

RE: Flights and Hotel for Sept

Friday, August 15, 2014 7:23 AM

From: "Taylor Megan" <megtaylo@aerotek.com>
To: "Rod Larson" <rodlarson100@yahoo.com>
Cc: "Shier Michael Robert" <mshier@aerotek.com>

Rod,

I hope you are having a wonderful week.

I wanted to reach out to you in regards to your hotel in Japan, I have been working with my corporate office in the last week, and just got confirmation it will be paid for upfront by Aerotek. This will eliminate the hotel expenses that we prior thought you may have to pay. I will have final confirmation on Aug 25th, and send over all information to you when I receive it. When we do start processing your expenses please make sure to enter them weekly with all receipts, this will ensure you are reimbursed in a timely manner.

Please feel free to let me know if you have any further questions or concerns regarding your expenses.

Thank you,

Megan Taylor
CUSTOMER SUPPORT ASSOCIATE

952.814.2814 Phone
925.814.2890 Fax

2001 Killebrew Drive
Suite 320
Bloomington, MN 55125
www.aerotek.com

I strive for excellent service; feel free to let my manager
Shannon Drifka know how I'm doing at sdrifka@aerotek.com

Labor Day Payroll:

We will only have one day to process payroll to ensure that all contractors will still receive their paychecks with no delay for the week of 08/30/2014 if this does not work for you or you will be out please help us come up with an alternative plan for your teams timecards. All timecards must be approved by 3:00pm on Tuesday Sept 2nd to ensure all Aerotek employees are paid on time.

-----Original Message-----

From: Rod Larson [<mailto:rodlarson100@yahoo.com>]
Sent: Friday, August 08, 2014 8:58 AM
To: Taylor, Megan
Subject: Flights and Hotel for Sept

Megan,

Please find enclosed attachments for flight itinerary and hotel reservation for Sept 6 to Japan

Rod Larson

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