From:	Elizabeth Heitman					
To:	Ruth Vinciguerra					
Subject:	Re: I2T Forms					
Date:	Wednesday, October 18, 2017 9:05:43 AM					
Attachments:	Heitman 11032017 Baltimore I2T - rev.pdf					
	Heitman 11042017 Washington DC I2T - rev.pdf					

Thank you, Ruth --

I have made a couple of edits - the conference in Baltimore is something that the North Carolina people want me to go to also, so they are paying (Still trying to find a way to have my work sponsored by the Gates foundation!).

I modified the air fare since I am flying to Baltimore and then flying back out of DC with a bus (or maybe train) between sites. Its possible too that I can hitch a ride with someone from the GBIRd group who is attending both, but I am not counting on it.

See you later this morning,

Liz

From: Ruth VinciguerraSent: Wednesday, October 18, 2017 8:21 AMTo: Elizabeth HeitmanSubject: I2T Forms

Hi Liz,

I put together the travel forms for your trip to Baltimore and Washington, DC. Could you please take a look at them and let me know if I need to make any revisions? Thanks.—Ruth

UT Southwestern

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Intent to Travel Form I2T

Department of Psychiatry

For UTSW employees only

Elizabeth Heitman Faculty Yes No 10/18/20 Dates of Travel Start Date 11/04/2017 Estant Time 5:00 PM Total Hour End Date 11/04/2017 End Time 11/0 DPM 11/12 days. Vacation Days Taken Start Date Total Hour End Date Start Time Total Hour End Date End Time Destination 1 of 2 (use separate sheet for each additional destination) City: Washington State/Country: District of Columbia Business Travel Purpose Conference: Name of conference: 3rd Annual Mtg Genetic Biocontrol of Invasive Rodents partne Presenting: Title of Presentation: Overview of GBIRd's pending External Ethics Advisory Invited Speaker/Visiting Professor: Name of company/university:	Date Submitted	
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Department of Psychiatry

Intent to Travel Form I2T

For UTSW employees only

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