

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.

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b7C

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

[redacted] (desk)

[redacted] (bb)

[redacted] (fax)

[redacted]@ic.fbi.gov

[Redacted]

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

Sent: Friday, March 05, 2010 12:50 PM

To: [Redacted]
Cc: [Redacted]

Subject: RE: Travel Reimbursements

[Redacted] *thank you for asking, but she does not need to be reimbursed.*

[Redacted]

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b7C

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

Sent: Friday, February 19, 2010 3:12 PM

To: [Redacted]

Subject: Travel Reimbursements

Hello [Redacted]

I am finalizing reimbursements for travel related expenses for the February 4, National Security Higher Education Advisory Board (NSHEAB) meeting. Does President Simon require reimbursement for his attendance to the NSHEAB meeting?

Thank you

[Redacted]

Management and Program Analyst
FBIHQ/Counterintelligence Division
Strategic Partnership Unit

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