

From: Pisarik, Holly
To: casey@travelctm.com <casey@travelctm.com>
CC: Lyman Legters <LLegters@casey.org>
Smoak, Carol <Carol.Smoak@dss.sc.gov>
Betsy Keef <BKeef@casey.org>
Date: 7/28/2016 1:39:13 PM
Subject: RE: Flight Request

Casey, Please see below. Thank you, Holly

From: Betsy Keef [mailto:BKeef@casey.org]
Sent: Friday, July 22, 2016 12:43 PM
To: Pisarik, Holly
Cc: Lyman Legters; Smoak, Carol; Betsy Keef
Subject: Flight Request

Hello Holly

In order to begin making your travel arrangements please complete **PART A** below and **FORWARD** the entire completed email(with both Parts A & B) to CTM Travel at casey@travelctm.com. After you have forwarded the email, our travel agents will work directly with you to finalize you travel arrangements.

Pre-established travel dates are listed in **Part B**. If you wish to travel on dates that differ from these, you must contact Betsy Keef 512-691-1582 **BEFORE** you send an email to Corporate Travel Management, since you will need our prior approval to change the travel dates.

PART A (to be completed by traveler and sent to CTM):

FLIGHT –

Travelers Name (as it appears on your driver's license): Holly G. Pisarik

Travelers Date of Birth: [REDACTED]

Travelers Gender: F

Travelers Preferred seating: Window

Departure date and time: 15 AUG 16 - MONDAY

AIR	AMERICAN AIRLINES	FLT:2249	ECONOMY	
	LV CHARLOTTE		310P	EQP: BOEING 737-800
				01HR 53MIN
	AR NEWARK		503P	NON-STOP
	ARRIVE: TERMINAL A			REF: SERHUS

Travelers Home airport: Charlotte, NC

Return date and time:

17 AUG 16	-	WEDNESDAY		
AIR	AMERICAN AIRLINES	FLT:609	ECONOMY	
	LV NEWARK		305P	EQP: AIRBUS A320
	DEPART: TERMINAL A			01HR 56MIN
	AR CHARLOTTE		501P	NON-STOP

Destination: Trenton, NJ

Telephone number: 803-322-6255

Email address: holly@pisariklawfirm.com

Special requests (such as seat preference, mileage program number, 2 seats needed, wheel chair assistance): None

Casey staff are arranging overnight accommodations.

PART B (to be filled out by Casey staff for USTravel's use)

Travel Day: Aug 15

Event/Meeting start date and time: Aug 16 9:30AM

Event/Meeting end date and time: Aug 17 1:00PM

Destination: Trenton, NJ

Approver: Lyman Legters

Purpose: Site Visit SC to NJ

Department: 3610

Account: [REDACTED]

SI: [REDACTED]

Project: [REDACTED]

Jurisdiction: [REDACTED]

TRAVELER NAME(S)

Holly Pisarik

Information to USTravel regarding lodging:

N/A

Please copy Betsy Keef on finalized itineraries BKeef@casey.org

Thanks,

Betsy

Betsy Keef

Administrative Specialist

Strategic Consulting 1

P 512.691.1582

F 512-691-1557

bkeef@casey.org

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