

Meeting Date: JANUARY 6, 2011

Subject:

Business and Travel Expense Reimbursement Reports for Board Members, President/CEO, Chief Auditor and General Counsel When Attending Conferences, Meetings, and Training at the Expense of The Authority

Recommendation:

For information only.

Background/Justification:

Authority Policy 3.30 (2)(b) and (4)(b) require that business expenses reimbursements of Board Members, the President/CEO, the Chief Auditor and the General Counsel be approved by the Executive Committee and presented to the Board for its information at its next regularly scheduled meeting.

Authority Policy 3.40 (2)(b) and (3)(b) require that travel expense reimbursements of Board Members, the President/CEO, the Chief Auditor and the General Counsel be approved by the Executive Committee and presented to the Board for its information at its next regularly scheduled meeting.

The attached reports are being presented to comply with the requirements of Policies 3.30 and 3.40.

Fiscal Impact:

Funds for Business and Travel expenses are included in the FY 2010 Budget.

Environmental Review:

- A. This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act (CEQA), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.

Page 2 of 2

Equal Opportunity Program:

Not applicable

Prepared by:

TONY RUSSELL DIRECTOR, CORPORATE SERVICES/AUTHORITY CLERK

TRAVEL REQUEST

THELLA F. BOWENS

GENERAL INSTRUCTIONS:

- A. All travel requests must conform to applicable provisions of Policies 3.30 and 3.40.
- B. Personnel traveling at Authority expense shall, consistent with the provisions of Policies <u>3.30</u> and <u>3.40</u>, use the most economical means available to affect the travel.

1. TRAVELE					Dont	F
Travelers N					_ nebt: _	Executive Office / #6
Position:	☐ Board Member		l Gei	n. Counsel		Chief Auditor
	☐ All other Authority	employees (does not	require execu	itive commit	tee admini	strator approval)
2. DATE OF	REQUEST: 12/2/10	PLANNED DATE C	F DEPARTUR	E/RETURN:	2/15/10	/ 2/19/10
3. DESTINA	TIONS/PURPOSE (Prov	ide detailed explanat	ion as to the	purpose of t	he trip- co	ntinue on extra sheets
CATALOG SERVICE CONTRACTOR	as necessary):					
Destinati	ion:Savannah, GA		Purpose: At Meeting and			ard of Directors
Explanat	tion:					
	TED OUT-OF-TOWN TR					
A. I	RANSPORTATION COS AIRFARE	18:		s	400	
	OTHER TRANSPORT	ATION (Taxi Train	Car Rental)	\$ \$ \$ \$ \$	100	-
B. L	ODGING	ATTOM (Taxi, Train,	Jai Homai,	\$	900	
	MEALS			\$	150	
D. S	SEMINAR AND CONFER	ENCE FEES		\$	395	
	ENTERTAINMENT (If app			\$		
F. C	THER INCIDENTAL EXI		F 10 10 10 10 10 10 10 10 10 10 10 10 10	\$		
	TOTAL PROJECTED	TRAVEL EXPENSE		\$	1945	
CERTIFIC	ATION BY TRAVEL	ER By my signature	below, I certif	y that the at	oove listed	out-of-town travel and
associated e	xpenses conform to the A	Authority's Policies 3.	30 and 3.40 a	and are reas	onable an	d directly related to the
Authority's bi	usiness.					
Travelers S	ignature:			D:	ate:	
CERTIFIC	ATION BY ADMINIS	TRATOR (Where	Administrato	r is the Exec	cutive Com	nmittee, the Authority
	ture is required).					
Company of the Compan	ture below, I certify the fo	llowing:				
1. I hav	e conscientiously review	ed the above out-of-t	own travel re	quest and th	e details p	provided on the reverse
2. The	concerned out-of-town tra	evel and all identified	expenses an	e necessary	for the ad	vancement of the
	ority's business and reas					
3. The	concerned out-of-town tra	evel and all identified	expenses co	nform to the	requireme	ents and intent of
Auth	ority's Policies 3.30 and	5.40/ (A /L	. 0 . 0			
A	towa Cianatura	OVA NINO	O I KU NIA		Doto	
Administra	tor's Signature:	MANA	VV VIVA		Date:	
<u>AUTHORI</u>	TY CLERK CERTIFIC	CATION ON BEH	ALF OF E	XECUTIV	E COMN	IITTEE
			, h	ereby certify	that this	document was approve
	blank. Whoever clerk's the med	eting will insert their name	and title.)			
Dy the Exec	cutive Committee at its	The state of the s	and the state of t	mee	eting.	

(Leave blank and we will insert the meeting date.)

TRAVEL REQUEST

BRET LOBNER

GENERAL INSTRUCTIONS:

- A. All travel requests must conform to applicable provisions of Policies 3.30 and 3.40.
- B. Personnel traveling at Authority expense shall, consistent with the provisions of Policies <u>3.30</u> and <u>3.40</u>, use the most economical means available to affect the travel.

1. TRAVELER:		Dont	Conoral Councel
Travelers Name: Breton K. Lobner	01	Dept:	
Position:	Gen. Counsel		Chief Auditor
All other Authority employees (does not require ex	xecutive comm	ittee admi	nistrator approval)
2. DATE OF REQUEST: 12/2/2010 PLANNED DATE OF DEPAR	TURE/RETURN	:	1
3. DESTINATIONS/PURPOSE (Provide detailed explanation as to	the purpose of	the trip-	continue on extra sheets
of paper as necessary):			
Destination: Phoenix, AZ Purpose Group	: January 6, 2	011 Meeti	ng of Legal Steering
Explanation:			
4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES A. TRANSPORTATION COSTS:			
AIRFARE	\$	150.0	0
 OTHER TRANSPORTATION (Taxi, Train, Car Renta 	al) \$		
B. LODGING		179.0	0
C. MEALS	\$	50.0	0
D. SEMINAR AND CONFERENCE FEES	\$		
E. ENTERTAINMENT (If applicable)	\$		
F. OTHER INCIDENTAL EXPENSES	\$		
TOTAL PROJECTED TRAVEL EXPENSE	\$	379.0	0
OFFICIALION BY TRAVELED -			
CERTIFICATION BY TRAVELER By my signature below, I consisted expression and a supplier of the Authority's Policies 320 and 3			
associated expenses conform to the Authority's Policies 3.30 and 3.	40 and are rea	asonable a	ind directly related to the
Authority's business.	4.00	D-4-	10 - 20
Travelers Signature:		Date:	12-2-2010
CEDTIFICATION DV ADMINISTRATOR MAlhors Administ	rator in the Cu	noutive Co	mamaithe a the Authority
CERTIFICATION BY ADMINISTRATOR (Where Administ	rator is the Ext	eculive Co	ommittee, the Authority
Clerk's signature is required).			
By my signature below, I certify the following:			
 I have conscientiously reviewed the above out-of-town trave 	el request and	the details	provided on the reverse
2. The concerned out-of-town travel and all identified expense	s are necessar	ry for the a	advancement of the
Authority's business and reasonable in comparison to the a	nticipated bene	efit to the	Authority.
3. The concerned out-of-town travel and all identified expense			the state of the s
	o comonin to a	io require	ments and intent of
Authority's Policies 3.30 and 3.40			
Administrator's Signature:		Date	e: 12.2.10
AUTHORITY CLERK CERTIFICATION ON BEHALF O	F EXECUTIV	VE COM	MITTEE
	hereby cort	ify that thi	s document was approve
(Please leave blank. Whoever clerk's the meeting will insert their name and title.)	_ , noreby cert	ary triat till	s accument was approve
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by the Executive Committee at its	m	eeting.	

THELLA F. BOWENS

EXPENSE REPORTS

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY TRAVEL EXPENSE REPORT

(To be completed within 30 days from travel return date)

TRAVELE	R:	Thelia Bowens DEPT. NAME & NO.			Executive Office / #6						
DEPARTURE DATE: 11/14/2010			RETUR	N DATE:		11/17/2010	0	REPOR	T DUE:	12	/17/10
DESTINATION: Washington, D.C. to Chicago, IL			Washington, I	D.C.		an Eller			A A III	TIME IN	
expenses (and approvals	ority Travel and Lodging Expense Re L. Please attach all required support Is should be explained in the space p	imbursement ing documenta	Policy, Arti							
			Authority Expenses	The ten			Employe	e Expens	6 8		
	大学	E TO SEAL THE REST	(Prepaid by Authority)	SUNDAY	MONDAY 11/15/10	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
Air Fare R	alimed Bus (attach copy of itinerary w/charges)	469.40	11/14/10	11/15/10	11/16/10	11/17/10				TOTALS 0.00
		e copy of flyen/registration expenses)	100.10							7	0.00
Rental Car											0.00
Gas and O				ALS LOSSIES							0.00
Garage/Pa								To the last			0.00
	ttach mileage	form*		NET L	FERE			100			0.00
		(include tips pd.)*		17.00	30.00	59.75	17.00				123.7
Hotel*				207.25		343.50	40				550.76
Telephone	Internet and	Fax*								1220	0.00
Laundry*											0.00
Tips - sepa	rately paid (m	naids,bellhop,other hotel srvs.)	12 7772000				Market W	Under State		Maria La	0.00
Meals	Breakfast*				14.05	22.98	17.03	The state of the s			54.00
(include	Lunch*			9.98	2.5	13.13		100			23.1
tips pd.)	Dinner*			8.25			11.40		#1		19.6
	Other Mea				12.1		- 13 Last				0.00
	non-reimburs	able expense									
Hospitality	1 *							The Caroli			0.00
Miscellane	ous:										0.00
							25.				0.00
						in the stay			- 140,000	0	0.00
*Provide de	stailed receipt		(a) (a) (b) (b) (b) (b) (b) (b) (b) (b) (b) (b								0.00
	三上的 不 。	otal Expenses prepaid by Authority	469.40	242.48	44.05	439.36	45.43	0.00	0.00	0.00	771.3
Explanation	n:				Total Exp	enses Pre	paid by A	uthority			469.40
				V			urred by E	mployee			
				4 - 4		cash adv	ances)				771.3
					Grand Tr						1,240.7
				100	or the second second second	A COLUMN TO THE RESIDENCE OF THE PARTY OF TH	and the last of th	y of Authority	(dk)		
Also all							paid by Au				469.40
² Prepare C	heck Request	affiliations of any persons whose meals was rable to SDCRAA	ere paid by trave	ier.	Due Auth	ority (neg	tive amou	unt)3	na aven H	the amount	771.32
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	ility. I further	A and 3.30 - Business Expense F r certify that this report of travel e Lodging Expense Reimbursement F	xpenses wen	e incurred	in conne	ection wit	h official		busines		
Despessed F		100 1-			4				7	2445	
Prepared E		Malla 18186	Right Many	7				Ext.:		2445	
Traveler Si	gnature:	MUU TYOU	(XV)	/				Date:			
Approved E	sv:							Date:			
		DTENATION ON DELLA SOCIAL	EOLITS & CC	****	1 1	410. 4		CHEST.			
AUTHORIT	T CLERK CE	ERTIFICATION ON BEHALF OF EX									
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your department Administrative Assistant or call Accounting at ext. 2808.

Failure to attach required documentation will result in the delay of processing relimbursement. If you have any questions, please see

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- A. All travel requests must conform to applicable provisions of Policies 3.30 and 3.40.
- B. Personnel traveling at Authority expense shall, consistent with the provisions of Policies <u>3.30</u> and <u>3.40</u>, use the most economical means available to affect the travel.

1. TRAVELER: Travelers Name	e: Thella Bowen				Doot	Freezent	Office 140
	Board Member	President/CEC	T Go	n. Counse	Dept:		ve Office / #6 Chief Auditor
Position:	1 Dodici Member	P President/CEC) I Ge	in. Counse			Mer Auditor
	☐ All other Authority	employees (does not	require exec	utive comm	nittee admi	inistrator a	pproval)
2. DATE OF RE	QUEST: 9/23/10	_ PLANNED DATE (OF DEPARTU	RE/RETUR	N: <u>11/14</u>	/10 /	11/15/10
3. DESTINATIO	ONS/PURPOSE (Provi	de detailed explanat	tion as to the	purpose o	f the trip-	continue c	on extra sheets
of paper as n	ecessary):						
Destination:	Washington, D.C.		Purpose: F Meeting	AAC Labo	r/Workford	e Subcorr	nmittee
Explanation							
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C. MEA				\$		50	
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	TOTAL PROJECTED		E	\$	7:	50	
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	ION BY TRAVELE						
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Authority's busin		1) &				1.	
Travelers Signa	ature: Venng	J. Cran			Date:	9/28/1	0
CERTIFICATI	ION BY ADMINIS	TRATOR (Where	Administrato	or is the Ex	ecutive Co	ommittee.	the Authority
Clerk's signature							
	below, I certify the fo	llowina:					
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	y's Policies <u>3.30</u> and <u>3</u>		CAPOI ISOS CA		no roquiro	morito ario	i intont Of
		 .					
Administrator's	s Signature:				Date	e:	
				State North			
<u>AUTHORITY</u>	CLERK CERTIFIC	CATION ON BEH	IALF OF E	XECUTI	VE COM	MITTEE	
	A 1						
1 long K	Russell, And	harity Clerk	Constitution of	nereby cer	tify that thi	s docume	nt was approved
The state of the s	k. Whoever clerk's the mee		Company of the Compan				
by the Executive	e Committee at its	Janda Nes 7	7 200	m	eeting.		

(Leave blank and we will insert the meeting date.)

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- A. All travel requests must conform to applicable provisions of Policies 3.30 and 3.40.
- B. Personnel traveling at Authority expense shall, consistent with the provisions of Policies <u>3.30</u> and <u>3.40</u>, use the most economical means available to affect the travel.

1. TRAVELER: Travelers Name:	Thella Bowens				Dept:	Executive Office / #6
	Soard Member	₩ President/CEO	☐ Gen.			Chief Auditor
Position:						
ГА	Il other Authority	employees (does not	require executiv	e committee	admin	istrator approval)
2. DATE OF REQUE	EST: 10/5/10	_ PLANNED DATE O	F DEPARTURE/	RETURN: 1	1/16/	10 / 11/16/10
3. DESTINATIONS/	PURPOSE (Provide	de detailed explanati	on as to the pu	rpose of the	trip- co	ontinue on extra sheets
of paper as neces Destination: Ch			Spannose: Airpo Roundtable	AKER MA	ouncil	Presidents
Explanation:						
AIRF OTHI B. LODGING C. MEALS D. SEMINA E. ENTERT F. OTHER I	PORTATION COSTARE ER TRANSPORTA G R AND CONFERE TAINMENT (If appl INCIDENTAL EXP	TS: ATION (Taxi, Train, C ENCE FEES icable) ENSES TRAVEL EXPENSE	Car Rental)	\$ \$ \$ \$ \$ \$ \$	500 100 200 50	
	s conform to the A			d are reason	able ar	d out-of-town travel and and directly related to the
CERTIFICATION	BY ADMINIST	TRATOR (Where	Administrator is	s the Executi	ve Cor	nmittee, the Authority
Clerk's signature is r						
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	Policies <u>3.30</u> and <u>3</u>		expenses com	omito the re	quirein	ents and intent of
		0.				
Administrator's Sig	gnature:			N. C.	Date:	
AUTHORITY CLI	ERK CERTIFIC	ATION ON BEH	ALF OF EXI	ECUTIVE (COMA	<u>AITTEE</u>
1, Tony lus	sell Auth	ting will insert their name	, her	eby certify th	at this	document was approved
by the Executive Co	ommittee at its	>change will insert their name to	2.00	meetin	g.	

(Leave blank and we will insert the meeting date.)

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1. TRAY										
Travel	lers Nar	ne: <u>T</u>	hella Bowens	3			_ Dept:	Execu	tive Of	fice / #6
Position	n:	☐ Board				en. Counsel				Auditor
		☐ All oth	er Authority e	employees (does not	require exec	cutive committ	tee admir	istrator	approv	al)
2. DAT	E OF R	EQUEST:	10/25/10	_ PLANNED DATE O	F DEPARTU	RE/RETURN:	11/16/	10	11/1	17/10
3. DES	TINATI	ONS/PURI	POSE (Provid	de detailed explanati	on as to the	purpose of the	he trip- c	ontinue	on ext	ra sheets
		necessary								
Des	stination	n: Washing	ton, D.C.		Purpose: F	AAC Finance	Subcon	mittee	Meetin	g
Ext	planatio	n: Thela w	ill be travelin	g from Chicago (Airp	orts Green	Council Spea	king Eng	agemer	nt)	
4. PRC	A. TR. B. LOI C. ME D. SE E. EN	ANSPORTA AIRFARE OTHER TO DGING TALS MINAR AN TERTAINM HER INCID	ATION COST RANSPORTA D CONFERE IENT (If appli ENTAL EXP	ATION (Taxi, Train, C ENCE FEES icable)		\$ \$ \$ \$ \$ \$ \$	560 100 300 50	<u> </u>		
CERT	IFICA	TION BY	TRAVELE	R By my signature t	pelow, I cert	ify that the at	ove liste	_ d out-of	-town t	ravel and
associa	ited exp	enses conf	form to the A	uthority/s/Policies 3.3	30 and 3.40	and are reas	onable a	nd direc	tly rela	ted to the
Authorit Travel	ty's bus lers Sig		Julla.	* Double	W	Da	ate: A	000	52	010
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Clerk's	signatu	re is requir	ed).							
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				d the above out-of-to				The Control of the Co		
2.				vel and all identified						fthe
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	Author	ity's Policie	s <u>3.30</u> and <u>3.</u>	40. ()						
Admi	nistrato	r's Signatu	те:	Maria			Date	10.	16.	10

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I. Tony L. Lussell Andrew Uck hereby Certify that this document was approved (Please leave plank. Whoever clerk's the meeting will insert their name and title.)
by the Executive Committee at its November 22 200 meeting.

November, 22, 250 meeting. (Leave blank and we will insert the meeting date.)

NEW Out of Town Travel Request (eff. 2-9-10)

Berg Dianne

From:

Scott Mackerley [smackerley@traveltrust.com]

Sent:

Friday, October 29, 2010 10:46 AM

To:

Berg Dianne: Harris Matt; SMACKERLEY@TRAVELTRUST.COM

Subject:

Travel Itinerary 14NOV SAN BOWENS

Attachments:

39034603.PDF; 39034603.HTM

BOWENS/THELLA

DEPT 6

290ct10 10:45am

YOUR UNITED ETICKET CONFIRMATION IS ** JQ8TZY **

-----INVOICE/ITINERARY ACCOUNTING DOCUMENT-----

********TICKETLESS TRAVEL INSTRUCTIONS********

THIS IS AN E-TICKET RESERVATION.

A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN THIS TICKET IS NON-REFUNDABLE AND MUST BE USED FOR THE FLIGHTS BOOKED. IF THE RESERVATION IS NOT USED OR CANCELLED BEFORE THE DEPARTURE OF YOUR FLIGHTS IT MAY HAVE NO VALUE. CONTACT TRAVELTRUST BEFORE YOUR OUTBOUND FLIGHT IF CHANGE IS NECESSARY.

PLEASE ALLOW EXTRA TIME FOR SCREENING AND BOARDING INTERNATIONAL-MINIMUM 3 HOUR CHECK-IN PRIOR TO DEPARTURE DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE FOR ADDITIONAL SECURITY INFORMATION VISIT WWW.TSA.GOV *******************

14Nov10 09:04am Sunday

Air

United Airlines Flight# 330 Class:Q Seat:13D

From: San Diego CA, USA 14Nov10 09:04am Sunday To: Chicago O'Hare IL, US 14Nov10 03:05pm Sunday

Meal: Food For Purchase Equip: Boeing 757 200 Jet Status: Confirmed

Stops: 0

Depart - TERMINAL 1 Arrive - TERMINAL 1

United Airlines locator: JQ8TZY

UA Frequent Flyer# BOWENS/THELLA

** AISLE CONFIRMED

Flight Duration: 4 hour(s) and 01 minutes

Class of Service: Coach

14Nov10 04:05pm Sunday

Flight# 620 Class:Q Seat:10F United Airlines Air

From: Chicago O'Hare IL, US 14Nov10 04:05pm To: Washington/Reagan Nat 14Nov10 06:56pm Meal: None Equip: Airbus A320 Jet Status: Confirmed

Stops: 0

Depart - TERMINAL 1 Arrive - TERMINAL C

United Airlines locator: JQ8TZY

UA Frequent Flyer# BOWENS/THELLA

** PREMIUM ECONOMY WINDOW ** AISLE NOT AVAILABLE

WE WILL CONTINUE TO MONITOR FOR A SEAT Flight Duration: 1 hour(s) and 51 minutes

Class of Service: Coach

15Nov10 04:43pm Monday

United Airlines Flight# 625 Class:T Seat:12D From: Washington/Reagan Nat 15Nov10 04:43pm Monday To: Chicago O'Hare IL, US 15Nov10 05:59pm Monday Meal: None Equip: Boeing 757 200 Jet Status: Confirmed

Stops: 0

Depart - TERMINAL C Arrive - TERMINAL 1

United Airlines locator: JQ8TZY

UA Frequent Flyer# BOWENS/THELLA

** AISLE CONFIRMED

Flight Duration: 2 hour(s) and 16 minutes

Class of Service: Coach

16Nov10 07:05pm Tuesday

Air United Airlines Flight# 7604 Class:Q Seat:4D From: Chicago O'Hare IL, US 16Nov10 07:05pm Tuesday To: Washington/Reagan Nat 16Nov10 09:46pm Tuesday

Meal: None Equip: E70 Status: Confirmed

Stops: 0

ORD-DCA OPERATED BY /UNITED EXPRESS/SHUTTLE AMERICA

Depart - TERMINAL 1 Arrive - TERMINAL C

United Airlines locator: JQ8TZY

UA Frequent Flyer# BOWENS/THELLA

** AISLE CONFIRMED

Flight Duration: 1 hour(s) and 41 minutes

Class of Service: Coach **** *

17Nov10 05:24pm Wednesday

Air United Airlines Flight# 663 Class:T Seat:32D From: Washington/Reagan Nat 17Nov10 05:24pm Wednesday To: Denver CO, USA 17Nov10 07:30pm Wednesday

Meal: Food For Purchase Equip: Boeing 757 200 Jet Status: Confirmed

Stops: 0

Depart - TERMINAL C

Arrive -

United Airlines locator: JQ8TZY

UA Frequent Flyer# BOWENS/THELLA

** AISLE CONFIRMED

17Nov10 09:39pm Wednesday

United Airlines Flight# 9 Class:T Seat:13D From: Denver CO, USA 17Nov10 09:39pm Wednesday To: San Diego CA, USA 17Nov10 11:06pm Wednesday

Meal: Light Lunch Equip: Boeing 757 200 Jet Status: Confirmed

Stops: 0

Depart -

Arrive - TERMINAL 1

United Airlines locator: JQ8TZY

UA Frequent Flyer# BOWENS/THELLA

** AISLE CONFIRMED

15May11 Sunday Other San Diego CA, USA

RESERVATION RETAINED FOR 180 DAYS

TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST AND SATURDAY FROM 9AM-1PM PST - 760-635-1700.

FOR EMERGENCY AFTERHOURS SERVICE IN THE US PLEASE CALL 888-221-6062 AND USE YOUR VIT CODE -S7NSØ PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00 THANK YOU FOR CHOOSING TRAVELTRUST...SCOTT MACKERLEY

Ticket Information

BOWENS THELLA

Ticket#:7931569899 Ticket Base Fare: 416.97 27.43 Ticket Tax: Invoice#:5204931 Total Ticket Amount: 444.40

Electronic: YES

SERVICE FEE DOCUMENT #: 0528780553 FEE AMOUNT: 25.00

TACL MARLEY

BILLED TO: AMERICAN EXPRESS ENDING IN 1006

IMPORTANT - PLEASE REVIEW YOUR TRAVEL ITINERARY/DOCUMENTS FOR ACCURACY AND NOTIFY YOUR TRAVELTRUST AGENT WITHIN 24 HOURS OF ANY ERRORS OR DISCREPANCIES TO ENSURE THERE ARE NO ADDITIONAL COSTS INCURRED.

DUE TO CONSTANTLY CHANGING SCHEDULES, TRAVELTRUST RECOMMENDS THAT YOU RECONFIRM YOUR FLIGHTS DIRECT WITH THE CARRIER. 72 HOURS PRIOR FOR INTERNATIONAL TRAVEL AND 24 HOURS PRIOR FOR DOMESTIC TRAVEL.

ResFAX(r) Copyright(c) 1992-2010 Cornerstone Information Systems, Inc., Bloomington, IN

ResFAX Message ID 706768 ***ResFAX Itinerary E-Mail***

Destination: FAA Office

Fare: \$15 Sign:

T	AXICAB RECEIPT
THE PERSON WITH	Time: HIS
Origin of trip: DOT	
Destination: AiRpo	ct (NAT)
Fare: #15	Sign:

CHECKER TAXI

Cab # 2827

11/16/10 TR IND

START END MILES

04:12 04:58 0.0

Fare: \$ 36.25

Extra: \$ 0.50

Toll: \$ 0.00

Tip: \$ 6.00

TOTAL: \$ 42.75

Card:

AUTH: 562424

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DEPT OF CONSUMER SERVICE CALL 311 HAVE A NICE DAY

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Destination: Airpo	14
Fare: 4517	Sign:

TA	XICAB RECEIPT
THE PROPERTY.	Time: \\Date: \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\
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Courtyard by Marriott Washington Capitol Hill Navy Yard 140 L St Se Washington Dc 20003 T 202.479.0027

Thella/Ms Bowens Po Box 82778 San Diego CA 921;	56-2776	Room; 309 Room Type Number of	::GENR	
Sd County Reg. Air	rport Authori	Rate: \$181	.00 Clerk: V	/GM
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Rewards Account # XXXXXIIII Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

Thank you for choosing the Courtyard Navy Yard for your visit to Washington, D.C.! If for any reason your stay was not "perfect", please contact the Front Office Manager, Whitney Miller at extension 7125 prior to checking out. Or you may email me at whitney.miller@cycapitolhill.com with any comments. Thank you for staying, and we look forward to seeing you again!

Get all your hotel bills by email by updating your Rewards Preferences. Or, ask the Front Desk to email your bill for this stay. See "Internet Privacy Statement" on Marriott.com.



Courtyard by Marriott Washington Capitol Hill Navy Yard 140 L St Se Washington Dc 20003 T 202.479.0027

T. Bowens			ype: GENR r of Guests: 1	Clerk:
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Rewards Account # XXXXXIIII Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

Thank you for choosing the Courtyard Navy Yard for your visit to Washington, D.C.I If for any reason your stay was not "perfect", please contact the Front Office Manager, Whitney Miller at extension 7125 prior to checking out. Or you may email me at whitney.miller@cycapitolhill.com with any comments. Thank you for staying, and we look forward to seeing you again!

Get all your hotel bills by email by updating your Rewards Preferences. Or, ask the Front Desk to email your bill for this stay. See "Internet Privacy Statement" on Marriott.com.

Sofitel Lafayette Square Washington DC 806 15th Street NW Washington, DC 20005 Telephone 202 730 8800 Facsimile 202 730 8500

Thella Bowens

, CA US

Arrival 11/16/10 Departure 11/17/10

Room: 0814 Cashier:8

Page: 1 Time:

11:27:09

Conf #: 432891

Invoice NO. 257924

Date	Description	DEBIT CREDIT
11/16/10	Room Serv Dinner Food #0814 : CHECK #5168	8.00
11/16/10	Room Service DC Dinner #0814 : CHECK #5168	2.50
11/16/10	Room Service Gratuity #0814 : CHECK #5168	1.44
	*Room Charge	300.00 } 343.50 \$13.13
	Room Tax *Room Charge	43.50 \$
	F&B Sales Tax #0814 : CHECK #5168	1.19 ———————————————————————————————————
1/17/10	Room Serv Brk Food #0814 : CHECK #5199	11.00
1/17/10	Room Service DC Breakfast #0814 : CHECK #5199	2.50
1/17/10	Room Service Gratuity #0814 : CHECK #5199	1.98
1/17/10		373.66
1/17/10	F&B Sales Tax #0814 : CHECK #5199	1.55

Balance: \$0

Sofitel is the prestige brand of Accor hotels, with over 180 properties that bring a unique French art de vivre to prime locations around the world. For reservations or information, please visit www.sofitel.com

11/14 whoh

11/14 Oinner

1025 1st Street SE

Washington, DC 20003 (202) 000-000

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Date 11/14/10 Time: 08:30 pm

Order #: 237

WOMAN BLACK JACKET Server: Antonette 9

Eat In Paid. Paid COUNTER

Casheer: Antonette 9 Payment#: 33529 Auth Lode: 583253/1

kef No: 031901200407

I MOULTRIE \$7.50 Sub total: \$7,50 lax: \$0.75 Total:

Amex \$8, 25

Tip

Total

I agree to pay above total amount ccording to card issuer agreement (merchant agreement if credit voucher)

> Thank You Please Come Again

11115 Brookfost

Courtyard by Marriott Capitol Hill/ Navy Yard 140 L. St., SE Washington, DC 20003 (202) 479-0027 Restaurant

51 41676	
Tb1 6/1 Chi Nov15'1	3024 Gst 10 09:14AM
Restai 1 Bfst Buff	urant Adult 10.95
Subtotal Sales Tax 09:16AM Total	10.95 1.10 12.05
Gratuity:	2
Total:	14.05
Room #	- The state of the plant to grow an exemplayer shareful-
Print Name	
Signature	· · · · · · · · · · · · · · · · · · ·



West Egg Cafe 620 N. Fairbanks Chicago IL Tel. # 312 280-8366

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To minal #3	I do le	Check 30034
's ver: 15		Guests 1
	17/16/10	9:19am
Reg. Co	ffee	2.50
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Fruit C	up (2.95
Bacon		3.75
Biscuit		2.50
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Sale

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Tip (......

Total (.....

I AGREE TO PAY TOTAL AMOUNT ACCORDING TO CARD ISSUER AGMT (MERCHANT AGMT IF CREDIT VCHR)

Customer Copy

Sofirel Lateretta Square

In - Foom Dining 806 15th 3t. NW Machineston, DC 20005

1202) 730-8800

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Edua Tip

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FORM # 57/14

Brise HEAR JA 1/14 A JACOB R

Signature (1/1/1/2)

Sofifal Lalacette Square

> In - Room Tuning 806 15th St. NW Washington, DC 20005 (202) 730-9900

401 AM I

OH 5199	814 BOWENS	Gst
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1 Hot Tea		5.100
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Pm Delive	ry	2.50
SVC 18%		1.98
(a)		1,55
10:06AM Dalam	te Due 17	7.03

Extra Tip

Total /////

Room # 414

Print Have TALLY - 10.00 1/35
Signature ALL (4-1)

11.40



Cantina Grill Concourse B Mezzanine Level PO Box 49310 Denver, CO 80249 (303) 342-8469

Server: rafael	11/17/2010
Table 4/1	8:47 PM
Guests: 1	180169
Ice Tea	1.65
Bowl Corn-Poblano Chowder	3.95
Cheese Nachos	4.95
Subtotal	10.55
Tax	0.85
Total	11.40

Thank You!
We would 'ove to hear from you
Please email comments to:
info@cantinagrillbdia.com

Balance Due

Concourse B Mezzanine Level PO Box 49310 Denver, CO 80249 (303) 342-8469

Server	•;	rafael
08:50	PI	4
Table	4	/1

DOB: 11/17/2010 11/17/2010 18/180169

18874501

Amount:	\$ 11.40
+ Tip:	
= Total:	

Thank You!
We would love to hear from you
Please email comments to:
info@cantinagrillbdia.com

Guest Copy

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY TRAVEL EXPENSE REPORT

		(To be con	npleted within	30 days	from trave	el return d	date)				
TRAVELE	R:	Thelia Bowens			DEPT. NAME & NO.			Executive Office #6			
DEPARTURE DATE: 10/17/2010		RETUR	N DATE:	354	10/20/2010		REPOR	RT DUE:	11	/19/10	
DESTINAT	TION:	San Antonio, TX and Los Angeles,	CA								
expenses a	and approval	ority Travel and Lodging Expense Re s. Please attach all required support ns should be explained in the space p	ing documents	tion. All re	icle 3, Pan eceipts mu	3.4, Sec st be deta	tion 3.40, d ailed, (cred	outlining a lit card rec	ppropriate eipts do n	reimbursa ot provide	able sufficient
		美国现在国际	Authority Employee Expenses								
			(Prepaid by Authority)	SUNDAY 10/17/10	MONDAY 10/18/10	TUESDAY 10/19/10	WEDNESDAY 10/20/10	THURSDAY	FRIDAY	SATURDAY	TOTALS
Air Fare, R	ailroad, Bus	(attach copy of itinerary w/charges)	538.81			38 11		10.1			0.00
Conference	e Fees (provid	de copy of flyer/registration expenses)			CHEEK.			A THE RES			0.00
Rental Car	•							134			0.00
Gas and O	*II*										0.00
Garage/Pa						100	1				0.00
	attach mileage									3	0.00
	r Shuttle Fare	(include tips pd.)*		27.00	000.00						27.00
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	, Internet and	rax								ayee Hady	0.00
Laundry*		- I do hotthou othou hotal and b			-		-				0.00
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(include	Lunch*					8.85					8.85
tips pd.)	Dinner*					67.07			F 51 31		67.07
	Other Mea	als*				01.01			11111111111		0.00
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Hospitality					- 0			1, 24			0.00
Miscellane				V E EV						LARE	0.00
							G # 1522				0.00
					Mark and						0.00
*Provide d	etailed receip	ts de la companya de									0.00
		Total Expenses prepaid by Authority	538.81	247.66	220.66	75.92	0.00	0.00	0.00	0.00	544.24
Explanatio					Total Exp	enses Pro	epaid by A	uthority			538.81
Explanatio					Total Exp (including	enses inc cash adv	urred by E				544.24
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l as travel	ler or admini	istrator acknowledge that I have n			gree to A	uthority	policies 3	3.40 - Tra	vel and L	odging E	xpense
	ility. I furthe	or certify that this report of travel e	xpenses wer	e incurred	d in conne	ection wit		Authority	business		
Prepared E			ianne Berg	/				Ext.:		2445	
		- Billy WBA.	197777	/				1			7 9 75 8
Traveler Si Approved I			NI/IUS		9 1			Date:			
AUTHORIT	TY CLERK C	ERTIFICATION ON BEHALF OF EX	ECUTIVE COM	MITTEE	(To be ce	rtified if u	sed by Pre	sident/CEC), Gen. Co	unsel, or Cl	hief Auditor)
I,		ever clerk's the meeting will insert their na meeting.		NG HOUSE STORE							mittee at its

(Leave blank and we will insert the meeting date.)

Failure to attach required documentation will result in the delay of processing reimbursement. If you have any questions, please see your department Administrative Assistant or call Accounting at ext. 2806.

GENERAL INSTRUCTIONS:

by the Executive Committee at its

- A. All travel requests must conform to applicable provisions of Policies 3.30 and 3.40.
- B. Personnel traveling at Authority expense shall, consistent with the provisions of Policies <u>3.30</u> and <u>3.40</u>, use the most economical means available to affect the travel.

osition:	oard Member		Г	Gen. Counsel		ГС	chief Auditor
TOTAL NO. 1	Il other Authority	employees (does not	require exe	ecutive committ	ee admii	nistrator a	oproval)
DATE OF REQUE		PLANNED DATE O					10/19/10
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of paper as neces Destination: San	THE RESERVE OF THE PARTY OF THE		Purpose:	ACI-NA Board	and Stra	etegic Pla	nnina
			Meeting				
Explanation:							
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ERTIFICATION	BY TRAVEL	ER By my signature I	pelow, I ce	rtify that the ab	ove liste	d out-of-to	own travel an
		Authority's Policies 3.					
thority's business.	Plan	11 Alba	111 111		,	11	4
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meeting.

GENERAL INSTRUCTIONS:

- A. All travel requests must conform to applicable provisions of Policies 3.30 and 3.40.
- B. Personnel traveling at Authority expense shall, consistent with the provisions of Policies <u>3.30</u> and <u>3.40</u>, use the most economical means available to affect the travel.

Osition: Board Member President/CEO Gen. Counsel Chief Auditor	. TRAVELE Travelers N		ns		Dept	: Executive Office
DATE OF REQUEST: 5/17/10 PLANNED DATE OF DEPARTURE/RETURN: 10/19/10 / 10/20/10 DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip—continue on extra shee of paper as necessary): Destination: Weshington, DC Cos Angeles Purpose: Future of Aviation Advisory Committee Meeting Explanation: PROJECTED OUT-OF-TOWN TRAVEL EXPENSES A. TRANSPORTATION COSTS: AIRFARE OTHER TRANSPORTATION (Taxi, Train, Car Rental) B. LODGING C. MEALS D. SEMINAR AND CONFERENCE FEES E. ENTERTAINMENT (If applicable) F. OTHER INCIDENTAL EXPENSES TOTAL PROJECTED TRAVEL EXPENSE S. 1500 ERTIFICATION BY TRAVELER By my signature below, I certify that the above listed out-of-town travel are sesociated expenses conform to the Authority's Policies 3.30 and 3.40 and are reasonable and directly related to the difference of the Authority's Policies 3.30 and 3.40 and are reasonable and directly related to the Authority's business. Travelers Signature: Date: ERTIFICATION BY ADMINISTRATOR (Where Administrator is the Executive Committee, the Authority's business and reasonable in comparison to the anticipated benefit to the Authority. The concerned out-of-town travel and all identified expenses are necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefit to the Authority. The concerned out-of-town travel and all identified expenses are necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefit to the Authority. The concerned out-of-town travel and all identified expenses conform to the requirements and intent of Authority's Policies 3.30 and 3.40. Administrator's Signature: Date: Date: Date:	Position:	☐ Board Member	□ President/CEC	☐ Gen.	Counsel	Chief Auditor
DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip—continue on extra shee of paper as necessary): Destination: Weshington, DC Too Angles Explanation: Purpose: Future of Aviation Advisory Committee Meeting \$ 1000 \$ 300 C. MEALS D. SEMINAR AND CONFERENCE FEES E. ENTERTAINMENT (If applicable) F. OTHER INCIDENTAL EXPENSES TOTAL PROJECTED TRAVEL EXPENSE \$ 1500 EXERTIFICATION BY TRAVELER By my signature below, I certify that the above listed out-of-town travel and sessociated expenses conform to the Authority's Policies 3.30 and 3.40 and are reasonable and directly related to the Authority's signature below, I certify the following: 1. I have conscientiously reviewed the above out-of-town travel request and the details provided on the rever 2. The concerned out-of-town travel and all identified expenses are necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefit to the Authority. 3. The concerned out-of-town travel and all identified expenses conform to the requirements and intent of Authority's Policies 3.30 and 3.40. Administrator's Signature: Date: Date: BUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE		☐ All other Authority	employees (does not	require execut	ive committee adr	ninistrator approval)
Destination: Washington, DC T Los Arosales Explanation: Projected out-of-town travel expenses A. TRANSPORTATION COSTS: • AIRFARE • OTHER TRANSPORTATION (Taxi, Train, Car Rental) B. LODGING C. MEALS D. SEMINAR AND CONFERENCE FEES E. ENTERTAINMENT (If applicable) F. OTHER INCIDENTAL EXPENSES TOTAL PROJECTED TRAVEL EXPENSE **TOTAL PROJECTED TRAVEL EXPENSE** TOTAL PROJECTED TRAVEL EXPENSE **Travelers Signature Date: **ERTIFICATION BY TRAVELER** Date: **LETTIFICATION BY ADMINISTRATOR** (Where Administrator is the Executive Committee, the Authority's business. Travelers Signature below, I certify the following: 1. I have conscientiously reviewed the above out-of-town travel request and the details provided on the rever authority's business and reasonable in comparison to the anticipated benefit to the Authority. 3. The concerned out-of-town travel and all identified expenses are necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefit to the Authority. 3. The concerned out-of-town travel and all identified expenses conform to the requirements and intent of Authority's Policies 3:30 and 3.40. Administrator's Signature: Date: **LUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE**	DATE OF	REQUEST: 5/17/10	PLANNED DATE (OF DEPARTURE	/RETURN: 10/1	9/10 / 10/20/10
Destination: Washington, DC T Los Arosales Explanation: Projected out-of-town travel expenses A. TRANSPORTATION COSTS: • AIRFARE • OTHER TRANSPORTATION (Taxi, Train, Car Rental) B. LODGING C. MEALS D. SEMINAR AND CONFERENCE FEES E. ENTERTAINMENT (If applicable) F. OTHER INCIDENTAL EXPENSES TOTAL PROJECTED TRAVEL EXPENSE **TOTAL PROJECTED TRAVEL EXPENSE** TOTAL PROJECTED TRAVEL EXPENSE **Travelers Signature Date: **ERTIFICATION BY TRAVELER** Date: **LETTIFICATION BY ADMINISTRATOR** (Where Administrator is the Executive Committee, the Authority's business. Travelers Signature below, I certify the following: 1. I have conscientiously reviewed the above out-of-town travel request and the details provided on the rever authority's business and reasonable in comparison to the anticipated benefit to the Authority. 3. The concerned out-of-town travel and all identified expenses are necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefit to the Authority. 3. The concerned out-of-town travel and all identified expenses conform to the requirements and intent of Authority's Policies 3:30 and 3.40. Administrator's Signature: Date: **LUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE**	DESTINA	ATIONS/PURPOSE (Prov	vide detailed explana	tion as to the p	urpose of the trip-	- continue on extra sheets
Purpose: Future of Aviation Advisory Committee Meeting Projected Out-OF-TOWN TRAVEL EXPENSES A. TRANSPORTATION COSTS: • AIRFARE • OTHER TRANSPORTATION (Taxi, Train, Car Rental) B. LODGING C. MEALS D. SEMINAR AND CONFERENCE FEES E. ENTERTAINMENT (If applicable) F. OTHER INCIDENTAL EXPENSES TOTAL PROJECTED TRAVEL EXPENSE EXERTIFICATION BY TRAVELER By my signature below, I certify that the above listed out-of-town travel are associated expenses conform to the Authority's Policies 3.30 and 3.40 and are reasonable and directly related to the authority's business. EXERTIFICATION BY ADMINISTRATOR (Where Administrator is the Executive Committee, the Authority's brights signature below, I certify the following: 1. I have conscientiously reviewed the above out-of-town travel request and the details provided on the reverse conformed out-of-town travel and all identified expenses are necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefit to the Authority. 3. The concerned out-of-town travel and all identified expenses are necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefit to the Authority. 3. The concerned out-of-town travel and all identified expenses conform to the requirements and intent of Authority's Policies 3.30 and 3.40. Administrator's Signature: Date: Date: AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE						
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5/24/10

(Leave blank and we will insert the meeting date.)

by the Executive Committee at its

meeting.

Berg Dianne

From: Sent: Scott Mackerley [smackerley@traveltrust.com]

Wednesday, October 13, 2010 2:16 PM

To:

Berg Dianne; Harris Matt; SMACKERLEY@TRAVELTRUST.COM

Subject: Travel Itinerary 17OCT SAN BOWENS

Attachments:

51342176.PDF; 51342176.HTM

BOWENS/THELLA

DEPT 6

130ct10 02:15pm

YOUR UNITED ETICKET CONFIRMATION IS ** J6M8T2 **

-----INVOICE/ITINERARY ACCOUNTING DOCUMENT-----

********TICKETLESS TRAVEL INSTRUCTIONS********

THIS IS AN E-TICKET RESERVATION.

A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN THIS TICKET IS NON-REFUNDABLE AND MUST BE USED FOR THE FLIGHTS BOOKED. IF THE RESERVATION IS NOT USED OR CANCELLED BEFORE THE DEPARTURE OF YOUR FLIGHTS IT MAY HAVE NO VALUE. CONTACT TRAVELTRUST BEFORE YOUR OUTBOUND FLIGHT IF CHANGE IS NECESSARY.

PLEASE ALLOW EXTRA TIME FOR SCREENING AND BOARDING
INTERNATIONAL-MINIMUM 3 HOUR CHECK-IN PRIOR TO DEPARTURE
DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE
FOR ADDITIONAL SECURITY INFORMATION VISIT WWW.TSA.GOV

170ct10 03:25pm Sunday

Air United Airlines

Flight# 354 Class:L Seat:7C

From: San Diego CA, USA 170ct10 03:25pm Sunday To: Denver CO, USA 170ct10 06:45pm Sunday

Meal: Light Lunch Equip: Airbus A320 Jet Status: Confirmed

Stops: 0

Depart - TERMINAL 1

Arrive -

United Airlines locator: J6M8T2

UA Frequent Flyer# BOWENS/THELLA

** ECONOMY PLUS AISLE SEAT CONFIRMED **
Flight Duration: 2 hour(s) and 20 minutes

Class of Service: Coach

170ct10 07:25pm Sunday

Air United Airlines Flight# 356 Class:L Seat:8C

From: Denver CO, USA 170ct10 07:25pm Sunday
To: San Antonio TX, USA 170ct10 10:30pm Sunday
Meal: Light Lunch Equip: Airbus Jet Status: Confirmed

Stops: 0

Depart -

Arrive - TERMINAL 1

United Airlines locator: J6M8T2

UA Frequent Flyer# BOWENS/THELLA

** ECONOMY PLUS AISLE SEAT CONFIRMED **
Flight Duration: 2 hour(s) and 05 minutes

Class of Service: Coach

190ct10 02:17pm Tuesday

Air United Airlines Flight# 6261 Class:T Seat:4B

From: San Antonio TX, USA 190ct10 02:17pm Tuesday To: Los Angeles CA, USA 190ct10 03:27pm Tuesday

Meal: None Equip: CRJ-700 Canadair Regional Jet Status: Confirmed

Stops: 0

SAT-LAX OPERATED BY /UNITED EXPRESS/SKYWEST AIRLINES

Depart - TERMINAL 1 Arrive - TERMINAL 8

United Airlines locator: J6M8T2

UA Frequent Flyer# THELLA

** ECONOMY PLUS AISLE SEAT CONFIRMED **
Flight Duration: 3 hour(s) and 10 minutes

Class of Service: Coach

18Apr11 Monday Other San Diego CA, USA

RESERVATION RETAINED FOR 180 DAYS

TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST AND SATURDAY FROM 9AM-1PM PST - 760-635-1700.

FOR EMERGENCY AFTERHOURS SERVICE IN THE US PLEASE CALL 888-221-6062 AND USE YOUR VIT CODE - S7NS0 PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00 THANK YOU FOR CHOOSING TRAVELTRUST...SCOTT MACKERLEY

Ticket Information

BOWENS THELLA

Ticket#:7916342331 Tic Invoice#:1177493 Tic

Ticket Base Fare: 433.49
Ticket Tax: 75.32

Ticket Tax: 75.32 Total Ticket Amount: 508.81

Electronic: YES

SERVICE FEE DOCUMENT #: 0526976021 FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS ENDING IN 1006

IMPORTANT - PLEASE REVIEW YOUR TRAVEL ITINERARY/DOCUMENTS FOR ACCURACY AND NOTIFY YOUR TRAVELTRUST AGENT WITHIN 24 HOURS OF ANY ERRORS OR DISCREPANCIES TO ENSURE THERE ARE NO ADDITIONAL COSTS INCURRED.

DUE TO CONSTANTLY CHANGING SCHEDULES, TRAVELTRUST RECOMMENDS THAT YOU RECONFIRM YOUR FLIGHTS DIRECT WITH THE CARRIER. 72 HOURS PRIOR FOR INTERNATIONAL TRAVEL AND 24 HOURS PRIOR FOR DOMESTIC TRAVEL.

ResFAX(r) Copyright(c) 1992-2010 Cornerstone Information Systems, Inc., Bloomington, IN

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ResFAX Message ID 702531

ResFAX Itinerary E-Mail

SAN ANTONIO RIVERCENTER 101 Bowie Street, San Antonio, TX 78205 - 210.223.1000 - Marriott.com/SATRC

2624 BOMENS/THELLA/MS/VI 189.00 10/19/10 12:00

ACCT# GROUP

GK. SD COUNTY REG. AIRPO

10/17/10 23:00

85

Room Clerk	Address		Payment		MRW#: XXXX
DATE !	REFERENCE		CHARGES	I CREDITS	BALANCE DUE
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10/18 10/18 10/18 10/18 10/19	ROOM STATE TX COUNTYTX CITY TAX AX CARD	2624, 1 2624, 1 2624, 1 2624, 1	189.00 11.34 3.31 17.01	\$441.32	A B F

TO BE SETTLED TO:

AMERICAN EXPRESS CURRENT BALANCE .00

THANK YOU FOR CHOOSING THE RIVERCENTER MARRIOTT !!
TO EXPEDITE YOUR CHECK-OUT, PLEASE CALL THE FRONT DESK, OR
PRESS "MENU" ON YOUR TV REMOTE TO ACCESS VIDEO CHECK-OUT...

DESCRIPTION TAXED AMOUNT TAX
O AUTOMATED PKG TAX

NET CHARGES TAX CREDITS FOLIO
441.32 .00 .00 441.32

AS REQUESTED, A FINAL COPY OF YOUR BILL WILL BE EMAILED TO: TBOWENS@SAN.ORG SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM

Your Rewards points/miles earned on your eligible earings will be credited to your account. Check your Rewards Account Statement for update activity.

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amount shown in the credits column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after checkout, you will owe us interest from the checkout date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X

Fare Receipt

Vellow
Cab

Greater San Antonio Transportation Co.

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Date 10/17/10

TRAVEL REQUEST

MARK BURCHYETT

CEN	EDAL	INST	DITO	TION	10.
GER	CRAL	. HVOI	RUU		ю.

- A. All travel requests must conform to applicable provisions of Policies 3.30 and 3.40.
- B. Personnel traveling at Authority expense shall, consistent with the provisions of Policies <u>3.30</u> and <u>3.40</u>, use the most economical means available to affect the travel.

1. TRAVELER: Travelers Name:	Mark Burchye	ett		Dept: C	hief Auditor
ГВ	oard Member	☐ President/CEO	Gen. Counsel		Chief Auditor
Position:	II _4b				
		employees (does not req			rator approval)
2. DATE OF REQUE	ST: 12/17/10	PLANNED DATE OF D	EPARTURE/RETURN:	1/28/11	/ 2/1/11
		de detailed explanation	as to the purpose of t	the trip- cont	inue on extra sheets
of paper as neces			014444514		
Destination: Mont	erey, CA	Interview Workshop rela	rpose: SWAAAE Wir	iter Conterer	tended the
conference.		The treatment of the tr			nondod uno
4. PROJECTED OUT	T-OF-TOWN TRA				
AIRFA			\$	180	
OTHE	R TRANSPORT	ATION (Taxi, Train, Car	Rental) \$	120	
B. LODGING			\$	750	
C. MEALS			\$ \$ \$	160	
	AND CONFERI		\$	294	
	INMENT (If appl		\$		
	ICIDENTAL EXP	TRAVEL EXPENSE	\$	1504	
1017	AL PROJECTED	INAVEL EXPENSE	_3	1504	
CERTIFICATION	BY TRAVELE	R By my signature belo	w, i certify that the at	ove listed or	ut-of-town travel and
		uthority's Policies 3.30 a			
Authority's business.					
Travelers Signature:	1		Da	ate: /2	117/10
		TRATOR (Where Adn	ninistrator is the Exec	cutive Comm	ittee, the Authority
Clerk's signature is re					
By my signature below					
		d the above out-of-town			
		vei and all Identified exp			
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Authority's Po	licies <u>3.30</u> and <u>3</u>	<u>.40</u> .			
Administrator's Sign	nature:			Date:	
AUTHORITY CLE	RK CERTIFIC	ATION ON BEHAL	F OF EXECUTIVE	E COMMIT	TEE
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by the Executive Con		and the state of t	mee	tina.	
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Scott Malta, A.A.F., C.A.E.

2nd Vice President

Bill Ingraham, A.A.E.

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Director

Carl Newman

BOE Chair

Danette Bewley, A.A.E., C.A.E.

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Bruce Lucy

Eric Peterson

Doreen Stockdale - Vice Chair

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DeAnn Fedyski

Mark Witsoe

Mary Gonzales Leander Fluiri Suzanne Pekur

Jessica Mullen

Gary Petersen

Liliana Valle

Michelle Auge

51st Annual Airport Management Short Course
January 29, 2011 - February 2, 2011

LOCUS

OnThe

13880111115

Welcome to the 51st Annual SWAAAE Winter Conference in gorgeous Monterey, California. Monterey is the setting for Cannery Row, a historical and luxurious location on California's Central Coast. Home to unique restaurants, shopping and the world famous Monterey Bay Aquarium, there is something for everyone.

We are pleased to offer an educational and informative program at this year's conference. The theme is "Focus on the Essentials". The conference covers many "essentials" for today's airport professional, from managing lease negotiations to Airport Strategic Business Plans to ADA accessibility at your airport. There will also be an FAA and State Agencies update where you will hear the latest on the federal and state issues. Other topics include creativity and leadership, recovery-ready facilities for air service development and sirport compatibility planning. We will also hear from the next generation of airport professionals in a session presented by students currently enrolled in Aviation Management programs.

In addition to enjoying Monterey on your own, the conference committee has put together an exciting social program. This includes the Wild Wild West Cannery Row Adventure and Pool Tournament. The Past-President's golf outing will also be held.

We hope this year's conference will challenge and interest you. If there is anything we can do to enhance your conference experience, please let me know. We know you will leave this conference with new tools for dealing with your aviation issues.

Sincerely

Marke Witton

Mark Witsoe, A.A.E., C.A.E.

President, Southwest Chapter AAAE

8:30 am to 4:30 pm

• Accordantos Plus Inserview Workshop

8:30 am to 4:30 pm

6:46 par to 9:00 pm

2-60 am to 5:00 pm

9.00 tanto 6.00 tom

10:00 am to 4:00 pm

6:00 pm to 8:00 pm

Monday - January 31, 2011 Continued

1:30 pm to 2:30 pm

- Session #3 Creativity and Leadership, Now More Than Byer
 - Moderaton Gary Petersen, Airport Manager, Salinas Municipal Airport

"Doing more with less" sounds good, but is not obtainable. The "new normal" sounds good too, except there is nothing normal about today's work life. This session will examine the creative process we must use to develop "new approaches" and "new solutions" for the "new reality" in which we must lead.

2:30 pm to 3:00 pm

Break with Exhibitors - Learning / Networking Opportunity

3:00 pm to 4:00 pm

- Session #4 PAA Airport Disability Compliance Program
 - Moderator: Mark Witsoe, Manager, IT Services, Reno-Tahoe Airport Authority
 - ◆ Speaker: Supriya Raman, Manager, FAA Airport Disability Compliance Program

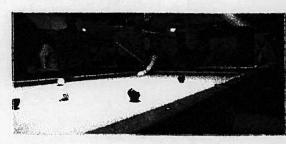
The FAA Airport Disability Compliance Program is a new method of service delivery to ensure airport operators/spousors are meeting their obligations with regards so non-discrimination of people with disabilities. The goal is to be the "go to" resource on airport accessibility for people with disabilities. While airports have definitive compliance requirements, this program is established to reach out to airport operators providing education, evaluation consulting, and information exchange. They strive to enhance relationships to produce the best possible opportunities for universal accessibility of airports, create additional resources for guidance and design standards, and dissentinate the very latest information to sponsors for capital planning and future facility modifications.

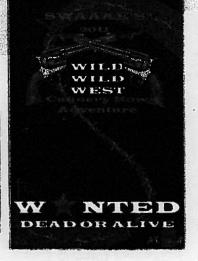
4:00 pm to 4:30 pm

- Break with Exhibitors
 - Learning / Networking Opportunity

6:00 pm to 9:00 pm

The Wild Wild West Cannery Row Adventure
and Pool Tournament





Tuesday - February 1, 2011

7:30 am to 8:30 am

Breakfast with Exhibitors - Learning / Networking Opportunity

8:30 am to 9:30 am

- Session #5 Recovery-Ready Facilities for Air Service Development
 - Moderator: Mark Sapp, VP Business Development, Sales & Marketing, Air-Transport IT Services, Inc.
 - Speakers: Roddy Boggus, Parsons Brinckerhoff

Jerry Olivier, BLC Partners

Robert Swensen, Operations & Project Manager, Mineta San Jose

International Airport

Leveraging infrastructure and technology investments to reduce costs and mitigate risks for airlines as they evaluate your airport's air service development business case. Panelists include an airport architect, an airport information technologist and an airport operations manager on why flexibly provisioning the terminal – during renovation or new construction – can benefit your airport as the economy rebounds.

9:30 am to 10:30 am

- Session #6 Outside Your Fence: Airport Compatibility Planning 101
 - ♦ Moderator/Speaker: Terry Barrie, Chief, Office of Aviation Planning, CalTrans Aeronautics

Incompatible land use is the greatest threat to your airport. This session will discuss the update of the 2010 California Airport Land Use Planning Handbook.

10:30 am to 11:00 am

♦ Break with Exhibitors - Learning / Networking Opportunity

11:00 am to 12:00 pm

- Session #7 Airport Strategic Business Plan (ASBP)
 - ♦ Moderator: Paul Meyers, Principal in Charge, Aviation Management Consulting Group
- Speaker: Jeff Kolılman, Principal, Aviation Management Consulting Group

When it comes to developing an airport, a master plan is a great tool, but it is not (and it should not be mistaken for) an Airport Strategic Business Plan (ASBP) which is an all encompassing document that communicates the mission, vision, and values of the airport and conveys the specific goals and objectives that need to be achieved to best position the airport for success in the future. In addition to answering the key (macro) questions of "where is the airport tuday (Point A)" and "where do you want the airport to be tomorrow (Point B)", the ASBP answers the key (micro) question of "how is the airport going to get there - what needs to happen to get from Point A to Point B". Beyond this, the ASBP provides a systematic framework for making decisions today (and in the near term) that will have a direct impact on the airport tomorrow (in the future). As such, this session will examine the role (purpose), importance, and value of the ASBP, the key elements of the ASBP, the key aspects of each element, and a best practices approach for developing, implementing, and evaluating the ASBP.

Tuesday - February 1, 2011 commend

12:00 pm to 1:30 pm

· Lunch on your own

1:30 pm to 2:30 pm

- Session #8- Efficient Energy Use; Good for the Small Airport, Businesses, and the Environment
 - Moderator: Scott C. Malta, SWAAAE 1st VP, Airport Manager, Castle Airport
- Speakers: Stephen B. Barrett, Director of Clean Energy, Harris Miller Miller & Hanson, Inc.
 Jason D. Campbell, Facilities Operations Manager, Solano County

There is a lot of talk these days about renewable, green, sustainable, clean technologies. Most of the technologies are very intriguing, but the question remains, "What can I do at MY Airport, and how do I pay for it?" This panel discussion will provide very useful information on this topic for the smaller and larger airports, and their respective communities. There will also be a brief discussion of a new solar power guide written by HMMH on behalf of the FAA.

2:30 pm to 3:00 pm

♦ Break with Exhibitors - Learning / Networking Opportunity

3:00 pm to 4:00 pm

- Session #9 Student Presentations
 - Moderator: Gary Petersen, Airport Manager, Salinas Municipal Airport
 - ♦ Speakers: Students from Cal State LA and San Jose State University

A variety of topics to be presented from the student's perspective. Information on specific sessions to be provided.

4:00 pm to 4:15 pm

♦ Conference Wrap Up

Wednesday - February 2, 2011

8:30 am to 10:30 am

- ♦ Breakfast and General Membership Meeting and AAAE Update
 - ♦ Moderator: Mark Witsoe, Manager, IT Services, Renoe-Tahoc Airport Authority, SWAAAE President

10:30 am to 11:00 am

Summer Conference Committee Meeting

12:00 pm to 5:00 pm

Past President's Golf Tournament

Monday - January 31, 2011

7:30 am to 8:30 am

* Breakfast with Exhibitors - Learning / Networking Opportunity

8:30 am to 9:15 am

- **Opening Ceremonies**
 - Keynote Address: Guest Speaker John Martin, Airport Director, San Francisco International Airport

9:15 am to 10:30 am

- Session #1 FAA / CalTrans Aeronautics / ADOT / NVDOT Update
 - Moderator: Todd McNamee, Director of Airports, Ventura County
 - Speakers: Mark McClardy, Manager, Airports Division, Western-Pacific Region

Debbie Roth, Deputy Manager, FAA Western Pacific Region

Robin Hunt, Manager, FAA San Francisco ADO

Ruben Cabalbag, Assistant Manager, FAA Los Angeles ADO

Update from the federal and state agencies.

10:30 am to 11:00 am

Break with Exhibitors - Learning / Networking Opportunity

11:00 am to 12:00 pm

- ◆ Session #2 Appraisals and Lease Negotiations
 - ♦ Moderator: Leander Hauri, Airport Manager, Livermore Municipal Airport
 - ♦ Speakers: Bill Hurd, Smith & Associates

Terry Larson, Smith & Associates

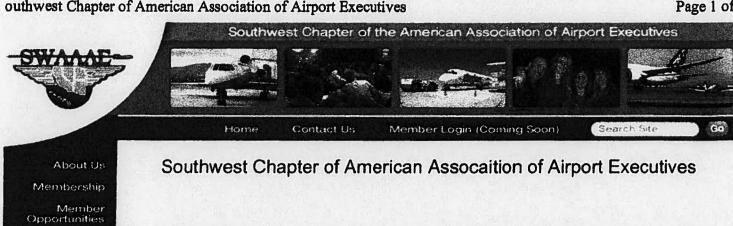
Leander Hauri, Airport Manager, Livermore Municipal Airport

The economic downtum, combined with reduced fuel sales and high operating costs, continues to challenge our FBO's and other commercial tenants. A prolonged economic recovery period may amplify the situation. Correcting fair market rental values and negotiating realistic lease agreements can be the dynamic approach to sustain an FBO or commercial entity while maintaining the airport's fiscal vitality and efficiency.

12:00 pm to 1:30 pm

- Lunch on your own
- Corporate Member Lunch El Torito

Corporate Membership Calendar Industry News & Resources





Presents

51st Airport Management Short Course

"Focus on the Essentials"

MONTEREY - CALIFORNIA

SWAAAE will present the 51st Airport Management Short Course in the coastal city of Monterey, CA once again at the Monterey Plaza Hotel and Spa. This conference will focus on the essentials of Airport Management using core principals and values that will assist every level of airport professional. The social and networking opportunities afforded by this conference are outstanding especially in these trying economic times when people need to come together to brainstorm and resolve issues as it relates to airport management.

January 29, 2011 - February 2, 2011

First Name *	Last Name *	Certification:
Mark	Burchyett	Please make a selection
Airport/Company	Title	Name you would like on your badge *
San Diego County Regio	nai Airport Auth Chief Auditor	Mark Burchyett
Address 1: *		
PO Box 82776		
Address 2:		
City: *	State: *	

San Diego California Zip Code: ' 92138 Email * Fax 619-400-2435

Conference Registration

To receive member discount, registrant must be a current member or an application and membership dues must be submitted concurrent with conference registration. Pro-rated membership dues are \$42.50 and include membership through June 30, 2011. Membership applications are available on the SWAAAE website.

Hotel Reservations

The conference will be held at the elegant Monterey Ploza Hotel & Spa. All attendees will receive a special room rate of \$168.00 single or double occupancy (inland view- ask about upgrades if desired), plus applicable taxes. Triple and quad reservations are available for an additional \$20.00 per person (under 18 yrs old free). Be sure to mention you are attending the SWAAAE Airport Management Conference. Hotel reservations after the cutoff date of December 17, 2010 will be subject to availability and may not be at the conferenace rate. Guest may choose to have a \$25.00 resort fee added to their room account daily to provide 24 hour valet parking with in and out privileges, high speed wireless internet occess in guestrooms, full use of the spa's fitness center and whirlpool tubs, unlimited local calls, and a newspaper delivered to their room daily. NOTE: Attendees will be asked at check-in if they prefer the o la carte services pricing or the discounted resort fee package price. Valet parking is available at the hotel for \$20,00 per day. Parking at nearby public lots is \$6.00 - \$12.00 per day. A map with directions is available on the hotel's website.

For reservations, call 1-800-334-3999 or click on www.montereyplazahotel.com

The costs of operating this conference are partly offset by room rentals at the host hotel. For that reason, only those who are staying at the Monterey Plaza Hotel are eligible for the Early-Bird rates. To ensure you are charged correctly, please include your hotel reservation confirmation number in the box below. Conference registrations without hotel confirmation numbers will be charged the regular conference rates.



Hotel Reservation Number 131346578

Registration Fees:

Conference Registration - Members One Day (no banquet) -\$195.00

Conference Registration - Non Members Please make a selection

The Full Conference Registration includes the Tuedsday night banquet.

The Student and One-Day registration does not include the Tuesday night banquet. If you register as a student or one-day and would like to attend the banquet please utilize the Banquet Only option below.

Banquet Only

Please make a selection

The Role of the Attorney as part of the Airport Management Team

This one day conference will focus on:

- · ALUC and Air Quality Update: Change is in the Air Again
- · A Judge's Perspective: Land Use and Airports
- Standardized Documents Feasible or Fantasy?
- · How Does an Airport Keep a Project Moving Forward in Today's Environment?
- Landlord Tenant Issues: Unlawful Detainers, Seizure of Aircraft and more...
- Trading Green Cards for Capital: EB5 Funding

The conference includes lunch and MCLE Credit is Available Role of the Attorney Workshop Please make a selection

AAAE Final Interview Workshop

Are you nearing the finish line to obtain you're A.A.E.? Don't miss this opportunity to learn first-hand "keys to success" for completing the final interview. Members of the Board of Examiners will be in attendance to pravide comprehensive insight into the final step in becoming an Accredited Airport Executive. Those in attendance will be provided with insight and strategies for successfully completing the Final Interview, including a 'mock' panel interview, hands-on practice and a spirited discussion.

DON'T MISS THIS OPPORTUNITY!

AAAE Final Interview Workshop Member \$99.00

Group Student Registration -- \$350.00

The Conference Committee is pleased to be able to offer qualified student groups of five from the same college or university a discounted conference registration package. Please select the student group fee below and enter the student names in the space provided below. The registration package includes the opening reception, main conference program, and social events (except the Awards Banquet). A student leader should fill out the registration information at the top of the form with the school listed in the Airport/Company field.

Group Student Registration

Name of Student 2

Name of student 3

Name of student 4

Name of student 5

For Speakers or Exhibitors who have a complimentary registration, please use this area: Complimentary Ticket

Please make a selection

Summary	Update totals
The state of the s	
AAAE Final Interview Workshop:	\$ 99.00
Conference Registration - Members:	\$ 195.00
Conference Registration - Non Members:	\$ 0.00
Banquet Only:	\$ 0.00
Role of the Attorney Workshop:	\$ 0.00
Group Student Registration:	\$ 0.00
Complimentary Ticket:	\$ 0.00
Total:	\$ 294.00

This form is provided for those registrants who wish to pay by check. Please make sure that all payment information is correct, print out this invoice and arrange for a check to be mailed to SWAAAE Headquarters in advance of the conference to complete your registration.

SWAAAE Headquarters 107 S. Southgate Dr. Chandler, AZ 85226

Bill for Payment Due

Mark Burchyett

Printed Date/Time: 12/17/2010 at 10:53 AM Transaction Date/Time: 12/17/2010 at 10:53 AM

Transaction #: 592048086

Description: EMAILFORM - Southwest Chapter of American Assocaition of Airport Executives

Status: Receivable

Notes:

AMOUNT DUE: \$294.00

Details:

Name you would like on your badge: Mark Burchyett

Title: Chief Auditor

Airport/Company: San Diego County Regional Airport Authority

Certification::

Address 1:: PO Box 82776

Address 2::

City:: San Diego State:: California Zip Code:: 92138

Phone:: 619-400-2435

Fax::

Hotel Reservation Number: 131346578

AAAE Final Interview Workshop: Member \$99.00 (\$99.00)

Conference Registration - Members: One Day (no banquet) -\$195.00 (\$195.00)

Conference Registration - Non Members:

Banquet Only:

Role of the Attorney Workshop:

Group Student Registration: No (\$0.00)

Name of Student 2: Name of student 3: Name of student 4: Name of student 5:

Complimentary Ticket:

Total: \$294.00