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TO PERSONNEL OF SPECIAL PROJECTS GROUP

Travelling away from Malton Plant

The following has been prepared principally as a guide, and to assist you to regulate and maintain balance in your daily expenditures while on Company business away from the Malton plant.

TRAVEL

Air or Rail - Prepaid, please retain receipt portion of all tickets and attach to your expense claim.

Own car - If you are authorized to use your car for Company business, please keep an accurate record of your mileage. You will be allowed 9¢ per mile for the use of your car. Parking charges are allowed, if a receipt is attached to your claim.

HOTEL

Standard rates will be paid. Hotel receipts must be attached to your expense claim.

MEALS

An allowance of up to \$8.00 per day will be allowed for your meals only. No guests. No receipts are required.

LAUNDRY &
VALET SERVICE

These services will be paid only after an absence of 7 days. Receipts for these services must be obtained.

SHOE SHINES

Three (3) shoe shines per week will be allowed.

TELEPHONE CALLS

Local business calls are allowed, plus one (1) personal long distance call per week, after an absence of 7 days. Personal calls must have a time limit of 3 minutes.

All business long distance calls to the Malton office or plant must be charged to Avro. Please arrange to have all charges reversed when calling to Malton.

TAXIS

Public conveyances are to be used where possible. Taxis are only to be used when absolutely necessary.

Please note: If you are returning to Malton via Air, you are to call Avro transportation and obtain a company car for your journey from the airport to your home. Ch. 1-2651 local 2244, only when residing outside Metropolitan Toronto.

Employees who will be away for one week or less, must fill out an Expense Claim immediately upon their return.

Employees whose tour of duty extends beyond two weeks must mail a completed expense claim to the office, not later than Friday of the first week, and every Friday thereafter, until they return to the plant. Mail claims c/o Mr. A.E. Johnston, Special Projects Group, Avro Aircraft Ltd., Box 4004, Terminal "A" Toronto.