

**To:** (b)(6)  
**From:** (b)(6)  
**Sent:** Mon 12/7/2015 4:41:21 PM  
**Subject:** FW: Invitational Travel for December 14 START CVE Metrics Workshop  
[E-Gov User Access Request\\_OCT2014 \(3\).pdf](#)  
[ST DHS Direct Deposit Document for Travel Payments\\_011313.pdf](#)  
[ST Invitational and Sponsored Trip Request Form 13-01\\_040413.pdf](#)

They need these back ASAP.

(b)(6)

Los Angeles, CA

(b)(6)

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**From:** (b)(6)  
**Sent:** Tuesday, November 24, 2015 8:03:03 AM  
**To:** (b)(6)  
**Cc:** (b)(6)  
**Subject:** FW: Invitational Travel for December 14 START CVE Metrics Workshop

Hi (b)(6)

If you could send me your three forms and a copy of your hotel reservation by COB tomorrow, that would be great.

Thanks,  
(b)(6)

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**From:** (b)(6)  
**Sent:** Thursday, November 19, 2015 1:47 PM  
**To:** (b)(6)  
**Cc:** (b)(6)  
**Subject:** Invitational Travel for December 14 START CVE Metrics Workshop

Hello (b)(6)

I work with (b)(6) as the Program Coordinator for the National Consortium for the Study of Terrorism & Responses to Terrorism (START) Center of Excellence. We are working on invitational travel for you to attend START's Countering Violent Extremism (CVE) Metrics Workshop on December 14<sup>th</sup> in College Park, MD. Attached are three forms which the travel office will use to book your travel, and below are some instructions pertaining to the forms:

E-Gov Form

- Only fill out Section A
- Leave the Employee ID blank

Direct Deposit Form

- Select one-time payment

Trip Request Form

- For 11. Traveler Type select Mission (Operational)
- If you have specific travel preferences (certain flight or departure time), you can list it in the comment box.