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: Mon 1/27/2014 8:27:22 PM
Importance: Normal
Subject: MELISSA ANN LINDEN - 01/20/14 - 02/02/14 - GovTrip Routing Notice
Received: Mon 1/27/2014 8:27:28 PM

TMINFORM.LTR

01/27/14

This letter was generated to inform you that a GovTrip Authorization named MLCHARLESTONW012014_A01-01 for MELISSA ANN LINDEN with trip details Removal assessment at Freedom Industries Chemical Spill WEST VIRGINIA CHEMICAL LEAK SITE. in Charleston, WV .Mode of transportation GSA CAR. and travel dates 01/20/14 - 02/02/14 and authorization number of 0TTDM5 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