Hilton
CLEVELAND DOWNTOWN

Date: April 21, 2015

Ms. Nichole English
Department of Public Works
Cuyahoga County Headquarters
2079 E. 9th Street
Cleveland, Ohio 44113

County CE# xxxxxxxxxxxx
Invoice #CLEDO2015-0~~2~~3
Hilton Cleveland Downtown
Agreement dated: May 29, 2014

Dear Ms. English:

We are invoicing you for Pre-Opening Expenses rendered on the above referenced project per our agreement. This invoice is for:

This request is for pre-opening expenses that were charge to the Hilton Cleveland Downtown pre-opening project for the month of March 2015.

DESCRIPTION	CONTRACT AMOUNT	BILLED TO DATE	BILLED PREVIOUSLY	BILLED THIS INV.	BALANCE TO BE BILLED
	$ 6,300,000.00	$ 319,533.87	$ 260,763.36	$ 58,770.51	$ 5,980,466.13

TOTAL DUE THIS INVOICE: $58,770.51

Hilton Management LLC

Bill Clark
Director of Finance

PLEASE WIRE REMITTANCE TO:

Account Name: County of Cuyahoga, d/b/a Hilton Cleveland Downtown
Bank Name: Wells Fargo Bank
Bank Address: 10401 Deerwood Park Blvd., Jacksonville, FL 32256

Account No. : 4267607620
A.B.A. No. : 121000248

cc: Ellis Katz
Teri Agosta
Tim Bridwell
Conrad Wangeman
John Santo
Joel Reichbart

Reviewed for Payment:
Eric Gonzalez 4/22/15
Project Management Consultants

Hilton Cleveland Downtown (BU 04196)

Preopening Expense Recap - March 2015

Department	Reference	Amount	Description
71	NA	$ (8,681.53)	Payroll Accrual Reversal - February (02/13 thru 02/28)
71	NA	$ (123.53)	Payroll Accrual Reversal - February (02/13 thru 02/28)
71	NA	$ (528.19)	Payroll Accrual Reversal - February (02/13 thru 02/28)
71	NA	$ (312.55)	Payroll Accrual Reversal - February (02/13 thru 02/28)
71	NA	$ (36.88)	Payroll Accrual Reversal - February (02/13 thru 02/28)
72	NA	$ (4,384.61)	Payroll Accrual Reversal - February (02/13 thru 02/28)
72	NA	$ (62.47)	Payroll Accrual Reversal - February (02/13 thru 02/28)
72	NA	$ (267.16)	Payroll Accrual Reversal - February (02/13 thru 02/28)
72	NA	$ (90.36)	Payroll Accrual Reversal - February (02/13 thru 02/28)
72	NA	$ (219.45)	Payroll Accrual Reversal - February (02/13 thru 02/28)
72	NA	$ (175.37)	Payroll Accrual Reversal - February (02/13 thru 02/28)
72	NA	$ (6.05)	Payroll Accrual Reversal - February (02/13 thru 02/28)
71	PR Distribution 1 -$	7,615.38	Wages & PTEB - Pay Period Ending 02/26
71	PR Distribution 2 -$	15,000.00	Relocation Incentive - Pay Period Ending 02/26
71	PR Distribution 3 -$	325.85	Wages & PTEB - Pay Period Ending 02/26
71	PR Distribution 4 -$	814.16	Wages & PTEB - Pay Period Ending 02/26
71	PR Distribution 5 -$	32.35	Wages & PTEB - Pay Period Ending 02/26
72	PR Distribution 6 -$	3,846.15	Wages & PTEB - Pay Period Ending 02/26
72	PR Distribution 7 -$	234.35	Wages & PTEB - Pay Period Ending 02/26
72	PR Distribution 8 -$	54.81	Wages & PTEB - Pay Period Ending 02/26
72	PR Distribution 9 -$	188.04	Wages & PTEB - Pay Period Ending 02/26
72	PR Distribution 10 -$	153.84	Wages & PTEB - Pay Period Ending 02/26
72	PR Distribution 11 -$	5.31	Wages & PTEB - Pay Period Ending 02/26
71	PR Distribution 12 -$	7,615.38	Wages & PTEB - Pay Period Ending 03/12
71	PR Distribution 13 -$	108.36	Wages & PTEB - Pay Period Ending 03/12
71	PR Distribution 14 -$	274.16	Wages & PTEB - Pay Period Ending 03/12
71	PR Distribution 15 -$	32.35	Wages & PTEB - Pay Period Ending 03/12
72	PR Distribution 16 -$	9,384.61	Wages & PTEB - Pay Period Ending 03/12
72	PR Distribution 17 -$	551.96	Wages & PTEB - Pay Period Ending 03/12
72	PR Distribution 18 -$	129.09	Wages & PTEB - Pay Period Ending 03/12
72	PR Distribution 19 -$	260.87	Wages & PTEB - Pay Period Ending 03/12
72	PR Distribution 20 -$	153.84	Wages & PTEB - Pay Period Ending 03/12
72	PR Distribution 21 -$	12.93	Wages & PTEB - Pay Period Ending 03/12
71	PR Distribution 22 -$	2,347.74	Relocation Expense (tax gross up)
71	PR Distribution 23 -$	106.55	Relocation Expense (tax gross up)
72	PR Distribution 24 -$	399.64	Relocation Expense (tax gross up)
72	PR Distribution 25 -$	15.76	Relocation Expense (tax gross up)
72	PR Distribution 26 $	67.38	Relocation Expense (tax gross up)
69	NA ⟹ $	833.00	(HR) - (fixed allocation - $10K annually / 12 = $833/month)
	⟹ $	833.00	(Finance) - (fixed allocation - $10K annually / 12 = $833/month)
71	NA ⟹ $	833.00	(Property Ops) - (fixed allocation - $10K annually / 12 = $833/month)
73	NA ⟹ $	2,495.36	(Sales) - (Allocate 1 day per week - $77.98/hr X 32 hrs)
72	NA ⟹ $	623.84	(Sales) -(25% of wages - $2,495.36*25%)
71	Wells Fargo State 27 $	275.31	Bank Fees
71	Invoice 28 -$	352.66	SMG - Pre-Open Offices - Reimbursable Svcs
72	Invoice 29 -$	2,547.50	Newmarket - DMPE (Sales System)
72	Invoice 30 -$	1,970.00	Newmarket - DMPE (Sales System)
72	Invoice 31 -$	1,971.00	Rdesign & Printing (Brochures)
72	Invoice 32 -$	174.56	Office Depot (Office Supplies)
72	Invoice 33 -$	60.12	Office Depot (Office Supplies)
71	Invoice 34 -$	18.75	Regal Press (Business Cards)
71	Invoice 35 -$	196.63	Granite Telecommunications (Telephone Exp)

Hilton Cleveland Downtown (BU 04196)

Preopening Expense Recap - March 2015

Department	Reference		Amount	Description
71	*Invoice*	36-$	433.00	Relocation
71	*Invoice*	37-$	2,982.70	Relocation
71	*Invoice*	38-$	1,399.96	Relocation
71	*Exp Rpt*	39-$	352.92	B Clark Expense Report
72	*Exp Rpt*	40-$	310.01	J Hansen Expense Report - January Re-Bill
72	*Exp Rpt*	41-$	470.98	J Hansen Exp Rpt (CLEDO)
72	*Exp Rpt*	42-$	307.11	J Burrows Expense Report
72	*Exp Rpt*	43-$	2,050.00	J Burrows Expense Report
72	*Exp Rpt*	44-$	500.00	J Burrows Expense Report
73	*Exp Rpt*	45-$	125.29	P Hornstra Expense Report
73	*Exp Rpt*	46-$	285.15	P Hornstra Expense Report
73	*Exp Rpt*	47-$	1,525.95	P Hornstra Expense Report
		$	58,770.51	**Total Pre-Opening Expenses - March 2015**

WELLS FARGO

Custom
03/30/2015 04:23 PM ET
CUSTOMER ID: PROMU031
OPERATOR ID: BCLARK

PROMUS HOTELS, INC.

Previous Day Composite Report
From 03/02/2015 Through 03/30/2015

Commercial Electronic Office®

Treasury Information Reporting

Balances

Closing Ledger Balance	72,745.17
Closing Collected Balance	72,745.17
Opening Available Balance	72,745.17
One Day Float	.00
Two+ Day Float	.00
MTD Average Closing Ledger Balance	74,284.09
MTD Average Closing Collected Balance	74,284.09
Total Credits	.00
Total Debits	3,627.97
Total Number Credits	0
Total Number Debits	3

Summaries

Type of Debit	Number of Items	Amount
Total Checks Paid	2	3,352.66
Total Miscellaneous Debits	1	275.31
Debit Totals	3	3,627.97

Debit Transactions

3/11/2015	475 / CHECK PAID **Cust Ref:** 00000000008 **Bank Ref:** IA008611780476 CHECK	**Debit Amount:**	3,000.00
3/11/2015	475 / CHECK PAID **Cust Ref:** 00000000010 **Bank Ref:** IA008611795812 CHECK	**Debit Amount:**	352.66
	CHECK PAID Total	**Debit Amount**	3,352.66
3/11/2015	698 / MISCELLANEOUS FEE DEBIT **Cust Ref:** 00000000000 **Bank Ref:** IA000011545334 CLIENT ANALYSIS SRVC CHRG 150310 SVC CHGE 0215 000004267607620	**Debit Amount:**	275.31
	Debit Total	**Debit Amount**	3,627.97
	Account Net Amount		-3,627.97

Grand Total For Currency: USD

Balances

Closing Ledger Balance	72,745.17
Closing Collected Balance	72,745.17
Opening Available Balance	72,745.17
One Day Float	.00
Two+ Day Float	.00
MTD Average Closing Ledger Balance	74,284.09
MTD Average Closing Collected Balance	74,284.09
Total Credits	.00
Total Debits	3,627.97
Total Number Credits	0
Total Number Debits	3

As of 3/10/2015

Currency: USD
Bank: 121000248
Account: 4267607620(TN)

WELLS FARGO BANK, N.A.
COUNTY OF CUYAHOGA

28

Cleveland
Convention Center

SMG agent for Cleveland Convention Center and GCHI
1 St. Clair Ave. NE
Cleveland OH 44114

VOICE: (216) 928-1600
FAX: (216) 920-1451

INVOICE

INVOICE NUMBER
081325
INVOICE DATE
2/17/2015
Page:
1

BILL TO
Bill Clark
Hilton Columbus Downtown
401 North High St
Columbus, OH 43215

CUSTOMER NUMBER	TERMS	DUE DATE
HIL01	DUE IN 30 DAYS	3/19/2015

DESCRIPTION	AMOUNT
EVENT: Hilton Office & Model Room Date Range from 01/01/2015 to 04/01/2016	
Jan 15; Reimbursable Services	346.50
Taxes	6.16

746735 Columbus downtown Accounts Payable
MAR 04 2015
PROCESSED
04196
33700-71
2/18/15

Please call the Finance Department at (216) 920-1454
if you have any questions.

Sales Total: 352.66

Please remit Payment to:
SMG agent for Cleveland Convention Center and GCHI
Attn: Accounts Receivable
1 St. Clair Ave. NE
Cleveland, OH 44114

Total Invoice Amt: $352.66

Customer Copy

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NEWMARKET™ INTERNATIONAL

Newmarket International, Inc.
75 New Hampshire Avenue, Suite 300
Portsmouth, NH 03801
603-436-7500
www.newmarketinc.com

Invoice

Document No	Date	Page
280577	28/Jan/2015	1 of 1
Sales	3078177	

Bill To: Ms. Jennifer Tenney
Hilton Worldwide
NV-Field Office
660 Edelweiss Street
RENO, NV 89502

Columbus downtown
Accounts Payable
MAR 27 2015
PROCESSED

Ship To: Ms. Jennifer Tenney
Hilton Worldwide
NV-Field Office
660 Edelweiss Street
RENO, NV 89502

Customer No.	Customer Name	Customer PO Number	Currency	Terms	Due Date
22455	Hilton Cleveland Downtown		USD	NET30	27/Feb/2015

SKU Code/Description/Comments	Ref #	No. of Users	Units	Rate	Extended Price
Data Services - MPE Database (8 - 30 Users)	2	1	1.00	1,003.50	1,003.50
Data Services - MPE Database (8 - 30 Users)					
Libby Mongeon - 2015-01-12 - 2015-01-16 - Data Services MPE Schema (3078177)					
Libby Mongeon - 2015-01-20 - 2015-01-20 - Data Services MPE Schema (3078177); 1003.50					
Training - Instructor Led (Hourly)	4	1	1.00	230.00	230.00
Training - Instructor Led (Hourly)					
Randy Philips - 2015-01-16 - 2015-01-16 - Training (3078177); 230.00					
Data Services - Cleansing and Custom Services (Hourly)	1	1	1.00	279.00	279.00
Data Services - Cleansing and Custom Services (Hourly)					
Libby Mongeon - 2015-01-12 - 2015-01-16 - Data Services - 1 Hr Custom (3078177)					
Libby Mongeon - 2015-01-20 - 2015-01-20 - Data Services - 1 Hr Custom (3078177); 279.00					
Project Management (Hourly)	3	1	5.00	207.00	1,035.00
Project Management (Hourly)					
Elizabeth Brockelbank - 2015-01-16 - 2015-01-16 - Project Management (Hourly) (3078177); 1035.00					
Tax (Type - SR)	5	1	1.00	0.00	0.00

532737
Newmarket
33720-72

3/26/15

MAR 25 PM 2:03

Thank you for paying prompt attention to this invoice. Please remit payments to: Newmarket International, PO Box 845707, Boston, MA 02284-5707 or wire transfer to our bank account: Citizens Bank, One Citizens Drive, Riverside, RI 02915; Account #: 3300124494; ABA #: 011500120; SWIFT Code: CTZIUS33. Payments also accepted by credit card. If you have any questions, please call Judy Hill in Accounts Receivable at (603) 427-6405 or email jhill@newmarketinc.com.

Subtotal	2,547.50
Sales Tax	0.00
Invoice Total	2,547.50
Payment Received	0.00
Balance	2,547.50

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NEWMARKET INTERNATIONAL

Newmarket International, Inc.
75 New Hampshire Avenue, Suite 300
Portsmouth, NH 03801
603-436-7500
www.newmarketinc.com

Invoice

Document No	Date	Page
281494	01/Jan/2015	1 of 1

Sales Order: 3078176

Bill To: Attn: Julia Hansen (614) 384-8604
Hilton Columbus Downtown
400 North High Street
4th Floor
Columbus, OH 43215

Ship To: Attn: Julia Hansen (614) 384-8604
Hilton Columbus Downtown
400 North High Street
4th Floor
Columbus, OH 43215

Columbus downtown
Accounts Payable
MAR 27 2015
PROCESSED

Customer Grp/No.	Customer Name	Customer PO Number	Currency	Terms	Due Date
1 22455	Hilton Cleveland Downtown		USD	NET30	31/Jan/2015

No	Item Description	Extended Price
1		1,970.00

Product Description	Total Amount
Maintenance	1,970.00

532737
Newmarket
33720-72

VL 3/26/15

Comments: Maintenance Start Date: 01/JAN/2015 End Date: 31/DEC/2015

Thank you for paying prompt attention to this invoice. Please remit payments to: Newmarket International, PO Box 845707, Boston, MA 02284-5707 or wire transfer to our bank account: Citizens Bank, One Citizens Drive, Riverside, RI 02915; Account #: 3300124494; ABA #: 011500120; SWIFT Code: CTZIUS33. Payments also accepted by credit card. If you have any questions, please call Judy Hill in Accounts Receivable at (603) 427-6405 or email jhill@newmarketinc.com.

Subtotal	1,970.00
Sales Tax	147.75
Invoice Total	2,117.75
Payment Received	0.00
Balance if paid by 31/Jan/2015	2,117.75
Balance if not paid by 31/Jan/2015	2,117.75

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rdesign &printing co.®

30 east fourth avenue
columbus, ohio 43201
614.299.1420 tel
614.299.1422 fax

INVOICE

No. 24574

Date 2/19/15

Customer P.O. No. 10

Hilton Columbus Downtown
400 North High St.
Columbus OH 43215
Alexandra Heck
Phone: 614.384.8610
Fax: 614.384.8605

www.rdesignandprinting.com

QUANTITY	DESCRIPTION	AMOUNT
1,000	Hilton Fact Sheet Tri-Folds brochures - Cleveland, 8 x 24 White 111# Pocelain Silk cover, copied 2 up on 2 sides Pre-flighting / converting 1,000 Score 5 Cut cover 1,000 Folding 17"	1,971.00

Columbus downtown
Accounts Payable
MAR 04 2015
PROCESSED

508174
010 Brochures
34520-72

Sales Rep: Mitch Taken by: System Please pay from this invoice. Thank you!	Wanted: Tue 2/24 Hilton Fact Sheet Tri-Fold brochures - Cleveland	SUB	1,971.00
		TAX	
		SHIPPING	1,971.00
		TOTAL	

X _____ acceptance signature _____ printed name _____ date

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ORIGINAL INVOICE

10068

Office DEPOT

Office Depot, Inc
PO BOX 630813
CINCINNATI OH
45263-0813

FEDERAL ID:59-2663954

THANKS FOR YOUR ORDER
IF YOU HAVE ANY QUESTIONS
OR PROBLEMS, JUST CALL US
FOR CUSTOMER SERVICE ORDER: (888) 263-3423
FOR ACCOUNT: (800) 721-6592

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
760792827001	185.91	Page 2 of 2
INVOICE DATE	TERMS	PAYMENT DUE
17-MAR-15	Net 30	17-APR-15

BILL TO:

003597-002445
ATTN: ACCTS PAYABLE
HILTON CLEVELAND DOWNTOWN
C/O TURNER CONSTRUCTION
1370 ONTARIO ST STE 900
CLEVELAND OH 44113-1752

SHIP TO:

002445
HILTON CLEVELAND DOWNTOWN
C/O TURNER CONSTRUCTION
1370 ONTARIO ST STE 900
CLEVELAND OH 44113-1752

(Page 1 not included)

ACCOUNT NUMBER	PURCHASE ORDER	SHIP TO ID	ORDER NUMBER	ORDER DATE	SHIPPED DATE
39487855	000000000000011	1370ONTARIO	760792827001	16-MAR-15	17-MAR-15
BILLING ID	ACCOUNT MANAGER / RELEASE	ORDERED BY	DESKTOP	COST CENTER	
250897		JANE BURROWS			

CATALOG ITEM #/ MANUF CODE	DESCRIPTION/ CUSTOMER ITEM #	U/M TAX	QTY ORD	QTY SHP	QTY B/O	UNIT PRICE	EXTENDED PRICE
189654 40280	CARD,INDEX,RLD,3X5,5 AST,1 189654	PK	1	1	0	1.790	1.79

Columbus downtown
Accounts Payable
MAR 27 2015
PROCESSED

#L 04196

72-37110

3/24/15

003597-002445

	SUB-TOTAL	174.56
	DELIVERY	0.00
	SALES TAX	11.35
All amounts are based on USD currency	TOTAL	185.91

To return supplies, please repack in original box and insert our packing list, or copy of this invoice. Please note problem so we may issue credit or replacement, whichever you prefer. Please do not ship collect. Please do not return furniture or machines until you call us first for instructions. Shortage or damage must be reported within 5 days after delivery.

▲ DETACH HERE ▲

CUSTOMER NAME	BILLING ID	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	AMOUNT ENCLOSED
HILTON CLEVELAND DOWNTOWN	250897	760792827001	17-MAR-15	185.91	

FLO 002508976 760792827001 1 00000018591 1 9

Please Send Your Check to:

OFFICE DEPOT
PO Box 633301
Cincinnati OH 45263-3301

Please return this stub with your payment to ensure prompt credit to your account.

Please DO NOT staple or fold. Thank You.

003597-002445

00002/00003

33

ORIGINAL INVOICE

10068

Office Depot, Inc
PO BOX 630813
CINCINNATI OH
45263-0813

FEDERAL ID:59-2663954

THANKS FOR YOUR ORDER
IF YOU HAVE ANY QUESTIONS OR PROBLEMS, JUST CALL US
FOR CUSTOMER SERVICE ORDER: (888) 263-3423
FOR ACCOUNT: (800) 721-6592

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
760795640001	64.03	Page 1 of 1
INVOICE DATE	TERMS	PAYMENT DUE
17-MAR-15	Net 30	17-APR-15

000000000000024451000002445

BILL TO:
ATTN: ACCTS PAYABLE
HILTON CLEVELAND DOWNTOWN
C/O TURNER CONSTRUCTION
1370 ONTARIO ST STE 900
CLEVELAND OH 44113-1752

003597-002445

SHIP TO:
HILTON CLEVELAND DOWNTOWN
C/O TURNER CONSTRUCTION
1370 ONTARIO ST STE 900
CLEVELAND OH 44113-1752

002445

ACCOUNT NUMBER	PURCHASE ORDER	SHIP TO ID	ORDER NUMBER	ORDER DATE	SHIPPED DATE
39487855	00000000000011	1370ONTARIO	760795640001	16-MAR-15	17-MAR-15
BILLING ID	ACCOUNT MANAGER	RELEASE	ORDERED BY	DESKTOP	COST CENTER
250897			JANE BURROWS		

CATALOG ITEM #/ MANUF CODE	DESCRIPTION/ CUSTOMER ITEM #	U/M	QTY ORD	QTY SHP	QTY B/O	UNIT PRICE	EXTENDED PRICE
Instructions: FIRST TIME CUSTOMER ORDERS.							
908210 54501	STAPLER,ECON,FULL 908210	EA	1	1	0	2.140	2.14
748667 15492	CALENDAR,WALL,H/V,48X32 748667	EA	2	2	0	28.990	57.98

Your billing format is now available for electronic delivery. To ask how you can take advantage of this feature for a Greener Environment email billingsetup@officedepot.com.

Columbus downtown Accounts Payable
MAR 27 2015
PROCESSED

003597-002445

#04196

72-37810

	SUB-TOTAL	60.12
	DELIVERY	0.00
	SALES TAX	3.91
All amounts are based on USD currency	TOTAL	64.03

3/27/15

To return supplies, please repack in original box and insert our packing list, or copy of this invoice. Please note problem so we may issue credit or replacement, whichever you prefer. Please do not ship collect. Please do not return furniture or machines until you call us first for instructions. Shortage or damage must be reported within 5 days after delivery.

▲ DETACH HERE ▲

CUSTOMER NAME	BILLING ID	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	AMOUNT ENCLOSED
HILTON CLEVELAND DOWNTOWN	250897	760795640001	17-MAR-15	64.03	

FLO 002508976 760795640001 9 00000006403 1 9

Please Send Your Check to:
OFFICE DEPOT
PO Box 633301
Cincinnati OH 45263-3301

Please return this stub with your payment to ensure prompt credit to your account.

Please DO NOT staple or fold. Thank You.

003597-002445

00003/00003

R E G A L

"America's Award Winning Stationery Leader"

Engravers • Embossers • Web Offset • Thermographers
Hot Foil Stamping • Fine Printing and Lithography

REMIT TO: The Regal Press, Inc.
79 Astor Avenue • Norwood, MA 02062
Phone: (781) 769-3900

PAGE: 1

SOLD TO:
HILTON COLUMBUS DOWNTOWN
401 NORTH HIGH STREET

COLUMBUS OH 43215
BILL CLARK

ACCOUNT #: 49500-43215A

INVOICE #: 204408

INVOICE DATE: 2/18/15

PO# SEE BELOW

JOB#	REF#	PRODUCT#	VIA	DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	EXTENDED PRICE	TAX	SHIPPING & HANDLING	TOTAL
17050	89521	101	17	009 BURROWS, JANE	1	500	18.75	18.75			18.75
				BUSINESS CARDS OH							
17050				SHIP TO-JANE BURROWS							
				1370 ONTARIO STREET							
				CLEVELAND OH							
				04196							
				608811							
				Business Cards							
				37150-71							
							SUB-TOTALS	18.75			
										TOTAL DUE	18.75

Columbus downtown
Accounts Payable
MAR 04 2015
PROCESSED

TERMS - Net cash within fifteen (15) days after delivery. Buyer shall pay Seller a service charge for late payment, computed at an Annual Percentage Rate of 18% (a monthly periodic rate of 1 ½%), on all balances remaining unpaid after thirty (30) days after delivery.

The Regal Press, Inc. ("Seller") accepts the Buyer's above referenced Purchase Order expressly subject to the additional terms and conditions set forth on the reverse side hereof (U.C.C. 2-207).

TERMS NET: 15 DAYS

35

100 Newport Ave Ext.
Quincy, MA 02171
www.granitenet.com

Return Service Requested

Columbus downtown
Accounts Payable
MAR 27 2015
PROCESSED

Invoice

5600000646 PRESORT 646 1 AV 0.376 P1C4 <8>

HILTON HOTELS
1 SAINT CLAIR AVENUE NE
CLEVELAND OH 44114-1261

616962

#0496 Hilton Cleveland

38200-71 MAR 09 2015

3/12/15

Account Information

ACCOUNT NUMBER:		03210186
INVOICE DATE:		3/1/15
BILLING PERIOD:	2/1/15 -	2/28/15

PAYMENT DUE UPON RECEIPT

Savings Summary

MONTHLY SAVINGS:	$11.56
ANNUAL SAVINGS:	$150.72
LIFETIME SAVINGS:	$25.12

Account Summary

PREVIOUS BALANCE DUE:		$94.16
PAYMENTS RECEIVED THRU	3/01/15	$0.00
CURRENT CHARGES, TAXES, SURCHARGES:		$102.47
ADJUSTMENTS:		$0.00
TOTAL AMOUNT DUE:		$196.63

PLEASE SEE FOLLOWING PAGE(S) FOR DETAILS

Customer Service:
(866) 847-5500
Email: custserv@granitenet.com
Normal Hours: Monday - Friday, 8am-5pm EST
Customer Service For Service Emergencies: Everyday, 24 hours/day

Special Message

Thank you for keeping your account current. For additional summary reports, please access your Rock Report Center at https://rockreports.granitenet.com. Please contact our Customer Service department with any issues or questions.

ATTN:Info for PA Relay can be found at Granitenet.com/legal. SC Area Code 854 to Overlay Area Code 843; OH Area Code 220 to Overlay Area Code 740; NPA 629 to Overlay NPA 615 in TN; NPA 786 to Overlay NPA 305 in FL. For more info, visit granitenet.com

P A Y M E N T C O U P O N

- Make checks payable to Granite Telecommunications
- Please return this portion with your payment to ensure proper credit
- Please note address or phone changes on this coupon
- Address or phone changes may also be called to (866) 847-5500

Due Date Upon Receipt	
Amount Due	$196.63
Amount Enclosed	196.63

YOUR ACCOUNT NUMBER: 03210186
INVOICE NUMBER: 329474296
INVOICE DATE: 3/1/15

Hilton Hotels
1 St. Clair Avenue NE
Cleveland, OH 44113

Remit payment to:

GRANITE TELECOMMUNICATIONS
CLIENT ID#311
PO BOX 983119
BOSTON, MA 02298-3119

0321018803294742960000196636

Weichert Workforce Mobility Inc. 1625 State Rt 10 East Morris Plains, NJ 07950

Weichert Workforce Mobility

Invoice (231510)

Name	Description	Remarks	Date	Voucher	Invoice/(Credit) Amount
Collins, Ronnie	Temp Living - Return Trips	RT#2 airfare 4/9-4/13/15 55160 - Form Return Trip Home #2 3	3/23/2015	1002020	433.00
				Transferee Subtotal, USD	433.00

36

Weichert Workforce Mobility Inc. 1625 State Rt 10 East Morris Plains, NJ 07950

Weichert
Workforce Mobility

Invoice (228786)

Name	Description	Remarks	Date	Voucher	Invoice/(Credit) Amount
Collins, Ronnie	Allowance - Miscellaneous Expense	Miscellaneous Allowance	3/3/2015	990098	2,500.00
	Househunting - Airfare	airfare 3/2-3/7/15	3/2/2015	989035	482.70
				Transferee Subtotal, USD	2,982.70

57

Weichert Workforce Mobility Inc. 1625 State Rt 10 East Morris Plains, NJ 07950

Weichert
Workforce Mobility

Invoice (230710)

Name	Description	Remarks	Date	Voucher	Invoice/(Credit) Amount
Collins, Ronnie	Househunting - Lodging	lodging 3/2-3/6/15 (4)	3/15/2015	998004	414.76
	Temp Living - Return Trips	RT#1 airfare 3/27-3/30/15 54736 - Form Return Home Trip 1 3/	3/17/2015	999447	710.20
	Househunting - Meals	per diem 3/2-3/7/15 (5)	3/15/2015	998003	200.00
	Househunting - Airfare	baggage fees 3/2-3/7/15	3/15/2015	998003	75.00
				Transferee Subtotal, USD	1,399.96

38

Expense Report
Employee and Expense Summary

REPORT INFORMATION

Name	William E Clark
Employee ID	1376006
Expense dates	02/05/15-02/12/15
Form ID	TEA000429131
Approver	Teri Agosta
Report Name	Hilton Cleveland Budget Meeting
Purpose	Cleveland Budget Meeting

REPORT TOTALS

Report Total	352.92 USD
Total adjustments	0.00 USD
Total reimbursable	352.92 USD
Credit card remittance	13.00 USD
Amount due Employee	339.92 USD

*** Charges are in USD unless otherwise noted*

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
02/05/15	Mileage Columbus → Cleveland	82.23	Cash	US Dollar	1.000000	Hilton Cleveland	82.23
02/05/15	Mileage Cleveland → Columbus	82.23	Cash	US Dollar	1.000000	Hilton Cleveland	82.23
02/05/15	Parking - in cleveland	11.00	Cash	US Dollar	1.000000	Hilton Cleveland	11.00
02/12/15	Mileage - Columbus → cleveland	82.23	Cash	US Dollar	1.000000	Hilton Cleveland	82.23
02/12/15	Mileage - cleveland → Colombus	82.23	Cash	US Dollar	1.000000	Hilton Cleveland	82.23
02/12/15	Parking - in cleveland	13.00	Corporate Card	US Dollar	1.000000	Hilton Cleveland	13.00

Charge to

Charge to:	Default Accounting
Business Unit:	04157
Operating Unit (HGV):	
Chart Field 1 (HGV):	
Department ID:	71
Business Unit PC:	

Charge to:	Hilton Cleveland Downtown
Business Unit:	04196
Operating Unit (HGV):	
Chart Field 1 (HGV):	
Department ID:	71
Business Unit PC:	
Project ID:	
Activity ID:	
Resource Type:	
Resource Category:	
Resource Sub Category:	
Analysis Type:	

40

Expense Report
Employee and Expense Summary

REPORT INFORMATION

Name	Julia K Hansen
Employee ID	1019535
Expense dates	01/25/15-01/27/15
Form ID	TEA000421416
Approver	Christian A Coffin
Report Name	January Cleveland Expenses
Purpose	January Cleveland Expenses

REPORT TOTALS

Report Total	310.01 USD
Total adjustments	0.00 USD
Total reimbursable	310.01 USD
Credit card remittance	130.51 USD
Amount due Employee	179.50 USD

*** Charges are in USD unless otherwise noted*

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
01/25/15	Office Supplies	70.72	Corporate Card	US Dollar	1.000000		70.72 – a
01/26/15	Dinner	33.92	Corporate Card	US Dollar	1.000000		33.92 – b
01/26/15	Lunch	25.87	Corporate Card	US Dollar	1.000000		25.87 – c
01/26/15	Mileage - Columbus → Cleveland	86.25	Cash	US Dollar	1.000000		86.25 ⟸
01/27/15	Parking	7.00	Cash	US Dollar	1.000000		7.00 – d
01/27/15	Mileage - Columbus → Cleveland	86.25	Cash	US Dollar	1.000000		86.25 ⟸

Charge to

Charge to:	Default Accounting
Business Unit:	04157
Operating Unit (HGV):	
Chart Field 1 (HGV):	
Department ID:	72
Business Unit PC:	

40a

STAPLES

1747 Olentangy River Road
COLUMBUS, OH 43212
(614) 299-9425

SALE 1689732 3 003 00578
0451 01/25/15 04:03

QTY	SKU		PRICE
1	2015 INSPIRATION D 9781465023230		9.99
1	2015 INSPIRATION D 9781465023230		9.99
1	BINDER CLIP MINI 4 718103156875		3.29
1	DORITOS NACHO CHEE 028400097659		1.69N
1	STPLS HD BINDER 1. 718103198677		7.99
1	STPLS HD BINDER 1. 718103198677		7.99
1	HEAVY DUTY BINDER 077711798854		1.00
4	SHEET PROTECTORS S 718103009874	5.990ea	23.96
SUBTOTAL			65.90
	Standard Tax 7.500%		4.82
TOTAL			$70.72 = a
American Express			70.72

Card No.: XXXXXXXXXXX2000 [S]
Auth No.: 520669

TOTAL ITEMS 11

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staples.com and ink recycling
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^4510125150^

40 b, c, d

URBAN FARMER®

1325 East 6th Street
Cleveland, OH 44114
216.771.7707

Server: KENZIE 01/26/2015
9*5/1 6:33 PM
Guests: 1 10105

Caesar	11.00
Mac & Cheese	10.00
Arnold Palmer	3.00
Subtotal	24.00
Tax	1.92
Total	25.92

Balance Due 25.92 = c

Room #
Tip:
Name:
Signature:

Thank You!!!

1325 East 6th Street
Cleveland, OH 44114
216.771.7707

Server: KENZIE DOB: 01/26/2015
07:18 PM 01/26/2015
9*5/1 1/10105

SALE

AMEX 1048595
Card #XXXXXXXXXXX2000
Magnetic card present: HANSEN JULIA K
Card Entry Method: S

Approval: 682746

Amount: $ 25.92
+ Tip: 8.00
= Total: 33.92 = b

I agree to pay the above total amount according to the card issuer agreement.

X

Room #
Tip:
Name:
Signature:

Thank You!!!

au bon pain
Cleveland Convention Center
4 Carlota

8327
26JAN'15 13:28

2 Bottle water LG	6.38
2 Cty Grilled Chze	14.58
1 Add Soup	2.99
Food Sales	23.95
Tax	1.92
Total Paid	25.87
XXXXXXXXXXX2000	
American Express	25.87

------4 Closed JAN26 13:29------

A 95814

NAME
DATE 01/27/15
LOT # 1538
AMOUNT $ 07.00 = d
SERVICE AMPCO SYSTEM PARKING

41

Expense Report
Employee and Expense Summary

REPORT INFORMATION

Name	Julia K Hansen
Employee ID	1019535
Expense dates	01/26/15-02/13/15
Form ID	TEA000430390
Approver	Christian A Coffin
Report Name	Cleveland February Expenses
Purpose	Cleveland February Expenses

REPORT TOTALS

Report Total	470.98 USD
Total adjustments	0.00 USD
Total reimbursable	470.98 USD
Credit card remittance	308.83 USD
Amount due Employee	162.15 USD

*** Charges are in USD unless otherwise noted*

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
01/28/15	**Hotel**	**148.59**	**Corporate Card**	**US Dollar**	**1.000000**		**148.59** – a
01/26/15	*Parking*	*20.00*	*Corporate Card*	*US Dollar*	*1.000000*		*20.00*
01/26/15	*Room Rate*	*109.00*	*Corporate Card*	*US Dollar*	*1.000000*		*109.00*
01/26/15	*Room Tax*	*1.60*	*Corporate Card*	*US Dollar*	*1.000000*		*1.60*
01/26/15	*Room Tax*	*8.72*	*Corporate Card*	*US Dollar*	*1.000000*		*8.72*
01/26/15	*Room Tax*	*6.00*	*Corporate Card*	*US Dollar*	*1.000000*		*6.00*
01/26/15	*Room Tax*	*3.27*	*Corporate Card*	*US Dollar*	*1.000000*		*3.27*
02/13/15	**Hotel**	**160.24**	**Corporate Card**	**US Dollar**	**1.000000**		**160.24** – b
02/13/15	*Parking*	*21.60*	*Corporate Card*	*US Dollar*	*1.000000*		*21.60*
02/12/15	*Room Rate*	*119.00*	*Corporate Card*	*US Dollar*	*1.000000*		*119.00*
02/12/15	*Room Tax*	*19.64*	*Corporate Card*	*US Dollar*	*1.000000*		*19.64*
02/13/15	Mileage Columbus – Cleveland Round-Trip.	162.15	Cash	US Dollar	1.000000		162.15 ←

Charge to

Charge to:	Default Accounting
Business Unit:	04157
Operating Unit (HGV):	
Chart Field 1 (HGV):	
Department ID:	72
Business Unit PC:	

41a

1460 EAST 9TH STREET
CLEVELAND, OH 44114
TELEPHONE 216-241-6600 FAX 216-241-8811

HILTON HHONORS
Official Hotel Partner

Hansen, Julia name address	room number: 904/NQR arrival date: 1/26/2015 12:14:00PM departure date: 1/27/2015 adult/child: 1/0 room rate: $109.00
If the debit/credit card you are using for check-in is attached to a bank or checking account, a hold will be placed on the account for the full anticipated dollar amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such funds will not be released for 72 business hours from the date of check-out or longer at the discretion of your financial institution.	RATE PLAN LV4 HH# AL BONUS AL CAR
Confirmation: 80962580 1/27/2015 PAGE 1	Rates subject to applicable sales, occupancy, or other taxes. Please do not leave any money or items of value unattended in your room. A safety deposit box is available for you in the lobby. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. In the event of an emergency, I, or someone in my party, require special evacuation due to a physical disability. Please indicate yes by checking here: ☐ **signature:**

date	reference	description	amount
1/26/2015	2714024	VALET PARKING	$20.00
1/26/2015	2714024	TAXES	$1.60
1/26/2015	2714025	GUEST ROOM	$109.00
1/26/2015	2714025	STATE TAX	$8.72
1/26/2015	2714025	COUNTY TAX	$6.00
1/26/2015	2714025	CITY	$3.27
		WILL BE SETTLED TO AX *2000	$148.59
		EFFECTIVE BALANCE OF	$0.00
		STIMATED CURRENCY TOTAL	

1/30 Expense not in system for Jan report

for reservations call 1.

thanks.

account no.	date of charge	folio/check no. 515469 A
card member name	authorization	initial
establishment no. and location — establishment agrees to transmit to card holder for payment	purchases & services	
	taxes	
	tips & misc.	
signature of card member X	**total** amount	0.00

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41b

1460 EAST 9TH STREET
CLEVELAND, OH 44114
TELEPHONE 216-241-6600 FAX 216-241-8811

HANSEN, JULIA
401 N. High Street
Columbus, OH 43215
US

name
address

room number: 320/KXTD
arrival date: 2/11/2015 8:29:00PM
departure date: 2/12/2015

adult/child: 1/0
room rate: $119.00

If the debit/credit card you are filing for check-in is attached to a bank or checking account, a hold will be placed on the account for the full anticipated dollar amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such funds will not be released for 72 business hours from the date of check-out or longer at the discretion of your financial institution.

RATE PLAN LV3
HH# 725355629 BLUE
AL
BONUS AL CAR

Confirmation: 82131444

2/12/2015 PAGE 1

Rates subject to applicable sales, occupancy, or other taxes. Please do not leave any money or items of value unattended in your room. A safety deposit box is available for you in the lobby. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. In the event of an emergency, I, or someone in my party, require special evacuation due to a physical disability. Please indicate yes by checking here: ☐

signature:

date	reference	description	amount
2/11/2015	2721492	VALET PARKING	$20.00
2/11/2015	2721492	TAXES	$1.60
2/11/2015	2721493	GUEST ROOM	$119.00
2/11/2015	2721493	STATE TAX	$9.52
2/11/2015	2721493	COUNTY TAX	$6.55
2/11/2015	2721493	CITY	$3.57
		WILL BE SETTLED TO AX *2000	$160.24 ← 41b
		EFFECTIVE BALANCE OF	$0.00

ESTIMATED CURRENCY TOTAL

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account no.	date of charge	folio/check no. 517768 A
card member name	authorization	initial
establishment no. and location — establishment agrees to contact cardholder for payment	purchases & services	
	taxes	
	tips & misc.	
signature of card member X	total amount	0.00

42

Expense Report
Employee and Expense Summary

REPORT INFORMATION

Name	Jane K Burrows
Employee ID	1175085
Expense dates	02/28/15-03/04/15
Form ID	
Approver	
Report Name	March v.1
Purpose	March v.1

REPORT TOTALS

Report Total	307.11 USD
Total adjustments	0.00 USD
Total reimbursable	307.11 USD
Credit card remittance	0.00 USD
Amount due Employee	307.11 USD

*** Charges are in USD unless otherwise noted*

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
02/28/15	Business Meals / Ent.	183.36	Cash	US Dollar	1.000000		183.36 – a
03/03/15	Business Meals / Ent. [Employee]	21.35	Cash	US Dollar	1.000000		21.35 – b
03/04/15	Business Meals / Ent.	102.40	Cash	US Dollar	1.000000		102.40 – c

Charge to

Charge to:	Default Accounting
Business Unit:	04196
Operating Unit (HGV):	
Chart Field 1 (HGV):	
Department ID:	72
Business Unit PC:	

(42)

Expense Report
Expense and Miscellaneous Detail

EXPENSE DETAIL SUMMARY

Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
02/28/15	Business Meals / Ent.	183.36	Reimbursable	Dinner	Other	Yes
03/03/15	Business Meals / Ent. [Employee]	21.35	Reimbursable	Dinner	Employee Relations	No
03/04/15	Business Meals / Ent.	102.40	Reimbursable	Ron Newman	Customer Meeting	Yes

Business Meals / Ent. [Non-Employee]

Date: 02/28/15
Amount: 183.36
City: Cleveland,Ohio
 # Attendees: 3
Attendees: Teri Agosta (Hilton Worldwide) Kelsey Laing (Harmon) Jane K Burrows (Hilton Worldwide)

– a

Business Meals / Ent. [Employee]

Date: 03/03/15
Amount: 21.35
City: Cleveland,Ohio
 # Attendees: 2
Attendees: Jane K Burrows (Hilton Worldwide) Ronald Collins (Hilton Worldwide)

– b

Business Meals / Ent. [Non-Employee]

Date: 03/04/15
Amount: 102.40
City: Cleveland,Ohio
 # Attendees: 4
Attendees: Jane K Burrows (Hilton Worldwide) Julia K Hansen (Hilton Worldwide) Ron Newman (Destination Cleveland) Ronald Collins (Hilton Worldwide)

– c

42a.b

CHECK: 8323
SERVER: 4 Carlota
DATE: 03MAR 15 12:41
CARD TYPE: Visa
ACCT #: XXXXXXXXXXXX3009
AUTH CODE: 46924C
JANE K BURROWS

TOTAL: 21.35 = b

- J. Burrows
R. Collins

OSTERIA
408 W. ST. CLAIR AVE.
CLEVELAND, OH 441131516

02/28/2015 20:51:37
MID: 000000001516397 TID: 02272230

CREDIT CARD
VISA SALE

CARD #	XXXXXXXXXXXX3009
INVOICE	0008
SEQ #:	0008
Batch #:	001627
SERVER	0003
Approval Code:	23302C
Entry Method:	Swiped
Mode:	Online
PRE-TIP AMT	$153.36
TIP	30 —
TOTAL AMOUNT	183.36 = a

T. Agosta
J. Burrows
K. Laing (Harmon)

CUSTOMER COPY

42c

Pura Vida

170 Euclid Avenue
216-987-0100

Server: Jen C DOB: 03/04/2015
01:01 PM 03/04/2015
Table 17/1 3/30003

SALE

VISA 2097160
Card #XXXXXXXXXXXX3009
Magnetic card present: Yes
Card Entry Method: S

Approval: 50327C

Amount: $ 86.40

+ Tip: 16.-

= Total: 102.40

I agree to pay the above
total amount according to the
card issuer agreement.

X_____

Thank you, please come again!
www.puravidabybrandt.com
Book your next event or
catering with us!
Call Katie for details!

GUEST COPY

170 Euclid Avenue
216-987-0100

Server: Jen C 03/04/2015
Table 17/1 12:55 PM
Guests: 4 30003

BACON Bread	7.00
Warm Spin (2 @17.50)	35.00
ADD CHICKEN	
Beet Salad	15.00
House Lemonade (2 @3.50)	7.00
Cobb	15.00
Subtotal	80.00
Tax	6.40
Total	86.40
Balance Due	86.40

Thank you, please come again!
www.puravidabybrandt.com
Book your next event or
catering with us!
Call Katie for details!

J. Burrows
J. Hansen
R. Newman
R. Collins

43

Expense Report
Employee and Expense Summary

REPORT INFORMATION

Name	Jane K Burrows
Employee ID	1175085
Expense dates	03/13/15-03/13/15
Form ID	TEA000436513
Approver	Ronald S Collins
Report Name	ConferenceDirect Annual Meeting
Purpose	ConferenceDirect

REPORT TOTALS

Report Total	2050.00 USD
Total adjustments	0.00 USD
Total reimbursable	2050.00 USD
Credit card remittance	0.00 USD
Amount due Employee	2050.00 USD

*** Charges are in USD unless otherwise noted*

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
03/13/15	Trade Marketing - Exhibits	2050.00	Cash	US Dollar	1.000000		2050.00

Charge to

Charge to:	Default Accounting
Business Unit:	04196
Operating Unit (HGV):	
Chart Field 1 (HGV):	
Department ID:	72
Business Unit PC:	

(43)

Expense Report
Expense and Miscellaneous Detail

EXPENSE DETAIL SUMMARY						
Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
03/13/15	Trade Marketing - Exhibits	2050.00	Reimbursable	ConferenceDirect	Other	Yes

Attendee Information

Reference Number	11744085
First Name	Ronnie
Last Name	Collins
Title	Director of Sales and Marketing
Company Name	Hilton Cleveland Downtown
Address Line 1	100 Lakeside Avenue East
City	Cleveland
US State	Ohio
Country	United States
Zip (Postal Code)	44114
Work Phone	440-241-7671
Primary Email	ronnie.collins@hilton.com
Mobile Phone	520-789-8964

	Selection	Cost
Attendee Category	Preferred Hotel	$2,050.00
	Breakout selections for Tuesday, April 21, 2015 will be made available at a later date.	
TradeshowYou will be admitted onto the tradeshow floor on the day you select below.	Day One - Monday, April 20, 2015 1:45pm - 4:30pm *(Suggested day for Hilton, Starwood & Fairmont Partners)*	
Thursday, April 23, 2015 - Charity Golf Tournament - Dallas Cowboys Country Club If you would like to sponsor or participate in the Charity Golf Tournament, please make your selection below or select "Not Attending."	Not Attending	
	Total	$2,050.00

Date	Transaction Type	
03/13/2015	Transaction Amount	$2,050.00
03/13/2015	Online Credit Card Payment (xxxxxxxxxxxx3009)	$-2,050.00
	Balance	$0.00

Expense Report
Employee and Expense Summary

REPORT INFORMATION

Name	Jane K Burrows
Employee ID	1175085
Expense dates	03/09/15-03/09/15
Form ID	TEA000433783
Approver	Ronald S Collins
Report Name	March v.2
Purpose	March v.2

REPORT TOTALS

Report Total	500.00 USD
Total adjustments	0.00 USD
Total reimbursable	500.00 USD
Credit card remittance	0.00 USD
Amount due Employee	500.00 USD

*** Charges are in USD unless otherwise noted*

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
03/09/15	Air Travel	500.00	Cash	US Dollar	1.000000		500.00

Expense Sub-Totals

Air Travel 500.00

Charge to

Charge to:	Default Accounting
Business Unit:	04196
Operating Unit (HGV):	
Chart Field 1 (HGV):	
Department ID:	72
Business Unit PC:	

(44)

Expense Report
Expense and Miscellaneous Detail

EXPENSE DETAIL SUMMARY						
Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
03/09/15	Air Travel	500.00	Reimbursable	March v.2	Other	Yes

(44)

Jane Burrows

From: Southwest Airlines <SouthwestAirlines@luv.southwest.com>
Sent: Friday, February 27, 2015 3:24 PM
To: Jane Burrows
Subject: Flight reservation (86N48E) | 20MAR15 | CLE-PHX | Burrows/Jane Kathryn

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AIR Itinerary

AIR Confirmation: 86N48E

Confirmation Date: 02/27/2015

Passenger(s)	Rapid Rewards #	Ticket #	Expiration	Est. Points Earned
BURROWS/JANE KATHRYN	146422931	5262487265522	Feb 27, 2016	2673

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Date	Flight	Departure/Arrival
Fri Mar 20	521	Depart **CLEVELAND, OH** (CLE) on Southwest Airlines at **06:15 AM** Arrive in NASHVILLE, TN (BNA) at 07:05 AM Wanna Get Away
	283	Change planes to Southwest Airlines in NASHVILLE, TN (BNA) at 07:50 AM Arrive in **PHOENIX, AZ** (PHX) at **09:45 AM** Travel Time 6 hrs 30 mins Wanna Get Away
Mon Mar 23	2520	Depart **PHOENIX, AZ** (PHX) on Southwest Airlines at **06:00 AM** Arrive in CHICAGO (MIDWAY), IL (MDW) at 11:15 AM Wanna Get Away
	834	Change planes to Southwest Airlines in CHICAGO (MIDWAY), IL (MDW) at 1:15 PM Arrive in **CLEVELAND, OH** (CLE) at **3:30 PM** Travel Time 6 hrs 30 mins Wanna Get Away

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- Southwest Airlines does not have assigned seats, so you can choose your seat when you board the plane. You will be assigned a boarding position based on your checkin time. The earlier you check in, within 24 hours of your flight, the earlier you get to board.
- WiFi, TV, and related services and amenities may vary and are subject to change based on assigned aircraft. Learn more.

Remember to be in the gate area on time and ready to board:

- 30 minutes prior to scheduled departure time: We may begin boarding as early as 30 minutes prior to your flight's scheduled departure time. We encourage all passengers to plan to arrive in the gate area no later than this time.
- 10 minutes prior to scheduled departure time: All passengers must obtain their boarding passes and be in the gate area available for boarding at least 10 minutes prior to your flight's scheduled departure time. If not, Southwest may cancel your reserved space and you will not be eligible for denied boarding compensation.
- If you do not plan to travel on your flight: In accordance with Southwest's No Show Policy, you must notify Southwest at least 10 minutes prior to your flight's scheduled departure if you do not plan to travel on the flight. If not, Southwest will cancel your reservation and all funds will be forfeited.

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CLE WN X/BNA WN PHX210.23RLAUPNRP WN X/CHI WN CLE235.35HLA7PNRO 445.58
END ZPCLEBNAPHXMDW XFCLE4.5BNA3PHX4.5MDW4.5 AY11.20$CLE5.60 PHX5.60

Learn About Our Boarding Process

EARLYBIRD CHECK-IN™ Get EarlyBird Check-in® Details

Cost and Payment Summary

AIR - 86N48E

Base Fare	$ 445.58
Excise Taxes	$ 33.42
Segment Fee	$ 13.00
Passenger Facility Charge	$ 16.50
September 11th Security Fee	$ 11.20
Total Air Cost	$ 522.70

Payment Information
Payment Type: Visa XXXXXXXXXXXX3009
Date: Feb 27, 2015
Payment Amount: $522.70

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Expense Report
Employee and Expense Summary

REPORT INFORMATION

Name	Philip A Hornstra
Employee ID	1217304
Expense dates	02/24/15-02/26/15
Form ID	TEA000432655
Approver	Teri Agosta
Report Name	Cleveland Hotel
Purpose	Cleveland Hotel

REPORT TOTALS

Report Total	125.29 USD
Total adjustments	0.00 USD
Total reimbursable	125.29 USD
Credit card remittance	125.29 USD
Amount due Employee	0.00 USD

*** Charges are in USD unless otherwise noted*

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
02/26/15	**Hotel**	**125.29**	**Corporate Card**	**US Dollar**	**1.000000**	**Default Accounting**	**125.29**
02/24/15	*Parking*	*20.00*	*Corporate Card*	*US Dollar*	*1.000000*	*Cleveland Downtown*	*20.00*
02/24/15	*Room Rate*	*89.00*	*Corporate Card*	*US Dollar*	*1.000000*	*Cleveland Downtown*	*89.00*
02/24/15	*Room Tax*	*1.60*	*Corporate Card*	*US Dollar*	*1.000000*	*Cleveland Downtown*	*1.60*
02/24/15	*Room Tax*	*7.12*	*Corporate Card*	*US Dollar*	*1.000000*	*Cleveland Downtown*	*7.12*
02/24/15	*Room Tax*	*4.90*	*Corporate Card*	*US Dollar*	*1.000000*	*Cleveland Downtown*	*4.90*
02/24/15	*Room Tax*	*2.67*	*Corporate Card*	*US Dollar*	*1.000000*	*Cleveland Downtown*	*2.67*

Charge to

Charge to:	Default Accounting
Business Unit:	04157
Operating Unit (HGV):	
Chart Field 1 (HGV):	
Department ID:	73
Business Unit PC:	

Charge to:	Cleveland Downtown
Business Unit:	04196
Operating Unit (HGV):	
Chart Field 1 (HGV):	
Department ID:	71
Business Unit PC:	
Project ID:	
Activity ID:	
Resource Type:	
Resource Category:	
Resource Sub Category:	
Analysis Type:	

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Name and Address

HORNSTRA, PHIL
6428 HILLTOP TRAIL DR
NEW ALBANY, OH 43054

Confirmation # 83052399

02/25/15 PAGE 1

HAMPTON INN-CLEVELAND DOWNTOWN

Room	214//KXTD
Arrival Date	02/24/15
Departure Date	02/25/15
Adult/Child	1/0
Room Rate	$89.00
Rate Plan	V-LV4
HHonors #	664066586
Airline:	

Hotel Address

1460 EAST NINTH STREET
CLEVELAND, OH 44114

Reservations
www.hamptoninn.com or
1-800-HAMPTON

DATE	REFERENCE	DESCRIPTION	AMOUNT
02/24/15	2727484	VALET PARKING	$20.00
02/24/15	2727484	PARKING SALES TAX	$1.60
02/24/15	2727485	GUEST ROOM	$89.00
02/24/15	2727485	STATE TAX	$7.12
02/24/15	2727485	COUNTY TAX	$4.90
02/24/15	2727485	CITY TAX	$2.67
02/25/15	2727695	**********1005	($125.29)
		** BALANCE **	$0.00

The on-line eFolio is a courtesy informational service, subject to Privacy Policy and Site Usage; actual folio kept in hotel records.

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Expense Report
Employee and Expense Summary

REPORT INFORMATION

Name	Philip A Hornstra
Employee ID	1217304
Expense dates	02/12/15-02/25/15
Form ID	TEA000430208
Approver	Teri Agosta
Report Name	Hilton Cleveland Site Visit
Purpose	Hilton Cleveland Site Visit

REPORT TOTALS

Report Total	285.15 USD
Total adjustments	0.00 USD
Total reimbursable	285.15 USD
Credit card remittance	125.29 USD
Amount due Employee	159.86 USD

*** Charges are in USD unless otherwise noted*

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
02/13/15	Hotel	125.29	Corporate Card	US Dollar	1.000000	Default Accounting	125.29
02/13/15	*Parking*	*21.60*	*Corporate Card*	*US Dollar*	*1.000000*	*Cleveland Downtown*	*21.60*
02/12/15	*Room Rate*	*89.00*	*Corporate Card*	*US Dollar*	*1.000000*	*Cleveland Downtown*	*89.00*
02/12/15	*Room Tax*	*14.69*	*Corporate Card*	*US Dollar*	*1.000000*	*Cleveland Downtown*	*14.69*
02/24/15	Mileage - Columbus - Cleveland	79.93	Cash	US Dollar	1.000000	Cleveland	79.93
02/25/15	Mileage Cleveland - Columbus	79.93	Cash	US Dollar	1.000000	Cleveland	79.93

Charge to

Charge to:	Default Accounting
Business Unit:	04157
Operating Unit (HGV):	
Chart Field 1 (HGV):	
Department ID:	73
Business Unit PC:	

Charge to:	Cleveland Downtown
Business Unit:	04196
Operating Unit (HGV):	
Chart Field 1 (HGV):	
Department ID:	71
Business Unit PC:	
Project ID:	
Activity ID:	
Resource Type:	
Resource Category:	
Resource Sub Category:	
Analysis Type:	

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Name and Address

HORNSTRA, PHIL
6428 HILLTOP TRAIL DR
NEW ALBANY, OH 43054

HAMPTON INN-CLEVELAND DOWNTOWN

Hotel Address

1460 EAST NINTH STREET
CLEVELAND, OH 44114

Reservations
www.hamptoninn.com or
1-800-HAMPTON

Room	706//NKRQD
Arrival Date	02/11/15
Departure Date	02/12/15
Adult/Child	1/0
Room Rate	$89.00
Rate Plan	V-LV2
HHonors #	664066586
Airline:	

Confirmation # 82096965

02/12/15 PAGE 1

DATE	REFERENCE	DESCRIPTION	AMOUNT
02/11/15	2721554	VALET PARKING	$20.00
02/11/15	2721554	PARKING SALES TAX	$1.60
02/11/15	2721555	GUEST ROOM	$89.00
02/11/15	2721555	STATE TAX	$7.12
02/11/15	2721555	COUNTY TAX	$4.90
02/11/15	2721555	CITY TAX	$2.67
02/12/15	2721801	**********1005	($125.29)
		** BALANCE **	$0.00

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Expense Report
Employee and Expense Summary

REPORT INFORMATION

Name	Philip A Hornstra
Employee ID	1217304
Expense dates	02/25/15-02/26/15
Form ID	TEA000432651
Approver	Teri Agosta
Report Name	Cleveland Ipads
Purpose	Cleveland Ipads

REPORT TOTALS

Report Total	1525.95 USD
Total adjustments	0.00 USD
Total reimbursable	1525.95 USD
Credit card remittance	1525.95 USD
Amount due Employee	0.00 USD

*** Charges are in USD unless otherwise noted*

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
02/25/15	Software	1293.84	Corporate Card	US Dollar	1.000000	Cleveland	1293.84
02/26/15	Repairs & Maintenance	232.11	Corporate Card	US Dollar	1.000000	Cleveland	232.11

Charge to

Charge to:	Default Accounting
Business Unit:	04157
Operating Unit (HGV):	
Chart Field 1 (HGV):	
Department ID:	73
Business Unit PC:	

Charge to:	Cleveland Downtown
Business Unit:	04196
Operating Unit (HGV):	
Chart Field 1 (HGV):	
Department ID:	71
Business Unit PC:	
Project ID:	
Activity ID:	
Resource Type:	
Resource Category:	
Resource Sub Category:	
Analysis Type:	

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Bill Clark

From: Phil Hornstra
Sent: Wednesday, April 01, 2015 8:17 AM
To: Bill Clark
Subject: FW: Your order is being processed

Backup requested...is this what you are looking for?

Phil Hornstra CHFE, PEM, LEED AP O+M | Director of Property Operations
HILTON COLUMBUS DOWNTOWN
t: +1 614 484 5222 | m: +1 614 702 5524 | f: +1 614 484 5331

From: Phil Hornstra
Sent: Wednesday, March 04, 2015 12:59 PM
To: Bill Clark
Subject: FW: Your order is being processed

Receipt

Phil Hornstra CHFE, PEM, LEED AP O+M | Director of Property Operations
HILTON COLUMBUS DOWNTOWN
t: +1 614 484 5222 | m: +1 614 702 5524 | f: +1 614 484 5331

From: Apple Store [mailto:your_order_US@orders.apple.com]
Sent: Monday, February 23, 2015 5:51 PM
To: Phil Hornstra
Subject: Your order is being processed

Apple Store

Order Number: W528595014 | Ordered on Feb 23, 2015

Thank you for your order.

We'll let you know when your items are on their way.

Items to be Shipped

Shipment 1 Available to ship: 1-2 business days
Delivers: Mar 4 - Mar 5 by Standard Shipping

Personalized iPad Air 2 Wi-Fi 64GB - Silver $599.00

Engraving:

Hilton Cleveland Downtown

Property Operations

Personalized iPad Air 2 Wi-Fi 64GB - Silver $599.00

Engraving:

Hilton Cleveland Downtown

Sales

Shipment 2

Available to ship: In Stock
Delivers: Feb 26 by 2 Business Days

iPad Air 2 Smart Case - Black $79.00

iPad Air 2 Smart Case - Midnight Blue $79.00

Shipping Address

Teri Agosta
6023882945
C/O Turner Construction

1370 Ontario St Ste 900
Cleveland OH 44113-1752
United States

Shipment Notifications

Phil.Hornstra@hilton.com

Payment

Billing Contact

Phil Hornstra
614702-5524
phil.hornstra@hilton.com

Billing Address

Hilton Columbus Downtown

(47)

401 N. High St.
Columbus OH 43215
United States

Subtotal	$1,356.00
Free Shipping	$0.00
Estimated Tax	$108.48
Order Total	**$1,464.48**

Questions

When will I get my items?

There is a 'Delivers' estimate above each Shipment. This tells you when your items are expected to arrive. As each item leaves our warehouse, we'll email you with carrier and tracking information.

If you ordered multiple items, you'll receive a separate email as each item ships. There are not additional shipping fees for these items.

How do I view or change my order?

Visit online Order Status to view the most up-to-date status and make changes to your order. To review more information about shipping, changing your order, or returns, please visit online Help.

You can also reach our Customer Service team at 1-800-MY-APPLE, Monday through Friday from 5:00 a.m. to 8:00 p.m., or Saturday and Sunday from 7:00 a.m. to 4:00 p.m. Pacific. Please have your order number available.

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