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EXPENSE REPORT TR00515144 4a-56064/[redacted]_Final_2011

Employee Name	TERI E SCHWARTZ Proxy Creator ALESSANDRA G FRANCO	Employee Title	
Employee ID	[redacted]		
Submit Date	Nov 2, 2011	Purpose	Donor Relations
From Date	Oct 14, 2011	To Date	Oct 21, 2011
Includes foreign travel?	No		

LINKED DOCUMENTS

	Tracking #	Document Title	Amount	Submit Date	Document Type	Date Created	Activity
view	TR00510320	4a-56064/CirqueduSoleil_Deposit	$480.48	Oct 7, 2011	Expense Report	Oct 7, 2011	ER Done

FINANCIAL OVERVIEW

Total Reported Expenses	$1,899.74
Less Personal Expenses	$0.00
Authorized Expenses	$1,899.74
University Paid Expenses	$543.40
University Pays to Corporate Charge Card(s)	$1,331.34
Amount Due Employee	$25.00

EXPENSE SUMMARY

Expense Category	Amount	Approved Amount
Travel	$1,899.74	$1,899.74

FAU DISTRIBUTION

Account	Amount
4-402801-4A-56064-SCHWAR-05-XXXX-CIRQUE	$1,899.74

EXPENSE DETAILS

Type	Date of Expense	Transaction Amount	Amount	Approved Amount	Purpose	Payment Method	Vendor
Airfare	Oct 14, 2011	$543.40	$543.40	$543.40	Donor Relations	Prepaid by University	Delta
		Reservation Source: UCLA Travel Center					
		Seating Class: Coach					
		FAU Allocations: $543.40, 4-402801-4A-56064-SCHWAR-05-XXXX-CIRQUE, DEAN OF TFT-OPERATIONS/SPECIAL PROJECTS					
Limousine[a]	Oct 14, 2011	$105.20	$105.20	$105.20	Donor Relations	US Bank T & E Card	LUXURY TRANSPORTATION
		FAU Allocations: $105.20, 4-402801-4A-56064-SCHWAR-05-XXXX-CIRQUE, DEAN OF TFT-OPERATIONS/SPECIAL PROJECTS					
Taxi	Oct 14, 2011	$25.00	$25.00	$25.00	Donor Relations	Personal Funds	
		FAU Allocations: $25.00, 4-402801-4A-56064-SCHWAR-05-XXXX-CIRQUE, DEAN OF TFT-OPERATIONS/SPECIAL PROJECTS					
Entertainment - Dinner[1,2]	Oct 15, 2011	$436.31	$436.31	$436.31	Donor Relations	US Bank T & E Card	MGM GRAND DIEGO
		Alcohol or Spouses/Other Guests: Yes					
		FAU Allocations: $436.31, 4-402801-4A-56064-SCHWAR-05-XXXX-CIRQUE, DEAN OF TFT-OPERATIONS/SPECIAL PROJECTS					

Guests:

6 guests / $72.72 per guest		
barbara boyle	film tv - chair	UCLA
Michael Hackett	Chair, Theater Dept.	TFT
Peter Heller	Director of Development, TFT	UCLA
Rich Rose	Undergraduate Theater Vice-Chair, Associate Dean Student Affairs	UCLA TFT
TERI SCHWARTZ		Default Company

	Oct 15,	$63.62	$63.62	$63.62	Donor	US Bank T	BELLAGIO - SAM'S

Entertainment - Lunch[3]	2011					Relations	& E Card	SNACKS

Alcohol or Spouses/Other Guests: No

FAU Allocations: $63.62, 4-402801-4A-56064-SCHWAR-05-XXXX-CIRQUE, DEAN OF TFT-OPERATIONS/SPECIAL PROJECTS

Guests: 5 guests / $12.72 per guest

barbara boyle	film tv - chair	UCLA
Michael Hackett	Chair, Theater Dept.	TFT
Peter Heller	Director of Development, TFT	UCLA
Rich Rose	Undergraduate Theater Vice-Chair, Associate Dean Student Affairs	UCLA TFT
TERI SCHWARTZ		Default Company

Entertainment - Lunch[4]	Oct 15, 2011	$2.66	$2.66	$2.66	Donor Relations	US Bank T & E Card	BELLAGIO - SAM'S SNACKS

Alcohol or Spouses/Other Guests: No

FAU Allocations: $2.66, 4-402801-4A-56064-SCHWAR-05-XXXX-CIRQUE, DEAN OF TFT-OPERATIONS/SPECIAL PROJECTS

Guests: 5 guests / $0.53 per guest

barbara boyle	film tv - chair	UCLA
Michael Hackett	Chair, Theater Dept.	TFT
Peter Heller	Director of Development, TFT	UCLA
Rich Rose	Undergraduate Theater Vice-Chair, Associate Dean Student Affairs	UCLA TFT
TERI SCHWARTZ		Default Company

Limousine[b]	Oct 16, 2011	$111.20	$111.20	$111.20	Donor Relations	US Bank T & E Card	LUXURY TRANSPORTATION

FAU Allocations: $111.20, 4-402801-4A-56064-SCHWAR-05-XXXX-CIRQUE, DEAN OF TFT-OPERATIONS/SPECIAL PROJECTS

Lodging - Domestic[c]	Oct 16, 2011	$464.35	$464.35	$464.35	Donor Relations	US Bank T & E Card	BELLAGIO HOTEL & CASINO

Reservation Source: Other Travel Agency
Location: LAS VEGAS/Nevada/United States

Entertainment - Light Refresh.[5]	Oct 14, 2011	$28.32	$28.32	$28.32	US Bank T & E Card	BELLAGIO HOTEL & CASINO

Alcohol or Spouses/Other Guests: No

FAU Allocations: $28.32, 4-402801-4A-56064-SCHWAR-05-XXXX-CIRQUE, DEAN OF TFT-OPERATIONS/SPECIAL PROJECTS

Guests: 5 guests / $5.66 per guest

TERI SCHWARTZ		Default Company
Peter Heller	Director of Development, TFT	UCLA
Michael Hackett	Chair, Theater Dept.	TFT
barbara boyle	film tv - chair	UCLA
Rich Rose	Undergraduate Theater Vice-Chair, Associate Dean Student Affairs	UCLA TFT

Other Expenses[6]	Oct 14, 2011	$22.40	$22.40	$22.40	US Bank T & E Card	BELLAGIO HOTEL & CASINO

FAU Allocations: $22.40, 4-402801-4A-56064-SCHWAR-05-XXXX-CIRQUE, DEAN OF TFT-OPERATIONS/SPECIAL PROJECTS

Other Expenses[7]	Oct 15, 2011	$22.40	$22.40	$22.40	US Bank T & E Card	BELLAGIO HOTEL & CASINO

FAU Allocations: $22.40, 4-402801-4A-56064-SCHWAR-05-XXXX-CIRQUE, DEAN OF TFT-OPERATIONS/SPECIAL PROJECTS

Room Rate	Oct 15, 2011	$299.00	$299.00	$299.00	US Bank T & E Card	BELLAGIO HOTEL & CASINO

FAU Allocations: $299.00, 4-402801-4A-56064-SCHWAR-05-XXXX-CIRQUE, DEAN OF TFT-OPERATIONS/SPECIAL PROJECTS

Room Tax	Oct 15,	US Bank	BELLAGIO HOTEL

	2011		$35.88	$35.88	$35.88		T & E Card	& CASINO
		FAU Allocations:	$35.88, 4-402801-4A-56064-SCHWAR-05-XXXX-CIRQUE, DEAN OF TFT-OPERATIONS/SPECIAL PROJECTS					
☐ Meals & IE - Domestic	Oct 16, 2011		$56.35	$56.35	$56.35		US Bank T & E Card	BELLAGIO HOTEL & CASINO
		FAU Allocations:	$56.35, 4-402801-4A-56064-SCHWAR-05-XXXX-CIRQUE, DEAN OF TFT-OPERATIONS/SPECIAL PROJECTS					
Limousine[d,e]	Oct 17, 2011		**$85.00**	**$85.00**	**$85.00**	**Donor Relations**	**US Bank T & E Card**	**BELLAGIO HOTEL & CASINO**
		FAU Allocations:	$85.00, 4-402801-4A-56064-SCHWAR-05-XXXX-CIRQUE, DEAN OF TFT-OPERATIONS/SPECIAL PROJECTS					
Limousine[f,g]	Oct 21, 2011		**$63.00**	**$63.00**	**$63.00**	**Donor Relations**	**US Bank T & E Card**	**BELLAGIO HOTEL & CASINO**
		FAU Allocations:	$63.00, 4-402801-4A-56064-SCHWAR-05-XXXX-CIRQUE, DEAN OF TFT-OPERATIONS/SPECIAL PROJECTS					

ITEM EXCEPTIONS

	Policy	Explanation
1	An explanation is required for exceeding the $64 limit per person for Entertainment - Dinner expense type. The fact that actual costs exceed the authorized rate is not in itself adequate justification for a higher reimbursement amount	The purpose of the trip was donor cultivation and the development of a partnership [redacted] aimed at creating new initiatives, master classes, workshops, internships and alumni opportunities for TFT students and alumni. [redacted] is a high level donor and in light of that, we're asking for an exception to policy for going over the $64 per person limit in this entertainment dinner. Please also note that Las Vegas, NV is a very expensive town and most restaurants are five star restaurants located inside five star resorts and the menu prices reflect that. Once again, Dean Schwartz was accompanied on the trip by Peter Heller, Executive Director of Development and Industry Relations, Barbara Boyle, Chair of the FTVDM Department, Michael Hackett, Chair of the Theater Department, and Rich Rose, Undergraduate Vice-Chair of the Theater Department and Associate Dean of Student Affairs.
2	Entertainment expense must include a description of the event's purpose and the business justification. The list of all attendees and their University affiliation must be included in the guest fields or in the accompanying faxed image. The guest fields must be completed if there are 10 or fewer guests in attendance. Spouses and family are generally not allowed unless their attendance is for a bona fide University business reason.	As previously stated, the purpose of the trip was donor cultivation and the development of a partnership with [redacted] aimed at creating new initiatives, master classes, workshops, internships and alumni opportunities for TFT students and alumni. Dean Schwartz guests were [redacted] Peter Heller, Executive Director of Development and Industry Relations, Barbara Boyle, Chair of the FTVDM Department, Michael Hackett, Chair of the Theater Department, and Rich Rose, Undergraduate Vice-Chair of the Theater Department and Associate Dean of Student Affairs.
3	Entertainment expense must include a description of the event's purpose and the business justification. The list of all attendees and their University affiliation must be included in the guest fields or in the accompanying faxed image. The guest fields must be completed if there are 10 or fewer guests in attendance. Spouses and family are generally not allowed unless their attendance is for a bona fide University business reason.	The entertainment lunch was hosted by Teri Schwartz, Dean of UCLA School of Theater, Film and Television. Her guests were Peter Heller, Executive Director of Development and Industry Relations, Barbara Boyle, Chair of the FTVDM Department, Michael Hackett, Chair of the Theater Department and Rich Rose, Undergraduate Vice-Chair for Theater and Associate Dean of Student Affairs. The purpose of the entertainment lunch was to strategize prior to all the meetings they were scheduled to have with the [redacted] executives on the 15th. This was the only opportunity they had to sit down as a group and strategize/ discuss the events of the day due to their hectic meeting and tour schedule while in Las Vegas.
4	Entertainment expense must include a description of the event's purpose and the business justification. The list of all attendees and their University affiliation must be included in the guest fields or in the accompanying faxed image. The guest fields must be completed if there are 10 or fewer guests in attendance. Spouses and family are generally not allowed unless their attendance is for a bona fide University business reason.	Please note that this was an item added to the previous entertainment lunch hosted by Teri Schwartz, Dean of UCLA School of Theater, Film and Television. Again, her guests were Peter Heller, Executive Director of Development and Industry Relations, Barbara Boyle, Chair of the FTVDM Department, Michael Hackett, Chair of the Theater Department and Rich Rose, Undergraduate Vice-Chair for Theater and Associate Dean of Student Affairs. The purpose of the entertainment lunch was to strategize prior to all the meetings they were scheduled to have with the [redacted] executives on the 15th. This was the only opportunity they had to sit down as a group and strategize/ discuss the events of the day due to their hectic meeting and tour schedule while in Las Vegas. Even with this addition, the per person amount is still under the allowed $38.
5	Entertainment expense must include a description of the event's purpose and the business justification. The list of all attendees and their University affiliation must be included in the guest fields or in the accompanying faxed image. The guest fields must be completed if there are 10 or fewer guests in attendance. Spouses and family are generally not allowed unless their	The entertainment light refreshments was hosted by Teri Schwartz, Dean of UCLA School of Theater, Film and Television. Her guests were Peter Heller, Executive Director of Development and Industry Relations, Barbara Boyle, Chair of the FTVDM Department, Michael Hackett, Chair of the Theater Department and Rich Rose, Undergraduate Vice-Chair for Theater and Associate Dean of Student Affairs. The purpose of the entertainment light refreshments was to strategize prior to all the meetings they were scheduled to have with the [redacted] executives while in Las Vegas. This was the only opportunity they had to sit down as a group and strategize/ discuss their

	attendance is for a bona fide University business reason.	hectic meeting schedule [redacted] while in Las Vegas.
6	Review the explanation of this expense to ensure the business necessity of the expenditure.	This is a mandatory resort service fee the Bellagio Las Vegas Hotel charges all their guests for each night stay.
7	Review the explanation of this expense to ensure the business necessity of the expenditure.	This is a mandatory resort service fee the Bellagio Las Vegas Hotel charges all their guests for each night stay.

DOCUMENT NOTES

Name	Date	Note
ALESSANDRA G FRANCO (proxy for TERI E SCHWARTZ)	Oct 26, 2011	Dean Teri Schwartz has a medical note on file supporting her need for seating other than coach when traveling on University related business. The same note supports Dean Schwartz' need to use a limousine car service to and from the airport.
ALESSANDRA G FRANCO (proxy for TERI E SCHWARTZ)	Oct 31, 2011	Dean Teri Schwartz was in Las Vegas, NV from Friday, October 14th, through Sunday, October 16th. The purpose of the trip was donor cultivation and the development of a partnership with [redacted] aimed at creating new initiatives, master classes, workshops, internships and alumni opportunities for TFT students and alumni. Dean Schwartz was accompanied on the trip by Peter Heller, Executive Director of Development and Industry Relations, Barbara Boyle, Chair of the FTVDM Department, Michael Hackett, Chair of the Theater Department, and Rich Rose, Undergraduate Vice-Chair of the Theater Department and Associate Dean of Student Affairs.
SUSAN MARCANO	Nov 1, 2011	Entertainment - Lunch on Oct 15, 2011: Exception accepted (Entertainment expense must include a description of the event's purpose and the business justification. The list of all attendees and their University affiliation must be included in the guest fields or in the accompanying faxed image. The guest fields must be completed if there are 10 or fewer guests in attendance. Spouses and family are generally not allowed unless their attendance is for a bona fide University business reason.)
SUSAN MARCANO	Nov 1, 2011	Entertainment - Dinner on Oct 15, 2011: Exception accepted (An explanation is required for exceeding the $64 limit per person for Entertainment -Dinner expense type. The fact that actual costs exceed the authorized rate is not in itself adequate justification for a higher reimbursement amount)
SUSAN MARCANO	Nov 1, 2011	Entertainment - Dinner on Oct 15, 2011: Exception accepted (Entertainment expense must include a description of the event's purpose and the business justification. The list of all attendees and their University affiliation must be included in the guest fields or in the accompanying faxed image. The guest fields must be completed if there are 10 or fewer guests in attendance. Spouses and family are generally not allowed unless their attendance is for a bona fide University business reason.)
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SUSAN MARCANO	Nov 1, 2011	Entertainment - Light Refresh. on Oct 14, 2011: Exception accepted (Entertainment expense must include a description of the event's purpose and the business justification. The list of all attendees and their University affiliation must be included in the guest fields or in the accompanying faxed image. The guest fields must be completed if there are 10 or fewer guests in attendance. Spouses and family are generally not allowed unless their attendance is for a bona fide University business reason.)
SUSAN MARCANO	Nov 1, 2011	Other Expenses on Oct 14, 2011: Exception accepted (Review the explanation of this expense to ensure the business necessity of the expenditure.)
SUSAN MARCANO	Nov 1, 2011	Other Expenses on Oct 15, 2011: Exception accepted (Review the explanation of this expense to ensure the business necessity of the expenditure.)
SUSAN MARCANO	Nov 2, 2011	Entertainment - Lunch on Oct 15, 2011: Exception accepted (Entertainment expense must include a description of the event's purpose and the business justification. The list of all attendees and their University affiliation must be included in the guest fields or in the accompanying faxed image. The guest fields must be completed if there are 10 or fewer guests in attendance. Spouses and family are generally not allowed unless their attendance is for a bona fide University business reason.)
SUSAN MARCANO	Nov 2, 2011	Entertainment - Dinner on Oct 15, 2011: Exception accepted (An explanation is required for exceeding the $64 limit per person for Entertainment -Dinner expense type. The fact that actual costs exceed the authorized rate is not in itself adequate justification for a higher reimbursement amount)
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SUSAN MARCANO	Nov 2, 2011	Entertainment - Light Refresh. on Oct 14, 2011: Exception accepted (Entertainment expense must include a description of the event's purpose and the business justification. The list of all attendees and their University affiliation must be included in the guest fields or in the accompanying faxed image. The guest fields must be completed if there are 10 or fewer guests in attendance. Spouses and family are generally not allowed unless their attendance is for a bona fide University business reason.)

SUSAN MARCANO	Nov 2, 2011	Other Expenses on Oct 14, 2011: Exception accepted (Review the explanation of this expense to ensure the business necessity of the expenditure.)
SUSAN MARCANO	Nov 2, 2011	Other Expenses on Oct 15, 2011: Exception accepted (Review the explanation of this expense to ensure the business necessity of the expenditure.)
CATHERINE M OLOO	Nov 8, 2011	Verified attachement (hotel deposit).
CATHERINE M OLOO	Nov 8, 2011	CO Reviewed
ALLISON BAIRD-JAMES	Nov 9, 2011	Entertainment - Lunch on Oct 15, 2011: Exception accepted (Entertainment expense must include a description of the event's purpose and the business justification. The list of all attendees and their University affiliation must be included in the guest fields or in the accompanying faxed image. The guest fields must be completed if there are 10 or fewer guests in attendance. Spouses and family are generally not allowed unless their attendance is for a bona fide University business reason.)
ALLISON BAIRD-JAMES	Nov 9, 2011	Entertainment - Dinner on Oct 15, 2011: Exception accepted (An explanation is required for exceeding the $64 limit per person for Entertainment -Dinner expense type. The fact that actual costs exceed the authorized rate is not in itself adequate justification for a higher reimbursement amount)
ALLISON BAIRD-JAMES	Nov 9, 2011	Entertainment - Dinner on Oct 15, 2011: Exception accepted (Entertainment expense must include a description of the event's purpose and the business justification. The list of all attendees and their University affiliation must be included in the guest fields or in the accompanying faxed image. The guest fields must be completed if there are 10 or fewer guests in attendance. Spouses and family are generally not allowed unless their attendance is for a bona fide University business reason.)
ALLISON BAIRD-JAMES	Nov 9, 2011	Entertainment - Lunch on Oct 15, 2011: Exception accepted (Entertainment expense must include a description of the event's purpose and the business justification. The list of all attendees and their University affiliation must be included in the guest fields or in the accompanying faxed image. The guest fields must be completed if there are 10 or fewer guests in attendance. Spouses and family are generally not allowed unless their attendance is for a bona fide University business reason.)
ALLISON BAIRD-JAMES	Nov 9, 2011	Entertainment - Light Refresh. on Oct 14, 2011: Exception accepted (Entertainment expense must include a description of the event's purpose and the business justification. The list of all attendees and their University affiliation must be included in the guest fields or in the accompanying faxed image. The guest fields must be completed if there are 10 or fewer guests in attendance. Spouses and family are generally not allowed unless their attendance is for a bona fide University business reason.)
ALLISON BAIRD-JAMES	Nov 9, 2011	Other Expenses on Oct 14, 2011: Exception accepted (Review the explanation of this expense to ensure the business necessity of the expenditure.)
ALLISON BAIRD-JAMES	Nov 9, 2011	Other Expenses on Oct 15, 2011: Exception accepted (Review the explanation of this expense to ensure the business necessity of the expenditure.)

ITEM NOTES

	Name	Date	Note
a	ALESSANDRA G FRANCO (proxy for TERI E SCHWARTZ)	Oct 31, 2011	This is Dean Schwartz town car transfer from her residence to LAX.
b	ALESSANDRA G FRANCO (proxy for TERI E SCHWARTZ)	Oct 31, 2011	This was Dean Schwartz town car transfer from LAX back to her residence.
c	ALESSANDRA G FRANCO (proxy for TERI E SCHWARTZ)	Oct 31, 2011	The total amount for Dean Schwartz lodging was $944.83. Please note that we had already paid a deposit in the amount of $480.48, see attached TR. I itemized the remaining balance here but please see attached hotel bill that shows the complete itemization breakdown. Thank you.
d	ALESSANDRA G FRANCO (proxy for TERI E SCHWARTZ)	Oct 31, 2011	This is the town car transfer from the Las Vegas airport to the Bellagio Hotel.
e	ALESSANDRA G FRANCO (proxy for TERI E SCHWARTZ)	Nov 2, 2011	Please note that, even though this car transfer was arranged by the Bellagio Hotel, the expense was charged to Dean Schwartz' credit card separately from her final hotel bill. The actual date of the pick up from the Las Vegas Airport was 10/14/11. I called the hotel and asked them to send me a revised hotel bill including the car transfers, however, the date on the bill for this transfer is 10/17/11, which is the date the charge posted to Dean Schwartz credit card. Thank you.
f	ALESSANDRA G FRANCO (proxy for TERI E SCHWARTZ)	Oct 31, 2011	This is the town car transfer from the Bellagio Hotel to the Las Vegas Airport.
g	ALESSANDRA G FRANCO (proxy for TERI E SCHWARTZ)	Nov 2, 2011	Please note that, even though this car transfer was arranged by the Bellagio Hotel, the expense was charged to Dean Schwartz' credit card separately from her final hotel bill. The actual date of the transfer to the Las Vegas Airport was 10/16/11. I called the hotel and asked them to send me a revised hotel bill including the car transfers, however, the date on the bill for this transfer is 10/21/11 which is the date the charge posted to Dean Schwartz credit card. Thank you.

Print this document | Close Window

14 OCT 2011 ▸ 16 OCT 2011 TRIP TO LAS VEGAS, NV

PREPARED FOR
TERI ELLEN SCHWARTZ

UCLA TRAVEL CENTER
310-206-2639
GGIMENA@FINANCE.UCLA.EDU

RESERVATION CODE **LEKQWN**
eTicket Receipt(s)
0068682797729 - SCHWA/T
Travel Arranger Priority Comments
****
** AT CHECK-IN PRESENT THIS E-TICKET RECEIPT ALONG WITH
** A GOVT ISSUED PHOTO ID/DRIVERS LICENSE FOR DOMESTIC
** TRAVEL OR PASSPORT FOR INTERNATIONAL TRAVEL.
** INTERNATIONAL TRAVELERS MUST READ ARRANGER REMARKS
** FOR ADDITIONAL PASSPORT AND VISA REQUIREMENTS.
.....CONFIRMATION NUMBER IS HBLKLV.....
** IF TRIP IS CANCELLED OR TICKET IS NOT USED
** PLEASE ADVISE THE TRAVEL OFFICE TO PROCESS
** REFUNDS EXCHANGES OR VOID TICKETS.
** TOTAL FARE AMOUNT USD543.40
** PAID BY PO NBR PTA0014387
****

TR00515144

DEPARTURE: FRIDAY 14 OCT Please verify flight times prior to departure

DELTA AIR LINES INC
DL 4817

Operated by:
SKYWEST DBA DELTA CONNECTION

Duration:
01hr(s) :15min(s)

LAX	▸ LAS	Aircraft:
LOS ANGELES, CA	LAS VEGAS, NV	CANADAIR REGIONAL JET
		Distance (in Miles): 0241
		Stop(s): 0
Departing At: 10:25am	Arriving At: 11:40am	
Terminal: TERMINAL 5	Terminal: TERMINAL 1	

Passenger Name:	Seats:	Class:	Status:	Airline Res. Code:
» TERI ELLEN SCHWARTZ	03A / Confirmed	First	Confirmed	HBLKLV

DEPARTURE: SUNDAY 16 OCT Please verify flight times prior to departure

DELTA AIR LINES INC
DL 4817

Operated by:
SKYWEST DBA DELTA CONNECTION

Duration:
01hr(s) :07min(s)

LAS	▸ LAX	Aircraft:
LAS VEGAS, NV	LOS ANGELES, CA	CANADAIR REGIONAL JET
		Distance (in Miles): 0241
		Stop(s): 0
Departing At:	Arriving At:	

	12:16pm Terminal: TERMINAL 1	01:23pm Terminal: TERMINAL 5		
Passenger Name: » TERI ELLEN SCHWARTZ	Seats: 03A / Confirmed	Class: First	Status: Confirmed	Airline Res. Code: HBLKLV

MISCELLANEOUS CHARGE ORDER: **SUNDAY 16 OCT**

MISCELLANEOUS CHARGE ORDER

Status: Confirmed

LAX
LOS ANGELES, CA

Information:
RESIDUAL VALUE MCO USD396.00
APPLY TOWARDS FUTURE AIR TRAVEL

OTHER: **FRIDAY 13 APR**

OTHER

Status: Confirmed

Notes:
NOTE - THIS DATE IS FOR INTERNAL USE ONLY

Information:
-30.00 DIRECT BILLED SERVICE FEE AUTO MCO

Notes

. UCLA TRAVEL CENTER 1-800-235-8252 .
24 HOUR EMERGENCY SERVICE ID/MEMBERSHIP NBR S-V2BA

TR00515144

**********IMPORTANT INFORMATION**********
ONCE YOUR RESERVATION HAS BEEN TICKETED YOU HAVE
**20 DAYS TO PRINT AND VIEW YOUR EINVOICE
**71 DAYS TO VIEW YOUR ETICKET RECEIPT
**ITINERARY IS AVAILABLE UP TO DAY OF DEPARTURE
****

****

BAGGAGE ALLOWANCE AND FEES VARY DEPENDING ON
AIRLINES AND CITY PAIRS PLS CHECK WITH THE
AIRLINE WEBSITE FOR YOUR SPECIFIC FLT REQUIREMENTS
****

****

****

**PO WILL BE NO LONGER ACCEPTED AFTER 15SEP11 **
**ONLY PTA-PRE TRIP AUTHORIZATION WILL BE **
**ACCEPTED FOR UC BUSINESS TRAVEL PAYMENT **
****

****

TRAVEL REQUESTED BY MARILYN MATTHEW
AIRFARE**********543.40
CREDIT**********1089.40
SERVICE FEE**********30.00
TOTAL AMOUNT DUE**********30.00
****

REMAINING CREDIT OF 396.00 EXP. APR 15 2012**
****

**********NONREFUNDABLE TICKET ALERT**********
YOUR ITINERARY INCLUDES A NONREFUNDABLE TICKET.
CHANGES MAY BE SUBJECT TO RESTRICTIONS AND PENALTIES OF

100 TO 250 DOLLARS OR MORE PLUS ANY FARE DIFFERENCE.
IF YOU WILL NOT BE TRAVELING ON THIS TICKET PLEASE
CONTACT YOUR TRAVEL CONSULTANT PRIOR TO SCHEDULED
DEPARTURE OR TICKET WILL LOSE ALL VALUE.
****

TO VIEW YOUR ITINERARY ON THE WEB GO TO...
WWW.VIRTUALLYTHERE.COM.
YOUR RESERVATION CODE - LEKQWN. YOUR PASSWORD - UCLA.

UCLA TRAVEL CENTER
310-206-2639
GGIMENA@FINANCE.UCLA.EDU

TR00515144

Subject: Reservation Receipt# 10524 For Teri Schwartz [10/14/2011-07:00 AM]

Date: Tuesday, November 1, 2011 3:08:43 PM PT

From: AAA Luxury Transportation, Inc.

To: Franco, Alessandra

Luxury Transportation
"Luxury Comes Standard"

5250 W. Century Blvd. #104
Los Angeles, CA 90045
TCP-18637

Reservation Receipt

Date of Receipt: 11/01/2011

Account # 30007

BILL TO Marilyn Matthews Acct# (30007)
UCLA Dean's office Mb: (310) 825-7891

CONF #	DATE & TIME(S)	DESCRIPTION	CHARGES & CREDITS	
10524	10/14/2011 **PU Time:** 07:00 AM **DO Time:** 08:00 AM **In-Car Time:** N/A	**Passenger:** Teri Schwartz **PU:** -- : **DO:** -- : LAX - Los Angeles International / DL - Delta Air Lines - DL , Flt# 4817 **Booked By:** Marilyn Matthews **Vehicle Type:** SED **Driver:** Sina Sorouri	Flat Rate	105.20
			Reservation Total	105.20
			Payment	-105.20
			Total Due	0.00

PAYMENT METHOD	PAYMENT TERMS	PAYMENT STATUS	TRANS ID/REF #
Visa	N/A	Paid	N/A

THANK YOU FOR YOUR BUSINESS!

* Pre-authorized transaction amounts are not subtracted from total due until after they are fully captured.

TR0051544

TROUSISMY

YELLOW-CHECKER-STAR
"THE" CAB COMPANIES
Las Vegas, Nevada
873-2227
COMPUTER RADIO DISPATCHED

DRIVER# _____ DATE Oct 14, 2011
(CHARGE THE ACCT. OF)
(RECEIVED OF) _____

FOR TAXI FARE FROM Bellagio Hotel

TO Cirque du Soleil Headquarters $25

(X) DRIVER NAME _____

(X) PASSENGER SIGNATURE _____

TR0051514

Bienvenidos a
DIEGO Restaurante
en el MGM Grand Hotel
10/15/2011 17:28

Diego
Check: 3330496 Table: 51
Server: Dana Guests: 6
Terminal: 355

MG-Diego Check

2	Pellegrino Water	16.00
	@ 8.00	
2	Diego Margarita	24.00
	@ 12.00	
1	Frida Margarita	12.00
2	Ice Tea	9.00
	@ 4.50	
2	Table Guac	26.00
	@ 13.00	

10/15/11 18:44
SALES DRAFT

Diego

MGM Grand
3799 Las Vegas Blvd., So.
Las Vegas, NV 89109
(800) 929-1111

MERCH ID: 67415980614
CASHIER: Janet
TERMINAL: 355 Diego

Visa

NAME: SCHWARTZ/TERI F
NUMBER:
EXPIRE: XX/XX
AUTH: 026621
AMOUNT: 436.31

CHECK: 3330496
TABLE: 51

TOTAL: 436.31

GRATUITY: _____

TOTAL: _____

I agree to pay above total amount according to my card issuer agreement.

X_____
SIGNATURE

Customer Copy

TR0051514

1

10/15/2011 11:24

Snacks
Check: 9894325 Terminal: 989
Server: KARLA Z Order # 1789429

BG-Regular Check

2	BLT	19.50
	@ 9.75	
3	Fruit Bowl	21.00
	@ 7.00	
1	Lentil	5.00
1	Sm Evian	4.00
2	Iced Tea	7.50
	@ 3.75	

Subtotal	57.00
Tax	4.62
Tip	2.00
Total	63.62

Visa 63.62

SCHWARTZ/TERI E

GRAND TOTAL 63.62

T989 C3689394 10/15/2011 11:28

DUPLICATE RECEIPT

Cirque du Soleil Research & Development Trip

Added 1 item

10/15/2011 11:28

Snacks
Check: 9894326 Terminal: 989
Server: KARLA Z Order # 1789431

BG-Regular Check

1	Add Meat	2.00

Subtotal	2.00
Tax	0.16
Tip	0.50
Total	2.66

Visa 2.66

SCHWARTZ/TERI E

GRAND TOTAL 2.66

T989 C3689394 10/15/2011 11:29

DUPLICATE RECEIPT

Subject: Reservation Receipt# 10525 For Teri Schwartz [10/16/2011-12:16 PM]

Date: Tuesday, November 1, 2011 3:10:02 PM PT

From: AAA Luxury Transportation, Inc.

To: Franco, Alessandra

Luxury Transportation
'Luxury Comes Standard'

5250 W. Century Blvd. #104
Los Angeles, CA 90045
TCP-18637

Reservation Receipt

Date of Receipt: 11/01/2011

Account # 30007

BILL TO Marilyn Matthews Acct# (30007)
UCLA Dean's office Mb: (310) 825-7891

CONF #	DATE & TIME(S)	DESCRIPTION	CHARGES & CREDITS	
10525	10/16/2011 **PU Time:** 12:16 PM **DO Time:** 01:16 PM **In-Car Time:** N/A	**Passenger:** Teri Schwartz **PU:** -- : LAX - Los Angeles International / DL - Delta Air Lines - DL , From/To: LAS VEGAS, Flt# 4817 **DO:** -- : **Booked By:** Marilyn Matthews **Vehicle Type:** SED **Driver:** Sina Soroori	Flat Rate **Reservation Total** **Payment** **Total Due**	111.20 111.20 -111.20 0.00

PAYMENT METHOD	PAYMENT TERMS	PAYMENT STATUS	TRANS ID/REF #
Visa	N/A	Paid	N/A

THANK YOU FOR YOUR BUSINESS!

* Pre-authorized transaction amounts are not subtracted from total due until after they are fully captured.

TR00515144

BELLAGIO
LAS VEGAS

Teri Ellen Schwartz
Leading Hotels of the World

Room No. 28123
Conf No. 222034523
Arrival 10/14/11
Departure 10/16/11

DATE	DESCRIPTION	CHARGES	CREDITS
10/14/11	Deposit Applied		480.48
10/14/11	BEL Baccarat Lounge Bev	28.32	
10/14/11	Room Rate	429.00	
10/14/11	BEL Room Tax - 12%	51.48	
10/14/11	BEL Resort Fee	20.00	
10/14/11	BEL Resort Fee Tax -12%	2.40	
10/15/11	Room Rate	299.00	
10/15/11	BEL Room Tax - 12%	35.88	
10/15/11	BEL Resort Fee	20.00	
10/15/11	BEL Resort Fee Tax -12%	2.40	
10/16/11	BEL In Room Dining Food	56.35	
	Total	944.83	480.48
	Balance	464.35	

TR00515144

BELLAGIO

Teri Ellen Schwartz
Leading Hotels of the World

Room No.	28123
Conf No.	222034523
Arrival	10/14/11
Departure	10/16/11

DATE	DESCRIPTION	CHARGES	CREDITS
10/14/11	Deposit Applied		480.48
10/14/11	BEL Baccarat Lounge Bev	28.32	
10/14/11	Room Rate	429.00	
10/14/11	BEL Room Tax - 12%	51.48	
10/14/11	BEL Resort Fee	20.00	
10/14/11	BEL Resort Fee Tax -12%	2.40	
10/15/11	Room Rate	299.00	
10/15/11	BEL Room Tax - 12%	35.88	
10/15/11	BEL Resort Fee	20.00	
10/15/11	BEL Resort Fee Tax -12%	2.40	
10/16/11	BEL In Room Dining Food	56.35	
10/16/11	Visa		464.35
10/17/11	BEL CLS Limo Services	85.00	
10/17/11	Visa		85.00
10/21/11	BEL CLS Limo Services	63.00	
10/21/11	Visa		63.00
	Total	**1,092.83**	**1,092.83**
	Balance	**0.00**	

TR005 15144

TR00515144

Welcome to Baccarat Bar
at Bellagio
10/14/2011 14:11

Baccarat Bar
Check: 8570901 Table: 24
Server: JAMIE G Guests: 4
Terminal: 858

BG-Bar Check

2 Coffee @ 4.50	9.00
3 Perrier 1/2Ltr @ 4.50	13.50
Subtotal	22.50
SalesTax	1.82
Tip	4.00
Total	28.32

Bellagio Room. 28.32
28123 Schwartz, Teri Ellen

GRAND TOTAL 28.32

T858 C326182 10/14/2011 14:23

Thank You

DUPLICATE RECEIPT

Cirque Du
Soleil research
+ Development trip

TR00515144

Schwartz
Breakfast

In Room Dining
at
Bellagio
10/16/2011 8:34

==========

IRD Bellagio
Check: 9753307 Term #968 Room: 28123
Server: TAMMY Y Covers: 1

==========

BG- IRD Regular

1 Egg White Omelet	16.00
1 Fruit Plt w/Ygrt	20.00
1 Side Bkst Meat	6.00
1 Pitchr Ice Water	0.00
1 Whole Fruit	3.00
1 Operation Charge	2.50
1 Quote 30-40 m	0.00

Subtotal	47.50
Tax	3.85
Total	51.35

==========

Payments

Bellagio Room. 51.35
28123 Schwartz, Teri Ellen

Total Payments 51.35

Remaining Balance 0.00

Check Fully Authorized

==========

GRATUITY $ 5.00

TOTAL $ 56.35

ROOM NUMBER

TR00515144

Dean Teri Schwartz

Las Vegas, Nevada

October 14 – October 16, 2011

Friday – October 14th

7:00 AM	Luxury Limo car service pick up at residence Confirmation #10524 **310/645-2001** **Owner**: Ali **(310/800-3750)**
10:25 AM	Depart LAX to Las Vegas Delta Airlines # 4817 Confirmed Seat **3A** Airline Reservation Code ***HBLKLV***
11:40 AM	Arrive in Las Vegas
11:40 AM	CLS Las Vegas Car Service Confirmation # W70414 **702/740-4545** (***Option 2***) ***Driver to meet you at Baggage Claim w/ named sign***
12:30 PM	Check in Bellagio Towers Hotel 3600 S. Las Vegas Blvd. Las Vegas, NV 89109 Confirmation *#222034523* **702/693-7111** (*Direct*) **702/693-8585** (*Fax*)
3:00 PM -5:00 PM	Meeting Cirque du Soleil Resident Shows Division 980 Kelly Johnson Drive, Suite 200 Las Vegas, NV 89119 **Contact:** Connie Yamada **702/352-0258**
5:30 PM - 6:30 PM	**Tour:** 'Beatles LOVE' Mirage Resort 3400 Las Vegas Boulevard South Las Vegas, Nevada 89109 **702/791-7111**

Friday – October 14th (*continued*)

7:00 PM	TFT & Cirque du Soleil Dinner ***STACK*** Mirage Resort 3400 Las Vegas Boulevard South Las Vegas, Nevada 89109 Confirmation ***#49548575*** **702/791-7111**
9:30 PM	Beatles LOVE Mirage Resort 3400 Las Vegas Boulevard South Las Vegas, Nevada 89109 Confirmation **#51314526** **702/791-7111**

Saturday – October 15th

1:00 PM – 2:00 PM	**Tour:** 'KA' MGM Grand Resort 3600 Las Vegas Boulevard South Las Vegas, NV 89109 **702/693-7120**
2:30 PM – 3:30 PM	**Tour:** 'O' MGM Grand Resort 3600 Las Vegas Boulevard South Las Vegas, NV 89109 **702/693-7120**
5:00 PM	TFT & Cirque du Soleil Dinner **Diego** MGM Grand Resort 3600 Las Vegas Boulevard South Las Vegas, NV 89109 Confirmation ***#WEB7156962*** **702/693-7120**
7:00 PM	**'KA'** MGM Grand Resort 3600 Las Vegas Boulevard South Las Vegas, NV 89109 Confirmation **#51314526** **702/693-7120**

Saturday – October 15th (continued)

10:00 PM

'O'
MGM Grand Resort
3600 Las Vegas Boulevard South
Las Vegas, NV 89109
Confirmation **#51314526**
702/693-7120

Sunday – October 16th

10:15 AM

CLS Las Vegas Car Service to Cirque du Soleil Meeting
Confirmation # **W70415**
702/740-4545 (Option 2)
Driver will meet you outside main hotel entrance
(Make Doorman aware of your reservation)

12:16 PM

Depart LAX to Las Vegas
Delta Airlines # **4817**
Confirmed Seat **3A**
Airline Reservation Code ***HBLKLV***

1:23 PM

Luxury Limo car service pick up at residence
Confirmation **#10525**
310/645-2001
Owner: Ali **(310/800-3750)**
Driver will meet you at Baggage Claim w/ named sign

*****All cars will be confirmed prior to their scheduled pick up times*****