

**From:** Amy Cassell <[REDACTED]>

**To:** [REDACTED] <[REDACTED]>

**Cc:** Bella Klein <[REDACTED]>

**Subject:** Re: JE NYC Residence

**Date:** Mon, 14 Jul 2014 15:57:40 +0000

**Attachments:** 2014-0620\_NYC\_Trip\_Reimbursable\_Expenses.pdf

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Dear [REDACTED] and Bella,

Attached please find my Reimbursable Report for the June 20, 2014 NYC visit with receipts. Please let me know if there are any questions.

Many thanks,  
Amy

On Mon, Jul 7, 2014 at 2:32 PM, [REDACTED] <[REDACTED]> wrote:

Hello Amy...

-Send the drawings back to:

[REDACTED]  
[REDACTED]  
[REDACTED]

You may use our federal express account #1144-2081-6

-You may send your own spreadsheet of receipts for reimbursements...we do not have [REDACTED] special form. Please send to myself and Bella Klein who is cc'd on this mail.

Thanks, [REDACTED]

On Jul 7, 2014, at 3:28 PM, Amy Cassell <[REDACTED]> wrote:

> Dear [REDACTED],

>

> I hope you had [REDACTED] nice 4th of July.

>

> I've emailed Jeffrey asking if he has some time this week to discuss with me the next steps on his projects. But there are [REDACTED] few other items, I wanted to coordinate with you:

>

> 1. When I was in NYC, I brought back with me drawings from the house, which I've copied and scanned as digital copies. Sue found them on the 5th floor. I would like to send the original drawings back. I presume they should be sent to the NYC residence? Please advise if different, and if you have [REDACTED] FedEx or UPS number that I can use for shipping and to whose attention.

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> 2. How should I reimburse my trip to NYC? I can prepare [REDACTED] spreadsheet with receipts for the flight, tax, and copies/scans made for the drawings. Or I can fill out [REDACTED] form that you already use.

>

> Please just let me know.

>

> Many thanks,  
> Amy