

June 10, 2020

Dear Commissioner:

Thank you again for your commitment to serve on the President's Commission on Law Enforcement and the Administration of Justice. We are honored to work with you and support your efforts to address critical topics facing our law enforcement officers across the country.

We are coordinating the travel for the in-person meeting with Attorney General Barr, taking place at 10:00am on Tuesday, June 16. More information about this meeting will be sent as soon as it is available. To support your travel, below are key dates and logistical details.

For nonfederal Commissioners who are traveling more than 50 miles, please see the travel information below.

- **Authorized Travel Dates:** June 15 - 17, 2020
- **Air Travel:** Connoisseur Travel assist with your air travel arrangements to and from the meeting. Please complete the [Travel Request Form](#). You will be contacted directly by one of the Corporate Travel Specialists at Connoisseur Travel to finalize your air travel arrangements.

If you have any questions about the form or would like to speak with a travel specialist prior to completing this form, you can reach out to Connoisseur Travel by calling (202) 753-5663 or emailing SaxmanOne@ctltd.com Monday - Friday from 8:30am - 5:00pm EST.

- **Baggage:** If baggage fees are incurred, reimbursement is limited to one checked bag and you should provide a receipt for this additional fee.
- **Hotel Accommodations:** Please let us know your check-in and check-out dates. A confirmation number and hotel information will be sent to you prior to your hotel arrival date. Please note that if you need to cancel or change the dates of your reservation, please email directly to LECommission@saxmanone.com.

Check-in	Check-out
Monday, June 15	Tuesday, June 16
	Wednesday, June 17

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*Additional nights – if planning to book additional nights please wait until you have received your hotel reservation confirmation email. Once confirmation is received please contact the hotel directly to book additional nights **at your own expense.***

- **Ground Transportation:**
 - Taxis and Ride-Share Services—Taxis and ride-share services (such as Uber or Lyft) are reimbursable for transportation to/from the airport, the hotel, and the meeting location. Tips and hired transportation to restaurants are not reimbursable costs. Note: Ride-share services in premium or luxury vehicles are not authorized for reimbursement. If you are carpooling and need a larger vehicle, such as an UberXL/SUV, please provide justification on your reimbursement form.
 - Personal Vehicles—If a personal vehicle is used, mileage is reimbursed at \$.58 per mile, not to exceed the cost of a round-trip coach airline ticket, for transportation to and from home, the airport, and the meeting site.
 - Rental Cars—No rental cars are authorized for this meeting.

- **Per Diem:** For nonfederal participants who are being reimbursed by SaxmanOne, a reimbursement form and instructions will be provided to you upon confirmation of attendance. Per diem for Washington is \$76. Per diem for days involving travel to and from your home/office and the authorized location will be reimbursed at 75 percent of the daily federal rate, or \$57.00. Please include the passenger receipt coupon from the airline ticket or, if using a “paperless” airline ticket, include a copy of the e-ticket receipt/itinerary with travel dates and airline fare shown, as well as any other receipts associated with travel and lodging expenses.

Thank you for your involvement in this important work. If you have any logistical questions about the upcoming meeting, please contact Ms. Caroline Cummings (703) 395-0694 or LECommission@saxmanone.com

Thank you,



Phil Keith, Chair
Director
Office of Community Oriented Policing Services (COPS Office)
U.S. Department of Justice