

FD-540 (Rev. 6-26-02)

Request No. 6917665

## TRAVEL REQUEST FORM

Date: 10/5/10 Fiscal Year 11 Travel  
 Name of Traveler: Nancy L. Zimpher FBIHQ Division: 5  
 Field Office ID:                      Cost Code:                      SSAN:                      b6  
 Itinerary: Travel Period From: 10/27/10 to 10/28/10 Squad/RA Code:                      b7c  
 Points of Travel From: New York to WDC  
 To                      to                     

Justification: Attending a National Security Higher Education Advisory Board Meeting at FBIHQ  
 File Number:                     

## (A) Source of Travel Funds: (Select a catalog)

## Division Budget

- ( ) TR11 SAC/Div. Operation/Management  
 ( ) TR12 SAC/Div. Operation/Management - Assist Another Office  
 ( ) TR13 SAC/Div. Meeting/Speech/GETA Training

RECEIVED OCT 6 2010

## General Budget

- ☒ TR14 FBIHQ Regional Conference  
 ( ) TR15 FBIHQ Special  
 ( ) TR16 FBIHQ Commercial Training  
 ( ) TR51 To/From Quantico FBI & Police Training

Travel Authorization No.: TR14DV110507

## (B) Purpose of Travel:

(See reverse to select an item number and description from a catalog)

141 NSHEAB Meeting at FBIHQ  
 (Item No.) (Description)

- ☒ 1 - Domestic (Conus)  
 ( ) 2 - Foreign  
 ( ) 3 - Non Foreign (O-Conus)

CAT	DESC		Estimated Expense	Actual Expense
TR	141	1	\$ 350.00	\$
TR		11 Air Fare	\$	\$
TR		12 Train Fare	\$	\$
TR		21 Lodging	\$ 208.00	\$
TR		22 M & IE	\$ 108.00	\$
TR		31 P.O.A (Mileage)	\$	\$
TR		32 Miscellaneous	\$ 50.00	\$
TR		35 Taxi	\$ 60.00	\$
TR		36 Taxes (Lodging)	\$ 30.00	\$
TR		37 Laundry	\$	\$
TR		41 Car Rental*	\$	\$
TR		Other - ( )	\$	\$
Total			\$ 806.00	\$

\* The use of a rental vehicle is advantageous to the government because neither a Bucar or public transportation (bus, subway) is available and the total cost of using a taxi exceeds that of a rental car.

Transportation paid by GTA No.                     Lodging paid by Purchase Order No.                     Field Office/FBIHQ Approval:                     Draft Approval Officer:                     Advance Document No.                     Date                     Cashier Initials:                     Document No.                     Date:                     Cashier Initials:                     Draft Number:                     Amount:                     Date: 10/5/10  
Date Obligated: 10/6/10Follow-up Date:                     

Distribution:

White Original - Submit with SF-1012

Yellow Copy - Draft Request File

Pink Copy - Estimated Travel Control File

# TRAVEL REQUEST FORM

## INSTRUCTIONS

1. Date. Date the FD-540 is prepared. Should always precede travel date.
2. Fiscal Year. The year of the September 30th date following the date of travel.  
A Fiscal year includes 10/1x1 to 9/30x2.
3. FBIHQ Division of assignment (FOR FBIHQ TRAVELERS ONLY).
4. Name of traveler. Enter full Bureau name.
5. Social Security Account Number of traveler.
6. Two character field office ID.
7. Cost Center. Unique four-digit cost-code for office of assignment.
8. Squad/RA code. Four-digit code for squad/RA where traveler is assigned.
9. Travel period. From: Date of Departure To: Date of Return.
10. Points of travel. From: Point of Origin To: Destination (up to three). Do not list connecting points or brief stops enroute.  
If round trip, enter "R/T" after first destination.
11. Universal file number of case to which travel pertains (if applicable). Do **not** enter classified information.
12. Brief justification for travel.
13. Check the box for the source of funds to which travel expense will be charged. If a General Budget source is selected, enter the Control Number (Travel Authorization Number) assigned by the Program Manager for this particular trip.
14. Select the most appropriate item number and description from the following table and complete the Purpose of Travel:

CATALOG	(SAC/Division Budget) ITEM	DESCRIPTION
TR11	Operation/Management	
	111	Operational Travel
	112	Subpoena Travel
	113	Management Travel
	114	Home Leave Travel
TR12	Assistance to Another Office	
	121	Operational Travel
	122	Subpoena Travel
	123	Management Travel
TR13	Meeting/Speech/GETA Training	
	131	Meeting Travel
	132	Speech Travel
	133	GETA Training Travel

CATALOG	(General Budget) ITEM	DESCRIPTION
TR14	Regional Conference	
	141	Regional Conference
	142	Asset Forfeiture
	143	FOIPA Training Travel
	144	Explosives Training
TR15	FBIHQ Special Travel	
	151	FBIHQ Special Travel
	152	Inspection Travel
	153	INF Treaty Travel
TR16	Commercial Training Travel	
	161	Polygraph Training
	162	Language Training
	163	FSI Training Travel
	164	Aviation Training
	165	Divisional Training
TR51	To/From Quantico, Police Training Travel	
	511	On Site Academy
	512	Off Site Academy
	513	National Academy
	514	Police Training



SatoTravel®

October 6, 2010

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-30-2012 BY 60324 uc baw/sab/clb

For: NANCY L ZIMPHER

To: FBI

Sales Person:  
Locator:  
Customer Number:



b6  
b7C

NOTE-THE SERVICE FEE IS THE TRAVEL MGMT CTR  
TRANSACTION FEE BILLED TO YOUR AGENCY. DO NOT  
CLAIM THIS AMOUNT ON YOUR TRAVEL VOUCHER. CLAIM  
ONLY THE TICKET COST TO YOUR INDIVIDUAL TRAVEL  
CARD AS INDICATED BY THE LAST FOUR DIGITS OF YOUR  
CARD NUMBER.

\*\*\*\*\*

TD-YOUR RESERVATION WILL BE TICKETED ON 22OCT  
GF-TOTAL OFFICIAL FARE IS 1387.40

#### Tuesday October 26, 2010



US Airways	Flight Number: 3229
Class of Service:Coach Class Y	
Depart: ALBANY, NY	6:00 Am October 26, 2010
Arrive: WASHINGTON/NATL,DC	7:23 Am October 26, 2010
Total Flight Time:	1 Hour 23 Minutes Non-Stop
Equipment: E75	
Meal Service: None	
Status: Confirmed	Confirmation Number: C0XTQ5
Reserved Seat: ZIMPHER/NANCY L 9A	
Frequent Flyer Number:	US7491962 ZIMPHER/NANCY L
ARR-TERMINAL C	
*ALB-DCA OPERATED BY US AIRWAYS EXPRESS-REPUBLIC AIRLINES	

#### Thursday October 28, 2010



US Airways	Flight Number: 4072
Class of Service:Coach Class M	
Depart: WASHINGTON/NATL,DC	3:42 Pm October 28, 2010
Arrive: SYRACUSE, NY	4:54 Pm October 28, 2010
Total Flight Time:	1 Hour 12 Minutes Non-Stop
Equipment: CRJ	
Meal Service: None	
Status: Confirmed	Confirmation Number: C0XTQ5
Frequent Flyer Number:	US7491962 ZIMPHER/NANCY L
DEP-TERMINAL C	
*DCA-SYR OPERATED BY US AIRWAYS EXPRESS-AIR WISCONSIN	

<u>Name</u>	<u>Invoice / Ticket / Date</u>	<u>Base</u>	<u>Tax1</u>	<u>Tax2</u>	<u>Tax3</u>	<u>Total</u>
		1270.70USD	95.30US	7.40ZP	14.00XT	1,387.40
Total Amount:						1,387.40

\*\*\*\*\*

\*\*\*\*\*TO BOOK RESERVATIONS ONLINE PLEASE VISIT\*\*\*\*\*

\*\*\*\*\*CWTSATOTRAVEL.COM\*\*\*\*\*

..... THANK YOU FOR USING CWTSATOTRAVEL .....

.....YOUR REFERENCE CODE IS \*\*\* SABRE OV4C .....

\*\*\*\*\*

PLEASE CALL LOCAL OFFICE DURING NORMAL BUSINESS HOURS

TOLL FREE NUMBER 800-696-7286 MON-FRI 700A-700P CST

FOR AFTER HOURS EMERGENCY SERVICE IF TRAVEL IS WITHIN

24 HOURS CALL 1-800-696-7286 AND PRESS OPTION 1

.....

\*\*\*IF INTERNATIONAL 800 NUMBER DOES NOT WORK PLEASE\*\*\*

\*\*\*\*\* CALL COLLECT TO 210-877-3362 \*\*\*\*\*

.....

CONTRACT CARRIER CITY PAIR FARES DO NOT REQUIRE

ADVANCE PURCHASE. ALL OTHER FARES MAY REQUIRE ADVANCE

PURCHASE AND ARE NOT GUARANTEED UNTIL TICKETED

.....

TRANSACTION FEES ARE NONREFUNDABLE

.....

UNUSED PAPER TICKETS MUST BE RETURNED TO CWTSATOTRAVEL

CONTACT CWTSATOTRAVEL TO REFUND ELECTRONIC TICKETS

.....

GOVERNMENT ISSUED ID IS REQUIRED

.....

FOR INFORMATION ON THE TSA SECURE FLIGHT PROGRAM

PLEASE GO TO WWW.TSA.GOV

.....

.....

TO VIEW ITINERARIES ONLINE PLEASE GO TO

.....\*\*\* WWW.VIRTUALLYTHERE.COM \*\*\* .....

ADD YOUR SABRE RESERVATION CODE, NAME, AND EMAIL IN

THE APPROPRIATE BOXES AND ENTER.

.....

..... DON'T FORGET TO CALL THE VACATION CENTER .....

.... AT 1-877-698-2554 TO BOOK YOUR NEXT VACATION....

..... GO TO SATOVACATIONS.COM TODAY .....

..... AND SIGN UP FOR THE VACATION NEWSLETTER.....

ADVISED CALLER FLIGHT IS CODESHARE/COMMUTER SERVICE

PASSENGER REQUESTED THE USE OF THE CBA

b6

b7C



SatoTravel®

October 22, 2010

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-30-2012 BY 60324 uc baw/sab/clg

For: NANCY L ZIMPHER

To: FBI

Sales Person:

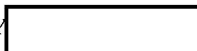
Locator:

Customer Number:



\*\*\*\*\*

TVL AUTHORIZATION RCVD FROM FC IN CC SVCS-BY



\*\*\*\*\*

NOTE-THE SERVICE FEE IS THE TRAVEL MGMT CTR  
TRANSACTION FEE BILLED TO YOUR AGENCY. DO NOT  
CLAIM THIS AMOUNT ON YOUR TRAVEL VOUCHER. CLAIM  
ONLY THE TICKET COST TO YOUR INDIVIDUAL TRAVEL  
CARD AS INDICATED BY THE LAST FOUR DIGITS OF YOUR  
CARD NUMBER.

\*\*\*\*\*

TD-YOUR RESERVATION WILL BE TICKETED ON 22OCT

GF-TOTAL OFFICIAL FARE IS 1387.40

\*TICKET PURCHASED WITH CBA



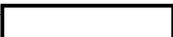
\*THIS DOCUMENT BECOMES AN INVOICE WHEN THE PASSENGER

\*NAME/INVOICE AND TICKET NUMBERS APPEAR

\*IN THE PRICING BOX.

\*\*\*\*\*

\*TICKET PURCHASE WITH



\*IN THE PRICING BOX

\*\*\*\*\*

FEES TOTALING 29.74PP CHARGED IN ADDITION TO TKT PRICE

FEE-USD29.74PP-AIR/AMTRAK DOMESTIC, TRADITIONAL

## Tuesday October 26, 2010



US Airways

Class of Service:Coach Class Y

Depart: ALBANY, NY

Arrive: WASHINGTON/NATL,DC

Total Flight Time:

Equipment: E75

Meal Service: None

Status: Confirmed

Reserved Seat: ZIMPHER/NANCY L 9A

Frequent Flyer Number:

ARR-TERMINAL C

\*ALB-DCA OPERATED BY US AIRWAYS EXPRESS-REPUBLIC AIRLINES

Flight Number: 3229

6:00 Am October 26, 2010

7:23 Am October 26, 2010

1 Hour 23 Minutes Non-Stop

Confirmation Number: C0XTQ5

US7491962 ZIMPHER/NANCY L

## Thursday October 28, 2010



US Airways

Class of Service:Coach Class M

Depart: WASHINGTON/NATL,DC

Arrive: SYRACUSE, NY

Total Flight Time:

Equipment: CRJ

Meal Service: None

Flight Number: 4072

3:42 Pm October 28, 2010

4:54 Pm October 28, 2010

1 Hour 12 Minutes Non-Stop

Status: Confirmed Confirmation Number: C0XTQ5  
Frequent Flyer Number: US7491962 ZIMPHER/NANCY L  
DEP-TERMINAL C  
\*DCA-SYR OPERATED BY US AIRWAYS EXPRESS-AIR WISCONSIN

Name	Invoice / Ticket / Date	Base	Tax1	Tax2	Tax3	Total
ZIMPHER NANCY L	566516/0377930532019/22OCT1 0	1272.56	95.44US	7.40ZP	14.00XT	1,389.40
FOP <input type="text"/>						
Total Amount:						1,389.40

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b7C

\*\*\*\*\*

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PASSENGER REQUESTED THE USE OF THE CBA

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b7C

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-30-2012 BY 60324 uc baw/sab/clb

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b7c

**From:** Notification [Notification@cwtsatotravel.com]  
**Sent:** Friday, October 22, 2010 9:58 AM  
**To:** [REDACTED]@SUNY.EDU [REDACTED]  
**Subject:** OV4C- Ticketed Invoice For NANCY L ZIMPHER 26OCT10  
**Attachments:** KDPXYI.pdf

<<KDPXYI.pdf>>

This is an automated email notification. Please do not respond to this email address.

**\*\*Did you know we can also book your hotels and rental cars?\*\***

10/22/2010



ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-30-2012 BY 60324 uc baw/sab/clb

b6  
b7C

[redacted]  
**From:** [redacted]@suny.edu]

**Sent:** Tuesday, September 28, 2010 1:09 PM

**To:** [redacted]

**Subject:** RE: National Security Higher Education Advisory Board Meeting

Thanks [redacted] for all the information. Chancellor Zimpher has a speaking engagement in Washington on 10/27 so she'll be flying down on the 26th. As soon as we figure out her flights, I'll be in touch so that we can use your travel agency.

I have made hotel reservations for her at the Washington Hilton, site of the conference at which she is speaking.

Please let me know if there's anything else you need from this end. I'll be in touch.

[redacted]  

---

**From:** [redacted]mailto:[redacted]@ic.fbi.gov]

**Sent:** Wednesday, September 22, 2010 4:34 PM

**To:** [redacted]

**Cc:** [redacted]

**Subject:** National Security Higher Education Advisory Board Meeting

Hello [redacted]

The next National Security Higher Education Advisory Board (NSHEAB) meeting is scheduled for October 28, 2010. I will be handling the logistics related information for President Zimpher. I have reserved rooms for October 27 – 29, at the Washington Plaza Hotel, located at 10 Thomas Circle, N.W. Washington, DC 20005. The reservations are reserved under FBI, please make reservations before October 1, the rate is \$211.00 per night. The phone numbers are 202-842-1300 or 800-424-1140.

The meeting is scheduled at the Federal Bureau of Investigation (FBI) Headquarters in the William H. Webster Conference room, at 935 Pennsylvania Ave NW, Washington, D.C. 20535, beginning at 8:30 a.m. and ending at approximately 1:00 p.m. Please enter the building through the J. Edgar Hoover FBI Building, business appointments entrance located on Pennsylvania Ave; we will have escorts ready to direct you to the conference area. Please bring two forms of picture identification for entrance into the facility.

**Flight information:**

You may book her flight through your own travel agency, and the FBI will reimburse the cost of the flight to her. I will need a receipt for the airfare upon the conclusion of his trip. However, the FBI can directly pay for his flight if booked directly through our travel agency. Please

10/25/2010

provide the preferred flight time to me for travel arrangements. The flight confirmation email will be sent to the traveler from SATO travel agency. I have attached the agenda for the meeting. It is very important to us that the trip and meeting go smoothly. If you have any questions or problems, please do not hesitate to contact me.

[redacted]

Management and Program Analyst  
FBIHQ/Counterintelligence Division

[redacted]

[redacted]

(desk)  
(bb)  
(fax)  
ic.fbi.gov

b6  
b7C  
b7E

10/25/2010

Changes

[redacted]  
**From:** [redacted]@suny.edu]  
**Sent:** Wednesday, November 10, 2010 10:32 AM  
**To:** [redacted]

OK

**Subject:** RE: National Security Higher Education Advisory Board contacts

Hi [redacted]  
For Chancellor Zimpher's address, please delete "Central" from the address and change to: SUNY  
System Administration. And the phone number has changed to: [redacted]

Thanks very much.

[redacted]

b6  
b7C

**From:** [redacted] [mailto:[redacted]@ic.fbi.gov]  
**Sent:** Tuesday, November 09, 2010 4:48 PM  
**To:** [redacted]@aau.edu'; [redacted]

@nyu.edu;

@psu.edu;

**Subject:** National Security Higher Education Advisory Board contacts

Good Afternoon,

I am updating my NSHEAB contact information; please take a moment to review the list for any  
correction or missing information.

Thank You

[redacted]  
Management and Program Analyst  
FBIHQ/Counterintelligence Division

b6  
b7C  
b7E

(desk)  
(bb)  
(fax)  
ic.fbi.gov

11/10/2010

Yes

b6  
b7C

[REDACTED]  
**From:** [REDACTED]@suny.edu]  
**Sent:** Thursday, August 12, 2010 1:56 PM  
**To:** [REDACTED]  
**Subject:** NSHEAB meeting on 10/28/10

(Zimpher  
SUNY)

This is to let you know that Chancellor Nancy Zimpher is planning to attend the meeting in Washington on October 28th. Please let me know if you need additional information.

[REDACTED]  
Office of the Chancellor  
State University of New York  
[REDACTED]

NO

[redacted]  
**From:** [redacted]@suny.edu]  
**Sent:** Tuesday, September 28, 2010 1:09 PM  
**To:** [redacted]  
**Subject:** RE: National Security Higher Education Advisory Board Meeting

Thanks [redacted] for all the information. Chancellor Zimpher has a speaking engagement in Washington on 10/27 so she'll be flying down on the 26th. As soon as we figure out her flights, I'll be in touch so that we can use your travel agency.

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b6  
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**Cc:** [redacted]  
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9/29/2010