(b)(6)To: From:

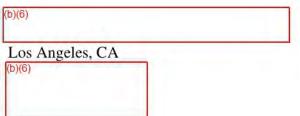
Mon 12/7/2015 4:41:21 PM Sent:

FW: Invitational Travel for December 14 START CVE Metrics Workshop Subject:

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.



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)

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 14th 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 comro#\$\text{SAS 0099239 #15}