

From: "Alleyne, Darlene (USANYS)" <DAlleyne@usa.doj.gov>

To: "[REDACTED]" <[REDACTED]>, "[REDACTED]" <[REDACTED]>

Subject: RE: Travel

Date: Thu, 04 Apr 2019 16:38:50 +0000

Importance: Normal

Good afternoon all,

I was just informed by Michele Duncan that you'll be travelling to Florida for case U.S. v Epstein from 4/9 – 4/12/19. Also Alison, please place me as your travel arranger in E2 so I'll be informed when you make travel reservations, as well as make reservations on your behalf. Thanks, as always.

Darlene Alleyne

U.S. Attorney's Office (SDNY)

Legal Assistant, Public Corruption

(212) 637-2437

From: Duncan, Michele (USANYS) <[REDACTED]>

Sent: Thursday, April 04, 2019 11:50 AM

To: [REDACTED] <[REDACTED]>; [REDACTED] <[REDACTED]>

Cc: Alleyne, Darlene (USANYS) <DAlleyne@usa.doj.gov>

Subject: Travel

Travel

Each time you book a trip, you should check these links to see the maximum lodging allowed for your destination city & if the office will be able to reimburse you for room taxes.

- *PIV Card Driven Link - [E2 Solutions](#), select USA identity provider OR Password Driven link - [Click here to log back into the System](#).*

You or your legal asst. should create an E2 travel auth. & book air, rail & or hotel in E2 [E2 Solutions](#), today

Be sure to complete the process by clicking send to approver at the end,. This is the only way your request can **reach Ed Tyrrell for approval**.

- **Click here - is the city lodging tax exempt?**

State/City tax exempt link [https://usanet.usa.doj.gov/staffs/RMP/layouts/15/WopiFrame2.aspx?](https://usanet.usa.doj.gov/staffs/RMP/layouts/15/WopiFrame2.aspx?sourcedoc=/staffs/RMP/RMP%20Document%20Library/TravelStateTaxExemption.pdf&action=default)

[sourcedoc=/staffs/RMP/RMP%20Document%20Library/TravelStateTaxExemption.pdf&action=default](https://www.gsa.gov/travel/plan-book/state-tax-exemption-information-for-government-charge-cards)

<https://www.gsa.gov/travel/plan-book/state-tax-exemption-information-for-government-charge-cards>

If applicable, print & submit form to hotel front desk *Lodging taxes will no longer be reimbursed for cities that allow an exemption.*

- Click here [Per diem Rates](#) link - the **maximum lodging reimbursable** for your destination is [Per diem Rates](#) link
Misc. fees maybe considered part of the per night rate & may need to be factored into the total per night cost

- Please email me a copy of your CWT air / rail e-ticket email & or hotel reservation confirmation

- Rental Cars

Travelers must reserve rental cars via E2-[E2 Solutions](#) to ensure the rental car company is under the [U.S. Government Car Rental Agreement](#).

Only **Compact or Economy** vehicles are authorized. Contact travel coordinator for acceptable justifications/ authorization for bother vehicle classes

Refueling charges charged by the rental car company cannot be reimbursed **Be sure to gas up BEFORE you return the car**

For travel to TDY sites that are less than 400 miles in distance, the GOV must be used when available. If the GOV is not available, the traveler should then consider the least

costly economy rental vehicle

The traveler must decline insurance coverage within CONUS but accept the coverage when traveling in OCONUS and foreign locations areas.

- Receipts/ Expense claims must be submitted the day after the trip is completed

From: Tyrrell, Edward (USANYS) <[REDACTED]>
Sent: Wednesday, April 03, 2019 8:46 PM
To: [REDACTED] <[REDACTED]>
Cc: [REDACTED] <[REDACTED]>; Duncan, Michele (USANYS) <[REDACTED]>
Subject: Re: travel approval request

Approved

Sent from my iPad

On Apr 3, 2019, at 8:02 PM, [REDACTED] <[REDACTED]> wrote:

Ed,

For the same case as below, *United States v. Epstein*, 2018R01618, an investigation relating to enticement of minors for sexual activity, Alison and I would like to please request permission to travel for approximately three days next week for meetings and interviews in West Palm Beach, Florida. As of now we tentatively expect to fly down Tuesday night and return on Friday, though we will shorten the timeframe if scheduling allows.

Please let us know if any other information would be helpful, and thanks very much.

Alex.

From: [REDACTED]
Sent: Thursday, March 14, 2019 18:32
To: Tyrrell, Edward (USANYS) <[REDACTED]>
Cc: [REDACTED] <[REDACTED]>
Subject: travel approval request

Ed,

[REDACTED] and I would like to please request permission for travel for *United States v. Epstein*, 2018R01618, an investigation relating to enticement of minors for sexual activity, for two days of meetings and interviews in West Palm Beach and/or Fort Lauderdale, Florida. As of now we're hoping to fly down next Wednesday night and return on Saturday.

Please let us know if any other information would be helpful, and thanks as always.

Alex.

[REDACTED]
Assistant U.S. Attorney
Southern District of New York
212.637.2415