

**To:** [REDACTED]  
**From:** [REDACTED]  
**Sent:** Wed 3/12/2014 1:15:19 PM  
**Subject:** Alert - Booked the Ritz in Phoenix for April 3-5..confirm in Travel folder. Cancellation is one day prior to arrival

March 4, 2014 7:00 AM : Booked the Ritz in Phoenix for April 3-5..confirm in Travel folder. Cancellation is one day prior to arrival