
Subject:	FW: Trip from Cebu to Tokyo (For Rodney Lester Larson)
From:	Klutz, Brittany (bvossen@aerotek.com)
To:	rodlarson100@yahoo.com;
Cc:	mshier@aerotek.com;
Date:	Friday, October 11, 2013 8:05 AM

Good Morning Rod,

Below is the confirmed Itinerary which you should have also received directly via email.

I has my supervisor follow up and she made it very clear this process should not take as long as it has, so let's just say it will be an issue in the future.

I am logging into Time and Expense right now to see what they created in regards to your weekly timecard structure and ensure they apply that to the expenses submitted rather than the timecard because your weekly hours are not submitted through T&E.

Please let me know if you have any questions/concerns regarding your itinerary.

Thank you,

Brittany Klutz
CUSTOMER SUPPORT
ASSOCIATE

952.814.2813 Phone
952.853.1497 Fax

bvossen@aerotek.com



2001 Killebrew Dr.

Suite 320
Bloomington, MN 55425
www.aerotek.com

Take Your Job Search With You!



From: Concur [mailto:Travel@concursolutions.com]

Sent: Friday, October 11, 2013 7:52 AM
To: Drifka, Shannon; Klutz, Brittany
Subject: Trip from Cebu to Tokyo (For Rodney Lester Larson)

This itinerary emailed by request of Shannon Murphy Drifka (sdrifka@aerotek.com, shannon.drifka@gmail.com) on 10/11/2013 8:52:02 AM

Trip Overview

Trip Name: Trip from Cebu to Tokyo (For Rodney Lester Larson)
Start Date: Oct 20, 2013
End Date: Nov 10, 2013
Created: Oct 11, 2013, Shannon Drifka (*Modified: Oct 11, 2013*)
Description: CEB to NRT
Agency Record Locator: PZSWRJ
Passengers: Rodney Lester Larson
Total Estimated Cost: \$686.30 USD

Travel Destinations Management Group (Allegis Group)



Reservations

Sunday, October 20, 2013



Flight Cebu (CEB) to Tokyo (NRT)

Philippine 434

Departure: 07:50 AM

Confirmation: VFGNCI

Seat: 37G (Confirmed)

Status: **Confirmed**

Cebu Intl (CEB)

Duration: 4 hours, 40 minutes

Nonstop

Arrival: 01:30 PM

Narita (NRT)

Terminal: 2

Additional Details

Aircraft: Airbus A330

Distance: 2035 miles

Emissions: 787.5 lbs CO₂

E-Ticket

Cabin: Economy (B)

Meal: Breakfast

Sunday, November 10, 2013**Flight Tokyo (NRT) to Cebu (CEB)****Philippine 433****Departure: 02:25 PM****Confirmation: VFGNCI****Seat: 32G (Confirmed)**Status: **Confirmed**

Narita (NRT)

Terminal: 2

Duration: 5 hours, 20 minutes

Nonstop

Arrival: 06:45 PM

Cebu Intl (CEB)

Additional Details

Aircraft: Airbus A330

Distance: 2035 miles

Emissions: 787.5 lbs CO₂

E-Ticket

Cabin: Economy (B)

Meal: Lunch

Total Estimated Cost**Air****Airfare quoted amount: \$480.00 USD****Taxes and fees: \$206.30 USD****Total Estimated Cost: \$686.30 USD****Restrictions**Quote: **PENALTIES APPLY/REGULAR ECONOMY*****TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.***

Please note that every effort will be made to auto-ticket your reservation during normal business hours as well as on weekends, holidays and after 6:00PM EST. You should receive an email with a ticket and invoice number after your reservation has been ticketed. If you are making travel arrangements on weekends, holidays or after 6:00PM EST and have not received your "Compleat Invoice" email, contact our after- hours service at 1-888-380-9719, code S98M1 and an additional service fee will apply.

Remarks

CALL 410-579-3100 DURING NORMAL BUSINESS HOURS
24 HR EMERGENCY SERVICE 1-888-380-9719 CODE S98M1
ONLY USE 24 HR NBR AFTER 6PM EST AND WEEKEND

This electronic mail (including any attachments) may contain information that is privileged, confidential, and/or otherwise protected from disclosure to anyone other than its intended recipient(s). Any dissemination or use of this electronic mail or its contents (including any attachments) by persons other than the intended recipient(s) is strictly prohibited. If you have received this message in error, please notify us immediately by reply e-mail so that we may correct our internal records. Please then delete the original message (including any attachments) in its entirety. Thank you.