

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)</i>										1. DATE OF REQUEST (YYYYMMDD) 20170120	
REQUEST FOR OFFICIAL TRAVEL											
2. NAME (Last, First, Middle Initial) DONNELLY, SALLY				3. SOCIAL SECURITY NUMBER (b) (6)			4. POSITION TITLE AND GRADE/RATING DEPUTY CHIEF OF STAFF TO THE SECRETARY OF DEFENSE, SES04				
5. LOCATION OF PERMANENT DUTY STATION (PDS) NATIONAL CAPITOL REGION - WASHINGTON D.C.					6. ORGANIZATIONAL ELEMENT SECDEF (0101)			7. DUTY PHONE NUMBER (Include Area Code) (b) (6)			
8. TYPE OF AUTHORIZATION BLANKET ORDERS		9. TDY PURPOSE (See JTR, Appendix H) OFFICIAL TRAVEL			10a. APPROX. NO. OF TDY DAYS (Including travel time) 254			10b. PROCEED DATE (YYYYMMDD) 20170120			
11. ITINERARY <input checked="" type="checkbox"/> VARIATION AUTHORIZED From Washington, D.C., to such times and in such frequency as may be necessary in the performance of your official duties, either within or outside the continental limits of the United States, and return to Washington, D.C. Requirements of DOD Directive 4500.54 must be observed.											
12. TRANSPORTATION MODE											
a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION				
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE: _____	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)										ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR	
13. a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.				b. OTHER RATE OF PER DIEM (Specify)							
14. ESTIMATED COST										15. ADVANCE AUTHORIZED	
a. PER DIEM \$		b. TRAVEL \$			c. OTHER \$			d. TOTAL \$ 0.00			\$
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) Travel meets the criteria of SecDef Memo of 18 Jun 82, "Travel by government Officials, including Foreign Travel." Airfare is limited to the most economical accommodations to satisfy mission requirements, as may be determined by the appropriate transportation officer. Multiple car rental, upgrade is authorized, government discount rate directed when available. Taxi/POV authorized in/around TDY area. Excess baggage authorized in accordance with JTR paragraph G2830. Official phone calls, internet, portage fees, control rooms, supplies, equipment lease, and conference fees are authorized. AEA is authorized for lodging. Designated as an official courier. Non-Contract Carrier authorized. Foreign Flag Carrier authorized. Early check in authorized. Late check-out authorized. Dual and retained lodging authorized. Use of Government mess and lodging not required IAW JTR paragraph 1055-A. When using commercial transportation tickets, and the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher. Tickets issued to travelers from CWT are billed to an individually billed account (IBA). Submission of approved travel claim is required within 10 days after completion of TDY.											
17. TRAVEL-REQUESTING OFFICIAL (Title and signature) (b) (6) ADMINISTRATIVE, TRAVEL OPERATIONS						(b) (6) MILITARY ASSISTANT, TRAVEL OPERATIONS					
AUTHORIZATION											
18. ACCOUNTING CITATION 9770100.1120 00000 0101 2102 2102 049447 DSTB7A131 Travel is only authorized in support of expected activities and disbursement of funds is subject to availability of FY 2017 appropriation.											
19. AUTHORIZING/OFFER-ISSUING OFFICIAL (Title and signature) (b) (6) DIRECTOR, TRAVEL OPERATIONS						21. DATE ISSUED (YYYYMMDD) 20170120					
						22. TRAVEL AUTHORIZATION NUMBER DSTB7A131					

PRIVACY ACT STATEMENT

(5 U.S.C. 552a)

AUTHORITY: 5 U.S.C. §§5701, 5702, and E.O. 9397.

PRINCIPAL PURPOSE(S): Used for reviewing, approving, and accounting for official travel. SSN is used to maintain a numerical identification system for individual travelers.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of travel request.

16. REMARKS *(Continued) (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)*

お勘定書
STATEMENT

株式会社 帝国ホテル

〒100-8558 東京都千代田区内幸町1丁目1-1

Imperial Hotel, Ltd.

1-1, Uchisaiwai-cho 1-chome, Chiyoda-ku, Tokyo 100-8558, Japan

TEL (03) 3504-1111 FAX (03) 3581-9146

お名前
NAME MS DONNELLY SALLY

お部屋番号
ROOM
ご到着
ARR.

(b) (6)

2017/02/03

ご人数
PSN
ご出発
DEP.

1

2017/02/04

C.C.

PAGE 1

DATE	ROOM	CHARGES	REFERENCE	CHIT NO
02/03	(b) (6)	26,153	PLAN	
		2,092	CONSUMPTION TAX	
		200	ACCOMMODATION TAX	
		28,445	SUB TOTAL	
02/04		28,445	TOTAL CREDIT CARD RECEIVED	0039736

其の勝手ではございますが、お勘定の1割をサービス料として頂戴させていただきます。伝票につきましては、すでにお渡し済みでございますので、再発行いたしかねます。今後もし引き続きお立ち立てくださいますようお願い申し上げます。

A 10% service charge has been added to all bills. Chits are not attached herewith as guests receive them upon each usage of our facilities. We sincerely appreciate your gracious patronage.

ご署名 SIGNATURE

CARD (b) (6)

DONNELLY/S

09

F33 170204 0759 P-NO 0039736 (4)



OFFICE OF THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000

MEMORANDUM FOR DEFENSE FINANCE AND ACCOUNTING SERVICE

SUBJECT: Actual Expense Allowance (AEA) in Connection with Travel of the
Secretary and Deputy Secretary of Defense

REFERENCE: Donnelly, Sally

In accordance with JTR, par. 4135, actual expense reimbursement is authorized for uniformed service member (SM) and Department of Defense (DoD) civilian employees for worldwide official travel. This AEA is subject to all provisions and deductions of the JTR, Chapter 4, Part B. *The maximum amount for uniformed SM and DoD civilian employees is capped at 300 %*

This authorization covers uniformed SM and DoD civilian employees assigned to travel as escorts or support personnel (including advance and rear parties) in connection with travel of the Secretary and Deputy Secretary of Defense. This authorization applies to localities visited in connection with this duty. The AEA rates are in lieu of normal per diem otherwise authorized by the JTR.

Travelers are authorized an AEA for lodging expenses. The M&IE is paid on a per diem basis.

A copy of this authorization must be filed with the travel vouchers claiming actual expense reimbursement for this travel.

This authorization is effective for travel from 2/1/17 to 2/4/17.

(b) (6)

NCOIC, SECDEF Travel Operations
Office of the Secretary of Defense



18-L-1454/SECDEF/COMM/OIC/0006

(b) (6)
SALLY DONNELLY
(b) (6)

(b) (8)

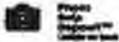
Date

Pay to the Order of

VOID

\$

Dollars



Wells Fargo Bank, N.A.
Director of Columbia
wellsfargo.com

For

(b) (6)

Printed Name

~~FOR OFFICIAL USE ONLY~~

DETAILED ITINERARY

WEDNESDAY - SATURDAY

Wednesday

04:45 - 05:15 Motorcade to Joint Base Andrews

Principal

Wx: 48/35 Cloudy Chance of Precipitation 0%

Civilian: Casual

Military: Casual

05:15 - 05:30 Arrive Aircraft

**05:30 - 13:30 Depart Joint Base Andrews en route to Osan Air Base
(Flight Time 18+00/Time Change +14)**

✦

E-4B

Meals: Breakfast, Lunch, Dinner

*Change into Class A/Service A/Service Dress Blue before landing.

(T) Press Gaggle

Press Photo Spray: Top

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As of: Tuesday, April 18, 2017 12:40

18-L-1454/SECDEF/COM/0008

DETAILED ITINERARY

Thursday

- 13:30 - 13:45 **Arrive Osan Air Base**
Advance: (b) (6)
Greeted by:
CDA Marc Knapper
GEN Vincent Brooks, CDR USFK
Lt Gen Thomas Bergeson, DCDR USFK
Lt Gen Won In-Choul, CDR, ROK AF Ops Command
Wx: 36/22 Sunny Chance of Precipitation 10%
Civilian: Business Suit
Military: Class A / Service A / Service Dress Blue / Service Dress
Press Photo Spray: Top
- 13:45 - 14:00 **Transfer to Helicopters**
- 14:00 - 14:30 **Depart Osan Air Base en route to Yongsan USAG**
* (Flight Time 0+30/No Time Change)
CH-47
- 14:30 - 14:45 **Arrive Yongsan USAG**
Greeted by:
- Lt Gen Thomas Bergeson, DCDR USFK
(b) (6)
*Sign visitor log
Press Photo Spray: Top
- 14:45 - 14:50 **Motorcade to USFK Headquarters**
Principal, CDA Knapper
- 14:50 - 15:30 **Meeting with Leadership from US Embassy and USFK**
Principal, Faller, Donnelly (b) (6), CDA Knapper, Gen Brooks, Helvey (b) (6)
- 15:30 - 15:35 **Break**
- 15:35 - 16:00 **Motorcade to the Blue House**
Principal, CDA Knapper
- 16:00 - 16:45 **Meeting with National Security Advisor Kim Kwan-jin**
Principal, Donnelly (b) (6), CDA Knapper, Gen Brooks, Helvey
Closed Press
Translation: Consecutive
- 16:45 - 16:50 **Break**
- 16:50 - 17:00 **Motorcade to Prime Minister's Office**
Principal, CDA Knapper

DETAILED ITINERARY

- 17:00 - 17:30 **Meeting with Acting President Hwang**
Principal, Faller, Donnelly, (b) (6), CDA Knapper, Gen Brooks, Helvey, (b) (6)
Pool Press
Translation: Consecutive
- 17:30 - 18:00 **Motorcade to Grand Hyatt Seoul, South Korea**
Principal, CDA Knapper
- 18:00 - 18:30 **Executive Time**
- 18:30 - 19:45 **Dinner Sponsored by ROK Leadership**
Principal, Faller, Donnelly, (b) (6), CDA Knapper, Gen Brooks, Helvey
- 19:45 - 20:00 **(T) Press Gathering**
- 20:00 - 08:00 **RON Seoul, South Korea**

DETAILED ITINERARY

Friday

- 08:00 - 08:20 **Staff Sync**
Wx: 41/25 Mostly Sunny Chance of Precipitation 10%
Civilian: Business Suit
Military: Class A / Service A / Service Dress Blue / Service Dress
- 08:20 - 09:00 **Meeting with the Minister of Foreign Affairs**
Principal, Donnelly, (b) (6), CDA Knapper, Gen Brooks, Helvey, (b) (6)
Press Photo Spray: Top
Translation: Consecutive
- 09:00 - 09:20 **Motorcade to Ministry of National Defense**
Principal, CDA Knapper
- 09:20 - 09:35 **Honor Guard Ceremony**

Press Photo Spray: Top
- 09:35 - 10:35 **Meeting with MinDef Han Min-Koo**
Principal, Faller, Donnelly, (b) (6), CDA Knapper, Gen Brooks, Helvey
*Opening Remarks then closed meeting
Press Photo Spray: Top
Translation: Consecutive
- 10:35 - 10:50 **Motorcade to Seoul National Cemetery**
Principal, CDA Knapper
- 10:50 - 11:05 **Wreath Laying Ceremony**
*MinDef will be participating for the ROK side.
Press Photo Spray: Top
- 11:05 - 11:20 **Motorcade to Yongsan USAG**
Principal, CDA Knapper
- 11:20 - 11:40 **Load Helicopters**
- 11:40 - 12:20 **Depart Yongsan USAG en route to Osan Air Base**
✦ (Flight Time 0+40/No Time Change)
CH-47
- 12:20 - 12:40 **Transfer to Aircraft**
Press Photo Spray: Top
- 12:40 - 14:25 **Depart Osan Air Base en route to Yokota, AFB**
✦ (Flight Time 1+45/No Time Change)
E-4B
Meals: Lunch

DETAILED ITINERARY

- 14:25 - 14:40 **Arrive Yokota, AFB**
Advance: (b) (6)
Greeted by:
- LT Gen Jerry Martinez, CDR USFJ
- Maj Gen Charles Chiarotti, DCDR USFJ
(b) (6)
(b) (6)
Wx: 55/36 Sunny Chance of Precipitation 0%
Press Photo Spray: Top
- 14:40 - 14:55 **Transfer to Helicopters**
- 14:55 - 15:25 **Depart Yokota AFB en route to Hardy Barracks**
✦ **(Flight Time 0+30/No Time Change)**
H-60
- 15:25 - 15:40 **Arrive Hardy Barracks**
Greeted by: TBD
- 15:40 - 16:10 **Motorcade to Imperial Hotel, Tokyo Japan**
Principal, Lt Gen Martinez
- 16:10 - 17:00 **Meeting with Leadership from US Embassy and USFJ**
Principal, Faller, Donnelly, (b) (6), CDA Hyland, Lt Gen Martinez, Maj Gen Chiarotti, (b) (6), Helvey, (b) (6)
- 17:00 - 17:10 **Break**
- 17:10 - 17:30 **Motorcade to Prime Minister's Office**
Principal, CDA Hyland
- 17:30 - 18:20 **Meeting with Prime Minister Abe**
Principal, Faller, Donnelly, (b) (6), CDA Hyland, Lt Gen Martinez, Helvey, (b) (6)
Press Photo Spray: Top
Translation: Consecutive
- 18:20 - 18:25 **Walk to CCS Office**
- 18:25 - 18:40 **Meeting with CCS Suga**
Principal, Faller, Donnelly, (b) (6), CDA Hyland, Lt Gen Martinez, Helvey, (b) (6)
Translation: Consecutive
- 18:40 - 19:00 **Motorcade to Foreign Ministers Office**
Principal, CDA Hyland
- 19:00 - 19:30 **Meeting with Foreign Minister Kishida**
Principal, Faller, Donnelly, (b) (6), CDA Hyland, Lt Gen Martinez, Helvey, (b) (6)
Press Photo Spray: Top
Translation: Consecutive

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DETAILED ITINERARY

- 19:30 - 19:50 **Motorcade to the Imperial Hotel Tokyo, Japan**
Principal, CDA Hyland
- 19:50 - 20:50 **Dinner Sponsored by ROK Leadership**
Principal, Faller, Donnelly, (b) (6), CDA Hyland, Lt Gen Martinez, Helvey
* Dinner hosted by Minister of Defense Inada
- 20:50 - 08:00 **RON Tokyo, Japan**

~~FOR OFFICIAL USE ONLY - DECLASSIFY UPON COMPLETION~~

As of: Tuesday, April 18, 2017 12:40

18-L-1454/SECDEF/COM/013

DETAILED ITINERARY

Saturday

- 08:00 - 08:30 **Staff Sync**
Wx: 56/40 Sunny Chance of Precipitation 0%
Civilian: Business Suit
Military: Class A / Service A / Service Dress Blue / Service Dress
- 08:30 - 09:00 **Motorcade to Ministry of Defense Building**
Principal, Lt Gen Martinez
- 09:00 - 09:20 **Honor Guard Ceremony**
Press Photo Spray: Top
- 09:20 - 10:20 **Meeting with Minister of Defense Inada**
Principal, Faller, Donnelly (b) (6), CDA Hyland, Lt Gen Martinez, Helvey (b) (6)
Press Photo Spray: Top
Translation: Consecutive
- 10:20 - 10:45 **Break and Prep for Press Conference**
Principal, Faller, Donnelly (b) (6), (b) (6), Helvey, (b) (6), CDA Hyland, Lt Gen Martinez
- 10:45 - 11:30 **Press Conference**
Open Press
Translation: Simultaneous
- 11:30 - 11:55 **Motorcade to Hardy Barracks**
Principal, CDA Hyland
- 11:55 - 12:15 **Load Helicopters**
- 12:15 - 12:45 **Depart Hardy Barracks en route to Yokota, AFB**
✦ **(Flight Time 0+30/No Time Change)**
H-60
- 12:45 - 13:05 **Transfer to Aircraft**
Press Photo Spray: Top
- 13:05 - 13:10 **Depart Yokota, AFB en route to Joint Base Andrews**
✦ **(Flight Time 12+45/Time Change -14)**
E-4B
Meals: Lunch, Dinner, Breakfast
(T) Press Gaggle
- 13:10 - 13:30 **Arrive Joint Base Andrews**
Wx: 39/26 Sunny Chance of Precipitation 0%
- 13:30 - 13:55 **Motorcade to Residence**
Principal

DELEGATION ROSTER (36)

WEDNESDAY - SATURDAY

Personal Staff (6)

Principal
RADM Craig Faller
Ms. Sally Donnelly

Principal
Senior Military Assistant
Deputy Chief of Staff, Office of the Secretary of Defense
Junior Military Assistant
Strategic Communications
Personal Security Advisor

(b) (6)
(b) (6)
(b) (6)

Guest (1)

(b) (6)

NSC Senior Director for Asia

Support (11)

(b) (6)
(b) (6)

Director of Travel
Director of Personal Security
Trip Coordinator
Director of Communications
Deputy Director of Communications
Personal Security Officer
OSD Communications Technician
OSD Communications Technician
Flight Surgeon
Advance Officer - Japan
Advance Officer - Korea

[1.]
[1.]

OSD Policy (6)

Mr. David Helvey
(b) (6)
(b) (6)
(b) (6)
(b) (6)
(b) (6)

PDO ASD APSA
Military Assistant to Director APSA
Korea Country Director
Korea Country Director
Japan Country Director
Director for Japan

PA (2)

(b) (6)
(b) (6)

Official Photographer
Press Wrangler

Press (10)

(b) (6)
(b) (6)
(b) (6)
(b) (6)
(b) (6)

Press
Press
Press
Press
Press

(b) (6) [Redacted]

Press

Notes

1. Not traveling with delegation

Acct 97

-300% Memo

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. <input checked="" type="checkbox"/> Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$					
2. NAME (Last, First, Middle Initial) (Print or type) DONNELLY, SALLY		3. GRADE SES	4. SSN (b) (6)	5. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> PCS <input type="checkbox"/> Dependent(s) <input type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> DLA			
6. ADDRESS: a. NUMBER AND STREET (b) (6)		b. CITY (b) (6)	c. STATE b	d. ZIP CODE (b) (6)			
7. DAYTIME TELEPHONE AREA CODE (b) (6)		8. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES DSTB7A131		10. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER			
11. ORGANIZATION AND STATION SECDEF, PENTAGON, WASHINGTON DC		13. DEPENDENT'S ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)		c. PAID BY			
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED		14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)		d. COMPUTATIONS			
16. ITINERARY		2. MEANS/MODE OF TRAVEL		3. REASON FOR STOP			
a. DATE 2017	b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)	4. LODGING COST		1. POC MILES			
2/14	DEP RESIDENCE	PA					
2/14	ARR ANDREWS AFB, MD	GP		23			
2/14	DEP BRUSSELS, BELGIUM	GP		1,043.95			
2/16	ARR MUNICH, GERMANY	GP		422.25			
2/18	DEP ABU DHABI, UAE	GP		675.21			
2/20	ARR ANDREWS AFB, MD	GP					
2/21	DEP RESIDENCE	PA		23			
2/21	ARR RESIDENCE	MC					
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER		17. DURATION OF TRAVEL 12 HOURS OR LESS MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input checked="" type="checkbox"/> MORE THAN 24 HOURS		8. SUMMARY OF PAYMENT (1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total (8) Last Advance (9) Amount Owed (10) Amount Due			
18. REIMBURSABLE EXPENSES		19. GOVERNMENT/DEDUCTIBLE MEALS					
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED	a. DATE	b. NO OF MEALS		
2/15	FOREIGN CURRENCY CONV	30.16					
2/23	CITI BANK EXPEDITE FEE	20.00					
20. CLAIMANT SIGNATURE (b) (6)		b. DATE 20170308					
21. APPROVING OFFICIAL'S PRINTED NAME (b) (6)		c. DATE 3/8/17					
23. COLLECTION DATA		27. RECEIVED (Payee Signature and Date or Check No.)		26. AMOUNT PAID			
24. COMPUTED BY	25. AUDITED BY	26. TRAVEL ORDER AUTHORIZATION POSTED BY					

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AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)											
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AUTHORIZATION											
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DIRECTOR, TRAVEL OPERATIONS											

PRIVACY ACT STATEMENT
(5 U.S.C. 552a)

AUTHORITY: 5 U.S.C. §§5701, 5702, and E.O. 9397.

PRINCIPAL PURPOSE(S): Used for reviewing, approving, and accounting for official travel. SSN is used to maintain a numerical identification system for individual travelers.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of travel request.

16. REMARKS *(Continued) (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)*



OFFICE OF THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000

MEMORANDUM FOR DEFENSE FINANCE AND ACCOUNTING SERVICE

SUBJECT: Actual Expense Allowance (AEA) in Connection with Travel of the
Secretary and Deputy Secretary of Defense

REFERENCE: Donnelly, Sally

In accordance with JTR, par. 4135, actual expense reimbursement is authorized for uniformed service member (SM) and Department of Defense (DoD) civilian employees for worldwide official travel. This AEA is subject to all provisions and deductions of the JTR, Chapter 4, Part B. *The maximum amount for uniformed SM and DoD civilian employees is capped at 300 %*

This authorization covers uniformed SM and DoD civilian employees assigned to travel as escorts or support personnel (including advance and rear parties) in connection with travel of the Secretary and Deputy Secretary of Defense. This authorization applies to localities visited in connection with this duty. The AEA rates are in lieu of normal per diem otherwise authorized by the JTR.

Travelers are authorized an AEA for lodging expenses. The M&IE is paid on a per diem basis.

A copy of this authorization must be filed with the travel vouchers claiming actual expense reimbursement for this travel.

This authorization is effective for travel from 2/14/17 to 2/21/17.

(b) (6)

NCOIC, SECDEF Travel Operations
Office of the Secretary of Defense



Le MERIDIEN MÜNCHEN

Bayerstrasse 41
80335 Muenchen
Germany

Tel +49 (0)89 2422 0
Fax +49 (0)89 2422 1111

E-Mail info@lemeridienmunch.com
www.lemeridien.com

Mrs. Sally Donnelly
United States of America

Le Méridien Muenchen, 07.03.2017

Copy of Invoice

Invoice No. : 1057023/0
Account AR No.:
Arrival: 16.02.17
Departure: 18.02.17
Reference No.:
Room No.: (b) (6)
Page : 1
6626

Date	Description/Text	Debit EUR	Credit EUR
16.02.17	Accommodation 7%	192.00	
16.02.17	Le Potager Breakfast Food 19%	17.00	
17.02.17	Room Service Breakfast 19% (b) (6)	42.00	
17.02.17	Accommodation 7%	192.00	
17.02.17	Le Potager Breakfast Food 19%	17.00	
17.02.17	Le Bar 19% (b) (6)	27.00	
18.02.17	(b) (6)		487.00
	Net Amount		487.00
	VAT Amount		487.00
	Gross Amount		487.00
	Total	487.00	487.00
VAT 19%	82.35	15.65	98.00
VAT 7%	358.88	25.12	384.00
VAT 0%	0.00	0.00	0.00
Paidouts	5.00		5.00
Non Hotel Supp.	0.00		0.00
Deposit 19%	0.00	0.00	0.00
Deposit 7%	0.00	0.00	0.00
Deposit 0%	0.00	0.00	0.00
		Balance	0.00 EUR
		Gratuity	
		TOTAL	

We hope you enjoyed your stay with us and that we will have the pleasure of welcoming you again at Le Méridien Muenchen in the near future.

Please debit the above mentioned amount to my credit card.

Merchant ID: 9500509708 Credit Card No.: (b) (6) Amount: 487.00 EUR
Transaction ID: 76376334 Expiry Date:
Approval Code: A573050 Capture Method: Swiped
Approval Amount: 487

Cardholder Signature

MHP Hotel an der Isar Nr. 1 GmbH, Amtsgericht München HRB 225243, Geschäftsführer: Dr. Jörg Freise, Ralf Sakic
Bankverbindung: Deutsche Bank München, Kto-Nr. 020 35 62 00, BLZ 700 700 10, BIC: DEUTDE33HAN, IBAN: DE88 7007 0010 0020 3562 00
USt-Id-Nr.: DE273 758 320

Le Méridien München is leased and operated by MHP Hotel an der Isar Nr. 1 GmbH under a license issued by Starwood EAME License and Services Company BVBA

18-L-1454/SECDEF/COMM/OIC/0021

The Hotel.

BRUSSELS

Mr Sally Donneley
Unknown Coutry

Room No : (b) (6)
Arrival : 14-FEB-17
Departure : 16-FEB-17
Cashier : 15
Invoice Date : 16-FEB-17 17:51
Folio Number : 189770

COPY OF INVOICE

Page 1 of 1

Date	Description		Debit EUR	Credit EUR
14/02/17	Bar Dinner Food	1705 Sally Donneley	29.00	
14/02/17	Bar Dinner Beverage	1705 Sally Donneley	40.00	
14/02/17	Accommodation	1705 Sally Donneley	450.00	
14/02/17	City Tax	1705 Sally Donneley	4.24	
15/02/17	Accommodation	1705 Sally Donneley	450.00	
15/02/17	City Tax	1705 Sally Donneley	4.24	
16/02/17	(b) (6)	1705 Sally Donneley 04/20		977.48
Total			977.48	977.48

VAT Detail	VAT	Net	Gross
TVA 6%	11.42	887.06	908.48
TVA 21%	8.84	33.98	42.82
TVA 12%	3.11	28.89	29.00
Total VAT	23.37		

Balance 0.00
Tax Free 0.00
Total excl. VAT 916.01

I agree that my liability for this invoice is not waived and agree to be held personally liable in the event that the indicated person, association or company fails to pay for any part or the amount of these charges. This invoice also serves as receipt of payment for services rendered.

Merchant ID
Transaction ID

24084026

Approval Code
Approval Amount

ASH
977.48

Exchange Rate
Currency Amount

www.thehotel.be
Boulevard de Waterloo 38 - 1000 Bruxelles/Brussel - Belgium
T: +32 2 504 11 11 E: invoice@TheHotel.be
Siège Social/Maatschappelijke zetel: SPRL Eiba Leasehold BVBA - Boulevard de Waterloo 38 - 1000 Bruxelles/Brussel - Belgium
TVA/BTW: BE 0889 633 520 - RPM/RPR Brussels - KBC Bank - IBAN: BE91731017314976 - BIC: KREDBEBB

Terms & Conditions on www.thehotel.be

18-L-1454/SECDEF/COMM/OIC/0022

Ms. Sally Donnelly
United States

Arrival Date. : 18/02/17
Departure Date. : 20/02/17
Room No. : 3407
Invoice No. : 146688
Confirmation No. : 5625347

Page No. : 1 of 1
Adults / Child. : 1 / 0
Cashier. : 132 / 15:58
Privilege Card. :

INFORMATION INVOICE

Date	Description	Reference	Debit AED	Credit AED
18/02/17	Accommodation Charge		1,240.00	
19/02/17	Accommodation Charge		1,240.00	
20/02/17	(b) (6)			2,480.00
Total			2,480.00	2,480.00
Balance			AED 0.00	

I hereby authorize Dusit Thani Abu Dhabi to charge any outstanding expenses after my departure from the hotel to my credit card on file and/or agree that the liability for my bill is not waived and I am personally liable in the event that the indicated person, company or association fails to pay part or full amount of these relating to my stay.

10% Service Charge, 6% Tourism Fee & 4% Municipality Fee is included in above amount.

Guest Signature

DUSIT CLUB LOUNGE
DUSIT THANI HOTEL
MURROOR ROAD
ABU DHABI - UAE

RECEIPT NO : 802026
DATE : 20-02-17 TIME : 15:58:25
APPL VOPS : 5.12

POS ID: 000026816
MID: 9760149682

(b) (6)

DONNELLYS

AMOUNT AED 2480.00 - VISA
PLEASE DEBIT MY ACCOUNT

APPROVAL CODE 674218

(b) (6)

THANK YOU VISIT AGAIN
NATIONAL BANK OF ABU DHABI
< CUSTOMER COPY >

WHICH YOUR FAVORITE
POINTS FROM AED 20 AT
CLUB ROYAL, USCAR CENTER
AND REEL CLUBS
10 APPY. SWG /CARD/ 10
2000. VISIT WWW.NBO.COM
T & C APPY.

DETAILED ITINERARY

TUESDAY - TUESDAY

Tuesday

05:40 - 06:10 Motorcade to Joint Base Andrews (JBA)

Principal

Wx: 49/35 Partly Cloudy

06:10 - 06:25 Arrive Aircraft

06:25 - 19:15 Depart Joint Base Andrews (JBA) en route to Brussels, Belgium

✦ (Flight Time 6+50/Time Change +6)

E-4B

Meals: Breakfast, Lunch, Dinner

(T) Press Gaggle

Wx: 52/35 Sunny 10% Chance of Precipitation

Civilian: Casual

Military: Casual

19:15 - 19:30 Arrive Brussels, Belgium

Advanced by:

(b) (6)

(b) (6)

Greeted by:

- Mr. Lee Litzenberger, Chargé d'Affairs, ad interim (CDA)

- Mr. James Hursch, Acting SECDEFREPEUR/USNATO DEFAD

(b) (6)

Senior Military Advisor to SECDEFREPEUR and

USNATO DEFAD

Press Photo Spray: Top

19:30 - 20:00 Motorcade to The Hotel

Litzenberger, Principal

20:00 - 20:10 Arrive The Hotel

Greeted by:

(b) (6)

General Manager

(b) (6)

Diplomatic Relations Manager

20:10 - 08:55 RON Brussels, Belgium

DETAILED ITINERARY

Wednesday

- 08:55 - 09:25 Day Sync**
Wx: 47/30 Mostly Sunny 10% Chance of Precipitation
Civilian: Business Suit
Military: Class A / Service A / Service Dress Blue / Service Dress
- 09:25 - 09:35 Depart The Hotel**
- 09:35 - 10:05 Motorcade to NATO**
Principal, Faller
- 10:05 - 10:15 Arrive NATO & Photo with US NATO Mission Marines**
F Wing Entrance
Greeted by:
- Mr. Lee Litzenberger, Chargé d'Affairs, ad interim (CDA)
- Mr. James Hursch, Acting SECDEFREPEUR/USNATO DEFAD
- VADM John Christenson, US MILREP to NATO Military Committee
Photo: 2x O6s/ 2xO5s / 21 Marines
Official Stills
- 10:15 - 11:00 US Team Meeting**
Room 12
Principal, Donnelly, Faller, (b) (6), (b) (6), Handelman, Ellehuus, (b) (6), (b) (6)
Attended by:
- Mr. Lee Litzenberger, Chargé d'Affairs, ad interim (CDA)
- VADM John Christenson, US MILREP to NATO Military Committee
- Mr. James Hursch, Acting SECDEFREPEUR/USNATO DEFAD
- Gen Curtis "Mike" Scaparrotti, Commander, U.S. European Command
- Mr. Gerald R. Hust, Director, Defense Policy and Plans, USNATO
- Mr. Steven R. Mirr, Director, Defense Operations Directorate, USNATO
- Mr. Tamir Waser, USNATO Political Advisor
(b) (6) Acting Deputy Military Representative
Official Stills
- 11:00 - 11:15 Bilat Prep**
Room 12
Principal, Donnelly, Faller, (b) (6), Handelman, Ellehuus, (b) (6)
*Protocol Room Change (5 min)
- 11:15 - 11:45 Bilat Italian MoD Roberta Pinotti (P+6+NT)**
Room 12
Principal, Donnelly, Faller, (b) (6), Handelman, Ellehuus, (b) (6)
Press Photo Spray: Top
Translation: Simultaneous

DETAILED ITINERARY

- 11:45 - 12:00 **Break & Bilat Prep**
Room 12
Principal, Donnelly, Faller (b) (6) Handelman, Ellehuus (b) (6)
- 12:00 - 12:45 **Working Lunch with UK SecState for Defense Michael Fallon (P+6+NT)**
Room 13
Principal, Donnelly, Faller (b) (6), Handelman, Ellehuus (b) (6)
Hosted by: SecState for Defense Michael Fallon
Attended by: TBD
Press Photo Spray: Top
- 12:45 - 12:55 **Break & Prep**
Room 12
Principal, Donnelly, Faller (b) (6) Handelman, Ellehuus, (b) (6)
- 12:55 - 13:00 **Press Topper with NATO SYG Jens Stoltenberg**
Breeze Way - Entrance to NATO
- Remarks by SYG and SD - 1 min each
- Separate Podiums
Press Photo Spray: Topper
- 13:00 - 13:30 **Signals Check with NATO SYG Jens Stoltenberg**
Exec Meeting Room (EMR) (P+6; 2-3 Back Bench)
Principal, Litzenberger, Donnelly, Faller, Handelman, Ellehuus, (b) (6) (b) (6)
Official Stills
- 13:30 - 15:30 **Session 1, Strategic Overview**
Room 1
Principal, Litzenberger, Donnelly, Faller, Handelman, (b) (6) Ellehuus (b) (6)
Listening Room (Room 18)
Intervention: 1st Speaker after NATO Officials
Press Photo Spray: Top
Translation: Simultaneous
- 15:30 - 15:35 **Family Photo**
Open Press
- 15:35 - 15:45 **Break & Bilat Prep**
Room 12
Principal, Donnelly, Faller (b) (6) Handelman, Ellehuus (b) (6)

DETAILED ITINERARY

15:45 - 16:15 Bilat with French MoD Jean-Yves Le Drian (P+6+NT)

Room 12

Principal, Donnelly, Faller, (b) (6) Handelman, Ellehuus, (b) (6)

Attended by:

- Mr. Jean-Yves Le Drian, Minister of Defense
- Mr. Luis Vassy, Diplomatic advisor to Minister of Defense
- HE Helene Duchene, Permanent Representative of France to NATO
- Vice-amiral d'escadre Charles-Edouard de Coriolis, French Military Representative to NATO
- Mr. Errera, Head of International Relations and Strategy Directorate, Ministry of Defense
- Vice-amiral d'escadre Jean CASABIANCA, Chief of Military Cabinet
- (b) (6) Advisor to Minister of Defense
- (b) (6) Advisor to Minister of Defense

Press Photo Spray: Top

16:15 - 18:45 Session 2, The South

Room 1

Principal, Litzenberger, Donnelly, Faller, Handelman, (b) (6) Ellehuus, (b) (6)

Listening Room (Room 18)

- Within the first 3 Ministers to speak, after NATO Officials

18:45 - 19:00 Staff Sync

Room 12

Principal

19:00 - 19:30 Bilat with Turkish DefMin Fikri Isik (P+6+NT)

Room 12

Principal, Donnelly, Faller, (b) (6) Handelman, Ellehuus, (b) (6)

Press Photo Spray: Top

19:30 - 19:40 Enhanced Forward Presence (EFP) Photo & Walk to Dinner

Family Photo Stands

- CAN - Hon. Harjit Sajjan, Minister of Defence
- GER - Dr. Ursula von der Leyen, Minister of Defence
- GBR - Secretary of State for Defense Michael Fallon
- USA - HON Jim Mattis, Secretary of Defense
- EST - Mr. Margus Tsahkna, Minister of Defence
- LTV - Mr. Raimonds Bergmanis, Minister of Defence
- LIT - Mr. Raimundas Karoblis, Minister of National Defence
- POL - Mr. Antoni Macierewicz, Minister of National Defence

Press Photo Spray

DETAILED ITINERARY

- 19:40 - 22:00** **Session 3, Working Dinner of NATO Ministers of Defense, TransAtlantic Bond**
NATO Restaurant
Litzenberger, Handelman
Listening (Room Salon des Ambassadeurs):
Intervention: Within the first 3 Ministers to speak, after NATO Officials
(Dinner starts at 1930); NOTE: coordination made with SYG's office to delay start slightly)
Closed Press
Translation: Simultaneous
- 22:00 - 22:10** **Depart NATO**
Depart Cafeteria Exit NATO HQ
- 22:10 - 22:40** **Motorcade to The Hotel**
Principal
- 22:40 - 07:25** **RON Brussels, Belgium**

DETAILED ITINERARY

Thursday

- 07:25 - 07:55 **Day Sync**
Wx: 56/39 Mostly Sunny 10% Chance of Precipitation
Civilian: Business Suit
Military: Class A / Service A / Service Dress Blue / Service Dress
- 07:55 - 08:05 **Depart The Hotel**
- 08:05 - 08:35 **Motorcade to NATO**
Principal, Faller
- 08:35 - 08:45 **Arrive NATO**
Arrive front entrance NATO HQ
Greeted by:
- Mr. Lee Litzenberger, Chargé d'Affairs, ad interim (CDA)
- Mr. James Hursch, Acting SECDEFREPEUR/USNATO DEFAD
- VADM John Christenson, US MILREP to NATO Military Committee
- 08:45 - 11:00 **Session 4, Deterrence & Defense**
Room 1
Principal, Litzenberger, Donnelly, Faller, Handelman, (b) (6) Ellehuus, (b) (6)
Listening Room (Room 18)
Intervention: 1st Speaker after NATO Officials
Press Photo Spray: Top
Translation: Simultaneous
- 11:00 - 11:45 **Signals Check with Gen Votel**
Principal, Donnelly, Faller, (b) (6) Handelman, (b) (6)
Press Photo Spray: Top
- 11:45 - 12:45 **Session 5, NATO-Georgia Commission (NGC) at the level of Defense Ministers**
Room 1
Principal, Litzenberger, Donnelly, Faller, Handelman, (b) (6)
Listening Room (Room 18): Cooper, (b) (6)
Intervention: Within the first 3 Ministers to speak, after NATO Officials
Translation: Simultaneous
- 12:45 - 13:30 **Lunch/Executive Time/Press Prep**
Room 12
Principal, Donnelly, Faller, (b) (6) Handelman
Photo Spray Top; Official Stills Only
- 13:30 - 13:45 **Press Conference**
Luns Press Theatre
Sequence of Events:
- Remarks (2-3 min)
- (T) 2 Q&A
Presser

DETAILED ITINERARY

- 13:45 - 14:30 Break & Prep**
Room 12
Principal, Donnelly, Faller (b) (6) Handelman, (b) (6)
- 14:30 - 16:20 C-ISIS Meeting (2 at Table, 9 Back Bench)**
Room 16 (Room 14 listening room)
Sequence of Events:
I. Welcoming/Introductory Remarks (SYG Stoltenberg, Secretary Mattis) (10 min) - Press TBD, after opening remarks closed press
II. C-ISIS Campaign Operations Update (USCENTCOM/CJTF) (10 min briefing, 35 min discussion)
III. Next Steps for the C-ISIS Coalition (USCENTCOM) (10 min briefing, 35 min discussion)
IV. Arrangements for the next C-ISIS Defense Ministerial and Conclusion (Secretary Mattis, discussion if needed) (10 min)
- 16:20 - 16:35 Bilat Prep**
- 16:35 - 17:25 Bilat with Australian MoD Marise Payne**
Principal, Donnelly, Faller (b) (6) Handelman (b) (6)
Press Photo Spray: Top
- 17:25 - 17:35 Depart NATO**
Depart front entrance NATO HQ
- 17:35 - 17:45 Motorcade to Airport**
Principal, Faller
- 17:45 - 18:00 Arrive Aircraft**
- 18:00 - 19:00 Depart Brussels, Belgium en route to Munich, Germany**
✦ **(Flight Time 1+00/No Time Change)**
E-4B
Meals: Snack served
(T) C-ISIS Press Gaggle
Wx: 52/32 Sunny 10% Chance of Precipitation
- 19:00 - 19:15 Arrive Munich, Germany**
Advanced by: (b) (6)
Greeted by: TBD
- 19:15 - 19:45 Motorcade to the Le Meridien Hotel**
Principal, Faller
- 19:45 - 19:55 Arrive Le Meridien Hotel**
Greeted by: TBD
- 19:55 - 20:05 Staff Sync**
Principal
- 20:05 - 09:40 RON Munich, Germany**

DETAILED ITINERARY

Friday

- 09:40 - 10:10 **Day Sync**
Wx: 52/34 Mostly Sunny 10% Chance of Precipitation
- 10:10 - 10:25 **Bilat Prep**
- 10:25 - 11:05 **Bilat with Israeli MoD Avigdor Lieberman**
Le Meridien Hotel - Room TBD
Principal, Donnelly, Faller, (b) (6) Handelman, Ellehuus
Attended by: TBD
Press Photo Spray: Top
- 11:05 - 11:20 **Bilat Prep**
- 11:20 - 12:00 **Bilat with Norwegian MoD Ine Eriksen Sorcide**
Le Meridien Hotel - Room TBD
Principal, Donnelly, Faller, (b) (6) Handelman, Ellehuus
Attended by: TBD
Press Photo Spray: Top
- 12:00 - 12:20 **Lunch & Prep**
- 12:20 - 12:30 **Motorcade to Munich Security Conference**
Hotel Bayerischer Hof
Principal, Faller
- 12:30 - 13:10 **Bilat with President Masoud Barzani**
Hotel Bayerischer Hof: Room 225
Principal, Donnelly, Faller, (b) (6) Handelman, (b) (6)
Attended by: TBD
Press Photo Spray: Top
- 13:10 - 13:40 **Executive Time**
- 13:40 - 13:55 **Meeting with Secretary Cohen**
Hotel Bayerischer Hof: Room 225
- 13:55 - 14:00 **Break**
- 14:00 - 14:30 **Meeting with Mr. Gates**
Room TBD
Press Photo Spray: Top
- 14:30 - 14:35 **Welcome Remarks by the Conference Chairman**

DETAILED ITINERARY

- 14:35 - 15:00 Opening Statements**
Moderated by: TBD
Sequence of Events:
- Opening Statements (GER/US)
- No Q&A
Open Press
- 15:00 - 15:30 Executive Time**
- 15:30 - 15:45 Private Meeting with Secretary John Kelly**
Hotel Bayerischer Hof: Room 225
Principal
- 15:45 - 16:15 Meeting with Secretary John Kelly**
Hotel Bayerischer Hof: Room 225
Principal, Donnelly, Faller, (b) (6), (b) (6)
- 16:15 - 16:30 Break & Walk with Secretary Kelly to CODEL Meeting**

DETAILED ITINERARY

16:30 - 17:30 **CODEL McCain Briefing (P+2)**
Bayerischer Hof Hotel, Dachgarten Room
Principal, Donnelly, Faller

Attended by:

Members of Congress

- Senator John McCain (R- AZ)
- Senator Sheldon Whitehouse (D-RI)
- Senator Bob Corker (R-TN)
- Senator Lindsey Graham (R-SC)
- Senator Marco Rubio (R-FL)
- Senator Dan Sullivan (R-AK)
- Senator Benjamin Sasse (R-NE)
- Senator David Perdue (R-GA)
- Senator Amy Klobuchar (D-MN)
- Senator Chris Murphy (D-CT)
- Senator Mark Warner (D-VA)
- Senator Jeanne Shaheen (D-CT)
- Senator Gary Peters (D-MI)

Participants

- Gov. John Kasich, Governor of Ohio
- Sen. Joe Lieberman, former U.S. Senator
- Sen. Kelly Ayotte, Former U.S. Senator from New Hampshire
- (b) (6) Professor of Strategic Studies at Johns Hopkins University
- Mr. Bill Burns, Former Deputy Secretary of State
- (b) (6) Former Homeland Security Advisor to President George Bush
- (b) (6) Research Fellow, The Hoover Institution
- (b) (6) Principle, Maverick
- Ms. Evelyn Farkas, former Deputy Assistant Secretary of Defense for Russian/Ukraine/Eurasia
- Mr. Kurt Volker, former Permanent Representative to NATO
- (b) (6) Center for a New American Security- President
- Ms. Karen Donfried, President, German Marshall Fund
- Ambassador Douglas Lute, former Ambassador to NATO
- Ms. Victoria Nuland, Former Assistant Secretary of State for European and Eurasian Affairs
- (b) (6) Brookings Institute, Project on International Order and Strategy
- (b) (6) Executive Vice President of the Atlantic Group
- (b) (6) President of the Wilson Center

Sequence of Events:

- Introductory Remarks (5 min): Senator McCain
- Secretary Mattis Remarks (Perspective on NATO, our transatlantic relationship with Europe, and the common threats faced but not limited to Islamic terrorism/ISIS and Russian aggression)
- Gen Scaparotti Remarks

Press Photo Spray: Top

DETAILED ITINERARY

17:30 - 17:40 **Motorcade to the Le Meridien hotel**
Principal, Faller

17:40 - 18:00 **Break & Prep**

18:00 - 18:15 **(T) Press Engagement**

18:15 - 18:30 **Staff Sync**
Principal

18:30 - 07:10 **RON Munich, Germany**

DETAILED ITINERARY

Saturday

07:10 - 07:20 **Depart Hotel**
Wx: 43/27 Mostly Sunny 10% Chance of Precipitation
Civilian: Casual
Military: Casual

07:20 - 07:50 **Motorcade to Airport**
Principal, Faller

07:50 - 08:05 **Arrive Airport**

08:05 - 16:45 **Depart Munich en route Abu Dhabi, UAE**
✦ (Flight Time 5+40/Time Change +3)
E-4B
Meals: Breakfast, Lunch
* Change into Business Suite / Uniform before landing.
(T) Gaggle

Wx: 53/37 Showers 50% Chance of Precipitation

16:45 - 17:00 **Arrive Al Dhafra Air Base**
Advanced by:

(b) (6)
(b) (6)

Greeted by:
- Amb Barbara Leaf
- TBD
- TBD
- TBD

Wx: 78/65 Partly Cloudy 8% Chance of Precipitation
Press Photo Spray

17:00 - 18:00 **Motorcade to TBD**
Principal, Leaf

18:00 - 19:00 **BILAT with Crown Prince MbZ & MoD Bawardi**
Principal, Leaf, Faller, Donnelly, Handelman
Press Photo Spray: Top

19:00 - 19:30 **Motorcade to Dusit Thani Hotel**

19:30 - 20:00 **Evening Sync for AOR Visit**

20:00 - 08:30 **RON Abu Dhabi, UAE**

DETAILED ITINERARY

Sunday

08:30 - 08:40 Depart Hotel

Note:

- NATO SG links-up with Principal at hotel. SG arrives at 0700 on commercial flight.

Wx: 76/64 Mostly Sunny

Civilian: Business Suit

Military: OCP / MCU / NWU / ABU

08:40 - 09:40 Motorcade to Al Dhafra Airbase

Principal, Stoltenberg

09:40 - 09:55 Arrive Aircraft

**09:55 - 13:25 Depart Al Dhafra en route Afghanistan
✦ (Flight Time 3+00/Time Change +30)**

C-17

Meals: Lunch

13:25 - 13:40 Arrive Kabul (HKIA) & Transload Aircraft

Advanced by: (b) (6)

Greeted by:

- TBD

- TBD

Wx: 50/29 Rain Showers & Snow 55% Chance of Precipitation

Press Photo Spray

13:40 - 13:45 Depart HKIA en route Kabul

✦ **(Flight Time 0+05/No Time Change)**

UH-60/CH-47

13:45 - 13:55 Arrive HQs Resolute Support

Greeted by:

- GEN John "Mick" Nicholson, COMRS

- AMB Ismail Aramaz, NATO SCR

Press Photo Spray

13:55 - 14:10 Office Call with GEN Nicholson

Principal, Stoltenberg

Attendees:

- GEN Nicholson

- AMB Aramaz

- AMB Hugo Lorens, Special Charge d' Affaires

DETAILED ITINERARY

14:10 - 15:00 Signals Check with US/Coalition Leaders

Principal, Stoltenberg, Faller, Larsen, Litzenberger, (b) (6) Eide, Schrepel, Donnelly,

(b) (6) Royal, (b) (6) (b) (6)

Attendees:

- GEN Nicholson
- AMB Aramaz
- AMB Lorens
- LTG Rosario Castellano, DCOM RS
- LTG Jurgen Weigt, COS RS
- MG Christopher Haas, DCOS OPS
- MG Robert Walters, DCOS INT
- MG Richard Kaiser, DCOS SA/CSTC-A
- MG Pietro Tornabene, DCOS SPT
- Maj Gen Jeffrey Taliaferro, NAC-A/9AETF-A
- MG Willard Burleson, DA MoD
- Maj Gen Martin Smith, DA Mol
- Maj Gen Scot Howell, NSOCC-A
- BG Ali Ucari, DA GS
- SES-2 Thomas Schoenbeck, DA ONSC
- BG Charles Cleveland, DCOS COMM

(b) (6) RS/USFOR-A CSEL

(b) (6) Strategic Advisor to COMRS

(b) (6) CJ5

- CAG
- LEGAD
- COMRS XO

Press Photo Spray: Top

15:00 - 15:10 Break

15:10 - 16:10 Ministerial with MoD, Mol, NDS

HQs RS

Principal, Stoltenberg, Faller, Larsen, Litzenberger, (b) (6) Eide, Donnelly, (b) (6)

(b) (6) Royal, (b) (6)

Attendees:

- GEN Nicholson
- MG Burleson, DA MoD
- Maj Gen Smith, DA Mol
- (b) (6) RS/USFOR-A CSEL*
- CAG
- COMRS XO
- Minister Abdullah Habibi
- Mol Mr Taj Mohammad Jahid
- NDS Director Mr Mohammad Masoom Stanekzai

Press Photo Spray: Top

Translation: Consecutive

DETAILED ITINERARY

- 16:10 - 16:30 Break & Motorcade to Presidential Palace**
Principal, Stoltenberg
- 16:30 - 17:30 BILAT with President Ghani**
Principal, Stoltenberg, Faller, Larsen, Litzenberger, (b) (6), Eide, Schrepel, Donnelly, (b) (6) Royal, (b) (6)
Attendees:
- GEN Nicholson
- AMB Lorens
Honor Cordon
Press Photo Spray: Top
Translation: None
- 17:30 - 17:45 Depart Palace & Motorcade to HQs RS**
Principal, Stoltenberg
- 17:45 - 18:05 Presser**
- Opening remarks & 2 questions. NATO SG & COMRS also available to answer questions. 1 podium with SG and COMRS flanking Principal.
- 18:05 - 18:15 Troop Meet & Greet**
~15 Troops in front of RS HQs
- 18:15 - 18:25 Load Aircraft**
- 18:25 - 18:30 Depart HQs RS en route HKIA**
✦ (Flight Time 0+05/No Time Change)
UH-60/CH-47
- 18:30 - 18:45 Arrive HKIA & Transload Aircraft**
- 18:45 - 21:50 Depart Kabul en route UAE**
✦ (Flight Time 3+35/Time Change -30)
C-17
Meals: Dinner
(T) 20 min Sync for following day AOR visit.
- 21:50 - 22:00 Arrive Al Dhafra Airbase**
- 22:00 - 23:00 Motorcade to Hotel**
Principal, Stoltenberg
- 23:00 - 08:00 RON Abu Dhabi**

DETAILED ITINERARY

Monday

- 08:00 - 08:10 **Depart Hotel**
Wx: 74/58 Partial Sunshine
Civilian: Business Suit
Military: OCP / MCU / NWU / ABU
- 08:10 - 09:10 **Motorcade to Al Dhafra**
Principal, Faller
- 09:10 - 09:25 **Arrive Aircraft**
- 09:25 - 10:45 **Depart Al Dhafra en route Baghdad**
✦ (Flight Time 2+20/Time Change -1)
C-17
Meals: Snacks available
- 10:45 - 11:00 **Arrive Baghdad Airport & Transload Aircraft**
Advanced by (b) (6)
Greeted by:
- AMB Douglas Silliman
- LTG Stephen Townsend, CG CJTF-OIR
(b) (6) CSM CJTF-OIR
Wx: 68/42 Sunshine
Press Photo Spray
- 11:00 - 11:20 **Depart Baghdad Airport en route Union III**
✦ (Flight Time 0+20/No Time Change)
UH-60/CH-47
- 11:20 - 11:30 **Arrive Embassy Helo Pad & Motorcade to HQs CJTF IR**
Principal, Silliman
- 11:30 - 12:00 **Office Call with LTG Townsend**
Principal, Townsend, Faller, Donnelly
Note:
- Sign book with LTG Townsend & (b) (6) prior to office call.
Official Stills

DETAILED ITINERARY

- 12:00 - 13:10 Signals Check with US/Coalition Leadership**
Principal, Faller, Donnelly, (b) (6) Handelman, (b) (6), (b) (6), (b) (6)
Attendees:
- Amb Silliman
- LTG Townsend
- Maj Gen Rupert Jones, DCOM S&S
- MG Joe Martin, CJFLCC CG
- (b) (6) OSC-I
- MG Scott McKean, OSC-I
- BG Edwin Deedrick, CG, CJSOTF-I
- Lunch Served
Press Photo Spray: Top
- 13:10 - 13:20 Break**
- 13:20 - 13:35 Motorcade to Ministry of Defense**
Principal, Townsend
- 13:35 - 14:10 BILAT with MoD Al Hayali**
Principal, Townsend, Faller, Donnelly, Handelman, (b) (6), (b) (6)
Press Photo Spray: Top
Translation: Consecutive
- 14:10 - 14:30 Break & Motorcade to Palace**
Principal, Townsend
- 14:30 - 15:30 BILAT with Prime Minister Abadi**
Principal, Silliman, Townsend, Faller, Donnelly, Handelman, (b) (6)
- Press Photo Spray: Topper**
Translation: Consecutive
- 15:30 - 15:45 Motorcade to EHP**
Principal, Silliman
- 15:45 - 16:05 Depart Union III en route Baghdad Airport**
* (Flight Time 0+20/No Time Change)
UH-60/CH-47
- 16:05 - 16:15 Arrive Airport**
- 16:15 - 16:35 Presser**
- Opening remarks & 2 questions. COM OIR available to answer questions.
- 16:35 - 16:50 Troop Meet & Greet**
-15 Troops
- Press filing time

DETAILED ITINERARY

16:50 - 17:05 Load Aircraft

17:05 - 20:05 Depart Baghdad en route Abu Dhabi
✦ (Flight Time 2+00/Time Change +1)
C-17
Meals: Dinner
(T) Phone call with President Barzani

20:05 - 20:35 Arrive Al Dhafra & Transload Aircraft ✦

20:35 - 03:35 Depart Abu Dhabi en route JBA
✦ (Flight Time 16+00/Time Change -9)
E-4B
Meals: Snack served, Breakfast
(T) Presser

~~FOR OFFICIAL USE ONLY~~

DETAILED ITINERARY

Tuesday

03:35 - 03:50 Arrive Joint Base Andrews
Wx: 43/27 Cloudy 25% Chance of Precipitation

03:50 - 04:20 Motorcade to Residence
Principal

~~FOR OFFICIAL USE ONLY - DECLASSIFY UPON COMPLETION~~

As of: Wednesday, March 01, 2017 12:59

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18-L-1454/SECDEF/COMM/OIC/0042

DELEGATION ROSTER (75)

TUESDAY - TUESDAY

Personal Staff (7)

Principal	Principal	
Ms. Sally Donnelly	Senior Advisor, Office of the Secretary of Defense	
RADM Craig Faller	Senior Military Assistant	
(b) (6)	Junior Military Assistant	
(b) (6)	Strategic Communications	
(b) (6)	Personal Security Advisor	
(b) (6)	DSD Chief of Staff	[5]

Guest (12)

H.E. Mr Jens Stoltenberg	NATO Secretary General	[6, 12, 7]
AMB Torgeir Larsen	Director, Private Office of NATO Secretary General	[6, 12, 7]
Mr. Lee Litzenberger	Chargé d'Affairs, ad interim (CDA)	[1]
(b) (6)	NATO Spokesperson	[6, 12, 7]
Brig Gen Gjermund Eide	Military Assistant to the NATO Secretary General	[8, 7]
(b) (6)	Dep Director, Private Office of the Secretary General	[6, 12, 7]
(b) (6)	Team Leader, Close Protection Unit, NATO SG	[6, 12, 7]
(b) (6)	PSO	[6, 12, 7]
AMB Barbara Leaf	US Ambassador to UAE	[1]
GEN Curtis Scaparrotti	Commander, U.S. European Command	[1]
AMB Douglas Silliman	US Ambassador to Iraq	[1]
LTG Stephen Townsend	CG, CJTF-OIR	[1]

Support (19)

(b) (6)	Director of Travel	
(b) (6)	Director of Travel	[4]
(b) (6)	Military Assistant & Trip Coordinator - Iraq	[10]
(b) (6)	Military Assistant & Trip Coordinator - AOR & ME	[8]
(b) (6)	Military Assistant / Trip Coordinator - NATO & Germany	[2, 5]
(b) (6)	Director of Personal Security	
(b) (6)	Director of Communications	
(b) (6)	Deputy Director of Communications	
(b) (6)	Flight Surgeon	[5]
(b) (6)	Flight Surgeon	[4]
(b) (6)	Personal Security Officer	
(b) (6)	Personal Security Officer	[4]
(b) (6)	OSD Communications Technician	
(b) (6)	OSD Communications Technician	
(b) (6)	Advance Officer - NATO	[1]
(b) (6)	Advance Officer - Germany	[1]
(b) (6)	Advance Officer - UAE	[1]
(b) (6)	Advance Officer - UAE	[1]

(b) (6) Advance Officer - Afghanistan [8, 7]

OSD Policy (21)

Mr. Ken Handelman A/ASD, International Security Affairs [14]

Ms. Rachel Ellehuus A/DASD, Europe/NATO [5]

Ms. Laura Cooper A/DASD, RUE [5]

(b) (6) Military Assistant, ISA [14]

(b) (6) Director, OSD NATO Policy [5]

(b) (6) AO, OSD NATO Policy [2, 3]

(b) (6) AO, OSD NATO Policy [2, 3]

(b) (6) Director, Coalition Affairs [2, 3]

(b) (6) AO, Coalition Affairs [2, 3]

(b) (6) AO, RUE [2, 3]

(b) (6) Country Director, Iraq Desk [4]

(b) (6) AO, Syria Desk [2, 3, 6, 13, 7]

(b) (6) AO, Germany [4, 5]

(b) (6) AO, Coalition Affairs [2, 3]

(b) (6) AO, UAE Desk [6, 7]

(b) (6) PDO ASD APSA [4, 12, 7]

Mr. Jed Royal A/DASD, Afghanistan, Pakistan, Central Asia (APC) [4, 12, 7]

(b) (6) Military Assistant, APSA [4, 12, 7]

(b) (6) AO, Afghanistan Desk [6, 12, 7]

(b) (6) AO, Iraq Desk [6, 13]

(b) (6) AO, Yemen Desk [4, 7]

PA (3)

(b) (6) Desk Press Officer

(b) (6) Desk Press Officer

(b) (6) Photographer

Press (13)

(b) (6) Wall Street Journal

(b) (6) Fox News

(b) (6) Thomson Reuters

(b) (6) LA Times

(b) (6) Washington Post

(b) (6) New York Times

(b) (6) AFP

(b) (6) AP Radio - radio pool

(b) (6) Associated Press

(b) (6) ABC News

(b) (6) ABC News

(b) (6) ABC News

(b) (6) New Yorker [5]

Notes

1. Not Travelling with Delegation
2. Arrive Delegation Belgium
3. Depart Delegation Belgium
4. Arrive Delegation Germany
5. Depart Delegation Germany
6. Arrive Delegation UAE
7. Depart Delegation UAE
8. Arrive Delegation Afghanistan (AOR #1)
9. Depart Delegation Afghanistan
10. Arrive Delegation Baghdad (AOR #2)
11. Depart Delegation Baghdad
12. AOR #1
13. AOR #2
14. No AOR #1
15. No AOR #2

Acct 97

-300% Memo

TRAVEL VOUCHER OR SUBVOUCHER		Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. <input checked="" type="checkbox"/> Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ 1,254.70			
2. NAME (Last, First, Middle Initial) (Print or type) DONNELLY, SALLY		3. GRADE SES	4. SSN (b) (6)	5. TYPE OF PAYMENT (X as appropriate) <input checked="" type="checkbox"/> TCY <input type="checkbox"/> Member/employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA	
6. ADDRESS: a. NUMBER AND STREET (b) (6)		b. CITY (b) (6)	c. STATE (b) (6)	d. ZIP CODE (b) (6)	
7. DAYTIME TELEPHONE NUMBER & AREA CODE (b) (6)		8. TRAVEL ORDER AUTHORIZATION NUMBER DSTB7A131		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES	
10. ORGANIZATION AND STATION SECDEF, PENTAGON, WASHINGTON DC		11. DEPENDENT(S) (If not complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE		12. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER	
13. DEPENDENT'S ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)		14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)		c. PAID BY	
15. ITINERARY a. DATE b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.) c. MEANS/MODE OF TRAVEL d. REASON FOR STOP e. LODGING COST f. POC MILES		d. COMPUTATIONS			
3/29	DEP RESIDENCE	PA			
3/29	ARR ANDREWS AFB, MD	GP	AT		23
3/29	DEP NEW YORK CITY, NY	GP	TD	289.00	
3/30	ARR LONDON, ENGLAND	GP	TD	899.57	
4/1	DEP ANDREWS AFB, MD	GP	AT		
4/1	ARR ANDREWS AFB, MD	PA	AT		
4/1	ARR RESIDENCE		MC		23
	DEP				
	ARR				
	DEP				
	ARR				
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER		17. DURATION OF TRAVEL <input type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input checked="" type="checkbox"/> MORE THAN 24 HOURS		e. SUMMARY OF PAYMENT (1) Per Diem (2) ADUM Expense Allowance (3) Message (4) Dependents Travel (5) DLA (6) Reimbursable Expenses (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due	
18. REIMBURSABLE EXPENSES a. DATE b. NATURE OF EXPENSE c. AMOUNT d. ALLOWED		19. GOVERNMENT/DEDUCTIBLE MEALS a. DATE b. NO. OF MEALS c. DATE d. NO. OF MEALS			
3/29	NEW YORK TAXES	46.13			
3/29	CITI BANK EXPDITE FEE	20.00			
20. a. CL (b) (6) b. DATE APR 25 2007		21. a. TELEPHONE NUMBER (b) (6) b. DATE 4/25/07		21. a. TELEPHONE NUMBER (b) (6) b. DATE 4-25-07	
22. ACCOUNTING CLASSIFICATION					
23. COLLECTION DATA					
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER AUTHORIZATION POSTED BY	
27. RECEIVED (Payee Signature and Date or Check No.)				28. AMOUNT PAID	

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)</i>						1. DATE OF REQUEST (YYYYMMDD) 20170120		
REQUEST FOR OFFICIAL TRAVEL								
2. NAME (Last, First, Middle Initial) DONNELLY, SALLY			3. SOCIAL SECURITY NUMBER (b) (6)		4. POSITION TITLE AND GRADE/RATING DEPUTY CHIEF OF STAFF TO THE SECRETARY OF DEFENSE, SES04			
5. LOCATION OF PERMANENT DUTY STATION (PDS) NATIONAL CAPITOL REGION - WASHINGTON D.C.				6. ORGANIZATIONAL ELEMENT SECDEF (0101)		7. DUTY PHONE NUMBER (Include Area Code) (b) (6)		
8. TYPE OF AUTHORIZATION BLANKET ORDERS		9. TDY PURPOSE (See JTR Appendix H) OFFICIAL TRAVEL		10a. APPROX. NO. OF TDY DAYS (Including travel time) 254		b. PROCEED DATE (YYYYMMDD) 20170120		
11. ITINERARY <input checked="" type="checkbox"/> VARIATION AUTHORIZED From Washington, D.C., to such times and in such frequency as may be necessary in the performance of your official duties, either within or outside the continental limits of the United States, and return to Washington, D.C. Requirements of DOD Directive 4500.54 must be observed.								
12. TRANSPORTATION MODE								
a. COMMERCIAL			b. GOVERNMENT			c. LOCAL TRANSPORTATION		
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
							TAXI	
							<input checked="" type="checkbox"/>	
							OTHER	
							<input checked="" type="checkbox"/>	
							PRIVATELY OWNED CONVEYANCE (Check one)	
							RATE PER MILE:	
							<input checked="" type="checkbox"/>	
							ADVANTAGEOUS TO THE GOVERNMENT	
							MILEAGE REIMBURSEMENT AND PER DIEM IS	
							LIMITED TO CONSTRUCTED COST OF	
							COMMON CARRIER TRANSPORTATION AND	
							PER DIEM AS DETERMINED AND TRAVEL	
							TIME AS LIMITED PER JTR	
13. a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. b. OTHER RATE OF PER DIEM (Specify)								
14. ESTIMATED COST								
a. PER DIEM		b. TRAVEL		c. OTHER		d. TOTAL		
\$		\$		\$		\$ 0.00		
15. ADVANCE AUTHORIZED \$								
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) Travel meets the criteria of SecDef Memo of 18 Jan 82, "Travel by government Officials, including Foreign Travel." Airfare is limited to the most economical accommodations to satisfy mission requirements, as may be determined by the appropriate transportation officer. Multiple car rental, upgrade is authorized, government discount rate directed when available. Taxi/POV authorized in/around TDY area. Excess baggage authorized in accordance with JTR paragraph G2830. Official phone calls, internet, portage fees, control rooms, supplies, services, equipment lease, and conference fees are authorized. AEA is authorized for lodging. Designated as an official courier. Non-Contract Carrier authorized. Foreign Flag Carrier authorized. Early check in authorized. Late check-out authorized. Dual and retained lodging authorized. Use of Government mess and lodging not required IAW JTR paragraph 1055-A. When using commercial transportation tickets, and the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher. Tickets issued to travelers from CWT are billed to an individually billed account (IBA). Submission of approved travel claim is required within 10 days after completion of TDY.								
17. TRAVEL REQUESTING OFFICIAL (Title and signature) (b) (6)				(b) (6)				(Title and signature)
ADMINISTRATIVE, TRAVEL OPERATIONS				MILITARY ASSISTANT, TRAVEL OPERATIONS				
AUTHORIZATION								
19. ACCOUNTING CITATION 9770100.1120 0000 0101 2102 2102 049447 DSTB7A131 Travel is only authorized in support of expected activities and disbursement of funds is subject to availability of FY 2017 appropriation.								
(b) (6)						21. DATE ISSUED (YYYYMMDD) 20170120		
DIRECTOR, TRAVEL OPERATIONS						22. TRAVEL AUTHORIZATION NUMBER DSTB7A131		

PRIVACY ACT STATEMENT
(5 U.S.C. 552a)

AUTHORITY: 5 U.S.C. §§5701, 5702, and E.O. 9397.

PRINCIPAL PURPOSE(S): Used for reviewing, approving, and accounting for official travel. SSN is used to maintain a numerical identification system for individual travelers.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of travel request.

16. REMARKS *(Continued) (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)*



OFFICE OF THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000

MEMORANDUM FOR DEFENSE FINANCE AND ACCOUNTING SERVICE

SUBJECT: Actual Expense Allowance (AEA) in Connection with Travel of the
Secretary and Deputy Secretary of Defense

REFERENCE: Donnelly, Sally

In accordance with JTR, par. 4135, actual expense reimbursement is authorized for uniformed service member (SM) and Department of Defense (DoD) civilian employees for worldwide official travel. This AEA is subject to all provisions and deductions of the JTR, Chapter 4, Part B. *The maximum amount for uniformed SM and DoD civilian employees is capped at 300 %*

This authorization covers uniformed SM and DoD civilian employees assigned to travel as escorts or support personnel (including advance and rear parties) in connection with travel of the Secretary and Deputy Secretary of Defense. This authorization applies to localities visited in connection with this duty. The AEA rates are in lieu of normal per diem otherwise authorized by the JTR.

Travelers are authorized an AEA for lodging expenses. The M&IE is paid on a per diem basis.

A copy of this authorization must be filed with the travel vouchers claiming actual expense reimbursement for this travel.

This authorization is effective for travel from 3/29/17 to 4/1/17



NCOIC, SECDEF Travel Operations
Office of the Secretary of Defense



The Westin New York Grand Central
212 E. 42nd St.
New York, NY 10017
United States
Tel: 212-490-8900 Fax: 212-405-4209



Sally Donnelly
DC2SAB - DOD-NYC-Mar2017 Att00-61B4PNJ

Page Number : 1
Guest Number : 1063866
Folio ID : A
Arrive Date : 29-MAR-17 15:43
Depart Date : 30-MAR-17 06:32
No. Of Guest : 1
Room Number : (b) (6)
Club Account :

Tax Invoice

Tax ID :

Westin Grand Central MAR-30-2017 06:32 CLOPEZS

Date	Reference	Description	Charges/Credits (USD)
29-MAR-17	RT3524	Room Chrg Grp Government	289.00
29-MAR-17	RT3524	Room Sales Tax	25.65
29-MAR-17	RT3524	Occ Tourism Tax	2.00
29-MAR-17	RT3524	NYS Javitz Ctr Tax	1.50
29-MAR-17	RT3524	City/Local Tax	16.98
30-MAR-17	(b) (6)		-335.13

Date	Code	Authorized
30-MAR-17	035807	1
30-MAR-17	049356	334.13

Approve EMV Receipt for (b) (6)
TC:14CC84D0E3557AF0 TVR:0080208000 AID:A0000000031010
Application Label:CIT VISA

** Total Charges 335.13
** Total Credits -335.13
*** Balance 0.00

I agreed to pay all room & incidental charges.



Continued on the next page



The Westin New York Grand Central
 212 E. 42nd St.
 New York, NY 10017
 United States
 Tel: 212-490-6900 Fax: 212-405-4299

WESTIN[®]

HOTELS & RESORTS

Sally Donnelly
 DC25AB - DOD-NYC-Mar2017 AH00-5IB4PNJ

Page Number : 2
 Guest Number : 1063856
 Folio ID : A
 Arrive Date : 29-MAR-17 15:43
 Depart Date : 30-MAR-17 06:32
 No. Of Guest : 1
 Room Number : 101
 Club Account :

PACK LIGHT, STAY FIT - With the Westin Gear Lending program, New Balance(TM) workout gear is conveniently delivered to your room so you can keep moving. Experience it during your next stay. Learn more at westin.com/newbalance

As a Starwood Preferred Guest, you could have earned 578 Starpoints for this visit. Please provide your member number or enroll today.

Should you have any concern regarding your folio kindly e-mail 03785.AR@Westin.com and it would be our pleasure to assist.

EXPENSE SUMMARY REPORT

Currency: USD

Date	Room & Tax	Food & Bev	Telecom	Other	Total	Payments
03-29-2017	335.13	0.00	0.00	0.00	335.13	0.00
03-30-2017	0.00	0.00	0.00	0.00	0.00	-335.13
Total	335.13	0.00	0.00	0.00	335.13	-335.13

Signature _____



GROSVENOR HOUSE
A JW MARRIOTT HOTEL
LONDON

Ms Sally Donnelly
1747 Pennsylvania Avenue
Washington 20006
United States

Grosvenor House, A JW Marriott Hotel

Room No. : (b) (6)
Arrival : 30-03-17
Departure : 01-04-17
Page No. : 1 of 2
Cashier No. : 20229
MRW No. : XXXXX6008
Voucher No. :

INVOICE 700331
Company Name Us Embassy
Guest Name

Group Code H6Q
01 April 2017

VAT Number : GB830770438

Date	Description	Supplement	Reference	Debit GBP	Credit GBP
30-03-17	Room Accommodation			342.00	
30-03-17	Room Service Tray Charge			4.00	
30-03-17	Room Service Late Snack			6.25	
30-03-17	Gratuity - Room Service			1.05	
30-03-17	Room Service Service Charge			0.80	
31-03-17	Room Accommodation			342.00	
01-04-17	(b) (6)				696.10
Total incl. V.A.T.				696.10	696.10
Folio Amount NET				580.39	580.39
V.A.T. 20%				115.71	115.71
V.A.T. Exempt				0.00	0.00
V.A.T. Zero Rated				0.00	0.00
Paid Outs				0.00	0.00
Disbursements 0%				0.00	0.00
Total				696.10	696.10
Balance					0.00 GBP

Your Rewards Points/ Miles earned for this stay will be credited to your account and will appear on your next statement.

Services to Grosvenor House
Park Lane
A/RK 7EN LONDON
CHECK/BOOK COPY
PLEASE OBTAIN THIS COPY
THANK YOU
Date: 01/04/17 12:06
(b) (6)
APPREVED
AUTH CODE: 480622
CARDINAL ID: 00002058
PERSONAL ID: 0079535
INSTRUCTION: NO. 1 0048
ATM:
DOMESTIC CURRENCY COMMISSION
PERCENT SALES COMMISSION GBP
ORIGINAL AMOUNT: 636.10
CHARGE RATE: 1.0023
PIN IN USE
ACCOUNT WILL BE DEBITED
TRMS. CURRENCY: US DOLLARS
TOTAL AMOUNT: 650699.57
CARD NUMBER: 96465087
5126166 9501 810

GH Hotel Operating Company Ltd
14 Jewry, 7th Floor, London EC2R 8DU
Registered in England No: 04976608



GROSVENOR HOUSE
A JW MARRIOTT HOTEL
LONDON

Ms Sally Donnelly



United States

INVOICE 700331
Company Name Us Embassy
Guest Name

Group Code H6Q
01 April 2017

Grosvenor House, A JW Marriott Hotel

Room No. : (b)
Arrival : 30-03-17
Departure : 01-04-17
Page No. : 2 of 2
Cashier No. : 20229
MRW No. : XXXXX6008
Voucher No. :

VAT Number : GB830770438

Date	Description	Supplement	Reference	Debit GBP	Credit GBP
Local Amount	696.1	Approval Code	A046033	(b) (6)	
Exchange Rate		Approval Amount	696.10		
Transaction ID	95463967	Terminal ID			
Merchant ID	6479935				

Please debit/ credit my account by the amount indicated above. Cardholder Signature: _____

GH Hotel Operating Company Ltd
11 Old Jewry, 7th Floor, London EC2R 8DU
Registered in England No: 04875608

~~FOR OFFICIAL USE ONLY~~

DETAILED ITINERARY

WEDNESDAY - SATURDAY

Wednesday

- 07:30 - 08:15 Motorcade to Andrews AFB
Principal, Donnelly
Wx: 66/39 Sunny
Civilian: Business Suit
Military: Class B / Service C / Service Khakis / Service Blue
- 08:15 - 08:30 Arrive & Load Aircraft
- 08:30 - 09:30 Depart Andrews AFB en route LaGuardia Airport
✦ (Flight Time 1+00/No Time Change)
C-32
- 09:30 - 09:45 Arrive New York City
Wx: 60/36 Partly Cloudy
- 09:45 - 10:30 Motorcade to Dr. Kissinger's Office
Principal, Faller
Greeted by:
(b) (6) Kissinger Security
- 10:30 - 10:45 Office Call w/ Jami Miscik
26th Floor
Principal, Faller, Donnelly
Official Stills
- 10:45 - 12:00 Meeting with Dr. Kissinger & Jami Miscik
Principal, Faller, Donnelly, (b) (6)
Off the Record - Listening Mode
- 12:00 - 12:30 Motorcade to Westin Grand Central
Principal, Faller
- 12:30 - 12:45 Light Lunch/Interview Prep
Day Brief Room 3501
Principal, Faller, Donnelly, (b) (6)
- 12:45 - 13:15 Interview w/ Dexter Filkins
Day Brief Room 3501
Principal, Faller, Donnelly, (b) (6)
- 13:15 - 13:30 Break
- 13:30 - 14:00 SVTC Prep
Communications Room 3512
Principal, Faller, Donnelly, Ellehuus

~~FOR OFFICIAL USE ONLY - DECLASSIFY UPON COMPLETION~~

As of: Friday, March 23, 2018 08:48

18-L-1454/SECDEF/COMMOIC/0054

DETAILED ITINERARY

- 14:00 - 15:00 **SVTC Meeting**
Communications Room 3512
Principal
- 15:00 - 15:15 **Break/Move to Motorcade**
Principal, Faller, Donnelly
- 15:15 - 15:45 **Motorcade to Council on Foreign Relations**
Principal, Faller
- 15:45 - 15:50 **Arrive CFR/Military Fellows Group Photo**
Greeted by (b) (6) +5 CFR Military Fellows
(b) (6)
(b) (6)
(b) (6)
(b) (6)
(b) (6)
Official Stills
- 15:50 - 17:15 **CFR Roundtable Listening Session**
Hauser Room
Principal, Faller, Donnelly, (b) (6)
CFR Attendees:
(b) (6)
(b) (6)
(b) (6)
(b) (6)
(b) (6)
Off the Record - Listening Mode
- 17:15 - 17:45 **Motorcade to Hotel**
Principal, Faller
- 17:45 - 18:45 **Executive Time**
(1800 - 1815) - Nightly Staff Synch
- 18:45 - 19:15 **Motorcade to Bloomberg Residence**
Principal, Faller

DETAILED ITINERARY

- 19:15 - 21:00 Bloomberg Dinner**
Principal, Faller, Donnelly
Michael Bloomberg, Host
James Gorman, CEO, Morgan Stanley
Gerald Hasell, CEO, Bank of New York
Stephen Schwarzman, CEO, Blackstone
Anne Finucane, Vice Chairman, Bank of America
Tim Geithner, Former Secretary of the Treasury
Dr. Henry Kissinger
Tom Secunda, Co-Founder, Bloomberg L.P.
Kevin Sheekey, Global Head, Communications, Government Relations, Bloomberg L.P.
[REDACTED]
- Off the Record - Listening Mode**
- 21:00 - 21:20 Motorcade to Hotel**
Principal, Faller
- 21:20 - 07:20 RON New York City**

DETAILED ITINERARY

Thursday

- 07:20 - 07:40 **Staff Sync**
Wx: 53/39 Clear
Civilian: Business Suit
Military: Class B / Service C / Service Khakis / Service Blue
- 07:40 - 07:50 **Motorcade to AMB Haley's Residence**
Principal, Faller
- 07:50 - 08:00 **Arrive AMB Haley's Residence**
Greeted by: (b) (6)
- 08:00 - 09:30 **Breakfast Meeting with Ambassador Nikki Haley**
37th Floor
Principal, Faller, Donnelly, (b) (6) Swayne
USUN Attendees:
- AMB Haley
(b) (6)
(b) (6)
(b) (6)
Official Stills
- 09:30 - 10:15 **Motorcade to Airport**
Principal, Faller
- 10:15 - 10:25 **Arrive Aircraft & Load**
(T) Plane Side Photos
- 10:25 - 22:10 **Depart LaGuardia Airport en route Stansted Airport**
✈ (Flight Time 6+45/Time Change +5)
C-32
(T) Press Gaggle - On or Off the Record?
- 22:10 - 22:25 **Arrive Stansted Airport**
Greeted by:
Brig Gen Chris Short, USAF (DATT)
Wx: 67/50 Light Rain Late
Official Stills
- 22:25 - 23:25 **Motorcade to Hotel**
Principal, Faller
- 23:25 - 23:35 **Arrive Grosvenor Marriott**
(T) Nightly Staff Synchron
- 23:35 - 07:45 **RON London**

DETAILED ITINERARY

Friday

- 07:45 - 08:00 **Day Synch**
Wx: 62/49 Showers Early
Civilian: Business Suit
Military: Class A / Service A / Service Dress Blue / Service Dress
- 08:00 - 08:10 **Move to Lobby**
- 08:10 - 08:15 **Depart Hotel en route US Embassy**
Potential walk (5 min.)
Accompanied by Brig Gen Chris Short, USAF (DATT)
- 08:15 - 08:20 **Arrive US Embassy, London**
Greeted by: (b) (6)
Official Stills
- 08:20 - 09:20 **Country Team Brief**
Principal, Faller, Donnelly, (b) (6) Ellehuus, (b) (6)
- 09:20 - 09:30 **USMC Detachment/DAO Photo**
Principal
Two Group Photos:
- 10 Marines in Dress Blue Deltas
- 15 DAO/ODC Team in Service Dress
Official Stills
- 09:30 - 10:00 **Motorcade to MOD**
Principal, Faller
- 10:00 - 10:15 **Arrive Ministry of Defense**
Greeted by Secretary of State for Defense Sir Michael Fallon
Ceremonial Arrival, North Door
Honor Cordon/Photo, No Anthems
Photo Spray - Arrival Greet Only
- 10:15 - 11:15 **Bilateral Meeting**
Historic Room 27
Principal, Faller, Donnelly, (b) (6) Ellehuus, (b) (6)
Official Stills
- 11:15 - 11:30 **Motorcade to Lancaster House**
Photo Spray - Arrival Greet Only
- 11:30 - 11:45 **Press Conference Prep**
Principal, Faller, Donnelly, (b) (6)

DETAILED ITINERARY

- 11:45 - 12:15 Joint Press Conference**
State Dining Room
Brief Openers, 2x2 Questions
- Moderated by (b) (6) MOD Public Affairs
Open Press
- 12:15 - 13:15 Formal Working Lunch**
Eagle Room
Principal, Faller, Donnelly, (b) (6) Ellehuus (b) (6)
Mixed Seating
- 13:15 - 13:30 Break/Move to Motorcade**
- 13:30 - 13:45 Motorcade to 10 Downing Street**
Principal, Faller
- 13:45 - 14:00 Meeting with Prime Minister Theresa May**
Principal, Faller, Donnelly
Official Stills
- 14:00 - 14:30 Motorcade to Hotel**
Principal, Faller
- 14:30 - 15:30 Break/Refresh/FT Prep**
Day Brief Room - 557
Principal, Faller, Donnelly, (b) (6)
- 15:30 - 16:30 Interview w/ Financial Times**
Day Brief Room - 557
Principal, Faller, Donnelly, (b) (6)
(b) (6) Editor
(b) (6) News Editor
Off The Record
- 16:30 - 18:15 Executive Time**
(T) Nightly Staff Synch
- 18:15 - 18:30 Motorcade to Dinner**
5 Hertford Street
Principal, Faller

DETAILED ITINERARY

18:30 - 20:00 **Dinner**
Principal, Faller, Donnelly
General Graeme Lamb, Host
General David Richards
Major General James Chiswell
Minister Tobias Ellwood

(b) (6)

(b) (6)

(b) (6)

Off the Record - Listening Mode

20:00 - 20:15 **Motorcade to Hotel**
Principal, Faller

20:15 - 09:40 **RON LONDON**

DETAILED ITINERARY

Saturday

09:40 - 10:00 **Staff Synch**
Day Brief Room - 557
Principal, Faller
Wx: 60/44 Showers Late
Civilian: Business Suit
Military: Class B / Service C / Service Khakis / Service Blue

10:00 - 10:15 **Prep for Gaggle**
Stratton Suite
Principal, Faller, Donnelly, (b) (6)

10:15 - 10:45 **Gaggle w/ US Press**
Somerset Suite
Principal
Open Press

10:45 - 12:00 **Executive Time**

12:00 - 12:30 **IISS Prep**
Somerset Suite
Principal, Faller, Donnelly, (b) (6) Ellehuus, (b) (6)

12:30 - 12:40 **Pull Aside w/ Dr. Chipman**
Somerset Suite
Principal, Faller, Donnelly

12:40 - 14:00 **IISS Lunch/Listening Session**
Spencer Suite
Principal, Faller, Donnelly, (b) (6)
IISS Attendees:

(b) (6)
(b) (6)
(b) (6)
(b) (6)
(b) (8)
(b) (6)
(b) (6)

Off the Record - Listening Mode

14:00 - 14:15 **Break/Prep**
Principal, Faller, Donnelly, (b) (6)

14:15 - 15:15 **Meeting with Professor Colin Gray**
Somerset Suite
Principal, Faller, Donnelly, (b) (6)
Official Stills

DETAILED ITINERARY

- 15:15 - 15:25 **Break/Move to Motorcade**
- 15:25 - 16:25 **Depart Hotel en route to Airport**
Principal, Faller
- 16:25 - 16:40 **Arrive Stansted Airport. Load Aircraft**
- 16:40 - 19:55 **Depart Stansted Airport en route Joint Base Andrews**
✦ **(Flight Time 8+15/Time Change -5)**
C-32
(T) Off the Record Event w/ US Press
- 19:55 - 20:10 **Arrive Joint Base Andrews. Move to Motorcade**
Wx: 61/45 Showers Early
- 20:10 - 20:40 **Motorcade to Residence**
Principal

DELEGATION ROSTER (32)

WEDNESDAY - SATURDAY

Personal Staff (8)

Principal	Principal
RADM Craig Faller	Senior Military Assistant
Ms. Sally Donnelly	Deputy Chief of Staff, Office of the Secretary of Defense
(b) (6)	Strategic Communications
(b) (6)	Junior Military Assistant
(b) (6)	Executive Assistant to the Senior Advisor
(b) (6)	Personal Security Advisor
(b) (6)	Flag Writer

Support (12)

(b) (6)	Director of Travel	[2]
(b) (6)	Trip Coordinator	
(b) (6)	Director of Personal Security	
(b) (6)	Director of Communications	
(b) (6)	Deputy Director of Communications	
(b) (6)	Flight Surgeon	
(b) (6)	Communications Technician	
(b) (6)	OSD Communications Technician	
(b) (6)	Advance Officer - Training (NYC)	[1]
(b) (6)	Lead Advance Officer (London)	[1]
(b) (6)	Advance Officer - Training (London)	[1]
(b) (6)	Security Advance	[4]

OSD Policy (4)

Ms. Rachel Ellehuus	A/DASD, European and NATO Policy	
Mr. Mark Swayne	A/DASD, Stability & Humanitarian Affairs	[3]
(b) (6)	Country Director for United Kingdom	
(b) (6)	Policy Advisor, Peacekeeping and Stability Operations	[3]

PA (2)

(b) (6)	DPO/Press Escort
(b) (6)	Official Photographer

Press (6)

(b) (6)	Associated Press	[2]
(b) (6)	Thomson Reuters	[2]
(b) (6)	Fox News Producer	[2]
(b) (6)	Fox - Sound	[2]
(b) (6)	Fox - Camera	[2]
(b) (6)	DoD News	

18-L-1454/SECDEF/COMM/OIC/0063

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As of: Monday, March 27, 2017 17:20

Notes

1. Not Traveling w/ Delegation
2. Joining Delegation in NYC
3. Departing Delegation in NYC
4. Joining Delegation in UK

18-L-1454/SECDEF/COMM/OIC/0064

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As of: Monday, March 27, 2017 17:20

** Supplemental for hotel taxes \$23.79**

Acct 97

-30% Memo

TRAVEL VOUCHER OR SUBVOUCHER		Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. <input checked="" type="checkbox"/> Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ 183.00			
2. NAME (Last, First, Middle Initial) (Print or type) DONNELLY, SALLY		3. GRADE SES	4. SSN (b) (6)	5. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA	
6. ADDRESS: a. NUMBER AND STREET (b) (6)		b. CITY (b) (6)	c. STATE (b) (6)	d. ZIP CODE (b) (6)	
7. DAYTIME TELEPHONE NUMBER & AREA CODE (b) (6)		8. TRAVEL ORDER/AUTHORIZATION NUMBER DSTB7A131		10. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER c. PAID BY d. COMPUTATIONS	
11. ORGANIZATION AND STATION SECDEF, PENTAGON, WASHINGTON DC		13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (include Zip Code)		14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)	
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE		15. ITINERARY		16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER	
15. ITINERARY a. DATE 2017 b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)		c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
4/6	DEP	RESIDENCE	PA		
4/6	ARR	ANDREWS AFB, MD	GP	AT	23
4/6	DEP	DEL RAY BEACH, FL	GP	TD	
4/7	DEP	DEL RAY BEACH, FL	GP	TD	183.00
4/7	ARR	ANDREWS AFB, MD	GP	TD	
4/7	DEP	ANDREWS AFB, MD	GP	TD	
4/7	ARR	RESIDENCE	PA	MC	23
	DEP				
	ARR				
	DEP				
	ARR				
	DEP				
	ARR				
18. REIMBURSABLE EXPENSES a. DATE b. NATURE OF EXPENSE c. AMOUNT d. ALLOWED		17. DURATION OF TRAVEL <input type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input checked="" type="checkbox"/> MORE THAN 24 HOURS		19. GOVERNMENT/DEDUCTIBLE MEALS a. DATE b. NO. OF MEALS c. DATE d. NO. OF MEALS	
5 Jun 17	Hotel taxes	23.79			
20. CLAIMANT SIGNATURE (b) (6)		21. SIGNATURE (b) (6)		d. DATE 20170418	e. TELEPHONE NUMBER (b) (6)
22. ACCOUNTING CLASSIFICATION		23. COLLECTION DATA		f. DATE 4/25/17	g. TELEPHONE NUMBER (b) (6)
24. COMPUTED BY		25. AUDITED BY		h. DATE 26 April 17	28. AMOUNT PAID
26. TRAVEL ORDER/AUTHORIZATION POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)		28. AMOUNT PAID	

18-L-1454/SECDEF/COMM/OIC/0065

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)</i>										1. DATE OF REQUEST (YYYYMMDD) 20170120			
REQUEST FOR OFFICIAL TRAVEL													
2. NAME (Last, First, Middle Initial) DONNELLY, SALLY			3. SOCIAL SECURITY NUMBER (b) (6)			4. POSITION TITLE AND GRADE/RATING DEPUTY CHIEF OF STAFF TO THE SECRETARY OF DEFENSE, SES04							
5. LOCATION OF PERMANENT DUTY STATION (PDS) NATIONAL CAPITOL REGION - WASHINGTON D.C.					6. ORGANIZATIONAL ELEMENT SECDEF (0101)			7. DUTY PHONE NUMBER (Include Area Code) (b) (6)					
8. TYPE OF AUTHORIZATION BLANKET ORDERS			9. TDY PURPOSE (See JTR, Appendix H) OFFICIAL TRAVEL			10a. APPROX. NO. OF TDY DAYS (Including travel time) 254			10b. PROCEED DATE (YYYYMMDD) 20170120				
11. ITINERARY <input checked="" type="checkbox"/> VARIATION AUTHORIZED From Washington, D.C., to such times and in such frequency as may be necessary in the performance of your official duties, either within or outside the continental limits of the United States, and return to Washington, D.C. Requirements of DOD Directive 4500.54 must be observed.													
12. TRANSPORTATION MODE													
a. COMMERCIAL			b. GOVERNMENT			c. LOCAL TRANSPORTATION							
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE (Check one)			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RATE PER MILE: <input checked="" type="checkbox"/>			
AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)										<input type="checkbox"/>			
MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR													
13. a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.				b. OTHER RATE OF PER DIEM (Specify)									
14. ESTIMATED COST										15. ADVANCE AUTHORIZED			
a. PER DIEM		b. TRAVEL		c. OTHER		d. TOTAL							
\$		\$		\$		\$ 0.00		\$					
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) Travel meets the criteria of SecDef Memo of 18 Jan 82, "Travel by government Officials, including Foreign Travel." Airfare is limited to the most economical accommodations to satisfy mission requirements, as may be determined by the appropriate transportation officer. Multiple car rental, upgrade is authorized, government discount rate directed when available. Taxi/POV authorized in/around TDY area. Excess baggage authorized in accordance with JTR paragraph G2830. Official phone calls, internet, portage fees, control rooms, supplies, services, equipment lease, and conference fees are authorized. AEA is authorized for lodging. Designated as an official courier. Non-Contract Carrier authorized. Foreign Flag Carrier authorized. Early check in authorized. Late check-out authorized. Dual and retained lodging authorized. Use of Government mess and lodging not required IAW JTR paragraph 1055-A. When using commercial transportation tickets, and the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher. Tickets issued to travelers from CWT are billed to an individually billed account (IBA). Submission of approved travel claim is required within 10 days after completion of TDY.													
(b) (6)						(b) (6)						Title and signature	
ADMINISTRATIVE, TRAVEL OPERATIONS						MILITARY ASSISTANT, TRAVEL OPERATIONS						AUTHORIZATION	
19. ACCOUNTING CITATION 9770100.1120 00000 0101 2102 2102 049447 DSTB7A131 Travel is only authorized in support of expected activities and disbursement of funds is subject to availability of FY 2017 appropriation.													
(b) (6)								21. DATE ISSUED (YYYYMMDD) 20170120					
DIRECTOR, TRAVEL OPERATIONS								22. TRAVEL AUTHORIZATION NUMBER DSTB7A131					

PRIVACY ACT STATEMENT
(5 U.S.C. 552a)

AUTHORITY: 5 U.S.C. §§5701, 5702, and E.O. 9397.

PRINCIPAL PURPOSE(S): Used for reviewing, approving, and accounting for official travel. SSN is used to maintain a numerical identification system for individual travelers.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of travel request.

16. REMARKS (Continued) (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)



OFFICE OF THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000

MEMORANDUM FOR DEFENSE FINANCE AND ACCOUNTING SERVICE

SUBJECT: Actual Expense Allowance (AEA) in Connection with Travel of the
Secretary and Deputy Secretary of Defense

REFERENCE: Donnelly, Sally

In accordance with JTR, par. 4135, actual expense reimbursement is authorized for uniformed service member (SM) and Department of Defense (DoD) civilian employees for worldwide official travel. This AEA is subject to all provisions and deductions of the JTR, Chapter 4, Part B. *The maximum amount for uniformed SM and DoD civilian employees is capped at 300 %*

This authorization covers uniformed SM and DoD civilian employees assigned to travel as escorts or support personnel (including advance and rear parties) in connection with travel of the Secretary and Deputy Secretary of Defense. This authorization applies to localities visited in connection with this duty. The AEA rates are in lieu of normal per diem otherwise authorized by the JTR.

Travelers are authorized an AEA for lodging expenses. The M&IE is paid on a per diem basis.

A copy of this authorization must be filed with the travel vouchers claiming actual expense reimbursement for this travel.

This authorization is effective for travel from 4/6/17 to 4/7/17.

(b) (6)

NCOIC, SECDEF Travel Operations
Office of the Secretary of Defense



18-L-1454/SECDEF/COMM/OIC/0068



**HYATT
PLACE**

Hyatt Place Delray Beach
104 NE 2nd Avenue
Delray Beach, FL 33444
Phone: 561.330.3530
Fax: 561.330.3531
www.hyattplacedelraybeach.com

INVOICE

Payee: Sally Donnelly

(b) (6)

United States

Room No. (b) (6)

Arrival 04-06-17

Departure 04-07-17

Page No. 1 of 1

Folio Window 1

Folio No. 123095

Confirmation No. 3996962801

Group Name SS \$183

Date	Description	Charges	Credits
04-06-17	Group Room	183.00	
04-06-17	State Tax	12.81	
04-06-17	Occupancy Tax	10.98	
04-07-17	State Tax Exempt	-12.81	
04-07-17	Occupancy Tax Exempt	-10.98	
04-07-17	(b) (6)	(b) (6)	183.00
Total		183.00	183.00

Guest Signature

Balance

0.00

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

WE HOPE YOU ENJOYED YOUR STAY WITH US!

Thank you for choosing Hyatt Place Delray Beach. Our goal is to provide every guest with an exceptional stay and we are interested in any comments regarding your visit.

World of Hyatt Summary

Membership: (b) (6)
 Bonus Codes:
 Qualifying Nights: 1
 Eligible Spend: 183.00
 Redemption Eligible: 0.00

Please remit payment to:
 Hyatt Place Delray Beach
 104 N.E. 2nd Avenue
 Delray Beach, FL 33444

Summary Invoice, please see front desk for eligibility details.



Hyatt Place Delray Beach
 104 NE 2nd Avenue
 Delray Beach, FL 33444
 Phone: 561 330 3530
 Fax: 561 330 3531
www.hyattplace.com

INFORMATION INVOICE

Payee: Sally Donnelly
 (b) (6)
 United States

Room No. (b) (6)
 Arrival: 04-06-17
 Departure: 04-07-17
 Page No. 1 of 1
 Folio Window 1
 Folio No. 123095

Confirmation No. 3596952801
 Group Name SS \$183

Date	Description	Charges	Credits
04-06-17	Group Room	183.00	
04-06-17	State Tax	12.81	
04-06-17	Occupancy Tax	10.98	
04-07-17	(b) (6)		183.00
05-09-17	(b) (6)		23.79

Total 206.79 206.79

Guest Signature

Balance 0.00

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

WE HOPE YOU ENJOYED YOUR STAY WITH US!

World of Hyatt Summary

Membership (b) (6)
 Bonus Codes
 Qualifying Nights: 1
 Eligible Spend: 183.00
 Redemption Eligible: 0.00

Thank you for choosing Hyatt Place Delray Beach. Our goal is to provide every guest with an exceptional stay and we are interested in any comments regarding your visit.

Please remit payment to:
 Hyatt Place Delray Beach
 104 N.E. 2nd Avenue
 Delray Beach, FL 33444

Summary Invoice, please see front desk for eligibility details.

DETAILED ITINERARY

THURSDAY - FRIDAY

Thursday

- 10:45 - 11:15 **Motorcade to Joint Base Andrews**
Principal, Donnelly
Wx: 63/46 Partly Cloudy
Civilian: Business Suit
Military: Class A / Service A / Service Dress Blue / Service Dress
- 11:15 - 11:30 **Arrive & Load Aircraft**
- 11:30 - 13:35 **Depart Joint Base Andrews en route Palm Beach International Airport**
✈
(Flight Time 2+05/No Time Change)
G-5
- 13:35 - 13:45 **Arrive West Palm Beach**
Wx: 90/65 Mostly Sunny
- 13:45 - 14:00 **Motorcade to Mar-a-Largo**
Principal, (b) (6) Donnelly
- 14:00 - 14:05 **Arrive Mar-a-Lago/Move to DOD Hold Room**
Dutch Room, 2nd Floor
Principal, Donnelly, (b) (6), (b) (6), (b) (6)
- 14:05 - 14:45 **Meeting Prep**
Dutch Room
Principal, Donnelly, (b) (6), (b) (6), (b) (6)
- 14:45 - 15:00 **Walk to POTUS Meeting**
Location TBD
Principal, (b) (6)
- 15:00 - 16:00 **POTUS Meeting**
Location TBD
Principal
POTUS, WHCOS, NSA, SECDEF
- 16:00 - 16:30 **US Team Pre-brief**
Tea House Room
- USG Meeting Participants Only
- 16:30 - 16:35 **Walk to DOD Hold Room**
Dutch Room, 2nd Floor
- 16:35 - 18:10 **Executive Time & Refresh for Dinner**
(1730-1800) - POTUS/PRC One-on-One

~~FOR OFFICIAL USE ONLY~~

DETAILED ITINERARY

18:10 - 18:15 Walk to POTUS Dinner

Principal (b) (6)

18:20 Room Freeze for POTUS arrival (18:30)

18:15 - 18:30 Seated for POTUS Arrival

Seating Card TBC

~~FOR OFFICIAL USE ONLY - DECLASSIFY UPON COMPLETION~~

As of: Wednesday, April 05, 2017 21:39

18-L-1454/SECDEF/COMM/OIC/0072

DETAILED ITINERARY

18:30 - 19:30 POTUS Dinner (P+14)

Formal Dining Room

Principal

Attendees:

United States POTUS

1. Mrs. Melania Trump, First Lady of the United States
2. Secretary Rex Tillerson, Department of State
3. Secretary James Mattis, Department of Defense
4. Secretary Steven Mnuchin, Department of Treasury
5. Secretary Wilbur Ross, Department of Commerce
6. Reince Priebus, Assistant to the President and Chief of Staff
7. LTG H.R. McMaster, Assistant to the President and National Security Advisor
8. Jared Kushner, Assistant to the President and Senior Advisor
9. Gary Cohn, Assistant to the President and Director of National Economic Council
10. Ivanka Trump
11. Ken Juster, Deputy Assistant to the President for International Economics
12. (b) (6), NSC Senior Director for Asian Affairs (note-taker)
13. TBD
14. TBD

China (TBC)

Xi Jinping, President of China

1. Madam Peng Liyuan, Wife of President Xi Jinping
2. Wang Huning, Member of the Politburo, Director of the Central Policy Research Office
3. Li Zhanshu, Secretary, CCCPC Secretariat; Director, CCCPC General Office
4. Yang Jiechi, State Councilor
5. Wang Yi, Foreign Minister
6. He Lifeng, Director, National Development and Reform Commission
7. Zhong Shan, Minister of Commerce
8. Liu He, Director, Office of the Central Leading Group on Financial and Economic Affairs
9. Ding Xuexiang, Deputy Director, General Office of CCCPC; Director, Office of President Xi Jinping
10. Cui Tiankai, Ambassador of the People's Republic of China to the United States of America
11. Ni Peijun, Wife of Ambassador Cui Tiankai
12. Zheng Zeguang, Vice Minister of Foreign Affairs
13. TBD
14. TBD

Seating Card TBC

Press Photo Spray: Top

Translation: Consecutive

19:30 - 19:40 PRC Delegation Departure

~~FOR OFFICIAL USE ONLY~~

DETAILED ITINERARY

- 19:40 - 20:30 (T) US Team Meeting
(T) Tea House Room
- 20:30 - 21:00 (T) Motorcade to Hyatt Place Del Ray Beach
Principal (S) Donnelly
- Joined by BGen Rob Spaulding, USAF (DATT, USEMB-PRC)
- 21:00 - 07:00 RON Del Ray Beach

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As of: Wednesday, April 05, 2017 21:39

18-L-1454/SECDEF/COMM/OIC/0074

DETAILED ITINERARY

Friday

- 07:00 - 07:15 Day Synch**
Day Brief Room - 407
Wx: 89/56 Sunny
Civilian: Business Suit
Military: Class A / Service A / Service Dress Blue / Service Dress
- 07:15 - 07:45 Motorcade to Mar-a-Lago Club**
Principal, (b) (6) Donnelly
- Joined by BGen Rob Spaulding, USAF (DATT, USEMB-PRC)
- 07:45 - 08:00 Arrive Mar-a-Lago**
Principal, (b) (6)
DV Walk to The Patio
Staff to DOD Hold Room, Dutch Room
- 08:00 - 09:00 Special Representatives Breakfast**
The Patio
Principal
Attendees:
United States
1. Secretary Rex Tillerson, Department of State
2. Secretary James Mattis, Department of Defense
3. LTG H.R. McMaster, Assistant to the President and National Security Advisor
4. Note Taker Interpreter
- China (TBC)
1. Yang Jiechi, State Councilor
2. Wang Yi, Foreign Minister
3. TBD
4. TBD
5. Interpreter
- Seating Card TBC
Closed Press
Translation: Consecutive
- 09:00 - 10:15 (T) US Team Readout**
(T) Tea House Room
If no Readout, Move to Dutch Room for Executive Time
- 10:15 - 10:30 Move to/Seated for Expanded Meeting**
White and Gold Room
Principal, (b) (6)
Press Photo Spray: Top

DETAILED ITINERARY

10:30 - 11:30 Expanded Delegation Meeting (P+10)

White and Gold Room

Principal

Attendees:

United States POTUS

1. Secretary Rex Tillerson, Department of State
2. Secretary James Mattis, Department of Defense
3. Reince Priebus, Assistant to the President and Chief of Staff
4. LTG H.R. McMaster, Assistant to the President and National Security Advisor
5. Jared Kushner, Assistant to the President and Senior Advisor
6. (b) (6) NSC Senior Director for Asian Affairs (note-taker)
- 7-10 - TBD

China (TBC)

Xi Jinping, President of China

1. Wang Huning, Member of the Politburo, Director of the Central Policy Research Office
2. Li Zhanshu, Secretary, CCCPC Secretariat; Director, CCCPC General Office
3. Yang Jiechi, State Councilor
4. Wang Yi, Foreign Minister
5. He Lifeng, Director, National Development and Reform Commission
6. Zhong Shan, Minister of Commerce
- 7-10. TBC

Seating Card TBC

Translation: Consecutive

11:30 - 12:15 Break/Delegations Meet Separately

(T) Tea House Room

DETAILED ITINERARY

12:15 - 13:30 Expanded Delegation Working Lunch (P+12)

(T) Tea House or White and Gold Room

Principal

Attendees:

United States POTUS

1. Secretary Rex Tillerson, Department of State
2. Secretary James Mattis, Department of Defense
3. Secretary Steven Mnuchin, Department of Treasury
4. Secretary Wilbur Ross, Department of Commerce
5. Reince Priebus, Assistant to the President and Chief of Staff
6. LTG H.R. McMaster, Assistant to the President and National Security Advisor
7. Jared Kushner, Assistant to the President and Senior Advisor
8. Gary Cohn, Assistant to the President and Director of National Economic Council
9. Ken Juster, Deputy Assistant to the President for International Economics
10. (b) (6), NSC Senior Director for Asian Affairs (note-taker)
11. TBD
12. TBD

China (TBC)

Xi Jinping, President of China

1. Wang Huning, Member of the Politburo, Director of the Central Policy Research Office
2. Li Zhanshu, Secretary, CCCPC Secretariat; Director, CCCPC General Office
3. Yang Jiechi, State Councilor
4. Wang Yi, Foreign Minister
5. He Lifeng, Director, National Development and Reform Commission
6. Zhong Shan, Minister of Commerce
7. Liu He, Director, Office of the Central Leading Group on Financial and Economic Affairs
8. Ding Xuexiang, Deputy Director, General Office of CCCPC; Director, Office of President Xi Jinping
9. Cui Tiankai, Ambassador of the People's Republic of China to the United States of America
10. Zheng Zeguang, Vice Minister of Foreign Affairs
11. TBD
12. TBD

Seating Card TBC

Official Stills

Translation: Consecutive

13:30 - 13:45 Break

* Chinese Delegation Departs at 13:35

13:45 - 14:45 (T) US Team Meeting (P+10)

(T) Tea House Room

Duration TBC

~~FOR OFFICIAL USE ONLY~~

DETAILED ITINERARY

- 14:45 - 15:00 **Depart Mar-a-Largo en route Palm Beach International Airport**
Principal. Donnelly. (S) (U)
- 15:00 - 15:15 **Arrive & Load Aircraft**
- 15:15 - 17:20 **Depart West Palm Beach en route Joint Base Andrews**
✦ **(Flight Time 2+05/No Time Change)**
G-5
- 17:20 - 17:35 **Arrive JBA**
Wx: 60/42 Mostly Cloudy
- 17:35 - 18:05 **Motorcade to Residence**
Principal

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As of: Wednesday, April 05, 2017 21:39

18-L-1454/SECDEF/COMM/OIC/0078

DELEGATION ROSTER (9)

THURSDAY - FRIDAY

Personal Staff (5)

Principal
Ms. Sally Donnelly

(b) (6)
(b) (6)
(b) (6)

Principal
Senior Advisor
Principal Military Assistant
Personal Security Advisor
Executive Assistant to the Senior Advisor

Support (3)

(b) (6)
(b) (6)
(b) (6)

Director of Personal Security
Trip Coordinator/Advance
Deputy Director of Communications

[1]

OSD Policy (1)

Mr. David Helvey

A/ASD for APSA

Notes

1. Not traveling with delegation.

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)</i>				1. DATE OF REQUEST (YYYYMMDD) 20170120									
REQUEST FOR OFFICIAL TRAVEL													
2. NAME (Last, First, Middle Initial) DONNELLY, SALLY		3. SOCIAL SECURITY NUMBER (b) (6)		4. POSITION TITLE AND GRADE/RATING DEPUTY CHIEF OF STAFF TO THE SECRETARY OF DEFENSE, SES04									
5. LOCATION OF PERMANENT DUTY STATION (PDS) NATIONAL CAPITOL REGION - WASHINGTON D.C.			6. ORGANIZATIONAL ELEMENT SECDEF (0101)		7. DUTY PHONE NUMBER <i>(Include Area Code)</i> (b) (6)								
8. TYPE OF AUTHORIZATION BLANKET ORDERS		9. TDY PURPOSE (See JTR, Appendix H) OFFICIAL TRAVEL		10a. APPROX. NO. OF TDY DAYS <i>(Including travel time)</i> 254	b. PROCEED DATE (YYYYMMDD) 20170120								
11. ITINERARY		<input checked="" type="checkbox"/> VARIATION AUTHORIZED											
From Washington, D.C., to such times and in such frequency as may be necessary in the performance of your official duties, either within or outside the continental limits of the United States, and return to Washington, D.C. Requirements of DOD Directive 4500.54 must be observed.													
12. TRANSPORTATION MODE													
a. COMMERCIAL		b. GOVERNMENT		c. LOCAL TRANSPORTATION									
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE: _____			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR			
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)													
13. a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.				b. OTHER RATE OF PER DIEM (Specify)									
14. ESTIMATED COST										15. ADVANCE AUTHORIZED			
a. PER DIEM \$		b. TRAVEL \$		c. OTHER \$		d. TOTAL \$ 0.00				\$			
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) Travel meets the criteria of SecDef Memo of 18 Jan 82, "Travel by government Officials, including Foreign Travel." Airfare is limited to the most economical accommodations to satisfy mission requirements, as may be determined by the appropriate transportation officer. Multiple car rental, upgrade is authorized, government discount rate directed when available. Taxi/POV authorized in/around TDY area. Excess baggage authorized in accordance with JTR paragraph G2830. Official phone calls, internet, portage fees, control rooms, supplies, equipment lease, and conference fees are authorized. AEA is authorized for lodging. Designated as an official courier. Non-Contract Carrier authorized. Foreign Flag Carrier authorized. Early check in authorized. Late check-out authorized. Dual and retained lodging authorized. Use of Government mess and lodging not required IAW JTR paragraph 1055-A. When using commercial transportation tickets, and the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher. Tickets issued to travelers from CWT are billed to an individually billed account (IBA). Submission of approved travel claim is required within 10 days after completion of TDY.													
(b) (6)						(b) (6)						Title and signature	
ADMINISTRATIVE, TRAVEL OPERATIONS						MILITARY ASSISTANT, TRAVEL OPERATIONS							
AUTHORIZATION													
19. ACCOUNTING CITATION 9770100.1120 00000 0101 2102 2102 049447 DSTB7A131 Travel is only authorized in support of expected activities and disbursement of funds is subject to availability of FY 2017 appropriation.													
(b) (6)						21. DATE ISSUED (YYYYMMDD) 20170120			22. TRAVEL AUTHORIZATION NUMBER DSTB7A131				
DIRECTOR, TRAVEL OPERATIONS													



OFFICE OF THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000

MEMORANDUM FOR DEFENSE FINANCE AND ACCOUNTING SERVICE

SUBJECT: Actual Expense Allowance (AEA) in Connection with Travel of the
Secretary and Deputy Secretary of Defense

REFERENCE: Donnelly, Sally

In accordance with JTR, par. 4135, actual expense reimbursement is authorized for uniformed service member (SM) and Department of Defense (DoD) civilian employees for worldwide official travel. This AEA is subject to all provisions and deductions of the JTR, Chapter 4, Part B. *The maximum amount for uniformed SM and DoD civilian employees is capped at 300 %*

This authorization covers uniformed SM and DoD civilian employees assigned to travel as escorts or support personnel (including advance and rear parties) in connection with travel of the Secretary and Deputy Secretary of Defense. This authorization applies to localities visited in connection with this duty. The AEA rates are in lieu of normal per diem otherwise authorized by the JTR.

Travelers are authorized an AEA for lodging expenses. The M&IE is paid on a per diem basis.

A copy of this authorization must be filed with the travel vouchers claiming actual expense reimbursement for this travel.

This authorization is effective for travel from 4/17/17 to 4/25/17.

(b) (6)

NCOIC, SECDEF Travel Operations
Office of the Secretary of Defense



18-L-1454/SECDEF/COMM/OIC/0082

٧

Ms. Sally Donnelly
United States of America

United States of America

Conf. No. : 887977907

Arrival : 21.04.17

Departure : 24.04.17

Rate QAR : 1,160.00

Guest Name : Ms. Sally Donnelly

SPG Mem. No :

رقم الحجز : ٨٦٧٩٧٧٩٠٧

الوصول : ١٧/٠٤/٢١

المغادرة : ١٧/٠٤/٢٤

السعر رقب : ١١٦٠

اسم النزيل :

رقم العضوية :

Room No. (b) (6)

No of person (s) : 1 عدد الأشخاص : ١

Folio No. : رقم الفاتورة :

Cashier No. : المحصل :

Page No : 1 of 1 رقم الصفحة :

Company Name : Embassy of the United States of America
اسم الشركة

Date	Text	Charges	Credits
التاريخ	البيان	الرسوم	دائن
21.04.17	Accommodation	1,160.00	
٢١/٠٤/١٧	الاقامة	١,١٦٠,٠٠	
22.04.17	Accommodation	1,160.00	
٢٢/٠٤/١٧	الاقامة	١,١٦٠,٠٠	
23.04.17	Accommodation	1,160.00	
٢٣/٠٤/١٧	الاقامة	١,١٦٠,٠٠	
	Total	3,480.00	0.00
	المجموع	٣,٤٨٠,٠٠	٠,٠٠
	Balance	3,480.00	
	الرصيد	٣,٤٨٠,٠٠	

ST. REGIS DOHA HOTEL
P.O. BOX 14435 WEST BAY, DOHA, QATAR
BOOK, BRN# 1728946
FOLIO NO: 1728946
RATCH: 605
23/04/2017 23:08:16 ISO 1156:23:08:16
PURCHASE RECEIPT

DONNELLY'S
AMOUNT : QAR 3480.00

PLEASE DEBIT IN ACCOUNT
FUNCTION EXPENSE
MEMBERSHIP/STAY
AID
TAX
FEE
MEMBERSHIP/STAY

NOV DATE: 11/872114

THANK YOU FOR YOUR ORDER
PLEASE KEEP THIS COPY FOR YOUR RECORDS
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THE RITZ-CARLTON®
RIYADH

Ms Sally Donnelly

INFORMATION INVOICE

Folio No. :

Room No. : (b) (6)
Arrival : 18/04/17
Departure : 20/04/17
Page No. : 1 of 1
Cashier No. : 222
CRS. No. : 98761352

19/04/17

Date	Text	Charges SAR	Credits SAR
18/04/17	Group Rate	1,860.00	
19/04/17	Group Rate	1,860.00	
19/04/17	(b) (6)		3,720.00
Total:		\$ 991	3,720.00
Balance		0.00 SAR	3,720.00

Guest Signature : _____

ريديس كارلتون
Ritz Carlton
طريق مكة، الرياض
salkah road,

19/04/2017 22:26:57
R509 201017011248 5511462501281945
7011 887427 RJL-010 11462505788



٣٧٢٠,٠٠ ريال
PURCHASE AMOUNT
SAR3720.00

مقبولة
APPROVED
بالتصديق من قبل العميل
CARDHOLDER VERIFIED BY SIGNATURE



THANK YOU FOR USING salkah
طريق مكة بالرياض
PLEASE RETURN RECEIPT
*** نسخة العميل ***
KMH CUSTOMER COPY KMH
*580 000



Mr. Sally Donnelly

United States

VAT Number:

Information Copy

Company Name: US Embassy-Defense Attache
 David InterContinental Tel Aviv, for and behalf of Classic Hotel Management
 Registered Company : 51-266099-4 VAT File No. : 557528510

Room No.: (b) [redacted]
 Arrival: 20-04-17
 Departure: 21-04-17
 Membership No.: PC 232378028
 Cashier: 154
 Folio Creation Date: 21-APR-17
 Page No.: 1 of 1

Printout Date : 21-04-17

Date	Text	Charges USD	Credits USD
------	------	----------------	----------------

20-04-17 Room Charge - Package

390.00

Total: 390.00 0.00

Balance: 390.00 USD

Non Taxable:	390.00 USD	1,423.50 NIS
Taxable:	0.00 USD	0.00 NIS
VAT:	0.00 USD	0.00 NIS
Total:	390.00 USD	1,423.50 NIS

Credit card transaction voucher

Date and Hour : 21-04-2017 06:59
 Business name : David IC TLV
 Terminal number : 18706111
 Business number : 1557000

This hotel is own:

David
 12 Kaufman

(b) (6)

Amount: 390.00 USD
 Voucher number: 187-111-036

(b) (6)

Management limited and managed by IHG.

Hotel Management Limited
 951111, Fax: (972) 3 7951112
 riv@ihg.com

David InterContinental Tel Aviv
For and on behalf of Classic Hotel Management Limited
Registered Company : 51-266099-4
VAT file number :557528510

Date : 21-04-17
Time : 07:00

PAYMENT RECEIPT

Guest Name : Sally Donnelly
Room Number : (b) (6)

Reservation Number : 12669989
Receipt No. : 530329

Date	Description	Amount
21-04-17	(b) (6)	390.00USD

Guest Signature

Cashier 300

DETAILED ITINERARY

MONDAY - TUESDAY

Monday

19:15 - 19:45 **Motorcade to Joint Base Andrews**

19:45 - 20:00 **Arrive Aircraft**

-Media will film Principal getting on aircraft.

20:00 - 15:45 **Depart Joint Base Andrews en route to Riyadh, Saudi Arabia**

✦ **(Flight Time 12+45/Time Change +7)**

E-4B

Meals: Heavy snack, Lunch

(T) Press Gaggle: ON THE RECORD: key points about the overall upcoming trip.

Wx: 77/49 Sunny w/periods of clouds

Civilian: Casual

Military: Casual

DETAILED ITINERARY

Tuesday

- 15:45 - 16:00 Arrive Riyadh, Saudi Arabia**
King Salman Air Base
Greeted by:
-Mr Christopher Henzel, Charge' d' Affaires
(b) (6) DATT
- Change into Business Suit prior to landing
- Media will film arrival and greet at airport.
Wx: 96/75 Partly Sunny
- 16:00 - 16:20 Motorcade to Ritz-Carlton Hotel**
Principal, Henzel
- 16:20 - 16:30 Arrive Hotel**
- 16:30 - 17:30 Executive Time**
-(T) (16:30-16:55) Staff Sync
- 17:30 - 18:00 Motorcade to Dinner**
- 18:00 - 19:10 Dinner with MbS**
Historical Al-Deraiyah (MbS Farm)
Principal, Henzel, Powell, Donnelly, Faller
- 19:10 - 19:40 Motorcade to Ritz-Carlton Hotel**
Principal, Henzel
- 19:40 - 19:50 Arrive Hotel**
- 19:50 - 20:20 (T) Staff Sync**
- 20:20 - 08:00 RON Riyadh, Saudi Arabia**

DETAILED ITINERARY

Wednesday

- 08:00 - 08:30** Day Sync
Wx: 98/73 Partly Sunny
Civilian: Business Suit
Military: Class A / Service A / Service Dress Blue / Service Dress
- 08:30 - 08:35** Depart Hotel
- 08:35 - 08:45** Motorcade to US Embassy
- 08:45 - 09:00** Arrive US Embassy
-Meet & Greet with 15 US Marines from MSG & USDAO upon arrival. Two group photos. Official Photographer

DETAILED ITINERARY

09:00 - 11:15 Country Team Meeting

Principal, Powell, Donnelly, Faller, (b) (6) (b) Fantini, Rixey, (b) (6) (b) (6)

Sequence of Events:

- Meeting with US Embassy Team, Saudi Arabia (45 min)
- Break (10 min)
- Meeting with US Embassy Team, Yemen (45 min)
- Meeting with select group (30 min)

Attendees for Saudi Arabia Meeting:

- AMB Matt Tueller, US AMB to Yemen
- Mr Chris Henzel, CDA Saudi Arabia
- Mr Tim Lenderking, Dep SecState for Arabian Gulf Affairs

- (b) (6) A/DCM Saudi Arabia
- (b) (6) Political
- (b) (6) Economic
- (b) (6) Political-Military
- (b) (6) Public Affairs
- (b) (6) DATT/ARMA
- (b) (6) Bilateral Program Management

- MG Peter Utley, US Military Training Mission
- MG Frank Muth, Office of Program Management-SANG

Attendees for Yemen Meeting:

- AMB Matt Tueller
- Mr Chris Henzel, CDA Saudi Arabia
- Mr Tim Lenderking, Dep SecState for Arabian Gulf Affairs

- (b) (6) A/DCM Saudi Arabia
- (b) (6) Bilateral Program Management, Riyadh
- (b) (6) SDO/DATT
- (b) (6) Regional Affairs Office
- (b) (6) SOCOM-Forward Yemen
- (b) (6) SOCOM

Lunch Served between team meetings

11:15 - 11:30 Motorcade to Official Event

Principal, Henzel

*only when prompted to move by King's staff via telephone

DETAILED ITINERARY

- 11:30 - 12:15 (T) Bilat with King Salman
Royal Court
Principal, Henzel, Powell, Donnelly, Faller, Fantini, Rixey
Attendees:
-CP MbN (MoI)
-Prince MbS (MoD)
Press Photo Spray: Top, No Remarks
Translation: Consecutive
- 12:15 - 12:30 Movement to MbN Office
Principal, Henzel
- 12:30 - 13:15 (T) Bilat with Mohammed bin Nayef
Principal, Henzel, Powell, Donnelly, Faller, Fantini, Rixey, (b) (6)
Press Photo Spray: Top, No Remarks
Translation: Consecutive
- 13:15 - 14:00 Motorcade to MoD
- 14:00 - 15:30 (T) Bilat with Mohammed bin Salman
MOD
Principal, Henzel, Powell, Donnelly, Faller, Fantini, Rixey, (b) (6)
Press Photo Spray: Top, No Remarks
Translation: Consecutive
- 15:30 - 15:50 Motorcade to Hotel
- 15:50 - 16:00 Arrive Hotel
- 16:00 - 16:30 Staff Sync
- 16:30 - 19:00 Executive Time
(T) US Press Gaggle at the hotel. OFF THE RECORD.
- 19:00 - 06:30 RON Riyadh, Saudi Arabia

DETAILED ITINERARY

Thursday

- 06:30 - 07:00 **Motorcade to Airport**
Wx: 90/70 Partly Sunny
Civilian: Business Suit
Military: Class A / Service A / Service Dress Blue / Service Dress
- 07:00 - 07:15 **Arrive Aircraft**
- 07:15 - 08:45 **Depart Riyadh, Saudi Arabia en route to Cairo, Egypt**
✦
(Flight Time 2+30/Time Change -1)
E-4B
Meals: Breakfast
(T) Press Gaggle: ON THE RECORD: Why Principal is visiting Egypt.
- 08:45 - 09:00 **Arrive Cairo, Egypt**
Cairo East (Cairo International Airport)
-US Country Team boards plane.
Wx: 86/66 Sunny
- 09:00 - 09:25 **Country Team Meeting on Plane**
Principal, Powell, Donnelly, Faller, Fantini, Rixey (b) (5) (b)
Attendees:
-AMB Stephen Beecroft
(b) (6) DCM
-MG Charles Hooper, SDO/DATT
(b) (6) Office of Regional Affairs
- 09:25 - 09:30 **Depart Plane & HN Reception**
Greeted by:
-MG Ayman Abdel Hamid Amer, Commander, Central Military Zone
-BG Mohamed Hamed Mohamed Abo El Azme, Commander, Cairo East Airbase

-Media will film arrival and greet at airport.
- 09:30 - 09:45 **Motorcade to Presidential Palace**
Principal, Beecroft
- 09:45 - 10:00 **Arrive Presidential Palace**
Greeted by:
-General Sedki Sobhy, MOD
- 10:00 - 12:00 **Bilat with President Sisi**
Itihadiyah Palace
Principal, Beecroft, Powell, Donnelly
Attendees:
- General Sobhy
Press Photo Spray: Top
Translation: Consecutive

DETAILED ITINERARY

- 12:00 - 12:10 Motorcade to Ministry of Defense**
Principal, Beecroft
- 12:10 - 12:30 Arrival MOD**
Greeted by:
-General Sobhy
Enhanced Honor Cordon upon arrival.
Press Photo Spray
- 12:30 - 14:00 Bilat with MOD Sobhy**
MOD
Principal, Powell, Beecroft, Donnelly, Faller, SDO/DATT, Rixey (b)
Attendees:
-MG Mohamed Al Keshky, Assistant Minister of Defense for International Relations
-MG Mohamed Al Shahat, Director of Military Intelligence
-MG Hisham Abdel Rahman Al Khateeb, Chief of Armament Authority
-MG Ahmed Al Moataz, Director, US Relations Branch at the MOD

-Gift Exchange Principal to Principal at end of meeting.

Press Photo Spray: Top
Translation: Consecutive
- 14:00 - 14:10 Motorcade to Unknown Soldier Memorial**
Principal, Beecroft
Greeted by & Accompanying Principal at Wreath Ceremony:
-MG Ayman Abdel Hamid Amer, Commander, Central Military Zone
- 14:10 - 14:20 Wreath Laying Ceremony at Unknown Soldier Memorial**
Principal will lay two wreaths. National anthems played at beginning & end of ceremony.
Open Press: No Statements
- 14:20 - 14:35 Motorcade to Airport**
Principal, Beecroft
- 14:35 - 14:50 Arrive Aircraft**
-Plane-side photo with ~10 US Marines (MSG). Official Photographer
- 14:50 - 16:55 Depart Cairo, Egypt en route Tel Aviv, Israel**
▲ **(Flight Time 1+05/Time Change +1)**
E-4B
Meals: Heavy snack

DETAILED ITINERARY

- 16:55 - 17:10 Arrive Tel Aviv, Israel**
Ben Gurion International Airport
Greeted by:
-Ms Leslie Tsou, US Charge' d' Affaires
-Brig Gen Ricky Rupp, US SDO/DATT
-Gen Udi Adam, Israel MOD Director General
-MG Michael Edelstein, Israel Defense Attache to the US
- Media will film arrival and greet at airport.
Wx: 80/57 Sunny
- 17:10 - 17:40 Motorcade to Intercontinental David Hotel**
- 17:40 - 17:50 Arrive Hotel**
- 17:50 - 18:20 Staff Sync**
- 18:20 - 07:15 RON Tel Aviv, Israel**

DETAILED ITINERARY

Friday

- 07:15 - 07:25 **Depart Hotel**
Wx: 83/59 Sunny
Civilian: Business Suit
Military: Class A / Service A / Service Dress Blue / Service Dress
- 07:25 - 07:30 **Motorcade to US Embassy**
Principal, Faller
- 07:30 - 08:40 **Country Team Meeting**
Principal, Donnelly, Faller, (b) (6), (b) (6) Fantini, Rixey, (b) (6), (b) (6)
-Meet & Greet with ~15 US Marines from MSG & USDAO upon arrival. Two group photos. Official Photographer
- 08:40 - 09:00 **Motorcade to Kirya**
Principal, Tsou
- 09:00 - 09:10 **Arrival at MoD & Honor Guard Reception**
-Enhanced Honor Cordon
Press Photo Spray: Top
- 09:10 - 09:40 **Bilat with MoD Lieberman (Larger Group)**
Principal, Tsou, Donnelly, Faller, Fantini, (b) (6), Rixey, SDO/DATT
Attendees:
-HON Avigdor Lieberman, MOD
-LTG Gadi Eizenkot, IDF Chief of General Staff
-Sharon Shalom, Minister's Chief of Staff
(b) (6) Advisor on International Relations to the Minister
-MG Hertzi Halevi, Chief of Military Intelligence
-MG Michael Edelstein, Israel Defense Attache to the US
-BG Yair Kulas, Minister's Military Secretary
(b) (6) Head of Political-Military & Policy Bureau
- 09:40 - 10:10 **Bilat with MoD Lieberman (Small Group)**
Principal, Tsou, Donnelly, Faller
Attendees:
-HON Avigdor Lieberman
-Sharon Shalom, Minister's Chief of Staff
(b) (6) Head of Political-Military & Policy Bureau
Translation: None
- 10:10 - 10:30 **Break & Press Prep**
- 10:30 - 10:50 **Joint Presser**
- 10:50 - 11:00 **Break & Load Vehicles**
- 11:00 - 11:30 **Motorcade to Jerusalem**
Principal, Tsou

DETAILED ITINERARY

- 11:30 - 12:00 **Visit Yad Vashem - World Holocaust Remembrance Center**
-Private tour of the memorial
-Following tour, Wreath Laying Ceremony covered by press.
- 12:00 - 12:15 **Motorcade to PM**
Principal, Tsou
- 12:15 - 13:15 **Bilat with PM Netanyahu**
PM Office
Press Photo Spray: Top
Translation: None
- 13:15 - 13:30 **Motorcade to President Residence**
Principal, Tsou
- 13:30 - 14:00 **Bilat with President Rivlin**
Press Photo Spray: Top
Translation: None
- 14:00 - 14:15 **Motorcade to Official Lunch**
Principal, Tsou
- 14:15 - 15:15 **Official Lunch Hosted by MoD Lieberman**
King David Hotel
Principal, Tsou, Donnelly, Faller, Fantini (b) (6) Rixey, (b) (6) (b) (6) SDO/DATT
Attendees:
-HON Avigdor Lieberman
-Sharon Shalom, Minister's Chief of Staff
(b) (6), Advisor on International Relations to the Minister
-BG Yair Kulas, Minister's Military Secretary
(b) (6) Head of Political-Military & Policy Bureau
-MG Michael Edelstein, Israel Defense Attache to the US
-MG(Ret) Tal Russo
-MG (Ret) Shay Avital
-Minister's Media Advisor
- 15:15 - 15:45 **Motorcade to Airport**
Principal, Tsou
- 15:45 - 16:00 **Arrive Aircraft**
- 16:00 - 18:50 **Depart Tel Aviv, Israel en route to Doha, Qatar**
(Flight Time 2+50/No Time Change)
+
E-4B
Meals: Dinner
-Flight time includes touch-and-go in Jordan. Working waiver with US Embassy in Qatar for direct flight.

DETAILED ITINERARY

18:50 - 19:20 Arrive Doha, Qatar

Al Udeid Air Base

Greeted by:

-MOD Al Attiyah

-AMB Dana Smith

-Lt Gen Jeffrey Harrigian, CDR USAF CENTCOM

-Brig Gen Darren James, CDR 379th Air Expeditionary Wing

-Media will film arrival and greet at airport.

-Quick Troop Meet & Greet while delegation is processing into country. ~20 Troops.
Official Photographer.

Wx: 90/77 Partly Sunny

19:20 - 20:00 Motorcade to St. Regis Hotel

Principal, Smith

20:00 - 20:10 Arrive Hotel

20:10 - 20:40 Staff Sync

20:40 - 08:30 RON Doha, Qatar

DETAILED ITINERARY

Saturday

- 08:30 - 09:00 **Staff Sync**
Wx: 92/79 Mostly Sunny
Civilian: Business Suit
Military: Class A / Service A / Service Dress Blue / Service Dress
- 09:00 - 09:10 **Depart Hotel**
- 09:10 - 09:25 **Motorcade to US Embassy**
Principal, Faller
- 09:25 - 09:30 **Arrive US Embassy**
-Meet & Greet with ~15 US Marines from MSG, US AMB family, US DAO. 3 group photos. Official Photog
- 09:30 - 10:30 **Country Team Meeting**
Attendees:
-AMB Dana Shell Smith
(b) (6) DCM
(b) (6) SDO/DATT
(b) (6) Chief, Office of Regional Affairs
(b) (6) Chief, Political-Economic Section
- 10:30 - 11:00 **Motorcade to TBD**
Principal, Smith
- 11:00 - 11:30 (T) Bilat with Emir
Press Photo Spray: Top
Translation: None
- 11:30 - 11:50 **Motorcade to MOD**
Principal, Smith
- 11:50 - 12:50 (T) Bilat with MOD Al Attiyah
Principal, Smith, Faller, Donnelly, Fantini, Rixey, (b) (6) SDO/DATT
Press Photo Spray: Top
Translation: None
- 12:50 - 13:20 **Motorcade to Hotel**
Principal, Smith
- 13:20 - 13:30 **Arrive Hotel**
- 13:30 - 14:00 **Staff Sync**
- 14:00 - 18:40 **Executive Time**
(T) US Press Gaggle at the hotel. OFF THE RECORD.
- 18:40 - 19:00 **Motorcade to MOD Residence**

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DETAILED ITINERARY

19:00 - 20:10 Private Dinner with MoD
20:10 - 20:25 Motorcade to Hotel
20:25 - 08:00 RON Doha, Qatar

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As of: Friday, March 23, 2018 08:50

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DETAILED ITINERARY

Sunday

- 08:00 - 08:10 **Depart Hotel**
Wx: 95/77 Periods of Sunshine & Clouds
Civilian: Business Suit
Military: Class A / Service A / Service Dress Blue / Service Dress
- 08:10 - 08:50 **Motorcade to Airport**
Principal, Faller
- 08:50 - 09:05 **Arrive Aircraft**
- 09:05 - 12:55 **Depart Doha, Qatar en route Djibouti**
✦ (Flight Time 3+50/No Time Change)
C-17
Meals: Lunch
- 12:55 - 13:05 **Arrive Djibouti**
Camp Lemonnier
Greeted by:
-Gen Thomas Waldhauser, Cdr US AFRICOM
-AMB Mark Boulware, Charge' d'Affaires
-MG Kurt Sonntag, CG CJTF-HOA
-Brig Gen, David Furness, incoming CG CJTF-HOA

-Media will film arrival and greet at airport.
Wx: 92/79 Sunny
- 13:05 - 13:15 **Movement to Briefing Room**
- 13:15 - 14:30 **Update with CJTF-HoA & Country Team Meeting**
Principal, Donnelly, (b) (6), Faller, (b) (6), Dory, (b) (6)
US Embassy & AFRICOM Attendees:
-AMB Mark Boulware
-Gen Thomas Waldhauser
-MG Kurt Sonntag
-SOCFW-EA Commander
-TF Commander
(b) (6) DCM
(b) (6) SDO/DATT
-TBD, Office of Regional Affaires Chief
(b) (6) Regional Security Officer
(b) (6) CLDJ Commander
-BG David Furness, PCG
- 14:30 - 14:45 **Break & Movement to Motorcade**
- 14:45 - 15:00 **Motorcade to Presidential Palace**
Principal, Boulware

DETAILED ITINERARY

15:00 - 16:00 Bilat with President Guelleh
Presidential Palace
Principal, Donnelly, Faller, Dory, (b) (6)
Embassy & AFRICOM Attendees:
-AMB Mark Boulware
-Gen Waldhauser
(b) (6)
-MG Kurt Sonntag
(b) (6)
HN Attendees:
-Ali Hassan Bahdon, MOD
(b) (6) MFA
-General Chiek Ibrahim Zakaria, CHOD
(b) (6) President's Military Advisor

Press Photo Spray: Top, No Remarks
Translation: Consecutive

16:00 - 16:20 Motorcade to Camp Lemonnier
Principal, Boulware

16:20 - 16:30 Press Prep

16:30 - 16:50 (T) Presser
-Opening remarks & questions. 1 podium with AFRICOM CDR flanking Principal.

16:50 - 17:05 Meet & Greet with French Troops
-Informal meet & greet with ~20 French Troops

17:05 - 17:10 Movement to Aircraft

17:10 - 17:25 Load Aircraft & Depart
-Plane-side meet & greet with ~20 US troops.

17:25 - 21:05 Depart Djibouti en route Doha, Qatar
(Flight Time 3+40/No Time Change)
*
C-17
Meals: Dinner

21:05 - 21:20 Arrive Doha, Qatar

21:20 - 22:00 Motorcade to Hotel

22:00 - 22:30 Staff Sync

22:30 - 06:50 RON Doha, Qatar

DETAILED ITINERARY

Monday

- 06:50 - 07:00 **Depart Hotel**
Wx: 96/76 Sunny
Civilian: Business Suit
Military: OCP / MCU / NWU / ABU
- 07:00 - 07:40 **Motorcade to Airport**
Principal, Faller
- 07:40 - 07:55 **Arrive Aircraft**
- 07:55 - 12:45 **Depart Doha, Qatar en route Kabul, Afghanistan**
✦ (Flight Time 3+20/Time Change +1.5)
C-17
Meals: Breakfast
- 12:45 - 13:00 **Arrive Kabul & Transload Aircraft**
Hamid Karzai International Airport (HKIA)
Wx: 74/48 Sunny
- 13:00 - 13:15 **Depart HKIA en route to HQ RS**
✦ (Flight Time 0+10/No Time Change)
CH-47
- 13:15 - 13:20 **Arrive HQ RS**
Greeted by:
-GEN John "Mick" Nicholson, COMRS
-AMB Hugo Lorens, Special Charge d' Affaires

-Media will film arrival and greet at HQ RS.

-Photo in HQ RS with COM RS & Key Leadership
Photo Spray - Arrival Greet Only
- 13:20 - 14:05 **Office Call with GEN Nicholson**
Principal, Faller, Donnelly
- 14:05 - 14:20 **Meet & Greet with Senior RS Leadership**
Principal, Donnelly, Faller, (b) (6), Helvey, (b) (6), Royal, (b) (6)
- 14:20 - 14:25 **Break**

DETAILED ITINERARY

14:25 - 15:40 Ministerial with MoD, Mol, NDS Director

HQ RS

Principal, Donnelly, Faller, (b) (6) Helvey, Royal, (b) (6)

RS Attendees:

-GEN Nicholson

-MG Burleson, DA MoD

-Maj Gen Smith, DA Mol

(b) (6) RS/USFOR-A CSEL

-CAG

-COMRS XO

HN Attendees:

-Mr Abdullah Habibi, MOD

-Mr Taj Mohammad Jahid, Mol

(b) (6) NDS Director

(b) (6) State Minister for Reforms

Press Photo Spray: Top

Translation: Simultaneous

15:40 - 15:50 Break

15:50 - 16:00 Motorcade to Presidential Palace

Principal, Llorens

16:00 - 17:00 Bilat with President Ghani

Presidential Palace

Principal, Donnelly, Faller, (b) (6) Helvey, Royal, (b) (6)

Attendees:

-GEN Nicholson

-AMB Lorens

Honor Cordon

Press Photo Spray: Top

Translation: None

17:00 - 17:10 Motorcade to HQ RS

Principal, Llorens

17:10 - 17:25 (T) Press Prep

17:25 - 17:45 (T) Presser

-Opening remarks & questions. ON THE RECORD. 1 podium with COM RS flanking Principal.

17:45 - 17:50 Movement to Bilat

17:50 - 18:35 (T) Bilat w/Australian PM

18:35 - 18:50 Troop Meet & Greet

-Troop Meet & Greet. ~20 Troops for informal remarks and handshake. Official Photographer.

DETAILED ITINERARY

- 18:50 - 19:05 **Load Aircraft**
- 19:05 - 19:15 **Depart HQ RS en route to HKIA**
♣ **(Flight Time 0+10/No Time Change)**
CH-47
- 19:15 - 19:30 **Arrive HKIA & Transload Aircraft**
- 19:30 - 21:45 **Depart Kabul, Afghanistan en route Doha, Qatar**
♣ **(Flight Time 3+45/Time Change -1.5)**
C-17
Meals: Dinner
- 21:45 - 22:15 **Arrive Doha, Qatar & Transload Aircraft**
- 22:15 - 06:30 **Depart Doha en route Joint Base Andrews**
♣ **(Flight Time 15+15/Time Change -7)**
Principal, Faller
E-4B
Meals: Heavy snack, Breakfast

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DETAILED ITINERARY

Tuesday

06:30 - 06:50 Arrive JBA
Wx: 77/56 t-storms possible

06:50 - 07:20 Motorcade to Residence
Principal

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As of: Friday, March 23, 2018 08:50

18-L-1454/SECDEF/COMM/OIC/0105

DELEGATION ROSTER (66)

MONDAY - TUESDAY

Personal Staff (8)

Principal	Principal
Ms. Sally Donnelly	Senior Advisor
RADM Craig Faller	Senior Military Assistant
(b) (6)	Junior Military Assistant
(b) (6)	Strategic Communications
(b) (6)	Executive Assistant to the Senior Advisor
(b) (6)	Personal Security Advisor
(b) (6)	Flag Writer

Guest (1)

Ms Dina Powell	Deputy National Security Advisor for Strategy	[7]
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Support (10)

(b) (6)	Director of Travel	
(b) (6)	Military Assistant & Trip Coordinator	
(b) (6)	Director of Personal Security	
(b) (6)	Flight Surgeon	
(b) (6)	Director of Communications	
(b) (6)	Deputy Director of Communications	[7]
(b) (6)	Deputy Director of Communications	[6]
(b) (6)	OSD Communications Technician	
(b) (6)	OSD Communications Technician	
(b) (6)	PSO	[8]

OSD Policy (15)

Maj Gen Michael Fantini, USAF	A/DASD Middle East Policy	[9]
VADM Joseph Rixey, USN	Director DSCA	[9]
(b) (6)	Military Assistant OUSD(P) ISA	
(b) (6)	Country Director, Saudi Arabia & Bahrain	[3]
(b) (6)	Director, Gulf and Arabian Peninsula	[9]
(b) (6)	Country Director, Egypt	[2,7]
(b) (6)	Director, the Levant	[2,7]
(b) (6)	Country Director Israel	[1]
(b) (6)	Country Director, Qatar & Yemen	[6,9]
Mr. Dave Helvey	PDO ASD APSA	[8,9]
Mr. Jed Royal	A/DASD, Afghanistan, Pakistan, Central Asia (APC)	[8,9]
(b) (6)	Military Assistant OUSD(P) APSA	[8,9]
(b) (6)	Country Director, Afghanistan	[8]
Ms. Amanda Dory	DASD, African Affairs	[8,11]
(b) (6)	East Africa Director	[8]

PA (4)

(b) (6)	Advisor
(b) (6)	Desk Press Officer
(b) (6)	Press Desk Officer
(b) (6)	Photographer

Press (17)

(b) (6)	Associated Press	
(b) (6)	ABC News	
(b) (6)	ABC News	
(b) (6)	ABC News	
(b) (6)	Washington Post	[7]
(b) (6)	NBC News	
(b) (6)	Stars & Stripes	
(b) (6)	AFP	
(b) (6)	Washington Post	
(b) (6)	Defense One	[6]
(b) (6)	USA Today	
(b) (6)	Reuters	
(b) (6)	VOA	
(b) (6)	WSJ	
(b) (6)	NYT Magazine	
(b) (6)	Reuters Photographer	
(b) (6)	New York Times	

Event Participants (11)

Mr Christopher Henzel	US Charge' d'Affaires to Saudi Arabia
AMB Stephen Beecroft	US Ambassador to Egypt
Ms Leslie Tsou	US Charge' d'Affaires to Israel
AMB Dana Smith	US Ambassador to Qatar
AMB Mark Boulware	US Charge' d'Affaires to Djibouti
Gen Thomas Waldhauser	CDR, AFRICOM
MG Kurt Sonntag	CDR, CJTF-HOA
AMB Hugo Llorens	US Charge' d'Affaires to Afghanistan
GEN John "Mick" Nicholson	CDR, Operation RS & USFOR-A
x SDO/DATT	
X DCM	

Notes

1. Not traveling with delegation
2. Join delegation in Saudi Arabia
3. Depart delegation in Saudi Arabia
4. Join delegation in Egypt
5. Depart delegation in Egypt
6. Join delegation in Israel
7. Depart delegation in Israel
8. Join delegation in Qatar
9. Depart delegation in Qatar
10. Join delegation in Djibouti
11. Depart delegation in Djibouti
12. Join delegation in Afghanistan
13. Depart delegation in Afghanistan

Acc 497

-300% Memo

TRAVEL VOUCHER OR SUBVOUCHER		Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. <input checked="" type="checkbox"/> Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ 1,150.61			
2. NAME (Last, First, Middle Initial) (Print or type) DONNELLY, SALLY		3. GRADE SES	4. SSN (b) (6)	5. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> PCS <input type="checkbox"/> Dependent(s) <input type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> CLA	
6. ADDRESS: a. NUMBER AND STREET (b) (6)		b. CITY (b) (6)	e. STATE (b) (6)	f. ZIP CODE (b) (6)	
7. DAYTIME TELEPHONE NUMBER & AREA CODE (b) (6)		8. TRAVEL ORDER AUTHORIZATION NUMBER DSTB7A131		9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES	
10. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER		11. ORGANIZATION AND STATION SECDEF, PENTAGON, WASHINGTON DC		12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED	
13. DEPENDENT'S ADDRESS ON RECEIPT OF ORDERS (include Zip Code)		14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)		15. ITINERARY	
a. DATE 2017		b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)		MEANS/ MODE OF TRAVEL	REASON FOR STOP
5/7 DEP RESIDENCE		PA		23	
5/7 ARR ANDREWS AFB, MD		GP		23	
5/7 DEP COPENHAGEN, DENMARK		GP		472.90	
5/8 ARR LITHUANIA		GP		199.30	
5/9 DEP LONDON, UK		GP		425.76	
5/10 ARR ANDREWS AFB, MD		PA		23	
5/11 DEP RESIDENCE		MC		23	
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OPERATE <input type="checkbox"/> PASSENGER		17. DURATION OF TRAVEL <input type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input checked="" type="checkbox"/> MORE THAN 24 HOURS		18. SUMMARY OF PAYMENT (1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due	
19. REIMBURSABLE EXPENSES		a. DATE 5/11		b. NATURE OF EXPENSE FOREIGN CURRENCY CONV	
		c. AMOUNT 11.30		d. ALLOWED	
20. CLAIMANT SIGNATURE (b) (6)		21. DATE 5/17/17		22. TELEPHONE NUMBER (b) (6)	
23. COLLECTION DATA		24. COMPUTED BY (b) (6)		25. AUDITED BY (b) (6)	
26. TRAVEL ORDER AUTHORIZATION POSTED BY (b) (6)		27. RECEIVED (Payee Signature and Date or Check No.) (b) (6)		28. AMOUNT PAID	

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)</i>				1. DATE OF REQUEST (YYYYMMDD) 20170120								
REQUEST FOR OFFICIAL TRAVEL												
2. NAME (Last, First, Middle Initial) DONNELLY, SALLY		3. SOCIAL SECURITY NUMBER (b) (6)		4. POSITION TITLE AND GRADE/RATING DEPUTY CHIEF OF STAFF TO THE SECRETARY OF DEFENSE, SES04								
5. LOCATION OF PERMANENT DUTY STATION (PDS) NATIONAL CAPITOL REGION - WASHINGTON D.C.			6. ORGANIZATIONAL ELEMENT SECDEF (0101)		7. DUTY PHONE NUMBER <i>(Include Area Code)</i> (b) (6)							
8. TYPE OF AUTHORIZATION BLANKET ORDERS		8. TDY PURPOSE (See JTR, Appendix H) OFFICIAL TRAVEL		10a. APPROX. NO. OF TDY DAYS <i>(Including travel time)</i> 254	b. PROCEED DATE (YYYYMMDD) 20170120							
11. ITINERARY <input checked="" type="checkbox"/> VARIATION AUTHORIZED From Washington, D.C., to such times and in such frequency as may be necessary in the performance of your official duties, either within or outside the continental limits of the United States, and return to Washington, D.C. Requirements of DOD Directive 4500.54 must be observed.												
12. TRANSPORTATION MODE												
a. COMMERCIAL			b. GOVERNMENT									
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	c. LOCAL TRANSPORTATION			PRIVATELY OWNED CONVEYANCE (Check one)		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAR RENTAL	TAXI	OTHER	RATE PER MILE: _____		
							<input checked="" type="checkbox"/>	ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR				
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)												
13. a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.						b. OTHER RATE OF PER DIEM (Specify)						
14. ESTIMATED COST										15. ADVANCE AUTHORIZED		
a. PER DIEM		b. TRAVEL		c. OTHER		d. TOTAL						
\$		\$		\$		\$ 0.00		\$				
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) Travel meets the criteria of SecDef Memo of 18 Jan 82, "Travel by government Officials, including Foreign Travel." Airfare is limited to the most economical accommodations to satisfy mission requirements, as may be determined by the appropriate transportation officer. Multiple car rental, upgrade is authorized, government discount rate directed when available. Taxi/POV authorized in/around TDY area. Excess baggage authorized in accordance with JTR paragraph G2830. Official phone calls, internet, portage fees, control rooms, supplies, services, equipment lease, and conference fees are authorized. AEA is authorized for lodging. Designated as an official courier. Non-Contract Carrier authorized. Foreign Flag Carrier authorized. Early check in authorized. Late check-out authorized. Dual and retained lodging authorized. Use of Government mess and lodging not required LAW JTR paragraph 1055-A. When using commercial transportation tickets, and the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher. Tickets issued to travelers from CWT are billed to an individually billed account (IBA). Submission of approved travel claim is required within 10 days after completion of TDY.												
(b) (6)						(b) (6) (Title and signature)						
ADMINISTRATIVE, TRAVEL OPERATIONS						MILITARY ASSISTANT, TRAVEL OPERATIONS						
AUTHORIZATION												
19. ACCOUNTING CITATION 9770100.1120 00000 0101 2102 2102 049447 DSTB7A131 Travel is only authorized in support of expected activities and disbursement of funds is subject to availability of FY 2017 appropriation.												
(b) (6)						21. DATE ISSUED (YYYYMMDD) 20170120						
						22. TRAVEL AUTHORIZATION NUMBER DSTB7A131						
DIRECTOR, TRAVEL OPERATIONS												

PRIVACY ACT STATEMENT

(5 U.S.C. 552a)

AUTHORITY: 5 U.S.C. §§5701, 5702, and E.O. 9397.

PRINCIPAL PURPOSE(S): Used for reviewing, approving, and accounting for official travel. SSN is used to maintain a numerical identification system for individual travelers.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of travel request.

16. REMARKS *(Continued) (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)*



OFFICE OF THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000

MEMORANDUM FOR DEFENSE FINANCE AND ACCOUNTING SERVICE

FROM: SECDEF TRAVEL OPERATIONS
1000 Defense Pentagon, Rm 3D914
Washington, DC 20301-1000

SUBJECT: Early Check-In

REFERENCE: Donnelly, Sally

Date of Check-In: 5/8/17

The individual traveler incurred an additional expense due to early check-in. The cost was equaled to one night stay.

If you have any questions, regarding the subject, please give us a call, (b) (6)

(b) (6)

NCOIC, SECDEF Travel Operations
Office of the Secretary of Defense



18-L-1454/SECDEF/COMM/OIC/0112



OFFICE OF THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000

MEMORANDUM FOR DEFENSE FINANCE AND ACCOUNTING SERVICE

SUBJECT: Actual Expense Allowance (AEA) in Connection with Travel of the
Secretary and Deputy Secretary of Defense

REFERENCE: Donnelly, Sally

In accordance with JTR, par. 4135, actual expense reimbursement is authorized for uniformed service member (SM) and Department of Defense (DoD) civilian employees for worldwide official travel. This AEA is subject to all provisions and deductions of the JTR, Chapter 4, Part B. *The maximum amount for uniformed SM and DoD civilian employees is capped at 300 %*

This authorization covers uniformed SM and DoD civilian employees assigned to travel as escorts or support personnel (including advance and rear parties) in connection with travel of the Secretary and Deputy Secretary of Defense. This authorization applies to localities visited in connection with this duty. The AEA rates are in lieu of normal per diem otherwise authorized by the JTR.

Travelers are authorized an AEA for lodging expenses. The M&IE is paid on a per diem basis.

A copy of this authorization must be filed with the travel vouchers claiming actual expense reimbursement for this travel.

This authorization is effective for travel from 5/7/17 to 5/11/17.

(b) (6)

NCOIC, SECDEF Travel Operations
Office of the Secretary of Defense





INVOICE

Sally Donnelly

Denmark

Guest Name : Sally Donnelly
Firma : Amerikanske Ambassade
Room No : (b) (6)
Arrival Date : 07-05-17
Departure Date : 09-05-17
Conf. No : 69823902
Cashier ID : 7 - MISV
Folio No : 394709

Date	Description	Amount
07-05-17	Accommodation - Package	1,595.00
08-05-17	BARK - Food (b) (6)	165.00
08-05-17	BARK - Wine (b) (6)	85.00
08-05-17	Accommodation - Package	1,595.00
08-05-17	(b) (6)	3,440.00
	(b) (6)	
	Balance:	0.00

VAT 25% Room 500.00 DKK
VAT 25% Breakfast 48.00 DKK
VAT 25% Misc. 60.00 DKK

Total incl. VAT 3,440.00 DKK
Net Amount 2,752.00 DKK
Total VAT 688.00 DKK

Crown Plaza Copenhagen Towers
Danstads Boulevard 114-118
DK-2300 Copenhagen B
CVR. 35546043

PVM SĄSKAITA FAKTŪRA / INVOICE

Serijs AST Nr. 155316

Donnelly
United States

Kambarys nr. / Room No. (b) (6)
 Atvykimas / Arrival 09.05.17
 Išvykimas / Departure 10.05.17
 Rezervacijos Nr. / Reservation No. 3737160
 Reference No.
 Nario Nr./Membership No.
 Kasininkas / Cashier 75
 Data / Date 10.05.17
 Puslapis / Page No. 1 of 1
 AR No.

Data/Date	Paveikslinimas / Description	Kiekis/ Qty	Kaina/ Net	PVM/ VAT	Suma/ Gross EUR	Mokėta/ Payment EUR
09.05.17	Accommodation	1	167,75	15,10	182,85	
10.05.17	(b) (6)	1	0,00	0,00		182,85
Viso / Total					182,85 EUR	182,85 EUR

Balansas / Total due: 0,00 EUR

Suma apmokestinama 9% PVM / Total excl. VAT 9% 167,75 EUR
 PVM / VAT 9% 15,10 EUR

Kasos aparato Nr.LL201001111, Kvito Nr. _____, Kvito data 10-05-17

Kasininkas / Cashier: Aštronas, Irmantas

PVM sąskaita-faktūra formuojama automatiškai ir galioja be atskingo asmens parašo ar įmonės spaudos.
 The invoice is prepared automatically and valid without signature or stamp.

Ačiū, kad apsigyvojote mūsų viešbutyje. Maloniai laukiame Jūsų sugrįžtant!
 Thank you for staying with us and we are looking forward to welcome you back!

SEB

UAB "ASTORIJA HOTEL"
 DUBUJŲ G. 35/2, VILNIUS
 Tel.: +370 5 2129310

Viešbutis
 TEMBURLO M.: 14151001
 PREKYBINIO DR.: 14151001

(b) (6)

PARDAVIMAS

SUMA: 182,85 EUR

PATVIRTINTA
 RČD

110 KILIMŲ KORIDORIS 411
 PUSKORIDORIŲ ŠAKIS, KODUOLINĖ
 PATALPINĖ SPALVOTOS IŠVAIDYMAS

www.radissonblu.com/hotel-vilnius

UAB "Astorijs Hotel" Įm. kodas/Company code: 126000460

PVM mok.kodas/VAT reg.code: LT260004610

Dubujų g. 35/Arklų g.2, LT-01128 Vilnius-1, Lietuva

Tel.+370 5 212 0110 Fax. +370 5 212 1762 E-mail: info.vilnius@radissonblu.com

Įmonės kodas: 126000460, PVM mok. kodas: LT260004610, Lietuvos Respublikos AŠTUNAS, Irmantas

Radisson BLU
 ROYAL ASTORIA HOTEL

18-L-1454/SECDEF/COMM/OIC/0115

Ms Sally Donnelly

US

COPY OF INVOICE

Membership No. (b) (6)

Room No. : (b) (6)
 Arrival : 10-05-17
 Departure : 11-05-17
 Folio/Invoice No. : 12417071
 Company : US Embassy
 A/R Number :
 Cashier : (b) (6)
 Booking Ref. :
 Customer Ref. :
 Page : 1 of 1
 Date : 16/05/17

Date	Description	Debit £	Credit £
10-05-17	Accommodation - Package	330.00	
	(NA Pkg. Trsl)		
11-05-17	(b) (6)		330.00
Total Charges		£ 330.00	330.00
Total Balance Due		£ 0.00	

VAT Breakdown			
	Net	VAT	Gross
VAT @ 20% £	278.00	66.00	330.00
VAT @ 4% £	0.00	0.00	0.00
Net @ 0% £	0.00	0.00	0.00
Net Exempt £	0.00	0.00	0.00
Total £	278.00	66.00	330.00

Credit Card Details
 Credit Card No. (b) (6)
 Transaction Id: 5968580

Expiry: 02/19
 Merchant/TID:
 AID:
 Card Type:
 Auth Code:
 Transaction Amt: 330.00

TSI:
 TVR:
 CVM:
 Transaction Type: SALE
 Capture Method:

DETAILED ITINERARY

SUNDAY - THURSDAY

Sunday

22:25 - 22:45 Motorcade to Joint Base Andrews

Principal

Wx: 62/43 Partly Cloudy

22:45 - 23:00 Arrive Aircraft

23:00 - 12:25 Depart Joint Base Andrews en route to Copenhagen, Denmark

✦ (Flight Time 7+25/Time Change +6)

E-4B

Meals: Snack served, Lunch

- Press Gaggle

*Civilians change to Business Suit prior to landing

* Military change to Class Bs with Tanker Jacket prior to landing

Wx: 49/37 Showers

Civilian: Casual

Military: Casual

DETAILED ITINERARY

Monday

12:25 - 12:40 **Arrive Copenhagen, Denmark**

*No Honors Upon Arrival

Greeted by:

- Chargé D'Affaires Laura Lochman

(b) (6) DATT

(b) (6) Office of Defense Cooperation Chief

12:40 - 13:00 **Motorcade to Embassy**

Principal

*Split Motorcade for those not going to the Embassy will go to the hotel

13:00 - 13:10 **Arrive Embassy and Photo with Marines**

*No Cell Phones

Greeted by:

(b) (6) Army Attaché

(b) (6) AF Attaché

Photo Op with:

(b) (6) Detachment Commander

(b) (6) Assistant Detachment Commander

(b) (6) Marine Security Guard

(b) (6) Marine Security Guard

Official Stills

13:10 - 13:40 **Embassy Team Meeting (P+10)**

Principal, Faller, Donnelly, (b) (6), (b) (6), (b) (6), Ellehuus, (b) (6), (b) (6), (b) (6)

Attended by:

- Laura Lochman, Charge De Affairs

(b) (6) SDO/DATT

(b) (6) Political Economic Officer

(b) (6) Political Military Officer

(b) (6) Political Officer

Seating Card: #1

Closed Press

13:40 - 14:00 **Meeting with Chief of Station (P+1)**

Principal, Faller

14:00 - 14:10 **Motorcade to Crowne Plaza Hotel**

Principal, Faller

14:10 - 14:20 **Arrive Crowne Plaza Hotel**

Greeted by (b) (6) Director of Operations

14:20 - 14:40 **Executive Time**

DETAILED ITINERARY

14:40 - 15:40 Signals Check

Principal, Faller, Donnelly (b) (6) (b) (6) (b) (6) (b) (6)

Attended by:

(b) (6) Special Presidential Envoy for the Global Coalition to Counter ISIS
- Lt Gen Kenneth McKenzie, Director, J-5, Strategic Plans and Policy
- Major General Rupert Jones, Deputy Commander-Strategy and Support (S&S),
Combined Joint Task Force

(b) (6) Division Chief, Coalition and Engagements Division, T2C2, J5

15:40 - 17:40 Bilat Prep & Executive Time

17:40 - 07:45 RON Copenhagen, Denmark

DETAILED ITINERARY

Tuesday

07:45 - 08:00 Motorcade to Eigtveds Pakhus

Principal, Faller

*14:30 PA & Press Motorcade to Eigtveds Pakhus

Wx: 49/42 Showers

Civilian: Business Suit

Military: Class A / Service A / Service Dress Blue / Service Dress

**08:00 - 08:30 Arrive D-ISIS Ministerial & Sync with MoD Claus Hjort Frederiksen
Eigtveds Pakhus - Room A, 1st Floor**

Principal, Faller, Donnelly, (b) (6), (b) (6), Ellehuus

Greeted by: Danish Minister of Defense Claus Hjort Frederiksen

*Minster Hjort Frederiksen will meet outside of the building

08:30 - 09:00 Arrival of Delegations

Greeted by: Secretary Mattis & MoD Claus Hjort Frederiksen

Attendees:

- Australia - (b) (6) (08:30)
- Belgium - (b) (6) (08:32)
- Canada - (b) (6) (08:34)
- France - (b) (6) (08:36)
- Germany - (b) (6) (08:38)
- Italy - (b) (6) (08:40)
- Netherlands - (b) (6) (08:42)
- New Zealand - (b) (6) (08:44)
- Norway - (b) (6) (08:46)
- Spain - (b) (6) (08:48)
- U.K. - (b) (6) (08:50)

Closed Press

**09:00 - 09:45 Global Counter-Terror Initiatives (P+3, 6 in Listening Room)
Eigtveds Pakhus - Room A, 1st Floor LR: Room I, 3rd Floor**

Principal, Faller, Donnelly, (b) (6), (b) (6), (b) (6), Ellehuus, (b) (6), (b) (6)

Briefed by:

- Lt Gen McKenzie

Sequence of Events:

- Update on the Framework CHODs counter-Violent Extremist Organization (C-VEO)

Seating Card #2

Closed Press

Translation: Simultaneous

**09:45 - 09:50 Walk w/ Minister Claus Hjort Frederiksen to Greet Iraqi MoD and Turkish
Ambassador**

DETAILED ITINERARY

- 09:50 - 10:00 Arrival of Iraqi and Turkish Delegations**
Greeted by: Secretary Mattis & MoD Claus Hjort Frederiksen
- Iraq - Arfan Al Hayali, Minister of Defense (09:50)
- Turkey - Basat Öztürk, Ambassador (09:53)
- 10:00 - 13:00 D-ISIS Meetings (P+3, 6 in Listening Room)**
Eigtveds Pakhus - Room A, 1st Floor LR: Room I, 3rd Floor
Principal, Faller, Donnelly, (b) (6), (b) (6), Ellehuus, (b) (6), (b) (6), (b) (6)
- Welcoming/Introductory Remarks/D-ISIS Plan Review (MoD Frederiksen/Secretary Mattis)
- Operation Inherent Resolve (OIR) Update
- Current update on OIR Military Efforts (Major General Rupert Jones, USCENTOM)
- Status on other Lines of Effort: Foreign Fighters, Counter-Finance, Stabilization, and Counter-Messaging/Propaganda (Special Presidential Envoy Brett McGurk, US State Department)
- Next Steps for the C-ISIS Coalition - Re-aligning in Iraq and Syria (Major General Rupert Jones, USCENTCOM)
- Resource, capability gaps, and authority implications of post-Mosul Iraq and post-Raqqa Syria
- Longer Term Security Assistance Implications
- Arrangements for the next D-ISIS Defense Ministerial (TBD)
Seating Card #2
Closed Press
Translation: Simultaneous
- 13:00 - 13:10 Group Photo**
Outside (Weather Permitting)
Attended by: D-ISIS Ministers
Closed Press
- 13:10 - 13:40 Informal Lunch (seated)**
Eigtveds Pakhus - Room E, 2nd Floor
Principal
*No Designated Seating
Attendees:
- Ministers only
**Staff Lunch in Room C, 1st Floor
Closed Press
- 13:40 - 14:00 Break & Prep**

DETAILED ITINERARY

- 14:00 - 14:30 Bilat with New Zealand MoD Mark Mitchell (P+6)**
Eigtveds Pakhus - Room A, 1st Floor
Principal, Faller, Donnelly, (b) (6), Ellehuus, (b) (6)
Attended by:
- Minister of Defense Mark Mitchell
- Tony Lynch, Deputy Secretary of Defense,
- Brigadier John Boswell, Assistant Chief Strategic Commitments and Engagements
(b) (6) Ministerial Advisor
(b) (6) Ministerial Military Advisor,
(b) (6) NZ Defense staff (High Commission London)
Seating Card #3
Official Stills
- 14:30 - 14:45 Break & Prep**
- 14:45 - 15:30 Bilat with Danish MoD Claus Hjort Frederiksen (P+8)**
Eigtveds Pakhus - Room 1, 3rd Floor
Principal, Faller, Donnelly, (b) (6), Ellehuus
* No Translation Required
Attendees:
- Mr. Thomas Ahrenkiel, Permanent Secretary of Defense
- Mr. Bjorn Bisserup, Chief of Defense
(b) (6) Special political adviser to the minister
- Mr. Kasper Høeg-Jensen, Deputy Permanent Secretary, Security Policy Division
- Mr. Kenneth Pedersen, Deputy Permanent Secretary, Operations Division
(b) (6) Defense Attaché in Washington
(b) (6) Senior adviser
Seating Card #4
Closed Press
- 15:30 - 15:35 Walk to Press Conference Area**
Escorted by: Danish MoD Claus Hjort Frederiksen
- 15:35 - 15:45 Press Conference**
Eigtveds Pakhus - Room A, 1st Floor
Sequence of Events:
- Statements (Den/US)
- Q&A (2 Den/2 US)
Open Press
- 15:45 - 15:55 Motorcade to Christiansborg**
Principal
* Split Motorcade: Those not attending the meeting will depart for airport
- 15:55 - 16:00 Arrive Christiansborg**
Greeted by: TBD

DETAILED ITINERARY

- 16:00 - 16:30 Bilat with PM Lars Løkke Rasmussen (P+8)**
Christiansborg
Principal, Faller, Donnelly (b) (6) Ellehuus
* No Translation Required
Sequence of Events:
- 2 min statements to the Press no Q&A (DEN/US) (4 min)
- Bilat (26 min)
Attended by:
- Christian Kettel Thomsen, Permanent Secretary of State
- Michael Starbaek Christensen, Permanent Under-Secretary of State
(b) (6) Strategic Advisor
(b) (6) Private Secretary to the Prime Minister
(b) (6) Senior Advisor
(b) (6) Senior Advisor
- Kasper Hoegh-Jensen, Deputy Permanent Secretary
(b) (6) Danish Embassy, Washington, D.C.
Seating Card #5
Press Photo Spray: Top
- 16:30 - 16:50 Motorcade to Airport**
Principal
- 16:50 - 17:05 Arrive Aircraft**
- 17:05 - 19:35 Depart Copenhagen, Denmark en route to Vilnius, Lithuania**
‡
(Flight Time 1+30/Time Change +1)
E-4B
Meals: Snack served
Wx: 45/28 Rain/Snow Showers
- 19:35 - 19:50 Arrive Vilnius, Lithuania**
Greeted by:
- Ambassador Anne Hall
- SDO/DATT (b) (6)
- Minister of Defense Raimundas Karbolis
- Maj Gen Vitalijus Vaikšnoras
- 19:50 - 20:20 Motorcade to the Radisson Blu Royal Astorija Hotel**
Principal
- 20:20 - 20:30 Arrive Radisson Blu Royal Astorija Hotel**
Greeted by: Hotel Manager, name TBD
- 20:30 - 07:35 RON Lithuania**

DETAILED ITINERARY

Wednesday

- 07:35 - 08:05 Motorcade to the Embassy**
Principal, Faller
Wx: 46/34 Partly Cloudy
Civilian: Business Suit
Military: Class A / Service A / Service Dress Blue / Service Dress
- 08:05 - 08:50 Embassy Team Meeting (P+6)**
Principal, Faller, Donnelly (b) (6) (b) (6) Ellehuus
Attended by:
- Ambassador Anne Hall, Lithuania
- Ambassador Nancy Bikoff-Pettit, Latvia
- Elizabeth Horst, Deputy Chief of Mission Estonia
- Howard Solomon, Deputy Chief of Mission
(b) (6) Pol-Econ Chief
(b) (6) SDO/DATT Lithuania
(b) (6) SDO/DATT to Latvia
(b) (6) SDO/DATT to Estonia
*08:40 PA & Press Motorcade to Opening Ceremony
Seating Card #6
- 08:50 - 09:10 Meeting with Chief of Station (P+1)**
Principal, Faller
- 09:10 - 09:15 Photo Op with Embassy Marines**
Photo Op with:
(b) (6) (Detachment Commander)
(b) (6) (Assistant Detachment Commander)
(b) (6)
(b) (6)
(b) (6)
(b) (6)
- 09:15 - 09:30 Motorcade to Presidentura**
Principal, Faller
- 09:30 - 09:40 Arrive Presidentura**
Official Welcome Ceremony
Greeted by: Lithuania MoD Raimundas Karoblis
Open Press
- 09:40 - 09:50 Walk to Presidential Palace**
Escorted by:
- Minister Raimundas Karoblis

DETAILED ITINERARY

- 09:50 - 10:20 Bilat with Lithuanian President Dalia Grybauskaitė (P+6)**
Principal, Faller, Donnelly, (b) (6), (b) (6) Ellehuus
Attended by: TBD
Seating Card #7
Official Stills
- 10:20 - 10:30 Press Statement with Lithuanian President Dalia Grybauskaitė**
- Statements (LTU/US)
*President's Statement in Lithuanian (instant in ear translation provided)
* SD' Statement in English (no translation)
- 10:30 - 10:40 Walk to MoD Bilat**
Escorted by:
- Minister Raimundas Karoblis
Open Press
- 10:40 - 10:55 Bilat with Lithuanian MoD Raimundas Karoblis (P+6)**
Principal, Faller, Donnelly, (b) (6), (b) (6) Ellehuus
*No Translations Required
Attended by: TBD
Seating Card #8
Official Stills
- 10:55 - 11:05 Walk to Ministerial Working Lunch & Group Photo (Ministers Only)**
Escorted by:
- Minister Raimundas Karoblis
- 11:05 - 12:35 Baltic Ministerial Working Lunch (P+5; separate table 10)**
Principal, Faller, Donnelly
Attended by:
- Estonia MoD Margus Tsahkna
- Latvia MoD Raimonds Bergmanis
- Lithuania MoD Raimundas Karoblis
*No Translation Required
Back Table (b) (6), (b) (6) (LTU DATT), (b) (6), (b) (6) (LAT DATT), (b) (6), (b) (6)
(EST DATT), (b) (6), (b) (6) (LTU POLECON), Rachel Ellehuus, (b) (6), (b) (6)
(b) (6), (b) (6), (b) (6)
Seating Card #9
*11:45 PA & Press Motorcade to Training Area
Official Stills
- 12:35 - 13:20 Motorcade to Pabradė Training Area**
Principal, Faller
*Civilians can take off suit jacket
*Military can change to Tanker Jacket

DETAILED ITINERARY

13:20 - 13:50 Meet German, Lithuanian, Dutch & Belgian Soldiers/US Logisticians & View Static Displays

Greeted by:

- Maj Gen Vitalijus Vaikšnoras
- Lithuanian Land Forces Commander, Brig Gen Valdemaras Rupšys

Attended by:

- Estonia MoD Margus Tsahkna
- Latvia MoD Raimonds Bergmanis
- Lithuania MoD Raimundas Karoblis

Open Press

13:50 - 14:05 (T) Press Gaggle with US & Foreign Press

Sequence of Events:

- Statement: US
- (T) Q&A

14:05 - 14:15 Break & Walk to eFB Battlegroup Briefing

14:15 - 14:35 eFP Battalion Briefings (40-50 Seats Available)

Sequence of Events:

- German Briefing
- Briefed by: eFP Battlegroup Commander, (b) (6)
- Lithuanian Briefing
- Briefed by: Iron Wolf Brigade Commander, (b) (6)

Official Stills

14:35 - 15:15 Motorcade to Vilnius Airport

Principal, Faller

15:15 - 15:30 Arrive Aircraft

**15:30 - 15:50 Depart Lithuania en route to UK
(Flight Time 2+20/Time Change -2)**

✈

E-4B

Meals: Snack served

Wx: 61/47 Partly Cloudy

15:50 - 16:05 Arrive Stansted Airport

Greeted by:

- Brig Gen Christopher Short, SDO/DATT
(b) (6) Attaché

16:05 - 17:05 (T) Motorcade to Ministry of Defense

Principal

17:05 - 17:15 Arrive Ministry of Defense

Greeted by: TBD

17:15 - 17:45 (T) Bilat with SecState for Defense Fallon (P+?)

Principal, Faller, Donnelly, (b) (6) Ellehaus

DETAILED ITINERARY

- 17:45 - 17:55 **Motorcade to InterContinental Hotel**
Principal
- 17:55 - 18:05 **Arrive InterContinental Hotel**
Greeted by: TBD
- 18:05 - 18:35 **Signals Check with AMB Schwartz, (b) (6) & Gen Waldhauser**
InterContinental Day Brief
Principal, Faller, Donnelly, (b) (6), (b) (6)
- 18:35 - 08:20 **RON UK**

DETAILED ITINERARY

Thursday

08:20 - 08:30 Motorcade to Lancaster House

Principal, Faller

*07:00 PA & Press Motorcade to Lancaster House

*Split Motorcade for those not attending the Conference will depart for Stansted at 10:00

Wx: 65/52 PM Showers

Civilian: Business Suit

Military: Class A / Service A / Service Dress Blue / Service Dress

08:30 - 09:00 (T) Coffee with SecState for Foreign and Commonwealth Affairs Boris Johnson

Principal, Faller, Donnelly, (S) (S) Ellehuus

09:00 - 09:30 Arrival of Official Delegations

Greeted by: SecState for Defense Michael Fallon

(T) Pull Aside with UN Secretary General (15 min)

DETAILED ITINERARY

09:30 - 10:30 Welcome Session (P+3) (Overflow 3, 1PA, 1PSO)

Principal, Faller

Chaired by: PM Theresa May

Co-sponsors welcoming remarks: SRSG, Pres Farmaajo, AU Chairperson

Heads of State: Kenyatta, Museveni, Hailemariam

Attended by:

- UN Secretary General
 - Somalia: President Farmajo
 - Ethiopia: PM Hailemariam
 - Uganda: President Museveni
 - US: Defence Secretary Mattis (with (b) (6) State Department and Head of AFRICOM)
 - Germany: Foreign Minister Gabriel
 - Sweden: Deputy Prime Minister Lövin
 - Netherlands: Foreign Minister Koenders
 - Djibouti: Defence Minister Bahdon
 - UAE: Deputy Foreign Minister Gargash
 - Finland: Samuli Virtanen, State Secretary (Junior minister level)
 - Switzerland: Ambassador Thomas Greminger, Vice Director of the Swiss Agency for Development & Co-operation (Junior minister level)
 - Japan: Parliamentary Vice Minister for Foreign Affairs, Mr Shunsuke Takei (Junior minister level)
 - Norway: State Secretary Tone Skogen (Junior minister level)
 - Australia: High Commissioner (clashes with budget)
 - Spain: Director for Africa
 - Russia: Second Sec from Embassy
- International Organizations:
- President of Africa Dev Bank
 - Sec Gen of Arab League
 - Deputy President of Islamic Development Bank
 - Secretary General of OIC
 - Director, Peace and Security IGAD
 - Vice President of World Bank
 - Deputy Director IMF
- Seating Card #10

Open Press

Translation: Simultaneous

10:30 - 11:00 Session 1: Strengthening National Security

Opening: Pres. Farmaajo

AU Chairperson

Key interventions (SECDEF here - 3-5 minutes)

US Table: SECDEF, U/S (b) (6)

Behind: Amb Schwartz, Gen Waldhauser (?)

*10:45 PA & Press motorcade depart for Stansted

Open Press

DETAILED ITINERARY

- 11:00 - 11:30 Bilat with Somali President Farmajo (P+6)**
Principal, Faller, Donnelly (b) [REDACTED]
*The rest of the Conference will be on a coffee break
- 11:30 - 12:00 Session 1: Strengthening National Security (Con't)**
Closed Press
- 12:00 - 13:00 Motorcade to Stansted Airport**
Principal, Faller
- 13:00 - 13:15 Arrive Aircraft**
- 13:15 - 16:00 Depart UK en route to Joint Base Andrews**
* **(Flight Time 7+45/Time Change -5)**
E-4B
Meals: Dinner, Snack served
- Press Gaggle
Wx: 66/52 Partly Cloudy
- 16:00 - 16:20 Arrive Joint Base Andrews**
- 16:20 - 16:40 Motorcade to Pentagon**
Principal, Faller

DELEGATION ROSTER (33)

SUNDAY - THURSDAY

Personal Staff (8)

Principal
RADM Craig Faller, USN
Ms. Sally Donnelly

(b) (6)
(b) (6)
(b) (6)
(b) (6)
(b) (6)

Principal
Senior Military Assistant
Senior Advisor
Junior Military Assistant
Executive Assistant to the Senior Advisor
Strategic Communications Advisor
Personal Security Advisor
Flag Writer

Guest (2)

Lt Gen Kenneth McKenzie

(b) (6)

Director for Strategic Plans and Policy
Deputy EA to J5

(U)
(U)

Support (7)

(b) (6)
(b) (6)
(b) (6)
(b) (6)
(b) (6)
(b) (6)
(b) (6)

Military Assistant / Trip Coordinator
Director of Personal Security
Director of Communications
Deputy Director of Communications
Flight Surgeon
OSD Communications Technician
OSD Communications Technician

OSD Policy (4)

Ms. Rachel Ellehuus

(b) (6)
(b) (6)
(b) (6)

DASD(A), European and NATO Policy
Military Assistant to ASD ISA
Deputy Director of Coalition Affairs
Country Director, Iraq

PA (4)

(b) (6)
(b) (6)
(b) (6)
(b) (6)

Assistant to the Secretary of Defense for Public Affairs
Special Assistant
Press Wrangler
Official Photographer

Press (8)

(b) (6)
(b) (6)
(b) (6)
(b) (6)
(b) (6)
(b) (6)

CBS News - TV Pool, audio
CBS Audio
CBS Camera
Associated Press
Thomson Reuters
AFP

(b) (6) [REDACTED]
(b) (6) [REDACTED]

Washington Post
New Yorker

Notes

1. Departing the delegation in Denmark

Act 97

30090 Memo

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.																																																																																									
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement exceeding travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payee that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.																																																																																											
2. NAME (Last, First, Middle Initial) (Print or type) DONNELLY, SALLY		3. GRADE SES	4. SSN (b) (6)	5. TYPE OF PAYMENT (X's applicable) <input checked="" type="checkbox"/> TOY <input type="checkbox"/> PCS <input type="checkbox"/> Dependent(s) <input type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> DLA		6. AMOUNT PAID \$ 481.75																																																																																							
8. ADDRESS - a. NUMBER AND STREET (b) (6)		b. CITY (b) (6)	c. STATE (b) (6)	d. ZIP CODE (b) (6)		16. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER c. PAID BY d. COMPUTATIONS																																																																																							
7. DAYTIME TELEPHONE NUMBER & AREA CODE (b) (6)		8. TRAVEL ORDER AUTHORIZATION NUMBER (b) (6)		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES		10. ORGANIZATION AND STATION SECDEF, PENTAGON, WASHINGTON DC																																																																																							
11. ORGANIZATION AND STATION SECDEF, PENTAGON, WASHINGTON DC		12. DEPENDENT(S) (If and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED		13. DEPENDENT'S ADDRESS ON RECEIPT OF ORDERS (include Zip Code)		14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)																																																																																							
15. ITINERARY <table border="1"> <thead> <tr> <th>a. DATE</th> <th>b. MEANS/ MODE OF TRAVEL</th> <th>c. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)</th> <th>d. REASON FOR STOP</th> <th>e. LODGING COST</th> <th>f. POC MILES</th> </tr> </thead> <tbody> <tr> <td>5/23 DEP</td> <td>PA</td> <td>RESIDENCE</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5/23 ARR</td> <td></td> <td></td> <td>AT</td> <td></td> <td>23</td> </tr> <tr> <td>5/23 DEP</td> <td>GP</td> <td>ANDREWS AFB, MD</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5/24 ARR</td> <td></td> <td></td> <td>TD</td> <td>277.29</td> <td></td> </tr> <tr> <td>5/25 DCP</td> <td>GP</td> <td>BRUSSELS, BELGIUM</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5/25 ARR</td> <td></td> <td></td> <td>TD</td> <td></td> <td></td> </tr> <tr> <td>5/25 DEP</td> <td>GP</td> <td>ANDREWS AFB, MD</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5/25 ARR</td> <td></td> <td></td> <td>MC</td> <td></td> <td>23</td> </tr> <tr> <td>5/25 DEP</td> <td>PA</td> <td>RESIDENCE</td> <td></td> <td></td> <td></td> </tr> <tr> <td>ARR</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>DEP</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>ARR</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>DEP</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>ARR</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		a. DATE	b. MEANS/ MODE OF TRAVEL	c. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)	d. REASON FOR STOP	e. LODGING COST	f. POC MILES	5/23 DEP	PA	RESIDENCE				5/23 ARR			AT		23	5/23 DEP	GP	ANDREWS AFB, MD				5/24 ARR			TD	277.29		5/25 DCP	GP	BRUSSELS, BELGIUM				5/25 ARR			TD			5/25 DEP	GP	ANDREWS AFB, MD				5/25 ARR			MC		23	5/25 DEP	PA	RESIDENCE				ARR						DEP						ARR						DEP						ARR						16. SUMMARY OF PAYMENT (1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due	
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23. COLLECTION DATA		24. COMPLETED BY (b) (6)		25. AUDITED BY (b) (6)		26. TRAVEL ORDER AUTHORIZATION POSTED BY (b) (6)																																																																																							
27. RECEIVED (Payee Signature and Date or Check No) (b) (6)		28. AMOUNT PAID		29. DATE 30 May 11		30. DATE 30 May 11																																																																																							

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <small>(Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)</small>						1. DATE OF REQUEST <small>(YYYYMMDD)</small> 20170120
REQUEST FOR OFFICIAL TRAVEL						
2. NAME (Last, First, Middle Initial) DONNELLY, SALLY		3. SOCIAL SECURITY NUMBER (b) (6)		4. POSITION TITLE AND GRADENATING DEPUTY CHIEF OF STAFF TO THE SECRETARY OF DEFENSE, SES04		
5. LOCATION OF PERMANENT DUTY STATION (POS) NATIONAL CAPITOL REGION - WASHINGTON D.C.			6. ORGANIZATIONAL ELEMENT SECDEF (0101)		7. DUTY PHONE NUMBER <small>(Include Area Code)</small> (b) (6)	
8. TYPE OF AUTHORIZATION BLANKET ORDERS		9. TDY PURPOSE (See JTR, Appendix A) OFFICIAL TRAVEL		10a. APPROX. NO. OF TDY DAYS <small>(Including travel time)</small> 254		10. PROCEED DATE <small>(YYYYMMDD)</small> 20170120
11. ITINERARY <input checked="" type="checkbox"/> VARIATION AUTHORIZED From Washington, D.C., to such times and to such frequency as may be necessary in the performance of your official duties, either within or outside the continental limits of the United States, and return to Washington, D.C. Requirements of DOD Directive 4500.54 must be observed.						
12. TRANSPORTATION MODE						
a. COMMERCIAL		b. GOVERNMENT			c. LOCAL TRANSPORTATION	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				CAR RENTAL	TAXI	OTHER
				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)						PRIVATELY OWNED CONVEYANCE (Check area) RATE PER MILE <input checked="" type="checkbox"/>
ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL FARE AS LIMITED PER JTR						
13. a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.			b. OTHER RATE OF PER DIEM (Specify)			
14. ESTIMATED COST						
a. PER DIEM		b. TRAVEL		c. OTHER		4. TOTAL
\$		\$		\$		\$ 0.00
15. ADVANCE AUTHORIZED						
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) Travel meets the criteria of SecDef Memo of 18 Jan 82, "Travel by government Officials, including Foreign Travel." Airfare is limited to the most economical accommodations to satisfy mission requirements, as may be determined by the appropriate transportation officer. Multiple car rental, upgrade is authorized, government discount rate directed when available. Taxi/POV authorized in/around TDY area. Excess baggage authorized in accordance with JTR paragraph G2830. Official phone calls, internet, portage fees, control rooms, supplies, services, equipment lease, and conference fees are authorized. AEA is authorized for lodging. Designated as an official courier. Non-Contract Carrier authorized. Foreign Flag Carrier authorized. Early check in authorized. Late check-out authorized. Dual and returned lodging authorized. Use of Government mess and lodging not required. LAW JTR paragraph 1055-A. When using commercial transportation tickets, and the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher. Tickets issued to travelers from CWT are billed to an individually billed account (IBA). Submission of approved travel claims is required within 10 days after completion of TDY.						
17. TRAVEL REQUESTING OFFICIAL (Title and signature) (b) (6)			18. AUTHORIZING OFFICIAL (Title and signature) (b) (6)			
19. ACCOUNTING CITATION (b) (6) Travel is only authorized to support of expected activities and disbursement of funds is subject to availability of FY 2017 appropriation.						
20. AUTHORIZING/ISSUING OFFICIAL (Title and signature) (b) (6)			21. DATE ISSUED (YYYYMMDD) 20170120			
			22. TRAVEL AUTHORIZATION NUMBER (b) (6)			

DD FORM 1810, MAY 2003

PREVIOUS EDITION IS OBSOLETE



OFFICE OF THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000

MEMORANDUM FOR DEFENSE FINANCE AND ACCOUNTING SERVICE

SUBJECT: Actual Expense Allowance (AEA) in Connection with Travel of the
Secretary and Deputy Secretary of Defense

REFERENCE: Donnelly, Sally

In accordance with JTR, par. 4135, actual expense reimbursement is authorized for uniformed service member (SM) and Department of Defense (DoD) civilian employees for worldwide official travel. This AEA is subject to all provisions and deductions of the JTR, Chapter 4, Part B. *The maximum amount for uniformed SM and DoD civilian employees is capped at 300 %*

This authorization covers uniformed SM and DoD civilian employees assigned to travel as escorts or support personnel (including advance and rear parties) in connection with travel of the Secretary and Deputy Secretary of Defense. This authorization applies to localities visited in connection with this duty. The AEA rates are in lieu of normal per diem otherwise authorized by the JTR.

Travelers are authorized an AEA for lodging expenses. The M&IE is paid on a per diem basis.

A copy of this authorization must be filed with the travel vouchers claiming actual expense reimbursement for this travel.

This authorization is effective for travel from 5/23/17 to 5/25/17

(b) (6)

NCOIC, SECDEF Travel Operations
Office of the Secretary of Defense



18-L-1454/SECDEF/COMM/OIC/0136

~~FOR OFFICIAL USE ONLY~~

DETAILED ITINERARY

TUESDAY - FRIDAY

Tuesday

20:15 - 20:45 **Motorcade to Joint Base Andrews**

Principal, Donnelly

20:45 - 21:00 **Arrive Aircraft**

21:00 - 10:25 **Depart Joint Base Andrews en route to Brussels, Belgium**

♣ **(Flight Time 7+25/Time Change +6)**

C-40

Meals: Snack served, Lunch

~~FOR OFFICIAL USE ONLY - DECLASSIFY UPON COMPLETION~~

As of: Tuesday, May 23, 2017 15:05

18-L-1454/SECDEF/COMMOIC/0137

DETAILED ITINERARY

Wednesday

10:25 - 10:40 Arrive Brussels, Belgium

Greeted by:

- CDA Matthew Lussenhop (USEMB)

- (b) (6) (USEMB DATT)

10:40 - 11:10 Motorcade to Le Chatelain Hotel

Principal (b) (6)

- Greeted on arrival by (b) (6), Hotel GM

11:10 - 13:15 Executive Time

13:15 - 13:45 (T) US Team Synch

"Mota Room"

Principal, Donnelly (b) (6)

US Mission Participants:

- CDA Matthew Litzenberger

- Mr. James Hursch, Acting SecDefRepEur

- Ms. Julie Fisher, Incoming USNATO DCM

- Room equipped for Classified convo for 6 talkers

13:45 - 14:00 Break/Refresh/Greet DSYG

14:00 - 14:45 Meeting with NATO Deputy Secretary General Rose Gottemoeller

"Mota Room"

Principal, Donnelly, (b) (6)

- DSYG Solo

- Room equipped for Classified convo for 4 talkers

14:45 - 15:00 Break/Refresh/Greet SYG

15:00 - 15:45 Meeting with NATO Secretary General Stoltenberg

"Mota Room"

Principal, Donnelly

NATO Attendees:

- H.E. Jens Stoltenberg, Secretary General of the North Atlantic Treaty Organization

- AMB Torgeir Larsen, Director of the Private Office of the SecGen

- Ms. Dawn Schrepel, Deputy Director of the Private Office of the SecGen

- Room equipped for Classified convo for 6 talkers

- See Seating Card

15:45 - 20:00 Executive Time

20:00 - 08:00 RON Brussels

DETAILED ITINERARY

Thursday

08:00 - 08:10 Motorcade to US EMB/Ambassador's Residence

Principal, (b) (6)

- Ms. Donnelly in S1A

08:10 - 08:15 Arrive US EMB/Ambassador's Residence

- Principal Greeted/Escorted to Residence by: (b) (6) (DAIT)

- Staff Escorted to OSD Hold/Commo Space by: (b) (6) (AATT)

- DOD Hold/Commo Space in USEMB DAO Office

08:15 - 09:45 (T) Window for (T) POTUS Greeting/Pre-Brief

- Limo + Chase folded in to POTUS Motorcade

09:45 - 10:00 Motorcade to EU Headquarters

Principal

- P + 1 + PSO ONLY join POTUS Delegation

- Carmona in Chase

10:00 - 10:15 Arrive EU Headquarters

- POTUS, SecState enter for Small Meeting (~15 min)

- Principal enters after to preset for Large Meeting.

- Entrance past bank of media cameras

**10:15 - 11:00 Joint Meeting with EU President Juncker and European Council President Tusk
POTUS +10**

1. SecState
2. Principal
3. CoS
4. APNSA
5. Kushner
6. CDA Shub
7. SAP SrDr Hooker
8. TBD
9. TBD
10. Notetaker (TBD)

- Manifest and Seating Card TBC

Press Photo Spray: Top

11:00 - 11:15 Motorcade to US EMB/ Ambassador's Residence

Principal, (b) (6)

(b) (6) in Chase

DETAILED ITINERARY

- 11:15 - 12:40 (T) Window for (T) POTUS Debrief/PreBrief/Executive Time**
- DOD Hold/Commo Space in USEMB DAO Office
- (T) Group Photo with DAO Staff

Press Photo Spray: Top

- 12:40 - 12:45 Preset for Working Lunch**
- WH Request to be seated in Dining Room NLT 1245

- 12:45 - 13:10 President of France (PoF) Arrival**
Sequence of Events:
- POTUS Greets PoF at Residence Door
- 1 v. 1 (~10 min)
- POTUS and PoF join Working Lunch

- 13:10 - 14:15 Working Lunch w/ Emmanuel Macron, President of France**
POTUS +6
1. SecState
2. Principal
3. DepCoS (T)
4. APNSA
5. Kushner
6. CDA Zeya
BB. Director Mangis (Notetaker)

- Manifest and Seating Card TBC

Press Photo Spray: Top

Translation: Consecutive

- 14:15 - 15:30 (T) Window for (T) POTUS Debrief/Executive Time**
- DOD Hold/Commo Space in USEMB DAO Office

- 15:30 - 15:45 POTUS Embassy Meet & Greet/Photos**
Sequence of Events:
- POTUS Remarks (podium) to USEMB Employees
- POTUS Photo w/ USEMB Children
- POTUS MarDet photo (24 Marines)

- 15:45 - 16:10 Motorcade to New NATO Headquarters**
Principal. Bunch
- P + 1 + PSO ONLY join POTUS Delegation
(b) (6) in Chase
- Ms. Donnelly returns to Hotel

DETAILED ITINERARY

- 16:10 - 16:15 Arrive New NATO Headquarters Building**
- POTUS Greeted by NATO Secretary General Stoltenberg
- Principal escorted to Article 5/Berlin Wall Memorial unveiling viewing area by WH Staff
(b) (6) escorted to USG Hold Room by (b) (6)
- DOD Hold/Commo Room at OLD NATO HQ (across highway)
- 16:15 - 16:30 Unveiling of Article 5 and Berlin Wall Memorial**
Remarks by:
- Secretary General
- German Chancellor
- POTUS

- Principal stands with SecState, APNSA and WH Sr. Staff in viewing area
Attend Only: Open Press
- 16:30 - 17:00 Break/Walk to VIP Seating for Handover Ceremony**
- Principal Escorted to VIP Seating by WH Staff

- POTUS to Family Photo (Leaders Only)
Attend Only: Open Press
- 17:00 - 17:30 Handover Ceremony**
Sequence of Events:
- Belgian National Anthem
- Remarks by King or PM & NATO SYG
- Ceremonial Handover
- Raising of Allied Nations' Flags
- Raising of NATO Flag (NATO Hymn playing)
- Belgian National Anthem
- Military Flyover (see Flyover Card)
Attend Only: Open Press
- 17:30 - 17:45 Walk to USG Hold Room**
Conference Room 15
- Principal Escorted by WH Staff
(b) (6) presert in Listening Room
- POTUS +3 walk from USG Hold to Working Dinner

DETAILED ITINERARY

- 17:45 - 20:15 NATO Working Dinner (w/ POTUS)**
Conference Room 14
POTUS +3 (Meeting Room)
1. SecState
2. Principal
3. APNSA
- POTUS seated between NATO SYG and PM May w/ +3 seated behind.
- Seating Card TBC
- Sequence of Events:
- Opening Remarks by NATO SYG
- Opening Remarks by POTUS
- Press Pool Exits
- Remarks by other Leaders
Open Press
- 20:15 - 20:45 NATO Working Dinner (w/o POTUS)**
POTUS + Del Departs NATO @ 2015.
AF1 WU Brussels for G-7 @ 2045.
- SecState will move to POTUS' chair and remain for duration of Working Dinner.
- Seating Card TBC
- 20:45 - 21:00 Dinner Concludes**
- Dinner may go long
- Return to USG Hold Room to await departure
- 21:00 - 21:15 Depart New NATO HQ**
- Actual departure and drive times may vary due to foreign delegations departing
- 21:15 - 22:00 Load Aircraft/Await Departure Window**
- Actual Wheels Up time may vary due to multiple foreign delegations departing
- 22:00 - 00:20 Depart Brussels en route to Joint Base Andrews**
(Flight Time 8+20/Time Change -6)
✦
C-40
Meals: Heavy snack

DETAILED ITINERARY

Friday

00:20 - 00:35 Arrive Joint Base Andrews

00:35 - 01:05 Motorcade to Residence
Principal

DELEGATION ROSTER (12)

TUESDAY - FRIDAY

Personal Staff (6)

Principal
(b) (6)
Ms. Sally Donnelly
(b) (6)

Principal
Principal Military Assistant
Senior Advisor
Strategic Communications Advisor
Junior Military Assistant
Personal Security Advisor

Support (6)

(b) (6)

Director of Travel (Trip Coordinator/Advance)
Director of Personal Security
Deputy Director of Communications
Flight Surgeon
Communications Technician
OSD Communications Technician

[1]

Notes

1. Not Traveling with Delegation

Acct 47

300% memo

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.				<input checked="" type="checkbox"/> Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ 1,874.03	
2. NAME (Last, First, Middle Initial) (Print or type) DONNELLY, SALLY		3. GRADE SES	4. SSN (b) (6)	5. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> PCS <input type="checkbox"/> Dependent(s) <input type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> DLA			
6. ADDRESS - NUMBER AND STREET (b) (6)		7. CITY (b) (6)	8. STATE (b) (6)	9. ZIP CODE (b) (6)		10. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER c. PAID BY d. COMPUTATIONS	
7. DAYTIME TELEPHONE NUMBER & AREA CODE (b) (6)		8. TRAVEL ORDER AUTHORIZATION NUMBER (b) (6)		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES			
11. ORGANIZATION AND STATION SECDEF, PENTAGON, WASHINGTON DC				12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE			
13. DEPENDENT'S ADDRESS OR RECEIPT OF ORDERS (Include Zip Code)				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)			
15. ITINERARY				16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OPERATE <input type="checkbox"/> PASSENGER			
a. DATE 2017		b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)		c. MEANS/MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
5/31	DEP	RESIDENCE	PA				
5/31	ARR	ANDREWS AFB, MD	GP	AT			23
5/31	DEP	HONOLULU, HI	GP	TD			
6/1	DEP	SINGAPORE	GP	TD	74.00		
6/2	ARR	SYDNEY, AUSTRALIA	GP	TD	1,437.03		
6/3	DEP	ANDREWS AFB, MD	GP	TD	298.00		
6/6	ARR	RESIDENCE	GP	TD			
6/6	ARR	RESIDENCE	PA	AT			
6/6	DEP	RESIDENCE	GP	MC			23
6/6	ARR	RESIDENCE					
17. DURATION OF TRAVEL <input type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input checked="" type="checkbox"/> MORE THAN 24 HOURS				18. SUMMARY OF PAYMENT (1) Per Diem (2) Actual Expense Allowance (3) Message (4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due			
18. REIMBURSABLE EXPENSES				19. GOVERNMENT DEDUCTIBLE MEALS			
a. DATE	b. NATURE OF EXPENSE		c. AMOUNT	d. ALLOWED			
6/4	FOREIGN CURRENCY CONV		14.67		a. DATE	b. NO OF MEALS	c. DATE
20. CLAIMANT SIGNATURE (b) (6)				21. REVIEW SIGNATURE (b) (6)			
22. ACCOUNTING CLASSIFICATION				23. COLLECTION DATA			
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER AUTHORIZATION POSTED BY		27. RECEIVED (Payee Signature and Date of Check No.)	
						28. AMOUNT PAID	

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)</i>										1. DATE OF REQUEST (YYYYMMDD) 20170120	
REQUEST FOR OFFICIAL TRAVEL											
2. NAME (Last, First, Middle Initial) DONNELLY, SALLY				3. SOCIAL SECURITY NUMBER (b) (7) (C)			4. POSITION TITLE AND GRADE/RATING DEPUTY CHIEF OF STAFF TO THE SECRETARY OF DEFENSE, SES04				
5. LOCATION OF PERMANENT DUTY STATION (PDS) NATIONAL CAPITOL REGION - WASHINGTON D.C.					6. ORGANIZATIONAL ELEMENT SECDEF (0101)			7. DUTY PHONE NUMBER (Include Area Code) (b) (7) (C)			
8. TYPE OF AUTHORIZATION BLANKET ORDERS		9. TDY PURPOSE (See JTR, Appendix H) OFFICIAL TRAVEL			10a. APPROX. NO. OF TDY DAYS (Including travel time) 254			b. PROCEED DATE (YYYYMMDD) 20170120			
11. ITINERARY <input checked="" type="checkbox"/> VARIATION AUTHORIZED From Washington, D.C., to such times and in such frequency as may be necessary in the performance of your official duties, either within or outside the continental limits of the United States, and return to Washington, D.C. Requirements of DOD Directive 4500.54 must be observed.											
12. TRANSPORTATION MODE											
a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION				
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE: <input checked="" type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)											
13. a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.						b. OTHER RATE OF PER DIEM (Specify)					
14. ESTIMATED COST										15. ADVANCE AUTHORIZED	
a. PER DIEM \$		b. TRAVEL \$			c. OTHER \$			d. TOTAL \$ 0.00		\$	
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) Travel meets the criteria of SecDef Memo of 18 Jan 82, "Travel by government Officials, including Foreign Travel." Airfare is limited to the most economical accommodations to satisfy mission requirements, as may be determined by the appropriate transportation officer. Multiple car rental, upgrade is authorized, government discount rate directed when available. Taxi/POV authorized in/around TDY area. Excess baggage authorized in accordance with JTR paragraph G2830. Official phone calls, internet, portage fees, control rooms, supplies, services, equipment lease, and conference fees are authorized. AEA is authorized for lodging. Designated as an official courier. Non-Contract Carrier authorized. Foreign Flag Carrier authorized. Early check in authorized. Late check-out authorized. Dual and retained lodging authorized. Use of Government mess and lodging not required IAW JTR paragraph J055-A. When using commercial transportation tickets, and the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher. Tickets issued to travelers from CWT are billed to an individually billed account (IBA). Submission of approved travel claim is required within 10 days after completion of TDY.											
17. TRAVEL-REQUESTING OFFICIAL (Title and signature) PERAT						18. TRAVEL-APPROVING OFFICIAL (Title and signature) MILITARY ASSISTANT, TRAVEL OPERATIONS					
AUTHORIZATION											
19. ACCOUNTING CITATION (b) (7) (C)											
Travel is only authorized in support of expected activities and disbursement of funds is subject to availability of FY 2017 appropriation.											
(b) (7) (C)						21. DATE ISSUED (YYYYMMDD) 20170120					
DIRECTOR, TRAVEL OPERATIONS						22. TRAVEL AUTHORIZATION NUMBER (b) (7) (C)					



OFFICE OF THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000

MEMORANDUM FOR DEFENSE FINANCE AND ACCOUNTING SERVICE

SUBJECT: Actual Expense Allowance (AEA) in Connection with Travel of the
Secretary and Deputy Secretary of Defense

REFERENCE: Sally Donnelly

In accordance with JTR, par. 4135, actual expense reimbursement is authorized for uniformed service member (SM) and Department of Defense (DoD) civilian employees for worldwide official travel. This AEA is subject to all provisions and deductions of the JTR, Chapter 4, Part B. *The maximum amount for uniformed SM and DoD civilian employees is capped at 300 %*

This authorization covers uniformed SM and DoD civilian employees assigned to travel as escorts or support personnel (including advance and rear parties) in connection with travel of the Secretary and Deputy Secretary of Defense. This authorization applies to localities visited in connection with this duty. The AEA rates are in lieu of normal per diem otherwise authorized by the JTR.

Travelers are authorized an AEA for lodging expenses. The M&IE is paid on a per diem basis.

A copy of this authorization must be filed with the travel vouchers claiming actual expense reimbursement for this travel.

This authorization is effective for travel from 5/31/17 to 6/6/17

(b) (6)

Administrator, SECDEF Travel Operations
Office of the Secretary of Defense



GUEST FOLIO



PEARL HARBOR NS

PH# 808-800-2337

PEARL HARBOR, HI 96860-4470

Phone : 808 - 800 - 2337 Fax : 315 - 473 - 598

WWW.DODLODGING.NET

Guest : DONNELLY, MS. SALLY
Company : DEPUTY CHIEF OF STAFF
Address : DV VISIT
JBPHH, HI 96853 US

Account : (b) (6)
Arrival : 05/31/2017
Departure : 06/01/2017
Room : (b)
Checked Out By :
Out Time :

NO	DATE	DESCRIPTION	COMMENT	CHARGES	CREDITS
1	05/31/2017	(b) (6)	(b) (6)		\$74.00
2	05/31/2017	ROOM CHARGE	(b) DONNELLY, MS. SALLY	\$74.00	

Grand Total: \$74.00 \$74.00

Balance : \$0.00

Signature _____

I agree that my liability for this bill is not waived

TAX INVOICE
 GST REG NO: M2-0003671-9
 Company Registration no: 196200040E


The Valley Wing
 AT THE SHANGRI-LA SINGAPORE

Ms Sally Donnelly
 United States
 Ms Sally Donnelly
 Email Address :

INVOICE
 Invoice No. : 725231
 Room No. :
 Person(s) : 1
 Arrival / Time : 02/06/17 / 07:15
 Departure / Time : 04/06/17 / 07:07
 Cashier No. : VWSHERIE / 430
 Page No. : 1 of 2
 PFP Type : NQR

Shangri-La Hotel, Singapore 04/06/17 07:07

DATE	TEXT	REF#	TIME	DEBITS (SGD)	CREDITS (SGD)
02/06/17	Room Charges			845.00	
02/06/17	Service Charge			84.50	
02/06/17	Tax Goods & Services			65.07	
03/06/17	Laundry & Valet			32.95	
03/06/17	Room Charges			845.00	
03/06/17	Service Charge			84.50	
03/06/17	Tax Goods & Services			65.07	
04/06/17	(b) (6)	XX/XX			2,022.09
Total				2,022.09	2,022.09
Balance				0.00	SGD

 **Shangri-La hotel**
 SINGAPORE
 SHANGRI-LA HOTEL SINGAPORE
 22 ORANGE GROVE ROAD
 VALLEY WING J
 SINGAPORE 258350

ENV SALE

DATE/TIME: 04/06/17 07:07
 RID: 1885800855 TID: 37903080
 INVOICE: 083003 BATCH: 004067

CLIENT VISA (VISA)
 CARD NO: XXXX XXXX XXXX XXXX
 EXPIRY: XX/XX

ENT TYPE: CHIP
 PAN REF: 715427087883
 APPR CODE: 012803
 APP ID: A000000081810
 TRN ISI: 886888000.F300
 APP CRYPT: FF4F738179825E08

TOTAL SGD 2022.09

SIGN X
 DOWNELLY/SALLY
 I WOULD BE VERY PLEASED TO HAVE YOUR FEEDBACK
 ACCORDING TO OUR CUSTOMER SERVICE
 CUSTOMER COPY

 **DBS**

TAX INVOICE
GST REG. NO: N2-0003671-9
Company Registration no: 196200040E


The Valley Wing
AT THE SHANGRI-LA SINGAPORE

INVOICE

Ms Sally Donnelly
United States
Ms Sally Donnelly
Email Address :

Invoice No. : 725231
Room No. : XXXXXXXXXX
Person(s) : 1
Arrival / Time : 02/06/17 / 07:15
Departure / Time : 04/06/17 / 07:07
Cashier No. : VWSHERJE / 430
Page No. : 2 of 2
FFP Type : NQR

Shangri-La Hotel, Singapore 04/06/17 07:07

DATE	TEXT	REF#	TIME	DEBITS (SGD)	CREDITS (SGD)
------	------	------	------	--------------	---------------

GST Taxable Amount	:	1,889.80
GST at 7%	:	132.29
Non-Taxable Amount	:	0.00
Zero-Rated Amount	:	0.00

As a Golden Circle Member, you could have earned an estimated 20 GC Award Points for this stay. Join Golden Circle now.

Guest Signature

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 association fails to pay for any part of the full amount of these charge.

Thank you for staying with us and we look forward to welcoming you back. We would appreciate if you could share your experience at www.tripadvisor.com



Ms. Sally Donnelly
Australia

Folio No: 391912
Room No: (b) (6)
Conf No: 028087581
Arrival: 04-06-17
Departure: 06-06-17
Cashier: 198
Booking Ref:
Invoice Date: 06-06-17

COPY OF TAX INVOICE

PAGE (S)

1 of 1

Date	Description	Reference	Debit	Credit
04-06-17	Accommodation		395.00	
05-06-17	Minibar Posting		5.00	
05-06-17	Minibar Posting		6.00	
05-06-17	(b) (6)			406.00

I agree that I am personally liable for the payment of the foregoing statement and if the person, company or association indicated by me as being responsible for payment of the same does not do so, that my liability for such payment shall be joined and several with such person, company or association.

TOTAL	406.00	406.00
TOTAL CHARGES	406.00	
TOTAL INCLUDES GST	36.91	
BALANCE	0.00	GST INCLUDED

Guest Signature _____

Merchant ID
Transaction ID 49991346
Approval Code 024287
Approval Amount 406.00

Credit Card # (b) (6)
Credit Card Expiry XX/XX
Capture Method VA
Transaction Amount 406.00

161 Elizabeth Street Sydney NSW 2000 AUSTRALIA
Tel +61 2 9286 6000 Fax +61 2 9286 6686
sheratononthepeak@sheraton.com www.sheraton.com/sydney
ABN 84 601 542 134

18-L-1454/SECDEF/COMM/OIC/0151

DETAILED ITINERARY

WEDNESDAY - TUESDAY

Wednesday

- 07:30 - 07:50 Motorcade to Joint Base Andrews
- 07:50 - 08:00 Arrive Aircraft
- 08:00 - 12:10 Depart Joint Base Andrews en route to Honolulu, HI
✦ (Flight Time 10+10/Time Change -6)
E-4B
- Press Gaggle
- 12:10 - 12:20 Arrive Hickham Airfield
Greeted by: ADM Harris
- 12:20 - 12:40 Motorcade to Camp Smith
- 12:40 - 13:00 Office Call with ADM Harris
- 13:00 - 15:00 PACOM Roundtable
Executive Conference Room
Topics of Discussion
- SOCPAC Update
- China's Influence and DPRK
- China and the Diplomacy and Security Dialogue
- Asia Pacific Stability Initiative
- Shangri-La Dialogue
- AUSMINS
Closed Press
- 15:00 - 15:15 Motorcade to Pearl Harbor
Lockwood Hall
- 15:15 - 16:55 Executive Time
- 16:55 - 17:00 Motorcade to ADM Harris's Quarters
Quarters A
- 17:00 - 18:00 Reception with PACOM Leadership
Quarters A
- 18:00 - 18:05 Motorcade to Lockwood Hall
- 18:05 - 07:00 RON Honolulu, HI

DETAILED ITINERARY

Thursday

- 07:00 - 07:10 Motorcade to Aircraft**
- 07:10 - 07:20 Arrive Aircraft**
Greeted by: ADM Scott Swift
- 07:20 - 13:50 Depart Hickham Airfield en route to Singapore**
✈ (Flight Time 12+30/Time Change +18)
E-4B
Meals: Lunch, Dinner, Breakfast
- Press Gaggle

DETAILED ITINERARY

Friday

- 13:50 - 14:10 **Arrive Singapore**
Greeted by: TBD
- 14:10 - 14:30 **Motorcade to the Hotel**
- 14:30 - 15:20 **Executive Time**
- 15:20 - 15:30 **Motorcade to US Embassy**
- 15:30 - 16:30 **Meetings Charge d' Affairs/Country Team**
- 16:30 - 16:45 **Motorcade to Prime Ministers Office**
- 16:45 - 17:30 **Meeting with the Singapore Prime Minister Lee**
Press Photo Spray: Top, No Remarks
- 17:30 - 17:45 **Motorcade to Hotel**
- 17:45 - 18:00 **Executive Time**
- 18:00 - 18:10 **(T) Pull Aside with Japanese MoD**
- 18:10 - 18:15 **Move to Meeting Room**
- 18:15 - 18:45 **Meeting with Malaysia MoD Hishammuddin**
Press Photo Spray: Top, No Remarks
- 18:45 - 19:45 **Executive Time**
- 19:45 - 20:00 **Opening Reception**
* Reception begins at 1900
- 20:00 - 22:00 **Shangri-La Dialogue Opening Dinner**
*Keynote Address by Australian PM Turnbull
- 22:00 - 07:30 **RON Singapore**

DETAILED ITINERARY

Saturday

- 07:30 - 08:00 Meeting with DNI
- 08:00 - 08:45 Breakfast with Singapore MoD
- 08:45 - 09:00 Walk to Conference
Greeted and escorted by:
(b) (6)
- 09:00 - 09:30 Deliver Remarks at First Plenary Session
US and Asia Pacific Security
Introduced by: (b) (6)
Deliver Remarks
Moderated Q&A with (b) (6)
Open Press
- 09:30 - 09:40 Break
- 09:40 - 10:20 Meeting with the Philippine MoD Lorenzana
Press Photo Spray: Top, No Remarks
- 10:20 - 10:30 Break and Reset the Room
- 10:30 - 11:10 Meeting with Indonesian MoD
Press Photo Spray: Top, No Remarks
- 11:10 - 11:20 Break and Reset Room
- 11:20 - 12:20 Meeting with Australia and Japan MoDs
Press Photo Spray: Top, Opening Remarks
- 12:20 - 12:50 CODEL Meeting
- 12:50 - 13:00 Break and Walk to Ministerial Lunch
- 13:00 - 14:30 Ministerial Lunch
- 14:30 - 15:45 Meeting with Japan and South Korea MoDs
Press Photo Spray: Top, No Remarks
Translation: Consecutive
- 15:45 - 16:00 Break and Reset the Room
- 16:00 - 16:45 Meeting with Thailand MoD Prawit
Press Photo Spray: Top, Opening Remarks
- 16:45 - 17:00 Executive Time
- 17:00 - 17:30 Media Availability
- 17:30 - 19:30 Executive Time
*(T) Personal meeting/coffee during this time

~~FOR OFFICIAL USE ONLY~~

DETAILED ITINERARY

19:30 - 07:30 RON Singapore

~~FOR OFFICIAL USE ONLY - DECLASSIFY UPON COMPLETION~~

As of: Monday, July 24, 2017 09:25

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DETAILED ITINERARY

Sunday

- 07:30 - 08:30 Meeting with ASEAN Members
Press Photo Spray
Translation: Consecutive
- 08:30 - 08:45 (T) Drive by of Cohen Group Breakfast
- 08:45 - 09:00 Motorcade to Airport
- 09:00 - 09:15 Arrive Aircraft
- 09:15 - 19:15 Depart Singapore en route to Australia
✦ (Flight Time 7+00/Time Change +3)
E-4B
Meals: Lunch, Dinner
- Press Gaggle
- 19:15 - 19:30 Arrive Sydney, Australia
Greeted By: TBD
- 19:30 - 20:00 Motorcade to Hotel
- 20:00 - 08:30 RON Sydney, Australia

DETAILED ITINERARY

Monday

- 08:30 - 09:10 Meeting with CDA and Country Team**
Hotel Briefing Room
Principal, Faller, Donnelly (b) (6), Box (b) Helvey, Abercrombie
- 09:10 - 09:30 Motorcade to AUSMIN Meeting**
- 09:30 - 09:40 Arrive at New South Wales Government House**
- 09:40 - 10:00 Welcome Remarks and Alliance Overview**
- Remarks by Foreign Minister Bishop and Defense Minister Payne
- Remarks by Secretary Tillerson and Secretary Mattis
Press Photo Spray: Top, Opening Remarks
- 10:00 - 11:30 AUSMIN Meeting 1**
Principal, Donnelly, Helvey
Topic: Asia-Pacific Region
- Northeast Asia
- China
- DPRK
- Southeast Asia
- SCS
- CT
- 11:30 - 11:45 Break**
- 11:45 - 13:15 AUSMIN Working Lunch**
Principal, Donnelly
Topics: Middle East
- D-ISIS and Syria
- Afghanistan
- Iran
- Pacific Islands
- 13:15 - 13:30 Break**
- 13:30 - 15:00 AUSMIN Meeting 2**
Principal, Donnelly, Helvey
Topic: Alliance Cooperation
- 15:00 - 15:20 Break and Executive Time**
Principal, Faller, Donnelly (b) (6), Helvey, Abercrombie
- 15:20 - 16:00 Joint Press Conference**
Open Press
- 16:00 - 16:20 Motorcade to Hotel**
- 16:20 - 17:40 Executive Time**

DETAILED ITINERARY

17:40 - 18:00 Motorcade to TBD
18:00 - 20:00 AUSMIN Dinner
20:00 - 20:30 Motorcade to Aircraft
20:30 - 20:45 Arrive Aircraft
20:45 - 00:45 Depart Sydney en route to Joint Base Andrews
✦ (Flight Time 18+00/Time Change -14)
E-4B
- Press Gaggle

~~FOR OFFICIAL USE ONLY~~

DETAILED ITINERARY

Tuesday

00:45 - 01:00 Arrive Joint Base Andrews

01:00 - 01:30 Motorcade to Residence

~~FOR OFFICIAL USE ONLY - DECLASSIFY UPON COMPLETION~~

As of: Monday, July 24, 2017 09:25

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18-L-1454/SECDEF/COMM/OIC/0160

DELEGATION ROSTER (40)

WEDNESDAY - TUESDAY

Personal Staff (10)

Principal
RADM Craig Faller, USN
Ms. Sally Donnelly
(b) (6)
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

Principal
Senior Military Assistant
Senior Advisor
Personal Security Advisor
Strategic Communications Advisor
Junior Military Assistant
Executive Assistant to the Senior Advisor
Special Advisor
Flag Writer
Special Assistant

Guest (1)

(b) (6)

NSC Senior Director for Asia

[1.]

Support (7)

(b) (6)
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

Trip Coordinator
Director of Personal Security
Deputy Director of Communications
Director of Communications
Flight Surgeon
OSD Communications Technician
OSD Communications Technician

OSD Policy (7)

Mr. Dave Helvey
Ms. Cara Abercrombie
(b) (6)
(b) (6)
(b) (6)
(b) (6)
(b) (6)

PDO ASD APSA
DASD, South/Southeast Asia
Director for Japan
CoS, APSA
Senior Advisor for APSA
Country Director for Singapore and Brunei
APSA LON to PACOM

[2.]

PA (4)

(b) (6)
(b) (6)
(b) (6)
(b) (6)

Advisor
Press Wrangler
Press Wrangler
Photographer

Press (11)

(b) (6)
(b) (6)

Associated Press
Reuters

(b) (6)	AFP
(b) (6)	Washington Post
(b) (6)	NY Times
(b) (6)	WSJ
(b) (6)	The Economist
(b) (6)	NPR
(b) (6)	Fox News
(b) (6)	Fox News
(b) (6)	Fox News

Notes

1. Not traveling with delegation - meeting delegation in Singapore
2. Only flying with delegation from DC to PACOM

Acton

30091 Myra

TRAVEL VOUCHER OR SUBVOUCHER		Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you select a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. <input checked="" type="checkbox"/> Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ 438.24			
2. NAME (Last, First, Middle Initial) (Print or type) DONNELLY, SALLY		3. GRADE SES	4. SSN (b) (6)	5. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> PCS <input type="checkbox"/> Dependent(s) <input type="checkbox"/> Member/employee <input type="checkbox"/> Other <input type="checkbox"/> DLA	
6. ADDRESS: a. NUMBER AND STREET (b) (6)		b. CITY (b) (6)	c. STATE (b) (6)	d. ZIP CODE (b) (6)	
7. DAYTIME TELEPHONE NUMBER & AREA CODE (b) (6)		8. TRAVEL ORDER AUTHORIZATION NUMBER (b) (6)		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES	
10. ORGANIZATION AND STATION SECDEF, PENTAGON, WASHINGTON DC			10. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER c. PAID BY		
11. ORGANIZATION AND STATION SECDEF, PENTAGON, WASHINGTON DC			12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE		
13. DEPENDENT'S ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)			14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)		
15. ITINERARY a. DATE b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.) c. MEANS/MODE OF TRAVEL d. REASON FOR STOP e. LODGING COST f. POC MILES			16. SUMMARY OF PAYMENT (1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due		
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OPERATE <input type="checkbox"/> PASSENGER			17. DURATION OF TRAVEL <input type="checkbox"/> 12 HOURS OR LESS <input checked="" type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input type="checkbox"/> MORE THAN 24 HOURS		
18. NONREBURSABLE EXPENSES a. DATE b. NATURE OF EXPENSE c. AMOUNT d. ALLOWED			19. GOVERNMENT/REDUCTIBLE MEALS a. DATE b. NO OF MEALS c. DATE d. NO OF MEALS		
20. CLAIMANT SIGNATURE (b) (6)			21. AUTHORIZED BY (b) (6)		
22. ACCOUNTING CLASSIFICATION (b) (6)			23. COLLECTION DATA		
24. COMPUTED BY		25. AUDITED BY		26. RECEIVED (Payee Signature and Date or Check No.)	
27. TRAVEL ORDER AUTHORIZATION FORWARDED BY		28. AMOUNT PAID		DATE JUL 6 2017	
29. TELEPHONE NUMBER (b) (6)		30. TELEPHONE NUMBER (b) (6)		DATE 7 Jul 17	
31. TELEPHONE NUMBER (b) (6)		32. TELEPHONE NUMBER (b) (6)		DATE 7 Jul 17	

Received DFAS Rome 7/10/2017 11:19:57 AM

The Hotel.

BRUSSELS

Sally Donnelly
x
Unknown Country

Room No : [REDACTED]
 Arrival : 25-JUN-17
 Departure : 29-JUN-17
 Calendar : 65
 Invoice Date : 29-JUN-17 07:05
 Folio Number : 210681

INVOICE

Page 1 of 1

Date	Description	Debit EUR	Credit EUR
28/06/17	Accommodation	210.00	
28/06/17	City Tax	4.24	
29/06/17	[REDACTED]		214.24
	02/10		
Total		214.24	214.24
Balance		0.00	
Tax Free		0.00	
Total excl. VAT		202.11	
VAT Description	VAT	Net	Gross
TAX 9%	12.13	202.11	214.24
Total VAT	12.13		

I agree that my liability for this invoice is not waived and agree to be held personally liable in the event that the indicated person, association or company fails to pay for any part or the amount of these charges. This invoice also serves as receipt of payment for services rendered.

Invoice ID : Transaction ID : 29037185 Approval Code : A432983 Approval Amount : 214.24 Exchange Rate : Currency Amount

THE HOTEL, GAMBALAN
 Avenue Louise - Boulevard de Waterloo
 1050 BRUSSELS
 CREDIT CARD COPY
 PLEASE RETURN THIS COPY
 FROM THE
 HOTEL, INDICATE IN THE
 [REDACTED]
 ACCOUNT BILL WE SERVICE
 TRAVEL AGENCIES, AIRLINES OR
 OTHER PARTNERS. ADDRESS IN
 1076, AVENUE LOUISE, 10
 1180 BRUSSELS, BELGIUM
 TEL: +32 (0) 27 35 11 11
 WWW.THEHOTELBRUSSELS.COM
 PUBLIC COMPANY, COMPANY
 BRUSSELS, BELGIUM
 REGISTRATION NUMBER: 019124
 VAT NUMBER: BE019124
 I accept that I will be held
 liable for the amount of the
 invoice and I agree to pay the
 amount of the invoice within
 15 days of the invoice date
 and the 15th day of the
 following month.
 IN ORDER TO BE ELIGIBLE FOR
 THE "LEGISLATION"
 EXCHANGE RATE APPLIED BY
 SIX POINTS 2017/2018
 Summary



Sally Donnelly

Arrival 27-06-17
 Departure 28-06-17
 Room No. (b) (6)
 Folio No.
 Cashier 991
 Page No. 1 of 1

Group Code

(b) (6)

INFORMATION INVOICE

Date	Description	Debit	Credit
27-06-17	Accommodation for TDY	200.00	
27-06-17	(b) (6)		200.00
		\$200.00	\$200.00
	Balance	\$0.00	

LEARN MORE ABOUT THE PERFORMANCE TRIAD: SLEEP, ACTIVITY, AND NUTRITION
 at WWW.PERFORMANCETRIAD.MIL

We hope you enjoyed your stay!
 For your convenience, an electronic survey will be emailed to you shortly after your departure.

American Address:
 HQ Edelweiss Lodge and Resort
 Unit 24501
 APO AE 09053

CTV 08821-4440
 FAX 08821-9444110

German Address:
 St. Martin Strasse 12C
 82467 Garmisch-Partenkirchen
 Germany

Received DFAS Rome 7/10/2017 11:19:57 AM



OFFICE OF THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000

MEMORANDUM FOR DEFENSE FINANCE AND ACCOUNTING SERVICE

SUBJECT: Actual Expense Allowance (AEA) in Connection with Travel of the
Secretary and Deputy Secretary of Defense

REFERENCE: Sally Donnelly

In accordance with JTR, par. 4135, actual expense reimbursement is authorized for uniformed service member (SM) and Department of Defense (DoD) civilian employees for worldwide official travel. This AEA is subject to all provisions and deductions of the JTR, Chapter 4, Part B. *The maximum amount for uniformed SM and DoD civilian employees is capped at 300 %*

This authorization covers uniformed SM and DoD civilian employees assigned to travel as escorts or support personnel (including advance and rear parties) in connection with travel of the Secretary and Deputy Secretary of Defense. This authorization applies to localities visited in connection with this duty. The AEA rates are in lieu of normal per diem otherwise authorized by the JTR.

Travelers are authorized an AEA for lodging expenses. The M&IE is paid on a per diem basis.

A copy of this authorization must be filed with the travel vouchers claiming actual expense reimbursement for this travel.

This authorization is effective for travel from 6/26/17 to 6/29/17.

(b) (6)

NCOIC, SECDEF Travel Operations
Office of the Secretary of Defense



REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)</i>						1. DATE OF REQUEST (YYYYMMDD) 20170120	
REQUEST FOR OFFICIAL TRAVEL							
2. NAME (Last, First, Middle Initial) DONNELLY, SALLY			3. SOCIAL SECURITY NUMBER (b) (6)		4. POSITION TITLE AND GRADE/RATING DEPUTY CHIEF OF STAFF TO THE SECRETARY OF DEFENSE, SES04		
5. LOCATION OF PERMANENT DUTY STATION (PDS) NATIONAL CAPITOL REGION - WASHINGTON D.C.				6. ORGANIZATIONAL ELEMENT SECDEF (0101)		7. DUTY PHONE NUMBER (Include Area Code) (b) (6)	
8. TYPE OF AUTHORIZATION BLANKET ORDERS		9. TDY PURPOSE (See JTR, Appendix H) OFFICIAL TRAVEL		10a. APPROX. NO. OF TDY DAYS (Including travel time) 254		b. PROCEED DATE (YYYYMMDD) 20170120	
11. ITINERARY <input checked="" type="checkbox"/> VARIATION AUTHORIZED From Washington, D.C., to such times and in such frequency as may be necessary in the performance of your official duties, either within or outside the continental limits of the United States, and return to Washington, D.C. Requirements of DOD Directive 4500.54 must be observed.							
12. TRANSPORTATION MODE							
a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
							TAXI
							<input checked="" type="checkbox"/>
							OTHER
							<input checked="" type="checkbox"/>
							PRIVATELY OWNED CONVEYANCE (Check one)
							RATE PER MILE:
							<input checked="" type="checkbox"/>
							ADVANTAGEOUS TO THE GOVERNMENT
							MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR
AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)							
13. a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR				b. OTHER RATE OF PER DIEM (Specify)			
14. ESTIMATED COST							15. ADVANCE AUTHORIZED
a. PER DIEM		b. TRAVEL		c. OTHER		d. TOTAL	\$ 0.00
\$		\$		\$		\$	\$
16. REMARKS (Use this space for special requirements, meals, excess baggage, accommodations, registration fees, etc.) Travel meets the criteria of SecDef Memo of 18 Jan 82, "Travel by government Officials, including Foreign Travel." Airfare is limited to the most economical accommodations to satisfy mission requirements, as may be determined by the appropriate transportation officer. Multiple car rental, upgrade is authorized, government discount rate directed when available. Taxi/POV authorized in/around TDY area. Excess baggage authorized in accordance with JTR paragraph G2830. Official phone calls, internet, portage fees, control rooms, supplies, services, equipment lease, and conference fees are authorized. AEA is authorized for lodging. Designated as an official courier. Non-Contract Carrier authorized. Foreign Flag Carrier authorized. Early check in authorized. Late check-out authorized. Dual and retained lodging authorized. Use of Government mess and lodging not required IAW JTR paragraph 1055-A. When using commercial transportation tickets, and the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher. Tickets issued to travelers from CWT are billed to an individually billed account (IBA). Submission of approved travel claim is required within 10 days after completion of TDY.							
17. TRAVEL REQUESTING OFFICIAL (Last and first name) (b) (6)							(b) (6)
AUTHORIZATION							
18. ACCOUNTING CITATION (b) (6)							
Travel is only authorized in support of expected activities and disbursement of funds is subject to availability of FY 2017 appropriation.							
(b) (6)						21. DATE ISSUED (YYYYMMDD) 20170120	
DIRECTOR, TRAVEL OPERATIONS						22. TRAVEL AUTHORIZATION NUMBER (b) (6)	

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GUEST RECEIPT

659676

Date _____ Signature _____ Amount _____
NOT A CLAIM CHECK

12.08

Parking Provided by
Towne Park

www.townepark.com

*met at New York
at 11:00 AM*

Received DFAS Rome 7/10/2017 11:19:57 AM



870 15th Street, N.W. Washington, D.C. 20006 Tel: 202 638-6600 Fax: 202 638-3803 www.hayadams.com



Short Term Parking 2017

United States

Room No. :
Arrival : 06-13-17
Departure : 06-14-17
Folio No. : 290532
Cashier No. : 35
Conf. No. : 261532

Table with 4 columns: Date, Description, Charges, Credits. Rows include Short Term Parking (12.00) and Cash (12.00) with a Total of 12.00 and Balance of 0.00.

Guest Signature: _____

Received DFAS Rome 7/10/2017 11:19:57 AM

ONLINE_071017_2043_1.txt

Submitter Name: Sally Donnelly
Submitter Email: [REDACTED]
Alternate Email: (b) (6)
askDFAS Ticket Number: 201707100283
Category: Travel Voucher Direct / SecDef Travel Office
Question Text:

Received DFAS Rome 7/10/2017 11:19:57 AM

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DETAILED ITINERARY

MONDAY - THURSDAY

Monday

19:30 - 19:55 Motorcade to Joint Base Andrews
Principal

19:55 - 20:10 Arrive Aircraft

20:10 - 10:10 Depart Joint Base Andrews en route to Munich, Germany
(Flight Time 8+00/Time Change +6)

✦

C-32

Meals: Snack served, Lunch

(T) Press Engagement - On the Record

Wx: 82/65 Partly Sunny

Civilian: Casual

Military: Casual

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As of: Monday, July 24, 2017 09:39

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DETAILED ITINERARY

Tuesday

- 10:10 - 10:25 Arrive Munich, Germany**
Munich International Airport
Wx: 81/63 Scattered T-storms. 70% chance of precipitation.
- 10:25 - 11:55 Motorcade to Garmisch**
Principal, Faller
- 11:55 - 12:00 Arrive Garmisch, Germany**
Edelweiss Lodge
Greeted Outside by:
(b) (6) Hotel General Manager
Greeted Inside by:
-LTG(Ret) Keith Dayton, Director GCMC
-BG(Ret) Johann Berger, Dep Director GCMC
-Ms Jen Gavito, US Consul General in Munich
Wx: 78/59 T-storms. 90% chance of precipitation.
Official Stills
- 12:00 - 20:00 Executive Time**
(T) 15:00 Phone Call with NATO SYG
- 20:00 - 07:45 RON Garmisch, Germany**

DETAILED ITINERARY

Wednesday

- 07:45 - 08:45 Breakfast with LTG (Ret) Keith Dayton, Director GCMC**
Principal
Wx: 82/57 Cloudy with rain. 80% chance of precipitation.
Civilian: Business Suit
Military: Class A / Service A / Service Dress Blue / Service Dress
- 08:45 - 09:45 Mini-Country Team Meeting**
Principal, Faller, Donnelly, White, Goffus, (b) (6) (b) Hanlon
Attendees:
-Mr Kent Logsdon, CDA
-Ms Jen Gavito, US Consul General in Munich
(b) (6) SDO/DATT
- 09:45 - 10:00 Break & Walk to Bilat**
-Walk by "Nick Pratt Memorial" in "Nick Pratt Hall" on way to bilat. Escorted by Mr Jim Howeroft.
-Memorial overview by (b) (6) US Dep Dir GCMC
- 10:00 - 10:50 Bilat with MoD Ursula von der Leyen**
Principal, Logsdon, Faller, Donnelly, Hanlon, Goffus, SDO/DATT
Received by MoD von der Leyen
German Attendees:
(b) (6) Senior MA
(b) (6) MOD Policy Director
(b) (6) USA Country Director
(b) (6) PA
-TBD
Press Photo Spray: Top, Statements at the Bottom
- 10:50 - 11:00 Break & Move to Commemorative Event**
- 11:00 - 11:50 Deliver Remarks to Course Participants & Invited Guests**
Sequence of Events:
-National Anthems
-Introduction of MoD & Principal by Director
-MoD Remarks (simultaneous translation German-to-English)
-Principal Remarks (simultaneous translation English to German)
Open Press
Translation: Simultaneous
- 11:50 - 12:00 Movement to Motorcade**
-Escorted by MoD von der Leyen to vehicles.
- 12:00 - 13:30 Motorcade to Munich International Airport**
Principal, Faller
- 13:30 - 13:45 Arrive Aircraft**

DETAILED ITINERARY

13:45 - 15:05 **Depart Munich, Germany en route Brussels, Belgium**
✦ (Flight Time 1+20/No Time Change)

C-32

Meals: Snack served

15:05 - 15:20 **Arrive Brussels, Belgium**
Brussels International Airport

Wx: 71/59 Mostly Cloudy with rain. 90% chance of precipitation.

15:20 - 15:35 **Motorcade to NATO HQs**
Principal, Faller

15:35 - 15:40 **Arrive NATO HQs**

Greeted by:

-Mr Lee Litzenberger, Charge' d' Affairs, ad interim

(b) (6) A/SECDEFREPEUR & USNATO DEFAD

-VADM John Christenson, USMILREP

15:40 - 16:40 **US Team Meeting**

Room 12

Principal, Faller, Donnelly, (b) (6), Helvey, (b) (6), (b) (6), (b) (6), Goffus, (b) (6)

Attendees:

-Mr Lee Litzenberger, CDA

(b) (6) A/SECDEFREPEUR & US NATO DEFAD

-VADM John Christenson, USMILREP

(b) (6) DCM, Political Advisor

(b) (6) Acting Dep US Mil Rep

(b) (6) Sen Mil Advisor

Official Stills

16:40 - 16:55 **Motorcade to The Hotel**

16:55 - 17:00 **Arrive Hotel**

Greeted by:

(b) (6) General Manager

(b) (6) Diplomatic Relations Manager

17:00 - 17:30 **Bilat Prep Time**

17:30 - 18:00 **Bilat with Turkey**

The Hotel, Room 25.1

Principal, Scaparrotti, Faller, Donnelly, Goffus, (b) (6), (b) (6)

Official Stills

18:00 - 18:15 **Break**

18:15 - 18:45 **Meeting with GEN Nicholson**

The Hotel

Principal, Faller, Donnelly, Helvey, Goffus

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DETAILED ITINERARY

18:45 - 20:00 Executive Time

20:00 - 07:35 RON Brussels, Belgium

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As of: Monday, July 24, 2017 09:39

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DETAILED ITINERARY

Thursday

- 07:35 - 07:55 Motorcade to NATO HQs**
Wx: 69/55. Cloudy. 20% chance of precipitation
Civilian: Business Suit
Military: Class A / Service A / Service Dress Blue / Service Dress
- 07:55 - 08:10 Arrive NATO HQs**
Greeted by:
-Mr Lee Litzenberger
(b) (6)
-VADM John Christenson
Official Stills
- 08:10 - 08:30 NATO eFP Declaration Signing**
Room 10
-German/US co-Hosted
-US, Germany, UK, Canada, Poland, Latvia, Estonia, Lithuania
SOE
-Ministers arrive
-Ministers prompted by Minister von der Leyen to sit
-Minister von der Leyen & Principal short remarks
-Ministers sign document
-Ministers move to flags for eFP Family Photo
Press Photo Spray: Top
- 08:30 - 09:00 Break & Prep Time**
- 09:00 - 09:10 P-8 SOI Signing w/UK & Norway**
Room 12
-US, UK, Norway
SEO:
-Norwegian MoD intends to arrive a few minutes early for short pull-aside.
-Photo outside Room 12 in front of flags.
-Move inside & sit at table to sign document.
Official Stills
- 09:10 - 09:15 Movement to Signals Check**

DETAILED ITINERARY

- 09:15 - 09:45 Signals Check with NATO Secretary General**
-Principal & SYG photo handshake prior to entering room.
Attendees:
-H.E. Mr Jens Stoltenberg, Secretary General of NATO
-Ms. Rose Gottemoeller, Deputy Secretary General of NATO
-AMB Torgeir Larsen, Director of the Private Office of the Secretary General
-Mr Heinrich Brauss, Assistant Secretary General for Defence Policy and Planning
-Mr Patrick Turner, Assistant Secretary General for Operations
-AMB Alejandro Alvargonzalez , Assistant Secretary General for Political Affairs and Security Policy
-Ms Dawn Schrepel, Deputy Director of the Private Office of the Secretary General
(b) (6)
(b) (6) Director for Nuclear Policy, Emerging Security Challenges Division
(b) (6) Defence Capabilities Section, Defence Policy and Capabilities Directorate, DPP
Press Photo Spray: Top
- 09:45 - 11:45 Nuclear Planning Group Session**
Room 16
Prior to entering room; SYG, Principal, & Sec State for Defense Fallon pose for picture for 50th Anniversary of stand-up of NPG.
P+6 back bench
3 Interventions: sequence TBD
Translation: Simultaneous
- 11:45 - 12:00 Break**
- 12:00 - 14:00 Working Lunch of NATO Ministers of Defence**
Room 2
Topics: Burden-Sharing; NDPP, & NATO-EU Cooperation
P+2 back bench, 1 listening room (Room 15)
1 Intervention: sequence SYG, EU High Representative, Principal
Translation: Simultaneous

DETAILED ITINERARY

- 14:00 - 14:30 Bilat with Poland**
Room 12
Attendees:
-Mr. Antoni MACIEREWICZ, Minister of National Defence
-AMB Marek ZIOLKOWSKI Permanent Representative of Poland to NATO
-Lt Gen Leszek SURAWSKI, Chief of General Staff
-Mr Tomasz SZATKOWSKI, Undersecretary of State MOD
-Maj Gen Andrzej FALKOWSKI - Military Representative of Poland to NATO
(b) (6), Advisor, MOD Office
-Mr Marcin KAZMIERSKI, Director of International Security Policy Department, MOD
Policy Director
(b) (6), Defence Advisor, PL NATO
-TBD
- Press Photo Spray: Top, Opening Remarks**
Translation: Simultaneous
- 14:30 - 17:00 Meeting of the NAC in Defence Ministers Session**
Room 1
Topic: Fighting Terrorism; Deterrence & Defense; Inst. Adaptation
P+4 back bench, 2 listening room (Room 18)
1 Intervention: sequence TBD
Press Photo Spray: Top
Translation: Simultaneous
- 17:00 - 17:05 Break**
- 17:05 - 17:15 Family Photo**
- 17:15 - 17:45 Break**
Room 12
- 17:45 - 19:15 Meeting of NAC with RESOLUTE SUPPORT Operational Partner Nations**
Room 16
P+3 back bench, 2 in listening room (Room 14)
1 Intervention: sequence TBD
Press Photo Spray: Top
Translation: Simultaneous
- 19:15 - 20:00 Break & Press Prep**
-NATO SYG Presser at 19:30
- 20:00 - 20:15 Presser**
- 20:15 - 20:30 Motorcade to Airport**
Principal, Faller
- 20:30 - 20:45 Arrive Aircraft**

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DETAILED ITINERARY

20:45 - 23:05 **Depart Brussels en route Joint Base Andrews**
✦ **(Flight Time 8+20/Time Change -6)**

C-32

Meals: Dinner, Snack served

(T) Press Engagement - On the Record

23:05 - 23:20 **Arrive Joint Base Andrew**
Wx: 92/73 Partly Sunny

23:20 - 23:40 **Motorcade to Residence**
Principal

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As of: Monday, July 24, 2017 09:39

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(b) (6)
(b) (6)
(b) (6)
(b) (6)
(b) (6)

Reuters
Washington Post
Washington Examiner
Stars & Stripes
WSJ

[2, 5]

Event Participants (3)

(b) (6)
x SDO/DATT
GEN Curtis Scaparrotti

US Embassy Berlin Charge d'Affaires

Commander, U.S. European Command and NATO Supreme Allied Commander Europe

Notes

1. Not traveling with delegation
2. Join delegation in Garmisch
3. Depart delegation in Garmisch
4. Join delegation in Brussels
5. Depart delegation in Brussels
6. Chairs NATO High Level Group (NPG)

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.					
<input checked="" type="checkbox"/> Electronic Fund Transfer (EFT)		<input checked="" type="checkbox"/> Payment by Check				Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ 19.81	
2. NAME (Last, First, Middle Initial) (Print or type)		3. GRADE	4. SSN	5. TYPE OF PAYMENT (if applicable)			
DONNELLY, SALLY		SES	(b) (6)	<input checked="" type="checkbox"/> TDY <input type="checkbox"/> PCS <input type="checkbox"/> Dependent(s) Member/Employee Other DLA			
6. ADDRESS - a. NUMBER AND STREET		b. CITY	c. STATE	d. ZIP CODE			
(b) (6)		(b) (6)	(b) (6)	(b) (6)			
e. MAIL ADDRESS		(b) (6)					
7. DAYTIME TELEPHONE NUMBER & AREA		8. TRAVEL ORDER AUTHORIZATION NUMBER		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES		10. FOR D.O. USE ONLY	
(b) (6)		(b) (6)				a. D.O. VOUCHER NUMBER	
11. ORGANIZATION AND STATION		12. DEPENDENT(S) (X and complete as applicable)		13. DEPENDENT'S ADDRESS ON RECEIPT OF ORDERS (include Zip Code)		b. SUBVOUCHER NUMBER	
SECDEF, PENTAGON, WASHINGTON DC		ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED <input type="checkbox"/>				c. PAID BY	
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE	14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (if one)		d. COMPUTATIONS	
				<input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)			
15. ITINERARY				c. MEANS/MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)						
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REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)</i>						1. DATE OF REQUEST (YYYYMMDD) 20170120					
REQUEST FOR OFFICIAL TRAVEL											
2. NAME (Last, First, Middle Initial) DONNELLY, SALLY			3. SOCIAL SECURITY NUMBER XXXXXXXXXX		4. POSITION TITLE AND GRADE/RATING DEPUTY CHIEF OF STAFF TO THE SECRETARY OF DEFENSE, SES04						
5. LOCATION OF PERMANENT DUTY STATION (POS) NATIONAL CAPITOL REGION - WASHINGTON D.C.				6. ORGANIZATIONAL ELEMENT SECDEF (0101)		7. DUTY PHONE NUMBER (Include Area Code) (b) (6)					
8. TYPE OF AUTHORIZATION BLANKET ORDERS		9. TDY PURPOSE (See JTR, Appendix H) OFFICIAL TRAVEL		10a. APPROX. NO. OF TDY DAYS (Including travel time) 254		10b. PROCEED DATE (YYYYMMDD) 20170120					
11. ITINERARY <input checked="" type="checkbox"/> VARIATION AUTHORIZED From Washington, D.C., to such times and in such frequency as may be necessary in the performance of your official duties, either within or outside the continental limits of the United States, and return to Washington, D.C. Requirements of DOD Directive 4500.54 must be observed.											
12. TRANSPORTATION MODE											
a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION				
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE: _____	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)										<input checked="" type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR	
13. a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.				b. OTHER RATE OF PER DIEM (Specify)							
14. ESTIMATED COST										15. ADVANCE AUTHORIZED	
a. PER DIEM \$		b. TRAVEL \$		c. OTHER \$		d. TOTAL \$ 0.00		e. \$			
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) Travel meets the criteria of SecDef Memo of 18 Jan 82, "Travel by government Officials, including Foreign Travel." Airfare is limited to the most economical accommodations to satisfy mission requirements, as may be determined by the appropriate transportation officer. Multiple car rental, upgrade is authorized, government discount rate directed when available. Taxi/POV authorized in/around TDY area. Excess baggage authorized in accordance with JTR paragraph G2830. Official phone calls, internet, portage fees, control rooms, supplies, services, equipment lease, and conference fees are authorized. AEA is authorized for lodging. Designated as an official courier. Non-Contract Carrier authorized. Foreign Flag Carrier authorized. Early check in authorized. Late check-out authorized. Dual and retained lodging authorized. Use of Government mess and lodging not required LAW JTR paragraph 1055-A. When using commercial transportation tickets, and the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher. Tickets issued to travelers from CWT are billed to an individually billed account (IBA). Submission of approved travel claim is required within 10 days after completion of TDY.											
17. TRAVEL REQUESTING OFFICIAL (Title and signature) (b) (6) ADMINISTRATIVE, TRAVEL OPERATIONS						18. AUTHORIZING OFFICIAL (Title and signature) (b) (6) MILITARY ASSISTANT, TRAVEL OPERATIONS					
AUTHORIZATION											
19. ACCOUNTING CITATION (b) (6)											
Travel is only authorized in support of expected activities and disbursement of funds is subject to availability of FY 2017 appropriation.											
20. TRAVEL AUTHORIZATION NUMBER (b) (6)						21. DATE ISSUED (YYYYMMDD) 20170120					
22. TRAVEL AUTHORIZATION NUMBER (b) (6)						23. DIRECTOR, TRAVEL OPERATIONS					

PRIVACY ACT STATEMENT

(5 U.S.C. 552a)

AUTHORITY: 5 U.S.C. §§5701, 5702, and E.O. 9397.

PRINCIPAL PURPOSE(S): Used for reviewing, approving, and accounting for official travel. SSN is used to maintain a numerical identification system for individual travelers.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of travel request.

16. REMARKS *(Continued) (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)*

CWT On-Demand Invoices

DTA 3 OFFICIAL

Ft McCoy Official

Invoice Number	: 204163	Ticket Number	: 016/8644990573
Account Number	: (b) (6)	Date of Invoice	: 8/9/2017
PNR	: WBQMMX	Department	:
Booking Agent	: 381	Form of Payment	: (b) (6)
E - Ticket	: Yes	Fee Amount	: USD 19.81
Transaction Type	: Sale	Trip Type	: Domestic
Issuing Branch ID	: USU81679	Received Info	:
Refundable Ticket Status	:	Booking Method	:

Traveler Name: DONNELLY/SALLY

Vendor	Flight# / Class Fare Basis	Travel Dates	City - Airport	Time
 UNITED AIRLINES	1769 / Economy / Coach	Wednesday, August 09, 2017	LV: WASHINGTON DULLES INTERNATIONAL APT(IAD)	4:25 PM
	YCAIAD	Wednesday, August 09, 2017	AR: SEATTLE/TACOMA INTERNATIONAL APT(SEA)	7:11 PM

Remarks:	Base Air Fare:	USD 280.93
	Base Air Tax:	USD 35.27
ES04		
7039013182	Paid Fare:	USD 316.20
	Fee: USFN: 8902453412777	USD 19.81
	Total Invoice Amount:	USD 336.01

CWT On-Demand Invoices

DTA 3 OFFICIAL

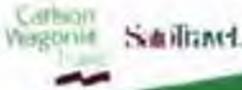
Ft McCoy Official

Invoice Number	: 204163	Ticket Number	: 016/8644990573
Account Number	: (b) (6)	Date of Invoice	: 8/11/2017
PNR	: WBQMMX	Department	:
Booking Agent	: 381	Form of Payment	: (b) (6)
E - Ticket	: Yes	Fee Amount	:
Transaction Type	: Sale	Trip Type	: Domestic
Refund Indicator	: REFUND	Refund Ticket Number	:
Exchange Indicator	:	Exchange Ticket #/Amount	:
Issuing Branch ID	: USU81679	Received Info	:
Refundable Ticket Status	:	Booking Method	:

Traveler Name: DONNELLY/SALLY

Vendor	Flight# / Class Fare Basis	Travel Dates	City - Airport	Time
 UNITED AIRLINES	1769 / Economy / Coach	Wednesday, August 09, 2017	LV: WASHINGTON DULLES INTERNATIONAL APT(IAD)	4:25 PM
	YCAIAD	Wednesday, August 09, 2017	AR: SEATTLE/TACOMA INTERNATIONAL APT(SEA)	7:11 PM

Remarks:	Base Air Fare:	USD -280.93
	Base Air Tax:	USD -35.27
/////		
ES04	Paid Fare:	USD -316.20
	Total Invoice Amount:	USD -316.20



Your Itinerary

Trip on Nov 07, 2017

Locator: WBQMMX

Date: Aug 10, 2017

Traveler **SALLY DONNELLY**
 THIS IS YOUR OFFICIAL RECEIPT FOR TRAVEL
 PLEASE RETAIN FOR VOUCHERING OR
 REIMBURSEMENT PURPOSES.

Customer Number **Q3583RN**

Agent **KA**

***** IMPORTANT CHANGE *****
 IF TICKET NUMBER IS NOT REFLECTED ON THIS ITINERARY,
 THIS AIR RESERVATION WILL AUTOMATICALLY BE CANCELLED
 AT 72 HOURS PRIOR TO TRAVEL DATE IF APPROVAL OR
 ORDERS ARE NOT RECEIVED FOR TICKETING DUE TO AIRLINE
 FARE RULES. THE TRAVELER IS RESPONSIBLE FOR
 CANCELING ALL ASSOCIATED HOTEL AND CAR RESERVATIONS
 TO AVOID ANY NO-SHOW PENALTIES.
 AIR/RAIL TRANSPORTATION EXPENSES ON THIS ITINERARY
 ARE BILLED TO AN INDIVIDUALLY BILLED ACCOUNT.
 THESE EXPENSES ARE REIMBURSABLE TO THE TRAVELER.
 FEES TOTALING 19.81PP CHARGED IN ADDITION TO TKT PRICE
 FEE-USD19.81PP-AIR DOMESTIC, TRADITIONAL
 FEE B902453412777 TOTALING 19.81
 TICKET TOTALING ... 316.20
 FEE AND TICKET TOTAL ... 336.01

*****REFUND INFO*****
 PLEASE REFER TO YOUR ORIGINAL INVOICE/E-INVOICE
 FOR TICKET NUMBER AND APPLICABLE COSTS.
 REFUNDS ARE ISSUED BY THE CARRIER AND
 NOT BY CWTSATOTRAVEL.
 PLEASE ALLDW 1-3 BILLING CYCLES FOR CREDIT TO
 APPEAR ON A CREDIT CARD STATEMENT.

 FULL REFUND E-TKT 0158644990573 FOR 316.20 10AUG2017
 ORIGINAL INVOICE 0204163 / ORIGINAL ISSUE DATE 09AUG17

Name	Invoice / Ticket / Date	Base	Tax 1	Tax 2	Tax 3	Total
DONNELLY S	204163/TRF2453412777/09AUG17	19.81				19.81
DONNELLY SALLY	204163/0158644990573/09AUG17	USD 280.93	21.07US	4.10ZP	10.10XT	316.20
Total Amount						336.01

Form of Payment: VIXXXXXXXXXXX [REDACTED]

GENERAL INFORMATION
 GOVERNMENT RESERVATIONS.....800-756-6111
 EMERGENCY ASSISTANCE 24 HOURS.....800-383-6732
 ...*****ATTENTION*****
 ORDERS ARE REQUIRED TO ISSUE AIRLINE TICKETS
 FAX ORDERS TO 866-947-2401
 EMAIL ORDERS TO PENTAGONFAX/AT/CWTSATOTRAVEL.COM
 CWTSATOTRAVEL WILL NOT ISSUE AIRLINES TICKETS
 WITHOUT A COPY OF ORDERS.
 ...

 LOCAL OFFICE HOURS/ MONDAY - FRIDAY.
 TO COMPLETE A CUSTOMER SERVICE SURVEY GO TO
 WWW.CWTSATOTRAVEL.COM.

** FOR AIRPORT SECURITY INFORMATION SEE WWW.TSA.GOV **

PLEASE VISIT WWW.CARLSONWAGONLIT.COM/AIRLINEBAGGAGEFEES
FOR BAGGAGE FEE INFORMATION. CHECK OPERATING CARRIER
FOR ALLOWANCE IF TRAVELING ON CODE SHARE FLIGHT.

CWTSATOTRAVEL
BLDG 2180, S 8TH AVE
FT MCCOY WI 54656
800-927-6343

CIV SD

From: ██████████ Col SD
Sent: Wednesday, August 9, 2017 7:06 AM
To: ██████████ CIV SD
Subject: Fwd: Donnelly to miss flight out/sub visit

Fysa

Begin forwarded message:

From: (b) (6) <██████████>
Date: August 9, 2017 at 5:38:56 AM EDT
To: (b) (6) <██████████>, (b) (6) <██████████>
<(b) (6)>, (b) (6) <██████████>, (b) (6) <██████████>, (b) (6) <██████████>
(b) (6) <██████████>, (b) (6) <██████████>, (b) (6) <██████████>, (b) (6) <██████████>
(b) (6) <██████████>, (b) (6) <██████████>, (b) (6) <██████████>
Cc: (b) (6) <██████████>, (b) (6) <██████████>, (b) (6) <██████████>
<(b) (6)>

Subject: Donnelly to miss flight out/sub visit

I will NOT make the flight out to West Coast this morning. (b) (6). Will jump on evening flight today if better.

Sent from my BlackBerry 10 smartphone.

CIV SD

From: [REDACTED] Col SD
Sent: Wednesday, August 9, 2017 11:43 AM
To: [REDACTED] CIV SD
Subject: Fwd: Update

Begin forwarded message:

From: "(b) (6) [REDACTED] CIV SD" <(b) (6)>
Date: August 9, 2017 at 10:41:59 AM (CD)
To: "[REDACTED] Col SD" <(b) (6)>
Cc: [REDACTED] CIV SD" <(b) (6)>
Subject: Re: Update

She advised, Arrival 1900 into SeaTac , my guess would be 2000 arrival at hotel.

Sincerely, (b) (6)

(b) (6)

On Aug 9, 2017, at 10:39 AM, [REDACTED] Col SD <(b) (6)> wrote:

Thank you, (b) (6) !
Do you know when?

On Aug 9, 2017, at 10:37 AM, (b) (6) CIV SD <(b) (6)>
wrote:

Looks like Ms Donnelly is going to meet us in Seattle..

Guess we need to keep her room..

Sincerely, (b) (6)

(b) (6)

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(b) (6)

Begin forwarded message:

From: "Donnelly, Sally SES SD"
<(b) (6)>
Date: August 9, 2017 at 10:35:03 AM CDT
To: "(b) (6) CIV SD"
<(b) (6)>
Subject: Re: Update

Yes will fly out tonight...Am looking to get a 1630 flight gets me in at 1900

Sent from my BlackBerry 10 smartphone.

Original Message

From: (b) (6) CIV SD
Sent: Wednesday, August 9, 2017 11:23 AM
To: Donnelly, Sally SES SD
Subject: Update

(b) (6)?

Are you joining us on any stops on this trip?

Sincerely, (b) (6)

(b) (6)

~~FOR OFFICIAL USE ONLY~~

DETAILED ITINERARY

WEDNESDAY - SATURDAY

Wednesday

- 08:15 - 08:55 Motorcade to Joint Base Andrews
Wx: 83/65 Partly Sunny
- 08:55 - 09:10 Arrive Aircraft
- 09:10 - 11:30 Depart Joint Base Andrews en route Boeing Field, Washington
✦
(Flight Time 5+20/Time Change -3)
C-32
Meals: Lunch
Wx: 88/63 Sunny
Civilian: Business Suit
Military: Class B / Service C / Service Khakis / Service Blue
- 11:30 - 11:55 Arrive Boeing Field, Washington & Transload
- 11:55 - 12:25 Depart Boeing Field en route to Naval Base Kitsap, Bangor
✦
(Flight Time 0+30/No Time Change)
UH-60/CH-47
- 12:25 - 12:40 Arrive Naval Base Kitsap, Bangor
Greeted by:
- Rear Admiral Frederick "Fritz" Roegge, Commander, Submarine Force, U.S. Pacific Fleet
- Rear Admiral John Tammen, Jr. Commander, Submarine Group 9
Official Stills
- 12:40 - 12:45 Motorcade to Commander Submarine Group Nine (COMSUBGRU NINE) HQ
Principal, Donnelly, [REDACTED]
- 12:45 - 13:15 Office call with Commander Submarine Group Nine (COMSUBGRU NINE)
Principal, Donnelly, Lowery, Soofer, White, [REDACTED] / [REDACTED] [REDACTED]
Attended by:
- Rear Admiral Frederick "Fritz" Roegge, Commander, Submarine Force, U.S. Pacific Fleet
- Rear Admiral John Tammen, Jr., Commander, Submarine Group 9
- Rear Admiral David Throop, Commander, 13th Coast Guard District
Official Stills
- 13:15 - 13:25 Motorcade to Strategic Weapons Facility Pacific (SWFPAC)
Principal, Donnelly, [REDACTED]

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As of: Tuesday, August 08, 2017 14:06

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DETAILED ITINERARY

- 13:25 - 13:55 **Tour Strategic Weapons Facility Pacific (SWFPAC)**
Missile Assembly Building
Principal, Donnelly, Lowery, Soofer, [REDACTED], [REDACTED], [REDACTED] White,
[REDACTED]
Greeted and Briefed by: Mr. Donald Callan, Resident Director, SWFPAC
Official Stills
- 13:55 - 14:00 **Motorcade to Water Front Restricted Area**
Principal, Donnelly, [REDACTED]
- 14:00 - 15:00 **Tour SSBN**
Principal, Donnelly, Soofer, [REDACTED], Lowery, White, [REDACTED]
Greeted and Briefed by: CDR [REDACTED], Commanding Officer USS Kentucky
- 15:00 - 15:30 **All Hands Call with SSBN Crew**
Introduced by: CDR [REDACTED], Commanding Officer USS Kentucky
Attended by: ~145 Crew Members
Presser – Traveling Press Only
- 15:30 - 15:45 **Motorcade to HLZ**
Principal, Donnelly, [REDACTED]
- 15:45 - 16:15 **Depart Bangor HLZ en route to Boeing Field**
✦ (Flight Time 0+30/No Time Change)
UH-60/CH-47
- 16:15 - 16:30 **Arrive Boeing Field**
- 16:30 - 16:45 **Motorcade to Westin Hotel**
Principal, Donnelly, [REDACTED]
Greeted by: TBD
- 16:45 - 20:30 **Executive Time**
- 20:30 - 08:50 **RON Seattle**

DETAILED ITINERARY

Thursday

- 08:50 - 09:00 **Walk to Amazon**
Principal, Donnelly, [REDACTED]
Wx: 87/61 Sunny
Civilian: Business Suit
Military: Class B / Service C / Service Khakis / Service Blue
- 09:00 - 09:05 **Arrive Amazon**
Greeted by: TBD
Official Stills
- 09:05 - 09:35 **Meeting with Mr. Jeff Bezos**
Amazon Web Services Headquarters
Principal, Donnelly, [REDACTED], Marcuse, Lowery, [REDACTED] White
Attended by: TBD
Official Stills
- 09:35 - 11:00 **Briefs and Discussion with Amazon Web Services Leadership**
Table: Principal, Donnelly, [REDACTED] Marcuse, Roper, Lowery
Back Bench: [REDACTED] White
Attended by: TBD
Official Stills
- 11:00 - 11:15 **Motorcade to Boeing Field**
Principal, Donnelly, [REDACTED]
- 11:15 - 11:30 **Arrive Aircraft**
- 11:30 - 12:40 **Depart Boeing Field, WA en route to Moffett Field, CA**
‡
(Flight Time 1+50/No Time Change)
C-32
Meals: Snack served
Wx: 77/60 Partly Sunny
- 12:40 - 12:55 **Arrive Moffett Field, CA**
Greeted by: Mr. Raj Shah, Managing Partner DIUx
- 12:55 - 13:15 **Motorcade to DIUx**
Principal, Donnelly
- 13:15 - 13:20 **Arrive DIUx**
- 13:20 - 14:00 **DIUx Partner Discussion**
DUCT-TAPE Room
Principal, Donnelly, [REDACTED], Lowery, Roper, Marcuse
Official Stills
- 14:00 - 14:05 **Walk to Data Wall Room**

DETAILED ITINERARY

- 14:05 - 14:45** **DIUx Discussion**
Principal, Donnelly, [REDACTED], [REDACTED], [REDACTED], Roper, Lowery, Marcuse, White
Attended by:
- Mr. Raj Shah
- Mr. Doug Beck
- Ms. Bernadette Johnson
- Mr. Chris Kirchhoff
- Mr. Isaac Taylor
- Mr. Ernie Bio
Official Stills
- 14:45 - 15:00** **Depart DIUX via Unmanned Boat and Photo**
- 15:00 - 15:15** **Media Press Availability**
- 5 Local Press, 4 Traveling Press
- Podium, No Mic
Presser
- 15:15 - 15:45** **Motorcade to Four Seasons**
Principal, Donnelly, [REDACTED]
- 15:45 - 18:10** **Executive Time**
- 18:10 - 18:30** **Motorcade to Dinner**
Principal
- 18:30 - 20:30** **Private Dinner with Mr. George Shultz**
- 20:30 - 20:50** **Motorcade to Four Seasons Hotel**
Principal
- 20:50 - 09:50** **RON Palo Alto, CA**

DETAILED ITINERARY

Friday

- 09:50 - 10:00 Motorcade to Google HQ**
Principal, Donnelly, [REDACTED]
Wx: 78/60 Partly Sunny
Civilian: Business Suit
Military: Class B / Service C / Service Khakis / Service Blue
- 10:00 - 10:05 Arrive Google**
Greeted by:
- Mr. Milo Medin, VP Access Services at Alphabet & Defense Innovation Board Member
- Mr. Kent Walker, SVP & General Counsel
Closed Press
- 10:05 - 10:15 Demonstrations**
- Halo Deck (3D Map)
- Augmented Reality
Closed Press
- 10:15 - 12:00 Discussion with Google Leadership**
Attended by: TBD
Closed Press
- 12:00 - 12:10 Motorcade to Four Seasons**
Principal, Donnelly, [REDACTED]
- 12:10 - 13:00 Executive Time & Lunch**
- 13:00 - 15:00 Tech Roundtable**
Four Seasons
Attended by:
- Mr. Bandel Carano
- Ms. Emily Ma
- Mr. Mark McLaughlin
- Ms. Kate Mitchell
- Ms. Jen Pahlka
Official Stills
- 15:00 - 15:15 Walk to Coffee**
- 15:15 - 16:15 Private Coffee**
Four Seasons
- 16:15 - 16:45 Motorcade to Moffett Field**
Principal, Donnelly, [REDACTED]
- 16:45 - 17:00 Arrive Aircraft**

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DETAILED ITINERARY

17:00 - 18:40 Depart Moffett Field en route to Tri Cities Airport, WA
✦ (Flight Time 1+40/No Time Change)
C-32
Meals: Snack served
Wx: 103/69 Partly Sunny

18:40 - 18:55 Arrive Tri Cities Airport, WA

18:55 - 19:20 Motorcade to Residence
Principal

19:20 - 09:30 RON Richland, WA

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As of: Tuesday, August 08, 2017 14:06

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DETAILED ITINERARY

Saturday

- 09:30 - 09:45** Motorcade to Einan's at Sunset
Principal
Civilian: Business Suit
Military: Class A / Service A / Service Dress Blue / Service Dress
- 09:45 - 10:00** Arrive Funeral
- 10:00 - 12:00** Funeral
Einan's at Sunset
- 12:00 - 12:15** Motorcade to Tri Cities Airport
Principal
- 12:15 - 12:30** Arrive Aircraft
- 12:30 - 19:50** Depart Tri Cities Airport en route to Joint Base Andrews
✈ (Flight Time 4+20/Time Change +3)
C-32
Meals: Lunch
Wx: 82/70 Partly Sunny
- 19:50 - 20:05** Arrive Joint Base Andrews
- 20:05 - 20:45** Motorcade to Residence
Principal

DELEGATION ROSTER (25)

WEDNESDAY - SATURDAY

Personal Staff (8)

Principal	Principal	
Ms. Sally Donnelly	Senior Advisor	
[REDACTED], USA	Principal Military Assistant	
[REDACTED]	Strategic Communications Advisor	[3]
(b) (6)	Special Assistant	
Mr. [REDACTED]	Secretary's Action Group	[3]
(b) (6)	Personal Security Advisor	
(b) (6)	Flag Writer	

Support (5)

(b) (6)	Military Assistant / Trip Coordinator	[3]
(b) (6)	Deputy Director of Personal Security	
(b) (6)	Deputy Director of Communications	
(b) (6)	OSD Communications Technician	
(b) (6)	OSD Communications Technician	

OSD Policy (5)

Dr. Todd Lowery	PDUSD(1)	[3]
Dr. William Roper	Director, Strategic Capabilities Office	[1, 3]
Dr. Robert Soofer	DASD, Nuclear and Missile Defense Policy	[2]
Mr. Joshua Marcuse	Executive Director Defense Innovation Board	[3]
(b) (6)	Senior Policy Analyst - Nuclear Deterrence Policy	[2]

PA (3)

Ms. Dana White	Assistant to the Secretary of Defense for Public Affairs	[3]
LTC [REDACTED], USA	Flag Aide to the Press Secretary	[3]
[REDACTED], USAF	Official Photographer	[3]

Press (4)

Mr. Tony Capaccio	Bloomberg	[3]
Ms. Kristina Wong	Breitbart	[3]
Mr. Zach Biggs	IHS Janes	[3]
Mr. Jerry Seib	Wall Street Journal	[3]

Notes

1. Arrive the delegation in Seattle, Washington
2. Depart the delegation in Seattle, Washington
3. Depart the delegation in Palo Alto, California

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.				
1. PAYMENT		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balances on the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.						
<input checked="" type="checkbox"/> Electronic Fund Transfer (EFT)		<input checked="" type="checkbox"/> Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ 5,377.76						
2. NAME (Last, First, Middle Initial) (Print or type)		3. GRADE	4. SSN	5. TYPE OF PAYMENT (X as applicable)				
DONNELLY, SALLY		SES	(b) (6)	<input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA				
6. ADDRESS - NUMBER AND STREET		b. CITY	c. STATE	d. ZIP CODE				
(b) (6)		(b) (6)	(b) (6)	(b) (6)				
e. E-MAIL ADDRESS		(b) (6)						
7. DAY TIME TELEPHONE NUMBER & AREA CODE		8. TRAVEL ORDER AUTHORIZATION NUMBER		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES		10. FOR D.O. USE ONLY		
(b) (6)		(b) (6)				a. D.O. VOUCHER NUMBER		
11. ORGANIZATION AND STATION		12. DEPENDENT(S) (X and complete as applicable)		13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (include Zip Code)		b. SUBVOUCHER NUMBER		
SECDEF, PENTAGON, WASHINGTON DC		<input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE				c. PAID BY		
				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED (X one)		d. COMPUTATIONS		
				<input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)				
15. ITINERARY		c. MEANS/MODE OF TRAVEL		d. REASON FOR STOP	e. LODGING COST	f. POC MILES		
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)							
9/13	DEP	RESIDENCE	PA					
9/13	ARR	ANDREWS AFB, MD	GP	AT		23		
9/13	DEP	ANDREWS AFB, MD	GP	TD				
9/13	ARR	OMAHA, NE	GP	TD	212.00			
9/15	DEP	OMAHA, NE	GP	TD				
9/15	ARR	MEXICO CITY, MEXICO	GP	TD	306.11			
9/16	DEP	MEXICO CITY, MEXICO	GP	TD				
9/16	ARR	ANDREWS AFB, MD	PA	MC				
9/16	DEP	ANDREWS AFB, MD	PA	MC				
9/16	ARR	RESIDENCE				23		
9/16	DEP	RESIDENCE						
9/16	ARR							
9/16	DEP							
9/16	ARR							
16. POC TRAVEL (X one)		<input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER		17. DURATION OF TRAVEL				
18. REIMBURSABLE EXPENSES				12 HOURS OR LESS				
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED	MORE THAN 12 HOURS BUT 24 HOURS OR LESS				
9/15	FOREIGN CONV FEE	3.06		<input checked="" type="checkbox"/> MORE THAN 24 HOURS				
				18. GOVERNMENT/DEDUCTIBLE MEALS				
				a. DATE	b. NO. OF MEALS	c. DATE	d. NO. OF MEALS	
20. CLAIMANT SIGNATURE		(b) (6)		e. DATE				
				SEP 20 2017				
20. SECRETARY'S PRINTED NAME		(b) (6)		6. 0344226 (Digitally signed by 180445.0004.110314.256 Date: 2017.09.21 10:18:39 -0400)		7. TELEPHONE NUMBER		
(b) (6)						(b) (6)		
21. APPROVING OFFICIAL'S PRINTED NAME		(b) (6)		8. DATE		f. DATE		
(b) (6)						21Sep17		
21. ACCOUNTING CLASSIFICATION				9. DATE		d. DATE		
						21Sep17		
21. COLLECTION DATA								
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER/AUTHORIZATION POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)		
28. AMOUNT PAID								



Courtyard Bellevue At The Beardmore
Event Center

3730 Raynor Parkway
Bellevue, Ne 68123
T 402.287.7300

Sally Donnelly
3730 Raynor Pkwy
Bellevue NE 68123
Dept Of Defense

Room: (b) (6)
Room Type: KING
Number of Guests: 1
Rate: \$106.00 Clerk: RRD

Arrive: 13Sep17 Time: 09:31AM Depart: 15Sep17 Time: 12:26PM Folio Number: 63135

Date	Description	Charges	Credits
13Sep17	Room Charge	106.00	
14Sep17	Restaurant Room Charge	16.59	
14Sep17	Room Charge	106.00	
15Sep17	Visa Card #: VXXXXXXXXXXXX (b) (6) XXXX Amount: 228.59 Auth: (b) (6) Signature on File This card was electronically swiped on 14Sep17		228.59
	Balance:	0.00	

As a Rewards Member, you could have earned points toward your free dream vacation today. Start earning points and elite status, plus enjoy exclusive member offers. Enroll today at the front desk.

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JW MARRIOTT.
MEXICO CITY

JW Marriott Hotel Mexico City
Andres Bello No 29
Col. Polanco Chapultepec
Mexico D.F. C.P. 11560
Tel (52.55) 5.999.0000
Fax (52.55) 5.999.0001
www.marriott.com

Sally Donnelly
Andres Bello
NA
Mexico DF 11560

Membresía / Membership (b) (6)
Compañía / Company : Embajada Americana

Guest Folio : 28786959
Hab. / Room No (b) (6)
Passport :
Fecha / Date : 15-09-17
Llegada / Arrival : 15-09-17
Salida / Departure : 16-09-17
No Conf / Conf No : 87114608
Cajero / Cashier : Valena Sanchez
Time : 09:31:33 PM

Fecha/Date	Descripción/Description	E-C	Charges	Credits
15-09-17	Room Charge - Hospedaje		4,594.82	
15-09-17	-16% Room Tax - IVA		674.67	
15-09-17	-3 % City Tax - Impuesto Hospedaje		126.50	
15-09-17	Visa Card [REDACTED] XXXX			5,395.99
Total			5,395.99	5,395.99
Balance			0.00 MXN	

Your Marriott Rewards Points/Frequent Flyer Miles earned will be credited to your account and will appear on your next statement

Firma Huésped / Guest Signature _____





JW MARRIOTT.

MEXICO CITY

JW Marriott Hotel Mexico City
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 www.marriott.com

Sally Donelly
 Andres Bello
 NA
 Mexico DF 11560

Membresia / Membership : (b) (6)
 Compañía / Company : Embajada Americana

Guest Folio : 28786959
 Hab. / Room No : (b) (6)
 Passport :
 Fecha / Date : 15-09-17
 Llegada / Arrival : 15-09-17
 Salida / Departure : 16-09-17
 No Conf / Conf No : 87114608
 Cajero / Cashier : Valeria Sanchez
 Time : 09:31:58 PM

Fecha/Date	Descripción/Description	E-C	Charges	Credits
15-09-17	FRIDAY (3)		5,395.99	
15-09-17	Visa Card XXXXXXXXXXXX (b) XX/XX			5,395.99
Total			5,395.99	5,395.99
Balance			0.00 MXN	
Balance USD			294.33	

Your Marriott Rewards Points/Frequent Flyer Miles earned will be credited to your account and will appear on your next statement.

Firma Huésped / Guest Signature _____

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3)</i> <i>(Read Privacy Act Statement on back before completing form.)</i>										1. DATE OF REQUEST (YYYYMMDD) 20170120	
REQUEST FOR OFFICIAL TRAVEL											
2. NAME (Last, First, Middle Initial) DONNELLY, SALLY				3. SOCIAL SECURITY NUMBER (b) (6)			4. POSITION TITLE AND GRADE/RATING DEPUTY CHIEF OF STAFF TO THE SECRETARY OF DEFENSE, SES04				
5. LOCATION OF PERMANENT DUTY STATION (PDS) NATIONAL CAPITOL REGION - WASHINGTON D.C.					6. ORGANIZATIONAL ELEMENT SECDEF (0101)			7. DUTY PHONE NUMBER (Include Area Code) (b) (6)			
8. TYPE OF AUTHORIZATION BLANKET ORDERS			9. TDY PURPOSE (See JTR, Appendix H) OFFICIAL TRAVEL			10a. APPROX. NO. OF TDY DAYS (Including travel time) 254			b. PROCEED DATE (YYYYMMDD) 20170120		
11. ITINERARY <input checked="" type="checkbox"/> VARIATION AUTHORIZED From Washington, D.C., to such times and in such frequency as may be necessary in the performance of your official duties, either within or outside the continental limits of the United States, and return to Washington, D.C. Requirements of DOD Directive 4500.54 must be observed.											
12. TRANSPORTATION MODE											
a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION				
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE: _____	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR	
AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)											
13. a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.						b. OTHER RATE OF PER DIEM (Specify)					
14. ESTIMATED COST										15. ADVANCE AUTHORIZED	
a. PER DIEM		b. TRAVEL			c. OTHER		d. TOTAL				
\$		\$			\$		\$ 0.00			\$	
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) Travel meets the criteria of SecDef Memo of 18 Jan 82, "Travel by government Officials, including Foreign Travel." Airfare is limited to the most economical accommodations to satisfy mission requirements, as may be determined by the appropriate transportation officer. Multiple car rental, upgrade is authorized, government discount rate directed when available. Taxi/POV authorized in/around TDY area. Excess baggage authorized in accordance with JTR paragraph G2830. Official phone calls, internet, portage fees, control rooms, supplies, services, equipment lease, and conference fees are authorized. AEA is authorized for lodging. Designated as an official courier. Non-Contract Carrier authorized. Foreign Flag Carrier authorized. Early check in authorized. Late check-out authorized. Dual and retained lodging authorized. Use of Government mess and lodging not required IAW JTR paragraph 1055-A. When using commercial transportation tickets, and the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher. Tickets issued to travelers from CWT are billed to an individually billed account (IBA). Submission of approved travel claim is required within 10 days after completion of TDY.											
17. TRAVEL-REQUESTING OFFICIAL (Title and signature) (b) (6) (b) (6) (b) (6)											
AUTHORIZATION											
18. ACCOUNTING CITATION (b) (6)											
Travel is only authorized in support of expected activities and disbursement of funds is subject to availability of FY 2017 appropriation.											
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature) (b) (6)								21. DATE ISSUED (YYYYMMDD) 20170120			
								22. TRAVEL AUTHORIZATION NUMBER (b) (6)			

PRIVACY ACT STATEMENT

(5 U.S.C. 552e)

AUTHORITY: 5 U.S.C. §§5701, 5702, and E.O. 9397.

PRINCIPAL PURPOSE(S): Used for reviewing, approving, and accounting for official travel. SSN is used to maintain a numerical identification system for individual travelers.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of travel request.

16. **REMARKS** *(Continued) (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)*

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DETAILED ITINERARY

WEDNESDAY - SATURDAY

Wednesday

- 06:00 - 07:00 Executive Time
- 07:00 - 07:35 Motorcade to Joint Base Andrews
Principal
Wx: 76/60 Sunny
Civilian: Business Suit
Military: Class B / Service C / Service Khakis / Service Blue
- 07:35 - 07:50 Arrive Aircraft
- 07:50 - 10:00 Depart JBA en route to Minot, ND
✦ (Flight Time 3+10/Time Change -1)
C-32
(T) Press Gaggle - On the Record
- 10:00 - 10:15 Arrive Minot, AFB
Advance: (b) (6)
Greeted by:
(b) (6) 5 BW/CC
(b) (6) 91 MW/CC
(b) (6) 5 BW/CCC
(b) (6) 91 MW/CCC

Wx: 81/54 Partly Cloudy
- 10:15 - 10:30 Load Helicopters
- 10:30 - 11:00 Depart Minot Airfield en route to Missile Alert Facility (MAF)
✦ (Flight Time 0+30/No Time Change)
H-60
- 11:00 - 11:10 Arrive MAF
Greeted by:
(b) (6), 741 MS/CC
(b) (6), 91 MMXS/CC
Briefed by:
(b) (6) 741 MS/DOFM
- 11:10 - 11:25 Meet with Security Forces
*Photo Op
Briefed by:
(b) (6) 91 MOS/MMXSFS

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As of: Friday, September 01, 2017 12:31

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DETAILED ITINERARY

- 11:25 - 12:10 **Tour MAF**
Briefed by:
(b) (6), 741 MS/DO06
(b) (6) 741 MS/DO04
Attend Only
- 12:10 - 12:25 **Load Helicopters**
- 12:25 - 12:55 **Depart MAF en route to Minot Base Ops**
*
(Flight Time 0+30/No Time Change)
H-60
- 12:55 - 14:30 **Walk to Base Ops and Executive Time**
* Lunch Opportunity
- 14:30 - 14:35 **Motorcade to Weapons Storage Area (WSA)**
Principal, Faller, Donnelly, (b) (6)
- 14:35 - 15:15 **Tour WSA**
Greeted by:
(b) (6) 5 MXG/CC
(b) (6), 705 MUNS/CC
Briefed by:
(b) (6), 705 MUNS/MXW
Closed Press
- 15:15 - 15:20 **Motorcade to Dock 1**
Principal, Faller, Donnelly, (b) (6)
- 15:20 - 15:30 **Meet with B-52 Crew**
Closed Press
- 15:30 - 16:00 **Deliver Remarks**
Open Press
- 16:00 - 16:05 **Motorcade to Base Ops**
Principal, Faller, Donnelly, (b) (6)
- 16:05 - 16:20 **Arrive Aircraft**
- 16:20 - 17:55 **Depart Minot, ND en route to Omaha, NE**
*
(Flight Time 1+35/No Time Change)
C-32
(T) Press Gaggle - On the Record

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DETAILED ITINERARY

17:55 - 18:10 Arrive Offutt AFB
Advance: (b) (6)
Greeted By:
Gen John Hyten, CC
(b) (6), 55 WG/CC

Wx: 81/58 Mostly Sunny

18:10 - 18:30 Motorcade to Hotel
Principal, Faller

18:30 - 21:00 Executive Time

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DETAILED ITINERARY

Thursday

- 06:00 - 08:15 **Executive Time**
- 08:15 - 08:30 **Motorcade to USTRATCOM HQ**
Principal, Faller, Donnelly, [REDACTED]
Wx: 83/58 Mostly Sunny
Civilian: Business Suit
Military: Class B / Service C / Service Khakis / Service Blue
- 08:30 - 08:45 **Arrive STRATCOM**
Greeted by: Gen Hyten
*Photo Op
- 08:45 - 09:15 **Office Call with Gen Hyten**
2A1
- Photo opportunity
Photo Spray - Arrival Greet Only
- 09:15 - 09:20 **Walk to M121**
- 09:20 - 10:50 **Meeting with STRATCOM Leadership**
M121
Attendees:
Gen John Hyten, CC
VADM Chas Richard, CD
(b) (6) CSEL
MG Dan Karbler, CS
(b) (6), J5
RADM Dano Fillion, J3
(b) (6) J8
RDML Curt Copley, J2
Topics:
Operational planning and Risk
Space Governance
Space Threats
Closed Press
- 10:50 - 10:55 **Walk to Global Operations Center (GOC)**

DETAILED ITINERARY

10:55 - 11:15 GOC Tour and Walk to Battle Deck

Briefed by:
RADM Dan Fillion (J3)
Attendees:
Gen John Hyten, CC
VADM Chas Richard, CD
(b) (6) CSEL
MG Dan Karbler, CS
RDML Curt Copley, J2

11:15 - 12:45 NC3 Discussion

Led by:
RADM Dan Fillion (J3)
Attendees:
Gen John Hyten, CC
VADM Chas Richard, CD
(b) (6), CSEL
MG Dan Karbler, CS
Maj Gen Nina Armagno, J5
(b) (6), J8
RDML Curt Copley, J2

Closed Press

12:45 - 14:45 Executive Time

Commander's Situation Room (CSR)
- Lunch Opportunity

14:45 - 14:50 Walk to Commander's Conference Center (CCC)

DETAILED ITINERARY

14:50 - 16:00 Roundtable Discussion with Staff

Led by:

(b) (6) (J8)

Attendees:

Gen John Hyten, CC

VADM Chas Richard, CD

(b) (6) CSEL

MG Dan Karbler, CS

(b) (6), J5

RADM Dano Fillion, J3

(b) (6), J8

RDML Curt Copley, J2

Topics:

NPR

BMDR

STRATCOM Reorganization

DoD Support to USSTRATCOM

16:00 - 16:05 Walk to STRATCOM Theater

16:05 - 16:45 Deliver Remarks

Remarks (10 min)

Q&A (30 min)

Open Press

16:45 - 16:55 Motorcade to Quarters 16

Principal, Faller, Donnelly (b) (6)

16:55 - 18:00 Reception

Attendees:

Gen John Hyten, CC

VADM Chas Richard, CD

(b) (6), CSEL

MG Dan Karbler, CS

Maj Gen Rick Evans, J10

Maj Gen Nina Armagno, J5

RADM Dano Fillion, J3

(b) (6), J8

RDML Curt Copley, J2

(b) (6), J6

(b) (6), J7

(b) (6), 55 WG/CC

18:00 - 18:15 Motorcade to Hotel

Principal, Faller, Donnelly, (b) (6)

18:15 - 20:00 Executive Time

DETAILED ITINERARY

Friday

- 06:00 - 07:00 **Executive Time**
- 07:00 - 07:15 **Motorcade to Aircraft**
Principal, Faller, Donnelly, [REDACTED]
Wx: XX/XX
Civilian: Business Suit
Military: Class B / Service C / Service Khakis / Service Blue
- 07:15 - 07:30 **Arrive Aircraft**
- Meet with E4-B maintainers
- 07:30 - 10:50 **Depart Omaha, NE en route to Mexico City, Mexico**
✦ **(Flight Time 3+20/No Time Change)**
C-32
(T) Press Gaggle - On the Record
- 10:50 - 11:10 **Arrive Mexico City**
Advance: (b) (6) [REDACTED]
Greeted by:
Roberta Jacobson, US AMB to Mexico
(b) (6) [REDACTED], SDO/DATT
- 11:10 - 11:40 **Motorcade to US Embassy**
Principal, Faller, Donnelly, [REDACTED]
- 11:40 - 12:00 **Arrive US Embassy**
Greeted by:
Gen Lori Robinson, NORTHCOM CDR
- Photo Opportunity with individuals from MSG and DAO
- 12:00 - 13:30 **Meeting with US Leadership**
- Gen Robinson (30 min)
- Country Team (30 min)
- Intel (30 min)
- 13:30 - 14:00 **Motorcade to SEDENA HQ**
Principal, Faller
- 14:00 - 15:00 (T) Meeting with ADM Soberón and GEN Cienfuegos
Press Photo Spray: Top, Opening Remarks
- 15:00 - 15:30 **Motorcade to Hotel**
Principal, Faller, Donnelly, [REDACTED]
- 15:30 - 16:15 (T) Bilat with Colombia
Press Photo Spray: Top, Opening Remarks
- 16:15 - 19:15 **Executive Time**

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DETAILED ITINERARY

- 19:15 - 20:00 **Motorcade to Dinner**
Principal, Faller, Donnelly, [REDACTED]
- 20:00 - 22:30 **Attend Dinner**
- 22:30 - 23:15 **Motorcade to Hotel**
Principal, Faller, Donnelly, [REDACTED]

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As of: Friday, September 01, 2017 12:31

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DETAILED ITINERARY

Saturday

06:00 - 07:30 Executive Time

07:30 - 08:00 Motorcade to Aircraft
Principal, Faller, Donnelly, [REDACTED]

08:00 - 08:20 Arrive Aircraft

08:20 - 10:20 Depart Mexico City, Mexico en route to Houston, TX
✦ (Flight Time 2+00/Time Change +1)
C-32
(T) Press Gaggle - On the Record

10:20 - 10:35 Arrive Houston
Advance:
Greeted by:
Wx: XX/XX

10:35 - 14:35 Tour Houston Area

14:35 - 14:50 Arrive Aircraft

14:50 - 18:20 Depart Houston en route Joint Base Andrews
✦ (Flight Time 2+30/Time Change +1)
C-32

18:20 - 18:35 Arrive JBA

18:35 - 19:05 Motorcade to Residence
Principal

DELEGATION ROSTER (29)

WEDNESDAY - SATURDAY

Personal Staff (8)

Principal
RADM Craig Faller, USN
Ms. Sally Donnelly
(b) (6) USN
Mr. (b) (6)
(b) (6)
(b) (6) USN

Principal
Senior Military Assistant
Senior Advisor
Junior Military Assistant
Personal Security Advisor
Special Assistant
Speechwriter
Flag Writer

Support (7)

(b) (6), USN
(b) (6)
(b) (6)
(b) (6)
(b) (6), USAF
(b) (6)
(b) (6), USAF

Trip Coordinator
Director of Personal Security
Flight Surgeon
Deputy Director of Communications
Communications Technician
OSD Communications Technician
Communications Technician

OSD Policy (5)

Dr. Robert Soofer
Matthew Kurtz
Ms Katie Wheelbarger
Mr. Sergio De La Pena
(b) (6)

DASD, Nuclear and Missile Defense Policy [1.]
Dir Nuclear and Missile Defense Policy [1.]
PDO ASD ISA [2.]
DASD WHA [2.]
Colombia Desk Officer [2.]

PA (3)

Ms. Dana White
(b) (6), USAF
(b) (6)

Assistant to the Secretary of Defense for Public Affairs
Official Photographer
Desk Press Officer

Press (6)

Mr. Robert Burns
Mr. Dan Lamothe
Mr. Phil Stewart
Mr. Marcus Weisgerber
Mr. Paul Shinkman
Ms. Tara Copp

Associated Press
Washington Post
Thomson Reuters
Press - Defense One
U.S. News & World Report
Stars & Stripes

Notes

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.					
<input checked="" type="checkbox"/> Electronic Fund Transfer (EFT)		NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.					
<input type="checkbox"/> Payment by Check		<input checked="" type="checkbox"/> Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ 635.51					
2. NAME (Last, First, Middle Initial) (Print or type)		3. GRADE		4. SSN		5. TYPE OF PAYMENT (X in applicable)	
DONNELLY, SALLY		SES		(b) (6)		<input checked="" type="checkbox"/> TDY <input type="checkbox"/> PCS <input type="checkbox"/> Dependent(s) <input type="checkbox"/> Member/Employee <input type="checkbox"/> Civilian <input type="checkbox"/> OLA	
6. ADDRESS (Number and Street)		7. CITY		8. STATE		9. ZIP CODE	
(b) (6)		(b) (6)		(b) (6)		(b) (6)	
10. E-MAIL ADDRESS		(b) (6)					
7. DAYTIME TELEPHONE NUMBER & AREA		8. TRAVEL ORDER/ITRORIZATION NUMBER		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES			
(b) (6)		(b) (6)					
11. ORGANIZATION AND STATION				10. FOR D.O. USE ONLY			
SECDEF, PENTAGON, WASHINGTON DC				a. D.O. VOUCHER NUMBER			
12. DEPENDENT(S) (X and complete as applicable)				b. SUBVOUCHER NUMBER			
<input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED				c. PAID BY			
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP		c. DATE OF BIRTH OR MARRIAGE			
13. HAVE HOUSEHOLD GOODS BEEN SHIPPED?				11. COMPUTATIONS			
<input type="checkbox"/> YES				<input type="checkbox"/> NO (Explain in Remarks)			
14. ITINERARY							
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)	c. MEANS/MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES		
9/24	DEP RESIDENCE	PA					
9/24	ARR ANDREWS AFB, MD	GA	AT		23		
9/24	DEP ANDREWS AFB, MD	GA					
9/25	ARR NEW DELHI, INDIA	GP	AT	382.15			
9/27	DEP NEW DELHI, INDIA	GP					
9/27	ARR DOHA, QATAR	GP	TD	247.25			
9/28	DEP DOHA, QATAR	GP					
9/28	ARR ANDREWS AFB, MD	GP	TD				
9/28	DEP ANDREWS AFB, MD	GP					
9/28	ARR RESIDENCE	GA	AT		23		
	DEP RESIDENCE	GA					
	ARR	PA	AT				
	DEP						
	ARR						
15. POC TRAVEL (X one)				17. DURATION OF TRAVEL			
<input checked="" type="checkbox"/> OPERATE				12 HOURS OR LESS			
<input type="checkbox"/> PASSENGER				MORE THAN 12 HOURS BUT 24 HOURS OR LESS			
				<input checked="" type="checkbox"/> MORE THAN 24 HOURS			
16. REIMBURSABLE EXPENSES				18. GOVERNMENT/DEDUCTIBLE MEALS			
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED	a. DATE	b. NO OF MEALS	a. DATE	b. NO OF MEALS
9/28	FOREIGN CONV FEE	6.11					
19. CLAIMANT SIGNATURE				20. DATE			
(b) (6)				OCT 10 2017			
21. DATE				22. DATE			
(b) (6)				10/10/17			
23. ACCOUNTING CLASSIFICATION				24. DATE			
				10/10/17			
25. COLLECTION DATA							
26. COMPUTED BY		27. AUDITED BY		28. TRAVEL ORDER AUTHORIZATION POSTED BY		29. RECEIVED (Payee Signature and Date or Check No.)	
30. AMOUNT PAID							

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations JTR, Chapter 3)</i> <i>(Read Privacy Act Statement on back before completing form.)</i>						1. DATE OF REQUEST (YYYYMMDD) 20170120	
REQUEST FOR OFFICIAL TRAVEL							
2. NAME (Last, First, Middle Initial) DONNELLY, SALLY			3. SOCIAL SECURITY NUMBER (b) (6)		4. POSITION TITLE AND GRADE/RATING DEPUTY CHIEF OF STAFF TO THE SECRETARY OF DEFENSE, SES04		
5. LOCATION OF PERMANENT DUTY STATION (PDS) NATIONAL CAPITOL REGION - WASHINGTON D.C.				6. ORGANIZATIONAL ELEMENT SECDEF (0101)		7. DUTY PHONE NUMBER (b) (6)	
8. TYPE OF AUTHORIZATION BLANKET ORDERS		9. TDY PURPOSE (See JTR, Appendix H) OFFICIAL TRAVEL		10a. APPROX. NO. OF TDY DAYS (including travel time) 254		b. PROCEED DATE (YYYYMMDD) 20170120	
11. ITINERARY <input checked="" type="checkbox"/> VARIATION AUTHORIZED From Washington, D.C., to such times and in such frequency as may be necessary in the performance of your official duties, either within or outside the continental limits of the United States, and return to Washington, D.C. Requirements of DOD Directive 4500.54 must be observed.							
12. TRANSPORTATION MODE							
a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
							TAXI
							<input checked="" type="checkbox"/>
							OTHER
							<input checked="" type="checkbox"/>
							PRIVATELY OWNED CONVEYANCE (Check one)
							RATE PER MILE:
							<input checked="" type="checkbox"/>
							ADVANTAGEOUS TO THE GOVERNMENT
							MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR
AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)							
13. a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.				b. OTHER RATE OF PER DIEM (Specify)			
14. ESTIMATED COST							15. ADVANCE AUTHORIZED
a. PER DIEM		b. TRAVEL		c. OTHER		d. TOTAL	
\$		\$		\$		\$ 0.00	\$
16. REMARKS (Use this space for special requirements, nerve, excess baggage, accommodations, registration fees, etc.) Travel meets the criteria of SecDef Memo of 18 Jan 82, "Travel by government Officials, including Foreign Travel." Airfare is limited to the most economical accommodations to satisfy mission requirements, as may be determined by the appropriate transportation officer. Multiple car rental, upgrade is authorized, government discount rate directed when available. Taxi/POV authorized in/around TDY area. Excess baggage authorized in accordance with JTR paragraph G2830. Official phone calls, internet, portage fees, control rooms, supplies, services, equipment lease, and conference fees are authorized. AEA is authorized for lodging. Designated as an official courier. Non-Contract Carrier authorized. Foreign Flag Carrier authorized. Early check in authorized. Late check-out authorized. Dual and retained lodging authorized. Use of Government mess and lodging not required IAW JTR paragraph 1055-A. When using commercial transportation tickets, and the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher. Tickets issued to travelers from CWT are billed to an individually billed account (IBA). Submission of approved travel claim is required within 10 days after completion of TDY.							
17. TRAVEL REQUESTING OFFICIAL (Full and complete name) (b) (6)				18. AUTHORITY (b) (6)			
AUTHORIZATION							
19. ACCOUNTING CITATION (b) (6) Travel is only authorized in support of expected activities and disbursement of funds is subject to availability of FY 2017 appropriation.							
21. DATE ISSUED (YYYYMMDD) 20170120						22. TRAVEL AUTHORIZATION NUMBER (b) (6)	



OFFICE OF THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000

MEMORANDUM FOR DEFENSE FINANCE AND ACCOUNTING SERVICE

SUBJECT: Actual Expense Allowance (AEA) in Connection with Travel of the
Secretary and Deputy Secretary of Defense

REFERENCE: Sally Donnelly

In accordance with JTR, par. 4135, actual expense reimbursement is authorized for uniformed service member (SM) and Department of Defense (DoD) civilian employees for worldwide official travel. This AEA is subject to all provisions and deductions of the JTR, Chapter 4, Part B. *The maximum amount for uniformed SM and DoD civilian employees is capped at 300 %*

This authorization covers uniformed SM and DoD civilian employees assigned to travel as escorts or support personnel (including advance and rear parties) in connection with travel of the Secretary and Deputy Secretary of Defense. This authorization applies to localities visited in connection with this duty. The AEA rates are in lieu of normal per diem otherwise authorized by the JTR.

Travelers are authorized an AEA for lodging expenses. The M&IE is paid on a per diem basis.

A copy of this authorization must be filed with the travel vouchers claiming actual expense reimbursement for this travel.

This authorization is effective for travel from 9/24/2017 to 9/28/2017.

(b) (5)

NCOIC, SECDEF Travel Operations
Office of the Secretary of Defense



18-L-1454/SECDEF/COMM/OIC/0221



M/S AKOI SAAB
THE IMPERIAL

Member of The Oberoi Group
Member of The Oberoi Hotels & Resorts

JANPATH, NEW DELHI-110 001 (INDIA) TELE : 23341234, 51501234 FAX 23342255

TAX INVOICE

27/09/17

Customer GST ID / UIN : 0717US400118UNS

Embassy of United States
Shantipath
Chanakyaपुरी
Swati Khas 9910566589
New Delhi DEL 110021
India

Guest Name : Ms. Sally (20% on F&SB & Laundry) Donnel

Travel Agent

Company : Embassy of United States

Property TIN : 07650220062

Billing : DIRBCT(INCLUSIVE OF BUFFET BREAKFAST, WIFI & 2

Property GST 07AAGFA8742F1ZH

COPY OF TAX INVOICE

Invoice No : 6590

Page : 1 of 2

Room No. [REDACTED]

Rate : 9000 INR

Guests : 1

Arrival : 25-SEP-17 15:02:00

Departure : 27-SEP-17 10:18:00

Printed By / On : RAGUPTA 04-OCT-17 22:11:02

Membership

Confirmation No 20206771

Date	Description	Reference	Debit	Credit
5/09/17	Rate inclusive of buffet breakfast, AHA,v		9,000.00	
5/09/17	Room Charge - SGST 14%		1,260.00	
5/09/17	Room Charge - CGST 14%		1,260.00	
25/09/17	Pressing	CHECK# 1182 [74]	430.00	
26/09/17	Laundry Micros Discount	CHECK# 1182 [74]	-86.00	
26/09/17	Laundry - SGST 9%	CHECK# 1182 [74]	31.00	
26/09/17	Laundry - CGST 9%	CHECK# 1182 [74]	31.00	
26/09/17	Rate inclusive of buffet breakfast, AHA,v		9,000.00	
26/09/17	Room Charge - SGST 14%		1,260.00	
26/09/17	Room Charge - CGST 14%		1,260.00	
27/09/17	Via	[REDACTED] 02/19		23,446.00

Checked By: ARPIT BHOLA

Total INR 23,446.00 21,446.00

Balance INR 0.00

VAT INR 0.00

HSN/SAC CODE	SALES	CGST TAX	SGST TAX	IGST TAX	CESS TAX	CESS TAX 2
999719	344.00	31.80	31.80	0.00	0.00	0.00
996311	18,096.00	2,528.80	2,528.80	0.00	0.00	0.00

Email: luxury@theimperialindia.com Visit us at: www.theimperialindia.com

I acknowledge personal liability for payment of the above statement if the person, company or party indicated by me as being responsible for payments, does not make payment. I shall, upon demand, make immediate payments to you.

CUSTOMER'S SIGNATURE

AUDITOR'S SIGNATURE

GUEST'S SIGNATURE

Guest Folio
 Marriott Marquis City Center Doha Hotel
 West Bay City Center, Omar Al Mukhtar Street, West Bay, Doha, Qatar
 T: +974 4419 5000 | Fax: +974 4419 5100
 www.marriott.com/dohmq | arabic.marriott.com



Room No. / رقم الغرفة / ET-A (B) (6)	Guest Name / اسم الضيف Ms Sally Donnelly	Arrival / تاريخ الوصول 27-09-17	Departure / تاريخ المغادرة 28-09-17
Home/Company Address: عنوان المنزل/العمل	Xx Xx United States		
Company/Group/Travel Agent/ اسم الشركة / المجموعة / وكيل السفر		ConfNo / موظف الاستقبال 8874041	Cashier / موظف الاستقبال MMAHB158
MRW# 622726008	Folio # رقم الفاتورة		

Date / تاريخ	Description / التفصيل	Charges / الرسوم	Credit / ائتمان
27-09-17	Accommodation	900.00	
1W.9/17	الإقامة 55874584	900.00	
28-09-17	Manual - Visa Card		900.00
1W.9/18	-بطاقة فيزا-		900.00
Total/ مجموع QAR		900.00	900.00
		900.00	900.00
Balance/ الرصيد			0.00 QAR
			0.00 ر.ق

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 كعضو، يمكنك أن تكسب نقاط نحو عطلة حلمك مجاناً اليوم. البدء في كسب النقاط ودرجة النخبة، بالإضافة إلى التمتع بالبرامج الحصرية. قم بالتسجيل اليوم في مكتب الاستقبال

This statement is your only receipt. You have agreed to pay in cash or to authorized us to charge your credit card for all amounts charged to you.

هذا البيان هو الإصال الوحيد. كنت قد وافقت على الدفع نقداً أو تفويض الفندق لتخصم جميع المبالغ المستحقة من بطاقة الائتمان الخاصة بك

Guest Signature _____

توقيع العميل _____

QNB - POS
 MARRIOTT MARQUIS CITY CENTER HOTEL DOHA
 MARRIOTT MARQUIS - FRONT DESK
 Doha-QATAR

TERMINAL ID.: 35498104
 MERCHANT #: 35498113130130

VISA

COMPLETION

SEQ NO: 001047022 INVOICE: 029546
 DATE: SEP 28, 17 TIME: 11:49
 RESPONSE CODE: 001 BATCH: 001047

Approved

AUTH NO: 088528
 TOTAL QAR 900.00
 SALLY DONNELLY

.....CUSTOMER COPY.....

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DETAILED ITINERARY

SUNDAY - THURSDAY

Sunday

14:15 - 16:00 Depart JBA en route New Delhi, India
✦ (Flight Time 16+15/Time Change +9.5)

E-4B

Meals: Dinner, Snack served, Lunch

-(T)14:45 Press Gaggle - On the Record

-15:15: India trip prep

-15:45: Speech prep

Wx: 90/68 sunny

Civilian: Casual

Military: Casual

Monday

16:00 - 16:15 Arrive New Delhi, India

Greeted by:

-Mr Shambhu Kumaran, Joint Secretary(Planning & Int Cooperation)

(b) (8), Indian Army

-Ms MaryKay Loss Carlson, CDA U.S. Embassy

-BG David Brigham, SDO

Wx: 93/74 mostly sunny

Civilian: Business Suit

Military: Casual

Press Photo Spray - Arrival Greet Only

16:15 - 17:00 Motorcade to Imperial Hotel

Principal, Carlson

17:00 - 21:30 Executive Time

21:30 - 06:30 RON New Delhi

-SYG & AMB Hutchison arrive New Delhi at 23:55.

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As of: Friday, September 22, 2017 11:41

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DETAILED ITINERARY

Tuesday

- 06:30 - 08:20 Executive Time**
- 08:20 - 08:45 Motorcade to Embassy**
Principal, Faller
Wx: 94/76 a.m. shower followed by sunshine
Civilian: Business Suit
Military: Class A / Service A / Service Dress Blue / Service Dress
- 08:45 - 08:55 Arrive US Embassy**
Greeted by:
-Ms MaryKay Loss Carlson, CDA
-BG David Brigham, SDO

-Photos with MSG & DAO
- 08:55 - 09:15 Office Call with CDA Loss Carlson**
Principal, Faller, Donnelly, Helvey
- 09:15 - 09:45 Small Group Meeting**
- 09:45 - 10:00 Motorcade to Indian Gate**
Principal, Carlson
- 10:00 - 10:15 Wreath Laying at India Gate**
Principal, Faller, Donnelly, Helvey, SDO/DATT
Open Press
- 10:15 - 10:20 Motorcade to South Block Gate 4 for Honor Cordon**
Principal, Carlson
- 10:20 - 10:30 Honor Cordon Ceremony at MOD**
Open Press
- 10:30 - 10:40 Received by Minister Sitharamen & Walk to Meeting Room**
- 10:40 - 11:15 Bilat (Small Group) with MinDef Sitharaman**
Principal, Carlson, Faller, Donnelly, Helvey, Felter
Meeting Attendees:
-Minister of Defense Sitharaman
-Foreign Secretary Jaishankar
-Defense Secretary Mitra
*Transition to larger room after small group bilat
Official Stills
Translation: None
- 11:15 - 12:00 Bilat with DefMin Sitharaman**
Principal, Carlson, Faller, Donnelly, Helvey, Felter, SDO/DATT, White, Geis, Yu
-Gift Exchange Principal to Principal

DETAILED ITINERARY

- 12:00 - 12:15 Break**
-Hold room available
- 12:15 - 12:40 Joint Presser**
-MinDef remarks followed by Principal remarks
-Possibly no Q&A
- 12:40 - 12:45 Motorcade to Army Battle Honor Mess**
- 12:45 - 13:45 Lunch with MinDef Sitharaman**
-Greeted by MinDef Sitharaman at Mess
-Pre-lunch reception (15 min)
-Lunch in Mess (45 min)
- 13:45 - 14:00 Motorcade to Imperial Hotel**
- 14:00 - 14:45 Executive Time**
- 14:45 - 15:00 Motorcade to NSA's Office**
Principal, Carlson
- 15:00 - 16:00 Bilat with NSA Doval**
Principal, Carlson, Faller, Helvey, Donnelly, Felter
-Gift Exchange Principal to Principal
Official Stills
Translation: None
- 16:00 - 16:30 Motorcade to PM Residence**
Principal, Carlson
- 16:30 - 17:15 Bilat with PM Modi**
Principal, Carlson, Faller, Helvey
-Gift Exchange Principal to Principal
Press Photo Spray: Top, No Remarks
Translation: None
- 17:15 - 17:30 Motorcade to Hotel**
Principal, Carlson
- 17:30 - 21:30 Executive Time**
-(T) sync with NATO Secretary General & AMB Hutchison
- 21:30 - 06:00 RON New Delhi**

DETAILED ITINERARY

Wednesday

- 06:00 - 06:45 **Motorcade to Airport**
Wx: 96/75 mostly sunny
Civilian: Business Suit
Military: OCP / MCU / NWU / ABU
- 06:45 - 07:00 **Arrive Aircraft**
- 07:00 - 07:35 **Depart New Delhi en route Kabul, Afghanistan**
✦ (Flight Time 1+35/Time Change -1)
C-17
Meals: Breakfast
- 07:35 - 07:50 **Arrive Kabul & Transload Aircraft**
Greeted by:
-BG Murat Col, COMHKIA, Turkey
-(b) (6), HQRS JVB Director
Wx: 82/49 sunny
- 07:50 - 08:00 **Depart HKIA en route to HQ RS**
✦ (Flight Time 0+10/No Time Change)
CH-47
- 08:00 - 08:15 **Arrive HQ RS**
Greeted by:
-Ms Annie Pforzheimer, Charge d'Affaires
-GEN John "Mick" Nicholson
-AMB Cornelius Zimmerman, NATO SCR

-Photo in front of HQ RS with Senior Leadership
Press Photo Spray - Arrival Greet Only
- 08:15 - 08:45 **Office Call with GEN Nicholson**
Principal, Faller
-SYG concurrently meets with NATO SCR.
- 08:45 - 09:15 **Combined Office Call with GEN Nicholson, CDA Pforzheimer & AMB Zimmerman**
Principal, Stoltenberg, Bailey Hutchison, Faller, Jenssen
- 09:15 - 09:30 **Break**

DETAILED ITINERARY

- 09:30 - 10:45 Ministerial with Minister Atmar, Minister Bahrami, Minister Barmak & NDS Chief Stanekzai**
Principal, Stoltenberg, Pforzheimer, Nicholson, Bailey Hutchison, Faller, Jenssen, Zimmerman, Helvey, Turner, Jackson, Eide, White, White
Attendees:
-(b) (6); NSA
-(b) (6), NDS Chief
-Minister Bahrami, Minister of Defense
-Minister Barmak, Minister of Interior
-GEN Murad Ali, DMol Security
-LTG Yaftali, CoGS
Press Photo Spray: Top, No Remarks
Translation: Simultaneous
- 10:45 - 11:00 Motorcade to Presidential Palace**
- 11:00 - 12:00 Bilat with President Ghani**
Principal, Stoltenberg, Pforzheimer, Nicholson, Bailey Hutchison, Jenssen, Faller, Zimmerman, Helvey, Turner, Jackson, White, White
-C.E. Dr. Abdullah attendance tbd.
Press Photo Spray: Top, No Remarks
Translation: Consecutive
- 12:00 - 12:15 Break & Press Prep**
- 12:15 - 12:45 Joint Presser with SYG & PoA**
-PoA, SYG, Principal remarks (5 min each) followed by Q&A.
Translation: Simultaneous
- 12:45 - 13:00 Motorcade to HQ RS**
- 13:00 - 13:45 Cookout with Troops**
HQ RS Garden
-SYG & Principal mingle with ~100 US/NATO troops
Press Photo Spray: Top, No Remarks
- 13:45 - 13:55 Movement to Helopad & Load Aircraft**
- 13:55 - 14:30 Depart HQ RS en route to Gamberi**
* (Flight Time 0+35/No Time Change)
CH-47
- 14:30 - 14:45 Arrive Gamberi**
Greeted by:
-BG John Richardson, TAAC-E Commander, DCG(M) for 3rd Infantry Division
Wx: 96/63 sunny w/chance of morning showers
- 14:45 - 15:30 TAAC-E Update**
Gamberi

DETAILED ITINERARY

- 15:30 - 15:45 **Break & Movement to Town Hall**
- 15:45 - 16:30 **Town Hall with Troops**
DFAC
-Town Hall mix of ~120 US & NATO troops
-Principal & SYG remarks followed by Q&A
Closed Press
- 16:30 - 16:45 **Movement to Helopad & Load Aircraft**
- 16:45 - 17:20 **Depart Gamberi en route HQ RS**
✈ **(Flight Time 0+35/No Time Change)**
CH-47
- 17:20 - 17:30 **Movement to Embassy**
- 17:30 - 22:00 **Executive Time**
-(T) 1830 Small Group Meeting
- 22:00 - 06:30 **RON Afghanistan**

Thursday

- 06:30 - 07:30 **Executive Time**
- 07:30 - 08:30 **Working Breakfast with NATO Senior Leaders**
NATO SCR Residence
Wx: 89/47 sunny
Civilian: **Business Suit**
Military: **OCP / MCU / NWU / ABU**
- 08:30 - 08:40 **Movement to Helopad & Load Aircraft**
- 08:40 - 08:50 **Depart HQ RS en route HKIA**
✈ **(Flight Time 0+10/No Time Change)**
CH-47
- 08:50 - 09:05 **Arrive Aircraft**
- 09:05 - 09:50 **Depart HKIA en route Kandahar**
✈ **(Flight Time 0+45/No Time Change)**
C-17
- 09:50 - 10:05 **Arrive Kandahar**
Greeted by:
-BG Charles Aris, TAAC-S Commander, 36th ID, Texas NG
-BGen Roger Turner, TAAC-SW Commander, II MEF
Wx: 97/51 sunny
- 10:05 - 10:20 **Motorcade to TAAC-S HQs**
- 10:20 - 10:50 **TAAC-S & TAAC-SW Update**

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DETAILED ITINERARY

- 10:50 - 11:00 Motorcade to Town Hall**
- 11:00 - 11:45 Town Hall with Troops**
MILCOM 2
-Town Hall mix of ~200 US & NATO troops
-Principal & SYG remarks followed by Q&A
Closed Press
- 11:45 - 11:55 Motorcade to Airplane**
- 11:55 - 12:10 Arrive Airplane**
- 12:10 - 13:25 Depart Kandahar en route Qatar**
✦ (Flight Time 2+45/Time Change -1.5)
C-17
Meals: Lunch
- 13:25 - 13:45 Arrive Qatar & Move to Bilat**
Al Udeid Air Base
Greeted by:
-Mr William Grant, US Charge' d'Affaires
-LTG Jeffrey Harrigian, Commander, US Air Force Central Command
-Brig Gen Jason Armagost, Commander, 379th Air Expeditionary Wing
- SYG & AMB Hutchison depart for international airport
Wx: 97/79 sunny
- 13:45 - 14:45 (T) Bilat with Minister Al Attiyah**
Al Udeid Air Base
Principal, Grant, Faller, Donnelly, SDO/DATT
- 14:45 - 15:00 Movement to Aircraft**
- 15:00 - 23:10 Depart Qatar en route JBA**
✦ (Flight Time 15+10/Time Change -7)
E-4B
Meals: Dinner, Snack served, Dinner
(T) Press Gaggle - On the Record
- 23:10 - 23:25 Arrive JBA**
Wx: 81/61 chance of thunderstorms
- 23:25 - 23:45 Motorcade to Residence**

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As of: Friday, September 22, 2017 11:41

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DELEGATION ROSTER (41)

SUNDAY - THURSDAY

Personal Staff (8)

Principal	Principal	India, Afghan
RADM Craig Faller, USN	Senior Military Assistant	India, Afghan
Ms. Sally Donnelly	Senior Advisor	India
(b) (6) USN	Junior Military Assistant	India, Afghan
(b) (6), USMC	Special Assistant	India, Afghan
(b) (6) USN	Strategic Communications Advisor	India
(b) (6)	Director of Security and Personal Security Advisor	India, Afghan
(b) (6), USN	Flag Writer	India

Guest (10)

H.E. Mr Jens Stoltenberg	NATO Secretary General	Afghan
Mr Stian Jenssen	Director, Private Office of the Secretary General	Afghan
Mr. Patrick Turner	Assistant Secretary General for Operations	Afghan
Brig Gen Gjermund Eide	Military Assistant to the NATO Secretary General	Afghan
Ms Dawn Schrepel	Dep Director, Private Office of the Secretary General	Afghan
Mr Dylan White	Press Officer, Office of the Secretary General	Afghan
(b) (6)	Team Leader, Close Protection Unit office of Secretary General	Afghan
(b) (6)	Close Protection Officer, Office of the Secretary General	Afghan
AMB Kay Bailey Hutchison	US AMB to NATO	Afghan
(b) (6)	MA to US AMB to NATO	Afghan

Support (7)

(b) (6) USA	Military Assistant & Trip Coordinator	India, Afghan
(b) (6)	Deputy Director Personal Security and Logistics	India
(b) (6)	Flight Surgeon	India, Afghan
(b) (6)	Deputy Director of Communications	India, Afghan
(b) (6)	OSD Communications Technician	India, Afghan
(b) (6)	OSD Communications Technician	India, Afghan
(b) (6), USAF	Personal Communicator	India, Afghan

OSD Policy (7)

Mr. Dave Helvey	PDO ASD APSA	India, Afghan
(b) (6)	Military Assistant OUSD(P) APSA	India
(b) (6)	DASD, South & Southeast Asia	India
(b) (6)	Director, South Asia & Oceania	India
(b) (6)	Country Director, India	India
(b) (6)	DASD, Afghanistan, Pakistan, Central Asia	Afghan
(b) (6)	Country Director, Afghanistan	Afghan

PA (3)

Ms. Dana White	Assistant to the Secretary of Defense for Public Affairs	India, Afghan
(b) (6) USMC	Press Desk Officer	India, Afghan
(b) (6) USAF	Official Photographer	India, Afghan

Press (6)

Ms. Jennifer Rizzo	CNN TV Pool (Producer)	India, Afghan
Mr. Christopher Turner	CNN TV Pool	India, Afghan
Mr. Khalil Abdallah	CNN TV Pool	India, Afghan
Mr. Bill Gallo	Voice of America	India, Afghan
Mr. Thomas Watkins	AFP	India, Afghan
Mr. Gordon Lubold	WSJ	India, Afghan

India: 29
Afghan: 33

TRAVEL VOUCHER OR SUBVOUCHER

Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.

1. PAYMENT
 Electronic Fund Transfer (EFT)
 Payment by Check
SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement (less any travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.
NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.
 Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: **\$ 2,296.07**

2. NAME (Last, Middle Initial) (Print or type)
 DONNELLY, SALLY
3. GRADE SES
4. SSN (b) (6)
5. TYPE OF PAYMENT (if applicable)
 TDY
 PCS
 Other
 Dependent
 CIA

6. ADDRESS (Last, Middle Initial) (Print or type)
 (b) (6)
7. CITY (b) (6)
8. STATE (b) (6)
9. ZIP CODE (b) (6)
10. E-MAIL ADDRESS (b) (6)
11. DAYTIME TELEPHONE NUMBER & AREA CODE (b) (6)
12. TRAVEL ORDER AUTHORIZATION NUMBER (b) (6)
13. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES
14. FOR D.O. USE ONLY
a. D.O. VOUCHER NUMBER
b. SUBVOUCHER NUMBER

11. ORGANIZATION AND STATION
 SECDEF, PENTAGON, WASHINGTON DC
12. DEPENDENT(S) (if and complete as applicable)
 ACCOMPANIED UNACCOMPANIED
a. NAME (Last, First, Middle Initial)
b. RELATIONSHIP
c. DATE OF BIRTH OR MARRIAGE
13. DEPENDENT'S ADDRESS ON RECEIPT OF ORDERS (include Zip Code)
14. PAID BY
15. HAVE FOREIGN GOODS BEEN SHIPPED (if one)
 YES NO (Explain in Remarks)

15. ITINERARY

a. DATE	b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)	1. BEANS/ MODE OF TRAVEL	2. REASON FOR STOP	3. LODGING COST	4. POC MILES
10/11	DEP RESIDENCE	PA			
10/11	ARR WASHINGTON, DC	CR	AT		7
10/11	DEP NEW YORK CITY, NY	CR	TD	1,398.00	
10/13	ARR WASHINGTON, DC	PA	AT		
10/13	DEP RESIDENCE	MC			7
ARR					
DEP					
ARR					
DEP					
ARR					
DEP					
ARR					

16. POC TRAVEL (if one) DWNOPERATE PASSENGER
17. DURATION OF TRAVEL
 12 HOURS OR LESS
 MORE THAN 12 HOURS BUT 24 HOURS OR LESS
 MORE THAN 24 HOURS
18. SUMMARY OF PAYMENT
 (1) Per Diem
 (2) Actual Expense Allowance
 (3) MILEAGE
 (4) Dependent Travel
 (5) CIA
 (6) Reimbursable Expenses
 (7) Total
 (8) Less Advance
 (9) Amount Owed
 (10) Amount Due

18. REIMBURSABLE EXPENSES

a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED
10/13	AMTRAK TICKET	527.00	
10/13	SATO FEE	19.81	
10/13	PARKING FEE	72.00	
10/13	NY TAX	213.22	
10/13	TAXI FEE	34.42	

19. GOVERNMENT/DEDUCTIBLE MEALS

a. DATE	b. NO. OF MEALS	c. DATE	d. NO. OF MEALS

20. CLAIMANT SIGNATURE (b) (6)
21. REIMBURSEMENT CONTROL NAME (b) (6)
22. RELATIONSHIP TO CLAIMANT (b) (6)
23. TELEPHONE NUMBER (b) (6)
24. DATE OCT 16 2017
25. DATE 16 Oct 17

23. COLLECTION DATA
24. COMPUTED BY
25. AUDITED BY
26. TRAVEL ORDER AUTHORIZATION POSTED BY
27. RECEIVED (Payer Signature and Date or Check No.)
28. AMOUNT PAID

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)</i>					1. DATE OF REQUEST ***** 2017001
REQUEST FOR OFFICIAL TRAVEL					
2. NAME (Last, First, Middle Initial) DONNELLY SALLY		3. SOCIAL SECURITY NUMBER (b) (6)		4. POSITION TITLE AND GRADE/RATING DEPUTY CHIEF OF STAFF TO THE SECRETARY OF DEFENSE 5E504	
5. LOCATION OR PERMANENT DUTY STATION (POS) NATIONAL CAPITAL REGION - WASHINGTON DC			6. ORGANIZATIONAL ELEMENT SECDEF (S1011)		7. DUTY PHONE NUMBER (b) (6)
8. TYPE OF AUTHORIZATION BLANKET ORDERS		9. TDY PURPOSE (See JTR, Appendix A) OFFICIAL TRAVEL		10. APPROX. NO. OF TDY DAYS (including travel time) 95	11. REPORT DATE (YYYYMMDD) 2017001
12. ITINERARY <input checked="" type="checkbox"/> VARIATION AUTHORIZED: From Washington, D.C. to such times and at such frequency as may be necessary in the performance of your official duties, either within or outside the continental limits of the United States, and return to Washington, D.C. Requirements of DOD Directive 4500.54 must be observed.					
13. TRANSPORTATION MODE					
A. COMMERCIAL		B. GOVERNMENT		C. LOCAL TRANSPORTATION	
RAIL	AIR	SHIP	VEHICLE	CEP/RENTAL	TAXI/OTHER
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)					PRIVATELY OWNED CONVEYANCE (Vehicle and Rate per Mile) <input checked="" type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR
14. ESTIMATED COST			15. ADVANCE AUTHORIZED		
A. PER DIEM \$ 0.00		B. TRAVEL \$ 0.00		C. TOTAL \$ 0.00	
16. REMARKS (This area is used for special requirements, travel related baggage or commodities regulations, etc.) Travel meets the criteria of SecDef Memo of 18 Jan 82, "Travel by government officials, including Foreign Travel." Airfare is limited to the most economical accommodations to satisfy mission requirements, as may be determined by the appropriate transportation officer. Multiple car rental, upgrade is authorized, government discount rate directed when available. Taxi/POV authorized in around TDY area. Excess baggage authorized in accordance with JTR paragraph G2830. Official phone calls, internet, postage fees, control room, supplies, services, equipment lease, and conference fees are authorized. AEA is authorized for lodging. Designated as an official courier. Non-Contract Carrier authorized. Foreign Flag Carrier authorized. Early check in authorized. Late check-out authorized. Dual and retained lodging authorized. Use of Government mess and lodging not required (AWJTR paragraph 1015-A). When using commercial transportation tickets, and the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and all unused tickets or coupons are properly accounted for on the travel reimbursement voucher. Tickets issued to travelers from CWI are billed to an individually billed account (IBA). Submission of approved travel claim is required within 10 days after completion of TDY. (b) (6) (b) (6) AUTHORIZATION 17. AUTHORIZING OFFICER (b) (6) TRAVEL IS ONLY AUTHORIZED IN SUPPORT OF EXPECTED ACTIVITIES AND DISBURSEMENT OF FUNDS IS SUBJECT TO AVAILABILITY OF FY 2018 APPROPRIATION. (b) (6) 21. DATE ISSUED (YYYYMMDD) 20171001 22. TRAVEL AUTHORIZATION NUMBER DSTBA005					

DO FORM 1810, MAY 2003

PREVIOUS EDITION IS OBSOLETE

18-L-1454/SECDEF/COMM/OIC/0234

Trip on Oct 11, 2017

Locator: KUNWBS

Date: Oct 06, 2017

Traveler **SALLY DONNELLY**

THIS IS YOUR OFFICIAL RECEIPT FOR TRAVEL
PLEASE RETAIN FOR VOUCHERING OR
REIMBURSEMENT PURPOSES.

Customer Number

(b) (6)

Agent

TR

----- IMPORTANT CHANGE -----
IF TICKET NUMBER IS NOT REFLECTED ON THIS ITINERARY,
THIS AIR RESERVATION WILL AUTOMATICALLY BE CANCELLED
AT 72 HOURS PRIOR TO TRAVEL DATE IF APPROVAL OR
ORDERS ARE NOT RECEIVED FOR TICKETING DUE TO AIRLINE
FARE RULES. THE TRAVELER IS RESPONSIBLE FOR
CANCELLING ALL ASSOCIATED HOTEL AND CAR RESERVATIONS
TO AVOID ANY NO-SHOW PENALTIES
AMTRAK CONFIRMATION NUMBER 4DAF2E
AMTRAK TICKET NUMBER XXXXXXXX (b) (6) 413/06OCT17
FEES TOTALING 19.81PP CHARGED IN ADDITION TO TKT PRICE
FEL-USD19.81PP-RAIL AGENT INITIATED DOMESTIC
FEE 8902883932782 TOTALING 19.81
AIR/RAIL TRANSPORTATION EXPENSES ON THIS ITINERARY
ARE BILLED TO AN INDIVIDUALLY BILLED ACCOUNT.
THESE EXPENSES ARE REIMBURSABLE TO THE TRAVELER
TICKET TOTALING ... 527.00
FEE AND TICKET TOTAL ... 546.81

Wednesday, October 11, 2017

Confirmation 2V4DAF2E



Rail AMTRAK TRAIN 2166

DEPARTURE
1:00 PM, Oct 11, 2017
WASHINGTON - UNION STATION
50 MASSACHUSETTS AVE. N.E.
WASHINGTON

ARRIVAL
3:46 PM, Oct 11, 2017
NEW YORK - PENN STATION
7TH AVE. & W. 32ND ST.
NEW YORK PENN STATION

Status Confirmed
Notes LV-1300/DT-11OCT/FR-WASHINGTON/AT-NEW YORK PENN STATION/NA-
TRAIN 2166/AR-1546/CF-2V4DAF2E--A

Friday, October 13, 2017

Confirmation 2V4DAF2E



Rail AMTRAK TRAIN 2163

DEPARTURE
3:00 PM, Oct 13, 2017
NEW YORK - PENN STATION
7TH AVE. & W. 32ND ST.
NEW YORK PENN STATION

ARRIVAL
5:55 PM, Oct 13, 2017
WASHINGTON - UNION STATION
50 MASSACHUSETTS AVE. N.E.
WASHINGTON

Status Confirmed
Notes LV-1500/DT-13OCT/FR-NEW YORK PENN STATION/AT-WASHINGTON/NA-
TRAIN 2163/AR-1755/CF-2V4DAF2E-

Name	Invoice / Ticket / Date	Base	Tax 1	Tax 2	Tax 3	Total
SALLY DONNELLY	270528/FPT0010585390/06OCT17	527.00				527.00
DONNELLY S	270528/TRF3883932782/06OCT17	19.81				19.81

Total Amount 546.81

Form of Payment: VIXXXXXXXXXXX0546

GENERAL INFORMATION

GOVERNMENT RESERVATIONS.....800-756-6111
EMERGENCY ASSISTANCE 24 HOURS.....800-383-6732

...*****ATTENTION*****...

ORDERS ARE REQUIRED TO ISSUE AIRLINE TICKETS

FAX ORDERS TO 866-947-2401

EMAIL ORDERS TO PENTAGONFAX/AT/CWTSATOTRAVEL.COM

CWTSATOTRAVEL WILL NOT ISSUE AIRLINES TICKETS

WITHOUT A COPY OF ORDERS.

...*****

LOCAL OFFICE HOURS/ MONDAY - FRIDAY.

TO COMPLETE A CUSTOMER SERVICE SURVEY GO TO

WWW.CWTSATOTRAVEL.COM.

** FOR AIRPORT SECURITY INFORMATION SEE WWW.TSA.GOV **

CWTSATOTRAVEL

BLDG 2180, S 8TH AVE

FT MCCOY WI 54656

800-927-6343

NEW YORK

Ms. Sally Donnelly

(b) (6)

Room Number:

0101

Arrival Date:

10-11-17

Departure Date:

10-13-17

Confirmation Number:

18932596

Page No:

1 of 1

Guest Name:

INFORMATION INVOICE

A/R No:

Folio No:

10-13-17

Date	Description	Charges	Credits
10-11-17	In Room Dining CHECK# 44008	31.62	
10-11-17	Room Accommodation	699.00	
10-11-17	State Sales Tax - 8.875 PCT	62.04	
10-11-17	Occ Tax State - 5.875 PCT	41.07	
10-11-17	Occ Tax Local Varies	2.00	
10-11-17	Javits Center Tax 1.50USD	1.50	
10-12-17	Room Accommodation	699.00	
10-12-17	State Sales Tax - 8.875 PCT	62.04	
10-12-17	Occ Tax State - 5.875 PCT	41.07	
10-12-17	Occ Tax Local Varies	2.00	
10-12-17	Javits Center Tax 1.50USD	1.50	
Total		1,642.84	0.00
Balance		1,642.84	

540 Park Avenue
New York, NY 10065
T 212.709.4100
F 212.829.5874
loewshotel.com

LOEWS
REGENCY HOTEL

18-L-1454/SECDEF/COMM/OIC/0237

DC Union Station

X, XX

EXIT 4 10/13/17 18:07
Receipt 033496

Short-term parking tkt
1 - No. 009852
10/11/17 11:19
10/13/17 18:07
Period 3d0h0'
(Ust.) \$72.00
Total \$72.00

Payment Received
CARD [REDACTED]
AUTHORIZATION 017950
PURCHASE USD72.00
APPROVED

Sub Total \$72.00

All Amounts in USD.

10/13/17 18:07

CREDIT RECEIPT

HACK # : 00484451
MEDALLION : 8K77
10/13/17 12:02-12:29
TRIP # : 10056
RATE # : 1
STAND. CITY RATE
Miles R1 : 2.06
FARE R1 : \$16.50
STATE SRCHG: \$0.50
IMP. SRCHG. : \$0.30
TIPS : \$4.32
GRAND TOTAL: \$21.62
VISA [REDACTED]
AUTHOR. : 037478
MID: *****995
ENTRY METHOD:
CONTACT CHIP
AID: A0000000031010
APPL. NAME:
CITI VISA
ATC: 0000
AC:
8BFC85E0687E798F
REC/INUM: 10056
TID: *****554

Contact TLC DIAL 3-1-1

--ORIGINAL--

MEDIA 1458
DRIVER: 382234
CUSTOMER COPY
10/13/17 TR 3687
START END MILES
13:26 13:40 1.5
Regular Fare
RATE 1: \$ 10.00
EXTRA: \$ 0.00
SURCH: \$ 0.00
STSRCH: \$ 0.50
IMSRCH: \$ 0.30
TIP: \$ 2.00
TOTAL: \$ 12.00

CARD TYPE: VISA

XXXXXXXXXX08546



OFFICE OF THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000

MEMORANDUM FOR DEFENSE FINANCE AND ACCOUNTING SERVICE

SUBJECT: Actual Expense Allowance (AEA) in Connection with Travel of the
Secretary and Deputy Secretary of Defense

REFERENCE: Sally Donnelly

In accordance with JTR, par. 4135, actual expense reimbursement is authorized for uniformed service member (SM) and Department of Defense (DoD) civilian employees for worldwide official travel. This AEA is subject to all provisions and deductions of the JTR, Chapter 4, Part B. *The maximum amount for uniformed SM and DoD civilian employees is capped at 100 %*

This authorization covers uniformed SM and DoD civilian employees assigned to travel as escorts or support personnel (including advance and rear parties) in connection with travel of the Secretary and Deputy Secretary of Defense. This authorization applies to localities visited in connection with this duty. The AEA rates are in lieu of normal per diem otherwise authorized by the JTR.

Travelers are authorized an AEA for lodging expenses. The M&IE is paid on a per diem basis.

A copy of this authorization must be filed with the travel vouchers claiming actual expense reimbursement for this travel.

This authorization is effective for travel from 10/11/2017 to 10/13/2017.

(U) (6)

SECDEF Travel Operations
Office of the Secretary of Defense



TRAVEL VOUCHER OR SUBVOUCHER

Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.

1. PAYMENT
 Electronic Fund Transfer (EFT)
 Payment by Check
SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.
NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.
 Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: **\$ 1,200.19**

3. NAME (Last, First, Middle Initial) (Print or type)
 DONNELLY, SALLY
4. GRADE SES
4. SSN (b) (6)
5. TYPE OF PAYMENT (X as applicable)
 TDY
 PCS
 Dependent(s)
 Member/employee
 Civilian
 DLA

7. DAYTIME TELEPHONE NUMBER & AREA (b) (6)
8. TRAVEL ORDER AUTHORIZATION NUMBER (b) (6)
9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES

11. ORGANIZATION AND STATION
 SECDEF, PENTAGON, WASHINGTON DC

12. DEPENDENT(S) (X and complete as applicable)
 ACCOMPANIED
 UNACCOMPANIED
13. DEPENDENT'S ADDRESS OR RECEIPT OF ORDERS (Include Zip Code)

14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)
 YES
 NO (Explain in Remarks)

15. ITINERARY

a. DATE	b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
11/05	RESIDENCE	PA			
11/05	JOINT BASE ANDREWS	GP	AT		23
11/06	HELSINKI, FINLAND	GP	TD		
11/07	BRUSSELS, BELGIUM	GP	TD	525.13	
11/09	LONDON, ENGLAND	GP	TD	436.62	
11/10	JOINT BASE ANDREWS	PA	AT		
11/10	RESIDENCE	MC			23

16. POC TRAVEL (X one)
 OWN/OPERATE
 PASSENGER
17. DURATION OF TRAVEL
 12 HOURS OR LESS
 MORE THAN 12 HOURS BUT 24 HOURS OR LESS
 MORE THAN 24 HOURS
18. REIMBURSABLE EXPENSES

a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED
11/10	CONV FEE	6.18	

19. GOVERNMENT DEDUCTIBLE MEALS

a. DATE	b. NO. OF MEALS	c. DATE	d. NO. OF MEALS

20. CLAIMANT SIGNATURE
 (b) (6)
21. REVIEWER SIGNATURE
 (b) (6)
22. TELEPHONE NUMBER
 (b) (6)
23. DATE
 NOV 21 2017
24. DATE
 11-24-17
25. DATE
 11-24-17

26. ACCOUNTING CLASSIFICATION
27. COLLECTION DATA
28. COMPUTED BY
29. AUDITED BY
30. TRAVEL ORDER AUTHORIZATION POSTED BY
31. RECEIVED (Payee Signature and Date or Check No.)
32. AMOUNT PAID

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form)</i>				1. DATE OF REQUEST (YYYYMMDD) 20171001						
REQUEST FOR OFFICIAL TRAVEL										
2. NAME (Last, First, Middle Initial) DONNELLY, SALLY		3. SOCIAL SECURITY NUMBER (b) (6)		4. POSITION TITLE AND GRADE/RATING DEPUTY CHIEF OF ST AFF TO THE SECRETARY OF DEFENSE, SES04						
5. LOCATION OF PERMANENT DUTY STATION (POS) NATIONAL CAPITAL REGION - WASHINGTON D.C.			6. ORGANIZATIONAL ELEMENT SECDEF (0101)		7. DUTY PHONE NUMBER <i>(Include Area Code)</i> (b) (6)					
8. TYPE OF AUTHORIZATION BLANKET ORDERS		9. TDY PURPOSE (See JTR, Appendix H) OFFICIAL TRAVEL		10a. APPROX. NO. OF TDY DAYS <i>(Including travel time)</i> 365	b. PROCEED DATE (YYYYMMDD) 20171001					
11. ITINERARY <input checked="" type="checkbox"/> VARIATION AUTHORIZED From Washington, D.C., to such times and in such frequency as may be necessary in the performance of your official duties, either within or outside the continental limits of the United States, and return to Washington, D.C. Requirements of DOD Directive 4500.54 must be observed.										
12. TRANSPORTATION MODE										
a. COMMERCIAL		b. GOVERNMENT			c. LOCAL TRANSPORTATION					
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE: _____
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)										<input checked="" type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR
13. a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. _____ b. OTHER RATE OF PER DIEM (Specify) _____										
14. ESTIMATED COST					15. ADVANCE AUTHORIZED					
a. PER DIEM \$ 0.00		b. TRAVEL \$ 0.00		c. OTHER \$ 0.00	d. TOTAL \$ 0.00	\$ _____				
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) Travel meets the criteria of SecDef Memo of 18 Jan 82, "Travel by government Officials, including Foreign Travel." Airfare is limited to the most economical accommodations to satisfy mission requirements, as may be determined by the appropriate transportation officer. Multiple car rental, upgrade is authorized, government discount rate directed when available. Taxi/POV authorized in/around TDY area. Excess baggage authorized in accordance with JTR paragraph G2830. Official phone calls, internet, portage fees, control rooms, supplies, services, equipment lease, and conference fees are authorized. AEA is authorized for lodging. Designated as an official courier. Non-Contract Carrier authorized. Foreign Flag Carrier authorized. Early check in authorized. Late check-out authorized. Dual and retained lodging authorized. Use of Government mess and lodging not required IAW JTR paragraph 1055-A. When using commercial transportation tickets, and the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher. Tickets issued to travelers from CWT are billed to an individually billed account (IBA). Submission of approved travel claim is required within 10 days after completion of TDY										
(b) (6)										
17. AUTHORIZATION										
18. ACCOUNTING CITATION (b) (6) Travel is only authorized in support of expected activities and disbursement of funds is subject to availability of FY 2018 appropriation.										
(b) (6)										
21. DATE ISSUED (YYYYMMDD) 20171001				22. TRAVEL AUTHORIZATION NUMBER (b) (6)						



OFFICE OF THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000

MEMORANDUM FOR DEFENSE FINANCE AND ACCOUNTING SERVICE

SUBJECT: Actual Expense Allowance (AEA) in Connection with Travel of the
Secretary and Deputy Secretary of Defense

REFERENCE: Sally Donnelly

In accordance with JTR, par. 4135, actual expense reimbursement is authorized for uniformed service member (SM) and Department of Defense (DoD) civilian employees for worldwide official travel. This AEA is subject to all provisions and deductions of the JTR, Chapter 4, Part B. *The maximum amount for uniformed SM and DoD civilian employees is capped at 300 %*

This authorization covers uniformed SM and DoD civilian employees assigned to travel as escorts or support personnel (including advance and rear parties) in connection with travel of the Secretary and Deputy Secretary of Defense. This authorization applies to localities visited in connection with this duty. The AEA rates are in lieu of normal per diem otherwise authorized by the JTR.

Travelers are authorized an AEA for lodging expenses. The M&IE is paid on a per diem basis.

A copy of this authorization must be filed with the travel vouchers claiming actual expense reimbursement for this travel.

This authorization is effective for travel from 11/5/17 to 11/10/17.

(b) (6)

NCOIC, SECDEF Travel Operations
Office of the Secretary of Defense



09/11/2017
 PDG & Co. N.V., Brussels
 TVA: BE 428 311 517
 RC Brugge: 62663
 RC Brussels: 556175
 KBC: 432 203 8001 77

Madame Sally Donnelly
 BELGIQUE

Le Châtelain

Date facture 8/11/2017
 Nr. facture 212073830
 Folio CHT-F158494 /A

Facture

Date	Description	Quantité	Prix	Total (EUR)
Client	Madame Sally Donnelly			
Arrivés	7/11/2017	Départ	9/11/2017	Chambre
7/11/2017	Chambre	1	209,00	209,00
7/11/2017	Local tax & Charges	1	9,28	9,28
8/11/2017	Room Service	1	17,00	17,00
	88762			
8/11/2017	Bar	2	0,00	14,50
	88762			
8/11/2017	Chambre	1	209,00	209,00
8/11/2017	Local tax & Charges	1	9,28	9,28
8/11/2017	Mini bar	1	5,50	5,50
9/11/2017	Mini bar	1	5,50	5,50
Total facture				479,08
Paiements				
9/11/2017	Visa Card			-479,08

PNL: 0158034
 CLIENT: 1001
HOTEL LE CHATELAIN
 1000 BRUX.
 Formula: 0158034 BarChart: 07/28/17
 Pre-Net: 1522 Transact ion: 0003855
 PNL: 0158034
 Date: 09/11/2017 07:13
 Authorizat ion code: 061599
 www.le.ch
Total: 479,06 EUR
 Exchange Rate: 1 EUR : 1,30170 USD
 Transactive Currency Amount: 577,13 USD
 Bank code: 56001
 I accept that I have been advised of the use of
 PNL for the payment and that I have given my
 consent and I agree to the conditions of use of PNL
 Transact ion: 0003855
**THANK YOU
 GOODBYE**

Sous-total 479,08

Rue du Châtelain 17
 1000 Brussels - Belgium
 RC Brugge: 62663
 N° Entreprise: 0428311517
 KBC: 432-2038001-77

Green Nr: 0800 92067
 Tel: +32 (0)2 646 00 55
 Fax: +32 (0)2 646 00 88
 E-mail: info@le-chatelain.com
 Website: www.le-chatelain.com

Thank you

Owner SA P.D.G. & Co NV

LIFESTYLE

18-L-1454/SECDEF COMM/OIC/0243

09/11/2017
PDG & Co. N.V., Brussels
TVA: BE 428 311 517
RC Brugge: 62663
RC Brussels : 556175
KBC: 432 203 8001 77

Madame Sally Donnelly
BELGIQUE

Le Châtelain

Date facture 9/11/2017
Nr. facture 212073830
Folio CHT-F158494 /A

Facture

Date	Description	Quantité	Prix	Total (EUR)
			Total Payé	-479,06
			Reste à payer	0,00
			En EUR	0,00
		T.T.C	TVA	H.T
	TVA 6,00% TVA 6%	436,50	24,72	411,84
	TVA 21,00% TVA 21%	14,50	2,51	11,99
	TVA 12,00% TVA 12 %	28,00	3,00	25,00
	Total	479,00	30,23	448,83

Rue du Châtelain 17
1000 Brussels - Belgium
RC Brugge: 62663
N° Entreprise: 0428311517
KBC: 432-2038001-77

Green Nr: 0800 92067
Tel: +32 (0)2 646 00 55
Fax: +32 (0)2 646 00 88
E-mail: info@le-chatelain.com
Website: www.le-chatelain.com

Owner SA P.D.G. & Co NV

Thank you

LIFESTYLE
LIVING

18-L-1454/SECDEF COMM/OIC/0244

151.

Ms Sally Donnelly

(b) (6)

US

INVOICE

Membership No. PC 232378028

Room No. : (b) (6)
 Arrival : 09-11-17
 Departure : 10-11-17
 Follo/invoice No. : 1271090/
 Company : US Embassy
 A/R Number :
 Cashier : ** / Cassandre Jose
 Booking Ref. :
 Customer Ref. :
 Page : 1 of 1
 Date : 10/11/17

Date	Description	Debit £	Credit £
09-11-17	Lounge Bar Dinner - Beverage Room# 607 : CHECK# 2027045 [542020117]	4.00	
09-11-17	Lounge Bar Dinner - Beverage Room# 607 : CHECK# 2027045 [542020117]	115.00	
09-11-17	Lounge Bar Dinner - Gratuity Room# 607 : CHECK# 2027045 [542020117]	2.97	
09-11-17	Lounge Bar Dinner - Service Charge Room# 607 : CHECK# 2027045 [542020117]	14.88	
09-11-17	Accommodation - Package [NA Pkg Trx]	330.00	
10-11-17	Visa - GP		466.85
Total Charges		£ 466.85	466.85
Total Balance Due		£ 0.00	

VAT Breakdown

	Net	VAT	Gross
VAT @ 20% £	374.17	74.83	449.00
VAT @ 4% £	0.00	0.00	0.00
Net @ 0% £	17.85	0.00	17.85
Net Exempt £	0.00	0.00	0.00
Total	£ 374.17	74.83	449.00

Guest Signature _____

Credit Card Details

Credit Card No. XXXXXXXXXXXXX (b) (6)

Transaction id: 6017399

Expiry: 02/19
 Merchant/TID:
 AID:
 Card Type:
 Auth Code:
 Transaction Amt: 466.85

TSI:
 TVR:
 CVM:
 Transaction Type: SALE
 Capture Method:

One Hamilton Place, Park Lane, London, W1J 7QY, United Kingdom
 Tel: +44 (0)20 7409 3131 Fax: +44 (0)20 7493 3476 Toll Free: +800 1800 1800
 london@ihg.com parklane.intercontinental.com www.intercontinental.com
 Constellation Hotel (Opco) UK S.A. VAT No: 163 3009 3B
 Registered Address: 15 Boulevard Roosevelt, L-2450, Luxembourg, Registration No B176224

Ms Sally Donnelly

(b) (6)

Date 10-11-17
Time 07:20
Room (b) (6)
Conf. No. 5943390
Receipt No. 646811
VAT No 163 300 938

PAYMENT RECEIPT		
Date	Description	Amount
10-11-17	Visa - GP	466.85GBP

Guest Signature

Cashier 120

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DETAILED ITINERARY

SUNDAY - FRIDAY

Sunday

20:00 - 20:30 Motorcade to JBA

20:30 - 20:45 Arrive Aircraft

20:45 - 11:35 Depart JBA en route Helsinki, Finland
(Flight Time 7+50/Time Change +7)

✦

E-4B

Meals: Snack served, Lunch

(T) Press Gaggle - on the record

Wx: 71/61 cloudy

Civilian: Casual

Military: Casual

Monday

11:35 - 12:00 Arrive Helsinki

Greeted by:

-Mr Jukka Juusti, Permanent Secretary (Deputy MOD)

(b) (6), US CDA to Finland

(b) (6) US SDO/DATT

(b) (6), Military Assistant to the Permanent Secretary

Wx: 47/33 rain & drizzle

Civilian: Business Suit

Military: Class A / Service A / Service Dress Blue / Service Dress

Official Stills

12:00 - 12:30 Motorcade to Presidential Palace

Principal, Welton

-movement only 25 minutes. time padded slightly to account for possible adjustment in flight time due to winds.

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As of: Friday, November 03, 2017 12:25

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DETAILED ITINERARY

- 12:30 - 13:15 Bilat with President Niinisto**
Presidential Palace
Principal, Welton, Faller, Donnelly
Meeting Attendees:
-Mr Teemu Tanner, Head of Cabinet and Secretary General of the Office of the President
-Dr Hiski Haukkala, Foreign Policy Adviser and Member of the Cabinet of the President
-Mr Jukka Juusti, Permanent Secretary of the Ministry of Defence
SOE:
-Arrival Presidential Palace
-3rd Floor Greeting & Handshake, photo spray
-Media follows Principals to meeting room, photo spray
-Bilat concludes, move to 'Yellow Room'
-Short remarks, no questions.
Press Photo Spray: Top, Statements at the Bottom
- 13:15 - 13:30 Motorcade to Hilton Hotel**
Principal, Welton
Greeted by:
(b) (6), Gov Guest House Host, Hilton
- 13:30 - 18:40 Executive Time**
- 18:40 - 19:00 Motorcade to Government Banquet Hall**
Civilian: Business Suit
Military: Class A / Service A / Service Dress Blue / Service Dress
- 19:00 - 21:30 Welcome Dinner with Northern Group Ministers**
Government Banquet Hall
Principal, Faller, Donnelly, Wheelbarger, Goffius, White
SOE:
-Principal last to arrive & greeted by Minister Niinisto (Finland)
-Move to 'Yellow Room' where Ministers & guests gathered
-Welcome toast by Minister Niinisto
-Move to dining rooms (guests divided between 2 rooms)
Press Photo Spray: Top
- 21:30 - 22:00 Motorcade to Hotel**
- 22:00 - 06:00 RON Helsinki**

DETAILED ITINERARY

Tuesday

- 06:00 - 07:40 Executive Time
- 07:40 - 07:45 Walk to Hotel Conference Center
Wx: 44/33 partly sunny
Civilian: Business Suit
Military: Class A / Service A / Service Dress Blue / Service Dress
- 07:45 - 08:45 Trilat with Minister Niinisto (Finland) & Minister Hultqvist (Sweden)
Principal, Welton, Faller, Donnelly, Wheelbarger, Goffus, White, Jay
Press Photo Spray: Top
- 08:45 - 09:00 Break
- 09:00 - 11:30 Northern Group Working Session
Principal, Faller, Donnelly, Wheelbarger, Goffus
Press Photo Spray: Top
- 11:30 - 13:00 Executive Time
-12:30-13:15: Buffet lunch available for all delegations
- 13:00 - 13:10 Pull Aside with Minister Karoblis, Lithuania
- 13:10 - 13:15 Break
- 13:15 - 14:15 Bilat with Minister Niinisto (Finland)
Principal, Welton, Faller, Donnelly, Wheelbarger, Goffus, White, Jay, SDO/DATT,
██████████
Press Photo Spray: Top, Opening Remarks
- 14:15 - 14:45 Motorcade to Airport
- 14:45 - 15:00 Arrive Aircraft
-Photo with US Embassy MSG & DAO prior to departure
Official Stills
- 15:00 - 16:20 Depart Helsinki en route Brussels, Belgium
✦ (Flight Time 2+20/Time Change -1)
E-4B
Meals: Dinner
(T) Press Gaggle - on the record
- 16:20 - 16:35 Arrive Brussels
Wx: 49/37 mostly sunny
- 16:35 - 17:05 Motorcade to Le Chatelain Brussels Hotel

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DETAILED ITINERARY

17:05 - 17:10 **Arrive Le Chatelain Hotel**
Greeted by:
-Mr [REDACTED], Owner (father)
-Mr [REDACTED], Owner (son)
-(b) (6) [REDACTED], Sales Executive

17:10 - 21:30 **Executive Time**
-18:00-18:30: Sync with GEN Nicholson

21:30 - 06:00 **RON Brussels**

Wednesday

06:00 - 10:30 **Executive Time**

10:30 - 10:50 **Motorcade to NATO HQs**
Wx: 47/36 cloudy with chance of rain
Civilian: Business Suit
Military: Class A / Service A / Service Dress Blue / Service Dress

10:50 - 11:00 **Arrive NATO HQs**
Greeted by:
-AMB Kay Bailey Hutchison
-Mr Rich Landolt, SecDef Rep EUR/DEFAD
-VADM John Christenson, US Mil Rep to NATO
Note: Photo with US NATO Country Team & with US AMB

11:00 - 12:00 **US NATO Team Meeting**
Room 12
Principal, Faller, Donnelly, Wheelbarger, Harvey, White, Jackson, Goffus, Soofer, Jones, Campbell, Slattery, [REDACTED], [REDACTED]
-IVI with AMB Hutchison (15 min)
-US Team Meeting (45 min)

12:00 - 12:05 **Break**

12:05 - 12:20 **Pull-Aside with Minister Fifor, Romania**
Room 12
Official Stills

12:20 - 12:30 **Break**

12:30 - 13:15 **Bilat with Minister Canikli, Turkey**
Room 12
Principal, Faller, Donnelly, Wheelbarger, Goffus, White, Jones, Snodgrass, Slattery
Official Stills
Translation: Simultaneous

13:15 - 13:30 **Break**

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As of: Friday, November 03, 2017 12:25

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DETAILED ITINERARY

- 13:30 - 14:00** Signals Check with SYG
Press Photo Spray: Top
- 14:00 - 15:00** NPG Meeting
Room 16
-1 at table, 6 backbench
- 15:00 - 15:10** Break
- 15:10 - 15:40** Bilat with Minister Bakke-Jensen, Norway
Room 12
Principal, Faller, Donnelly, Wheelbarger, Goffus, White, Jones
Official Stills
- 15:40 - 15:45** Break
- 15:45 - 18:45** Meeting of NAC
Room 1
-1 at table, 4 backbench, 2 in listening room
Press Photo Spray: Top
- 18:45 - 19:00** Family Photo
- 19:00 - 19:15** Pull-Aside with Minister von der Leyen, Germany
Room 12
Official Stills
- 19:15 - 19:30** Break
- 19:30 - 22:00** Working Dinner of NATO Ministers of Defence
NATO Restaurant
-1 at table, 2 backbench, 1 in listening room
- 22:00 - 22:30** Motorcade to Hotel
- 22:30 - 06:00** RON Brussels

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As of: Friday, November 03, 2017 12:25

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DETAILED ITINERARY

Thursday

- 06:00 - 09:00 Executive Time**
- 09:00 - 09:20 Motorcade to NATO HQs**
Wx: 46/37 cloudy with rain showers
Civilian: Business Suit
Military: Class A / Service A / Service Dress Blue / Service Dress
- 09:20 - 09:30 Pull-Aside with Minister Sajjan, Canada**
Outside Room 12
- 09:30 - 11:45 Meeting of NAC with RS Operational Partner Nations**
Room 14
-1 at table, 3 backbench, 2 in listening room
Press Photo Spray: Top
- 11:45 - 12:30 Break & Press Prep**
- 12:30 - 12:50 Presser**
- 12:50 - 13:30 Break & D-ISIS Ministerial Prep**
- 13:30 - 13:45 D-ISIS Defense Ministerial Welcome Remarks**
Room 16
-1 at table, 3 backbench, 2 Listening Room
-Welcome Remarks by Principal & SYG
Open Press
- 13:45 - 14:25 D-ISIS Political Update**
-Remarks by SPE McGurk
Agenda:
-Update on political situation in Iraq & its impact on D-ISIS operations
- 14:25 - 15:05 D-ISIS Campaign Operations Update**
-Remarks by MG Gedney, CJTF
Agenda:
-Campaign operational update and discussion focused on:
-Ongoing campaign in Anbar & update on post-Mosul stabilization
-Raqqqa campaign & operations in the Middle Euphrates River Valley
- 15:05 - 15:55 Phase III Force Generation & Phase IV Transition**
-Remarks by MG Gedney
Agenda:
-Update on current shortfalls & capability gaps
-Update on current planning for Phase IV & associated force requirements

DETAILED ITINERARY

- 15:55 - 16:15 Strategic Communication**
Agenda:
-Discussion of the challenges associated with declaring "defeat" and the distinction between "military" defeat and "total" defeat in strategic communications
- 16:15 - 16:30 Conclusion & Arrangements for Next D-ISIS Defense Ministerial**
-Remarks by Ms Wheelbarger
Agenda:
-Conclude with any key observations from the day
-Propose to hold the next Large Group Defense Ministerial in 2018, on the margins of June NATO Defense Ministerial
- 16:30 - 16:45 Motorcade to Airport**
- 16:45 - 17:00 Arrive Aircraft**
- 17:00 - 17:10 Depart Brussels en route London, UK**
✈ **(Flight Time 1+10/Time Change -1)**
E-4B
Meals: Snacks available
- 17:10 - 17:25 Arrive London**
Stansted Airport
Greeted by:
-Brig Gen Christopher "Junior" Short, US DATT/SDO
-**(b) (6)** US Army Attaché
Wx: 51/42 partly sunny
- 17:25 - 18:55 Motorcade to Intercontinental Hotel**
- 18:55 - 21:30 Executive Time**
- 21:30 - 06:00 RON London**

DETAILED ITINERARY

Friday

- 06:00 - 07:40 **Executive Time**
- 07:40 - 07:45 **Photo with US Embassy MSG**
Wx: 53/44 partly sunny
Civilian: Business Suit
Military: Class A / Service A / Service Dress Blue / Service Dress
- 07:45 - 08:15 **Coffee with US AMB Robert "Woody" Johnson**
Hotel
- 08:15 - 08:30 **Motorcade to Policy Exchange**
- 08:30 - 09:00 **Meet with Policy Exchange Leaders & Informal Reception**
Greeted by:
-Mr Dean Godson, Director, Policy Exchange
Note: Informal Reception with ~30 UK leaders attending remarks/discussion
- 09:00 - 10:00 **Meet Off the Record with Policy Exchange**
Notes:
-Audience: ~30 key Government, Business, Academic, and Media leaders from the UK
-Seated at table with audience at table & back-bench
SOE:
-Intro by Mr Dean Godson
-Remarks (~10-15 min)
-Q&A Discussion (~45-50 min)
Off The Record
- 10:00 - 10:15 **Depart Policy Exchange & Motorcade to MOD**
- 10:15 - 11:00 **Bilat with SecState for Defence Williamson**
Principal, Faller, Donnelly, Wheelbarger, Goffus, White
Press Photo Spray: Top, Opening Remarks
- 11:00 - 12:30 **Motorcade to Airport**
- 12:30 - 12:45 **Arrive Aircraft**
- 12:45 - 15:45 **Depart London en route JBA**
(Flight Time 8+00/Time Change -5)
E-4B
Meals: Lunch, Snack served
(T) Press Gaggle - on the record
- 15:45 - 16:00 **Arrive JBA**
Wx: 67/44 Cloudy
- 16:00 - 16:30 **Motorcade to Residence**

DELEGATION ROSTER

Personal Staff (8)

Principal	Principal	FI BE UK
RADM Craig Faller, USN	Senior Military Assistant	FI BE UK
Ms. Sally Donnelly	Senior Advisor	FI BE UK
(b) (6) USN	Junior Military Assistant	FI BE UK
(b) (6) USMC	Special Assistant	FI BE UK
(b) (6) USN	Special Assistant	FI BE UK
(b) (6)	Director of Security and Personal Security Advisor	FI BE UK
(b) (6), USN	Flag Writer	FI BE UK

Support (7)

(b) (6) USA	Military Assistant & Trip Coordinator	FI BE UK
(b) (6)	Deputy Director Personal Security and Logistics	FI BE UK
(b) (6)	Flight Surgeon	FI BE UK
(b) (6)	Deputy Director of Communications	FI BE UK
(b) (6)	OSD Communications Technician	FI BE UK
(b) (6), USAF	OSD Communications Technician	FI BE UK
(b) (6)	Personal Communicator	FI BE UK

OSD Policy (13)

Ms Katie Wheelbarger	Principal Deputy ASD for ISA	FI BE UK
Col Jon Wheeler	Military Assistant ASD ISA	FI BE UK
Mr. Tom Goffus	DASD Europe/NATO	FI BE UK
Mr. Aaron Jay	Country Director - Finland, Iceland, & Sweden	FI
Mr. Mark Jones	NATO Policy Director	BE
(b) (6)	AO, NATO Policy	BE
Mr Colin Jackson	DASD, Afghanistan, Pakistan, Central Asia	BE
(b) (6)	Country Director, Afghanistan	BE
High Level Group		
Mr. Thomas Harvey	A/ASD for Strategy, Plans & Capabilities (HLG Chairman)	BE
Dr. Robert Soofer	DASD, Nuclear and Missile Defense Policy (HLG US Rep)	BE
(b) (6)	AO, Nuclear Deterrence Policy	BE
D-ISIS Conference Lead Facilitators		
Mr. Chuck Wilson	Director - Coalition Affairs (D-ISIS Conf Lead)	BE
Ms. Sloane Speakman	Deputy Director of Coalition Affairs (D-ISIS Conf)	BE

PA (3)

Ms. Dana White	Assistant to the Secretary of Defense for Public Affairs	FI BE UK
LTC [REDACTED]	Press Officer	FI BE UK
SSgt [REDACTED] USAF	Official Photographer	FI BE UK

Press (7)

Ms. Lita Baldor	AP	FI BE UK
Mr. Idrees Ali	Reuters	FI BE UK
Mr. Tom Watkins	AFP	FI BE UK
Mr. Paul Shinkman	US News & World Report	FI BE UK
Mr. Thomas Gibbons-Neff	NYT	FI BE UK
Mr. Dan Lamothe	Washington Post	FI BE UK
Mr. Sagar Meghani	AP Radio Pool	FI BE UK

TRAVEL VOUCHER OR SUBVOUCHER

Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.

1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. <input checked="" type="checkbox"/> Pay the following amount of the reimbursement directly to the Government Travel Charge Card contractor.		\$ 410.11	
2. NAME (Last, First, Middle Initial) (Print or type) DONNELLY, SALLY		3. GRADE SES	4. SSN (b) (6)	5. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> PCN <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA	
6. HOME ADDRESS (Print or type) (b) (6)		7. CITY (b) (6)	8. STATE (b) (6)	9. ZIP CODE (b) (6)	
10. E-MAIL ADDRESS (b) (6)		10. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER			
7. DAYTIME TELEPHONE NUMBER & AREA (b) (6)		8. TRAVEL ORDER AUTHORIZATION NUMBER (b) (6)		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES	
11. ORGANIZATION AND STATION SECDEF, PENTAGON, WASHINGTON DC		12. DEPENDENT(S) (X and complete as applicable) ACCOMPANIED UNACCOMPANIED		13. PAID BY	
a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE		13. DEPENDENT'S ADDRESS OR RECEIPT OF ORDERS (Include Zip Code)			
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) YES <input type="checkbox"/> NO <input type="checkbox"/> (Explain in Remarks)		14. COMPUTATIONS			
15. ITINERARY					
a. DATE 20/7	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	c. MEANS MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
11/16	DEP RESIDENCE	PA			
11/16	ARR JOINT BASE ANDREWS	GP	AT		2
11/16	DEP PETERSON AFB, CO	GP	TD		
11/16	ARR PETERSON AFB, CO	GP	TD		
11/16	DEP SAN DIEGO, CA	GP	TD	289.00	
11/18	ARR JOINT BASE ANDREWS	GP	AT		
11/18	DEP JOINT BASE ANDREWS	PA			
11/18	ARR RESIDENCE	PA	MC		23
	DEP RESIDENCE				
	ARR RESIDENCE				
	DEP RESIDENCE				
	ARR RESIDENCE				
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> DWING/PERATE <input type="checkbox"/> PASSENGER					
17. DURATION OF TRAVEL <input type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input checked="" type="checkbox"/> MORE THAN 24 HOURS					
18. REIMBURSABLE EXPENSES					
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED		
11/16	CA TAX	46.11			
11/17	EARLY DEPARTURE FEE	75.00			
19. GOVERNMENT DEDUCTIBLE MEALS					
a. DATE	b. NO OF MEALS	c. DATE	d. NO OF MEALS		
20. SUMMARY OF PAYMENT					
(1) Per Diem					
(2) Actual Expense Allowance					
(3) Mileage					
(4) Dependent Travel					
(5) DLA					
(6) Reimbursable Expenses					
(7) Total					
(8) Less Advance					
(9) Amount Owed					
(10) Amount Due					
21. CLAIMANT SIGNATURE (b) (6)					
22. DATE 11/29/17					
23. DATE 7 Dec/17					
24. DATE 2-7-17					
25. COLLECTION DATA					
26. COMPUTED BY	27. AUDITED BY	28. TRAVEL ORDER AUTHORIZATION POSTED BY	29. RECEIVED (Payee Signature and Date or Check No.)	30. AMOUNT PAID	



HILTON SAN DIEGO BAYFRONT
 One Park Boulevard | San Diego, CA | 92101
 T: 619 564 3333 | F: 619 321 4316
 W: hilton.com

NAME AND ADDRESS:

DONNELLY, SALLY

(b) (6)

Room: (b) (6)
 Arrival Date: 11/16/2017 11:02:00 AM
 Departure Date: 11/18/2017

Adult/Child: 1/0
 Room Rate: 289.00

Rate Plan: DOD
 HH #: 924520927 SILVER
 AL: LIA #AFR40793
 Car:

Confirmation Number: 3392383651

11/17/2017

DATE	DESCRIPTION	ID	REF. NO	CHARGES	CREDITS	BALANCE
11/16/2017	GUEST ROOM	AFOTIOU	9648364	\$289.00		
11/16/2017	TRANSIENT	AFOTIOU	9648364	\$30.35		
	OCCUPANCY TAX					
11/16/2017	SD TMD ASSESSMENT	AFOTIOU	9648364	\$5.78		
11/16/2017	CA TOURISM FEE	AFOTIOU	9648364	\$0.60		
11/17/2017	EARLY DEPARTURE FEE	AKLINKER	9650076	\$75.00		
11/17/2017	TRANSIENT	AKLINKER	9650076	\$7.88		
	OCCUPANCY TAX					
11/17/2017	SD TMD ASSESSMENT	AKLINKER	9650076	\$1.50		
11/17/2017	VS *0546	AKLINKER	9650077		(\$410.11)	
	BALANCE					\$0.00

EXPENSE REPORT SUMMARY

	11/16/2017	11/17/2017	STAY TOTAL
ROOM AND TAX	\$325.73	\$0.00	\$325.73
MISCELLANEOUS	\$0.00	\$75.00	\$75.00
OTHER	\$0.00	\$9.38	\$9.38
DAILY TOTAL	\$325.73	\$84.38	\$410.11

ACCOUNT NO.

(b) (6)

DATE OF CHARGE: 11/17/2017
 FUND NO./CHECK NO.: 1619103 A

CARD MEMBER NAME
 DONNELLY, SALLY

AUTHORIZATION: 064254
 INITIAL:

ESTABLISHMENT NO. & LOCATION

PURCHASES & SERVICES

TAXES

TIPS & MISC.

CARD MEMBER'S SIGNATURE

TOTAL AMOUNT: -410.11

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESCDED OR RETURNED FOR A CASH REFUND.

PAYMENT DUE UPON RECEIPT

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)</i>										1. DATE OF REQUEST (YYYYMMDD) 20171001	
REQUEST FOR OFFICIAL TRAVEL											
2. NAME (Last, First, Middle Initial) DONNELLY, SALLY			3. SOCIAL SECURITY NUMBER (b) (6)			4. POSITION TITLE AND GRADE/RATING DEPUTY CHIEF OF ST AFF TO THE SECRETARY OF DEFENSE, SES04					
5. LOCATION OF PERMANENT DUTY STATION (POS) NATIONAL CAPITAL REGION - WASHINGTON D.C.					6. ORGANIZATIONAL ELEMENT SECDEF (0101)			7. DUTY PHONE NUMBER <i>(Include Area Code)</i> (b) (6)			
8. TYPE OF AUTHORIZATION BLANKET ORDERS			9. TDY PURPOSE (See JTR, Appendix III) OFFICIAL TRAVEL			10a. APPROX. NO. OF TDY DAYS <i>(Including travel time)</i> 365			10b. PROCEED DATE (YYYYMMDD) 20171001		
11. ITINERARY <input checked="" type="checkbox"/> VARIATION AUTHORIZED From Washington, D.C., to such times and in such frequency as may be necessary in the performance of your official duties, either within or outside the continental limits of the United States, and return to Washington, D.C. Requirements of DOD Directive 4500.54 must be observed.											
12. TRANSPORTATION MODE											
a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION				
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE: _____	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)										<input checked="" type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR	
13. a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR						b. OTHER RATE OF PER DIEM (Specify)					
14. ESTIMATED COST										15. ADVANCE AUTHORIZED	
a. PER DIEM \$ 0.00		b. TRAVEL \$ 0.00		c. OTHER \$ 0.00		d. TOTAL \$ 0.00					
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) Travel meets the criteria of SecDef Memo of 18 Jan 82, "Travel by government Officials, including Foreign Travel." Airfare is limited to the most economical accommodations to satisfy mission requirements, as may be determined by the appropriate transportation officer. Multiple car rental, upgrade is authorized, government discount rate directed when available. Taxi/POV authorized in/around TDY area. Excess baggage authorized in accordance with JTR paragraph G2830. Official phone calls, internet, portage fees, control rooms, supplies, services, equipment lease, and conference fees are authorized. AEA is authorized for lodging. Designated as an official courier. Non-Contract Carrier authorized. Foreign Flag Carrier authorized. Early check in authorized. Late check-out authorized. Dual and retained lodging authorized. Use of Government mess and lodging not required IAW JTR paragraph 1055-A. When using commercial transportation tickets, and the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher. Tickets issued to travelers from CWT are billed to an individually billed account (IBA). Submission of approved travel claim is required within 10 days after completion of TDY.											
(b) (6)						18. TRAVEL APPROVING/INSPECTING OFFICIAL (Signature) (b) (6)					
AUTHORIZATION											
19. ACCOUNTING CITATION (b) (6)											
Travel is only authorized in support of expected activities and disbursement of funds is subject to availability of FY 2018 appropriation.											
(b) (6) signature)						21. DATE ISSUED (YYYYMMDD) 20171001			22. TRAVEL AUTHORIZATION NUMBER (b) (6)		



OFFICE OF THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000

MEMORANDUM FOR DEFENSE FINANCE AND ACCOUNTING SERVICE

SUBJECT: Actual Expense Allowance (AEA) in Connection with Travel of the
Secretary and Deputy Secretary of Defense

REFERENCE: Sally Donnelly

In accordance with JTR, par. 4135, actual expense reimbursement is authorized for uniformed service member (SM) and Department of Defense (DoD) civilian employees for worldwide official travel. This AEA is subject to all provisions and deductions of the JTR, Chapter 4, Part B. *The maximum amount for uniformed SM and DoD civilian employees is capped at 300 %*

This authorization covers uniformed SM and DoD civilian employees assigned to travel as escorts or support personnel (including advance and rear parties) in connection with travel of the Secretary and Deputy Secretary of Defense. This authorization applies to localities visited in connection with this duty. The AEA rates are in lieu of normal per diem otherwise authorized by the JTR.

Travelers are authorized an AEA for lodging expenses. The M&IE is paid on a per diem basis.

A copy of this authorization must be filed with the travel vouchers claiming actual expense reimbursement for this travel.

This authorization is effective for travel from 11/16/2017 to 11/18/2017.

[REDACTED]
NCOIC, SECDEF Travel Operations
Office of the Secretary of Defense



18-L-1454/SECDEF/COMM/OIC/0260

~~FOR OFFICIAL USE ONLY~~

DETAILED ITINERARY

THURSDAY - SATURDAY

Thursday

- 06:50 - 07:25 Motorcade to Joint Base Andrews**
Principal
WX: 58/33 Partly Cloudy
Civilian: Business Suit
Military: Class B / Service C / Service Khakis / Service Blue
- 07:25 - 07:40 Arrive Aircraft**
- 07:40 - 09:20 Depart Joint Base Andrews en route to Peterson AFB, CO**
✦ **(Flight Time 3+40/Time Change -2)**
C-40
- 09:20 - 09:30 Arrive at Peterson AFB, CO**
WX: 68/41 Mostly Sunny
Greeted by:
Gen Lori Robinson, CDR NORTHCOM
- 09:30 - 09:35 Motorcade to NORTHCOM HQ**
Principal, Gen Robinson, Faller
- 09:35 - 09:40 Arrive NORTHCOM**
Photos
- 09:40 - 10:20 Office Call with Gen Lori Robinson**
Principal, Faller
Lt Gen Pierre St-Amand, will join the meeting before it concludes
- 10:20 - 10:25 Walk to Operations Center**
- 10:25 - 10:45 Ballistic Missile Defense Discussion**
Derry Conference Room
Principal, Faller, Donnelly, Rapuano, Soofer, Salesses, De La Pena, Billingslea, Davis
Attendees:
Gen Robinson
LGen Pierre St-Amand
MG Peggy Combs
MGen Christopher Coates
Maj Gen Jeffrey Taliaferro
RADM Richard Snyder
Brig Gen Daniel Simpson
(b) (6)

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As of: Wednesday, November 15, 2017 07:00

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18-L-1454/SECDEF/COMM/OIC/0261

DETAILED ITINERARY

10:45 - 11:05 Air Domain Threat Discussion
Derry Conference Room
Principal, Faller, Donnelly, Rapuano, Soofer, Salesses, De La Pena, Billingslea, Davis
Gen Robinson
LGen Pierre St-Amand
MG Peggy Combs
MGen Christopher Coates
Maj Gen Jeffrey Taliaferro
RADM Richard Snyder
Brig Gen Daniel Simpson

(b) (6)

11:05 - 11:10 Walk to Small Conference Room (SCR)

11:10 - 12:10 NORAD Leadership Roundtable Discussion

SCR
Principal, Faller, Donnelly, Rapuano, Soofer, Salesses, De La Pena, Billingslea, Davis
Attendees:

Gen Robinson
LGen St-Amand
MG Peggy Combs
Brig Gen Daniel Simpson
MGen Christopher Coates
Brig Gen Stan Sheley
RADM Richard Snyder
Brig Gen Mark Weatherington

(b) (6)

(b) (6)

(b) (6)

12:10 - 13:10 Executive Time
DC Office
*Lunch Opportunity

DETAILED ITINERARY

- 13:10 - 14:10** **NORTHCOM Leadership Roundtable Discussion**
SCR
Principal, Faller, Donnelly, Rapuano, Soofer, Salesses, De La Pena, Billingslea, Davis
Attendees:
Gen Robinson
MG Peggy Combs
Brig Gen Daniel Simpson
Maj Gen Jeffrey Taliaferro
Brig Gen Stan Sheley
RADM Richard Snyder
Brig Gen Mark Weatherington
(b) (6)
(b) (6), POLAD
(b) (6)
- 14:10 - 14:15** **Walk to Town Hall**
- 14:15 - 15:15** **NORTHCOM Town Hall**
- 15:15 - 15:35** **Motorcade to Schriever AFB**
Principal, Gen Raymond, Faller
- 15:35 - 15:40** **Arrive Schriever, AFB and Walk to Conference Room**
*Photo
- 15:40 - 16:30** **Discussion on Space Security Defense Program**
Bldg 400
Principal, Faller, Donnelly, Rapuano, Kitay, Soofer
Attendees:
Gen Jay Raymond
(b) (6)
Maj Gen Joseph Guastella
Maj Gen Stephen Denker
(b) (6)
(b) (6)
(b) (6)
- 16:30 - 17:00** **Discussion on National Space Defense Center**
Principal, Faller, Donnelly, Rapuano, Kitay, Soofer
Attendees:
Gen Jay Raymond
Ms. Betty Sapp
Maj Gen Joseph Guastella
Maj Gen Stephen Denker
(b) (6)
(b) (6)
(b) (6)

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DETAILED ITINERARY

- 17:00 - 17:05 Walk to 1st Space Ops Squadron
- 17:05 - 17:25 Tour 1st Space Squadron
Principal, Faller, Donnelly, [REDACTED] Rapuano, Kitay, Soofer, Davis
- 17:25 - 17:45 Motorcade to Peterson AFB
Principal, Faller
- 17:45 - 17:55 Arrive Aircraft
*Photo
- 17:55 - 19:05 Depart Peterson AFB en route to NAS North Island, CA
* (Flight Time 2+10/Time Change -1)
C-40
- 19:05 - 19:15 Arrive at NAS North Island, CA
Greeted by:
WX: 73/59 Partly Cloudy
RADM William Crane, Commander, Naval Air Force Reserve
CAPT Scott Mulvehill, Commanding Officer, Naval Base Coronado
- 19:15 - 19:30 Motorcade to Hotel
Principal, Faller

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As of: Wednesday, November 15, 2017 07:00

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18-L-1454/SECDEF/COMM/OIC/0264

DETAILED ITINERARY

Friday

- 09:00 - 09:20 **Motorcade to Marine Corps Recruit Depot (MCRD), San Diego**
Principal, Faller
WX: 68/55 AM Clouds
Civilian: Business Suit
Military: Class B / Service C / Service Khakis / Service Blue
- 09:20 - 09:25 **Arrive at MCRD San Diego**
Greeted by:
BGen Bill Journey, CG MCRD-SD/WRR
- 09:25 - 09:45 **Ceremony Walk Through**
Briefed by:
(b) (6), MCRD-SD/WRR
(b) (6)
- 09:45 - 10:15 **Seated in DV Stand for Graduation Ceremony**
MCRD San Diego
Principal, Faller, Donnelly, Davis, [REDACTED]
DVs:
BGen Bill Journey,
(b) (6)
(b) (6) CoS, MCRD-SD/WRR
(b) (6) Officer, MCRD-SD
(b) (6), CO, RTR
(b) (6) Sgt Maj, RTR
(b) (6) CO, 1st Battalion
(b) (6) 1st Battalion
- 10:15 - 10:17 **Walk to Position in Reviewing Area**
Accompanied by:
BGEN Bill Journey
- 10:17 - 10:25 **Honors, Presentation of the Colors and National Anthem**
- 10:25 - 10:30 **Award Presented to GySgt [REDACTED]**
- 10:30 - 10:32 **Return to Position in the Reviewing Area**
- 10:32 - 11:15 **Review Graduation Ceremony**

DETAILED ITINERARY

11:15 - 12:00 Post Ceremony Photos and Engagement
CG Residence

Principal, Faller, Donnelly, Davis, [REDACTED]

Attendees:

- (b) (6) [REDACTED]

12:00 - 12:25 Executive Time

12:25 - 12:30 Motorcade to SPAWAR HQ Old Town Complex

Principal, Faller

DETAILED ITINERARY

12:30 - 14:00 Attend the Navy Fleet Synch Conference
SPAWAR HQ Old Town Complex

Principal, Faller, Donnelly, [REDACTED]

Attendees:

- ADM John Richardson
- ADM Phil Davidson
- ADM Scott Swift
- VADM Jan Tighe
- VADM Tom Rowden
- VADM Dixon Swift
- VADM Mike Shoemaker
- VADM John Aquilino
- VADM Joe Tofalo
- VADM Bob Burke
- VADM Mike Gilday
- VADM Chris Grady
- VADM Bill Lescher
- VADM Matt Kohler
- VADM Bill Merz
- VADM Andy Lewis
- VADM John Alexander
- RADM Brian Brown
- RADM Bret Batchelder
- RADM Dee Mewbourne
- RADM David Hahn
- RADM Boris Becker
- RADM Tim Szymanski
- RDML Marcus Hitchcock
- RDML Brian Brakle
- RDML Bill Byrne
- RDML Jimmy Pitts
- RDML John Wade
- RDML Dan Cheever

(b) (6) [REDACTED]

(b) (6) [REDACTED]

(b) (6) [REDACTED]

(b) (6) [REDACTED]

(b) (6) (b) (6) [REDACTED]

[REDACTED]

14:00 - 14:20 Motorcade to Hotel
Principal, Faller

14:20 - 17:00 Executive Time

17:00 - 17:30 Motorcade to Point Loma
Principal, Faller, Donnelly

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DETAILED ITINERARY

17:30 - 19:00 Private Dinner

19:00 - 19:30 Motorcade to Hotel
Principal, Faller, Donnelly

~~FOR OFFICIAL USE ONLY - DECLASSIFY UPON COMPLETION~~

As of: Wednesday, November 15, 2017 07:00

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18-L-1454/SECDEF/COMM/OIC/0268

DETAILED ITINERARY

Saturday

- 08:45 - 09:10 **Motorcade to Airport**
Principal, Faller
WX: 72/58 Partly Cloudy
Civilian: Business Suit
Military: Business Suit
- 09:10 - 09:20 **Arrive Aircraft**
- 09:20 - 10:00 **Depart NAS North Island en route to Van Nuys, California**
✦ **(Flight Time 0+40/No Time Change)**
C-40
- 10:00 - 10:10 **Arrive Van Nuys, California**
WX: 77/55 Partly Cloudy
- 10:10 - 10:55 **Motorcade to SEAL Family Foundation Event**
Principal, Faller
- 10:55 - 11:00 **Arrive SEAL Family Foundation Event**
- 11:00 - 12:00 **SEAL Family Foundation Event**
Bel Air Hotel
Principal, Faller, Donnelly, Davis, [REDACTED]
- 12:00 - 12:45 **Motorcade to Airport**
Principal, Faller
- 12:45 - 12:55 **Arrive Aircraft**
- 12:55 - 15:00 **Depart Van Nuys en route to Richland, WA**
✦ **(Flight Time 2+05/No Time Change)**
C-40
- 15:00 - 15:10 **Arrive Richland, WA**
WX: 51/44 Shower
- 15:10 - 15:30 **Motorcade to Residence**
Principal, Faller

DELEGATION ROSTER (23)

THURSDAY - SATURDAY

Personal Staff (8)

Principal	Principal	
RADM Craig Faller, USN	Senior Military Assistant	
Ms. Sally Donnelly	Senior Advisor	
(b) (6), USN	Junior Military Assistant	[2.]
(b) (6) USMC	Special Assistant	
(b) (6)	Director of Security and Personal Security Advisor	
(b) (6)	Speechwriter	[3.]
(b) (6), USN	Flag Writer	[3.]

Support (6)

(b) (6)	Director of Travel	[3.]
(b) (6)	Deputy Director Personal Security and Logistics	
(b) (6)	Deputy Director of Communications	
(b) (6) USAF	Communications Technician	
(b) (6)	OSD Communications Technician	
(b) (6)	OSD Communications Technician	

OSD Policy (2)

Hon Kenneth Rapuano	ASD for Homeland Defense & Global Security	[1.]
Dr. Robert Soofer	DASD, Nuclear and Missile Defense Policy	[1.]

PA (2)

CAPT (b) (6)	Military Deputy, OSD PA	[3.]
SGT (b) (6)	Official Photographer	[3.]

Press (4)

Mr. Dan Wasserbly	Jane's	[3.]
Mr. Idrees Ali	Reuters	[3.]
Mr. Jonathan Swan	Axios	[3.]
Mr. Erik Rosales	Christian Broadcast Network (CBN)	[3.]

Notes

1. Departs delegation in Colorado
2. Joins delegation in San Diego
3. Departs delegation in San Diego

TRAVEL VOUCHER OR SUBVOUCHER

Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.

1. PAYMENT
 Electronic Fund Transfer (EFT)
 Payment by Check

SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.
NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.

Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: **\$ 592.40**

2. GRADE: SES
 3. ESN: (b) (6)
 4. TYPE OF PAYMENT (X as applicable):
 TDY
 PCS
 Dependents
 Member/Employee
 Other
 DLA

5. ADDRESS: a. NUMBER AND STREET: (b) (6)
 b. CITY: (b) (6)
 c. STATE: (b) (6)
 d. ZIP CODE: (b) (6)
 e. E-MAIL ADDRESS: (b) (6)

6. DAYTIME TELEPHONE NUMBER & AREA CODE: (b) (6)
 7. TRAVEL ORDER AUTHORIZATION NUMBER: (b) (6)
 8. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES

9. ORGANIZATION AND STATION: SECDEF, PENTAGON, WASHINGTON DC

10. FOR D.O. USE ONLY:
 a. D.O. VOUCHER NUMBER
 b. SUBVOUCHER NUMBER
 c. PAID BY

11. ORGANIZATION AND STATION: SECDEF, PENTAGON, WASHINGTON DC

12. DEPENDENT(S) (X and complete as applicable):
 ACCOMPANIED
 UNACCOMPANIED

13. DEPENDENT'S ADDRESS OR RECEIPT OF ORDERS (include Zip Code)

14. HAVE HOUSEHOLD GOODS BEEN SHIPPED (X one):
 YES
 NO (Explain in Remarks)

15. ITINERARY:

a. DATE 2017	b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)	c. MEANS/MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. PDC MILES
12/1 DEP	PENTAGON	GP			
12/1 ARR			AT		
12/1 DEP	ANDREWS AFB, MD	GP			
12/1 ARR			TD		
12/2 DEP	SIMI VALLEY, CA	GP		538.00	
12/3 ARR			AT		
12/3 DEP	ANDREWS AFB, MD	GP			
12/3 ARR			MC		
12/3 DEP	PENTAGON				
ARR					
DEP					
ARR					
DEP					
ARR					

16. PDC TRAVEL (X one):
 OWN/OPERATE
 PASSENGER

17. DURATION OF TRAVEL:
 12 HOURS OR LESS
 MORE THAN 12 HOURS BUT 24 HOURS OR LESS
 MORE THAN 24 HOURS

18. REMBURSABLE EXPENSES:

a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED
12/2	CA TAX	54.40	

19. GOVERNMENT DEDUCTIBLE MEALS:

a. DATE	b. NO. OF MEALS	c. DATE	d. NO. OF MEALS
---------	-----------------	---------	-----------------

20. CLAIMANT SIGNATURE: (b) (6)
 DATE: 7 Dec 17

21. RECEIVERS (OPTIONAL):
 a. NAME: (b) (6)
 b. SIGNATURE: (b) (6)
 c. DATE: 7 Dec 17
 d. TELEPHONE NUMBER: (b) (6)
 e. DATE: 12-7-17

22. ACCOUNTING CLASSIFICATION

23. COLLECTION DATA

24. COMPUTED BY
 25. AUDITED BY
 26. TRAVEL ORDER AUTHORIZATION POSTED BY
 27. RECEIVED (Payee Signature and Date or Check No.)
 28. AMOUNT PAID

18-L-1454/SECDEF/COMM/OIC/0271

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)</i>											1. DATE OF REQUEST (YYYYMMDD) 20171001		
REQUEST FOR OFFICIAL TRAVEL													
2. NAME (Last, First, Middle Initial) DONNELLY, SALLY				3. SOCIAL SECURITY NUMBER (b) (6)			4. POSITION TITLE AND GRADE/RATING DEPUTY CHIEF OF STAFF TO THE SECRETARY OF DEFENSE, SES04						
5. LOCATION OF PERMANENT DUTY STATION (POS) NATIONAL CAPITAL REGION - WASHINGTON D.C.					6. ORGANIZATIONAL ELEMENT SECDEF (0101)			7. DUTY PHONE NUMBER <i>(Include Area Code)</i> (b) (6)					
8. TYPE OF AUTHORIZATION BLANKET ORDERS			9. TDY PURPOSE (See JTR, Appendix H) OFFICIAL TRAVEL			10a. APPROX. NO. OF TDY DAYS <i>(Including travel time)</i> 365			10b. PROCEED DATE (YYYYMMDD) 20171001				
11. ITINERARY <input checked="" type="checkbox"/> VARIATION AUTHORIZED From Washington, D.C., to such times and in such frequency as may be necessary in the performance of your official duties, either within or outside the continental limits of the United States, and return to Washington, D.C. Requirements of DOD Directive 4500.54 must be observed.													
12. TRANSPORTATION MODE													
a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION						
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE:			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)										ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR			
13. a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.				b. OTHER RATE OF PER DIEM (Specify)									
14. ESTIMATED COST											15. ADVANCE AUTHORIZED		
a. PER DIEM \$ 0.00			b. TRAVEL \$ 0.00			c. OTHER \$ 0.00			d. TOTAL \$ 0.00			\$	
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) Travel meets the criteria of SecDef Memo of 18 Jan 82, "Travel by government Officials, including Foreign Travel." Airfare is limited to the most economical accommodations to satisfy mission requirements, as may be determined by the appropriate transportation officer. Multiple car rental, upgrade is authorized, government discount rate directed when available. Taxi-POV authorized in/around TDY area. Excess baggage authorized in accordance with JTR paragraph G2830. Official phone calls, internet, portage fees, control rooms, supplies, services, equipment lease, and conference fees are authorized. AEA is authorized for lodging. Designated as an official courier. Non-Contract Carrier authorized. Foreign Flag Carrier authorized. Early check in authorized. Late check-out authorized. Dual and retained lodging authorized. Use of Government mess and lodging not required IAW JTR paragraph 1055-A. When using commercial transportation tickets, and the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher. Tickets issued to travelers from CWT are billed to an individually billed account (IBA). Submission of approved travel claim is required within 10 days after completion of TDY.													
17. TRAVEL REQUESTING OFFICIAL (Title and signature) (b) (6)						18. TRAVEL APPROVING/DIRECTING OFFICIAL (Title and signature) (b) (6)							
AUTHORIZATION													
19. ACCOUNTING CITATION (b) (6) Travel is only authorized in support of expected activities and disbursement of funds is subject to availability of FY 2018 appropriation.													
20. DATE ISSUED (YYYYMMDD) (b) (6)						21. DATE ISSUED (YYYYMMDD) 20171001							
22. TRAVEL AUTHORIZATION NUMBER (b) (6)						22. TRAVEL AUTHORIZATION NUMBER (b) (6)							



OFFICE OF THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000

MEMORANDUM FOR DEFENSE FINANCE AND ACCOUNTING SERVICE

FROM: SECDEF TRAVEL OPERATIONS
1000 Defense Pentagon, Rm 3D914
Washington, DC 20301-1000

SUBJECT: Late Check-Out

REFERENCE: Sally Donnelly

Date of Check-Out: 12/2/2017

The individual traveler incurred an additional expense due to a late check-out. The cost was equaled to one night stay.

If you have any questions, regarding the subject, please give us a call, 703-692-7147.

(b) (5)

NCOIC, SECDEF Travel Operations
Office of the Secretary of Defense



18-L-1454/SECDEF/COMM/OIC/0273



OFFICE OF THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000

MEMORANDUM FOR DEFENSE FINANCE AND ACCOUNTING SERVICE

SUBJECT: Actual Expense Allowance (AEA) in Connection with Travel of the
Secretary and Deputy Secretary of Defense

REFERENCE: Sally Donnelly

In accordance with JTR, par. 4135, actual expense reimbursement is authorized for uniformed service member (SM) and Department of Defense (DoD) civilian employees for worldwide official travel. This AEA is subject to all provisions and deductions of the JTR, Chapter 4, Part B. *The maximum amount for uniformed SM and DoD civilian employees is capped at 300 %*

This authorization covers uniformed SM and DoD civilian employees assigned to travel as escorts or support personnel (including advance and rear parties) in connection with travel of the Secretary and Deputy Secretary of Defense. This authorization applies to localities visited in connection with this duty. The AEA rates are in lieu of normal per diem otherwise authorized by the JTR.

Travelers are authorized an AEA for lodging expenses. The M&IE is paid on a per diem basis.

A copy of this authorization must be filed with the travel vouchers claiming actual expense reimbursement for this travel.

This authorization is effective for travel from 12/1/2017 to 12/3/2017.



NCOIC, SECDEF Travel Operations
Office of the Secretary of Defense



18-L-1454/SECDEF/COMM/OIC/0274

WESTLAKE VILLAGE INN

HOTEL | RESTAURANT | LOUNGE | WINERY

Sally Donnelly
 Reagan Foundation
 40 Presidential Drive
 Simi Valley, CA. 93065

126
 R6D20F
 11290
 1
 polshane

12/01/2017 Room Charge	107	\$ 269.00	
12/01/2017 Room Tax	107t	\$ 26.90	
12/01/2017 Cal Tour Assess		\$ 0.30	
12/02/2017 Room Charge	107	\$ 269.00	
12/02/2017 Room Tax	107t	\$ 26.90	
12/02/2017 Cal Tour Assess		\$ 0.30	
12/06/2017 VISA			\$ (592.40)

FOLIO BALANCE	\$ -
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DETAILED ITINERARY

FRIDAY - SUNDAY

Friday

- 12:00 - 12:30** Motorcade to Joint Base Andrews
Principal, DeMartino, McFarlane
Wx: 55/32 Sunny
- 12:30 - 12:45** Arrive Aircraft
- 12:45 - 15:15** Depart Joint Base Andrews en route to NAS Point Mugu, CA
✦ (Flight Time 5+30/Time Change -3)
C-40
Meals: Lunch, Snack served
Civilian: Business Casual
Military: Business Casual
- 15:15 - 15:30** Arrive at NAS Point Mugu, CA
Greeted by: TBD
- 15:30 - 16:00** Motorcade to Westlake Village Inn
Principal, DeMartino, McFarlane
- 16:00 - 16:10** Arrive at Westlake Village Inn
Greeted by: TBD
- 16:10 - 17:25** Executive Time
- 17:25 - 17:45** Motorcade to Reagan Presidential Library
Principal, DeMartino, McFarlane
- 17:45 - 17:55** Arrive Reagan Presidential Library
Greeted by: TBD
- 17:55 - 18:00** Walk to Reagan National Defense Forum Welcome Reception
- 18:00 - 19:00** RNDF Welcome Reception
Reagan's Pub at the Air Force One Pavilion
All RNDF Attendees and Speakers Welcome, Guided Museum Tours Available
Civilian: Business Suit
Military: TBD

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As of: Thursday, November 30, 2017 10:37

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DETAILED ITINERARY

19:00 - 20:30 Dinner (P+1)

Air Force One Pavilion - Air Force One Aircraft

Principal, DeMartino

Attended by:

- Chairman Mac Thornberry
- Congressman Mike Rogers
- Ambassador Eric Edelman, Former USD, Former Amb. to Turkey and Finland
- Mr. Michael Kuiken, National Security Advisor to Senator Schumer
- Mr. Bill Brown, Chairman, President and CEO, Harris Corporation
- Ms. Tania Hanna, VP Govt. Relations
- Mr. Dana Mehnert, Chief Global Business Development Officer
- Mr. Ed Zoiss, President, Electronic Systems

Civilian: Business Suit

20:30 - 20:50 Motorcade to Westlake Village Inn

Principal, DeMartino, McFarlane

20:50 - 06:25 RON Simi Valley, CA

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DETAILED ITINERARY

Saturday

- 06:25 - 06:55 Morning Staff Update**
- 06:55 - 07:00 Depart Hotel**
Wx: 75/49 Partly Cloudy
Civilian: Business Suit
Military: Class A / Service A / Service Dress Blue / Service Dress
- 07:00 - 07:20 Motorcade to Reagan Presidential Library**
Principal, DeMartino, McFarlane
- 07:20 - 07:30 Arrive Reagan Presidential Library & Walk to Air Force One Pavilion**
- 07:30 - 08:45 Breakfast & Panel 1**
Air Force One Pavilion - First Level
This panel will assess the state of our defense relationships with our allies, partners, and friends and explore how they impact our defense capabilities and military operations.
Panelists:
- Gen. Jack Keane (Ret., U.S. Army), Executive Chairman, AM General
- Ms. Phebe Novakovic, Chairman and CEO, General Dynamics
- Senator Jack Reed, U.S. Senate, Rhode Island
- Senator Dan Sullivan, U.S. Senate, Alaska
Moderator: Ms. Margaret Brennan, CBS News
- 08:45 - 09:00 Executive Time**
Board Room
- 09:00 - 09:20 Meeting with GEN (Ret.) Jack Keane**
Board Room
- 09:20 - 10:00 Room Turnover/Executive Time**
Board Room
- 10:00 - 10:20 (T) Meeting with LTG H.R. McMaster**
Board Room
- 10:20 - 10:30 Room Turnover/Executive Time**
Board Room
- 10:30 - 10:45 Discussion with Wall Street Journal**
Board Room
Interviewed by: TBD
Off The Record

DETAILED ITINERARY

- 10:45 - 11:15 Panel 5: Military Health - Are We Providing a Benefit Worthy of the Sacrifice
Air Force One Pavilion - Second Level**
*Note: Panel continues until 12:00
Evaluate efforts to reform TRICARE and the military health system.
Panelists:
- Vice Adm. Raquel Bono, Director, Defense Health Agency
- Senator Jerry Moran, U.S. Senate, Kansas
- Mr. Orie Mullen, President, Humana Military
- Congressman Brad Wenstrup, U.S. House of Representatives, Ohio
- Hon. Dov Zakheim, Fmr. Under Secretary of Defense (Comptroller/CFO)
Moderator: Mr. Francis Rose, Government Matters
- 11:15 - 11:35 Meeting with Hon. Leon Panetta
Board Room**
- 11:35 - 11:50 Room Turnover/Executive Time
Board Room**
- 11:50 - 12:05 Meeting with Senator King and Senator Shaheen
Board Room**
- 12:05 - 12:15 Walk to Luncheon**
- 12:15 - 13:30 Luncheon with the National Security Advisor, LTG H. R. McMaster, USA
Air Force One Pavilion - First Level**
- 13:30 - 13:45 Prep with Ms. Barbara Starr for Closing Session
Board Room**
- 13:45 - 14:00 Panel 6: Assessing the Rebuild: Will We Have The Strategy And Resources To
Rebuild The Military in FY19
Annenberg Presidential Learning Center**
*Note: Panel continues until 15:00
Evaluate the prospects for the Trump Administration's goal of rebuilding the military
Panelists:
- Hon. Eric Edelman, Former Under Secretary of Defense (Policy); Former Ambassador to
Turkey and Finland
- Ms. Marilyn Hewson, Chairman, President and CEO, Lockheed Martin
- Dr. Kathleen Hicks, Director, International Security Program, Center for Strategic and
International Studies
- Gen. Robert Neller, Commandant of the Marine Corps
- Senator Jeanne Shaheen, U.S. Senate, New Hampshire
Moderator: Ms. Jennifer Griffin, Fox News
- 14:00 - 14:20 Meeting with Senator Jack Reed
Board Room**
- 14:20 - 14:30 Room Turnover/Executive Time
Board Room**

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DETAILED ITINERARY

- 14:30 - 14:50 (T) Meeting with Rep. McCarthy
Board Room**
- 14:50 - 15:00 Room Turnover/Executive Time**
- 15:00 - 15:20 (T) Meeting with Hon. Mike Pompeo
Board Room**
- 15:20 - 15:30 Executive Time
Board Room**
- 15:30 - 16:00 Panel 8: Impacting Defense from Outside the Pentagon
Annenberg Presidential Learning Center**
*Note: Panel continues until 16:45
Exploring how the intelligence community supports, and is supported by, the Pentagon.
Panelists:
- Hon. Leon Panetta, Fmr. CIA Director, Fmr. Secretary of Defense; Chairman, The Panetta Institute for Public Policy
- Hon. Mike Pompeo, Director, CIA
Moderator: Mr. Bret Baier, Fox News
- 16:00 - 17:00 Executive Time/Speech Prep
Board Room**

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DETAILED ITINERARY

- 17:00 - 17:45 Closing Session with Deputy Secretary of Defense, Patrick Shanahan
Annenberg Presidential Learning Center**
Moderator: Ms. Barbara Starr, CNN
Sequence of Events:
17:00: Welcoming Remarks & Mr. Roger Zakheim, Reagan National Defense Forum
Executive Committee Member
17:01: Roger Zakheim delivers remarks & introduces Mr. John Heubusch, Ronald Reagan
Presidential Foundation and Institute Executive Director
17:02: Mr. John Heubusch thanks everyone and recognizes Board Members and a few
VIPs in the audience. Introduces Chairman Mac Thornberry
17:05: Chairman MacThornberry delivers remarks about former Congressman Buck
McKeon and the Ronald Reagan Distinguished Service Award. Chairman Thornberry
presents the Ronald Reagan Distinguished Service Award to Congressman McKeon.
Congressman McKeon accepts award and makes brief remarks.
17:10: Mr. John Heubusch introduces Deputy Secretary of Defense Patrick Shanahan
17:11: Deputy Secretary of Defense Patrick Shanahan takes the stage to deliver remarks
17:21: Deputy Secretary of Defense Patrick Shanahan concludes remarks as Mr. John
Heubusch proceeds to stage and introduces CNN Pentagon Correspondent, Ms. Barbara
Starr for the discussion session with Deputy Secretary of Defense Patrick Shanahan
17:22: Deputy Secretary of Defense Patrick Shanahan and Barbara Starr begin discussion
session
17:42: Barbara Starr concludes discussion with Deputy Secretary of Defense Patrick
Shanahan and former CA Governor Pete Wilson to ask a question
17:45: Barbara Starr thanks Deputy Secretary of Defense Patrick Shanahan and concludes
the session
17:46: Mr. John Heubusch stands in front of the stage and thanks Deputy Secretary of
Defense Patrick Shanahan, Barbara Starr and all attendees.
17:47: Distinguished guests are led by staff to exit to the Peace Through Strength
Reception
17:48: Session closed and remaining attendees depart
- 17:45 - 18:00 Walk to Reception**
- 18:00 - 18:45 Peace Through Strength Reception**
- 18:45 - 19:15 Motorcade to NAS Point Mugu, CA**
Principal, DeMartino, McFarlane
- 19:15 - 19:30 Arrive Aircraft**
- 19:30 - 03:05 Depart Naval Base Ventura County Point Mugu for JBA**
(Flight Time 4+35/Time Change +3)
✦
C-40
Meals: Dinner, Snack served
Wx: 57/33 Sunny

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DETAILED ITINERARY

Sunday

03:05 - 03:20 Arrive at Joint Base Andrews

03:20 - 03:50 Motorcade to Residence

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As of: Thursday, November 30, 2017 10:37

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DELEGATION ROSTER (15)

FRIDAY - SUNDAY

Personal Staff (6)

Principal	Principal
Mr. Tony DeMartino	Chief of Staff to DSD
BG Matthew McFarlane	Senior Military Assistant
Ms. Sally Donnelly	Senior Advisor
(b) (6)	Special Assistant
(b) (6)	Military Assistant

Guest (2)

HON Richard Spencer	Secretary of the Navy
Ms EmilyGrace Mate	Deputy COS to the Secretary of the Navy

Support (5)

(b) (6), USAF	Military Assistant / Trip Coordinator
(b) (6)	Director of Communications
(b) (6)	PSO
(b) (6)	OSD Communications Technician
(b) (6)	OSD Communications Technician

PA (2)

CDR Sarah Higgins	Spokesperson
(b) (6), USAF	Photographer

TRAVEL VOUCHER OR SUBVOUCHER

Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.

1. PAYMENT
 Electronic Fund Transfer (EFT)
 Payment by Check
2. SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing your charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balances to the GTCC contractor.
NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.
 Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: **\$ 351.54**

3. NAME (Last, First, Middle Initial (Phn or last))
 DONNELLY, SALLY
4. GRADE
 SES
5. MILITARY
 (b) (6)
6. TYPE OF PAYMENT (if applicable)
 TDY
 PCS
 Dependent (N)
 Other
 CLA

7. DUTY STATION (if applicable)
 (b) (6)
8. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES
 (b) (6)
9. DD VOUCHER NUMBER
10. SUBVOUCHER NUMBER

11. ORGANIZATION AND STATION
 SECDEF, PENTAGON, WASHINGTON DC
12. DEPENDENT(S) (X and complete as applicable)
 ACCOMPANIED
 UNACCOMPANIED
13. DEPENDENT(S) ADDRESS OR RECEIPT OF ORDERS (include Zip Code)

14. DEPENDENT(S) (X and complete as applicable)

a. NAME (Last, First, Middle Initial)	b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE

15. HOME WORKSPACE BOOKS AND SUPPLIES (if any)
 YES
 NO (Specify in Remarks)

16. ITINERARY

a. DATE	b. PLACE (House, Office, Base, Agency, City and State, City and County, etc.)	c. MEANS/MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. PCS MILES
1/15	DEP PENTAGON	GP			
1/15	ARR JOINT BASE ANDREWS	GP	AT		
1/15	DEP JOINT BASE ANDREWS	GP			
1/15	ARR VANCOUVER, BRITISH COLUMBIA	GP	TD	307.73	
1/16	DEP VANCOUVER, BRITISH COLUMBIA	GP			
1/16	ARR JOINT BASE ANDREWS	GP	AT		
1/16	DEP JOINT BASE ANDREWS	GP			
1/16	ARR PENTAGON		MC		
1/16	DEP PENTAGON				
1/16	ARR				
1/16	DEP				
1/16	ARR				
1/16	DEP				
1/16	ARR				

17. SUMMARY OF PAYMENT
 (1) Per Diem
 (2) Actual Expenses Allowance
 (3) Mileage
 (4) Dependent Travel
 (5) CLA
 (6) Reimbursable Expenses
 (7) Total
 (8) Less Advances
 (9) Amount Owed
 (10) Amount Due

18. REIMBURSABLE EXPENSES

a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED
1/15	CONV FEE	3.08	

19. DURATION OF TRAVEL
 12 HOURS OR LESS
 MORE THAN 12 HOURS BUT 24 HOURS OR LESS
 MORE THAN 24 HOURS
19. GOVERNMENT/Deductible MEALS

a. DATE	b. NO OF MEALS	c. DATE	d. NO OF MEALS

16. MODE OF TRAVEL (if any)
 OPERATE
 PASSENGER
17. DURATION OF TRAVEL
 12 HOURS OR LESS
 MORE THAN 12 HOURS BUT 24 HOURS OR LESS
 MORE THAN 24 HOURS

18. REIMBURSABLE EXPENSES

a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED
1/15	CONV FEE	3.08	

19. DURATION OF TRAVEL
 12 HOURS OR LESS
 MORE THAN 12 HOURS BUT 24 HOURS OR LESS
 MORE THAN 24 HOURS

19. GOVERNMENT/Deductible MEALS

a. DATE	b. NO OF MEALS	c. DATE	d. NO OF MEALS

20. COMMAND SIGNATURE
 (b) (6)
21. DATE
 2-2-18

22. ACCOUNTING OFFICER SIGNATURE
 (b) (6)
23. DATE
 2-2-18

24. ACCOUNTING OFFICER SIGNATURE
 (b) (6)
25. DATE
 2-2-18

26. COLLECTION DATA

27. COMPLETED BY
28. AUDITED BY
29. FINANCIAL CONTROL AUTHORITY/CONTROL POINTED BY
30. RECEIVED (Payee Signature and Date or Check No.)
31. AMOUNT PAID



Ms. Sally Donnelly

Unknown

Arrival 01/15/18

Departure 01/16/18

Room No. (b)

Folio No.

Group Code 180108USC

Guest Name: Ms. Sally Donnelly

INFORMATION INVOICE

Page No. 1 of 1

Date	Description	Reference	Charges	Payments
01/15/18	Room Rate		330.00	
01/15/18	Room DMF		3.84	
01/15/18	Room GST		15.04	
01/15/18	Room MRDT		9.02	
01/15/18	Room PST		24.06	
01/15/18	Visa	XXXXXXXXXXXX (b) XX/XX		381.96
01/15/18	Yew Bar Dinner	(b) (6)	49.56	

GST Summary: R122843998

Balance 49.56

Rooms GST:	15.04
F&B GST:	2.00
Telephone GST:	0.00
Other GST:	0.00

Guest Signature

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)</i>											1. DATE OF REQUEST (YYYYMMDD) 20171001		
REQUEST FOR OFFICIAL TRAVEL													
2. NAME (Last, First, Middle Initial) DONNELLY, SALLY				3. SOCIAL SECURITY NUMBER (b) (6)			4. POSITION TITLE AND GRADE/RATING DEPUTY CHIEF OF ST AFF TO THE SECRETARY OF DEFENSE, SES04						
6. LOCATION OF PERMANENT DUTY STATION (PDS) NATIONAL CAPITAL REGION - WASHINGTON D.C.					9. ORGANIZATIONAL ELEMENT SECDEF (0101)			7. DUTY PHONE NUMBER (b) (6)					
8. TYPE OF AUTHORIZATION BLANKET ORDERS			9. TDY PURPOSE (See JTR, Appendix H) OFFICIAL TRAVEL			10a. APPROX. NO. OF TDY DAYS (Including travel time) 365			10. PROCEED DATE (YYYYMMDD) 20171001				
11. ITINERARY <input checked="" type="checkbox"/> VARIATION AUTHORIZED From Washington, D.C., to such times and in such frequency as may be necessary in the performance of your official duties, either within or outside the continental limits of the United States, and return to Washington, D.C. Requirements of DOD Directive 4500.54 must be observed.													
12. TRANSPORTATION MODE													
a. COMMERCIAL				b. GOVERNMENT				c. LOCAL TRANSPORTATION					
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE: _____			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)										ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR			
13a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.				13b. OTHER RATE OF PER DIEM (Specify)									
14. ESTIMATED COST											15. ADVANCE AUTHORIZED		
a. PER DIEM \$ 0.00			b. TRAVEL \$ 0.00			c. OTHER \$ 0.00			d. TOTAL \$ 0.00			\$	
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) Travel meets the criteria of SecDef Memo of 18 Jan 82, "Travel by government Officials, including Foreign Travel." Airfare is limited to the most economical accommodations to satisfy mission requirements, as may be determined by the appropriate transportation officer. Multiple car rental, upgrade is authorized, government discount rate directed when available. Taxi/POV authorized in/around TDY area. Excess baggage authorized in accordance with JTR paragraph G2830. Official phone calls, internet, portage fees, control rooms, supplies, services, equipment lease, and conference fees are authorized. AEA is authorized for lodging. Designated as an official courier. Non-Contract Carrier authorized. Foreign Flag Carrier authorized. Early check in authorized. Late check-out authorized. Dual and retained lodging authorized. Use of Government mess and lodging not required IAW JTR paragraph 1055-A. When using commercial transportation tickets, and the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher. Tickets issued to travelers from CWT are billed to an individually billed account (IBA). Submission of approved travel claims is required within 10 days after completion of TDY.													
17. TRAVEL REQUESTING OFFICIAL (Last, first, middle initial) (b) (6)						18. TRAVEL AUTHORIZING OFFICIAL (Last, first, middle initial) (b) (6)						AUTHORIZATION	
19. ACCOUNTING CITATION (b) (6) Travel is only authorized in support of expected activities and disbursement of funds is subject to availability of FY 2018 appropriation.													
20. SIGNATURE (b) (6)								21. DATE ISSUED (YYYYMMDD) 20171001					
								22. TRAVEL AUTHORIZATION NUMBER (b) (6)					

DD FORM 1610, MAY 2003

PREVIOUS EDITION IS OBSOLETE.

18-L-1454/SECDEF/COMM/OIC/0286



OFFICE OF THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000

MEMORANDUM FOR DEFENSE FINANCE AND ACCOUNTING SERVICE

SUBJECT: Actual Expense Allowance (AEA) in Connection with Travel of the
Secretary and Deputy Secretary of Defense

REFERENCE: Sally Donnelly

In accordance with JTR, par. 4135, actual expense reimbursement is authorized for uniformed service member (SM) and Department of Defense (DoD) civilian employees for worldwide official travel. This AEA is subject to all provisions and deductions of the JTR, Chapter 4, Part B. *The maximum amount for uniformed SM and DoD civilian employees is capped at 300 %*

This authorization covers uniformed SM and DoD civilian employees assigned to travel as escorts or support personnel (including advance and rear parties) in connection with travel of the Secretary and Deputy Secretary of Defense. This authorization applies to localities visited in connection with this duty. The AEA rates are in lieu of normal per diem otherwise authorized by the JTR.

Travelers are authorized an AEA for lodging expenses. The M&IE is paid on a per diem basis.

A copy of this authorization must be filed with the travel vouchers claiming actual expense reimbursement for this travel.

This authorization is effective for travel from 1/15/18 to 1/16/2018.



NCOIC, SECDEF Travel Operations
Office of the Secretary of Defense



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DETAILED ITINERARY

Sending States & MH AFB
(15-16 Jan)

Monday

(15 Jan)

11:00 - 11:30 Motorcade to JBA

11:30 - 11:45 Arrive Aircraft

11:45 - 14:30 Depart JBA en route Vancouver
* (Flight Time 5+45/Time Change -3)

C-40

Meals: Lunch

(T) Press Gaggle - on the record

Wx: 36/24 Sunny

Civilian: Casual

Military: Casual

14:30 - 14:45 Arrive Vancouver International Airport

Greeted by:

(b) (6), US SDO Canada

Wx: 51/41 Rain

14:45 - 15:15 Motorcade to Four Seasons Hotel

Greeted at Hotel by:

(b) (6)

15:15 - 18:50 Executive Time

18:50 - 19:00 Motorcade to The Boulevard Restaurant

19:00 - 21:00 Official Dinner

Principal, Schriver

-Remarks by Minister Freeland, SecState, Principal

-Remarks given from seat (no lecturn)

Civilian: Business Suit

21:00 - 21:15 Motorcade to Hotel

21:15 - 06:30 RON Vancouver

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As of: Thursday, January 11, 2018 11:07

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DETAILED ITINERARY

Tuesday

(16 Jan)

06:30 - 07:30 Executive Time

07:30 - 08:30 Breakfast with Minister Sajjan, Canada

Four Seasons Hotel

Principal, Faller, Donnelly

Attendees:

-Ms Zita Astravas, MinDef's CoS

-Mr Peter Hammerschmidt, Acting ADM(Pol)

(b) (6) Dir Asia-Pacific Policy

Wx: 46/39 Rain

Civilian: Business Suit

Military: Class A / Service A / Service Dress Blue / Service Dress

08:30 - 09:00 Motorcade to Airport

09:00 - 09:15 Arrive Aircraft

09:15 - 11:40 Depart Vancouver en route Mountain Home AFB

✦ (Flight Time I+25/Time Change +1)

C-40

Meals: Lunch

11:40 - 11:45 Arrive Mountain Home AFB

Greeted by:

(b) (6), 366th Fighter Wing Commander

(b) (6), 366th Fighter Wing Vice Commander

(b) (6), 366th Fighter Wing Command Chief

Wx: 46/35 Cloudy, 35% chance of snow & rain mix

11:45 - 11:50 Walk to DV Lounge

11:50 - 12:00 Discussion with 366th Fighter Wing Commander

DV Lounge

(b) (6), 366th Fighter Wing Commander

(b) (6), 366th Fighter Wing Vice Commander

(b) (6), 366th Fighter Wing Command Chief

12:00 - 12:05 Motorcade to 428th Fighter Squadron

DETAILED ITINERARY

- 12:05 - 12:25 428th Fighter Squadron Visit**
Greeted by:
(b) (6), 366th Ops Grp Commander
(b) (6), 428th Fighter Squadron Commander
(b) (6), 428 Fighter Squadron/Senior RSAF Officer
Sequence of Events:
-Sign Guest Book
-Walk thru HQs & interact with Troops
-Photo with ~25 Troops in front of F-15SG
- 12:25 - 12:30 Motorcade to 391st Fighter Squadron**
- 12:30 - 13:00 391st Fighter Squadron Visit**
Greeted by:
(b) (6) 391st Fighter Squadron Commander
(b) (6) 389th Fighter Squadron Commander
Sequence of Events:
-Move to briefing room for short discussion
-Interact with maintenance Troops
-2 x photos with Troops
- 13:00 - 13:05 Motorcade to Town Hall**
- 13:05 - 13:55 Town Hall**
Hanger 211
-Approximately 300 troops
-Introduced by Wing Commander
-Remarks followed by Q&A
- 13:55 - 14:00 Motorcade to Aircraft**
- 14:00 - 14:15 Arrive Aircraft**
-Planeside photos with drivers & security
- 14:15 - 20:25 Depart Mountain Home AFB en route JBA**
* (Flight Time 4+10/Time Change +2)
C-40
Meals: Lunch
(T) Press Gaggle - on the record
- 20:25 - 20:40 Arrive JBA**
Wx: 39/25 Cloudy
- 20:40 - 20:55 Motorcade to Residence**

DELEGATION ROSTER (19)

MONDAY - TUESDAY

Personal Staff (7)

Principal
RADM Craig Faller, USN
Ms. Sally Donnelly
(b) (6), USN
(b) (6), USN
Mr. [REDACTED]
(b) (6), USN

Principal
Senior Military Assistant
Senior Advisor
Junior Military Assistant
Special Assistant
Director of Security and Personal Security Advisor
Flag Writer

Support (5)

(b) (6)
(b) (6)
(b) (6)
(b) (6)
(b) (6)

Deputy Director Personal Security and Logistics
Deputy Director of Communications
Flight Surgeon
OSD Communications Technician
OSD Communications Technician

OSD Policy (3)

HON. Randall Schriver
Mr. David Helvey
Mr. Samuel Binkley

ASD APSA
PDASD APSA
Country Director for Canada

PA (1)

(b) (6)

Press Desk Officer

Press (3)

(b) (6)
(b) (6)
(b) (6)

NBC
NYT
WTOP

TRAVEL VOUCHER OR SUBVOUCHER

Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.

1. PAYMENT
 Electronic Fund Transfer (EFT)
 Payment by Check
SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.
NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.
 Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor **\$ 312.49**

2. NAME (Last, First, Middle Initial) (Print or type)
 DONNELLY, SALLY
3. GRADE
 SES
4. SSN
 (b) (6)
5. TYPE OF PAYMENT (X as applicable)
 TOY
 PCS
 Other
 Dependents: Member/Employee Other DLA

6. ADDRESS - NUMBER AND STREET
 (b) (6)
7. DAYTIME TELEPHONE NUMBER & AREA CODE
 (b) (6)
8. TRAVEL ORDER AUTHORIZATION NUMBER
 (b) (6)
9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES

10. FOR D.O. USE ONLY
a. D.O. VOUCHER NUMBER
b. SUBVOUCHER NUMBER

11. ORGANIZATION AND STATION
 SECDEF, PENTAGON, WASHINGTON DC
12. DEPENDENT(S) (X and complete as applicable)
 ACCOMPANIED UNACCOMPANIED
a. NAME (Last, First, Middle Initial) **b. RELATIONSHIP** **c. DATE OF BIRTH OR MARRIAGE**

13. DEPENDENT'S ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)
 YES NO (Explain in Remarks)

15. ITINERARY

a. DATE 2018	b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)	c. MEANS/MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
1/23	DEP PENTAGON	GA	AT		
1/23	ARR JOINT BASE ANDREWS				
1/23	DEP JOINT BASE ANDREWS	GP	TD		
1/23	ARR SAN JOSE, CALIFORNIA			259.00	
1/24	DEP SAN JOSE, CALIFORNIA	GP	AT		
1/25	ARR JOINT BASE ANDREWS	GA	MC		
1/25	DEP JOINT BASE ANDREWS				
	ARR PENTAGON				
	DEP PENTAGON				
	ARR PENTAGON				
	DEP PENTAGON				
	ARR PENTAGON				
	DEP PENTAGON				

16. POC TRAVEL (X one)
 OVM/OPERATE PASSENGER
17. DURATION OF TRAVEL
 12 HOURS OR LESS
 MORE THAN 12 HOURS BUT 24 HOURS OR LESS
 MORE THAN 24 HOURS
18. REMBURSABLE EXPENSES

a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED
1/24	CA TAX	33.68	
1/24	SATO FEE	19.81	

19. GOVERNMENT DEDUCTIBLE MEALS

a. DATE	b. NO OF MEALS	c. DATE	d. NO OF MEALS

20. CLAIMANT SIGNATURE
 (b) (6)
21. REVIEWER SIGNATURE
 (b) (6)
22. SUPERVISOR SIGNATURE
 (b) (6)
23. TELEPHONE NUMBERS
 (b) (6)
24. DATE
 2-1-18
25. DATE
 2-2-18
26. DATE
 2-2-18

27. RECEIVED (Payee Signature and Date or Check No.)
28. AMOUNT PAID

29. COLLECTION DATA

30. COMPUTED BY **31. AUTHORIZED BY** **32. TRAVEL ORDER AUTHORIZATION POSTED BY** **33. RECEIVED (Payee Signature and Date or Check No.)** **34. AMOUNT PAID**

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)</i>				1. DATE OF REQUEST (YYYYMMDD) 20171001								
REQUEST FOR OFFICIAL TRAVEL												
2. NAME (Last, First, Middle Initial) DONNELLY, SALLY		3. SOCIAL SECURITY NUMBER (b) (6)		4. POSITION TITLE AND GRADE/RATING DEPUTY CHIEF OF ST AFF TO THE SECRETARY OF DEFENSE, SES04								
5. LOCATION OF PERMANENT DUTY STATION (PDS) NATIONAL CAPITAL REGION - WASHINGTON D.C.			6. ORGANIZATIONAL ELEMENT SECDEF (0101)		7. DUTY PHONE NUMBER <i>(Include Area Code)</i> (b) (6)							
8. TYPE OF AUTHORIZATION BLANKET ORDERS		9. TDY PURPOSE (See JTR, Appendix H) OFFICIAL TRAVEL		10a. APPROX. NO. OF TDY DAYS <i>(Including travel time)</i> 365	6. PROCEED DATE (YYYYMMDD) 20171001							
11. ITINERARY <input checked="" type="checkbox"/> VARIATION AUTHORIZED From Washington, D.C., to such times and in such frequency as may be necessary in the performance of your official duties, either within or outside the continental limits of the United States, and return to Washington, D.C. Requirements of DOD Directive 4500.54 must be observed.												
12. TRANSPORTATION MODE												
a. COMMERCIAL			b. GOVERNMENT		c. LOCAL TRANSPORTATION							
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE: _____		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)										ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR		
13. a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR						b. OTHER RATE OF PER DIEM (Specify)						
14. ESTIMATED COST											15. ADVANCE AUTHORIZED	
a. PER DIEM \$ 0.00		b. TRAVEL \$ 0.00		c. OTHER \$ 0.00		d. TOTAL \$ 0.00						\$
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) Travel meets the criteria of SecDef Memo of 18 Jan 82, "Travel by government Officials, including Foreign Travel." Airfare is limited to the most economical accommodations to satisfy mission requirements, as may be determined by the appropriate transportation officer. Multiple car rental, upgrade is authorized, government discount rate directed when available. Taxi/POV authorized in/around TDY area. Excess baggage authorized in accordance with JTR paragraph G2830. Official phone calls, internet, portage fees, control rooms, supplies, services, equipment lease, and conference fees are authorized. AEA is authorized for lodging. Designated as an official courier. Non-Contract Carrier authorized. Foreign Flag Carrier authorized. Early check in authorized. Late check-out authorized. Dual and retained lodging authorized. Use of Government mess and lodging not required IAW JTR paragraph 1055-A. When using commercial transportation tickets, and the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher. Tickets issued to travelers from CWT are billed to an individually billed account (IBA). Submission of approved travel claim is required within 10 days after completion of TDY.												
17. TRAVEL REQUESTING OFFICIAL (Title and signature) (b) (6)						18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature) (b) (6)						
AUTHORIZATION												
19. ACCOUNTING CITATION (b) (6) Travel is only authorized in support of expected activities and disbursement of funds is subject to availability of FY 2018 appropriation.												
20. SIGNATURE (b) (6)						21. DATE ISSUED (YYYYMMDD) 20171001						
						22. TRAVEL AUTHORIZATION NUMBER (b) (6)						



OFFICE OF THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000

MEMORANDUM FOR DEFENSE FINANCE AND ACCOUNTING SERVICE

SUBJECT: Actual Expense Allowance (AEA) in Connection with Travel of the
Secretary and Deputy Secretary of Defense

REFERENCE: Sally Donnelly

In accordance with JTR, par. 4135, actual expense reimbursement is authorized for uniformed service member (SM) and Department of Defense (DoD) civilian employees for worldwide official travel. This AEA is subject to all provisions and deductions of the JTR, Chapter 4, Part B. *The maximum amount for uniformed SM and DoD civilian employees is capped at 300 %*

This authorization covers uniformed SM and DoD civilian employees assigned to travel as escorts or support personnel (including advance and rear parties) in connection with travel of the Secretary and Deputy Secretary of Defense. This authorization applies to localities visited in connection with this duty. The AEA rates are in lieu of normal per diem otherwise authorized by the JTR.

Travelers are authorized an AEA for lodging expenses. The M&IE is paid on a per diem basis.

A copy of this authorization must be filed with the travel vouchers claiming actual expense reimbursement for this travel.

This authorization is effective for travel from 1/23/18 to 1/25/2018.

(b) (6)

NCOIC, SECDEF Travel Operations
Office of the Secretary of Defense



18-L-1454/SECDEF/COMM/OIC/0294

Biltmore Hotel & Suites
 2151 Laurelwood Road
 Santa Clara, CA 95054
 Tel: (408) 988-8411

Guest Name: Sally Donnelly
 (b) (6)
 USA

Room #: (b) (6)
 Folio #: R369027228
 Group #:
 Guests: 1
 Clerk: MSANTIAGO

Arrive: 01/23/18 Time: 08:16 PM Depart: 01/24/18 Time: 07:48 AM Status: HIST

Date	Description	Reference	Comment	Charges	Credits
01/23/2018	ROOM CHARGE	678		\$259.00	\$0.00
01/23/2018	CITY BED TAX	678t	CITY BED TAX	\$24.60	\$0.00
01/23/2018	TID ASSESSMENT	678t	TID	\$1.00	\$0.00
01/23/2018	WEC	678t	WEC	\$2.50	\$0.00
01/23/2018	CFD TAX	678t	CFD TAX	\$5.18	\$0.00
01/23/2018	CITC	678t	CITC	\$0.40	\$0.00
01/24/2018	(b) (6)	Clk Out 07:48	***** (b) (6)	\$0.00	(\$292.68)
				Folio Balance:	\$0.00

Signature: _____

Please visit our website for our Packages at www.hotelBiltmore.com

We'd like to sincerely thank you for choosing Biltmore Hotel and Suites for your stay!

18-L-1454/SECDEF/COMM/OIC/0295

Trip on Jan 23, 2018

Locator: LKKUVM

Date: Jan 19, 2018

Traveler **SALLY DONNELLY**
 THIS IS YOUR OFFICIAL RECEIPT FOR TRAVEL
 PLEASE RETAIN FOR VOUCHERING OR
 REIMBURSEMENT PURPOSES.
 Customer Number **(b) (6)**
 Agent 85

..... IMPORTANT CHANGE
 IF TICKET NUMBER IS NOT REFLECTED ON THIS ITINERARY,
 THIS AIR RESERVATION WILL AUTOMATICALLY BE CANCELLED
 AT 72 HOURS PRIOR TO TRAVEL DATE IF APPROVAL OR
 ORDERS ARE NOT RECEIVED FOR TICKETING DUE TO AIRLINE
 FARE RULES. THE TRAVELER IS RESPONSIBLE FOR
 CANCELLING ALL ASSOCIATED HOTEL AND CAR RESERVATIONS
 TO AVOID ANY NO-SHOW PENALTIES.
 AIR/RAIL TRANSPORTATION EXPENSES ON THIS ITINERARY
 ARE BILLED TO AN INDIVIDUALLY BILLED ACCOUNT.
 THESE EXPENSES ARE REIMBURSABLE TO THE TRAVELER.
 ANY CAR/HOTEL RESERVATION EXPENSES ON THIS ITINERARY
 ARE NOT DIRECT BILLED, MUST BE PAID FOR BY A MAJOR
 CREDIT CARD AND SHOULD BE VOUCHERED
 FOR REIMBURSEMENT
 FEES TOTALING 19.81PP CHARGED IN ADDITION TO TKT PRICE
 FEE-USD19.81PP-AIR DOMESTIC, TRADITIONAL
 FEE 8902842203232 TOTALING 19.81
 TICKET TOTALING ... 482.99
 FEE AND TICKET TOTAL ... 502.80

Tuesday, January 23, 2018

Confirmation 369027228



Hotel BILTHORE HOTEL AND SUITES

LOCATION
 2151 LAURELWOOD RD
 SANTA CLARA, CA US 95054

CONTACT
 Tel 1-408-9889411
 Fax 1-408-9868402

Reserved For SALLY DONNELLY
 Status Confirmed
 Check-In Jan 23, 2018
 Check-Out Jan 25, 2018
 Number of Rooms 1
 Rate USD 259.00/night
 Cancellation Policy Cancel 24 hours prior
 Directions SAN JOSE INTL AIRPORT

Name	Invoice / Ticket / Date	Base	Tax 1	Tax 2	Tax 3	Total
DONNELLY S	380345/TR/2842203212/19JAN18	19.81				19.81
DONNELLY SALLY	380345/0167029888759/19JAN18	USD 427.90	J2.09US	8.40ZP	14.60XT	482.99
Total Amount						502.80

Form of Payment: VIXXXXXXXXXXX (b) (6)

GENERAL INFORMATION

.....SEE BELOW FOR REFUND INFO.....

**TICKET NUMBER XXXXXXX759 HAS BEEN PROCESSED FOR A REFUND
 ON 19JAN IN THE AMOUNT OF 482.99**

REFUNDS MAY TAKE UP TO 1-2 BILLING CYCLES TO APPEAR ON
YOUR CHARGE CARD STATEMENT DEPENDING UPON YOUR BILLING
CYCLE. THIS STATEMENT CAN BE USED AS PROOF OF REFUND
GOVERNMENT RESERVATIONS.....800-756-6111
EMERGENCY ASSISTANCE 24 HOURS.....800-383-6732

*****ATTENTION*****
ORDERS ARE REQUIRED TO ISSUE AIRLINE TICKETS
FAX ORDERS TO 866-947-2401
EMAIL ORDERS TO PENTAGONFAX/AT/CWTSATOTRAVEL.COM
CWTSATOTRAVEL WILL NOT ISSUE AIRLINES TICKETS
WITHOUT A COPY OF ORDERS.

LOCAL OFFICE HOURS/ MONDAY - FRIDAY,
TO COMPLETE A CUSTOMER SERVICE SURVEY GO TO
WWW.CWTSATOTRAVEL.COM.

** FOR AIRPORT SECURITY INFORMATION SEE WWW.TSA.GOV **

PLEASE VISIT WWW.CARLSONWAGONLIT.COM/AIRLINEBAGGAGEFEES
FOR BAGGAGE FEE INFORMATION. CHECK OPERATING CARRIER
FOR ALLOWANCE IF TRAVELING ON CODE SHARE FLIGHT.

RETURN UNUSED PAPER TICKETS TO
CWTSATOTRAVEL
BLDG 2180, S 8TH AVE
FT MCCOY WI 54656
US
800-927-6343

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



Executive Airlift Support Mission

Mission #: 40458
 Version #: 3
 Status: COMPLETED
 GISS #

Aircraft Type: C-37A

Command Date	Leg	Aircraft Tail #	From	Dept ZULU Date Time	Dept Local Date / Time	Z	To	ETA ZULU Date Time	ETA Local Date / Time	Z	ETE	Dist (NM)	Day
01:00	1	70401	KADW	23-Jan-18 17:00	23-Jan-18 12:00	50	KADW	23-Jan-18 22:40	23-Jan-18 14:40	50	05:40	2,108	7:40
25:50	2	70401	KSJC	25-Jan-18 00:30	24-Jan-18 16:30	80	KADW	25-Jan-18 02:10	25-Jan-18 00:10	50	04:40	2,108	8:40

DoD Reimbursement Rate Estimated Flight Hour Costs: \$81,934.16

Total Planned Hours: 10 - 70

Total Pax: 7

10.34 * \$7924

PASSENGERS

KADW/KSJC	ACTIVE LEG
KSJC/KADW	ACTIVE LEG

AIRPORTS

KADW	Airport: JOINT BASE ANDREWS	City: CAMP SPRINGS	State: MD	Country: USA
KSJC	Airport: SAN JOSE INTL	City: SAN JOSE	State: CA	Country: USA

Lapointe, Coleman CIV SD

From: (b) (6)
Sent: Wednesday, January 30, 2019 1:09 PM
To: (b) (6) SD; USAF Pentagon AF-A3 Mailbox AF-A3M Special Air Missions;
USAF Pentagon AF-A3 Mailbox AF-A3M Special Air Missions
Cc: (b) (6) CIV SD
Subject: ~~POUO~~ RE: Jan 2018 Travel
Attachments: 40458 (23-25 Jan 18).pdf
Signed By: (b) (6)

This e-mail contains ~~FOR OFFICIAL USE ONLY (FOUO)~~ information which must be protected under the Freedom of Information Act (5 U.S.C. 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties. Further distribution is prohibited without the approval of the author of this message unless the recipient has a need to know in the performance of official duties. If you have received this message in error, please notify the sender and delete all copies of this message.

(b)

AT&L flew to during those exact dates to San Jose. Mission number 40458.

(b)

(b) (6)

From: (b) (6) SD (b) (6)
Sent: Wednesday, January 30, 2019 12:10 PM
(b) (6)
Cc: (b) (6) CIV (US) (b) (6)
Subject: RE: Jan 2018 Travel

(b)

We just know they departed Andrews to San Jose, CA and back to Andrews from 23-25 Jan. Ms. Donnelly was on the aircraft. We are thinking it might have been with Policy or A&S, but it could have been the Chairman.

Sorry, I don't have a ton of info.

V/r,

(b)

From: USAF Pentagon AF-A3 Mailbox AF-A3M Special Air Missions <(b) (6)>

(b) (6)

Sent: Wednesday, January 30, 2019 12:06 PM

To: (b) (6) Lt Col SD <(b) (6)>; USAF Pentagon AF-A3 Mailbox AF-A3M Special Air Missions

(b) (6)

Cc: (b) (6) CIV SD <(b) (6)>

Subject: RE: Jan 2018 Travel

(b)

We have a handful of missions going on over that timeframe. Do you have any more information to narrow it down.

(b)

From: Scott, Elizabeth Lt Col SD <(b) (6)>

Sent: Wednesday, January 30, 2019 8:38 AM

To: USAF Pentagon AF-A3 Mailbox AF-A3M Special Air Missions <(b) (6)>

(b) (6)

Cc: Lapointe, Coleman D CIV (US) <(b) (6)>

Subject: Jan 2018 Travel

Good morning CVAM,

We have a travel voucher of one of our front office staff members which indicates they left on a government aircraft on 23 Jan 18 and then returned on 25 Jan. The travel shows out of Andrews to San Jose, Ca and then back to Andrews. Can you check to see if you had an aircraft on this itinerary as well as Ms. Donnelly on the manifest?

I have checked my records and don't see anything, so I am assuming the aircraft was in support of a required user or one of the Services.

Thank you,

(b)

(b) (6) USAF

Military Assistant to the Executive Secretary

Office of the Secretary of Defense

(b) (6)

(b) (5)