

SECRETARIAL TRAVEL ROUTING SLIP

TRIP LOCATION: HASBROUCK HEIGHTS/PATERSON, NJ

DATES: 11/6-7/11

OFFICIAL: XXXX POLITICAL \_\_\_\_\_ PERSONAL \_\_\_\_\_

FOLDER CONTAINS:

VIEWED BY/ DATE:

IS 12/13/11 IRIS STRAITT

TEM 12/20/11 ED KEABLE

MJD 12/20/11 MELINDA LOFTIN

SD 12/20/11 DONNA DEEN

shl

<b>TRAVEL VOUCHER</b> <small>(Read Privacy Act Statement below)</small>	<b>1. DEPARTMENT OR ESTABLISHMENT</b> BUREAU DIVISION OR OFFICE	<b>2. TYPE OF TRAVEL</b> <input checked="" type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/> PERMANENT CHANGE OF STATION	<b>3. VOUCHER NO.</b> KSHASBROUCKHE110611_V01
			<b>4. SCHEDULE NO.</b>

<b>5. a. NAME (Last, first, middle initial)</b> SALAZAR, KENNETH L.	<b>b. SOCIAL SECURITY NO.</b> (b)(6)	<b>6. PERIOD OF TRAVEL</b> a. FROM 11/06/11 b. TO 11/07/11
<b>c. MAILING ADDRESS (Include ZIP Code)</b> DOI, OS SECRETARY 1849 C STREET NW WASHINGTON, DC 20240	<b>d. OFFICE TELEPHONE NO.</b> 202-273-3423	<b>7. TRAVEL AUTHORIZATION</b> a. NUMBER(S) OS6N1M b. DATE(S) 12/05/11
<b>e. PRESENT DUTY STATION</b>	<b>f. RESIDENCE (City and State)</b> Washington, DC	

<b>8. TRAVEL ADVANCE</b> a. Outstanding 0.00 b. Amount to be applied 0.00 c. Amount due Government (Attached <input type="checkbox"/> Check <input type="checkbox"/> Cash) D. Balance outstanding	<b>9. CASH PAYMENT RECEIPT</b> a. DATE RECEIVED b. AMOUNT RECEIVED \$ c. PAYEE'S SIGNATURE	<b>11. PAID BY</b>
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<b>12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH</b> <small>(List by number below and attach passenger coupon; if cash is used show claim on reverse side)</small>	I hereby assign the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7)				Traveler's Initials												
	<table border="1"> <thead> <tr> <th rowspan="2">AGENT'S VALUATION OF TICKET (a)</th> <th rowspan="2">ISSUING CARRIER (Initials) (b)</th> <th rowspan="2">MODE CLASS OF SERVICE AND ACCOMMODATIONS (c)</th> <th rowspan="2">DATE ISSUED (d)</th> <th colspan="2">POINTS OF TRAVEL</th> </tr> <tr> <th>FROM (e)</th> <th>TO (f)</th> </tr> </thead> <tbody> <tr> <td>68713633355 ACCOUNTING CLASSIFICATION: 12052011 135520-122DQ102DM^DLSED0000.000000^DS10100000^</td> <td>64.70</td> <td></td> <td>11/04/11</td> <td></td> <td>91.50 NR-</td> </tr> </tbody> </table>	AGENT'S VALUATION OF TICKET (a)	ISSUING CARRIER (Initials) (b)	MODE CLASS OF SERVICE AND ACCOMMODATIONS (c)	DATE ISSUED (d)	POINTS OF TRAVEL		FROM (e)	TO (f)	68713633355 ACCOUNTING CLASSIFICATION: 12052011 135520-122DQ102DM^DLSED0000.000000^DS10100000^	64.70		11/04/11		91.50 NR-	COMMENTS: SPEECH/PRESENTATION. SECY Salazar purchased his own one-way airline ticket from Denver, CO to New York, NY since he was on personal time in Denver, CO. SECY Salazar requests no reimbursement from the government for the airline ticket from Denver, CO to New York, NY.	
AGENT'S VALUATION OF TICKET (a)	ISSUING CARRIER (Initials) (b)					MODE CLASS OF SERVICE AND ACCOMMODATIONS (c)	DATE ISSUED (d)	POINTS OF TRAVEL									
		FROM (e)	TO (f)														
68713633355 ACCOUNTING CLASSIFICATION: 12052011 135520-122DQ102DM^DLSED0000.000000^DS10100000^	64.70		11/04/11		91.50 NR-												

<b>13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me.</b> When applicable, per claim claimed on the average cost of lodging incurred during the period covered by this voucher.	TRAVELER SIGN HERE <b>Ken Salazar</b>	DATE 12/22/11	AMOUNT CLAIMED 91.50
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NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2614) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287, i.d. 1001).

<b>14. This voucher is approved.</b> Long distance phone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 880a).)	<b>17. FOR FINANCE OFFICE USE ONLY COMPUTATION</b> a. DIFFERENCES, IF ANY (Explain and show amount)
APPROVING OFFICIAL SIGN HERE <b>Shah</b>	DATE 12/21/11

<b>15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION</b> a. VOUCHER NO. b. D.O. SYMBOL c. MONTH & YEAR	<b>b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION</b> Certifier's initials:	\$ 0.00
<b>16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT</b> AUTHORIZED CERTIFYING OFFICIAL SIGN HERE	<b>c. APPLIED TO TRAVEL ADVANCE (Appropriation symbol):</b>	\$ 0.00
	<b>d. NET TO TRAVELER</b>	\$ 91.50

**18. ACCOUNTING CLASSIFICATION**  
 SEE BLOCK 12 ABOVE

**SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED**

**INSTRUCTIONS TO TRAVELER** (Unlisted items are self explanatory)

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationships to employee and marital status of children (unless information is shown on the travel authorization.)

Complete thru for actual expense travel

Col. (d) Show amount incurred for each meal, including tax and tips, and daily total meal cost.

(h) Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).

(i) Complete for per diem and actual expense travel.

(j) Show total subsistence expense incurred for actual expense travel.

(m) Show per diem amount, limited to maximum rate, or travel on actual expense, show the lesser of the amount from col. (j) or maximum rate.

(n) Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Complete this information if this is a continuation sheet **TRIP # 1** OF **1** PAGES

PAGE **2**

TRAVEL AUTHORIZATION NO. **OS6N1M**

TRAVELER'S LAST NAME **SALAZAR**

DATE	TIME (Hour and am/pm)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanation of expenses)	ITEMIZED SUBSISTENCE EXPENSES							MILEAGE RATE: 0.000 NO. OF MILES	AMOUNT CLAIMED			
			MEALS				MISCELLANEOUS SUBSISTENCE	LODGING	TOTAL SUBSISTENCE EXPENSE		MILEAGE	SUBSISTENCE	OTHER	
			BREAK-FAST	LUNCH	DINNER	TOTAL								
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	
11/06		D--:Denver, CO				45.75			120.00		45.75		45.75	
11/06		A--:HASBROUCK HEIGH												
11/06		CP - AIRFARE (NON REIMBUR)												
11/06		Lodging Tax												
11/06		TMC Fee												
11/07		D--:HASBROUCK HEIGH												
11/07		A--:PATERSON, NJ				45.75					45.75		45.75	
11/07		D--:PATERSON, NJ												
11/07		A:DUTYSTATION												
11/07		TAV Fee -I												
									<b>SUBTOTALS</b>		0.00	91.50	0.00	
									<b>TOTALS</b>		0.00	91.50	0.00	

If additional space is required, continue on another 1012-A BACK, leaving the front blank.

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 101.7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local or foreign agencies, when relevant to civil,

requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of you SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

**TOTAL AMOUNT CLAIMED** 91.50

ACCOUNTING CLASS CODE	TRIP 1
COM. CARR.-I-211C	64.70*
LODGING-211D	138.00*
M&IE-211D	91.50*
TAV EXP -I-211B	15.00*
TMC FEE -I-211B	28.50*

12052011\_135520 0.00 0.00 337.70

122D0102DM^DLSED0000.000000^DSL0100000^\*

SPLIT PAY DISBURSEMENTS:

TOTAL EXPENSES -----	337.70
NON-REIMBURSABLE EXPENSES -----	246.20
TOTAL AMOUNT CLAIMED -----	91.50
PREV PAYMENTS --	0.00
GOV'T ADVANCE OUTSTANDING --	0.00
GOV'T ADVANCE APPLIED -----	0.00
	0.00
NET TO TRAVELER (GOVT) -----	91.50
GOV'T CHARGE CARD EXPENSES -	0.00
GOV'T CHARGE CARD ATM ADV -	0.00
ADD'L GOV'T CHARGE CARD PYMT	0.00
TOTAL GOV'T CHARGE CARD AMT -----	0.00
PAY TO GOV'T CHARGE CARD -----	0.00
PAY TO TRAVELER -----	91.50

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# TRAVEL AUTHORIZATION

1. No. SALAZARTA2012

2. 09-21-11  
(DATE)

3. OS  
(BUREAU OR OFFICE)

4. NAME Ken Salazar

5. OFFICIAL STATION Washington, DC

6. TITLE SECY of DOI

7. ACCOUNTING OFFICE Washington, DC

You are authorized to travel as indicated below and to incur necessary expenses in accordance with applicable laws and regulations.

## PLACES OF TRAVEL

8. FROM: Washington, DC

9. TO: Such places in the contiguous US, AK, HI, PR, and US Territories as may be necessary and return.  
Accomplish DOI programs and missions. Official Business.

## 10. PURPOSE AND REMARKS:

Official business as may be required.

I certify that the travel herein was reviewed and determined to essential for accomplishment of DOI programs and missions. Payment from non-federal sources for travel-related expenses is authorized under 31 U.S.C. 1353, provided that prior to acceptance, the conditions for each case comply with 41 CFR 304-1 and part 374 DM 5, and are fully documented and approved via form DI-2000.

Speaker/ Presenter at Conferences, Summits, etc.

## 11. PER DIEM ALLOWANCE:

Actual Lodging and per diem NTE 300% as authorized in accordance with the Federal Travel Regulations as issued by GSA and published in the Federal Travel Register.

\*\*\*\* Subject to availability of funds. \*\*\*\*

12. PERIOD OF TRAVEL: Beginning on or about 10-01-2011

Ending on or about 09-30-2012

## MODE OF TRAVEL

13.  Common carrier

14. Extra fare

15. Government-owned conveyance

16. Privately owned

at a mileage rate of

cents, subject to:

(a) Administratively determined to be the advantage of the Government

(b) A showing of advantage to the Government

(c) Not to exceed cost by common carrier, including consideration of Per Diem allowance.

## MISCELLANEOUS

17. Transportation immediate family

19. Shipment household goods and personal effects

18. Other (specify)

Excess baggage, taxi fares, telephone calls, rental cars/fuel, conference rooms, POV, public transportation, tolls, newspapers, faxes, pc usage, misc. supplies, registration fees, ATM fees, upgrade for rental cars in remote

## ESTIMATED COST

20. Transportation \$

21. Per Diem

22. Other

23. TOTAL \$

## 24. CHARGED TO:

2012-122DO102DM/DISEDO000.000000  
DS10100000

25. \_\_\_\_\_  
(FISCAL OFFICER'S SIGNATURE)

26. Ken Salazar  
(REQUESTER'S SIGNATURE)

27. Ken Salazar, SECY of DOI  
(TITLE)

28. Matt Lee  
(AUTHORIZING OFFICER'S SIGNATURE)

29. Matt Lee-Ashley, Depy Chief of Staff  
(TITLE)

MEMORANDUM

To: Signing official

From: Iris Straitt  
Scheduling Office

Date: 12/12/11

Subject: Secretary Ken Salazar- Hasbrouck Heights/Paterson, NJ  
- 11/6-7/11

Secretary Ken Salazar traveled on 11/6/11 to Hasbrouck Heights, NJ and remained over night. Secretary Ken Salazar on 11/7/11 traveled to Paterson, NJ to participate in the walking tour of Great Falls National Historical Park and Signing Agreement and returned to Washington, DC on 11/7/11.

The Secretary's trip included official business; I have included the following documents of the Secretary's travel: (1) the Secretary's travel voucher for the trip and (2) the final itinerary for the trip.

The Secretary's travel on this trip did not incur costs that were, unnecessary or unjustified in the performance of official business. Secretary Ken Salazar purchased his one-way airline ticket from Denver, CO to New York, NY with a request not to be reimbursed the difference due to the fact that he was on personal leave in Denver, CO.

Attachment



Hilton

Hasbrouck Heights/Meadowlands

650 Terrace Avenue • Hasbrouck Heights, NJ 07604  
Phone (201) 288-6100 • Fax (201) 288-4717  
Reservations: 1-800-HILTONS or  
www.hasbrouckheights.hilton.com

Name & Address

SALAZAR, KENNETH LEE  
1849 C STREET

WASHINGTON, DC 20240  
US

Room 1126/K1ZRU1  
Arrival Date 11/6/2011 3:28:00PM  
Departure Date 11/7/2011  
Adult/Child 1/0  
Room Rate 120.00

RATE PLAN L-GV

HH# (b) (6)

AL  
BONUS AL CAR

Confirmation Number : 3450121315

11/7/2011 PAGE 1

DATE	DESCRIPTION	ID	REF. NO	CHARGES	CREDITS	BALANCE
11/6/2011	GUEST ROOM	CLuzuriaga	2401352	\$120.00		
11/6/2011	RM - STATE TAX	CLuzuriaga	2401352	\$8.40		
11/6/2011	RM - OCCUPANCY TAX	CLuzuriaga	2401352	\$9.60	218.00	
	WILL BE SETTLED TO MC					\$138.00
	EFFECTIVE BALANCE OF					\$0.00
<p>You have earned approximately 1380 Hilton HHonors points for this stay. Visit HHonors.com to check your point balance from stays at any of the 3,700 hotels within the Hilton Worldwide portfolio.</p> <p>Thank you for choosing Hilton! Book your next stay at hilton.com and take advantage of our internet-only Advance Purchase Rates and limited-time special offers!</p>						

T  
H  
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K  
Y  
O  
U

Zip-Out Check-Out®

Good Morning! We hope you enjoyed your stay. With Zip-Out Check-Out® there is no need to stop at the Front Desk to check out.

- Please review this statement. It is a record of your charges as of late last evening.
- For any charges after your account was prepared, you may:
  - + pay at the time of purchase.
  - + charge purchases to your account, then stop by the Front Desk for an updated statement.
  - + or request an updated statement be mailed to you within two business days.

Simply call the Front Desk from your room and tell us when you are ready to depart. Your account will be automatically checked out and you may use this statement as your receipt. Feel free to leave your key(s) in the room.

Please call the Front Desk if you wish to extend your stay or if you have any questions about your account.

DATE OF CHARGE	POLID NO./CHECK NO. 647660 A	
AUTHORIZATION	INITIAL	
PURCHASES & SERVICES		
TAXES		
TIPS & MISC.		
TOTAL AMOUNT		

For: KENNETH LEE SALAZAR GDOIOS

To: NGMSDOI

Sales Person: JK  
 Locator: ETEPHJ  
 Customer Number: (b) (6)

FEEES TOTALING 28.50PP CHARGED IN ADDITION TO TKT PRICE  
 FEE-USD28.50PP-AIR/AMTRAK DOMESTIC, TRADITIONAL

**Sunday November 6, 2011**



NEWARK, NJ  
 HILTON/CONRAD HOTELS HILTON HASBROUCK HEIGHTS  
 650 TERRACE AVE  
 HASBROUCK HEIGHTS NJ 07604  
 Phone Number: 1-201-288-6100  
 Fax Number: 1-201-288-4717  
 Number of Rooms: 1  
 Rate: 120.00 USD Per Night  
 Check In: Nov 06, 2011  
 Check Out: Nov 07, 2011  
 Confirmation Number: 3450121315  
 Cancellation Policy: Cancel 1 day prior  
 Membership Number: (b) (6)  
 Directions: - NEWARK INTL AIRPORT.....17.7MI / 28.5KM

**Monday November 7, 2011**



Delta Airlines Flight Number: 5913  
 Class of Service: Coach Class T  
 Depart: LA GUARDIA, NY 12:30 Pm November 7, 2011  
 Arrive: WASHINGTON/NATL,DC 1:48 Pm November 7, 2011  
 Total Flight Time: 1 Hour 18 Minutes Non-Stop  
 Equipment: E75  
 Meal Service: None  
 Status: Confirmed Confirmation Number: HKMZZ  
 Frequent Flyer Number: (b) (6) SALAZAR/KENNETH LEE  
 DEP-TERMINAL A ARR-TERMINAL B  
 \*LGA-DCA OPERATED BY SHUTTLE AMERICA-DL CONNECTION-DL SHUTTLE

**Monday August 20, 2012**

Other Service  
 Aug 20, 2012 - Aug 20, 2012  
 Departure City: WASHINGTON/NATL,DC  
 AA

Name	Invoice / Ticket / Date	Base	Tax1	Tax2	Tax3	Total
SALAZAR KENNETH LEE	8076/0088713833355/04NOV11	50.23	3.77US	3.70ZP	7.00XT	64.70
				Trip Fee		28.50

FINAL



**THE TRIP OF THE SECRETARY**

**TO**

**PATERSON, NJ**

**NOVEMBER 6- 7, 2011**

**TRIP SUMMARY  
THE TRIP OF THE SECRETARY TO  
PATERSON, NJ  
NOVEMBER 6-7, 2011**

**Weather:**

Paterson, NJ

Partly Sunny; High 60 // Low 44

**Time Zone:**

Paterson, NJ

Eastern Time Zone

**Advance:**

Advance  
Security  
Ride-Along

Jason Fink

Sgt (b) (6), (b) (7)(C)

Sgt

**Cell Phone:**

(b) (6), (b) (7)(C)

**Traveling Staff:**

Director, NPS  
Deputy Press Secretary  
Intergovernmental and External Affairs  
Photographer  
Director, OCL

Jon Jarvis

Jordan Montoya

Jonathan Adler

Tamara Heilemann

Christopher Mansour

(b) (6)

**Washington Staff:**

Secretary's Scheduler  
Ethics

Joan Padilla

Melinda Loftin

**Office Phone**

(202) 208-5820

(b) (6)

**SUNDAY, NOVEMBER 6, 2011**

**3:20pm (MDT): DEPART RESIDENCE EN ROUTE TO DENVER INTERNATIONAL AIRPORT (DEN)**

(b) (6), (b) (7)(C), (b) (7)(E)

**4:00pm (MDT): ARRIVE DENVER INTERNATIONAL AIRPORT (DEN)**

**4:45pm (MDT): WHEELS-UP DENVER, CO; EN ROUTE NEW YORK CITY (LAGUARDIA)**

Flight: Frontier Airlines #516

Flight Time: 3hr 41min

(b) (6), (b) (7)(C), (b) (7)(E)

**10:26pm: WHEELS-DOWN LAGUARDIA AIRPORT (LGA)**

Location: 94-00 Ditmars Blvd.,

Queens, NY 11369

Phone: (718) 533-3400

**10:45pm: DEPART LAGUARDIA AIRPORT (LGA) EN ROUTE TO RON**

(b) (6), (b) (7)(C), (b) (7)(E)

**11:15pm: ARRIVE RON**

Location: Hilton Hasbrouck Heights

650 Terrace Avenue

Hasbrouck Heights, NJ 07604

Phone: 201-288-6100

Notes: Jon Jarvis, Jordan Montoya, Christopher Mansour, Jonathan Adler, Tami Heilemann, and Jason Fink will also be staying at this hotel.

**11:30pm RON**

11/6/2011 11:30 E

**MONDAY, NOVEMBER 7, 2011****8:55am: DEPART RON EN ROUTE TO PATERSON GREAT FALLS NATIONAL HISTORICAL PARK**

(b) (6), (b) (7)(C), (b) (7)(E)

**9:10am: ARRIVE GREAT FALLS NATIONAL HISTORICAL PARK**

Location: Hinchliffe Stadium and Maple St. (parking lot)  
Paterson, NJ 07501

**9:15am- 9:20am: EVENT PRE-MEETING**

Location: Hinchliffe Stadium and Maple St; Paterson Great Falls National Historical Park

Participants: **YOU**

**Frank Lautenberg**, U.S. Senator for New Jersey  
**Robert Menendez**, U.S. Senator for New Jersey  
**Bill Pascrell**, U.S. Representative, New Jersey, 8<sup>th</sup> District  
**Kim Guadagno**, Lt. Governor of New Jersey  
**Jeffery Jones**, Mayor, Paterson, New Jersey  
**Jon Jarvis**, Director, U.S. National Park Service  
**Darren Boch**, Superintendent Great Falls National Historic Park  
**Gay Vietzke**, Deputy Regional Director, Park Operations, Northeast Region, National Park Service

Staff: **Christopher Mansour**, Director, OCL  
**Jonathan Adler**, Intergovernmental and External Affairs  
**Jordan Montoya**, Deputy Press Secretary  
**Tami Heilemann**  
**Jason Fink**

Press: Closed

Setup: Informal welcome and review of the run of show for the event.

**9:20am- 9:55am: WALKING TOUR OF PATERSON GREAT FALLS NATIONAL HISTORICAL PARK AND SIGN UNVEILING**

Location: Paterson Great Falls National Historical Park

Participants: **YOU**

**Frank Lautenberg**, U.S. Senator for New Jersey  
**Robert Menendez**, U.S. Senator for New Jersey  
**Bill Pascrell**, U.S. Representative, New Jersey, 8<sup>th</sup> District  
**Kim Guadagno**, Lt. Governor of New Jersey  
**Jeffery Jones**, Mayor, Paterson, New Jersey  
**Jon Jarvis**, Director, U.S. National Park Service  
**Darren Boch**, Superintendent Great Falls National Historic Park  
**Gay Vietzke**, Deputy Regional Director, Park Operations, Northeast

Region, National Park Service  
 National Park Service Officials and Friends Groups Members  
 Staff: **Christopher Mansour**, Director, OCL  
**Jonathan Adler**, Intergovernmental and External Affairs  
**Jordan Montoya**, Deputy Press Secretary  
**Tami Heilemann**  
**Jason Fink**  
 Press: Open  
 Setup: **Darren Boch** and **Gay Vietzke** will lead **YOU** and the other participants on a walking tour of the park. At the conclusion of the tour **YOU** and the **Mayor Jones** will unveil the new sign for the Park.

### 10:00am- 10:30am: PRESS EVENT AND SIGNING AGREEMENT

Location: Paterson Great Falls National Historical Park  
 Participants: **YOU**  
**Frank Lautenberg**, U.S. Senator for New Jersey  
**Robert Menendez**, U.S. Senator for New Jersey  
**Bill Pascrell**, U.S. Representative, New Jersey, 8<sup>th</sup> District  
**Kim Guadagno**, Lt. Governor of New Jersey  
**Jeffery Jones**, Mayor, Paterson, New Jersey  
**Jon Jarvis**, Director, U.S. National Park Service  
**Darren Boch**, Superintendent Great Falls National Historic Park  
**Gay Vietzke**, Deputy Regional Director, Park Operations, Northeast Region, National Park Service  
**Erik Lowe**, Chairman of the Paterson Municipal Utilities Authority  
 Staff: **Christopher Mansour**, Director, OCL  
**Jonathan Adler**, Intergovernmental and External Affairs  
**Jordan Montoya**, Deputy Press Secretary  
**Tami Heilemann**  
**Jason Fink**  
 Press: Open  
 Setup: Outside, podium and microphone. There will be a table with chairs next to the podium for the signing. Audience will be seated.

#### Format:

- \*10:00am- **Darren Boch** will ask the audience to take their seats and introduces **Eric Lowe** to lead the Pledge of Allegiance.
- \*10:00am- **Eric Lowe** will ask the attendees to stand and lead the Pledge of Allegiance.
- \*10:01am- **Darren Boch** delivers welcome remarks and introduces **YOU**
- \*10:02am- **YOU** will deliver remarks and introduce **Frank Lautenberg**
- \*10:07am- **Frank Lautenberg** delivers remarks and introduces **Robert Menendez**
- \*10:12am- **Robert Menendez** delivers remarks and introduces **Bill Pascrell**
- \*10:17am- **Bill Pascrell** will delivers remarks and introduces **Jeffery Jones**
- \*10:20am- **Jeffery Jones** delivers remarks and introduces **Kim Guadagno**
- \*10:23am- **Kim Guadagno** delivers remarks and introduces **Jon Jarvis**
- \*10:26am- **Jon Jarvis** delivers remarks and invites **YOU**, **Mayor Jones**, and **Erik**

Lowe to come forward to sign the document.

\*10:29am- YOU, Mayor Jones, and Erik Lowe sit at the table and each sign three copies the document.

\*10:35am- Program concludes

**10:45am: DEPART PATERSON GREAT FALLS NATIONAL HISTORICAL PARK; EN ROUTE TO LAGUARDIA AIRPORT (LGA)**

(b) (6), (b) (7)(C), (b) (7)(E)

**11:45am: ARRIVE LAGUARDIA AIRPORT (LGA)**

**12:30pm- 1:48pm: WHEELS-UP NEW YORK CITY (LAGUARDIA AIRPORT) TO WASHINGTON, DC (DCA)**

Flight: Delta Airlines #5913

Flight Time: 1hr 18min

Staff: Jonathan Adler

Seat: This is a shuttle flight that does not offer pre-assigned seats

(b) (6), (b) (7)(C), (b) (7)(E)

**1:48pm: WHEELS-DOWN NATIONAL AIRPORT (DCA)**

**2:00pm: DEPART NATIONAL AIRPORT (DCA); EN ROUTE DOI**

(b) (6), (b) (7)(C), (b) (7)(E)

**2:15pm: ARRIVE DOI**

SECRETARIAL TRAVEL ROUTING SLIP

TRIP LOCATION: MIAMI, FL

DATES: 11/13-14/11

OFFICIAL: XXXX POLITICAL \_\_\_\_\_ PERSONAL \_\_\_\_\_

FOLDER CONTAINS:

Memo from Depy Chief of Staff

VIEWED BY/ DATE:

IS 11/23/11 IRIS STRAITT

ZM 12/20/11 ED KEABLE

MJL 12/20/11 MELINDA LOFTIN

DD 12/20/11 DONNA DEEN

<b>TRAVEL VOUCHER</b> <small>(Read Privacy Act Statement below)</small>		<b>1. DEPARTMENT OR ESTABLISHMENT BUREAU DIVISION OR OFFICE</b>		<b>2. TYPE OF TRAVEL</b> <input checked="" type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/> PERMANENT CHANGE OF STATION		<b>3. VOUCHER NO.</b> KSMIAMIFL111311 V01	
<b>5. a. NAME (Last, first, middle initial)</b> SALAZAR, KENNETH D.		<b>b. SOCIAL SECURITY NO.</b> (b) (6)		<b>6. PERIOD OF TRAVEL</b> a. FROM 11/13/11 b. TO 11/14/11		<b>4. SCHEDULE NO.</b>	
<b>c. MAILING ADDRESS (Includes ZIP Code)</b> DOI, OS SECRETARY 1849 C STREET NW WASHINGTON, DC 20240		<b>d. OFFICE TELEPHONE NO.</b> 202-273-3423		<b>7. TRAVEL AUTHORIZATION</b> a. NUMBER(S) 056N44 b. DATE(S) 12/05/11		<b>10. CHECK NO.</b>	
<b>e. PRESENT DUTY STATION</b>		<b>f. RESIDENCE (City and State)</b> Washington, DC		<b>11. PAID BY</b>			

<b>8. TRAVEL ADVANCE</b>		<b>9. CASH PAYMENT RECEIPT</b>	
a. Outstanding	0.00	a. DATE RECEIVED	b. AMOUNT RECEIVED
b. Amount to be applied	0.00		\$
c. Amount due Government (Attached <input type="checkbox"/> Check <input type="checkbox"/> Cash)		c. PAYEE'S SIGNATURE	
D. Balance outstanding			

<b>12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH</b> <small>(List by number below and attach passenger coupon; if cash is used show claim on reverse side)</small>		I hereby assign the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7) <span style="float: right;">▶ Traveler's Initials</span>					
AGENT'S VALUATION OF TICKET (a)	ISSUING CARRIER (Initials) (b)	MODE CLASS OF SERVICE AND ACCOMMODATIONS (c)	DATE ISSUED (d)	POINTS OF TRAVEL			
				FROM (e)	TO (f)		
8713633385 ACCOUNTING CLASSIFICATION: 12052011 140546-122D0102DM^LSE0000.000000^DS10100000^^^ - 1,470.75	1,308.60		11/10/11		78.30 NR-		
<b>COMMENTS:</b> SPEECH/PRESENTATION. Deduct from MI & E for reimbursement to DOI for ticket difference from Denver, CO to Miami, FL. \$511.40 - \$490.70 = \$20.70 owed. Deducted from MI & E on 11/13/11 - \$49.50 - \$20.70 = \$28.80 COMMENTS continued on next page							

<b>13. I certify that the voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.</b>		<b>TRAVELER SIGN HERE</b> ▶ Ken Salazar		<b>DATE</b> DEC 22 2011		<b>AMOUNT CLAIMED</b> ▶ 78.30	
---	--	---	--	-------------------------	--	-------------------------------	--

NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).

<b>14. This voucher is approved. Long distance phone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 620a).)</b>		<b>17. FOR FINANCE OFFICE USE ONLY COMPUTATION</b>	
<b>APPROVING OFFICIAL SIGN HERE</b> ▶ [Signature]		a. DIFFERENCES, IF ANY (Explain and show amount)	
<b>DATE</b> 12/14/11		\$	

<b>15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION</b>			<b>b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION</b>	
a. VOUCHER NO.	b. D.D. SYMBOL	c. MONTH & YEAR	Certifier's Initials: \$	
<b>16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT</b>			c. APPLIED TO TRAVEL ADVANCE (Appropriation symbol): \$ 0.00	
<b>AUTHORIZED CERTIFYING OFFICIAL SIGN HERE</b> ▶ [Signature]			<b>d. NET TO TRAVELER</b> ▶ \$ 78.30	
<b>DATE</b> 12/14/11				

<b>18. ACCOUNTING CLASSIFICATION</b> SEE BLOCK 12 ABOVE	
--	--

TRAVEL VOUCHER

(b) (6)

SALAZAR, KENNETH L.

TRAVEL AUTHORIZATION NUMBER(S)/DATE(S)

OS6N44 12/05/11

COMMENTS: (cont'd)

SECY Salazar was on personal time in Denver, CO it was cost effective to have him fly from Denver, CO to Miami, FL, but the SECY used a non-contract carrier which was \$20.70 more this amount was deducted from his MI & E reimbursement.

**SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED**

**INSTRUCTIONS TO TRAVELER** (Unlisted items are self explanatory)

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationships to employee and marital status of children (unless information is shown on the travel authorization.)

Complete only for actual expense travel

- Col. (d) Show amount incurred for each meal, including tax and tips; and daily total meal cost.
- (h) Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).
- (i) Complete for per diem and actual expense travel.
- (j) Show total subsistence expense incurred for actual expense travel.
- (m) Show per diem amount, limited to maximum rate, or travel on actual expense, show the lesser of the amount from col. (i) or maximum rate.
- (n) Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Complete this information if this is a continuation sheet **TRIP # 1** PAGES **2**

TRAVEL AUTHORIZATION NO.

0S6N44

TRAVELER'S LAST NAME

SALAZAR

DATE	TIME (Hour and am/pm)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanation of expenses)	ITEMIZED SUBSISTENCE EXPENSES							MILEAGE RATE: 0.000 NO. OF MILES (k)	AMOUNT CLAIMED		
			MEALS				MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)		MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
			BREAK-FAST (c)	LUNCH (e)	DINNER (f)	TOTAL (g)							
11/13		D:-denver, co											
11/13		CP - AIRFARE (NON REIMBUR)											
11/13		A:-MIAMI, FL		15.50	13.30	28.80		105.00	28.80		28.80		
11/13		TMC Fee											
11/13		Lodging Tax											
11/14		D:-MIAMI, FL											
11/14		A:-PALM BEACH, FL				49.50			49.50		49.50		
11/14		D:-PALM BEACH, FL											
11/14		A:DUTYSTATION											
11/14		TAV Fee - I											
									<b>SUBTOTALS</b>	0.00	78.30	0.00	
									<b>TOTALS</b>	0.00	78.30	0.00	

If additional space is required, continue on another 1012-A BACK, leaving the front blank.

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 101.7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local or foreign agencies, when relevant to civil,

requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of you SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

**TOTAL AMOUNT CLAIMED** 78.30

ACCOUNTING CLASS CODE				TRIP 1
COM. CARR.-I-211C				1,308.60
LODGING-211D				118.65
M&IE-211D				78.30
TAV EXP -I-211B				15.00
TMC FEE -I-211B				28.50
12052011_140546	0.00	0.00		1,549.05
122D0102DM^DLSED0000.000000^DS10100000^^^				

SPLIT PAY DISBURSEMENTS:

TOTAL EXPENSES		1,549.05
NON-REIMBURSABLE EXPENSES		1,470.75
TOTAL AMOUNT CLAIMED		78.30
PREV PAYMENTS	0.00	
GOV'T ADVANCE OUTSTANDING	0.00	
GOV'T ADVANCE APPLIED	0.00	
		0.00
NET TO TRAVELER (GOVT)		78.30
GOV'T CHARGE CARD EXPENSES	0.00	
GOV'T CHARGE CARD ATM ADV	0.00	
ADD'L GOV'T CHARGE CARD PYMT	0.00	
TOTAL GOV'T CHARGE CARD AMT	0.00	
PAY TO GOV'T CHARGE CARD		0.00
PAY TO TRAVELER		78.30

idw

TRAVEL AUTHORIZATION

1. No. SALAZARTA2012 2. 09-21-11 (DATE)

3. OS (BUREAU OR OFFICE)

4. NAME Ken Salazar 5. OFFICIAL STATION Washington, DC

6. TITLE SECY of DOI 7. ACCOUNTING OFFICE Washington, DC

You are authorized to travel as indicated below and to incur necessary expenses in accordance with applicable laws and regulations.

PLACES OF TRAVEL

8. FROM: Washington, DC 9. TO: Such places in the contiguous US, AK, HI, PR, and US Territories as may be necessary and return. Accomplish DOI programs and missions. Official Business.

10. PURPOSE AND REMARKS:

Official business as may be required. I certify that the travel herein was reviewed and determined to essential for accomplishment of DOI programs and missions. Payment from non-federal sources for travel-related expenses is authorized under 31 U.S.C. 1353, provided that prior to acceptance, the conditions for each case comply with 41 CFR 304-1 and part 374 DM 5, and are fully documented and approved via form DI-2000. Speaker/ Presenter at Conferences, Summits, etc.

11. PER DIEM ALLOWANCE:

Actual Lodging and per diem NTE 300% as authorized in accordance with the Federal Travel Regulations as issued by GSA and published in the Federal Travel Register. \*\*\*\* Subject to availability of funds. \*\*\*\*

12. PERIOD OF TRAVEL: Beginning on or about 10-01-2011 Ending on or about 09-30-2012

MODE OF TRAVEL

13. X Common carrier 14. Extra fare 15. Government-owned conveyance 16. Privately owned at a mileage rate of cents, subject to: (a) Administratively determined to be the advantage of the Government (b) A showing of advantage to the Government (c) Not to exceed cost by common carrier, including consideration of Per Diem allowance.

MISCELLANEOUS

17. Transportation immediate family 19. Shipment household goods and personal effects 18. Other (specify) Excess baggage, taxi fares, telephone calls, rental cars/fuel; conference rooms, POV, public transportation, tolls, newspapers, faxes, pc usage, misc. supplies, registration fees, ATM fees, upgrade for rental cars in remote

ESTIMATED COST 20. Transportation \$ 21. Per Diem 22. Other 23. TOTAL \$ 24. CHARGED TO: 2012-122DO102DM/DISEDO000.000000 DS10100000 25. (FISCAL OFFICER'S SIGNATURE)

26. Ken Salazar (REQUESTER'S SIGNATURE) 27. Ken Salazar, SECY of DOI (TITLE) 28. Matt Lee-Ashley (AUTHORIZING OFFICER'S SIGNATURE) 29. Matt Lee-Ashley, Depy Chief of Staff (TITLE)

MEMORANDUM

To: Signing official

From: Iris Straitt  
Scheduling Office

Date: 12/12/11

Subject: Secretary Ken Salazar- Miami, FL  
- 11/13-14/11

Secretary Ken Salazar traveled on 11/13/11 to Miami, FL to participate in the American Latino Heritage Fund Event and remained over night in Miami, FL. Secretary Ken Salazar on 11/14/11 participated in the API Annual meeting, an Editorial Board interview with Palm Beach Post, a meeting with Governor Rick Scott, an Editorial Board interview with Miami Herald, and returned to Washington, DC on 11/14/11.

The Secretary's trip included official business: I have included the following documents of the Secretary's travel: (1) the Secretary's travel voucher for the trip, (2) Memo from Deputy Chief of Staff, and (3) the final itinerary for the trip.

The Secretary's travel on this trip did not incur costs that were, unnecessary or unjustified in the performance of official business. It was cost effective to have the SECY fly from Denver, CO to Miami, FL than from Washington, DC. SECY took a non contract carrier from Denver, CO to Miami, FL. (Deduct - \$20.70 difference from Denver, CO to Miami, FL from reimbursement of traveler's MI & E)

Attachment

# SatoTravel<sup>®</sup>

November 10, 2011

For: KENNETH LEE SALAZAR GDOIOS

To: NGMSDOI

Sales Person: JK  
Locator: NNTBBA  
Customer Number: (b) (6)

FEES TOTALING 28.50PP CHARGED IN ADDITION TO TKT PRICE  
FEE-USD28.50PP-AIR/ANTRAK DOMESTIC, TRADITIONAL

Sunday November 13, 2011



United Airlines Flight Number: 738  
Class of Service: Coach Class Y  
Depart: DENVER, CO 9:13 Am November 13, 2011  
Arrive: ORLANDO, FL 1:34 Pm November 13, 2011  
Total Flight Time: 3 Hours 21 Minutes Non-Stop  
Equipment: Airbus Industrie 320  
Meal Service: Food For Purchase  
Status: Confirmed  
Reserved Seat: SALAZAR/KENNETH LEE (b) (6) Confirmation Number: PGXXPI  
Frequent Flyer Number: (b) (6) SALAZAR/KENNETH LEE  
STAR ALLIANCE

(b) (6)

Sunday November 13, 2011



Delta Airlines Flight Number: 4937  
Class of Service: Coach Class Y  
Depart: ORLANDO, FL 3:17 Pm November 13, 2011  
Arrive: MIAMI, FL 4:20 Pm November 13, 2011  
Total Flight Time: 1 Hour 3 Minutes Non-Stop  
Equipment: CRJ-Canadaair Regional Jet  
Meal Service: None  
Status: Confirmed  
Frequent Flyer Number: (b) (6) Confirmation Number: F8FBVH  
\*MCO-MIA OPERATED BY ASA DBA DELTA CONNECTION  
(b) (6) SALAZAR/KENNETH LEE

Sunday November 13, 2011



MIAMI, FL  
DOUBLETREE HOTELS DOUBLETREE BY HILTON MIA CC  
711 NW 72ND AVENUE  
MIAMI FL 33126  
Phone Number: 1-305-261-3800  
Fax Number: 1-305-261-7665  
Number of Rooms: 1  
Rate: 105.00 USD Per Night  
Check In: Nov 13, 2011  
Check Out: Nov 14, 2011  
Confirmation Number: 80958958  
Cancellation Policy: Cancel by 4PM

Membership Number: (b) (6)  
Directions: - MIAMI INTL AIRPORT.....3.0MI / 4.8KM

Monday November 14, 2011



United Airlines Flight Number: 3789  
Class of Service: Coach Class Y  
Depart: MIAMI, FL 6:14 Pm November 14, 2011  
Arrive: WASHINGTON/DULLES 8:50 Pm November 14, 2011  
Total Flight Time: 2 Hours 36 Minutes Non-Stop  
Equipment: CR7  
Meal Service: None  
Status: Confirmed  
Reserved Seat: SALAZAR/KENNETH LEE (b) (6) Confirmation Number: PGXKPI  
Frequent Flyer Number: (b) (6) SALAZAR/KENNETH LEE  
\*MIA-IAD OPERATED BY /UNITED EXPRESS/MESA AIRLINES  
MIA-IAD CHECK-IN WITH UNITED AIRLINES  
STAR ALLIANCE

Thursday August 30, 2012

Other Service  
Aug 30, 2012 - Aug 30, 2012  
Departure City: WASHINGTON/NATL,DC  
AA

Name	Invoice / Ticket / Date	Base	Tax1	Tax2	Tax3	Total
SALAZAR KENNETH LEE	8107/0168713633385/10NOV11	1191.83	89.37US	11.10ZP	16.50XT	1,308.60
					Trip Fee	28.50
FOP CAxxxxxxxxxx (b) (6)						Total Amount: 1,337.10

P\*\*\*\*\*DOB\*\*02 MAR 55\*\*\*\*\*  
SATO TRAVEL AFTER HOURS EMERGENCY 866-219-8444  
YOU DESERVE A VACATION AND WE HAVE THE PERFECT ONE  
WAITING FOR YOU, INCLUDING MILITARY RATES. VISIT  
WWW.SATOVACATIONS.COM OR CALL TOLL-FREE 877-698-2554  
\*\*\*\*\*  
\*\* FOR INFORMATION ON THE TSA SECURE FLIGHT PROGRAM \*\*  
\*\* GO TO WWW.TSA.GOV \*\*  
UNUSED PAPER TICKETS MUST BE RETURNED TO CWTSATOTRAVEL  
CONTACT CWTSATOTRAVEL TO REFUND ELECTRONIC TICKETS  
CONTRACT CARRIER CITY PAIR FARES DO NOT REQUIRE  
ADVANCE PURCHASE. ALL OTHER FARES MAY REQUIRE ADVANCE  
PURCHASE AND ARE NOT GUARANTEED UNTIL TICKETED  
.....  
TO VIEW ITINERARIES ONLINE PLEASE GO TO  
.....\*\* WWW.VIRTUALLYTHERE.COM \*\*.....  
ADD YOUR SABRE RESERVATION CODE AND NAME IN  
THE APPROPRIATE BOXES AND ENTER.

Notes:  
\*\*\*DID YOU KNOW WE CAN ALSO BOOK YOUR HOTELS AND RENTAL CARS\*\*

TO: Matt Lee-Ashley  
FROM: Joan Padilla  
SUBJECT: Approval for use of a non-contract carrier flight  
DATE: Thursday, November 10, 2011

---

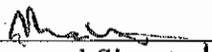
Matt,

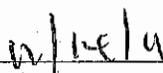
The Secretary is scheduled to take the following flight from Miami, Florida, to Dulles International Airport on Monday, November 14:

Flight: United Airlines #3789  
Depart: Miami at 6:14pm EST  
Arrive: Dulles at 8:50pm EST  
Cost: \$801.70

This is a non-contract carrier flight. The contract carrier government fare for a flight from Miami to Dulles is \$267.70. All contract carrier flights from Miami, Florida, to Washington, D.C., on Monday evening were sold out at the time of booking. In order to ensure that he can meet his commitments the following day, the Secretary is currently scheduled to travel on this non-contract carrier flight.

Government travelers generally must use contract carriers for all official travel. However, a traveler may use a non-contract carrier with specific authorization when space on contract carriers is not available in time to accomplish the travel's purpose. Please provide approval for use of a non-contract carrier under this exception.

  
Approval Signature

  
Date

**Straitt, Iris**

---

**From:** Nigborowicz, Timothy M  
**Sent:** Wednesday, November 09, 2011 2:14 PM  
**To:** Straitt, Iris  
**Subject:** Florida Cost Comparison

The Secretary is taking the following flights from Denver, CO to Miami, FL on Sunday, November 13:

Denver, CO to Orlando, FL  
Flight: United Airlines #738  
Depart: Denver, CO @ 8:13am MST  
Arrive: Orlando, FL @ 1:34pm EST

*\*\*1-hour and 43-minute layover at Orlando International Airport (MCO)\*\**

Orlando, FL to Miami, FL  
Flight: Delta Airlines #4937  
Depart: Orlando, FL @ 3:17pm EST  
Arrive: Miami, FL @ 4:20pm EST

The total cost of this trip is **\$511.40**.

The government fare for a contract carrier flight (American Airlines) from DCA to Miami, FL on Sunday, November 13, is **\$490.70**.

Tim

\$511.40  
490.70  

---

\$20.70

Secy owes govt  
Reimbursement for  
ticket CO to FL



711 NW 72nd Avenue • Miami, FL 33126  
 Phone (305) 261-3800 • Fax (305) 261-7665  
 For reservations across the nation  
 www.doubletreehilton.com or 1-800-222-TREE

Name & Address

SALAZAR, KENNETH LEE  
 1849 C STREET  
 WASHINGTON, DC 20240  
 US

Room 812/NK1  
 Arrival Date 11/13/2011 1:34:00PM  
 Departure Date 11/14/2011  
 Adult/Child 1/0  
 Room Rate 105.00

RATE PLAN S-GVT  
 HH# (b) (6)  
 AL:  
 BONUS AL: CAR:

CONFIRMATION NUMBER: 80958958

11/14/2011 PAGE 1

DATE	DESCRIPTION	ID	REF. NO	CHARGES	CREDITS	BALANCE
11/13/2011	972403	GUEST ROOM			\$105.00	
11/13/2011	972403	ROOM STATE TAX			\$7.35	
11/13/2011	972403	MIAMI DADE COUNTY TAX			\$6.30	
				WILL BE SETTLED TO MC (b) (6)	\$118.65	
				EFFECTIVE BALANCE OF	\$0.00	318.65
		EXPENSE REPORT SUMMARY				
	11 00:00:00	STAY TOTAL				
ROOM & TAX	\$118.65	\$118.65				
DAILY TOTAL	\$118.65	\$118.65				

Hilton HHonors(R) stays are posted within 72 hours of checkout. To check your earnings for this or any other stay at more than 8,000 Hilton Family hotels worldwide, please visit HiltonHHonors.com.

Thank you for choosing DoubleTree! Come back soon to enjoy our warm chocolate chip cookies and relaxed hospitality. For your next trip visit us at doubletree.com for our best available rates!

**EXPRESS CHECK-OUT**

Good Morning! We hope you enjoyed your stay. With Express Check-Out there is no need to stop at the Front Desk to check out.

- Please review this statement. It is a record of your charges as of late last evening.
- For any charges after your account was prepared, you may:
  - pay at the time of purchase.
  - charge purchases to your account, then stop by the Front Desk for an updated statement.
  - or request an updated statement be mailed to you within two business days.

Simply call the Front Desk from your room and tell us when you are ready to depart. Your account will be automatically checked out and you may use this statement as your receipt. Feel free to leave your key(s) in the room.

Please call the Front Desk if you wish to extend your stay or if you have any questions about your account.

DATE OF CHARGE	FOLIO NO./CHECK NO.
214679	A
AUTHORIZATION	INITIAL
PURCHASES & SERVICES	
TAXES	
TIPS & MISC.	
TOTAL AMOUNT	0.00

PAYMENT DUE UPON RECEIPT

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**THE TRIP OF THE SECRETARY**

**TO**

**FLORIDA**

---

**SUNDAY, NOVEMBER 13, 2011**

**TO**

**MONDAY, NOVEMBER 14, 2011**

**TRIP SUMMARY**  
**THE TRIP OF THE SECRETARY TO FLORIDA**  
**NOVEMBER 13-14, 2011**

**Weather:**

Washington, DC  
Miami, Florida  
Palm Beach, Florida

Sunny; 61 High // Low 48  
Sunny; 83 High // Low 68  
Sunny; 80 High // Low 71

**Time Zone:**

Washington, DC  
Florida

Eastern Time Zone  
Eastern Time Zone

**Advance:**

Advance  
Ride-Along  
Security

Joan Padilla  
L (b) (6), (b) (7)(C)  
S [Redacted]

**Cell Phone:**

(b) (6), (b) (7)(C)  
[Redacted]

**Traveling Staff:**

Deputy Secretary David Hayes (Monday)  
Press Secretary Adam Fetcher (Monday)  
Chief of Staff Laura Davis (Monday)  
Dep. Dir.-Intergov. Francisco Carrillo (Sun)  
Acting AS/FWS Rachel Jacobson (Mon)

(b) (6)  
[Redacted]

**Arrives:**

(Su) USAir1947; 6:00pm Ft. L  
(Sat) AA 1990; 12:45pm Miami  
(Su) USAir1947; 6:00pm Ft. L  
(Su) AA 1269; 9:40am Miami  
(Su) UA 3725; 8:35pm Miami

**Washington Staff:**

Secretary's Scheduler  
Ethics

Joan Padilla  
Melinda Loftin

**Office Phone**

(202) 208-5820  
(b) (6)

**SUNDAY, NOVEMBER 13, 2011**

**8:13am- WHEELS-UP DENVER, CO EN ROUTE TO ORLANDO, FLORIDA**

**1:34pm** Flight: United Airlines 738  
Flight Time: 3 Hours 21 Minutes

(b) (6), (b) (7)(C), (b) (7)(E)

Note: \*\*1-hour and 43-minute layover at Orlando International Airport (MCO)\*\*

**3:17pm- WHEELS-UP ORLANDO, FL EN ROUTE TO MIAMI, FLORIDA**

**4:20pm** Flight: Delta 4937  
Flight Time: 1 Hour 3 Minutes

(b) (6), (b) (7)(C), (b) (7)(E)

**4:20pm WHEELS-DOWN MIAMI INTERNATIONAL AIRPORT**

Location: 2100 NW 42nd Ave. - Miami, FL 33142

**4:30pm DEPART AIRPORT EN ROUTE TO RON**

Location: DOUBLETREE HOTELS DOUBLETREE BY HILTON MIA CC  
711 NW 72ND AVENUE  
MIAMI FL 33126  
Phone Number: 1-305-261-3800

(b) (6), (b) (7)(C), (b) (7)(E)

Note: Joan Padilla will meet you at the hotel.

**4:40pm ARRIVE RON**

Note: Dinner will be provided in your room.

**5:30pm DEPART EN ROUTE TO AMERICAN LATINO HERITAGE FUND**

Location: Restaurant - Larios South Beach  
820 Ocean Drive, Miami Beach, FL

(b) (6), (b) (7)(C), (b) (7)(E)

Note: Joan Padilla will meet you at the restaurant.

**6:15pm MEETING - AMERICAN LATINO HERITAGE FUND**

Location: Restaurant - Larios South Beach  
820 Ocean Drive, Miami Beach, FL

Participants: Approx. 20: Pepe Fanjul; Maurice Farrar; Carlos Alvarez, Sr.; Emilio Romero (Telemundo); Aida Levitan; Jay Kislack.

(didn't eat meal / only gave Remus)

Lead Staff: Francisco Carrillo  
Contact: Laura Warren, National Park Foundation; (b) (6)  
(lwarren@nationalparks.org)

Set-up: Room upstairs in restaurant; table in U

Program:

6:00PM Event begins; guests arrive & mingle; appetizers  
6:15 PM YOU arrive; Guests are seated  
6:25PM Neil Mulholland or Emilio Estefan (if he attends) welcomes the group. Asks group introduce themselves.  
6:40 PM Dinner served, guests mingle  
7:00PM YOU give remarks .  
7:15 PM Dessert and coffee served  
7:30PM Dinner ends, YOU depart

7:45pm **DEPART EN ROUTE TO RON**

(b) (6), (b) (7)(C), (b) (7)(E)

8:00pm **RON**

Location: DOUBLETREE HOTELS DOUBLETREE BY HILTON MIA CC  
711 NW 72ND AVENUE  
MIAMI FL 33126  
Phone Number: 1-305-261-3800

Note: Rachel Jacobson staying at Doubletree Hotel "Sunday night also.

Note: Laura Davis, David Hayes, Adam Fetcher are staying at:  
FAIRFIELD INN FAIRFIELD INN STES PALM BEACH  
2870 S OCEAN BLVD., PALM BEACH FL 33480  
Phone Number: 561-582-2585

---

**MONDAY, NOVEMBER 14, 2011**

8:30am **DEPART RON EN ROUTE TO API EVENT**

Location: Flagler Ballroom, Four Seasons Hotel in Palm Beach, Florida  
2800 S Ocean Blvd, Palm Beach, Florida; (561) 582-2800

(b) (6), (b) (7)(C), (b) (7)(E)

**10:05am AMERICAN PETROLEUM INSTITUTE ANNUAL MEETING**

Location: Flagler Ballroom (Second conference level), Four Seasons Hotel --Palm Beach, enter Flagler Ballroom 3  
POC: Whitney Medina (b) (6)  
Susan Tackish (b) (6) tackishs@api.org  
Participants: YOU (the only presenter); API Chairman of the Board, John Watson; 80+ (includes:35 board members) in attendance  
Lead Staff: Laura Davis  
Staff: David Hayes, Adam Fetcher  
Press: Closed  
Set-up: YOU speak from podium, with removable microphone at open part of U; U setup will have three people at top and 15 on each side. API Board will be at U, other API members and API staff will be seated along wall

Program:

- At entry to Ballroom, YOU will be greeted by API Executive VP/Government Affairs, Marty Durbin
- 10:05am API Chairman, John Watson, will open the proceedings and introduce YOU (attendees will be coming from a break starting at 9:45 am).
- 10:08am YOU will give remarks followed by Q&As. (30 minutes)

**10:50am DEPART API EN ROUTE TO EDITORIAL BOARD MEETING WITH PALM BEACH POST**

Location: 2751 S. Dixie Highway, West Palm Beach, FL 33405  
Telephone: (561) 820-4100

(b) (6), (b) (7)(C), (b) (7)(E)

Note: David Hayes departs en route to Tampa, Florida.

**11:30am EDITORIAL BOARD WITH PALM BEACH POST**

POC: Randy Schultz, Editorial Page Editor; [rschultz@pbpost.com](mailto:rschultz@pbpost.com); (561) 820-4447  
Staff Lead: Adam Fetcher  
Staff: Laura Davis  
Set-up: Conference Room

Program: Participants from Palm Beach Post: Randy Schultz, Editor; Christine Stapleton, Editor and Staff Writer; TBD others

12:00pm

**DEPART EN ROUTE TO MEETING WITH GOVERNOR SCOTT**

Location: Doubletree by Hilton Grand (The Key Largo boardroom)  
1717 N Bayshore Dr., Miami. (305) 372-0313

Note: Lunch will be provided in car

2:00pm

**MEETING WITH GOVERNOR RICK SCOTT**

Hotel POC: Jessica Rosario- Sales Administrative Assistant; (305) 523 3312

Gov POC: Julie Roberts; (b) (6); Julie.roberts@eog.myflorida.com

Lead Staff: Laura Davis

Staff: Shannon Estenoz, Rachel Jacobson

Set-up: Upstairs Conference Room, RG Level, Key Largo Conference Room,  
seating for 10

Governor Scott staff: Melissa Meeker, Carrie O'Rourke (Deputy Chief of Staff)

3:00pm

**DEPART GOVERNOR MEETING EN ROUTE TO EDITORIAL BOARD WITH THE MIAMI HERALD**

Location: The Miami Herald, One Herald Plaza Miami, Florida 33132

(b) (6), (b) (7)(C), (b) (7)(E)

3:30pm

**MEETING WITH EDITORIAL BOARD**

POC: Eduardo Pavon: 305.376.2875

Lead Staff: Adam Fetcher

Staff: Laura Davis

Set-up: 5<sup>th</sup> Floor Conference Room

Program: Participants from Miami Herald: Juan Vasquez, Deputy Editorial Page Editor, Curtis Morgan, Environmental Reporter, TBD others

4:30pm

**DEPART EDITORIAL BOARD MEETING EN ROUTE TO MIAMI AIRPORT**

Car #1: Sgt. Greg Knee, KLS, Lt. Downs

Car #2: Joan Padilla, Laura Davis (Laura Davis on American Airlines)

Adam Fetcher will stay in Miami until Tuesday

6:14pm-  
8:50pm

**WHEELS-UP MIAMI EN ROUTE TO WASHINGTON/DULLES**

Flight: United Airlines 3789

Flight Time: 2 Hours 36 Minutes

Seat: (b) (6), (b) (7)(C), (b) (7)(E)

**Straitt, Iris**

---

**From:** Nigborowicz, Timothy M  
**Sent:** Saturday, November 12, 2011 6:36 PM  
**To:** Padilla, Joan  
**Cc:** Straitt, Iris  
**Subject:** Fw: Florida Cost Comparison

Hi Joan. This is what I sent to Iris earlier this week for the voucher.

Tim

---

**From:** Nigborowicz, Timothy M  
**Sent:** Wednesday, November 09, 2011 02:13 PM  
**To:** Straitt, Iris  
**Subject:** Florida Cost Comparison

The Secretary is taking the following flights from Denver, CO to Miami, FL on Sunday, November 13:

Denver, CO to Orlando, FL  
Flight: United Airlines #738  
Depart: Denver, CO @ 8:13am MST  
Arrive: Orlando, FL @ 1:34pm EST

*\*\*1-hour and 43-minute layover at Orlando International Airport (MCO)\*\**

Orlando, FL to Miami, FL  
Flight: Delta Airlines #4937  
Depart: Orlando, FL @ 3:17pm EST  
Arrive: Miami, FL @ 4:20pm EST

The total cost of this trip is **\$511.40**.

The government fare for a contract carrier flight (American Airlines) from DCA to Miami, FL on Sunday, November 13, is **\$490.70**.

Tim

SECRETARIAL TRAVEL ROUTING SLIP

TRIP LOCATION: SHEPHERDSTOWN, WV

DATES: 11/17-18/11

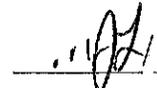
OFFICIAL: XXXX POLITICAL \_\_\_\_\_ PERSONAL \_\_\_\_\_

FOLDER CONTAINS:

VIEWED BY/ DATE:

 / 12/13/11 IRIS STRAITT

 12.19.11 ED KEABLE

 12/19/11 MELINDA LOFTIN

 12/20/11 DONNA DEEN

dh

<b>TRAVEL VOUCHER</b> <small>(Read Privacy Act Statement below)</small>	<b>1. DEPARTMENT OR ESTABLISHMENT</b> BUREAU DIVISION OR OFFICE	<b>2. TYPE OF TRAVEL</b> <input checked="" type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/> PERMANENT CHANGE OF STATION	<b>3. VOUCHER NO.</b> KSSSHEPHERDSTO111711_V01
			<b>4. SCHEDULE NO.</b>

<b>5. a. NAME (Last, first, middle initial)</b> SALAZAR, KENNETH L.	<b>b. SOCIAL SECURITY NO.</b> [REDACTED]	<b>6. PERIOD OF TRAVEL</b> a. FROM 11/17/11 b. TO 11/18/11
<b>c. MAILING ADDRESS (Include ZIP Code)</b> DOI, OS SECRETARY 1849 C STREET NW WASHINGTON, DC 20240	<b>d. OFFICE TELEPHONE NO.</b> 202-273-3423	<b>7. TRAVEL AUTHORIZATION</b> a. NUMBER(S) 086NCC b. DATE(S) 12/05/11
<b>e. PRESENT DUTY STATION</b>	<b>f. RESIDENCE (City and State)</b> Washington, DC	<b>10. CHECK NO.</b>

<b>8. TRAVEL ADVANCE</b>	<b>9. CASH PAYMENT RECEIPT</b>		<b>11. PAID BY</b>
a. Outstanding 0.00	b. DATE RECEIVED	b. AMOUNT RECEIVED \$	
b. Amount to be applied 0.00	c. PAYEE'S SIGNATURE		
c. Amount due Government (Attached <input type="checkbox"/> Check <input type="checkbox"/> Cash)			
D. Balance outstanding			

<b>12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH</b> <small>(List by number below and attach passenger coupon; if cash is used show claim on reverse side)</small>	I hereby assign the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7) <span style="float: right;">▶ Traveler's Initials</span>			
	<b>AGENT'S VALUATION OF TICKET</b> (a)	<b>ISSUING CARRIER (Initials)</b> (b)	<b>MODE CLASS OF SERVICE AND ACCOMMODATIONS</b> (c)	<b>DATE ISSUED</b> (d)
ACCOUNTING CLASSIFICATION: 12052011 143448-122D0102DM^LSE0000.000000^DS10100000^^^ - 18.25 NR-98.00				
COMMENTS: SPEECH/PRESENTATION. DOI Retreat. Lodging provided meals on: 11/17/11 - lunch and dinner and 11/18/11 - breakfast and lunch.				

13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.

TRAVELER SIGN HERE ▶ Ken Salazar DATE 12/21/11 AMOUNT CLAIMED ▶ 18.25

NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).

<b>14. This voucher is approved. Long distance phone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).)</b>	<b>17. FOR FINANCE OFFICE USE ONLY COMPUTATION</b>	
	a. DIFFERENCES, IF ANY (Explain and show amount)	\$
<b>15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION</b>	<b>b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION</b>	
a. VOUCHER NO.	b. D.O. SYMBOL	c. MONTH & YEAR
<b>16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT</b>		<b>c. APPLIED TO TRAVEL ADVANCE (Appropriation symbol):</b>
AUTHORIZED CERTIFYING OFFICIAL SIGN HERE ▶	DATE	\$ 0.00
		<b>d. NET TO TRAVELER ▶ \$ 18.25</b>

18. ACCOUNTING CLASSIFICATION  
SEE BLOCK 12 ABOVE



ACCOUNTING CLASS CODE			TRIP 1
LODGING-211D			83.00
M&IE-211D			18.25
TAV EXP -I-211B			15.00
12052011_143448	0.00	0.00	116.25
122D0102DM^DLS0000.000000^DS10100000^			

SPLIT PAY DISBURSEMENTS:

TOTAL EXPENSES		116.25
NON-REIMBURSABLE EXPENSES		98.00
TOTAL AMOUNT CLAIMED		18.25
PREV PAYMENTS	0.00	
GOV'T ADVANCE OUTSTANDING	0.00	
GOV'T ADVANCE APPLIED	0.00	
		0.00
NET TO TRAVELER (GOVT)		18.25
GOV'T CHARGE CARD EXPENSES	0.00	
GOV'T CHARGE CARD ATM ADV	0.00	
ADD'L GOV'T CHARGE CARD PYMT	0.00	
TOTAL GOV'T CHARGE CARD AMT	0.00	
PAY TO GOV'T CHARGE CARD		0.00
PAY TO TRAVELER		18.25

TRAVEL AUTHORIZATION

1. No. SALAZARTA2012

2. 09-21-11

(DATE)

3. OS  
(BUREAU OR OFFICE)

4. NAME Ken Salazar 5. OFFICIAL STATION Washington, DC

6. TITLE SECY of DOI 7. ACCOUNTING OFFICE Washington, DC

You are authorized to travel as indicated below and to incur necessary expenses in accordance with applicable laws and regulations.

PLACES OF TRAVEL

8. FROM: Washington, DC

9. TO: Such places in the contiguous US, AK, HI, PR, and US Territories as may be necessary and return.  
Accomplish DOI programs and missions. Official Business.

10. PURPOSE AND REMARKS:

Official business as may be required.

I certify that the travel herein was reviewed and determined to essential for accomplishment of DOI programs and missions. Payment from non-federal sources for travel-related expenses is authorized under 31 U.S.C. 1353, provided that prior to acceptance, the conditions for each case comply with 41 CFR 304-1 and part 374 DM 5, and are fully documented and approved via form DI-2000.

Speaker/ Presenter at Conferences, Summits, etc.

11. PER DIEM ALLOWANCE:

Actual Lodging and per diem NTE 300% as authorized in accordance with the Federal Travel Regulations as issued by GSA and published in the Federal Travel Register.

\*\*\*\* Subject to availability of funds. \*\*\*\*

12. PERIOD OF TRAVEL: Beginning on or about 10-01-2011 Ending on or about 09-30-2012

MODE OF TRAVEL

13.  Common carrier 14. Extra fare 15. Government-owned conveyance  
16. Privately owned at a mileage rate of cents, subject to:  
(a) Administratively determined to be the advantage of the Government  
(b) A showing of advantage to the Government  
(c) Not to exceed cost by common carrier, including consideration of Per Diem allowance.

MISCELLANEOUS

17. Transportation immediate family 19. Shipment household goods and personal effects

18. Other (specify)  
Excess baggage, taxi fares, telephone calls, rental cars/fuel; conference rooms, POV, public transportation, tolls, newspapers, faxes, pc usage, misc. supplies, registration fees, ATM fees, upgrade for rental cars in remote

ESTIMATED COST

20. Transportation \$  
21. Per Diem  
22. Other  
23. TOTAL \$

24. CHARGED TO:

2012-122D0102DM/DISE00000.000000  
DS10100000  
25. (FISCAL OFFICER'S SIGNATURE)

26. Ken Salazar  
(REQUESTER'S SIGNATURE)

27. Ken Salazar, SECY of DOI  
(TITLE)

28. Matt Lee  
(AUTHORIZING OFFICER'S SIGNATURE)

29. Matt Lee-Ashley, Depy Chief of Staff  
(TITLE)

MEMORANDUM

To: Signing official

From: Iris Straitt  
Scheduling Office

Date: 12/12/11

Subject: Secretary Ken Salazar- Shepherdstown, WV  
- 11/17-18/11

Secretary Ken Salazar traveled by government car on 11/17/11 to Shepherdstown, WV to participate in a two day DOI Retreat and remained over night in Shepherdstown, WV on 11/17/11. Secretary Ken Salazar on 11/18/11 returned to Washington, DC.

The Secretary's trip included official business: I have included the following documents of the Secretary's travel: (1) the Secretary's travel voucher for the trip and (2) the final itinerary for the trip.

The Secretary's travel on this trip did not incur costs that were, unnecessary or unjustified in the performance of official business.

Attachment



NATIONAL  
CONSERVATION  
TRAINING CENTER

*Department of the Interior*

Secretary Salazar  
US

Room No. 7865  
Arrival 11-17-11  
Departure 11-18-11  
Folio No. 36438  
Cashier No. 1019  
Page No. 1 of 1

Group Code 1111SECRET  
Group Secretary of Interior  
Rate Code MNFGOV

Date	Description		Charges	Credits
11-17-11	Lunch Package		12.00	
11-17-11	Lodging and Meals		129.00	
11-17-11	Mastercard	XXXXXXXXXXXX		141.00
			<b>Total Charges</b>	<b>141.00</b>
			<b>Total Credits</b>	<b>141.00</b>
			<b>Balance</b>	<b>0.00</b>
				<b>USD</b>

Signature: \_\_\_\_\_

It was a pleasure to have you stay with us. Please come back and see us soon.

Your receipt has been printed on 100% post-consumer content recycled paper.

Note: For our guests who are on the Lodging and Meals Plan, the breakdown for meals is as follows:

- Breakfast \$8
- Lunch \$12
- Dinner \$26

*lodging = \$83.00*

*12 = lunch*

698 Conservation Way  
Shepherdstown, WV 25443

Phone: (304)876-1600 | Fax: (304)876-7218 | [training.fws.gov](http://training.fws.gov)

**Secretary's Team Retreat**  
**November 17 – 18, 2011**  
**National Conservation Training Center**  
**\*\*Room 161 – Instructional West\*\***

**Weather**  
Thursday: AM Showers, High 46/ Low 26  
Friday: Sunny, High 47/ Low 30

**Thursday, November 17, 2011**

- 12:00-1:00    Arrival and Lunch
- 1:00-1:15    Secretary's Welcome
- 1:15-1:45    Retrospective
- 1:45- 2:45    What's Next: Water and Science
- 2:45- 3:15    Break and Group Photo
- 3:15- 4:15    What's Next: Indian Affairs
- 4:15- 5:15    What's Next: Conservation
- 5:30- 6:30    Cocktail Hour- *Roosevelt Room*
- 6:30-8:00    Dinner- *Treehouse area*

**Friday, November 18, 2011**

- 8:30- 8:45    Deputy Secretary Hayes: Day 1 Roundup
- 8:45- 9:30    Building Lasting Legacies
- 9:30- 10:30    What's Next: Energy
- 10:30-11:00    What's Next: Insular Affairs
- 11:00- 11:45    Look –Ahead: Secretary's Immediate Office
- 11:45-12:30    Lunch- *Treehouse area*
- 12:30-1:15    Depart to Antietam
- 1:30 -3:15    Guided Ranger Tour of Antietam
- 3:15-3:45    Return to NCTC
- 3:45- 4:15    Wrap Up: Secretary Salazar

SECRETARIAL TRAVEL ROUTING SLIP

TRIP LOCATION: SHEPHERDSTOWN, WV

DATES: 11/17-18/11

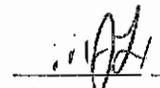
OFFICIAL: XXXX POLITICAL \_\_\_\_\_ PERSONAL \_\_\_\_\_

FOLDER CONTAINS:

VIEWED BY/ DATE:

 11/13/11 IRIS STRAITT

 12.15.11 ED KEABLE

 12/19/11 MELINDA LOFTIN

 12/20/11 DONNA DEEN

SECRETARIAL TRAVEL ROUTING SLIP

TRIP LOCATION: KY/IN

DATES: 11/28-29/11

OFFICIAL: XXXX POLITICAL \_\_\_\_\_ PERSONAL \_\_\_\_\_

FOLDER CONTAINS:

VIEWED BY/ DATE:

IS 12/13/11 IRIS STRAITT

EM 12/20/11 ED KEABLE

MAL 12/20/11 MELINDA LOFTIN

DD 12/20/11 DONNA DEEN

102

<b>TRAVEL VOUCHER</b> <small>(Read Privacy Act Statement below)</small>		<b>1. DEPARTMENT OR ESTABLISHMENT</b> BUREAU DIVISION OR OFFICE		<b>2. TYPE OF TRAVEL</b> <input checked="" type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/> PERMANENT CHANGE OF STATION		<b>3. VOUCHER NO.</b> KSLouisvilleK112811_V01	
<b>5. a. NAME (Last, first, middle initial)</b> SALAZAR, KENNETH L.		<b>b. SOCIAL SECURITY NO.</b> (b) (6)		<b>6. PERIOD OF TRAVEL</b> a. FROM 11/28/11 b. TO 11/29/11		<b>4. SCHEDULE NO.</b>	
<b>c. MAILING ADDRESS (include ZIP Code)</b> DOI, OS SECRETARY 1849 C STREET NW WASHINGTON, DC 20240		<b>d. OFFICE TELEPHONE NO.</b> 202-273-3423		<b>7. TRAVEL AUTHORIZATION</b> a. NUMBER(S) OS6NEC b. DATE(S) 12/05/11		<b>10. CHECK NO.</b>	
<b>e. PRESENT DUTY STATION</b>		<b>f. RESIDENCE (City and State)</b> Washington, DC		<b>11. PAID BY</b>			

<b>8. TRAVEL ADVANCE</b>		<b>9. CASH PAYMENT RECEIPT</b>	
a. Outstanding	0.00	a. DATE RECEIVED	b. AMOUNT RECEIVED
b. Amount to be applied	0.00		\$
c. Amount due Government (Attached <input type="checkbox"/> Check <input type="checkbox"/> Cash)		c. PAYEE'S SIGNATURE	
D. Balance outstanding			

I hereby assign the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7) ▶ Traveler's Initials

AGENT'S VALUATION OF TICKET (a)	ISSUING CARRIER (Initials) (b)	MODE CLASS OF SERVICE AND ACCOMMODATIONS (c)	DATE ISSUED (d)	POINTS OF TRAVEL	
				FROM (e)	TO (f)
8713633402	559.40		11/25/11		
78713633436	309.70		11/29/11		
ACCOUNTING CLASSIFICATION: 12052011 1445 1-122D0102DM^DLSED0000.000000^D\$10100000^ -				91.50	NR-
COMMENTS: SPEECH/PRESENTATION. Refund of unused portion airline ticket# 8713633402 for \$329.70. Memo from DCOS included. COMMENTS continued on next page					

13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.

TRAVELER SIGN HERE ▶ Ken Salazar DATE **DEC 22 2011** AMOUNT CLAIMED ▶ 91.50

NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2614) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; I.d. 1001).

14. This voucher is approved. Long distance phone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).)

APPROVING OFFICIAL SIGN HERE ▶ Moh DATE 12/20/11

<b>15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION</b>			<b>17. FOR FINANCE OFFICE USE ONLY COMPUTATION</b>	
a. VOUCHER NO.	b. D.O./SYMBOL	c. MONTH & YEAR	a. DIFFERENCES, IF ANY (Explain and show amount)	\$
<b>16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT</b>			b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION	\$
AUTHORIZED CERTIFYING OFFICIAL SIGN HERE ▶			c. APPLIED TO TRAVEL ADVANCE (Appropriation symbol)	\$ 0.00
			d. NET TO TRAVELER ▶	\$ 91.50

18. ACCOUNTING CLASSIFICATION  
SEE BLOCK 12 ABOVE

TRAVEL VOUCHER

(b) (6)

SALAZAR, KENNETH L.

TRAVEL AUTHORIZATION NUMBER(S)/DATE(S)

0S6NEC 12/05/11

COMMENTS: (cont'd)

It was cost effective to have SECY Slazar fly from Denver, CO to Louisville, KY then return to Washington, DC since the SECY was already in Denver, CO.

**SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED**

**INSTRUCTIONS TO TRAVELER** *(Unlisted items are self explanatory)*

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationships to employee and marital status of children (unless information is shown on the travel authorization.)

Complete only for actual expense travel

- Col. (d) Show amount incurred for each meal, including tax and tips, and daily total meal cost.
- Col. (g) thru (h) Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals). Complete for per diem and actual expense travel.
- (i) Show total subsistence expense incurred for actual expense travel.
- (j) Show per diem amount, limited to maximum rate, or travel on actual expense, show the lesser of the amount from col. (j) or maximum rate.
- (m) Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Complete this information if this is a continuation sheet. **PAGE 2** OF **1** **PAGES**

**TRAVEL AUTHORIZATION NO.**  
0S6NEC

**TRAVELER'S LAST NAME**  
SALAZAR

DATE	TIME (Hour and am/pm)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanation of expenses)	ITEMIZED SUBSISTENCE EXPENSES							MILEAGE RATE: 0.000 NO. OF MILES	AMOUNT CLAIMED			
			MEALS				MISCELLANEOUS SUBSISTENCE	LODGING	TOTAL SUBSISTENCE EXPENSE		MILEAGE	SUBSISTENCE	OTHER	
			BREAK-FAST	LUNCH	DINNER	TOTAL								
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	
11/28		D--Denver, CO												
11/28		CP - AIRFARE (NON REIMBUR)												
11/28		A--LOUISVILLE, KY				45.75		97.00	45.75			45.75		
11/28		TMC Fee												
11/28		Lodging Tax												
11/29		D--LOUISVILLE, KY												
11/29		A--SEYMOUR, IN				45.75			45.75			45.75		
11/29		CP - AIRFARE (NON REIMBUR)												
11/29		D--SEYMOUR, IN												
11/29		A:DUTY STATION												
11/29		TAV Fee -I												
										<b>SUBTOTALS</b>	0.00	91.50	0.00	
										<b>TOTALS</b>	0.00	91.50	0.00	

If additional space is required, continue on another 1012-A BACK, leaving the front blank.

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 101.7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local or foreign agencies, when relevant to civil,

requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of you SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

**TOTAL AMOUNT CLAIMED** 91.50

ACCOUNTING CLASS CODE	TRIP 1
COM. CARR.-I-211C	869.10*
LODGING-211D	111.56*
M&IE-211D	91.50
TAV EXP -I-211B	15.00*
TMC FEE -I-211B	28.50*
12052011_144541	0.00
122D0102DM^DLSED0000.000000^DS10100000^^^	0.00
	1,115.66

SPLIT PAY DISBURSEMENTS:

TOTAL EXPENSES -----	1,115.66
NON-REIMBURSABLE EXPENSES -----	1,024.16
TOTAL AMOUNT CLAIMED -----	91.50
PREV PAYMENTS -----	0.00
GOV'T ADVANCE OUTSTANDING --	0.00
GOV'T ADVANCE APPLIED -----	0.00
	0.00
NET TO TRAVELER (GOVT) -----	91.50
GOV'T CHARGE CARD EXPENSES -----	0.00
GOV'T CHARGE CARD ATM ADV -----	0.00
ADD'L GOV'T CHARGE CARD PYMT -----	0.00
TOTAL GOV'T CHARGE CARD AMT -----	0.00
PAY TO GOV'T CHARGE CARD -----	0.00
PAY TO TRAVELER -----	91.50*

102

# TRAVEL AUTHORIZATION

1. No. SALAZARTA2012

2. 09-21-11

(DATE)

3. OS  
(BUREAU OR OFFICE)

4. NAME Ken Salazar 5. OFFICIAL STATION Washington, DC

6. TITLE SECY of DOI 7. ACCOUNTING OFFICE Washington, DC

You are authorized to travel as indicated below and to incur necessary expenses in accordance with applicable laws and regulations.

## PLACES OF TRAVEL

8. FROM: Washington, DC

9. TO: Such places in the contiguous US, AK, HI, PR, and US Territories as may be necessary and return.  
Accomplish DOI programs and missions. Official Business.

## 10. PURPOSE AND REMARKS:

Official business as may be required.

I certify that the travel herein was reviewed and determined to essential for accomplishment of DOI programs and missions. Payment from non-federal sources for travel-related expenses is authorized under 31 U.S.C. 1353, provided that prior to acceptance, the conditions for each case comply with 41 CFR 304-1 and part 374 DM 5, and are fully documented and approved via form DI-2000.

Speaker/ Presenter at Conferences, Summits, etc.

## 11. PER DIEM ALLOWANCE:

Actual Lodging and per diem NTE 300% as authorized in accordance with the Federal Travel Regulations as issued by GSA and published in the Federal Travel Register.

\*\*\*\* Subject to availability of funds. \*\*\*\*

12. PERIOD OF TRAVEL: Beginning on or about 10-01-2011 Ending on or about 09-30-2012

## MODE OF TRAVEL

13.  Common carrier 14. Extra fare 15. Government-owned conveyance
16. Privately owned at a mileage rate of cents, subject to:
- (a) Administratively determined to be the advantage of the Government
  - (b) A showing of advantage to the Government
  - (c) Not to exceed cost by common carrier, including consideration of Per Diem allowance.

## MISCELLANEOUS

17. Transportation immediate family 19. Shipment household goods and personal effects

18. Other (specify)  
Excess baggage, taxi fares, telephone calls, rental cars/fuel, conference rooms, POV, public transportation, tolls, newspapers, faxes, pc usage, misc. supplies, registration fees, ATM fees, upgrade for rental cars in remote

## ESTIMATED COST

20. Transportation \$

21. Per Diem

22. Other

23. TOTAL \$

## 24. CHARGED TO:

2012-122 DO102DM/DISE D0000. D00000  
DS10100000

25. \_\_\_\_\_  
(FISCAL OFFICER'S SIGNATURE)

26. Ken Salazar  
(REQUESTER'S SIGNATURE)

27. Ken Salazar, SECY of DOI  
(TITLE)

28. Matt Lee  
(AUTHORIZING OFFICER'S SIGNATURE)

29. Matt Lee-Ashley, Depy Chief of Staff  
(TITLE)

MEMORANDUM

To: Signing official

From: Iris Straitt  
Scheduling Office

Date: 12/12/11

Subject: Secretary Ken Salazar- Frankfort/Louisville, KY/Seymour, IN  
- 11/28-29/11.

Secretary Ken Salazar traveled on 11/28/11 to Frankfort, KY to participate in a meeting the KY Governor Steven L. Beshear and other participants on the Kentucky AGO projects and related issues and continued on to Louisville, KY and remained over night. Secretary Ken Salazar on 11/29/11 participated on the 49<sup>th</sup> Annual National RV Trade Show and continued on to the Muscatatuck National Wildlife Refuge in Seymour, IN to participate in An All Employees Meeting and driving tour of the refuge. Secretary Ken Salazar returned to Washington, DC on 11/29/11.

The Secretary's trip included official business: I have included the following documents of the Secretary's travel: (1) the Secretary's travel voucher for the trip, (2) Memo from Depy Chief of Staff, and (3) the final itinerary for the trip.

The Secretary's travel on this trip did not incur costs that were, unnecessary or unjustified in the performance of official business. It was cost effective to have the Secretary fly from Denver, CO to Louisville, KY then return to Washington, DC since the Secretary was already in Denver, CO.

Attachment

# SatoTravel

November 25, 2011

For: KENNETH LEE SALAZAR GDOIOS

To: NGMSDOI

Sales Person: JK  
Locator: NUBQOI  
Customer Number: (b) (6)

FEEES TOTALING 28.50PP CHARGED IN ADDITION TO TXT PRICE  
FEE-USD28.50PP-AIR/AMTRAK DOMESTIC, TRADITIONAL

Monday November 28, 2011



Frontier Airlines Flight Number: 362  
Class of Service: Coach Class Y  
Depart: DENVER, CO 11:30 Am November 28, 2011  
Arrive: LOUISVILLE, KY 3:55 Pm November 28, 2011  
Total Flight Time: 2 Hours 25 Minutes Non-Stop  
Equipment: Airbus Jet  
Meal Service: Food For Purchase  
Status: Confirmed Confirmation Number: BBQQCL  
Reserved Seat: SALAZAR/KENNETH LEE (b) (6)  
Frequent Flyer Number: (b) (6) SALAZAR/KENNETH LEE  
(b) (6), (b) (7)(C), (b) (7)(E)

Monday November 28, 2011



LOUISVILLE, KY  
CROWNE PLAZA CROWNE PLAZA ARPT KY EXPO CTR  
830 PHILLIPS LANE  
LOUISVILLE KY 40209  
Phone Number: 1-502-367-2251  
Fax Number: 1-502-363-2087  
Number of Rooms: 1  
Rate: 97.00 USD Per Night  
Check In: Nov 28, 2011  
Check Out: Nov 29, 2011  
Confirmation Number: 65713888  
Cancellation Policy: Cancel by 6PM  
Membership Number: (b) (6)  
Directions: DIRECTION TO THE PROPERTY FROM AIRPORT CVG - SOUTHWEST ON TERMINAL DR. 0.0  
MI I-71 S VIA EXIT 173 264 W VIA EXIT 5 EXIT 11

Tuesday November 29, 2011



United Airlines Flight Number: 5930  
Class of Service: Coach Class Y  
Depart: LOUISVILLE, KY 2:31 Pm November 29, 2011  
Arrive: WASHINGTON/DULLES 4:03 Pm November 29, 2011  
Total Flight Time: 1 Hour 32 Minutes Non-Stop  
Equipment: Embraer RJ145 Amazon Jet  
Meal Service: None  
Status: Confirmed Confirmation Number: J8H261  
Reserved Seat: SALAZAR/KENNETH LEE (b) (6)

Frequent Flyer Number: (b) (6) SALAZAR/KENNETH LEE

\*SDF-IAD OPERATED BY /UNITED EXPRESS/EXPRESSJET AIRLINES

SDF-IAD CHECK-IN WITH UNITED AIRLINES

STAR ALLIANCE

(b) (6), (b) (7) (C), (b) (7) (E)

Thursday August 30, 2012

Other Service

Aug 30, 2012 - Aug 30, 2012

Departure City: WASHINGTON/NATL,DC

AA

Name	Invoice / Ticket / Date	Base	Tax1	Tax2	Tax3	Total
SALAZAR KENNETH LEE	8124/4228713833402/23NOV11	500.48	37.54US	7.40ZP	14.00XT	559.40
					Trip Fee	28.50
FOP CAxxxxxxxxxx (b) (6)						
					Total Amount:	587.90

P\*\*\*\*\*DOB\*\*02 MAR 55\*\*\*\*\*

SATO TRAVEL AFTER HOURS EMERGENCY 866-219-8444

YOU DESERVE A VACATION AND WE HAVE THE PERFECT ONE

WAITING FOR YOU, INCLUDING MILITARY RATES. VISIT

WWW.SATOVACATIONS.COM OR CALL TOLL-FREE 877-698-2554

\*\* FOR INFORMATION ON THE TSA SECURE FLIGHT PROGRAM \*\*

\*\* GO TO WWW.TSA.GOV \*\*

UNUSED PAPER TICKETS MUST BE RETURNED TO CWTSATOTRAVEL

CONTACT CWTSATOTRAVEL TO REFUND ELECTRONIC TICKETS

CONTRACT CARRIER CITY PAIR FARES DO NOT REQUIRE

ADVANCE PURCHASE. ALL OTHER FARES MAY REQUIRE ADVANCE

PURCHASE AND ARE NOT GUARANTEED UNTIL TICKETED

TO VIEW ITINERARIES ONLINE PLEASE GO TO

\*\*\*\*\* WWW.VIRTUALLYTHERE.COM \*\*\*\*\*

ADD YOUR SABRE RESERVATION CODE AND NAME IN

THE APPROPRIATE BOXES AND ENTER.

Notes:

\*\*\*DID YOU KNOW WE CAN ALSO BOOK YOUR HOTELS AND RENTAL CARS\*\*

# SatoTravel

November 29, 2011

For: KENNETH LEE SALAZAR GDOLOS

To: NGMSDOI

Sales Person: JK  
Locator: PQAKDE  
Customer Number: (b) (6)

Tuesday November 29, 2011



US Airways  
Class of Service: Coach Class W  
Depart: LOUISVILLE, KY  
Arrive: WASHINGTON/NATL, DC  
Total Flight Time:  
Equipment: E70  
Meal Service: None  
Status: Confirmed  
Frequent Flyer Number:  
ARR-TERMINAL C  
\*SDF-DCA OPERATED BY US AIRWAYS EXPRESS-REPUBLIC AIRLINES

Flight Number: 3342  
4:28 Pm November 29, 2011  
6:00 Pm November 29, 2011  
1 Hour 32 Minutas Non-Stop

Confirmation Number: D4RW74  
(b) (6) SALAZAR/KENNETH LEE

Name	Invoice / Ticket / Date	Base	Tax1	Tax2	Tax3	Total
SALAZAR KENNETH LEE	8165/0378713633436/29NOV11	278.14	20.86US	3.70ZP	7.00XT	309.70

POP CAxxxxxxxxxx (b) (6)

Total Amount: 309.70

\*\*\*\*\*DOB\*\*\*02 MAR 55\*\*\*\*\*  
SATO TRAVEL AFTER HOURS EMERGENCY 866-219-8444  
YOU DESERVE A VACATION AND WE HAVE THE PERFECT ONE  
WAITING FOR YOU, INCLUDING MILITARY RATES. VISIT  
WWW.SATOVACATIONS.COM OR CALL TOLL-FREE 877-698-2554

\*\*\*\*\*  
\*\* FOR INFORMATION ON THE TSA SECURE FLIGHT PROGRAM \*\*  
\*\* GO TO WWW.TSA.GOV \*\*

UNUSED PAPER TICKETS MUST BE RETURNED TO CWTISATOTRAVEL  
CONTACT CWTISATOTRAVEL TO REFUND ELECTRONIC TICKETS  
CONTRACT CARRIER CITY PAIR FARES DO NOT REQUIRE  
ADVANCE PURCHASE. ALL OTHER FARES MAY REQUIRE ADVANCE  
PURCHASE AND ARE NOT GUARANTEED UNTIL TICKETED.

TO VIEW ITINERARIES ONLINE PLEASE GO TO

\*\*\*\*\* WWW.VIRTUALLYTHERE.COM \*\*\*\*\*

ADD YOUR SABRE RESERVATION CODE AND NAME IN  
THE APPROPRIATE BOXES AND ENTER.

CARLSON WAGONLIT WASHINGTON DC 23NOV11 AUTH C4225Z1AXRD8UO  
REFUND AUTHORIZATION SDF O IAD 29NOV  
FRONTIER AIRLINES A0958128 YCAIAD  
SAJAZAR/KENNETH LEE 0011/ FCIG IAD  
\*\*\*\*REFUNDED TICKETS\*\*\*\*  
2 422 87136334025

REVIEW ETKT FOR ENDORSE/RESTRICT/PENALTY  
FPCAXXXXXXXXXXXXX(b)(6)EXP0312S006266 FCFP CAXXXXXXXXXXX  
XXX(b)(6)\*XXXX/ S 006266 /FCDEN F9 SDF203.72YCA UA WA  
S Q18.60 27B.14YCAIAPP CAXXXXXXXXXXXXX(b)(6)-XXXX/ S 0  
06266 /FCDEN F9 SDF203.72YCA UA WAS Q18.60 27B.14YC  
AIA  
USD 500.46  
37.54US  
7.40XP  
14.00XT  
USD 559.40

AUTH C4225Z1AXRD8UO

Partial Refund  
B. 296.74  
TX 32.96  

---

\$329.70  
RRT# NUB001  
11/29/11

TO: Matt Lee-Ashley  
FROM: Joan Padilla  
SUBJECT: Approval for use of a non-contract carrier flight  
DATE: Tuesday, November 29, 2011

---

Matt,

The Secretary was scheduled to take the following contract carrier flight from Louisville, Kentucky, to Dulles International Airport on Tuesday, November 29, 2011:

Flight: United Airlines #5930  
Depart: Louisville at 2:31pm EST  
Arrive: Dulles at 4:03pm EST  
Cost: \$299.00

This flight was delayed due to weather, resulting in new scheduled arrival time of 6:30pm EST. As a result, the Secretary switched to the following flight from Louisville to Washington National Airport (DCA):

Flight: US Airways #3342  
Depart: Louisville at 4:28pm EST  
Arrive: DCA at 6:00pm EST  
Cost: \$309.70

This is a non-contract carrier flight. The contract carrier government fare for a flight from Louisville to DCA is \$210.40. Please provide approval for use of this non-contract carrier flight.

MAL  
Approval Signature

11/29/11  
Date



**CROWNE PLAZA**  
HOTELS & RESORTS

11-29-11

<b>Ken Salazar</b> <b>1849 C Street Nw</b> <b>Washington DC 20240</b> <b>US</b>	Folio No. :		Room No. :	<b>243</b>
	A/R Number :		Arrival :	<b>11-28-11</b>
	Group Code :		Departure :	<b>11-29-11</b>
	Company :		Conf. No. :	<b>65713888</b>
	Membership No. :	<b>(b) (6)</b>	Rate Code :	<b>IMGOV</b>
	Invoice No. :		Page No. :	<b>1 of 1</b>

Date	Description	Charges	Credits
11-28-11	*Accommodation	97.00	
11-28-11	State Tax	6.31	
11-28-11	Local Transient Fee	7.28	
11-28-11	State Transient Fee	0.97	
11-29-11	MasterCard XXXXXXXXXXXX <b>(b) (6)</b>		111.56

} 14.56

Thank you for staying at Crowne Plaza Louisville Airport. Qualifying points for this stay will automatically be credited to your account. To make additional reservations online, update your account information or view your statement please visit [www.priorityclub.com](http://www.priorityclub.com). We look forward to welcoming you back soon.

<b>Total</b>	<b>111.56</b>	<b>111.56</b>
<b>Balance</b>	<b>0.00</b>	

**Guest Signature:** \_\_\_\_\_

I have received the goods and / or services in the amount shown heron, I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the Issuer.



**THE TRIP OF THE SECRETARY**

**TO**

**THE COMMONWEALTH OF KENTUCKY**

**AND**

**INDIANA**

**November 28 - 29, 2011**

**TRIP SUMMARY  
THE TRIP OF THE SECRETARY  
TO THE COMMONWEALTH OF KENTUCKY AND INDIANA  
November 28-29, 2011**

**Weather:**

Frankfort, KY  
Louisville, KY  
Seymour, IN

Rain Showers; High 52// Low 41  
Rain Showers; High 44// Low 35  
Rain and Snow Showers; High 41// Low 31

**Time Zone:**

Frankfort, KY  
Louisville, KY  
Seymour, IN

Eastern Time Zone  
Eastern Time Zone  
Eastern Time Zone

**Advance:**

Advance (KY)  
Advance (IN)  
Security (KY)  
Security (IN)  
Ride-Along

Jason Fink  
Jenny Sarabia  
Sgt. (b) (6), (b) (7)(C)  
Sgt.  
Sgt.

**Cell Phone:**

(b) (6), (b) (7)(C)  
[Redacted]

**Traveling Staff:**

Director, IGA and External Affairs  
Press Secretary  
Director, Trips  
Photographer

Gail Adams  
Adam Fetcher  
Jonathan Adler  
Tami Heilemann

(b) (6)  
[Redacted]

**Washington Staff:**

Secretary's Scheduler  
Ethics

Joan Padilla  
Melinda Loftin

**Office Phone**

(202) 208-5820  
(b) (6)  
[Redacted]

**Attire:**

Monday, November 28<sup>th</sup>: Business  
Tuesday, November 29<sup>th</sup>: Business Casual

Monday, November 28, 2011**10:00am (MDT): TRIBAL LEASING REFORM PRESS CALL WITH LARRY ECHO HAWK**

Location: Via phone (staff will be at DOI Room 6327)  
 Call-in Number: (b) (6), (b) (7)(C), (b) (7)(E)  
 Passcode: (b) (6), (b) (7)(C), (b) (7)(E)  
 Staff: Larry Echo Hawk, Bryan Newland, Nedra Darling, Kate Kelly, Adam Fetcher

**10:30am (MDT): DEPART RESIDENCE EN ROUTE DENVER INTERNATIONAL AIRPORT**

(b) (6), (b) (7)(C), (b) (7)(E)

**11:00am (MDT): ARRIVE DENVER INTERNATIONAL AIRPORT****11:30am (MDT): WHEELS-UP DENVER, CO; EN ROUTE LOUISVILLE, KY**

Airline: Frontier Airlines #362  
 Flight Time: 2hr 25min

(b) (6), (b) (7)(C), (b) (7)(E)

**3:55pm: WHEELS-DOWN LOUISVILLE INTERNATIONAL AIRPORT**

Location: 700 Administration Drive  
 Louisville, KY 40209

Phone: (502) 368-6524

**4:10pm: DEPART LOUISVILLE INTERNATIONAL AIRPORT EN ROUTE; FRANKFORT, KY**

(b) (6), (b) (7)(C), (b) (7)(E)

(b) (6), (b) (7)(C), (b) (7)(E)

Notes: Gail Adams, Jason Fink, and Tami Heilemann will meet YOU at the Governor's Office.

Distance: 54 miles

**5:15pm: ARRIVE COMMONWEALTH OF KENTUCKY GOVERNOR'S OFFICE**

Location: 700 Capitol Ave  
 Suite #100  
 Frankfort, KY 40601

Phone: (502) 564-2611

**5:30pm-6:30pm: MEETING WITH COMMONWEALTH OF KENTUCKY GOVERNOR STEVEN L. BESHEAR**

Location: Suite #100

Participants: **Steven L. Beshear**, Governor of the Commonwealth of Kentucky  
**Len Peters**, Secretary of Energy and Environment, Commonwealth of Kentucky  
**Marcheta Sparrow**, Secretary of Tourism, Arts and Heritage, Commonwealth of Kentucky  
**Katie Dailinger**, Dep. Chief of Staff for Policy Development, Office of the Governor of the Commonwealth of Kentucky  
**Gail Adams**, Director, IGA and External Affairs  
**Lee Andrews**, Field Supervisor, U.S. Fish and Wildlife Service, Kentucky

Office  
 Press: Closed  
 Staff: **Jonathan Adler**, Director, Trips  
       **Tami Heilemann**  
       **Jason Fink**  
 Setup: Governor's Office  
 Format:  
 \***Governor Beshear** will make introductions  
 \***YOU** will make introductions  
 \*Discussion of Kentucky's AGO Projects and Related Issues

**6:30pm: DEPART FRANKFORT, KY: EN ROUTE RON (LOUISVILLE, KY)**  
 (b) (6), (b) (7)(C), (b) (7)(E) (b) (6), (b) (7)(C), (b) (7)(E)  
 (b) (6), (b) (7)(C), (b) (7)(E)

Distance: 53 miles

**7:30pm: ARRIVE RON**

Location: **Crowne Plaza Hotel**  
           **830 Phillips Lane**  
           **Louisville, KY 40209**  
 Phone: **(502) 363-2087**  
 Notes: **RV Trade Show attendees are staying at this hotel.**

**8:00pm: RON**

**Tuesday, November 29<sup>th</sup>, 2011**

**7:40am: DEPART RON: EN ROUTE KENTUCKY FAIR EXPOSITION CENTER**  
 (b) (6), (b) (7)(C), (b) (7)(E) (b) (6), (b) (7)(C), (b) (7)(E)  
 (b) (6), (b) (7)(C), (b) (7)(E)

**7:45am: ARRIVE KENTUCKY FAIR AND EXPOSITION CENTER**

Location: **937 Phillips Lane**  
           **Louisville, KY 40209**  
 Phone: **(502) 367-5001**

**7:55am- 8:15am: REMARKS AND RIBBON CUTTING AT OPENING BREAKFAST FOR THE 49<sup>TH</sup> ANNUAL NATIONAL RV TRADE SHOW**

Location: **South Wing Mezzanine Ballroom**  
 Sponsors: **Recreation Vehicle Industry Association (RVIA)**  
               **American Recreation Coalition**  
 Participants: **Gregg Fore**, Chairman, Recreation Vehicle Industry Association  
               **Richard Coon**, President, Recreation Vehicle Industry Association  
               **Derrick A. Crandall**, President, American Recreation Coalition  
               **Dianne Farrell**, VP, Government Affairs, Recreation Vehicle Industry Association  
 Audience: **1000 attendees** (Senior Executives from the Recreational Vehicle Industry)  
 Press: **Open**

Staff: **Adam Fetcher**, Press Secretary  
**Gail Adams**, Director, IGA and External Affairs  
**Jonathan Adler**, Director, Trips  
**Tami Heilemann**  
**Jason Fink**

Setup: Stage with podium and microphone; Audience will be seated at round tables.  
**YOU** will deliver remarks at the all-industry pep rally event kicking off the 49th Annual National RV Trade Show. Following the remarks **YOU** will cut a ceremonial ribbon to signify the opening of the RV Trade Show

Format:

- \*7:50am: **YOU** will be greeted in a room in the backstage area by **Greg Fore**, **Derrick Crandall**, and **Richard Coon**
- \*7:54am- **Gregg Fore** will introduce **YOU**
- \*7:56am- **YOU** will deliver remarks
- \*8:10am- **YOU** will conclude remarks. **Gregg Fore** will thank you and invite **Richard Coon** to the stage for the ribbon cutting
- \*8:12am- **YOU**, **Greg Fore**, and **Richard Coon** will cut the ceremonial ribbon
- \*8:15am- **YOU** will depart the stage to the backstage area

**8:20am: DEPART SOUTH WING MEZZANINE BALLROOM; EN ROUTE TO EXPO FLOOR**

**8:25am-9:20am: PRE-OPENING TOUR OF THE EXPO FLOOR AND BRIEFING ON RV INDUSTRY**

Location: Route is being finalized

Participants: **Derrick A. Crandall**, President, American Recreation Coalition  
**Dianne Farrell**, VP, Government Affairs, Recreation Vehicle Industry Association  
**Kevin Broom**, Director of Media Relations, Recreation Vehicle Industry Association

Press: Open

Staff: **Adam Fetcher**, Press Secretary  
**Gail Adams**, Director, IGA and External Affairs  
**Jonathan Adler**, Director, Trips  
**Tami Heilemann**  
**Jason Fink**

Setup: **YOU** will participate in a tour of key exhibits before the expo floor is open to the public and receive a briefing on both RV products issues and industry trends. Additional RV Industry stakeholders will join the tour at 9:10am.

Format:

- \*Winnebago Exhibit
- \*Thor Motor Coach Exhibit
- \*Forest River Exhibit

**9:25am: DEPART TO MEDIA AVAILABILITY LOCATED AT EVERGREEN RECREATIONAL VEHICLES EXHIBIT**

**9:30am- 9:55am: MEDIA AVAILABILITY**

Location: EverGreen Recreational Vehicles Exhibit  
Press: Open

Staff: **Adam Fetcher**, Press Secretary  
**Jonathan Adler**, Director, Trips  
**Tami Heilemann**  
**Jason Fink**

Setup: **YOU** will participate in an informal media availability

**9:55am: DEPART EXPO FLOOR THROUGH EXIT DOOR E-7 TO USSP VEHICLE**

**10:00am: DEPART KENTUCKY FAIR AND EXPOSITION CENTER; EN ROUTE MUSCATATUCK NATIONAL WILDLIFE REFUGE, IN**

(b) (6), (b) (7)(C), (b) (7)(E)

Distance: 60 miles

**11:05am: ARRIVE MUSCATATUCK NATIONAL WILDLIFE REFUGE**

Location: 12985 E. U.S. Hwy. 50  
 Seymour, IN 47274  
 Phone: (812)-522-4352

**11:10am: EMPLOYEE AND STAKEHOLDER MEETING**

Location: Auditorium  
 Participants: Muscatatuck NWR Employees, Big Oaks NWR Employees & Friends  
 Press: Open  
 Staff: **Adam Fetcher**, Press Secretary  
**Gail Adams**, Director, IGA and External Affairs  
**Jonathan Adler**, Director, Trips  
**Tami Heilemann**

Setup: Podium with Microphone, chairs

Format:

- Alejandro Galvin, Muscatatuck Refuge Manager introduces **YOU**
- **YOU** acknowledge Big Oaks NWR Manager
- **YOU** ask individuals in audience to introduce themselves
- **YOU** facilitate Q&A

**11:35am: MUSCATATUCK NATIONAL WILDLIFE REFUGE DRIVING TOUR**

(b) (6), (b) (7)(C), (b) (7)(E)

Format: Wildlife Drive to include Wetlands, Lake view, Forest/ Agricultural field.  
 Possible: Waterfowl, cranes and ducks

**12:00pm: DEPART MUSCATATUCK NATIONAL WILDLIFE REFUGE; EN ROUTE LOUISVILLE INTERNATIONAL AIRPORT**

(b) (6), (b) (7)(C), (b) (7)(E)

Distance: 61 miles  
 Notes: Lunch will be provided

**1:10pm: ARRIVE LOUISVILLE INTERNATIONAL AIRPORT**

Location: 700 Administration Drive

Louisville, KY 40209

Phone: (502) 368-6524

**2:31pm: WHEELS-UP LOUISVILLE, KY; EN ROUTE DULLES INTERNATIONAL AIRPORT**

Airline: United Airlines Flight 5930

Flight Time: 1hr 32min

(b) (6), (b) (7)(C), (b) (7)(E)

Seat: TBD

Notes: Jonathan Adler is on this flight.

**4:03pm: WHEELS-DOWN DULLES INTERNATIONAL AIRPORT**

**4:15pm: DEPART DULLES AIRPORT EN ROUTE DOI MIB**

(b) (6), (b) (7)(C), (b) (7)(E)

**5:00pm: ARRIVE DOI MIB**