

Hi

The rooms have been booked and confirmed. We will receive an invoice from CT after the visit has taken place for payment to be processed which I will send through to you and xxxx.

Not sure you've had sight of the email I sent on Friday with the hotel vouchers for the Cab Sec and the delegation? Please see attached.

Regards

From: PS Cabinet Secretary for Education
Sent: 20 November 2017 16:19
To:
Cc: PS Cabinet Secretary for Education;
Subject: RE: Purchase Order Number: 0020254336

Have the rooms been paid for now please?

thanks

Senior Private Secretary to Kirsty Williams AM
Prif Ysgrifennydd Preifat I Kirsty Williams AC
Cabinet Secretary for Education /Ysgrifennydd y Cabinet dros Addysg
Cabinet Division/ Is-adran y Cabinet Welsh Government / Llywodraeth Cymru

📞 Tel / Ffôn:

✉ E-mail / Ebost: PS.CabSecEducation@gov.wales



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From:
Sent: 16 November 2017 15:27
To:
Cc: PS Cabinet Secretary for Education;
Subject: RE: Purchase Order Number: 0020254336

Thanks— sorry we will sort this out in the morning

From:
Sent: 16 November 2017 15:16
To:
Cc: PS Cabinet Secretary for Education
Subject: RE: Purchase Order Number: 0020254336

Hi

Thanks for raising the PO for the hotel costs. I've noticed the amount on the PO is incorrect.

The PO has been raised for:
Net Total: £3,281.27
VAT: £656.25
Total (including VAT): £3,937.52

The correct costs are below, sorry I should have broken down the total costs to show you the VAT contribution:

The total cost per person:
Hotel Nikko Saigon - £206.56 per night x 2: £413.12
Movenpick Hotel Hanoi - £166.42 per night x 3: £499.26
CT Delegate Fee: £60.00
VAT: £12.00
Total (including VAT): £984.38 per person

Total cost for 4 rooms for the duration of the visit:
Net Total: £3,889.52
VAT: £48.00
Total (including VAT): £3,937.52

Can the amounts be updated on the PO please.

Thanks

-----Original Message-----

From:
Sent: 16 November 2017 11:39
To:
Cc: PS Cabinet Secretary for Education
Subject: FW: Purchase Order Number: 0020254336

Hi

PO as discussed. Please let me know if you need anything further

Regards



PO0020254336.pdf

-----Original Message-----

From:
Sent: 16 November 2017 11:03
To: J
Subject: Purchase Order Number: 0020254336

Please note the attached Purchase Order Number: 20254336 has been forwarded to CT GROUP TRAVEL for action.

Hi

Please see the hotel vouchers attached for the Cabinet Secretary and the delegation accompanying the visit to Vietnam.

The hotel vouchers need to be presented on arrival at both hotels as proof that CT Trade Missions have pre-paid for the accommodation inclusive of service, tax and breakfast buffet. Any incidentals such as meals, laundry, phone calls etc. should be paid directly to the Hotel on departure.

The hotels have both been informed of Kirsty Williams position as a Cabinet Secretary and the delegation has been booked as VIP.

Thanks

Rheolwr Teithiau Masnach Rhyngwladol ac Arddangosfeydd / International Trade Missions and Exhibitions Manager

Llywodraeth Cymru / Welsh Government

Canolfan QED / QED Centre

Ystâd Ddiwydiannol Trefforest / Trefforest Industrial Estate

Llywodraeth Cymru / Welsh Government

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