From: Axelrad, Don
To: gilmourc@si.edu
Subject: FW: Cindy Gilmour - sponsored travel to GOM Hg workshop
Date: Monday, November 10, 2008 7:13:33 PM

Cindy,

That Email below is to push the issue.

I just remembered Linda Sedlacek is away until Friday, so if you don't get this letter by say 1pm on Weds. (we too are off tomorrow!), please contact Steve Wolfe.
I also have this matter in my calendar for Weds., but Bill Orem is visiting that day……

Geez, if Steve authorized me, I'd write the letter!

Don Axelrad

Steven H. Wolfe
Tel. No. (850) 245-2102
Mobile (850) 445-9017
Steven.Wolfe@dep.state.fl.us

From: Axelrad, Don
Sent: Monday, November 10, 2008 7:06 PM
To: Wolfe, Steven (Steven.Wolfe@dep.state.fl.us)
Subject: Cindy Gilmour - sponsored travel to GOM Hg workshop

Steve,

As Linda is away, I'd appreciate it if you could remind Ellen to Email the travel funding letter to Cindy Gilmour ASAP so she can book her flight.

See Cindy's Email below for details re the travel funding letter needed.
I think it is OK for DEP rather than NOAA to write this letter as NOAA is providing DEP with the travel funding. (I believe I have written such a letter for Cindy before.)

Thanks,

Don
Office: (850) 245-8072
Mobile: (850) 443-4626

From: Gilmour, Cindy [mailto:gilmourc@si.edu]
Sent: Monday, November 10, 2008 11:54 AM
To: Sedlacek, Linda
Cc: wlanding@mailer.fsu.edu; Axelrad, Don
Subject: sponsored travel to GOM workshop

Sorry to hassle you, but my institution needs a letter from NOAA or FDEP (or whatever agency is sponsoring my travel) before they will allow me to book airline tickets, and I'd like to get tickets booked this week.

I think I sent this info a week or two ago, but as a reminder, the letter should be on FDEP or NOAA letterhead, addressed the SERC *(Smithsonian Environmental Research Center)*, and state that the agency (FDEP or NOAA) will reimburse SERC for my travel, up to a certain amount (specify amount).

Sorry for the trouble, this all arose from some bad travel behavior in upper Smithsonian management (recall that our secretary resigned last year over spending issues)

I checked into airfares, they should be < $600 for the gov't city pair, BWI to MSY. I'll hitch a ride from the airport to Gulfport w/ Dave Krabbenhoft, so won't need a car.

Thanks again -

Cynthia Gilmour
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