

From: Betsy Keef <BKeef@casey.org>  
To: Pisarik, HollyHollyPisarik@gov.sc.gov  
CC: Lyman LegtersLLegters@casey.org  
Smoak, CarolCarol.Smoak@dss.sc.gov  
Betsy KeefBKeef@casey.org  
Date: 7/22/2016 12:43:14 PM  
Subject: Flight Request

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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](mailto: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):**

**Travelers Date of Birth:**

**Travelers Gender:**

**Travelers Preferred seating:**

**Departure date and time:**

**Travelers Home airport:**

**Return date and time:**

**Destination:**

**Telephone number:**

**Email address:**

**Special requests (such as seat preference, mileage program number, 2 seats needed, wheel chair assistance):**

Casey staff are arranging overnight accommodations.
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**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: 5833**  
**SI: 74**  
**Project: 6912**  
**Jurisdiction: 45000**

**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](mailto:bkeef@casey.org)

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