To: Ex. 6 - Personal Privacy
Cc: Ex. 6 - Personal Privacy; Doroski, Brenda[Doroski.Brenda@epa.gov]; Phillips, Anna[Phillips.Anna@epa.gov]; Ex. 6 - Personal Privacy Chmielewski, Kevin[chmielewski.kevin@epa.gov]; Hupp, Millan[hupp.millan@epa.gov]; Finman, Hodayah[Finman.Hodayah@epa.gov]
From: Kasman, Mark
Sent: Fri 4/28/2017 1:49:57 AM
Subject: Hotels for EPA Administrator Delegation

Hello Ex. 6 - Personal Privacy,

We just got the go-ahead from the Administrator's office to reserve hotel rooms as follows. Please note, that because of an Italian holiday later that week, the advance team now has to arrive a day earlier on May 30th. You will notice that there are two new advance personnel that are coming on board at EPA on May 8th and will be joining the advance mission. We understand that we will have to pay for the night of May 29th in order for the rooms to be ready for us when we arrive early on the morning of the 30th. Administrator Pruitt's children no longer plan to travel to Italy.

Thank you so much for your patience as we sorted this all out. I truly appreciate it. Many of the new people in the Administration are having their credit cards issued now. At what point do you need everyone's credit card information?

Best regards, Mark

Hotel Regina Baglioni
Rome

29th May – June 10

(Actual arrival is early on the 30th / Departure on June 10)

Kevin Chmielewski, Director for Scheduling and Advance

Millan Hupp, Administrator's Advance

Mark Kasman, Director, Office of Regional and Bilateral Affairs

New person, Administrator's Advance

New person, Administrator's Advance

Ex. 7(e)

4th June- 12 Rooms – 6 nights

(Actual arrival is early on the 5th/Departure on June 10)

Administrator and Mrs. Pruitt

Ryan Jackson, Chief-of-Staff

Samantha Dravis, Associate Administrator for Policy

John Peter (J.P.) Freire, Associate Administrator for Public Affairs

Jane Nishida, Acting Assistant Administrator for International and Tribal Affairs

Lincoln Ferguson, Press Secretary

Sarah Greenwalt, Senior Advisor to the Administrator for Water and Cross Cutting Initiatives

Ex. 7(c) Head of Security Detail

Ex. 7(e)

Buffer Room

Buffer Room

Total of 18 rooms

Cancellation policy is as follows:

1) In case of room/nights reduction, the hotel will allow a 10% of the total without any penalty . The rest will be charged in full

2) In case of complete cancellation of the trip the hotel will apply 50% penalty on each room/night

Bologna

Savoia Hotel Regency

8-13 June

Hodayah Finman, Senior Advisor, International Organiations

9-13 June

Ex. 7(e)

10-13 June

Administrator and Mrs. Pruitt

Ryan Jackson, Chief-of-Staff

Samantha Dravis, Associate Administrator for Policy

John Peter (J.P.) Freire, Associate Administrator for Public Affairs

Jane Nishida, Acting Assistant Administrator for International and Tribal Affairs

Lincoln Ferguson, Press Secretary

Sarah Greenwalt, Senior Advisor to the Administrator for Water and Cross Cutting Initiatives

Ex. 7(c), Head of Security Detail

Kevin Chmielewski, Director for Scheduling and Advance

Millan Hupp, Administrator's Advance

Mark Kasman, Director, Office of Regional and Bilateral Affairs

New person, Administrator's Advance

New person, Administrator's Advance

Total of 16 rooms