

M. Davis

Winston-Salem, North Carolina

TRAFFIC MEMORANDUM #33

May 24, 1949

1. (Delayed) PASSENGER QUOTA FOR MAY -

IMN	278	LEX	510	RDU	527	RCA	945
SOP	169	CVG	1184	GSB	84	ORF	430
CLT	556	SDF	320	EWN	96	RIC	610
AVL	271	INT	254	MRH	85	LYH	224
TRI	801	GSO	373	DAN	90	CHW	613

I regret that these figures are so late getting to you. The quota was figured out before the first of May. However, the figures were misplaced, strayed or stolen. I promise to do better for next month. They will be coming up soon.

So far the boardings have been good. Let's keep up the good work - watch your passenger handling. DON'T LET IT SLIP.

2. FAMILY PLAN TICKETS - It is urgently requested that all stations review the procedures set forth in the Family Plan instructions for issuing tickets. This is of utmost importance, as it has developed that several stations are issuing tickets incorrectly and in such a manner as to make it highly possible for PAI to lose a considerable amount of money. Therefore, all managers are requested to see that these instructions are gone over and thoroughly understood. LET'S DO IT NOW.

3. TRANSPORTATION RECEIPTS - Some of you fellows are still using airline codes for cities when filling out transportation receipts. Let's write out the names of the cities (origin and destination). Let's do this not only because it is in the Universal Air Travel Plan Agreement, but also because it will be of great assistance to the Air Travel Plans subscriber. As you know, the subscriber is forwarded a copy of the transportation receipt, along with his billing from the contracting carrier. Now the person or persons who check these billings are not familiar with the city designators as used by the airlines. Therefore, do not forget to write out the names of the cities.

4. DANGER - In a previous memorandum not too long ago I cautioned all station personnel to use care around propellers. Now recently several instances have been called to my attention of agents placing "clearance pole" in cockpit windows before the left prop has stopped turning. Let me repeat again that we are definitely interested in the good health of all you fellows. Now be careful.

5. NRSA CHECK-INS - Difficulties are being encountered again with pass riders checking in late. Now as all of you know, our riders are to check in at the ticket office 30 minutes prior to flight departure time. All of us realize that there are times when this is impractical. However, there are very few cases where the pass rider could not telephone the ticket office in ample time to give notice of his or her intention to ride a certain flight to a certain destination. We are encountering some delays due to these late check-ins. Ladies and Gentlemen, this must stop. Be more considerate of your Airline and the agents doing the work. Please let's have your cooperation on this.

6. NATIONAL CITY BANK TRAVELLERS CHECKS -

All stations have been forwarded instructions from the National City Bank of New York, covering the acceptance of their Travellers checks. The procedure for accepting these checks is very clearly outlined and are to be accepted by our ticket offices in payment for transportation charges in the same manner in which American Express checks are honored.

7. AIR FREIGHT - The increased poundage in air freight shipments is most encouraging. However, the increase in claims on air-freight is far from encouraging. One of the more serious claims was the direct result of one of our stations accepting a shipment consisting of pieces larger than could be accommodated on all of our aircraft, and as set forth in Rule 2.4 Paragraph (b) in the Air Freight Rules