
Re: communication from Swissotel

From FORRESTER Steven <Steven.FORRESTER@swissotel.com>
Date Wed 2/26/2025 9:25 AM
To David DELACRUZ <David.DelaCruz@swissotel.com>; Akiko SHIMIZU <Akiko.Shimizu@swissotel.com>

Yes Finance,

How have you paid transport costs before?

This will be a marketing expense.

Warm Regards,
スティーブン・フォレスター
Steven Forrester
料飲部長兼総料理長
Director of Food & Beverage and Culinary

Swissôtel Nankai Osaka
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From: David DELACRUZ <David.DelaCruz@swissotel.com>
Sent: Wednesday, February 26, 2025 9:23 AM
To: FORRESTER Steven <Steven.FORRESTER@swissotel.com>; Akiko SHIMIZU <Akiko.Shimizu@swissotel.com>
Subject: Re: communication from Swissotel

Morning Steve,

Sure, just some questions:
Who should I contact in finance?
I think she needs to fill some forms. Have we paid her directly before?
Who is paying for these expenses? *Do we put it under N10?

Thank you!

Best Regards,

デビッド・デ・ラ・クルス
David De la Cruz

F&Bマーケティング
F&B Marketing

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From: FORRESTER Steven <Steven.FORRESTER@swissotel.com>
Sent: Tuesday, February 25, 2025 1:35 PM
To: David DELACRUZ <David.DelaCruz@swissotel.com>; Akiko SHIMIZU <Akiko.Shimizu@swissotel.com>
Subject: Fw: communication from Swissotel

David,

Please see finance and arrange payment.

Warm Regards,
スティーブン・フォレスター
Steven Forrester
料飲部長兼総料理長
Director of Food & Beverage and Culinary

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From: Kiki Green <mikudivine@gmail.com>
Sent: Tuesday, February 25, 2025 12:50 PM
To: FORRESTER Steven <Steven.FORRESTER@swissotel.com>
Subject: Re: communication from Swissotel

Hello, Steven.

Thank you for getting back to me about the transportation. I really appreciate that you will allow this for the budget. It definitely makes it easier to participate. Here are some pictures of my receipts and my bank information for a transfer.

Bank Information:
三菱東京UFJ銀行

店番 301

口座番号 0136202

On Tue, Feb 25, 2025 at 10:30 AM FORRESTER Steven <Steven.FORRESTER@swissotel.com> wrote:

Dear Miku,

Apologies for my tardiness in contacting you, it seems I had misspelt your email address, and then I have been on 10 days of leave.

From my conversations with Fraser, I sincerely apologize for the mis communication regarding your transport fees.

The mis-communication was solely internal from Swissotel and not in any way from Fraser.

For reimbursement of expenses, once I have approved, then we simply ask that you present your invoice along with evidence or receipt of transaction and we will process accordingly.

Miku, we do value your talents and appreciate the value you add to our show, and once again, my sincerest apologies in this instance.

Warm Regards,
スティーブン・フォレスター
Steven Forrester
料飲部長兼総料理長
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