

**To:** Jackson, Ryan[jackson.ryan@epa.gov]  
**From:** EPA@BCDTRAVEL.COM  
**Sent:** Sun 7/30/2017 8:15:05 PM  
**Subject:** Reminder: Authorization Required: Travel for Jackson/Ryan T \* Travel date – 02Aug17 \* REF: QJB20Q

Name: JACKSON/RYAN T  
Locator: QJB20Q  
Travel Date: 02Aug  
Booking Pcc: 2F8M

**We have not received your authorization to travel for the trip referenced below. Please make sure to obtain your travel authorization today to enable ticketing and avoid possible cancellation.**

Traveler

JACKSON / RYAN T

**Reference number by traveler: TAA04SHC**

Date	From/To	Flight/Vendor	Status	Depart/Arrive	Class/Type
<u>08/02/2017</u>	DCA-DEN	UA 2104	Confirmed	04:15 PM/06:23 PM	Economy / Y
<u>08/02/2017</u>	DEN	Oxford Hotel	Confirmed	08/02-08/04	
<u>08/04/2017</u>	DEN-DRO	UA 5501*	Confirmed	07:58 AM/09:10 AM	Economy / E
<u>08/04/2017</u>	DRO-DFW	AA 5732*	Confirmed	04:20 PM/07:20 PM	
<u>08/04/2017</u>	DFW-DC	AA 2293			

United Airlines Flight UA2104 Economy

Online check-in

Depart: Ronald Reagan National, Terminal B  
Washington, District of Columbia, United States  
04:15 PM Wednesday, August 2 2017

Weather

Arrive: Denver International  
Denver, Colorado, United States  
06:23 PM Wednesday, August 2 2017

Weather

Duration: 4 hour(s) and 8 minute(s) Non-stop  
Status: Confirmed - United Airlines Record Locator: OKL8HV

Meal: Food For Purchase  
Equipment: Airbus Industrie A320  
Seat: 30B (Non smoking) Confirmed  
Distance: 1471 miles / 2366.839 kilometers  
CO2 Emissions: 647.24 lbs/294.2 kgs

Remarks: NO AISLE OR WINDOW SEATS AVAILABLE.  
A CENTER SEAT HAS BEEN ASSIGNED.  
WE WILL CONTINUE TO MONITOR UNTIL DEPARTURE.  
FOR UP TO DATE TRAVEL INFORMATION ON AIRLINE  
CHECK-IN/RESTRICTIONS/LIMITATIONS/SECURITY.  
PLEASE CHECK WWW.UAL.COM

Oxford Hotel

Address: 1600 17th Street  
Denver, CO 80202  
United States

Tel: +1 (303) 628-5400

Fax: +1 (303) 628-5413

Check In/Check Wednesday, August 2 2017 - Friday, August 4 2017

Out:  
Status: Confirmed  
Number of Persons: 1  
Number of Rooms: 1  
Number of Nights: 2  
Rate per night: USD 486.00 plus tax and any additional fees  
Guaranteed: Yes  
Confirmation: 239SB055403  
Corp. Discount: XXXXD  
Cancellation: Cancel by 400PM 01AUG17 local hotel time to avoid any charges.  
Policy:  
CO2 Emissions: Per night is approximately 63.8 lbs/29 kgs

United Airlines Flight UA5501 Economy

[Online check-in](#)

Depart: Denver International  
Denver, Colorado, United States  
07:58 AM Friday, August 4 2017

[Weather](#)

Arrive: La Plata  
Durango, Colorado, United States  
09:10 AM Friday, August 4 2017

[Weather](#)

Duration: 1 hour(s) and 12 minute(s) Non-stop  
Status: Confirmed - United Airlines Record Locator: OKL8HV  
Equipment: Canadair Regional Jet  
\*Operated By: Skywest Dba United Express  
Seat: 11B (Non smoking) Confirmed  
Distance: 250 miles / 402.25 kilometers  
CO2 Emissions: 137.5 lbs/62.5 kgs

American Airlines Flight AA5732 Economy

[Online check-in](#)

Depart: La Plata  
Durango, Colorado, United States  
04:20 PM Friday, August 4 2017

[Weather](#)

Arrive: Dallas/Ft Worth Intl, Terminal B  
Dallas/Fort Worth, Texas, United States  
07:20 PM Friday, August 4 2017  
Duration: 2 hour(s) and 0 minute(s) Non-stop  
Status: Confirmed - American Airlines Record Locator: LBWVHV  
Equipment: Canadair Regional Jet 900  
\*Operated By: Mesa Airlines As American Eagle  
Seat: Assigned at Check-in  
Distance: 673 miles / 1082.857 kilometers  
CO2 Emissions: 296.12 lbs/134.6 kgs  
Remarks: FOR UP TO DATE TRAVEL INFORMATION ON AIRLINE  
CHECK-IN/RESTRICTIONS/LIMITATIONS/SECURITY.  
PLEASE CHECK WWW.AA.COM

American Airlines Flight AA2293 Economy

[Online check-in](#)

Depart: Dallas/Ft Worth Intl  
Dallas/Fort Worth, Texas, United States  
08:15 PM Friday, August 4 2017

[Weather](#)

Arrive: Ronald Reagan National, Terminal C  
Washington, District of Columbia, United States  
12:13 AM Saturday, August 5 2017

[Weather](#)

Duration: 2 hour(s) and 58 minute(s) Non-stop  
Total duration: **5 hour(s) and 52 minute(s) including layover(s)**  
Status: Confirmed - American Airlines Record Locator: LBWVHV

Meal: Food For Purchase  
Equipment: Boeing 737-800 Passenger  
Seat: Assigned at Check-in  
Distance: 1189 miles / 1913.101 kilometers  
CO2 Emissions: 523.16 lbs/237.8 kgs

FOR 24/7 TRAVEL ASSISTANCE PLEASE CONTACT  
THE BCD TRAVEL TEAM AT 1-866-964-1346  
FOR OUTSIDE THE US CALL COLLECT 770-829-2609

FOR THE HEARING IMPAIRED- PLEASE DIAL 711  
TO ACCESS RELAY SERVICE- PROVIDE PHONE  
NUMBER OF 1-866-964-1346 TO ACCESS TRAVEL

\*\*\*\*\*

DUE TO RECENT CHANGES IN THE FY15 GOVERNMENT CITY PAIR  
PROGRAM/ CPP YOUR AIR RESERVATIONS ARE SUBJECT TO  
CANCELLATION BY THE AIRLINES IF NOT TICKETED AT LEAST  
48 HOURS PRIOR TO SCHEDULED DEPARTURE  
PLEASE ENSURE ALL NECESSARY APPROVALS ARE PROCESSED IN  
ACCORDANCE WITH YOUR AGENCY'S BUSINESS RULES BUT NO LESS  
THAN 3 BUSINESS DAYS PRIOR TO DEPARTURE TO ENSURE TICKETING.  
THIS 48 HOUR CANCELLATION RULE DOES NOT APPLY TO  
INTERNATIONAL RESERVATIONS UNLESS YOUR TRIP HAS DOMESTIC  
CONNECTIONS ON MORE THAN ONE AIRLINE OR THESE  
RESERVATIONS REQUIRE SEPARATE AIR TICKETS.

\*\*\*\*\*

Email generated on 30Jul/8:15 PM UTC

BCD Travel acts only as an agent for the airlines, hotels, bus companies, railroads, tour operators, cruise lines, car rental companies, and other similar third parties providing accommodations, transportation, or other meeting and travel related services ("Suppliers"). Suppliers are independent and do not act for or on behalf of BCD Travel, are not employees of BCD Travel, and do not have a joint venture or partnership with BCD Travel. Suppliers have their own terms and conditions for the services they provide, and you agree to abide by the terms and conditions set forth in any and all documents for any such Supplier services, including, without limitation, all cancellation fees. By utilizing the services represented by this itinerary, you agree to the foregoing and also agree that neither BCD Travel or its parent, affiliates, subsidiaries, partners, agents, and their respective officers, directors, employees, and representatives shall be or become liable for any loss, cost, expense, injury, accident, or damage to person or property resulting directly or indirectly from (i) the acts or omissions of Suppliers, including, but not limited to, delays or cancellation of services, cessation of operations, breakdown in machinery or equipment, or changes in fares, itineraries, or schedules; and/or (ii) acts of God, dangers incident to the sea, fires, acts of government or other authorities, wars, acts of terrorism, civil unrest, strikes, riots, thefts, pilferage, epidemics, quarantines, other diseases, climatic aberrations, or from any other cause beyond BCD Travel's control. Please see additional terms and conditions related to this itinerary at [Terms and Conditions](#).