

**To:** Bishop, Pamela (US)[pamela.bishop@bcdtravel.com]; Rice, Margaret (US)[Margaret.Rice@bcdtravel.com]  
**Cc:** Hupp, Millan[hupp.millan@epa.gov]  
**From:** Davis, Gail  
**Sent:** Mon 11/6/2017 9:37:11 PM  
**Subject:** FW: Debit Memo / Record Locator T1CGPO

Could you explain this tomorrow? I don't understand, thanks

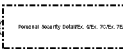
**From:** Hupp, Millan  
**Sent:** Monday, November 06, 2017 4:24 PM  
**To:** Davis, Gail <Davis.Gail@epa.gov>  
**Subject:** Fwd: Debit Memo / Record Locator T1CGPO

Sent from my iPhone

Begin forwarded message:

**From:** "Heaney, Jolene (US)" <jolene.heaney@bcdtravel.com>  
**Date:** November 6, 2017 at 3:07:09 PM EST  
**To:** "'HUPP.MILLAN@EPA.GOV'" <HUPP.MILLAN@EPA.GOV>  
**Subject:** Debit Memo / Record Locator T1CGPO

Hi Millan,

Qantas Airlines has issued a debit memo for your reservation with record locator  because the penalty for cancellation was not collected at the time of refund. This penalty amount is \$71.00 and will be charged to your government credit card. Once the charge is completed, a copy of the receipt will be sent to you via email. If you have any questions, please respond promptly.

Kind Regards,

**Jolene Heaney**

Customer Service Representative – Government Travel Services | BCD Travel

130 N. Main Street, Suite 200 | Butte, MT 59701 | United States

T +1 412 928 7634 | M+1 406 498 2316 | F +1 770 698 7665

[jolene.heaney@bcdtravel.com](mailto:jolene.heaney@bcdtravel.com) | [www.bcdtravel.com](http://www.bcdtravel.com) | [@bcdtravel](#) | [Linkedin](#)

***Travel smart. Achieve more.***

This message and any attachment(s) are intended only for the use of the person or entity to which it is addressed and may contain confidential and/or proprietary information. Any review, retransmission, dissemination, or other use of, or taking of any action in reliance upon, this message and any attachment(s) by persons or entities other than the intended recipient is prohibited. If you are not the intended recipient of this message, or if this message has been addressed to you in error, please immediately alert the sender by reply e-mail and delete this message, including any attachments. Sender accepts no liability for any damages caused by any virus transmitted by this e-mail.