

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

Request No. 6937121

TRAVEL REQUEST FORM

Date: 1/14/11 Fiscal Year 11 Travel
 Name of Traveler: LOU ANNA K. Simon FBIHQ Division: 5
 Field Office ID: _____ Cost Code: _____ Squad/RA Code: _____ b7E
 Itinerary: Travel Period From: 2/1/11 to 2/3/11
 Points of Travel From: Detroit, MI to Washington DC
 To _____ to _____
 File Number: _____
 Justification: NS HEAB meeting at FBI HQ (Board member)

(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

General Budget

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

RECEIVED JAN 21 2011
 Travel Authorization No.: 14DV110518
 Program/subprogram 54CR

(B) Purpose of Travel:

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

141 NS HEAB meeting 2-2-11
 (Item No.) (Description)

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

CAT	DESC	Estimated Expense	Actual Expense
TR	11 Air Fare	\$ 680.00	\$
TR	12 Train Fare	\$	\$
TR	21 Lodging	\$ 362.00	\$
TR	22 M & IE	\$ 177.00	\$
TR	31 P.O.A (Mileage)	\$	\$
TR	32 Miscellaneous	\$ 30.00	\$
TR	35 Taxi	\$ 60.00	\$
TR	36 Taxes (Lodging)	\$ 30.00	\$
TR	37 Laundry	\$	\$
TR	41 Car Rental*	\$	\$
TR	Other - ()	\$	\$
Total		\$ 1339.00	\$

* The use of a rental vehicle is advantageous to the government because neither a car 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: _____

Advance Draft Number: _____

Date Obligated: _____

Follow-up Date: _____

Amount: _____

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:

(SAC/Division Budget)		
CATALOG	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

(General Budget)		
CATALOG	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

[redacted]
From: [redacted]@pres.msu.edu]

Sent: Monday, January 31, 2011 10:44 AM

To: [redacted]

Subject: RE: National Security Higher Education Advisory Board meeting February 2, 2011

[redacted] *President Simon has decided to cancel her trip to DC to attend this meeting due to weather concerns. Sorry.*

b6
b7C

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

Sent: Tuesday, January 11, 2011 10:02 AM

To: [redacted]

Subject: National Security Higher Education Advisory Board meeting February 2, 2011

Hello [redacted]

The next National Security Higher Education Advisory Board (NSHEAB) meeting is scheduled for February 2, 2011. I will be handling the logistics related information for President Simon. I have reserved rooms for February 1-3, at the Washington Plaza Hotel, located at 10 Thomas Circle, N.W. Washington, DC 20005. The reservations are secured under the Higher Education Advisory Conference, please make reservations no later than January 14, the rate is \$181.00 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, located at 935 Pennsylvania Ave NW, Washington, D.C. 20535, beginning at 8:30 a.m. and ending at approximately 1:30 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 her 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. I will need a receipt for the airfare upon the conclusion of her trip. However, the FBI can directly pay for her flight if booked directly through our travel agency. Please provide the preferred flight time to me for travel arrangements. The flight confirmation email will be sent to the traveler from SATO travel agency. 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.

Thank You

[redacted]
 Management and Program Analyst
 FBIHQ/Counterintelligence Division
 Strategic Partnership Unit

(desk)

(bb)

(fax)

[redacted]@ic.fbi.gov

1/31/2011

October 2010

OK

[Redacted]

From: [Redacted]@pres.msu.edu]
Sent: Tuesday, November 09, 2010 4:53 PM
To: [Redacted]
Subject: RE: National Security Higher Education Advisory Board contacts
Correct for Michigan State University.

[Redacted]

From: [Redacted]mailto:[Redacted]@ic.fbi.gov]
Sent: Tuesday, November 09, 2010 4:48 PM
To: [Redacted]@aau.edu'; [Redacted]
[Redacted]PRES; [Redacted]@nyu.edu; [Redacted]
[Redacted]@psu.edu; [Redacted]
[Redacted]@ufl.edu; [Redacted]
[Redacted]
Subject: National Security Higher Education Advisory Board contacts

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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
 Strategic Partnership Unit

[Redacted] (desk)
 [Redacted] (bb)
 [Redacted] (fax)
 [Redacted]@ic.fbi.gov

(NO
 Simon
 MSU)

[redacted]
 From: [redacted]@pres.msu.edu]
 Sent: Monday, August 09, 2010 8:34 AM
 To: [redacted]
 Cc: [redacted]
 Subject: RE: National Security Higher Education Advisory Board (NSHEAB) meeting

[redacted] - *sorry for the tardy reply. I was out of the office for several weeks.*

President Simon has a conflicting meeting on October 28th and will be absent from the NSHEAB gathering this time. She wishes you the best for a successful meeting.

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 b7C

[redacted]

From: [redacted] [mailto:[redacted]@ic.fbi.gov]
 Sent: Thursday, August 05, 2010 3:19 PM
 To: [redacted]
 Subject: FW: National Security Higher Education Advisory Board (NSHEAB) meeting

Hello [redacted]

How are you today, sorry but I didn't get an email back, so I'm double checking to see if President Simon will attend the National Security Higher Education Advisory Board meeting in October. I will be out of the office from Aug. 6- 13.

Thank You

From: [redacted]
 Sent: Thursday, June 17, 2010 4:07 PM
 To: [redacted]
 [redacted]@carnegie.gatech.edu; [redacted] PRES]; [redacted]
 [redacted]@suny.edu; [redacted]
 [redacted]@admin.rochester.edu
 Cc: [redacted]
 Subject: National Security Higher Education Advisory Board (NSHEAB) meeting

Good Afternoon,

The next National Security Higher Education Advisory Board (NSHEAB) meeting is schedule for October 28, 2010 at FBI Headquarters. Please advise the Presidents/Chancellors of the scheduled meeting. You will receive logistical details regarding this meeting as soon as they become available. Please RSVP me via e-mail at [redacted]@ic.fbi.gov or by telephone at [redacted] by Friday July 9, 2010.

Thank you,

[redacted]
 Management and Program Analyst
 FBIHQ/Counterintelligence Division

8/17/2010

Strategic Partnership Unit

[redacted] desk)
[redacted] bb)
[redacted] fax)
[redacted] @ic.fbi.gov

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b7C

8/17/2010

February, 2010

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

Request No. 6678744

TRAVEL REQUEST FORM

Date: 12/30/09 Fiscal Year 10 Travel FBIHQ Division: CD
 Name of Traveler: Lou Anna K. Simon SSAN: [REDACTED]
 Field Office ID: [REDACTED] Cost Code: [REDACTED] Squad/RA Code: [REDACTED]
 Itinerary: Travel Period From: 02/03/10 to 02/04/10
 Points of Travel From: Michigan to Washington DC
 To [REDACTED] to [REDACTED]
 Justification: National Security Higher Education Advisory Board Meeting File Number: [REDACTED]

(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

General Budget

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

01-35-10 A09:44 IN

Travel Authorization No.: TR14DV000537

(B) Purpose of Travel:

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

141 NSHEAB Meeting at FBIHQ on 2-4-09
 (Item No.) (Description)

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

CAT	DESC		Estimated Expense	Actual Expense
TR	141	11 Air Fare	\$ 550.00	\$
TR		12 Train Fare	\$	\$
TR		21 Lodging	\$ 233.00	\$
TR		22 M & IE	\$ 96.00	\$
TR		31 P.O.A (Mileage)	\$	\$
TR		32 Miscellaneous	\$ 30.00	\$
TR		35 Taxi	\$ 60.00	\$
TR		36 Taxes (Lodging)	\$	\$
TR		37 Laundry	\$	\$
TR		41 Car Rental*	\$	\$
TR		Other - ()	\$	\$
Total			\$ 969.00	\$

* 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. [REDACTED]
 Lodging paid by Purchase Order No. [REDACTED]
 Field Office/FBIHQ Approval: [REDACTED] Date: 1/4/10
 Draft Approval Officer: [REDACTED] Date Obligated: 1/11/10
 Advance Document No. [REDACTED] Advance Draft Number: [REDACTED] Follow-up Date: [REDACTED]
 Date [REDACTED] Cashier Initials: [REDACTED]
 Document No. [REDACTED] Draft Number: [REDACTED] Amount: [REDACTED]
 Date: [REDACTED] Cashier Initials: [REDACTED]

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:

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	114	Home Leave Travel
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	121	Operational Travel
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	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

[redacted]

NO
Hotel

Simon

Yes

From: [redacted]@pres.msu.edu]

Sent: Tuesday, January 12, 2010 8:49 AM

To: [redacted]

Cc: [redacted]

b6

b7C

Subject: RE: NSHEAB meeting at FBIHQ on February 4, 2010

Good morning, [redacted]

Thank you for this information. Yes, President Simon is planning to attend the February 4th meeting. At this time, she does not need a hotel room. If that changes, I'll let you know. We will handle her travel arrangements and expenses.

[redacted]

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

Sent: Tuesday, January 05, 2010 3:06 PM

To: [redacted]

Subject: NSHEAB meeting at FBIHQ on February 4, 2010

Hello [redacted]

The next National Security Higher Education Advisory Board (NSHEAB) meeting is schedule for February 4, 2010. I will be handling the logistics related information for President Simon. Please confirm if hotel accommodations are required? I have reserved rooms at the Grand Hyatt Washington, located at 1000 H Street NW, Washington, DC 20001. The check-in date is February 3, and checkout date is February 5.

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 1:30 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.

Please RSVP me via e-mail at [redacted]@ic.fbi.gov or by telephone at [redacted] by Tuesday January 12, 2010. Information related to hotel confirmation numbers will be provided shortly via e-mail.

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 her trip. However, the FBI can directly pay for her flight if booked directly through our travel agency. Please provide the preferred flight time to me for travel arrangements. The flight confirmation email will be sent to the traveler from SATO travel agency. 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.

1/12/2010

[redacted]

Management and Program Analyst
FBIHQ/Counterintelligence Division
Strategic Partnership Unit

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b7C

[redacted] (desk)
[redacted] (bb)
[redacted] (fax)
[redacted] @ic.fbi.gov

[redacted]

From: [redacted]@pres.msu.edu]
Sent: Tuesday, January 12, 2010 10:19 AM
To: [redacted]
Subject: RE: NSHEAB meeting at FBIHQ on February 4, 2010

[redacted] ***I just spoke with President Simon, and she confirmed that she does NOT need a hotel room for this meeting. Thank you.***
[redacted]

From: [redacted]mailto:[redacted]@ic.fbi.gov]
Sent: Tuesday, January 12, 2010 9:25 AM
To: [redacted]
Subject: RE: NSHEAB meeting at FBIHQ on February 4, 2010

b6
b7C

Thanks [redacted]

This is the last day for reservations at the Grand Hyatt. If President Simon requires accommodations, please email me today.

From: [redacted]mailto:[redacted]@pres.msu.edu]
Sent: Tuesday, January 12, 2010 8:49 AM
To: [redacted]
Cc: [redacted]
Subject: RE: NSHEAB meeting at FBIHQ on February 4, 2010

Good morning, [redacted]

Thank you for this information. Yes, President Simon is planning to attend the February 4th meeting. At this time, she does not need a hotel room. If that changes, I'll let you know. We will handle her travel arrangements and expenses.

[redacted]

From: [redacted]mailto:[redacted]@ic.fbi.gov]
Sent: Tuesday, January 05, 2010 3:06 PM
To: [redacted]
Subject: NSHEAB meeting at FBIHQ on February 4, 2010

Hello [redacted]

The next National Security Higher Education Advisory Board (NSHEAB) meeting is schedule for February 4, 2010. I will be handling the logistics related information for President Simon. Please confirm if hotel accommodations are required? I have reserved rooms at the Grand Hyatt Washington, located at 1000 H Street NW, Washington, DC 20001. The check-in date is February 3, and checkout date is February 5.