

MEMORANDUM

May 25, 2017

TO: Frances Perry
Secure-Drive, Inc.

FROM: Tracy J. Shycoff
Associate Director for Administration

SUBJECT: Upcoming Travel

I would like to request a pick-up from National Airport for Mr. Jeremy Gunn, Executive Director of the ARRB, on June 2, 1998. Mr. Gunn is flying on US Airways flight 2194 from New Orleans, scheduled to arrive at 7:20 p.m., and will need to be driven to the offices of the ARRB at 600 E Street, NW, Washington, DC.

Mr. Gunn will be traveling with approximately 5 boxes of important historical documents and will be escorted by Airport Security to the waiting transportation provided by Secure-Drive.

Please bill this to the ARRB account. You may provide this bill by mail, fax, or present Mr. Gunn with a copy and he will make sure that I receive it for processing.

Thank you for assistance.