

From: "Roust, Diane" <[REDACTED]>
To: Lesley Groff <[REDACTED]>
Subject: Statement - Brian Boyd
Date: Tue, 15 May 2012 21:35:01 +0000
Attachments: AR_43316.pdf

No problem, here is the statement.

Take care,

Diane

DIANE J. ROUST

Accounting - Systems Coordinator, Sheraton Commander Hotel
t-[REDACTED]

SHERATON COMMANDER HOTEL
16 Garden Street, Cambridge, MA 02138

From: Lesley Groff [mailto:[REDACTED]]
Sent: Tuesday, May 15, 2012 5:06 PM
To: Roust, Diane
Subject: Re: Brian Boyd

Thx. I am not in the office anymore so will take care of this tomorrow band yes please do send along a statement.
Tjx

Sent from my iPhone

On May 15, 2012, at 5:00 PM, "Roust, Diane" <[REDACTED]> wrote:

Hello Lesley,

The amount is \$455.50 and we were billing Harvard on a separate statement for the 15th and 16th as I did not have any detail as to who should be paying.

We have not charged any credit card for these dates. Please let me know if you would like the statement sent to you.

Thank you,

Diane

DIANE J. ROUST

Accounting - Systems Coordinator, Sheraton Commander Hotel
t— [REDACTED]

SHERATON COMMANDER HOTEL
16 Garden Street, Cambridge, MA 02138

From: Lesley Groff [mailto: [REDACTED]]

Sent: Tuesday, May 15, 2012 4:54 PM

To: Roust, Diane

Cc: < [REDACTED] >; < [REDACTED] >

Subject: Re: Brian Boyd

Hello Diane. Can you please remind me of the total? Does this mean we were never billed?

Sent from my iPhone

On May 15, 2012, at 4:20 PM, "Roust, Diane" < [REDACTED] > wrote:

Good Afternoon Lesley,

I'm sorry about the confusion with Mr. Boyd's reservation. We did not receive a credit card by way of our secure link.

I have just sent you one by separate email. Once this is filled out I will send you a zero balance detail of this transaction.

Warmly,

Diane

DIANE J. ROUST

Accounting - Systems Coordinator, Sheraton Commander Hotel

t- [REDACTED]

SHERATON COMMANDER HOTEL

16 Garden Street, Cambridge, MA 02138

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