PK

TRAVEL ORDER

DEPARTMENT: SHPD

DIVISION :

OFFICE

polyno

REF. No. MBTOA-1346

DATE: 29 Nov. 1966

TITLE Supv. SHPD TNN IDENTIFICATION CARD/PAYROLL No.	1	
	l	
NOOSE OF TRAVEL:		
Employee annual leave travel - 1966		
SITINERARY: (LIST ALL STATIONS ON ROUND TRIP BASIS IF APPLICABLE.)		
INN TPE HKG TPE TNN		
KIND OF DATE OF TRAVEL: TRANSPORTATION: Co. air subj. load (ON OR ABOUT) 7 Dec. 1966	\ 	
ON ARRIVAL, FOR DUTY, REPORT TO:		
NAME RELATION AGE FROM TO BAGGAGE ALLOWA	NCE	
NAME RELATION AGE FROM TO BAGGAGE ALLOWA NAME NAME RELATION AGE FROM TO BAGGAGE ALLOWA STD		
REMARKS: (TRAVEL ADVANCE LIMITATIONS, ETC.)	LIDITY	
31 Dec.	1966	
SUPERVISOR DEPARTMENT HEAD DIVISION DIRECTOR OFFICER / DIRECTOR OF PERSONNEL PRESIDENT	DENT	
SUPERVISOR DEPARTMENT HEAD DIVISION DIRECTOR OF FIGURE OF PERSONNEL PRESIDENT OF PERSONNEL		
DP'S (OR HIS DESIGNEE'S) APPROVAL IS REQUIRED FOR ALL EMPLOYEE TRAVEL EXCEPT ON COMPANY BUSINESS.		
CHARGE: TOTAL NUMBER OF COPIES REQUIRED CONTRACT		
A. 2 COPIES FOR ALL TRAVEL EXCEPT ON COMPANY BUSINESS ORIGINAL: FOR SURRENDER BY EXPLOYEE (OR DEPENDENTS) TO TICKET OFFICE IN		
EXCHANGE FOR TICKETS. COPY : FOR FORWARDING TO FERSONNEL DIVISION FOR "P" FILE.		
B. 3 COPIES FOR TRAVEL ON COMPANY BUSINESS		
ORIGINAL AND 1 COPY : SAME AS ABOVE. ADDITIONAL SIGNED COPY: TO BE ATTACHED TO REQUEST FOR TRAVEL ADVANCES OR TRAVEL EXPENSE REPORT.		

PD-12 R6

APPROVED FOR RELEASE∏ DATE: 24-Aug-2010