



6505 N. I-H35
 AUSTIN, TX 78752
 TELEPHONE (512) 454-3737 • FAX (512) 454-6915
RESERVATIONS
 www.doubletree.com or 1-800-222-TREE

NAME & ADDRESS

[REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

ROOM 486/ND2P
 ARRIVAL DATE 8/20/2012 6:03:00PM
 DEPARTURE DATE 8/24/2012 12:37:00PM
 ADULT/CHILD 1/0
 ROOM RATE \$159.00
 RATE PLAN LV6
 Hhonor # 66341217 BLUE
 AL:

CONFIRMATION NUMBER : 87952826

9/18/2012 PAGE 1

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDITS	BALANCE
8/20/2012	GUEST ROOM	APRIDE	4707967	\$159.00		
8/20/2012	STATE OCC. TAX	APRIDE	4707967	\$9.54		
8/20/2012	CITY OCC. TAX	APRIDE	4707967	\$14.31		
8/21/2012	GUEST ROOM	TYM	4708630	\$159.00		
8/21/2012	STATE OCC. TAX	TYM	4708630	\$9.54		
8/21/2012	CITY OCC. TAX	TYM	4708630	\$14.31		
8/22/2012	GUEST ROOM	BBERES	4709309	\$159.00		
8/22/2012	STATE OCC. TAX	BBERES	4709309	\$9.54		
8/22/2012	CITY OCC. TAX	BBERES	4709309	\$14.31		
8/23/2012	GUEST ROOM	APRIDE	4710182	\$159.00		
8/23/2012	STATE OCC. TAX	APRIDE	4710182	\$9.54		
8/23/2012	CITY OCC. TAX	APRIDE	4710182	\$14.31		
8/24/2012	MC *4414	JOALVARA	4710601		\$731.40	
	BALANCE					\$0.00

F
O
L
I
O

ACCOUNT NO
 [REDACTED]

CARD MEMBER NAME
 [REDACTED]

ESTABLISHMENT NO & LOCATION

ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR

DATE OF CHARGE 08/23/12 4:58:00AM

FOLIO 801557 B

AUTHORIZATION 057845 INITIAL

PURCHASES & SERVICES

TAXES

TIPS & MISC

TOTAL AMOUNT

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RETURNED FOR A CASH REFUND
 PAYMENT DUE UPON RECEIPT

Hamblen, Jessica

From: DoubleTree by Hilton Confirmed [doubletreebyhilton@res.hilton.com]
Sent: Friday, August 10, 2012 5:13 PM
To: Hamblen, Jessica
Subject: DoubleTree by Hilton Confirmation #87952826



Your reservation is confirmed



DoubleTree by Hilton Hotel Austin

6505 IH-35 North
Austin, TX
United States, 78752
Tel: 1 512-454-3737
Fax: 1 512-454-6915

[Directions to Hotel](#)

[5-Day Weather Forecast](#)

[Local Guide](#)



Confirmation Number: 87952826

> [Click here](#) to view or edit your reservation

Name: [REDACTED]
Arrival Date: 20 Aug 2012
Departure Date: 24 Aug 2012
Check-in Time: 3:00 PM
Check-out Time: 12:00 PM

eStandby Upgrade

[REDACTED]
Upgrade now for as little as
\$18 extra per night

[Book your next stay now](#)

[Show My Custom Upgrade](#)



Upon Arrival

Have extra amenities waiting for you, such as additional towels, beverages, and more.

[Order now](#)

Rate Information:

Rate per night	159.00 USD
Total for Stay per Room	
Rate	636.00 USD
Taxes	95.40 USD
Total	731.40 USD

Total for Stay: 731.40 USD
(includes estimated taxes and service charges. (Gratuities not included.)

Tax:

• There is a 15.00% per room per night tax.

Additional Charges:

• Valet parking: 14.00/night Self parking: 3.00/night

Rate Rules and Cancellation Policy:

- Your reservation is guaranteed for late arrival.
- Please contact us should you need to cancel your reservation.
- Cancellations are required by 4PM on 19 Aug 2012 (local time).



time
- Cancellation penalties may apply

Room Information:

Rooms: 1
Clients: 1 Adult
Room Type: 1 KING PREMIUM NONSMOKING

**Thanks for choosing DoubleTree by Hilton.
We're looking forward to seeing you!**

We've got the Sweet Dreams® bed, restaurant options, and best of all, a cookie at the front desk with your name on it.

We're located at the intersection of IH-35 and Highway 290 East, we're just 20 minutes from the airport, 10 minutes from downtown, three minutes from the Highland Mall and walking distance to many restaurants.

Our Hotel:

- [Tour the Hotel](#)
- [Accommodations](#)
- [Hotel Services and Amenities](#)
- [Dining](#)
- [Groups & Meetings](#)

Sign up to receive weekly email offers from DoubleTree by Hilton.



* Service of alcoholic beverages is subject to state and local laws. Must be of legal drinking age.

Requests Upon Arrival™ items are subject to availability.

PLEASE DO NOT REPLY TO THIS EMAIL. MAIL SENT TO THIS EMAIL ADDRESS CANNOT BE ANSWERED.

Hilton Worldwide will not contact you by telephone, text message or e-mail to ask for your confidential personal information, credit card details or HHonors account login information related to upcoming stays or your account. Anyone who receives this type of request should not respond to it. We also ask that you please notify us at fraud_alert@hilton.com should you receive such a communication.

If you use a debit/credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such hold may not be released for 20 hours from the date of check-out or longer at the discretion of your card issuer.

If you need to MODIFY or CANCEL your reservation, [click here](#). Any change to the arrival date, departure date or room type of this reservation is subject to the hotel's availability at the time the change is requested and may result in a possible rate change or an additional fee. For example, shortening or lengthening your reservation is subject to availability and may not be possible at a later date. For more information, please [click here](#) to see all the rules and restrictions applicable to this reservation.

If you have questions regarding your reservation, please contact Hilton Reservations and Customer Care at 1-800-221-TREE (8733), [click here](#), or email us at CONFIRMATIONHELP@HILTONRES.COM.

Hilton HHonors membership, earning of Points & Miles® and redemption of points are subject to HHonors Terms and Conditions.

[View Our Privacy Policy](#)

[Create or Update a Profile](#)

Unsubscribe

To unsubscribe from all marketing email from Hilton Worldwide, please send an email with the subject line "unsubscribe" to opt_out@hilton.com. Opting out from all Hilton Worldwide marketing email will prevent you from receiving your HHonors Monthly Statement. However, you can continue to check your account by logging into your profile or by calling 1-800-

HHONORS. Outside the United States and Canada, please dial + 800 444 80 87 for assistance.

Please allow up to 10 business days for processing opt-out requests. You will continue to receive transactional email messages such as reservation confirmations.

If you prefer to unsubscribe via postal mail, please send your name, HHonors Account Number (if applicable) and email address to Hilton Internet Contact Center, PO Box 9045, Addison, TX 75001-9045 USA.

Notice of Confidentiality: This message and any attachments may contain confidential information. If it has been sent to you in error, please reply to advise the sender of the error and then immediately delete this message.

* indicates a trademark of Hilton Worldwide.

©2012 Hilton Worldwide

[Hilton Reservations and Customer Care](#) | 2050 Chennault Drive | Carrollton, Texas 75006, USA



Hamblen, Jessica

From: Mouttet, Twila
Sent: Thursday, August 02, 2012 4:52 PM
To: Hamblen, Jessica
Subject: RE: PCard

Jessica,

Here is the information you will need to make reservations for the upcoming DBE training. I plan to drive and leave on August 20, 2012, to be ready for an 8:30am class on the 21st. Looks like I will be checking out on the 23rd and would prefer to stay at the Doubletree Austin. If available, would prefer double beds.

Thank you for registering for Disadvantaged Business Enterprise starting on Tuesday, August 21st, 2012 and ending on August 23, 2012 . This course will be held at be at Large Hearing Room Building 7 Texas Department of Transportation, Austin District Office 7901 North IH 35, Austin, TX, 78753 and will run from 8:30 AM to 5:00 PM.

Disadvantaged Business Enterprise:
08/21/2012 - 08/23/2012

Hotels identified near training:
Doubletree Austin
6505 North IH 35
Austin, TX
866-66-0-7005

From: Hamblen, Jessica
Sent: Thursday, August 02, 2012 4:33 PM
To: Mouttet, Twila
Subject: RE: PCard

You do not make your own reservations. I will be making those reservations for you. If we do not have your P-Card in yet we can put it on Tennille's. I will contact Debbie Kaminski to find out when we should be expecting your P-Card.

Jessica

From: Mouttet, Twila
Sent: Thursday, August 02, 2012 4:32 PM
To: Hamblen, Jessica
Subject: PCard

Jessica,
Can you give me an idea when I will receive the PCard? I have a trip the third week of August that I need to make reservations for.

Twila



6505 N. I-H35
 AUSTIN, TX 78752
 TELEPHONE (512) 454-3737 • FAX (512) 454-6915
RESERVATIONS
 www.doubletree.com or 1-800-222-TREE

NAME & ADDRESS

[REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

ROOM 488/NK1P
 ARRIVAL DATE 8/20/2012 6:01:00PM
 DEPARTURE DATE 8/24/2012 12:37:00PM
 ADULT/CHILD 2/0
 ROOM RATE \$159.00
 RATE PLAN LV6
 Hhonor # 66341217 BLUE
 AL:

CONFIRMATION NUMBER : 82973882

9/18/2012 PAGE 1

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDITS	BALANCE
8/20/2012	GUEST ROOM	APRIDE	4707968	\$159.00		
8/20/2012	STATE OCC. TAX	APRIDE	4707968	\$9.54		
8/20/2012	CITY OCC. TAX	APRIDE	4707968	\$14.31		
8/21/2012	GUEST ROOM	TYM	4708631	\$159.00		
8/21/2012	STATE OCC. TAX	TYM	4708631	\$9.54		
8/21/2012	CITY OCC. TAX	TYM	4708631	\$14.31		
8/22/2012	GUEST ROOM	BBERES	4709310	\$159.00		
8/22/2012	STATE OCC. TAX	BBERES	4709310	\$9.54		
8/22/2012	CITY OCC. TAX	BBERES	4709310	\$14.31		
8/23/2012	GUEST ROOM	APRIDE	4710183	\$159.00		
8/23/2012	STATE OCC. TAX	APRIDE	4710183	\$9.54		
8/23/2012	CITY OCC. TAX	APRIDE	4710183	\$14.31		
8/24/2012	MC *4414	JOALVARA	4710602		\$731.40	
	BALANCE					\$0.00

F
O
L
I
O

ACCOUNT NO [REDACTED]	
CARD MEMBER NAME [REDACTED]	
ESTABLISHMENT NO & LOCATION	ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR


DATE OF CHARGE 08/23/12 4:58:00AM	FOLIO 801558 B
AUTHORIZATION 060359	INITIAL
PURCHASES & SERVICES	
TAXES	
TIPS & MISC	
TOTAL AMOUNT	

Hamblen, Jessica


From: Hamblen, Jessica
Sent: Friday, August 10, 2012 5:18 PM
To: Thornton, Maya
Subject: FW: DoubleTree by Hilton Confirmation #82973882

Jessica

From: DoubleTree by Hilton Confirmed [mailto:doubletreebyhilton@res.hilton.com]
Sent: Friday, August 10, 2012 5:15 PM
To: Hamblen, Jessica
Subject: DoubleTree by Hilton Confirmation #82973882




Your reservation is confirmed



DoubleTree by Hilton Hotel Austin
6505 IH-35 North
Austin, TX
United States, 78752
Tel: 1 512-454-3737
Fax: 1 512-454-6915

[Directions to Hotel](#)
[5-Day Weather Forecast](#)
[Local Guide](#)




HHONORS
HILTON WORLDWIDE

START
EARNING POINTS ON
THIS BOOKING FOR
FREE STAYS
AT OUR 10 DISTINCT
BRANDS.

[Enroll today >](#)

[Book your next stay now](#)



Upon Arrival

Confirmation Number: **82973882**
> [Click here](#) to view or edit your reservation.

Name: [REDACTED]

Arrival Date: 20 Aug 2012
Departure Date: 24 Aug 2012
Check-in Time: 3:00 PM
Check-out Time: 12:00 PM

Rate Information:
Rate per night: 159.00 USD
Total for Stay per Room:
Rate 636.00 USD
Taxes 95.40 USD
Total 731.40 USD

Total for Stay: **731.40 USD**
Includes estimated taxes and service charges. (Gratuities not included.)

Tax:
• There is a 15.00% per room per night tax.

Additional Charges:
• Valet parking: 14.00/night Self parking: 8.00/night

Rate Rules and Cancellation Policy:
• Your reservation is guaranteed for late arrival.

Have extra amenities waiting for you, such as additional towels, beverages, and more.

Order now ▶

- Please contact us should you need to cancel your reservation.
- Cancellations are required by 4PM on 19 Aug 2012 local hotel time.
- Cancellation penalties may apply.

Room Information:

Rooms: 1
Clients: 1 Adult
Room Type: 1 KING PREMIUM NONSMOKING

**Thanks for choosing DoubleTree by Hilton.
We're looking forward to seeing you!**

We've got the Sweet Dreams® bed, restaurant options, and best of all, a cookie at the front desk with your name on it.

We're located at the intersection of IH-35 and Highway 290 East, we're just 20 minutes from the airport, 10 minutes from downtown, three minutes from the Highland Mall and walking distance to many restaurants.

Our Hotel:

- [Tour the Hotel](#)
- [Accommodations](#)
- [Hotel Services and Amenities](#)
- [Dining](#)
- [Groups & Meetings](#)

Sign up to receive weekly email offers from DoubleTree by Hilton.



* Service of alcoholic beverages is subject to state and local laws. Must be of legal drinking age.

Requests Upon Arrival™ items are subject to availability.

PLEASE DO NOT REPLY TO THIS EMAIL. MAIL SENT TO THIS EMAIL ADDRESS CANNOT BE ANSWERED.

Hilton Worldwide will not contact you by telephone, text message or e-mail to ask for your confidential personal information, credit card details or HHonors account login information related to upcoming stays or your account. Anyone who receives this type of request should not respond to it. We also ask that you please notify us at fraud_alert@hilton.com should you receive such a communication.

If you use a debit/credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.

If you need to MODIFY or CANCEL your reservation, [click here](#). Any change to the arrival date, departure date or room type of this reservation is subject to the hotel's availability at the time the change is requested and may result in a possible rate change or an additional fee. For example, shortening or lengthening your reservation is subject to availability and may not be possible at a later date. For more information, please [click here](#) to see all the rules and restrictions applicable to this reservation.

If you have questions regarding your reservation, please contact Hilton Reservations and Customer Care at 1-800-222-TREE (8733), [click here](#), or email us at CONFIRMATIONHELP@HILTONRES.COM.

Hilton HHonors membership, earning of Points & Miles[®], and redemption of points are subject to [HHonors Terms and Conditions](#).

[View Our Privacy Policy](#)

[Create or Update a Profile](#)

Unsubscribe

To unsubscribe from all marketing email from Hilton Worldwide, please send an email with the subject line "Unsubscribe" to e_opt_out@hilton.com. Opting out from all Hilton Worldwide marketing email will prevent you from receiving your HHonors Monthly Statement. However, you can continue to check your account by [logging into your profile](#) or by calling 1-800-HHONORS. Outside the United States and Canada, please dial + 800 44 45 86 67 for assistance.

Please allow up to 10 business days for processing opt-out requests. You will continue to receive transactional email messages such as reservation confirmations.

If you prefer to unsubscribe via postal mail, please send your name, HHonors Account Number (if applicable) and email address to Hilton Internet Contact Center, PO Box 9045, Addison, TX 75001-9045 USA.

Notice of Confidentiality: This message and any attachments may contain confidential information. If it has been sent to you in error, please reply to advise the sender of the error and then immediately delete this message.

[™] indicates a trademark of Hilton Worldwide.

©2012 Hilton Worldwide

[Hilton Reservations and Customer Care](#) | 2050 Chennault Drive | Carrollton, Texas 75006, USA



Official Hotel Sponsor

Hamblen, Jessica

From: Mouttet, Twila
Sent: Thursday, August 02, 2012 4:52 PM
To: Hamblen, Jessica
Subject: RE: PCard

Jessica,

Here is the information you will need to make reservations for the upcoming DBE training. I plan to drive and leave on August 20, 2012, to be ready for an 8:30am class on the 21st. Looks like I will be checking out on the 23rd and would prefer to stay at the Doubletree Austin. If available, would prefer double beds.

Thank you for registering for Disadvantaged Business Enterprise starting on Tuesday, August 21st, 2012 and ending on August 23, 2012 . This course will be held at be at Large Hearing Room Building 7 Texas Department of Transportation, Austin District Office 7901 North IH 35, Austin, TX, 78753 and will run from 8:30 AM to 5:00 PM.

Disadvantaged Business Enterprise:
08/21/2012 - 08/23/2012

Hotels identified near training:
Doubletree Austin
6505 North IH 35
Austin, TX
866--66-0-7005

From: Hamblen, Jessica
Sent: Thursday, August 02, 2012 4:33 PM
To: Mouttet, Twila
Subject: RE: PCard

You do not make your own reservations. I will be making those reservations for you. If we do not have your P-Card in yet we can put it on Tennille's. I will contact Debbie Kaminski to find out when we should be expecting your P-Card.

Jessica

From: Mouttet, Twila
Sent: Thursday, August 02, 2012 4:32 PM
To: Hamblen, Jessica
Subject: PCard

Jessica,
Can you give me an idea when I will receive the PCard? I have a trip the third week of August that I need to make reservations for.
Twila