To: Daly, Eric[Daly.Eric@epa.gov]
From: Stephens, Janet
Sent: Thur 8/17/2017 6:56:30 PM
Subject: RE: Daly NFB August 1st Travel Voucher Info

Thanks!

From: Daly, Eric
Sent: Thursday, August 17, 2017 2:46 PM
To: Stephens, Janet <Stephens.Janet@epa.gov>
Cc: Paulikas, Theresa M. <Paulikas.Terry@epa.gov>
Subject: Daly NFB August 1st Travel Voucher Info
Importance: High

Hi Janet:

Below is the information requested for my Travel Voucher. Also, attached is my hotel receipt. Please let me know if there are any other issues. Thanks

Was
$

Date	Expense Type
08/01/17	Travel Card ATM Fee
08/01/17	Travel Card ATM Advance Fee
08/01/17	Lodging 08/01/2017 through 08/14/2017 (Per Da Travel Days 08/01/2017 and 08/14/2017
08/03/17	Travel Card ATM Fee
08/03/17	Travel Card ATM Advance Fee
08/08/17	Laundry
08/10/17	Travel Card ATM Fee
08/10/17	Travel Card ATM Advance Fee
08/10/17	Gas for GOV
08/12/17	Parking Fee

From: Paulikas, Theresa M.
Sent: Tuesday, August 15, 2017 8:30 AM
To: Daly, Eric <Daly.Eric@epa.gov>
Subject: RE: ACTION REQUIRED - Please Request Travel Voucher

2 Choices.....you can create the helpdesk ticket and submit all your information or send me all your information and I will create the ticket.....the helpdesk will create your voucher, then you have to go into CONCUR and review and sign the voucher.....

Thanks,
Ter

From: Daly, Eric
Sent: Tuesday, August 15, 2017 7:50 AM

To: Paulikas, Theresa M. <Paulikas.Terry@epa.gov>
Subject: Fwd: ACTION REQUIRED - Please Request Travel Voucher

Hi. So I click request and they do the travel voucher? I'm a little confused with this next step. Thanks

Regards,
Eric M. Daly
On-Scene Coordinator/Radiological Response Specialist
US Environmental Protection Agency- Region II
ERRD/RPB/PPS
2890 Woodbridge Avenue
Edison, NJ 08837
daly.eric@epa.gov
908-420-1707
"We must, indeed, all hang together, or assuredly we shall all hang separately", Benjamin Franklin
Begin forwarded message:

From: <r2.helpdeskapp@epa.gov>
Date: August 15, 2017 at 7:30:02 AM EDT
To: <Daly.Eric@epa.gov>
Cc: <Paulikas.Terry@epa.gov>
Subject: ACTION REQUIRED - Please Request Travel Voucher

Helpdesk Application Email

** This is a system generated message! Please do NOT reply to sender! **

You are receiving this message because you have business associated with the Region 2 FMB HelpDesk.

Eric Daly

This is a reminder to submit a **travel voucher request** in the Finance Helpdesk for your TA**#TAA04S3M** for travel to **lewistown, ny** ending on **8/14/2017**.

The request, with the appropriate receipts and any other required supporting documentation, must be submitted within 2 business days after the end date of the travel. This will allow for the voucher preparation within 5 business days of the travel end date as required by Agency policy.

Please note that the original Travel Authorization (TA) was submitted by **Terry Paulikas**.

To start you voucher request, click on the link below.

Finance Helpdesk Link:
https://x0202tnythnetpd.aa.ad.epa.gov/HelpDesk/App#/desks?desk=Finance

We appreciate your prompt action.

Thank you.

Please DO NOT reply to this email.

May contain privileged information! Do not circulate!