

May 22, 1996

MEMORANDUM

To: Shawn, Mayflower Hotel Reservations

From: Tracy Shycoff  
Associate Director for Administration

Subject: Room Reservations

As we discussed earlier today, please make the following sleeping room reservations and fax the confirmation numbers back to me. All rooms should be at the government rate of \$124 per night for two nights and guaranteed for late arrival against their individual credit cards. Thanks for you help.

Traveler Name	June 24 & 25	July 8 & 9	Aug. 4 & 5	Sept. 15 & 16
	Conf. #	Conf. #	Conf. #	Conf. #

John Tunheim

Kermit Hall

William Joyce

Henry Graff

Traveler Name	Oct. 14 & 15	Oct. 28 & 29	Nov. 12 & 13
	Conf. #	Conf. #	Conf. #

John Tunheim

Kermit Hall

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