DEFENSE SECURITY COOPERATION AGENCY
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APR 21 2010

MEMORANDUM FOR DOD PERSONNEL ATTENDING THE 2010
FARNBOROUGH INTERNATIONAL AIR SHOW

SUBJECT: Actual Expense Allowance (AEA) for DoD Personnel Attending the Farnborough International Air Show

DoD personnel supporting the 2010 Farnborough International Air Show in Farnborough, United Kingdom are authorized to receive reimbursement using a special lodging rate.

DATES AND PURPOSE OF TRAVEL: This AEA covers the temporary duty of all DoD personnel either participating in or attending Farnborough show during July 8-31, 2010.

DETAILS OF VISIT: On August 17, 2009, the Under Secretary of Defense for Policy approved DoD participation in the Farnborough International Air show. Equipment will be exhibited and demonstrated, senior leaders plan to attend, and security assistance personnel are building required schedules. Though the actual show dates are July 19-25, some personnel are required to arrive earlier and stay later.

MEMBERSHIP OF U.S. PARTY AND OTHER TRAVELERS: The senior DoD representatives and other attendees are not determined. An estimated 300 DoD personnel normally attend this international tradeshow.

ARRANGEMENTS: No U.S. government facilities are available for this DoD contingent. At the same time, international tradeshows stress room availability resulting in above normal rates. Months in advance, the U.S. Embassy coordinates lodging, security requirements, and other support. The standard maximum lodging rate is $272. To accommodate this mission, you are approved a special rate of $550 or 202% of maximum lodging plus tax. Hotel rates are subject to exchange rate changes based on 1 U.S. Dollar = .65 British Pound.

Should you have any questions or concerns regarding this matter, the point of contact is Raymond Lynn, DSCA/PGM/WPN, telephone (703) 601-4991, e-mail Raymond.Lynn@dsca.mil.

Jeanne Farmer

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