

NR_key_name: 337A8B9797AC5350852565B10048A8D8
SendTo: garrow @ emory.edu @ internet @ interliant
CopyTo:
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Tracy Shycoff/O=ARRB
DisplayFromDomain:
DisplayDate: 02/20/1998
DisplayDate_Time: 8:24:50 AM
ComposedDate: 02/20/1998
ComposedDate_Time: 8:13:38 AM
Subject: ARRB conference

Mr. Garrow,Jeremy Gunn passed your letter of February 19 on to me. I am the Director of Administration and will be happy to assist your with your travel plans for the April 14 conference in Washington, DC. I will need your social security number in order to process your travel orders.You specifically asked about airline arrangements and hotel accommodations. I will take care of finding lodging for you at the government rate. We deal with SATO, a government travel agency, for our airline arrangements. You are welcome to call them at 202-789-1150 and make your own arrangements or if you prefer, I would be glad to handle that for you as well. If you choose to call SATO yourself please ask to speak with Mary and identify yourself as an invitational traveler with the ARRB. If you would like for me to make the arrangements I will need the following information:1. airport that you would like to fly out of (although I assume it is Atlanta)2. what time you would like to leave Atlanta on the 13th and what time (if any) that you need to be back in Atlanta on the 14th.3. aisle or window preference?4. if electronic ticketing is available, would you prefer electronic or paper ticketing?Once all the arrangements have been made I will send you a package that will contain your airline tickets, hotel information, a travel voucher claim form, and other information that will assist you with your travel.Please let me know what I can do to assist you. I can be reached at 202-724-0088 ext. 233 or by my e-mail Tracy_Shycoff@jfk-arrb.gov.

Body:
recstat: Record
DeliveryPriority: N
DeliveryReport: B
ReturnReceipt:
Categories: