

From: ALASTAIRMUIR RUSSELL [REDACTED]
Sent: 25 March 2010 09:49
To: Churchill Jacqui Mrs (VCO)
Subject: RE: Travel for Alastair Muir Russell

[Information exempted pursuant to s.40(2), Freedom of Information Act]

Jacqui

Good thanks. Could you make the timing tomorrow 08.45, in case of traffic. I don't want to keep the others waiting!

Muir Russell

--- On **Thu, 25/3/10, Churchill Jacqui Mrs (VCO)** <J.Churchill@uea.ac.uk> wrote:

From: Churchill Jacqui Mrs (VCO) <J.Churchill@uea.ac.uk>
Subject: RE: FW: Travel for Alastair Muir Russell
To: "ALASTAIRMUIR RUSSELL" [REDACTED]
Date: Thursday, 25 March, 2010, 9:25

[Information exempted pursuant to s.40(2), Freedom of Information Act]

Dear Sir Muir,

I have organised the Goldstar taxis for you - they will collect you from the airport this evening from your flight and take you to Dunston Hall and I have also ordered one to collect you from the Hotel tomorrow morning at 09:00 to bring you to UEA. A Goldstar taxi will collect you at approximately 6.00 p.m. tomorrow evening to take you to the airport to catch your 19:40 flight.

I hope this is all OK? Do let me know if there is anything else I can do for you.

Best wishes,

JACQUI

Jacqui Churchill | Vice-Chancellor's Office | University of East Anglia | Norwich | NR4 7TJ

Telephone: 00 44 (0)1603 592206 | Fax: 00 44 (0)1603 507753

PA to: Professor Edward Acton - Vice-Chancellor

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on its contents: to do so is strictly prohibited and may be unlawful. Please inform me that this message has gone astray before deleting it. Thank you for your co-operation.

From: ALASTAIRMUIR RUSSELL [REDACTED]
Sent: Wednesday, March 24, 2010 10:19 PM
To: Churchill Jacqui Mrs (VCO)
Subject: Re: FW: Travel for Alastair Muir Russell

[Information exempted pursuant to s.40(2), Freedom of Information Act]

Jacqui

Many thanks. All seems fine. Do I pick up taxis at the airport/hotel - I think I recall that is cheaper to book your Goldstar people in advance?

Muir Russell

--- On Tue, 23/3/10, Churchill Jacqui Mrs (VCO) <J.Churchill@uea.ac.uk> wrote:

From: Churchill Jacqui Mrs (VCO) <J.Churchill@uea.ac.uk>
Subject: FW: Travel for Alastair Muir Russell
To: "ALASTAIRMUIR RUSSELL" [REDACTED]
Date: Tuesday, 23 March, 2010, 13:54

[Information exempted pursuant to s.40(2), Freedom of Information Act]

Dear Sir Muir,

Please find attached your e-tickets for your flights to/from Edinburgh and Norwich for Thursday/Friday of this week and also next Monday.

The booking reference for Dunston Hall for Thursday evening is: 18440288 and for Monday evening: 18440290.

If you have any queries, please don't hesitate to contact me.

Best wishes,

JACQUI

Jacqui Churchill | Vice-Chancellor's Office | University of East Anglia | Norwich
| NR4 7TJ

Telephone: 00 44 (0)1603 592206 | Fax: 00 44 (0)1603 507753

PA to: Professor Edward Acton - Vice-Chancellor

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