

**From:** Smoak, Carol <Carol.Smoak@dss.sc.gov>  
**To:** Daniela Garciadaniela.garcia@travelctm.com  
**CC:** Meacham, JoanJoan.Meacham@dss.sc.gov  
Derrick, BarbaraBarbara.Derrick@dss.sc.gov  
Faile, KendraKendra.Faile@dss.sc.gov  
Hart, SandySandy.Hart@dss.sc.gov  
Pisarik, HollyHollyPisarik@gov.sc.gov  
**Date:** 7/25/2016 11:20:34 AM  
**Subject:** RE: Flight Request

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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 17<sup>th</sup>.

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

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**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,

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**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 ASSIGNMENT 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
				01HR 43MIN
	DEPART: TERMINAL F			NON-STOP
	AR COLUMBIA	1008P		REF: IOCEYB
	BAKER HART/SAND	SEAT-12D	AS-128337086	

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From: Hart, Sandy [<mailto:Sandy.Hart@dss.sc.gov>]  
Sent: Friday, July 22, 2016 11:02 AM  
To: Betsy Keef <[BKeef@casey.org](mailto:BKeef@casey.org)>; NA PAC Casey <[casey@travelctm.com](mailto:casey@travelctm.com)>

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Cc: Lyman Legters <[LLegters@casey.org](mailto:LLegters@casey.org)>; Smoak, Carol <[Carol.Smoak@dss.sc.gov](mailto: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  
[Sandy.hart@dss.sc.gov](mailto:Sandy.hart@dss.sc.gov)



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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](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 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](mailto: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.
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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)**

Sandy Hart

**Information to USTravel regarding lodging:**

N/A

**Please copy Betsy Keef on finalized itineraries** [BKeef@casey.org](mailto: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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