

From:	Woodhams, Katrina (b)(6)
To:	"Walls, Erin (b)(6)
Subject:	FW: CVE travel
Date:	2016/02/09 14:10:48
Priority:	Normal
Type:	Note

Erin, apparently Paul's TA is still in finance , but they're aware it needs to be pushed through.

From: Milligan, Kayla
Sent: Tuesday, February 9, 2016 2:06 PM
To: Woodhams, Katrina (b)(6)
Cc: Jimenez, Leslie (b)(6) OFO-Travel (b)(6)
Subject: RE: CVE travel

Katrina:

It is sitting with us here in OFO Travel. We are working to get through lots of documents that are currently awaiting our action. We will work to get this one reviewed as soon as possible.

Thanks-
Kayla

OFO Travel
U.S. Department of Homeland Security
Office of the Chief Financial Officer
Financial Operations

(b)(6)

****Please remember to copy the OFO-Travel (b)(6) inbox on all travel/Fedtraveler.com related documents and/or inquiries. ****

Departmental Management Operations program Offices (OSEM/USM) transitioned to the new travel service, CGE, in August 2014. Travelers, Travel Arrangers (Alternate Preparers), and Approvers are encouraged to register for HQ (DMO) CGE training via [DHScovey](#).

The Traveler courses are titled "CGE - HQ (DMO)-Federal Traveler/Federal Traveler Arranger (Virtual Instructor led)" and "CGE - HQ (DMO)-Federal Traveler/Federal Traveler Arranger" while the Approver courses are titled "CGE - HQ (DMO)-Federal Traveler Approver" and "CGE - HQ (DMO)-Federal Traveler Approver (Virtual Instructor led)" in DHScovey. When using the search feature type CGE.

Helpful Links-

DMO CGE Resources (b)(6)

CG (b)(6)

FTI

From: Woodhams, Katrina
Sent: Tuesday, February 09, 2016 1:48 PM
To: Milligan, Kayla
Subject: Fw: CVE travel

Hi Kayla,

Not sure if you would be able to help me but I'm trying to find out if the TA below is approved yet. Let me know if you're able to help.

Thanks!

Katrina Woodhams
Homeland Security Advisory Council
Department of Homeland Security
(b)(6)

From: Fisher, Matthew S
Sent: Tuesday, February 09, 2016 01:46 PM
To: Woodhams, Katrina
Subject: RE: CVE travel

I am not quite sure where it is. Maybe at OFO Budget's level. You can try and ask OFO Travel where it is now.

From: Woodhams, Katrina
Sent: Tuesday, February 09, 2016 1:45 PM
To: Fisher, Matthew S
Subject: Re: CVE travel

It said "authorized" but wasn't sure it's been officially approved.

Katrina Woodhams
Homeland Security Advisory Council
Department of Homeland Security
(b)(6)

From: Fisher, Matthew S
Sent: Tuesday, February 09, 2016 01:11 PM
To: Woodhams, Katrina
Subject: RE: CVE travel

Hi Katrina,

I just checked and I am not seeing this TA on my queue. Was it already approved?

Matthew

From: Woodhams, Katrina
Sent: Tuesday, February 09, 2016 10:26 AM
To: Fisher, Matthew S
Subject: Fw: CVE travel

Hi Matthew!

Could you help me get this TA approved today? I booked it last week and we need to meet the cutoff date today for approving all travel for a meeting on the 19th.

Let me know if this is possible.

Thanks much!

Katrina Woodhams
Homeland Security Advisory Council
Department of Homeland Security

(b)(6)

From: Visconti, Jay
Sent: Tuesday, February 09, 2016 10:21 AM
To: Walls, Erin; Woodhams, Katrina
Subject: RE: CVE travel

Looks like it's been 'authorized'. See below:



Thanks,

Jay Visconti
Assistant Chief
Homeland Security Advisory Council
Department of Homeland Security
Office (b)(6)
Mobile (b)(6)

From: Walls, Erin
Sent: Tuesday, February 9, 2016 10:17 AM
To: Woodhams, Katrina (b)(6)
Cc: Visconti, Jay (b)(6)
Subject: RE: CVE travel

I don't have access to the travel system. Can one of you please check to make sure everything is fine?
Thanks

From: Woodhams, Katrina
Sent: Tuesday, February 9, 2016 10:15 AM
To: Walls, Erin (b)(6)
Subject: Re: CVE travel

Yes, Paul Goldenberg. I booked him last week. But let me know if he's not showing as approved. The system can be tricky as you know...

Katrina Woodhams
Homeland Security Advisory Council
Department of Homeland Security
(b)(6)

From: Walls, Erin
Sent: Tuesday, February 09, 2016 10:01 AM
To: Woodhams, Katrina
Subject: CVE travel

Has anyone asked for travel assistance for the CVE meeting on the 19th? We need everything in the system today for approval.

Thanks,
Erin

Sender:	Woodhams, Katrina (b)(6)
Recipient:	"Walls, Erin" (b)(6)
Sent Date:	2016/02/09 14:10:43
Delivered Date:	2016/02/09 14:10:48