

From: Pisarik, Holly
To: Smoak, Carol <Carol.Smoak@dss.sc.gov>
Daniela Garcia <daniela.garcia@travelctm.com>
CC: Meacham, Joan <Joan.Meacham@dss.sc.gov>
Derrick, Barbara <Barbara.Derrick@dss.sc.gov>
Faile, Kendra <Kendra.Faile@dss.sc.gov>
Hart, Sandy <Sandy.Hart@dss.sc.gov>
Date: 7/25/2016 11:29:23 AM
Subject: RE: Flight Request

Yes, I would prefer to fly out of Charlotte and with the team.

From: Smoak, Carol [mailto:Carol.Smoak@dss.sc.gov]
Sent: Monday, July 25, 2016 11:21 AM
To: Daniela Garcia
Cc: Meacham, Joan; Derrick, Barbara; Faile, Kendra; Hart, Sandy; Pisarik, Holly
Subject: RE: Flight Request

Okay we will book a flight out of Charlotte in the afternoon – non-stop and your return flight will be afternoon non-stop on the 17th.

I have found several options and will forward to Betsy and team to make arrangements. Holly will probably want to fly out of Charlotte.

From: Daniela Garcia [mailto:daniela.garcia@travelctm.com]
Sent: Monday, July 25, 2016 11:08 AM
To: Hart, Sandy <Sandy.Hart@dss.sc.gov>
Cc: Meacham, Joan <Joan.Meacham@dss.sc.gov>; Derrick, Barbara <Barbara.Derrick@dss.sc.gov>; Smoak, Carol <Carol.Smoak@dss.sc.gov>
Subject: RE: Flight Request

Good morning Sandy,

I'll await further instruction.

Thank you,

From: Hart, Sandy [mailto:Sandy.Hart@dss.sc.gov]
Sent: Saturday, July 23, 2016 2:38 PM
To: Daniela Garcia <daniela.garcia@travelctm.com>
Cc: Meacham, Joan <Joan.Meacham@dss.sc.gov>; Derrick, Barbara <Barbara.Derrick@dss.sc.gov>; Smoak, Carol <Carol.Smoak@dss.sc.gov>
Subject: RE: Flight Request

Daniela,

The Monday departure looks good, but I don't want to confirm until I hear what flights the rest of the team is wanting to take. It would be best if we could all be on the same or similar flights for transportation to the hotel, etc.

Sandy

Sandy Hart

Director Child Welfare Operations

Department of Social Services
Office of the Deputy Director of Child Welfare
1535 Confederate Ave.
P.O. Box 1520
Columbia, SC 29202
803-898-2054
Sandy.hart@dss.sc.gov



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From: Daniela Garcia [<mailto:daniela.garcia@travelctm.com>]
Sent: Friday, July 22, 2016 4:44 PM
To: Hart, Sandy
Subject: FW: Flight Request

Good afternoon Sandy,

Please let me know if these flights will work for you. Once you approve the itinerary I will forward to Casey for approval. Thank you.

Total airfare 720.20 nonrefundable

FOR: BAKER HART/SANDRA RENEE

15 AUG 16 - MONDAY

AIR	AMERICAN AIRLINES	FLT:4002	ECONOMY	
	OPERATED BY AIR WISCONSIN AS AMERICAN EAGLE			
	LV COLUMBIA	125P		EQP: CANADAIR REG JET
				01HR 39MIN
	AR PHILADELPHIA	304P		NON-STOP
	ARRIVE: TERMINAL F			REF: IOCEYB
	BAKER HART/SAND	AS-128337086		
	SEAT ASSIGMENT WILL BE GIVEN AT AIRPORT CHECK-IN.			

17 AUG 16 - WEDNESDAY

AIR	AMERICAN AIRLINES	FLT:3981	ECONOMY	
	OPERATED BY AIR WISCONSIN AS AMERICAN EAGLE			
	LV PHILADELPHIA	825P		EQP: CANADAIR REG JET
	DEPART: TERMINAL F			01HR 43MIN
	AR COLUMBIA	1008P		NON-STOP
				REF: IOCEYB
	BAKER HART/SAND	SEAT-12D	AS-128337086	

From: Hart, Sandy [<mailto:Sandy.Hart@dss.sc.gov>]
Sent: Friday, July 22, 2016 11:02 AM
To: Betsy Keef <BKeef@casey.org>; NA PAC Casey <casey@travelctm.com>
Cc: Lyman Legters <LLegters@casey.org>; Smoak, Carol <Carol.Smoak@dss.sc.gov>
Subject: RE: Flight Request

Sandy Hart

Director Child Welfare Operations
Department of Social Services
Office of the Deputy Director of Child Welfare
1535 Confederate Ave.
P.O. Box 1520
Columbia, SC 29202
803-898-2054
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From: Betsy Keef [<mailto:BKeef@casey.org>]
Sent: Friday, July 22, 2016 12:32 PM
To: Hart, Sandy
Cc: Lyman Legters; Smoak, Carol; Betsy Keef
Subject: Flight Request

Hello Sandy

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 USTravel):

FLIGHT –

Travelers Name (as it appears on your driver's license): Sandra Renee Baker Hart

Travelers Date of Birth: 4/22/58

Travelers Gender: Female

Travelers Preferred seating: Aisle

Departure date and time: August 15

Travelers Home airport: Columbia, South Carolina

Return date and time: August 17

Destination: Trenton, New Jersey

Telephone number: 360-259-1668

Email address: Sandy.hart@dss.sc.gov

Special requests (such as seat preference, mileage program number, 2 seats needed, wheel chair assistance): Alaska Mileage #128337086, Delta Airlines Mileage #6427974289

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: 5833

SI: 74

Project: 6912

Jurisdiction: 45000

TRAVELER NAME(S)

Sandy Hart

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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