

Knutte, Caitlin

From: Szkatulski, Anne
Sent: Tuesday, December 03, 2013 11:34 AM
To: Robinson, Betty L.
Subject: RE: Lodging on the night of 11/6/13
Attachments: Screen Shot 2013-12-03 at 11.14.50 AM.png

Betty – attached is a screen shot from my friend's credit card statement. The charge of \$156.80 from Doubletree to Michael Frerichs on 11/8/13 is payment for the hotel room for 11/5 and 11/6.

Please email me at [REDACTED] or call me at [REDACTED] if you need further info. Thanks!

Anne Szkatulski
Deputy Director, Legislative Affairs
Office of the Illinois Attorney General

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From: Robinson, Betty L.
Sent: Tuesday, December 03, 2013 9:36 AM
To: Szkatulski, Anne
Subject: RE: Lodging on the night of 11/6/13

Thanks Anne and good luck!

From: Szkatulski, Anne
Sent: Tuesday, December 03, 2013 9:35 AM
To: Small, Josiah E.
Cc: Robinson, Betty L.
Subject: RE: Lodging on the night of 11/6/13

Thanks, will do. I think I figured out what is going on – my friend actually paid for the room, but the reservation was in my name. So I can see why that was confusing to the hotel.

Betty – I will need a day or two to get the credit card statement from him, but it shouldn't be a problem. And because I'll be out of the office going forward, I will email it to you ASAP from my personal email.

I am so sorry for any inconvenience.

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From: Small, Josiah E.

Sent: Tuesday, December 03, 2013 9:30 AM

To: Szkatulski, Anne

Cc: Robinson, Betty L.

Subject: RE: Lodging on the night of 11/6/13

Anne,

Please give Betty a copy off something showing you paid the hotel bill directly, and Betty will contact the hotel for resolution.

Thanks

Joe

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From: Szkatulski, Anne

Sent: Tuesday, December 03, 2013 9:27 AM

To: Small, Josiah E.

Cc: Robinson, Betty L.

Subject: RE: Lodging on the night of 11/6/13

Joe and Betty –

Thanks for the email, I apologize for any inconvenience. I had a friend staying with me in the hotel on 11/5 and 11/6, so naturally I paid for the hotel room myself for both nights. Therefore, the hotel should not be charging the office and I do not know why they are sending us a bill.

If you would like me to take this matter up with the hotel directly, I am happy to do so. I can provide the credit card receipt to you or them if that would help.

Unfortunately, today is my last day with the office, so if the matter is not resolved today, please feel free to contact me at [REDACTED] or on my cell at [REDACTED] Hopefully this is just an accounting error on the part of the hotel, and the matter should be cleared up easily.

Thanks,

Anne Szkatulski
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From: Small, Josiah E.
Sent: Wednesday, November 27, 2013 3:46 PM
To: Szkatulski, Anne
Cc: Robinson, Betty L.
Subject: Lodging on the night of 11/6/13

Anne,

Accounting recently received direct billed lodging for the night of 11/6/13. On the hotel bill, it states "Guaranteed No Show." We do not have a direct bill letter and we cannot pay for a night's lodging in which our employee does not stay in the room. Can you tell me the circumstances surrounding why we have received a direct bill lodging invoice without a direct bill letter and without you staying in the room?

Thanks

Joe Small
Director of Accounting
Illinois Office of the Attorney General
500 South Second Street
Springfield, IL 62706
217-785-8127 Office
217-524-2987 Fax

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Account Activity

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Account Activity

+	11/14/2013	11/17/2013	Sale	PARKING METER ZONE 4	\$2.00
+	11/14/2013	11/17/2013	Sale	SEVEN SAINTS	\$9.00
+	11/12/2013	11/13/2013	Sale	MCDONALD'S M6791 OF	\$3.63
+	11/10/2013	11/12/2013	Sale	THE HOME DEPOT #1984	\$12.27
+	11/09/2013	11/11/2013	Sale	JANE'S RESTAURANT	\$41.24
+	11/09/2013	11/11/2013	Sale	PARKING METER ZONE 4	\$2.50
+	11/08/2013	11/08/2013	Sale	PARKING METER ZONE 4	\$2.00
+	11/08/2013	11/08/2013	Sale	DOUBLETREE HOTELS	\$156.80
+	11/08/2013	11/08/2013	Sale	WALGREENS #5137	\$16.19
+	11/02/2013	11/04/2013	Sale	LITTLE CAESARS 1532 00	\$5.46
+	11/02/2013	11/04/2013	Sale	SUPER WOK	\$5.41
+	10/31/2013	11/01/2013	Sale	COUNTY MARKET 518	\$26.29
+	10/29/2013	10/31/2013	Sale	BURGER KING #11903 Q07	\$4.55
+	10/29/2013	10/30/2013	Sale	CARLE FOUNDATION HOSPI	\$25.00
+	10/28/2013	10/30/2013	Sale	CORNER BAKERY	\$13.24
+	10/26/2013	10/28/2013	Sale	SCHNUCKS #720	\$234.87
+	10/26/2013	10/28/2013	Sale	SUPER WOK	\$38.40
+	10/24/2013	10/25/2013	Sale	SQ *RUZICA CUK	\$12.18
+	10/24/2013	10/25/2013	Sale	PANERA BREAD #771	\$4.40
+	10/21/2013	10/23/2013	Sale	THE OLIVE GARD00011767	\$22.68
+	10/21/2013	10/23/2013	Sale	BURGER KING #11903 Q07	\$4.55
+	10/21/2013	10/23/2013	Sale	THE HOME DEPOT #1984	\$85.01