

NEW YORK TRIP - JUNE 22-23

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Attachments: newyor~1.doc, Forwarding Info.htm

Students:

If you received a calendar then you know that we are planning a trip to New York City on Thursday, June 22. It's important for us to know how many students will be attending. Please email me

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by Monday, June 12 and let us know whether or not you are planning to attend. As the calendar indicates, we have lectures and tours planned at the Mercantile Exchange and Bernard Madoff on Thursday afternoon, and the New York Stock Exchange and Merrill Lynch on Friday. A schedule is attached for your convenience.

I want to let you know that, for the first time ever, the Commission will be paying for the trip. You will be reimbursed by the SEC for your travel and per diem expenses. A travel authorization must be completed for you before June 22 and a travel voucher must be completed upon your return. Enforcement students must let me know by June 12 so that I will have enough time to complete all of the authorizations before I go on vacation (beginning June 16). Students assigned to all other Divisions and Offices will need to get the paperwork done through their Administrative Office. Those offices will be notified by Personnel. The SEC will reimburse you for your hotel, ground transportation, and meals and incidental expenses after you return from the trip and the travel voucher is completed and submitted to the Comptroller's Office. The cost of the trip is approximately \$197 for one night's lodging; \$34.50 for meals and incidentals on Thursday and \$28.50 on Friday; and ground transportation which I estimate at around \$75.00. You should expect to pay somewhere in the neighborhood of \$335.00 to \$350.00 for the trip. You won't be responsible for paying the Delta shuttle airfare (\$97.00 round trip). The travel agency we use, Omega Travel, is reimbursed directly by the SEC for airline tickets. Your open shuttle round-trip tickets will be ordered for you and when you go to pick them up, you will need to take your travel authorization to Omega Travel which is located on the first floor, on the Fifth Street side, in the opposite direction of MacDonald's. Be sure to keep all of your receipts since they must be turned over to the Comptroller's Office along with your travel Voucher and Authorization upon your return.

Through the tireless efforts of certain people in our Personnel Office, they were able to locate a hotel at the government rate for everyone--an extremely time-consuming and frustrating task. Your reservations will be made for you. One more thing to remember. You will need to bring your Government I.D. and your Travel Authorization to the hotel in order to get the government rate. The hotel is:

Intern trip to Madoff

Sheraton Manhattan Hotel
790 7th Avenue
New York, NY 10019
212-581-3300

We hope that all of you will be able to attend. It should be a worthwhile and rewarding experience and I can tell you that interns from previous summers have been very positive in their comments. If you have any questions about the trip, please send me an email or call me at [Redacted] After June 15, please call [Redacted] In any event, please do let me know whether or not you plan to attend.

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