To: Wright, Dave[Wright.Dave@epa.gov]; Saia, Carmella[Saia.Carmella@epa.gov]; Heston, Gerald[Heston.Gerald@epa.gov]; Ex. 6 - Personal Privacy @verizon.net]; Burns, Francis[Burns.Fran@epa.gov]
From: GovTrip.eTravel.System@etsproext01.govtrip.com
Sent: Tue 2/4/2014 6:08:13 PM
Subject: DENNIS MATLOCK - 02/02/14 - 02/10/14 - GovTrip Routing Notice

TMINFORM.LTR

02/04/14

This letter was generated to inform you that a GovTrip Authorization named DMCHARLESTONW020214_A01 for DENNIS MATLOCK with trip details Continue work at West Virginia Chemical Leak in Charleston, WV. GSA car. and travel dates 02/02/14 - 02/10/14 and authorization number of 0TU4DW was just stamped RECOMMENDED by FRANCIS X BURNS and is awaiting your attention.

Please log into GovTrip to electronically sign the document.

If this notice is in reference to a travel authorization the airline ticket will not be issued until the document has been stamped "APPROVED" by the funder.

Due to recent changes in the FY13 Government City-Pair Program (CPP), domestic air reservations are subject to cancellation by the airlines if not ticketed at least 48 hours prior to scheduled departure. Please ensure all necessary approvals are processed in accordance with your agency's business rules, but no less than 3 business days prior to departure to ensure ticketing. This 48 hour cancellation rule does not apply to international reservations unless your trip has domestic connection(s) on more than one (1) airline or these reservations require separate air tickets.

You may access GovTrip @ http://www.govtrip.com/govtrip/site/index.jsp