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From: BILL SANVIDGE <56045@pilot.fedex.com>

Sent: Sun 03/15/09 10:44

To:

Priority: Normal

Subject: Hong Kong Supergram 16 March 2009

Type: Text

Hong Kong Supergram 16 March 2009

Please Welcome Will Lamas our HKG Flight Operations Administrator. Will is a very competent young man with plenty of enthusiasm who will serve us well. He has had plenty of training and is a quick study. Please call him at 2514-0181 or email wlam@pilot.fedex.com if you need to contact.

HKG to CAN G/T...with home pickup and drop-off is now underway. The previous email regarding this plan is now effective. You will be picked up and dropped off at your home in HKG or Guangzhou as long as you dont deviate. If you do not plan to take the scheduled G/T on either end, it is very important that you deviate so the transportation is cancelled. Parklane is doing their best. All safety concerns are addressed with them and are a serious matter.

There are three scenarios where you can be reimbursed for travel:

- 1.If you choose NOT to use the home pickup option, you can expense up \$25 one way to the central meeting point.
- 2.If you choose to deviate from the G/T, you can be reimbursed up to \$25 to get to your flight from CAN.
- 3.If you live in DB or Lantau Island that does not permit vehicle entry, you can expense \$25 one way to the pickup point for your area, e.g. the end of the tunnel in DB.

Trip Check-In please remember to check-in for every trip. Remember that a trip beginning with a G/T leg to Guangzhou requires a check-in either on-line in Vips or a phone call to skeds. Some folks have forgot recently and it is a real pain to scheduling to try to track you down. Also remember that HKG GOC will connect you to crew scheduling. And starting next week, there will be a new feature in HKG.

Local HKG Number to connect to Vips 2193-1005 starting 23 Mar 09, we will have this new number to connect directly to Vips. I will confirm it with you when it is ready to go.

Guangzhou Flight Operation the entire sort and loading process is improving day by day. It is a big learning curve for all employees. Since the delays are now minimized, please do your best to depart on-time to maintain the trademark reliability for our customers.

Clear communication is important in any business. It is more important in our hub operations where Chinese is the primary language. Confusion and misinterpretation can easily occur. When communicating with the ramp, maintenance or our flight ops FOAs, remember to talk slowly and concisely. If there is any doubt in the comprehension of what you are saying, please ask to speak to a ramp or maintenance manager to ensure a clear understanding.

Just to emphasize the location of the hold short line for 02R & 20L. When taxiing south on Yankee to Rwy 02R, remember that the normal hold short line for 02R is the ILS protected area north of Y-15 on Yankee. We are not cleared to the normal hold short area on Y-15 at the end of the runway. The same applies to the hold short for 20L, which is located on Z1 east of Yankee.

On Lido AOI, 1-10, it mentions to contact tower if RNAV capable. Please disregard this since CAN ATC does not use the published RNAV departures.

It is also important to remember to contact Baiyun Delivery for your clearance around 10 minutes before pushback. You can contact them earlier or later as you wish. After receiving your clearance, stay with Delivery and inform them when ready to push. They will tell you to switch to FedEx Ramp Tower 121.7 for the beacon and the push.

As an improvement for ramp taxi, the ramp gate lead-in taxi lanes will be repainted with reflective beading for better visibility.

We also have ACARS in range reports for CAN. Here you can get your gate assignment and the landing runway. Every gate at Guangzhou has external power so please do not start the APU unless warranted by an operational or a climactic reason.

March Accepted Travel FaresCathay Pacific has stopped their discounted ticket sales for our deadheads. All travel fares are now full fare. This situation is currently under review by crew travel audit. We will let you know when it has been rectified.

Relocation Expensesmost HKG folks are already relocated. I am pretty sure that all HKG folks know this, but I have been told to remind everyone that no relocation expenses should be charged to the company credit card. Thanks.

China Crew Visa Renewalaccomplished at the China Resources Building in Wanchai. I will pass along a reference letter for you to use at window 9 with no waiting. It will take one day for turnaround of a two year multi-entry visa. Expense the cash charge as an out of pocket expense in Fox.

10 Days Vacationare starting for me Monday, 16 March. For once, I plan to isolate myself from email during this time. For assistance, please contact Will or ANC flight ops (dmringler@fedex.com, rlmaxell@fedex.com, cjpearson@fedex.com). If you have any emergencies, please feel free to call my HKG mobile phone (6393-1466.)

Thanks,
Bill

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From: BILL SANVIDGE <56045@pilot.fedex.com>

Sent: Tue 05/19/09 04:43

To:

Priority: Normal

Subject: HKG G/T Expenses

Type: Text

HKG GROUND TRANSPORTATION and the FOX EXPENSE REPORT SYSTEM

When submitting ground transportation expenses in HKG, all HKG-based crew members will need to use the following procedures in order for the FOX online expense report system to accept your HKG \$25 ground transportation expenses:

Please make sure to associate the appropriate trip leg for each expense.

Important- Please change these ground transportations from deviation to scheduled.

Do not combine front end and back end ground transportations together. You must enter them separately.

Please use the correct name of the transportation company used in the Merchant Name field.

IMPORTANT- For Origin and Destination fields, you should use the three letter designators of HOM and CAN. Since ground transportation in domicile is not allowed per the Contract, FOX is systemically programmed to automatically deny ground transportation in your base, therefore, a pilot must enter the above three letter designators.

If a pilot receives exception pre-approval from Flight Management for amounts greater than the established \$25 each way, said pilot must fax/scan the email approval which should reference the pairing and approval amount.

All expenses over \$25 require receipts.

Also, I hate to say this because I do not believe that anyone here would do this. There have been infractions by a few pilots for claiming a fraudulent expense associated with G/T. This fraud has resulted in serious discipline, up to and including termination. So I must issue a reminder to not claim an expense for travel not taken.

Thanks for all the good work.

Bill

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