

**Unknown**

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**From:** Terry Jicinsky  
**Sent:** Sunday, January 27, 2008 1:22 PM  
**To:** Sue Covey  
**Cc:** Carol Pearlmitter; ROB DONDERO; Rob O'Keefe  
**Subject:** Set conference call  
**Attachments:** sig\_logo01.gif; spacer.gif; sig\_logo02.gif; sig\_logo03.gif

**Set conference call**

Terry  
Sue  
Rob D  
Rob O

**Topic: R&R Travel expense reimbursement for third party vendors/suppliers  
(i.e. internal audit procedures)**

**1) Regarding:**

- critical mass employees
- gls research staff
- director / actors / production crews for tv shoots
- account / brand research planners/ consultants
- International PR Companies
- etc... any and all other third parties who expense their travel via R&R invoices to LVCVA

**2) Pre-approved Itineraries:**

- Airwave and R&R employees



**Terry Jicinsky**  
tjicinsky@lvcva.com  
Office of Sr VP of Mkta

**Senior Vice President Of Marketing**  
T: 702-892-0711 | F: 702-892-2903

[www.VisitLasVegas.com](http://www.VisitLasVegas.com)

Las Vegas Convention and Visitors Authority | [www.LVCVA.com](http://www.LVCVA.com)  
3150 Paradise Road, Las Vegas NV 89109

**FW: Sample invoice reflecting R&R Live's revised billing process**

Adam Pennell

**To:** Jon Reese  
**Sent On:** Wednesday, June 27, 2007 8:56:41 AM  
**Archived On:** Wednesday, June 27, 2007 8:52:03 AM  
**Attachments:** rr\_color\_tag.gif (1 KB)

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**From:** Kristi Larsen [mailto:kristi.larsen@rrpartners.com]  
**Sent:** Tuesday, June 26, 2007 12:32 PM  
**To:** Adam Pennell  
**Cc:** Julian Dugas; Jim King; Terry Jicinsky; Sue Covey; Julie Gilday-Shaffer  
**Subject:** Sample invoice reflecting R&R Live's revised billing process

Adam,

I am sending the completed version of the FIBA event invoice to Julian today. It includes Job Start Form, hourly rates and vendor backup. Please get a copy from him for your review. Also, please note, that a credit invoice was also generated against that job, correcting some misbillings. It is also included in the package I am sending to Julian. Please make sure you get a copy of that as well.

Please note, this was a project that was arranged with Live directly from the LVCVA. I do have some other Live bills for projects that were arranged with Live through the agency that will be billed in a week or so. If you would like me to notify you when those get billed to LVCVA so you can look at them, I would be happy to do so.

Please let me know if you need anything else.



**Kristi Larsen | Billing Supervisor**  
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**Updated: Follow Up Meeting RE: R&R Live Billing**  
Kristi Larsen

**To:** ROB DONDERO; Julie Gilday-Shaffer; Sue Covey; Jon Reese; Terry Jicinsky  
**Sent On:** Monday, June 11, 2007 10:26:02 AM  
**Archived On:** Monday, June 11, 2007 10:19:28 AM  
**Attachments:** meeting.ics (3 KB)

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**When:** Tuesday, June 12, 2007 3:00 PM-4:00 PM (GMT-08:00) Pacific Time (US & Canada).  
**Where:** LV Convention Center - Marketing Conf Room 3rd Floor

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Please note the meeting and location has been confirmed with LVCVA staff.

This meeting is to review the audit report regarding R&R Live, discuss ramifications for past FY's and verify billing process going forward.

Sue, please arrange a room for the meeting and let us know. Thanks.

**Confirming appointment**  
Kristi Larsen

**To:** Jon Reese  
**CC:** Sue Covey  
**Sent On:** Monday, June 11, 2007 10:04:27 AM  
**Archived On:** Monday, June 11, 2007 9:58:13 AM  
**Attachments:** rr\_color\_tag.gif (1 KB)

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Jon,

I was working thru Sue Covey's office to secure an appointment with you to follow up on the R&R Live questions from the audit.

I had requested a meeting Tuesday 6/12 at 3:00 at LVCVA with you and Sue and some folks from R&R, but never received a confirmation from Sue that it was arranged.

Can you verify for me whether this has made it onto your schedule or not?



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**RE: FOLLOW UP: R&R Partners Review Findings - Expenses in excess of \$500**

Jim King

**To:** Sue Covey; Kristi Larsen; Jon Reese  
**CC:** Martha McCue; Erik Sandhu; Terry Jicinsky  
**Sent On:** Friday, May 18, 2007 12:31:25 PM  
**Archived On:** Friday, May 18, 2007 12:26:44 PM  
**Attachments:** image001.gif (1 KB)  
rr\_color\_tag.gif (1 KB)

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Thank you all.

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Chief Financial Officer & Principal  
R&R Partners Inc.  
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Las Vegas Nevada 89144  
Tel: 702-318-4388  
Fax: 702-939-4388  
**\*Please note new email address: jim.king@rrpartners.com\***  
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**From:** Sue Covey [<mailto:SCOVEY@lvcva.com>]  
**Sent:** Friday, May 18, 2007 11:36 AM  
**To:** Kristi Larsen; Jon Reese  
**Cc:** Martha McCue; Erik Sandhu; Jim King; Terry Jicinsky  
**Subject:** RE: FOLLOW UP: R&R Partners Review Findings - Expenses in excess of \$500

Kristi and I spoke this morning regarding the approval of expenses over \$500 (specifically travel), also including subscriptions, memberships and registrations. All initial approvals will go through me with Terry and/or Rossi approving final invoices (their signatures are not required on all pre-approvals. R&R is in the process of finalizing forms, LVCVA intranet access, training, etc. with a "launch" date of July 1. Thanks, Sue

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**From:** Kristi Larsen [<mailto:kristi.larsen@rrpartners.com>]  
**Sent:** Wednesday, May 16, 2007 3:22 PM  
**To:** Jon Reese; Sue Covey  
**Cc:** Martha McCue; Erik Sandhu; Jim King  
**Subject:** FOLLOW UP: R&R Partners Review Findings - Expenses in excess of \$500

Jon and Sue,

I want to get your approval on the following process change to meet the contract requirement of prior approval for expenses over \$500 -- namely travel expenses. Please review the following and let me know if this process will meet Auditing's requirements.

- To initiate travel, R&R staff member uses an R&R intranet form for making travel arrangements thru our in-house travel specialist.
- This form has been modified to specifically separate out LVCVA-related travel.
- If the requestor specifies that the travel is LVCVA-related, the process moves from our intranet to an extranet site, which will send an email requesting LVCVA to authorize estimated travel costs. (Please note, this process is not for approving the travel itself, but for authorizing the expenditure associated with the travel.)
- The LVCVA staff member will log into the extranet to approve the travel costs. This will, in turn, generate an email back to me with the authorization.
- The first level of authorization is Sue Covey for estimated costs up to \$5000. The next level is Sue + Terry Jicinsky for estimated costs of \$5000 to \$25,000. The next level (which we never anticipate having to use in conjunction with travel) is Sue + Terry + Rossi Ralenkotter for estimated costs over \$25,000. (These are the same levels of authorization associated with the Job Start Form we use for projects requested outside the Marketing Department.)
- The extranet will automatically send notifications in the correct sequence for additional approvals once the first authorization is approved, based on the amount of the estimated costs. (In other words, once Sue approves, the system will look at the estimated cost level, and send an email to Terry if required, and then to Rossi once Terry approves, if required.)
- The extranet form allows the traveler to select one of seven set estimated costs, based on the number of days of travel OR to specify an estimated cost if they believe the set level is inappropriate. (Note: the field requires traveler to specify an amount. It will not allow it to be left blank.) The set levels are:
  - One day of travel      \$1200 / person
  - Two days of travel     \$1500 / person
  - Three days of travel   \$1900 / person
  - Four days of travel    \$2300 / person
  - Five days of travel     \$2700 / person
  - Six days of travel      \$3000 / person
  - Seven days of travel    \$3300 / person
- Sue and I discussed these set levels, and feel that they are a fair estimate of average travel costs. If we determine at a future date, after using the system for awhile, that the levels need adjusting, we can do so.
- Actual travel costs may exceed the authorized level by 10% without requiring re-approval.
- If the actual costs do total more than 10% above the authorized level, a re-authorization notice with an explanation/justification will be sent to Sue Covey to

approve the overage.

- All of this authorization process is digital, and will have date/time and user name stamps inherent in the process.
- This process assumes that the travel requires airline travel. We are still working out the logistics for ground-only travel. It may be a manual form that has to be completed; it may be a modification of this process. We're still working on that aspect, but those type of trips are few and far between. The majority of travel will be covered by this new process.

Please let me know of any questions you have, and I will be happy to answer them. I look forward to hearing from you regarding this process.



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**From:** Kristi Larsen  
**Sent:** Thursday, April 19, 2007 4:27 PM  
**To:** 'JON REESE'  
**Subject:** RE: R&R Partners Review Findings - Expenses in excess of \$500

Am brainstorming a process, and need to know if the approval needs a physical signature from the Advertising Exec or if it can be a digital approval thru email.

Kristi Larsen, Billing Supervisor  
R&R Partners, Inc.  
Tel: 702-318-4319 Fax: 702-939-4319  
Email: kristi.larsen@rrpartners.com

---

**From:** JON REESE [mailto:JREESE@LVCVA.COM]  
**Sent:** Thursday, April 19, 2007 4:04 PM  
**To:** Kristi Larsen  
**Subject:** Re: R&R Partners Review Findings - Expenses in excess of \$500

Kristi,

Your proposed approval form prior to travel would work. I would prefer to see an estimate of the cost on the approval form though. The two of you probably need to discuss if an explanation / justification should also be submitted if actual costs exceed the approved estimate by an established amount or percentage. For example, I am pretty sure we would

question if an estimate for \$2,500 in travel expenses was approved but the actual costs came in at \$5,000 and an explanation / justification was not also provided.

What are your thoughts?

Jon

Jon E. Reese  
Senior Manager of Internal Audit  
Las Vegas Convention and Visitors Authority  
702-892-7646  
702-892-7515 (fax)  
jreese@lvca.com

>>> "Kristi Larsen" <kristi.larsen@rrpartners.com> 4/19/2007 2:40 pm >>>  
Jon,

Sue Covey and I are meeting tomorrow to put together the approval process for expenses over \$500. The one item in the list of expenses that is causing the difficulty is travel. To prepare for my meeting, I need a little clarification of what would be acceptable to the auditing department.

What I would like to propose is that, prior to travel, R&R staff submit a form that outlines the date(s) and location(s) of their travel and the fact that expenses will likely exceed \$500. This approved form would be included with the billing, replacing the stamped "approval."

Is this sufficient, or would we be required to show estimated costs for the approval?

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Email: kristi.larsen@rrpartners.com

**RE: \$500 Expenses**

Luke Puschnig

**To:** Sue Covey  
**CC:** Adam Pennell  
**Sent On:** Wednesday, August 22, 2007 2:48:02 PM  
**Archived On:** Wednesday, August 22, 2007 2:50:07 PM  
**Attachments:** image001.gif (1 KB)

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The contract specifically states that we should approve these expenditures. You can approve groups of expenditures, as long as you approve the expenditure. For example, I believe you can approve an expenditure of \$5,000 for sweepstakes winners....

Luke

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**From:** Sue Covey  
**Sent:** Tuesday, August 21, 2007 2:36 PM  
**To:** Luke Puschnig  
**Subject:** FW: \$500 Expenses

Luke -- thoughts? Thanks, Sue

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**From:** Adam Pennell  
**Sent:** Monday, August 20, 2007 1:38 PM  
**To:** Sue Covey  
**Subject:** RE: \$500 Expenses

Everything performed by R&R should fall under the Agreement somewhere. I just don't see where else it would go other than under section 3.02. So I think it does apply, but I am not the expert. Maybe Luke would be able to give you some guidance since he has had more experience and has more background information on the R&R Agreement.

Adam

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**From:** Sue Covey  
**Sent:** Tuesday, August 14, 2007 4:06 PM  
**To:** Adam Pennell  
**Subject:** RE: \$500 Expenses

I would also hate to approve everything over \$500, although these items are not for R&R staff, but items we purchase or trips we provide for sweepstakes/prize winners for various promotions – not sure if this applies? Thoughts? If you say yes, then I'll have to approve. Can't wait until 2009, when contract expires and we can adjust these fees.  
Thanks, Sue

---

**From:** Adam Pennell  
**Sent:** Tuesday, August 14, 2007 2:48 PM  
**To:** Sue Covey  
**Subject:** RE: \$500 Expenses

Hi Sue,

Unfortunately, I don't see where else in the Advertising Agreement those types of expenses would fall under. It's doesn't fall under paid media, outside production, production services at an hourly rate, or other charges provided annually as per Section 3.05. I think the only place it fits is in Section 3.02 where it mentions "any other expenses."

Seems like it is kind of a pain for you to have to pre-approve all of those expenses but it seems that that is what the contract calls for.

What are your thoughts?

Adam

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**From:** Sue Covey

**Sent:** Tuesday, August 14, 2007 2:21 PM  
**To:** Adam Pennell; Jon Reese  
**Subject:** FW: \$500 Expenses

Jon/Adam – yes/no??? Thanks, Sue

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**From:** Kristi Larsen [mailto:kristi.larsen@rrpartners.com]  
**Sent:** Monday, August 13, 2007 1:17 PM  
**To:** Sue Covey  
**Subject:** \$500 Expenses

Sue,

When we do trip giveaways, do you think those prizes of gift certificates and cameras and show tickets, etc. fall under this clause?



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**JON REESE - RE: R&R Partners Review Findings - Expenses in excess of \$500**

**From:** "Kristi Larsen" <kristi.larsen@rrpartners.com>  
**To:** "JON REESE" <JREESE@LVCVA.COM>  
**Date:** 4/19/2007 4:26 PM  
**Subject:** RE: R&R Partners Review Findings - Expenses in excess of \$500

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**Sent:** Thursday, April 19, 2007 4:04 PM  
**To:** Kristi Larsen  
**Subject:** Re: R&R Partners Review Findings - Expenses in excess of \$500

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**To:** Kristi Larsen

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