

From: LaRotonda, Nick (OST)
Sent: Wed, 2 Apr 2025 18:43:01 +0000
To: Nicole_Teutschel@commerce.senate.gov
Subject: FW: Invitational Travel - S1 Office
Attachments: ConfidentialTravelVendorRequest.pdf

Please see below

From: Galeski, Candice (OST) <candice.galeski@dot.gov>
Sent: Wednesday, April 2, 2025 2:41 PM
To: Virginia, Tiffany (OST) <Tiffany.Virginia@dot.gov>
Cc: LaRotonda, Nick (OST) <nicholas.larotonda@dot.gov>
Subject: RE: Invitational Travel - S1 Office

Hi Tiffany,

We will need the attached form filled out ASAP. This will allow us to establish a profile for this traveler and allow us to book travel for them. Return it to me, encrypted with the required password:

(b)(6)

In addition to the form, I will need a DOB for the traveler. It is a requirement for TSA and we cannot book reservations without it

Lastly, invitational travelers cover all travel expenses except air. When the trip is over, they provide receipts for their expenses (lodging/ubers) and they are reimbursed when a voucher is filed. In order to book lodging we will need a personal card #.

I am happy to assist the traveler with this or they can contact SATO once they are setup

Candice Galeski
Financial Analyst
OST Travel Coordinator

Office of the Secretary | Office of the OST CFO
U.S. Department of Transportation
Phone: (b)(6)
Email: candice.galeski@dot.gov

From: Virginia, Tiffany (OST) <Tiffany.Virginia@dot.gov>
Sent: Wednesday, April 2, 2025 1:35 PM
To: Galeski, Candice (OST) <candice.galeski@dot.gov>
Cc: LaRotonda, Nick (OST) <nicholas.larotonda@dot.gov>

Subject: Invitational Travel - S1 Office

Importance: High

Hi Candice,

S1 will have a guest traveling with the team tomorrow to Kings Point, NY (Merchant Marine Academy)? Can you please share the required forms and guidance on invitational travel?

Thanks,
Tiffany