



HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
OFFICE OF DEFENSE COOPERATION

Unit 8400 Box 55
DPO AE 09498-4055

3 June 2014

MEMORANDUM FOR DOD TRAVELERS

SUBJECT: Actual Expense Allowance (AEA) Justification for DoD Personnel at Farnborough International Airshow 2014

This memo provides guidance for authorizing officials to consider an increased lodging rate for Department of Defense (DoD) personnel supporting and/or attending the Farnborough International Airshow (FIA) 2014 tradeshow in London, United Kingdom.

DATES AND PURPOSE OF TRAVEL: This validation applies to the temporary duty of DoD personnel attending FIA 2014 29 June-21 July 2014.

DETAILS OF VISIT: This memorandum responds to USEUCOM and country team requests to support DoD direct participation at FIA 2014. Though the actual show dates are 14-20 July 2014, some personnel are required to arrive earlier and stay later.

MEMBERSHIP OF U.S. PARTY AND OTHER TRAVELERS: An estimated 150 DoD personnel are expected to attend this trade show.

ARRANGEMENTS: No U.S. Government facilities are available in the London area during this event. International tradeshows create a high demand for limited hotel accommodations in and around the tradeshow venue. This high demand results in hotel accommodation rates exceeding the standard per diem rates for London. The US Embassy has canvassed local hotels that meet lodging, security and other support requirements for rates during FIA 2014. The maximum lodging rate is \$366 USD. To accommodate this mission, authorizing officials may consider approval up to a special rate of \$1098.00 USD or \$300% of maximum lodging rate plus tax. Hotel rates are subject to exchange rate changes. The current exchange rate is approximately 1 USD = .60 GBP.

Should you have any questions regarding this matter, the Office of Defense Cooperation in London point of contact is Lt Col Craig Greenwood, telephone +44-207-894-0635, email greenwoodcr@state.gov, or Raymond Lynn at the Defense Security Cooperation Agency, telephone (703) 601-4991, e-mail raymond.lynn@dscs.mil.

A handwritten signature in blue ink, appearing to read "A. Maynard", is located below the contact information.

AARON D. MAYNARD, Col, USAF
Chief, Office of Defense Cooperation
American Embassy London