

New York Friday Reminder Email

***Email approved by OGC/VSD EM to send out as reminder.

Subject: Reminder: FBI Victim Services Division Briefing for Victims of Jeffrey Epstein - Legal Counsel

Good morning,

Thank you for your interest in the upcoming meeting. Please be sure to bring your government issued identification for verification and building access. Electronic devices, to include cell phones, laptops/tablets, and recording devices are not permitted in FBI space. If you must bring those items into the building, secure storage will be available to you and you may retrieve your items at the conclusion of the meeting.

Parking:

Parking is available in the visitor lot. Additional spaces will be available should the visitor lot reach capacity. FBI personnel will be present outside to help you find your way to the meeting space.

If last minute changes arise, regarding your itinerary or should you have additional questions, please submit updates/questions to the [REDACTED] inbox. A staff member will monitor the emails, should you need assistance.

Date: October 23, 2019

Time: 10:00 AM

Location: 290 Broadway, New York, NY 10007

Lastly, please be respectful of the intention of the meeting. Thank you for your cooperation in this matter.

Respectfully,

FBI Victim Services Division

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Subject: Reminder: FBI Victim Services Division Briefing for Victims of Jeffrey Epstein
2 attachments provided – reimbursement forms fillable and blank

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Reimbursement:

Attached you will find the Victim Services Division's form for reimbursement(s). One is blank if you prefer to print and mail, the other is a fillable form for emailing. We will also have hard copies of these forms available for you on Tuesday. Please complete the attached banking information form and include any of the applicable receipts (such as car rental, lodging, tolls, parking receipts, etc.) with the packet. Food is NOT a covered expense. Please note that our Finance Division requires receipts showing itemized expenses; please do not submit credit card statements, as this does not meet our documentation requirements and will not be accepted. If you are requesting reimbursement for lodging, please be aware we are only able to reimburse for the hotel room and taxes. Incidental expenses such as laundry or room service charges cannot be reimbursed. For mileage reimbursement, please include starting and ending addresses and dates of travel between them. We highly recommend making copies of the receipts and maintaining them for your records. Once approved, the funds will appear in your account, without notice, from the U.S. Treasury Department. Please monitor your account in the coming weeks.

Once completed, you may email the packet to: VictimServices@fbi.gov or you may mail it to the mailing address below:

FBI Victim Services Division
Attn:
935 Pennsylvania Avenue NW
Room 3329
Washington, DC 20535

We appreciate your patience during this process. We will do our best to minimize the processing time.

Respectfully,

FBI Victim Services Division