

From: [Scholl, Matthew](#)
To: [Romine, Charles H](#)
Cc: [Mukes, Vickie J.](#); [Chen, Lily](#)
Subject: Japan Trip for Dr. Smith-Tone Passport Request.
Date: Wednesday, January 20, 2016 11:43:55 AM

Chuck,
Daniel Smith-Tone is a Faculty Appointee at U of Louisville in KY.

He started his passport request process in mid December as soon as trip details were confirmed. With him being remote it is done via mail and fed-ex. We are working with travel office in the process and it is taking longer due to the serial nature required with Dr. Smith-Tone, State and Travel, all done over mail.

The Japan trip is for PQC and departure is Feb 20. We need two weeks for a visa process as well. Travel and OIAA is working with us but we do not believe we will have his passport by Friday for the needed visa submission timeline.

I am requesting Daniel be allowed to use his civilian passport while his is still in process for this trip. PQC is an essential conference for him to attend and participate.

Thank you
Matt