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**From:** [REDACTED] <[REDACTED]>  
**Sent:** Monday, September 17, 2012 5:57 PM  
**To:** [REDACTED]  
**Cc:** Lesley Groff; [REDACTED]  
**Subject:** Priv. & Conf: JE travel Instructions  
**Attachments:** Je Travel Instructions.docx

Hi [REDACTED] and [REDACTED]

I have made some notes on everything I can think of that you may need to know for the upcoming trip. All please let me know if I have left anything off the list.

Hope all goes well

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