

**Received(Date):** 17 JUN 2003 16:39:25  
**From:** Kimberly A. Douglass ( CN=Kimberly A. Douglass/OU=WHO/O=EOP@Exchange [ WHO ] )  
**To:** Brett M. Kavanaugh ( CN=Brett M. Kavanaugh/OU=WHO/O=EOP@EOP [ WHO ] )  
**Subject:** : FW: Miami, FI  
[P\\_19R8H003\\_WHO.TXT\\_1.doc](#)

##### Begin Original ARMS Header #####  
RECORD TYPE: PRESIDENTIAL (NOTES MAIL)  
CREATOR: Kimberly A. Douglass ( CN=Kimberly A. Douglass/OU=WHO/O=EOP@Exchange [ WHO ] )  
CREATION DATE/TIME: 17-JUN-2003 16:39:25.00  
SUBJECT: : FW: Miami, FI  
TO: Brett M. Kavanaugh ( CN=Brett M. Kavanaugh/OU=WHO/O=EOP@EOP [ WHO ] )  
READ: UNKNOWN  
##### End Original ARMS Header #####

Brett, I am in Texas and do not have access to the schedule. However, I believe this is a Bush/Cheney fundraiser in Miami. That said, even if he is doing an official event, we still consider the trip 100% political ( correct? If so, doesn't the hotel need to be booked at the corporate rate and billed to the Campaign. Kathy Becker has listed it as "mixed" and booked it at gov't rate. I am assuming this is incorrect? If the advance staff is working on both events in that city, they are still billed to the campaign? I swear I will get that hang of this soon.

Thanks!

-----Original Message-----  
From: Becker, Kathy J.  
Sent: Tuesday, June 17, 2003 3:54 PM  
To: mnapolitano@georgewbush.com; sal@georgewbush.com; Douglass, Kimberly A.; Kalnins, Andris; PPDOPS@USSS.Treas.gov; battlenco@whmo.mil; Womack, Janet; Benish, Robert; gbeltz@whmo.mil; tddriggers@whmo.mil; Field, Jeffrey; MMcmahon@whmo.mil; whmed@whmo.mil; Terrell, Eric W.; Ngo, Phong; Prendergast, Katherine M.; Kalambur, Guhan; Segovia, Mayra N.; Swallow, Urbietta A.; Howard, Rothley; bwpope@whmo.mil; Chiprowski, Thomas; Williams, Rasheed D.; Litkenhaus, Colleen; Jesmer, Kendall  
Subject: Miami, FI

This is a mixed in/out for the President on 6/30. There is also a downtime suite.

kjb  
ATT CREATION TIME/DATE: 0 00:00:00.00  
File attachment <P\_19R8H003\_WHO.TXT\_1>

**EASTLAKE, INC.**  
**ARLINGTON, VIRGINIA**

June 17, 2003

Miami Airport Hilton & Towers  
5101 Blue Lagoon Drive  
Miami, FL 33126  
ATTN: John Lacle  
PHONE: 305-262-1000  
FAX: 305-265-3885

Dear Mr. Lacle:

We look forward to the opportunity of staying at the Miami Airport Hilton & Towers. This letter serves to confirm our reservations and clarify the various billing arrangements.

The procedures leading up to our peak night are complex and we urge you to thoroughly review them and call me if you have any questions. ***IMPORTANT NOTE: Failure to comply with our billing instructions will result in delaying your payment. Each entity must have a separate billing master account. The Eastlake Travel Office is the clearinghouse for accommodations, therefore no room charges should be sent to this office.*** Individuals from the following organizations will arrive at varying times.

- ***Advance Staff***
- ***Security Department***
- ***Communications Agency***
- ***Operations***
- ***Media***

The Eastlake Travel Office is responsible for coordinating all travel arrangements for the groups listed above. Therefore, we request that room reservations be blocked under "Eastlake, Inc. Within this block, we have allocated rooms for each organization as listed on the attachment. Each organization will be responsible for their room block for any changes or modifications. We appreciate your assistance with these procedures to ensure adequate room for all of our personnel.

Guest names will be provided as they become available. Please ensure rooms are reserved by name and that the information is passed to the front desk prior to arrival dates. Staff members have been instructed to ask for their rooms by name. Please keep in mind that some dates and room requirements may change. We will keep you advised as the changes occur.

**SUMMARY:**

Approval must be obtained from me for any additional financial obligation. Please work through me or my assistant, Kendall Jesmer, to resolve any problems that might arise. Should you have questions about this letter please call us at the phone numbers listed below. Please do not hesitate to call one of us on our cell phones if it is after normal business hours. Your assistance is greatly appreciated, and please extend our thanks to your staff.

Kathy:

Kendall:

P6/b6
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Sincerely,

Kathy J. Becker  
Hotel Program Manager



**STAFF**  
**BILLING PROCEDURES**  
**GOVERNMENT RATES/TAX EXEMPT**

As a confirmation, Eastlake, Inc. has been quoted the following daily room rates:

*Government Rate: Single-\$115.00*  
*Office-Complimentary*  
*Presidential Suite-\$299.00*

*Incidentals* (room service, personal phone calls, mini-bar, movies, etc.) are the responsibility of each individual staff person. Payment on incidental charges should be made by the staff person incurring those charges prior to their departure from the hotel. A credit card imprint should be obtained from each person upon check-in. *The hotel should note on all portfolios that incidentals may not be charged against any staff office space.*

**ROOM CHARGES** will be handled as follows:

**STAFF:**

Eastlake will only be responsible for the room charges (Government rate less taxes—**government tax exemption #9199-77489-01**), parking fees, official phone calls and facsimiles of the Eastlake Staff listed on this attachment. Payment for any other charges requires prior written approval from this office. Please fax individual room vouchers and billing information to:

**Office of Administration**  
**Resource Management Division**  
**ATTN: Presidential Travel Support Services**  
**Washington, DC 20503**  
**Phone: 202-395-7247**  
**Fax: 202-395-7778**

**STAFF:**

1. Office	Long Key	24 June-30 June
2. George Gigicos	Single	24 June-30 June
3. Jose Mallea	Single	24 June-30 June
4. Frank McCarton	Single	24 June-30 June
5. TBD	Singles-2	24 June-30 June
6. Ryan Mays	Presidential Suite	29 June-1 July

***SECURITY***  
**BILLING PROCEDURES**  
**GOVERNMENT RATES/TAX EXEMPT**

As a confirmation, the White House has been quoted the following daily room rates:

***Government Rate: Single-\$115.00***  
***Suite-\$165.00***  
***Office-Complimentary***

***Incidentals*** (room service, personal phone calls, mini-bar, movies, etc.) should be made by the staff person incurring those charges prior to their departure from the hotel. A credit card imprint should be obtained from each person upon check-in. ***The hotel should note on all portfolios that incidentals may not be charged against any staff office space.***

***ROOM CHARGES*** will be handled as follows:

**SECURITY:**

The Local Secret Service Field Office will contact you to arrange direct bill payment for all Secret Service rooms. These rooms should be charged at the government rate and are tax-exempt. If you have any questions, please contact the Local Secret Service Field Office for your area.

**SECURITY:**

1. TBD Lead/office	Suite	24 June-30 June
2. TBD	Singles-12	24 June-30 June
3. Office	Tavernier Key	24 June-30 June

**COMMUNICATIONS  
BILLING PROCEDURES  
GOVERNMENT RATES/TAX EXEMPT**

As a confirmation, Eastlake, Inc., has been quoted the following daily room rates:

***Government Rate: Single/Double-\$115.00  
Office-Complimentary***

***Incidentals*** (room service, personal phone calls, mini-bar, movies, etc.) are the responsibility of each individual staff person. Payment on incidental charges should be made by the staff person incurring those charges prior to their departure from the hotel. A credit card imprint should be obtained from each person upon check-in. ***The hotel should note on all portfolios that incidentals may not be charged against any staff office space.***

**ROOM CHARGES** will be handled as follows:

**COMMUNICATIONS:**

The Lead Communications person will contact you upon arrival and provide billing information for any communications requirements. You can expect payment via corporate credit card or through direct billing via government contract. These rooms should be charged at the government rate and are tax-exempt. Upon completion of the trip, or should you require additional assistance please contact our Communications Division at (202) 757-6842.

**COMMUNICATIONS:**

1. TBD	Singles-2	24 June-1 July
2. Office	Key West	24 June-1 July
3. TBD	Singles-10	25 June-1 July
4. TBD/TBD	Doubles-5	25 June-1 July
5. TBD	Singles-1	29 June-1 July
7. TBD/TBD	Doubles-2	29 June-1 July

**OPERATIONS  
BILLING PROCEDURES  
GOVERNMENT RATES/TAX EXEMPT**

As a confirmation, Eastlake, Inc., has been quoted the following daily room rates:

***Government Rate: Single-\$115.00***

***Incidentals*** (room service, personal phone calls, mini-bar, movies, etc.) are the responsibility of each individual staff person. Payment on incidental charges should be made by the staff person incurring those charges prior to their departure from the hotel. A credit card imprint should be obtained from each person upon check-in. ***The hotel should note on all portfolios that incidentals may not be charged against any staff office space.***

**ROOM CHARGES** will be handled as follows:

**OPERATIONS:**

You can expect payment via corporate credit card or through direct billing via government contract. These rooms should be charged at the government rate and are tax-exempt. Should you require additional assistance from our Operations Division, please contact Janet Womack at (202) 757-1205.

**OPERATIONS:**

1. TBD	Singles-2	23 June-30 June
2. TBD	Singles-3	25 June-30 June
3. TBD	Singles-3	27 June-30 June
4. TBD	Singles-1	29 June-30 June



**MEDIA  
BILLING PROCEDURES  
NEGOTIATED RATES/TAXABLE**

As confirmation, Eastlake, Inc. has been quoted the following daily room rates:

***Corporate Rate: \$125.00***

**Incidentals** (room service, personal phone calls, mini-bar, movies, etc.) are the responsibility of each individual. Payment on incidental charges should be made by the individual incurring the charges prior to their departure from the hotel. A credit card imprint should be obtained from each individual upon check-in. The hotel should note on all portfolios that incidentals may not be charged against any staff office space.

**ROOM CHARGES** will be handled as follows:

**MEDIA:**

Media members will pay for their sleeping rooms individually at checkout using personnel or corporate credit cards. Additional costs incurred for the media, such as catering or function space, must be approved through our office. Should you require additional assistance please contact me at (202) 456-5202.

**MEDIA:**

1. TBD	Singles-3	29 June-30 June
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If you do not receive a room list, for these 3 rooms, the day prior to arrival, please cancel the rooms.



