

From: Lesley Groff <[REDACTED]>
To: Amex Centurian Travel <[REDACTED]>
Subject: Trip to Japan for Karyna and [REDACTED] Sept. 20-Oct 4
Date: Sun, 11 Sep 2016 16:52:50 +0000

Hi Natasha...just getting a jump on things I need you to help with...Karyna and [REDACTED] will be taking a trip to Japan Sept. 20-Oct 4. I have flights on hold (Rec. Loc# LSSDSP) Just waiting for Jeffrey to approve...keep on hold for now.

I will book them the Hyatt Grand in Tokyo (Jeffrey is good friends with Tom Pritzker and I am coordinating with his office) BUT, we need a hotel in Kyoto for Sept. 27-Sept 30 (check out on 30th) They would like to stay at Tawaraya Ryokan if this is not available the second choice is Hiiragiya. I spoke with Solange on your team on Sat. about this...she was to have the 'over night' team look into these hotels for us. We need to know the set up of the room also? Twin bed? Double beds? Not sure...

We also need to get them tickets on the bullet train from Tokyo on Sept 27 to Kyoto returning on Sept 30th...but this may be easier for us to just do on line so they can have electronic tickets vs the paper tickets your rail dept does? (at least Solange said they only offer paper tickets...)

Let me know what was found out about the hotels for Kyoto once you are up to speed...thanks!
Lesley