

Please stand down drivers for the Heathrow job.

Please can you send me the purchase order (total amount for Hotels). Apparently we'll have to pay the full amount

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

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**From:**

**Sent:** 17 November 2017 12:07

**To:** PS Cabinet Secretary for Education

**Cc: Subject:** Vietnam - Accommodation

Hi Carl

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

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Hapus i gyfathrebu'n Saesneg neu yn y Gymraeg/Happy to communicate in English or Welsh