NR_key_name:	BA1E35E8696A163D852564430052BC0F
SendTo:	CN=Irene Marr/O=ARRB @ ARRB
CopyTo:	CN=Jeremy Gunn/O=ARRB @ ARRB
DisplayBlindCopyTo:	
BlindCopyTo:	CN=R ecord/O=ARRB
From:	CN=Tracy Shycoff/O=ARRB
DisplayFromDomain:	
DisplayDate:	02/19/1997
DisplayDate_Time:	10:05:35 AM
ComposedDate:	02/19/1997
ComposedDate_Time:	10:03:41 AM
Subject:	Re: Trip to Austin March 23-28th
Body:	Actually, you make your own travel arrangements with SATO (789-1100) and then they will call me for approval. You need to leave out of the cheapest airport of the three in the area unless it is prohibitive for some reason so ask them to check all the airports when you make your reservations. Let me know what you find out about the hotel and I'll call them and see if I can set up master billing.To:Tracy Shycoff/ARRBcc: From:Irene Marr/ARRB Date:02/19/97 09:59:15 AMSubject:Trip to Austin March 23-28thI will speak with Tina Houston regarding the hotel and get back to you hopefully later on today. We will need to book a room for Steve Tilley as well, however, he will not be arriving in Austin until Monday the 24th and will be making his own flight arrangements. Jeremy and I will need to check in on Sunday March 23, and check out Thursday, March 28. Jeremy would like to take the earliest flight down on March 23, I would like the earliest flight on March 22 or a late eve. flight on March 21 depending on the fares and realize that my hotel and per diem will not kick in until Sunday p.m.. For the return flight, let's aim for late afternoon or early eve. on March 28th. If this request isn't clear enough, let me know. Thank you!
recstat:	Record
DeliveryPriority:	N
DeliveryReport:	B
ReturnReceipt:	
Categories:	