05a N AL 1270 A N26 1
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EFFECTIVE NOVIS	11:17p ATL 12:30a EA 486 FN/YN 727 0 DISCONTINUED AFTER NOV23 EA 966 FY:TLH-FN/YN X7 10:20p 2:01a P DL 398 FN/YN 725 0	1:220 ORD 2:150 TW 422 F/Y 72S 0 9:34a 4.470 P AA 138 F/Y B3F S 0 12:250 DAL 1:000 AA 578 F/Y 707 L 0	X6 3:35p N 4:50p N AL 1230 A N26 1 6 3:35p N 5:15p N AL 1030 A N26 2
FY 72S B 0	11:29p ATL 12:30a EA 486 FN YN 727 0 DISCONTINUED AFTER NOV23 CONT. NEXT COLUMN	12:45p 8.26p P TW 438 F/Y 727 L 0 4:43p ORD 5:355 TW 100 F/Y L10 D 0 . CONT. NEXT COLUMN	X6 4:45p N 5:35p P AL 1510 A N26 0 X67 4:59p N 5:45p P AL 1450 A BTP 0 X67 4:59p N 5:40p N AL 1450 A BTP 1
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FARES PUBLISHED HEREIN DO NOT ALWAYS APPLY TO CONNECTIONS

October 28, 1973 Page 547

The start

The

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1.171.57

Monday 11/19/73

TRIP 11/20/73

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 63210:40 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.)

1:10 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.

11:00

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* 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.

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and ages and marital status of children (unless this information is shown on the travel authorization).

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or death or personal injury and in respo IME OF PASSENGER		mage to b	aggage.	IGIN		-				A STRATION
IR C WHITEHEAD			0	STINATION						NOV 1973
1 2 NOT VALID BEFORE	4	ORIGINALLY ISS	UED AGAINST BY AGENT		AT ON DATE	¥8.				1100 24.10
1 2 NOT VALID AFTER 3	4	TICKET DE	SIGNATOR & TOUR CODE	THIS TICK	ET SUED IN EXCHA	NGE FOR				4434 328334YS
NOT GOOD FOR PASSAGE	FARE BASIS AL	LOW CARRIER	FLIGHTECLASS	DATE	TIME	STATUS				Agent PEV
VCID	VOID		DIOV	11. A.S.	VOID					CONJUNCTION TICKET (Street)
VOID	VOID		CIOV	Contract of	VOID					
WAS NATIONAL	S D J	AL	532420	VOINC	1000 A	×				FORM OF AYMENT -983
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WAS NATIONAL	BAGGAGE PCS. CHECKED UNCKD	WT WT	UNCK PC	5 UP	NCK PCS	WHCK.	FAR	E		ENDORSEMENTS (Carbon)
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1 2 05 9 AL 0	-1					0	37		5.8	51968733 2 ¤

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1. PLACE PREPARED (City and State) 2. DATE PREPARED	
Washington, D. C. 11/19/73	OFFICIAL TRAVEL AUTHORIZATION
	(See Instructions on reverse)
Clay T. Whitehead	
4. TITLE (As shown on payroll)	NOTE TO TRAVELER
Director	NOTE TO TRAVELER
5. OFFICE OR SERVICE, DIVISION AND PERMANENT DUTY STATION	The official travel specified herein may not be performed until Item 22 has been executed by a GSA official em- powered to authorize the travel.
Office of Telecommunications Policy	The number (Item 23) and date (Item 24) of this Author- ization must appear on each youcher claiming reim-
6. LOCATION OF TRAVELER'S OFFICIAL STATION	ization must appear on each voucher claiming reim- bursement for travel expenses incurred consequent to
Washington, D. C.	this Authorization.
7 SPECIFIC BUDDOSE OF TRAVEL	

Attend industry meeting.

8. APPROXIMATE DA	TES OF TRAVEL	9. TYPE	OF AUTHORIZATION If Item 9B is checked, complete Items 10 and 11 below							
A. BEGINNING ABOU	ит. 11/20/73	A. ORIGI	NAL X	10. ORIGINAL AUTH.	NO. 11. ITEM NO. (S) AMENDED					
B. ENDING ABOUT:	11/20/73	B. AMEN								
12.		1	ITINERARY							
A. DATE	B. TRAVEL FROM			RAVEL TO	D. ADDRESS AT DESTINATION					
11/20/73	Washington, D. C	and ret	Philadelphia, Pa. urn							
13.		MC	DDE OF TRANSPOR	RTATION						
	A. NORMAL			B. SPECIAL (MU	ust be justified in Item 16)					
(1) COMMON CA	RRIER (2) GOVERNMENT- VEHICLE	OWNED		ASS PLANE	 (3) PRIVATELY OWNED VEHICLE (Complete 13C below) (4) OTHER 					
RAIL	SHIP									
	C. If travel by privately	owned vehi	cle is authorized che	ck which of the follow	ring restrictions apply:					
	VEL DOES NOT EXCEED	L RE	COST OF TRAVEL IS LIMITED TO THE CUR- TENT INTERAGENCY MOTOR POOL SERVICE TATES FOR A COMPARABLE VEHICLE. (3) ITS USE HAS BEEN ADMINISTRATIVE DETERMINED TO BE ADVANTAGEOUS THE GOVERNMENT, (Explain in Item							
14.			ALLOWANCE	S						
A. MILEAGE RATE	B. PER DIEM RATE	PER DAY	c. other allowances (Explain in Item 16 below)							
15.		ESTIMAT	TED COST TO THE	GOVERNMENT						
A. TOTAL TRANSPOR	TATION B. TOTAL PER DIEM		C. TOTAL OTHER		D. TOTAL COST TO GOVERNMENT					
\$ 54.00	\$ 25,00		\$ 10.00		\$ 89.00					
	travel authorized.		SPORTATION AND AL	LOWANCES						
17. TRAVEL RECOMM	ENDED		VIII	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	18. COST ACCOUNT SYMBOL					
BY Director,	Office of Telecom (Signature)	munica	tions Polic (Title)	y <u>11/19/7</u> (Date)	3 Ø. 97Ø. 4. 9211Ø. 511 20. FUNDS OBLIGATED					
BY JARE	3 h	Exec	cutive Assis	stant 11/19/7						
TRAVEL CONCUR	(Signature)		(Title)	(Date)	(Initials) (Date)					

22. TRAVEL AUTHORIZED: The person named in Item 3 abo subject to the Standardized Government Parcel Regul	ations (as amended), Bureau of the Budget Circular he conditions specified in this Authorization.	23. AUTHORIZATION NO. TP4AT101
Mall. Og	Executive Assistant	24. DATE AUTHORIZED
(Signature)	(Title)	11/19/73
GENERAL SERVICES ADMINISTRATION	and the second sec	GSA FORM 87

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INSTRUCTIONS FOR PREPARATION OF GSA FORM 87

Items I 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, f=3, cf=3, cf=3,

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 it known, the address at designation where the traveler can be reached. If authorization covers travel within specified States, list the States. If travel outhorization 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 have any, and return."

Item 13: Check models) 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 offexpense 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 administra-

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 CEA official empowered to authorize the travel.

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

Item 24: Enter the date Item 22 is executed.

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to U.S. GOVERNMENT PRINTING OFFICE: 1969-858-960

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

Attend industry meeting.

8. APPROXIMATE DATES OF TRAVEL			9. TYPE OF AUTHORIZATION If Item 9B is c			checked, c	hecked, complete Items 10 and 11 below					
A. BEGINNING ABOB. ENDING ABOUT:	11/20/1	3	A. ORIGIN B. AMENE	X	10. ORIGINAL AUTH.	NO. 1	1. ITEM NO. (S) AMENDED					
12.		-		ITINERARY								
A. DATE	B. TF	AVEL FROM			TRAVEL TO	-	D. ADDRESS AT DESTINATION					
10/20/73	Washingto		ind retu	Philadelp 1rn	hia, Pa.							
13.			МО	MODE OF TRANSPORTATION								
	A. NORMAL			100.00	B. SPECIAL (MI	ist be justi	ied in Item 16)					
(1) COMMON C		OVERNMENT-(DWNED		ASS PLANE	(3)	PRIVATELY OWNED VEHICLE (Complete 13C below)					
					eck which of the follow	1	the second se					
(1) COST OF TRAVEL DOES NOT EXCEED (2)			REN		IMITED TO THE CUR- IOTOR POOL SERVICE ABLE VEHICLE.		DETERMINED TO BE ADVANTAGEOUS TO THE GOVERNMENT. (Explain in Item 16)					
14.				ALLOWANCE	S	-						
A. MILEAGE RATE B. PER DIEM RATE				C. OTHER ALLOW	ANCES (Explain in Iten	n 16 below,						
¢ PEF	MILE \$	25.00 P	ER DAY				and the second					
15.			ESTIMAT	ED COST TO THE	GOVERNMENT							
A. TOTAL TRANSPO	RTATION B. TO	TAL PER DIEM		C. TOTAL OTHER		D. TO	TAL COST TO GOVERNMENT					
5 54 00	s	25 00		\$ 10.00		\$ 90.00						
First class	travel auti	norized.		A.A.A		18. COS	T ACCOUNT SYMBOL					
BY Director,	(Digaditato)	elecom	munica	tion, Fille Olic	y 10/622/7	20. PU	10 4 92110.511					
BY JALL C	(Signature)		- Exec	utive Assi	stant - 11/19/	13BY	(Initials) (Date)					
22. TRAVEL AUTHO subject to th	e Standardized Gov	named in Iter ernment Trave	A Regulation	is (as amended), B	rvel at Government e ureau of the Budget (in this Authorization,	Circular	23. AUTHORIZATION NO.					
Fjo	(Signature)	L	Ex	ecutive As	sistant (Title)		24. DATE AUTHORIZED					
GENERAL SERV	ICES ADMINISTR	ATION	1.30	510			GSA FORM 87					

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 destinction 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.

A U S GOVERNMENT PRINTING OFFICE: 1969-358-960

Friday 11/9/73

TRIP(?)

11/20/73

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

We will callthem on Monday, Nov. 19, to confirm.

(717) 343-1115

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