

APPENDIX A

Please fax the following information to: Brenda Usilton at (301) 415-3502

STATE:

DATES:

TRAVEL PURPOSE:

LOCATION:

NAME:

HOME ADDRESS:

BUSINESS ADDRESS:

WORK PHONE NUMBER:

E-Mail Address:

SS#:

If you have given us your social security number this fiscal year then you only need to give us the last 4 digits

DEPARTURE CITY (AIRPORT):\

DATE OF DEPARTURE (note anything unusual):  
Please provide reason:

DATE OF RETURN (note anything unusual)  
Please provide reason:

COST OF AIRFARE (from Carlson Travel\*):

IF YOU ARE DRIVING INDICATE ROUND TRIP MILES:  
Will need a cost comparative to drive versus fly.

LODGING ARRANGEMENTS MADE: (YES) (NO)

\*Please call Carlson Travel at 1-866-250-2160, (normal business hours are 8:00 am– 6:00pm Eastern Standard Time), provide the travel attendant with your flight information for reservations and obtain the fare cost for the ticket.