Revised 9/19/12



Item No.

Meeting Date: SEPTEMBER 24, 2012

Subject:

Pre-Approval of Travel Requests and Approval of Business and Travel Expense Reimbursement Requests for Board Members, the President/CEO, the Chief Auditor and General Counsel

Recommendation:

Pre-approve Travel Requests and Approve Business and Travel Expense Reimbursement Requests.

Background/Justification:

Authority Policies 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 2012 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

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY <u>OUT-OF-TOWN TRAVEL REQUEST</u>

13HN	- HAAI	INSTRU	W:TH	JNG.
		1140111	J 🔾 I I I	J143.

A. All travel requests must conform to applicable pro	
	nsistent with the provisions of Policies 3.30 and 3.40, use
the most economical means available to affect the	etravel.
1. TRAVELER:	
Travelers Name: Theila Bowens	Dept: <u>6</u>
Position: President/CEC	, and
	t require executive committee administrator approval)
2. DATE OF REQUEST: 9/18/12 PLANNED DATE (OF DEPARTURE/RETURN: 10/15/12 / 10/18/12
	tion as to the purpose of the trip- continue on extra sheets
of paper as necessary):	Dispense FAAC Machine with Constant with the
Destination: Washington DC	Purpose: FAAC Meeting with Secretary LaHood at DOT
Explanation:	
4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES	
A. TRANSPORTATION COSTS:	
AIRFARE	\$ 550.00
 OTHER TRANSPORTATION (Taxi, Train, B. LODGING 	
C. MEALS	\$ 1,000.00 \$ 400.00
D. SEMINAR AND CONFERENCE FEES	\$ 400.00
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$
TOTAL PROJECTED TRAVEL EXPENS	£ \$ 2,150.00
CERTIFICATION BY TRAVELER By my signature	below, I certify that the above listed out-of-town travel and
associated expenses conform to the Authority's Policies 3	.30 and 3.40 and are reasonable and directly related to the
Authority's business.	O A A
Travelers Signature:	M// Date: 18 11 14 20/2
OFFICION TWO PV A DIMINISTRATOR AND	10191000)
CERTIFICATION BY ADMINISTRATOR (Where	Administrator is the Executive Committee, the Authority
Clerk's signature is required).	
By my signature below, I certify the following:	forces from all many and any of the state that the state of the state
	town travel request and the details provided on the reverse.
2. The concerned out-of-town travel and all identified	expenses are necessary for the advancement of the
Authority's business and reasonable in compariso	
 The concerned out-of-town travel and all identified Authority's Policies 3.30 and 3.40. 	expenses comorm to the requirements and intent of
	Q 18 12
Administrator's Signature:	Date: 9.18.12
AUTHORITY CLERK CERTIFICATION-ON BEH	HALF OF EXECUTIVE COMMITTEE
*	horaby postify that this decreased was
., (Please leave blank. Whoever clerk's the meeting will insert their name	, hereby certify that this document was approved
by the Executive Committee at its	meeting.
	Insert the meeting date.)

EXPENSE REPORTS

THELLA F. BOWENS



SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY ORIGINAL (LILAC) - FINANCE COPY - DEPARTMENT FILE

SDCRAA CHEC	CK REQUEST			CR # 12-069				
ISSUE CHECK TO THE				DATE ISSUED				
Thella Bowens				8/10/2012				
X2444				ORIGINATING DEPARTMENT/BUSINESS UNIT				
				Executive Office BU6	AARKYE JU			
				PREPARED BY/EXT.	REVIEWED BY: ACCTG			
	hada fadha <u>ith webania su</u>		invested to the second	A. Caldera X2445	(111N) -			
INVOICE	INVOIGEDATE	FOR PAYMENT OF THE	EFOLLOWING DESCRIPTION		AMOUNT			
pter 0627 -28	The second secon	ut of pocket expense		og in San Empoisso	498.58			
		ith Gateway Airport D		For all	490.00			
		une 27 - 28, 2012	ilectors SAN	PLAN.				
		1110 27 - 20, 2012						
					400.50			
SPECIAL INSTRUCTIO		./		CHECK REQUEST TOTAL	498.58			
	eds to be available to Thella on			Li centini tun ei iliini				
Infrequent/Unforese	rocessed as a Contract or P.O.	Insurance/Benefits (7)	one reason	I CERTIFY THE CLAIM IS				
De Minimis amount	and the filles of the filles o	Contract in Process (8)		INCLUDING ANY APPL				
Required quick time	Committee of the Commit	Outside Scope of Contra	(9)	CONDITIONS HAVE	BEEN FULFILLED			
Dues/Subscription/I		Common Practice (10)	IU.	0				
	ces/Seminars/Sponsorships (5)	Approved Exception (11)		11/	m			
X Employee Reimbur		OTHER: (12)		Vernon Evans,	VP Finance			
	DISTRIBUTION OF CHARGES -		ORIGINATING DEPA					
DEPARTMENT/		WORK ORDER/	LOCATION/					
BUSINESS UNIT	GL ACCOUNT.SUBSIDIARY	TRACKING ORDER	ASSET NUMBER	AMOL				
6	66300.120			498	-5 5 1-498.58			
			an-andicated (EM					
	Total amount distrib	uted - must equal Check	Request Total above		498.58			
		COUNTING DEPARTM	IENT USE ONLY					
VENDOR NO	11063			APPROVED FOR	PROCESSING			
INVOICE NO. 062	COLUMN TO A STATE OF THE STATE			de dont	1			
INVOICE DATE	3/16/12	e k regi		MARGINIA	F			
PYMT DATE			€ 2011	ACCOUNTING D	EPARIMENT			
RT TO BU	SEPCK DAIN	SDC	CRAA.					
AUG 1 4 201	PAID	ACCO!	UNTER	POSTED	* -			
AUG 14 ZUI	AUD 14 /UL							

SDCRAA

AUG 1 4 2012

SDCRAA ACCOUNTING DEPT.

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY TRAVEL EXPENSE REPORT

TRAVELER:		Thella F. Bowens			DEPT. NA	ME & NO		Exe	cutive Of	fice BU6	
DEPARTU	RE DATE:	6/27/2012	RETUR	RETURN DATE:		6/28/2012		REPORT DUE:		71	7/28/12
DESTINAT	ESTINATION: San Francisco, CA										
expenses a	nd approvals	onity Travei and Lodging Expense . Please attach all required suppo s should be explained in the spac	orting document	ation. All r	ticle 3, Par eceipts mu	t 3.4, Sec ust be det	tion 3.40, c ailed, (cred	outlining a lit card red	ppropriate ceipts do r	relmbursa ot provide	able sufficient
			Authority	56,27			Employe	e Expens	ses		
			(Prepaid by Authority)	SUNDAY	MONDAY	TUESDAY	WEDNESDAY 6/27/12	THURSDAY 6/28/12	FRIDAY	SATURDAY	TOTALS
Air Fare, Ra	ilroad, Bus (a	attach copy of itinerary w/charges)	343.60	V							0.0
		e copy of flyer/registration expenses)	TO A PERSON								0.0
Rental Car*						10		**************************************			0.0
Gas and Oil										121	0.0
Garage/Par			Marian Caraca						,		0.0
	tach mileage	(include tips pd.)*		William Control			05.00	X	4		0.0
Hotel*	Offullie Fale	(Include ups pa.)	Edition Colors	-			65.00	65.00			130.0
	Internet and	Fax*					368.58	d I			368.5
Laundry*					1						0.00
	ately paid (m	aids, bellhop, other hotel srvs.)									0.00
Meals	Breakfast*										0.00
(include	Lunch*										0.00
tips pd.)	Dinner*		LEGATION.								0.00
	Other Mea		Fall Control	19							0.00
	non-reimbursi	ible expense	A SHIP YOUR			阿斯斯	1.0			176	
Hospitality 1				ing Kuli		UI-	15,00				0.00
Miscellaneo	us: Baggage	Fees			T. S. VA W. G.	80		Mark Mark			0.00
					1.00						0.00
											0.00
"Provide del	ailed recelpts			/			100				0.00
		otal Expenses prepaid by Authorit	y 343.60	0.00	0.00	0.00	433.58	65.00	0.00	0.00	498.58
Explanation:					Total Exp	enses Inc	paid by Au urred by E				343.60
					(including Grand Tri		ances)				498.58 842.18
				1: 1. 10	THE RESERVE AND ADDRESS OF THE PARTY OF THE		e (attach cop	v of Authorth	(612)		042.10
					Less Expe	enses Pre	paid by Au	thority	(ICA) Etternetiste	ALPRESIDENCE OF	343.60
104							ive amour				040.00
² Prepare Ch	eck Request	affiliations of any persons whose meals able to SDCRAA	were paid by trave	eler.	Due Auth	ority (neg	ative amo	unt)3	na even if 1	he amount i	498.58
as travele	r or adminis	trator acknowledge that I have	read understa	and and a							
Reimbursei	ment Policy ⁶ ty. I further	and 3.30 - Business Expense certify that this report of travel	Reimburseme expenses wer	ent Policy ^t e incurred	and that in conne	any pure	chases/cla h official /	aims that Authority	are not a business	llowed wil	ll be my
Prepared By		Lodging Expense Reimbursement	Amy/Caldera	į	Business	Expense i	Reimburse	ment Poli Ext.:	cy 3.30	2445	
raveler Sign		MINIAMA	Physippe Hagge	MY			10.70			2445	
Approved By	(Myxe	an			S S		Date: Date:	8	8.1	2
	CI ERK CEI	RTIFICATION ON BEHALF OF E	VECUTIVE CON	AMITTEE	(To be see	46-46					
LITHORITY	OLLINI OL	KIN IOANON ON BENALT SFE									
UTHORITY				hereby cer	tify that thi	is docume	ent was app	proved by	the Execu	tive Comm	nittee at Its
	blank. Whoev	er clerk's the meeting will insert their r	ame and tide.)								
, Please leave Leave blank a	and we will inse	meeting.		0	120			-			
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SDCRAA

SDCRAA

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY <u>OUT-OF-TOWN TRAVEL REQUEST</u>

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: Travelers Name: Thella F. Bowens	Dept:	Exec Office BU6
	n. Counsel	Chief Auditor
All other Authority employees (does not require executive	e committee administr	ator approval)
2. DATE OF REQUEST: 05/23/12 PLANNED DATE OF DEPARTUR	RE/RETURN: <u>06/27</u>	/12 / 06/28/12
DESTINATIONS/PURPOSE (Provide detailed explanation as to the of paper as necessary): Destination: Purpose: MEXPLANATIONS/PURPOSE (Provide detailed explanation as to the of paper as necessary): Destination: Purpose: MEXPLANATIONS/PURPOSE (Provide detailed explanation as to the of paper as necessary): Destination	purpose of the trip- o	
4. 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	\$ 300.0 \$ 150.0 \$ 300.0 \$ 100.0 \$ \$ \$ \$	0 0 0
CERTIFICATION BY TRAVELER By my signature below I continue	f.thattha abass lists	
CERTIFICATION BY TRAVELER By my signature below, I certificated expenses conform to the Authority's Policies 3.30 and 3.40 at 2.40 a		
Authority's business.		1
Travelers Signature: With F. Bay	Date:	5/23/12
CERTIFICATION BY ADMINISTRATOR (Where Administrato	r is the Evecutive Co	manaithea tha Authoritu
Clerk's signature is required). By my signature below, I certify the following: 1. I have conscientiously reviewed the above out-of-town travel reconcerned out-of-town travel and all identified expenses are Authority's business and reasonable in comparison to the anticipation of the concerned out-of-town travel and all identified expenses and all identified expenses and all identified expenses and all identified expenses are all identified expenses and all identified expenses are all identified expenses and all identified expenses are all identified expens	quest and the details e necessary for the a pated benefit to the A	provided on the reverse dvancement of the Authority.
Administrator's Signature:	Date	
AUTHORITY CLERK CERTIFICATION ON BEHALF OF E. I, Touy L. Lussell, Authority Clerk, h (Please leave plank. Whoever clerk's the meeting will insert their name and title.) by the Executive Committee at its \$1.2.61.12	XECUTIVE COM	MITTEE document was approve

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



Traveitrust 374 North Coast Highway 101 Encinities, Ca 92024

Tol: 760-635-1700 Fex 760-635-1720 Website www.travetrust.com

BOWENS/THELLA DEPT 6 18-Jun-2012 5:11 pm Page 1 of 2 YOUR UNITED ETICKET CONFIRMATION IS ** C4KBO3 ** -- INVOICE/ITINERARY ACCOUNTING DOCUMENT--A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN A PORTION OF THIS TRIP MAY BE REFUNDABLE. PLEASE RETURN UNUSED PORTIONS TO TRAVELTRUST FOR POSSIBLE REFUND. DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE FOR ADDITIONAL SECURITY INFORMATION VISIT WWW.TSA.GOV Air **United Airlines** Flight# 1639 W Class: To: From: San Diego CA, USA San Francisco CA, USA 27-Jun-2012 Meal: None Seats: Seat:9F 01:33pm Equip: Boeing 737-900 Jet Status: Confirmed 01:33pm Wednesday Depart: 27-Jun-2012 Wednesday Stops: 27-Jun-2012 Wednesday 03:00pm Arrival: Depart - TERMINAL 1 Arrive - TERMINAL 3 United Airlines locator: C4KBO3 UA Frequent Flyer#
** ECONOMY PLUS WINDOW SEAT CONFIRMED ** Flight Duration: 1 hour(s) and 27 minutes Class of Service: Coach **United Airlines** Air Flight# 694 Class: From: San Francisco CA, USA To: San Diego CA, USA 28-Jun-2012 Meal: None Seats: Seat:12F 10:45am Equip: Boeing 757 200 Jet Status: Confirmed Thursday Depart: 28-Jun-2012 Thursday 10:45am Stops: 0 Arrival: 28-Jun-2012 12:18pm Thursday Depart - TERMINAL 1 Arrive - TERMINAL 1 United Airlines locator: <u>C4KR03</u> UA Frequent T ** ECONOMY PLUS WINDOW SEAT CONFIRMED **
Flight Duration: 1 hour(s) and 33 minutes Class of Service: Coach Other 25-Dec-2012 San Diego CA, USA **RESERVATION RETAINED FOR 180 DAYS** Tuesday 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



Traveltrust 374 North Coast Fighway 101 Encinitas, Ca. 92024 Tol: 760-635-1700

Fax 760-635-1720 Website www.travetrust.com

BOWENS/THELLA

DEPT 6

18-Jun-2012 5:11 pm

Page 2 of 2

Ticket Information

BOWENS THELLA Ticket#:7068838597 Invoice#:1195046

Ticket Base Fare: Ticket Tax: Total Ticket Amount:

271.62 41.98 313.60

Electronic: YES

SERVICE FEE DOCUMENT #: 0576037802

FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS ENDING IN

ResFAX® Copyright© 2012 Cornerstone Information Systems, Inc., Bloomington, IN



HYATT REGENCY SAN FRANCISCO **5 EMBARCADERO CENTER** SAN FRANCISCO, CA 94111

Tel: 1-415-788-1234 Fax: 1-415-283-2028

INFORMATION INVOICE

Payee

Thella Bowens

Membership

Confirmation No. 680092801 Room No.

0805

1

Arrival

06-27-12

Departure

06-28-12

Page No.

Folio Window

1

Folio

Date	Description	Charges	Credits
06-27-12	Guest Room	319.00	
06-27-12	Occupancy Tax	44.66	
06-27-12	Tourism Assessment	4.79	
06-27-12	CA Assessment	0.13	
06-28-12	American Express		368.58

Total	368.58	(368.58)			
Balance		0.00			

Guest Signature

I agree that my liability for this bill is not waived and I agree to be held personally liable in the evant that the indicated person, company or association fails to pay for any part or the full amount of these charges.

I accept delivery of The Wall Street Journal M-F (Gold Passport, Conclerge, and VIP Rooms only). If refused, a refund of \$1 will be provided.

Thank you for choosing HYATT REGENCY SAN FRANCISCO. Our goal is to provide every guest with an excaptional stay and we are interested in hearing any comments you may have. Please contact us through one of the following options.

Customer Service number: 1-888-472-2870 Customer Service email: Na.CustomerService@Hyatt.com

RECEIPTS FROM TRAVEL TO SAN FRANCISCO, CA June 27-28, 2012—THELLA F. BOWENS

Fare \$ 5	5 + #	104cp
Fare \$ <u>5</u> From <u> </u>	Holel	
Date —		
Driver		

Page ____OF

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY MISSING RECEIPT FORM

Employee/Department Head must complete form below.

Pate of Purchase/Event:	6/28/2012
Description of Item/Event:	Hotel to Airport
endor/Event Name:	Taxi Fare
ollar Amount:	\$ 65.00
Reason for Missing Receipt:	Lost Receipt
hereby certify that the origin	nal receipt in question was lost or none was issued to me
hereby certify that the origin	nal receipt in question was lost or none was issued to me.
hereby certify that the origin	nal receipt in question was lost or none was issued to me. Same

SCANNED AUG 1 4 2012



SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY ORIGINAL (LILAC) - FINANCE COPY - DEPARTMENT FILE

SDCRAA CHEC				CR # 12-070				
ISSUE CHECK TO THE	ORDER OF			DATE ISSUED				
Thella Bowens				8/10/2012				
X2444				ORIGINATING DEPARTM Executive Office BU6	ENT/BUSINESS UNIT			
				PREPARED BY/EXT. A. Caldera X2445	REVIEWED BY: ACCTG			
		FOR PAYMENT OF THE	FOLLOWING		Mark Marks War Land			
INVOICE	INVOICE DATE		DESCRIPTION		AMOUNT			
NA 0619-3212	- DA 8 10/12	Out of pocket expenses	- Jing-		1 ,315. 74			
		and Executive Committ	tee Meeting	ur d'alene, I	0 325.0			
		June 19 - 22, 2012						
			/		1325.09			
SPECIAL INSTRUCTIONS			/ 0	HECK REQUEST TOTAL	1,315.74			
		on 8/16 when she returns/	to the office.					
Reason not pro	cessed as a Contract or P.C	. Required field - please X		I CERTIFY THE CLAIM IS	TRUE AND CORRECT			
Infrequent/Unforesee		Insurance/Benefits (7)		INCLUDING ANY APPLI				
De Minimis amount (I Required quick timefr		Contract in Process (8) Outside Scope of Contra	ot (8)	CONDITIONS HAVE BEEN FULFILLED				
Dues/Subscription/Me		Common Practice (10)	u .					
	s/Seminars/Sponsorships (5)	Approved Exception (11)		U. Kvons				
X Employee Reimburse		OTHER: (12)		Vernon Evans,	VP, Finance			
DEPARTMENT/	DISTRIBUTION OF CHARGE	S - TO BE COMPLETED BY WORK ORDER/	ORIGINATING DEPA	RTMENT/BUSINESS UNIT				
BUSINESS UNIT	GL ACCOUNT.SUBSIDIA		ASSET NUMBER	AMOL	INT			
6	66300.120			1325-0	9 ~1,315.74			
					1.0			
				U				
					132509			
	Total amount dist	tributed - must equal Check	Request Total above		1,315.74			
				- Company Science (1971)				
ZENDOR NO	1063 SC/	ACCOUNTING DEPARTM	EN I OSE ONLY	APPROVED FOR I	PROCESSING			
LINDON NO.		1 4 2012						
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	8110112	A A		9///X/UU///	PARTMENT			
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RT TO BU SI	EP CK	AUG 7 12 2017		DOCT				
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		ACCOUNTING		AUC 1 L or	140			
	AU 14 /11/			AUG 1 4 20	112			

SDCRAA AUTHORITY FORM 02-001c (Revised H//26) 13 Department

SDCRAA ACCOUNTING DEPT.

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY TRAVEL EXPENSE REPORT

(To be completed within 30 days from travel return date

DEPARTU	R:	Thelia F. Bowens		DEPT. NAME & NO.					DEPT. NAME & NO. Executive Office B				
	RE DATE:	6/19/2012	RETUR	RN DATE:		6/24/201	2	-1 / / 10 1 1 1	RT DUE:	FV 10 1	7/24/12		
DESTINAT	TION:	Couer d' Alene, Idaho via Spokan	e, WA					T BALLE					
Please ref	er to the Auth	ority Travel and Lodging Expense R	Reimbursement	Policy, Ar	ticle 3, F	Part 3.4, Sec	tion 3.40. d	outlining a	ppropriate	reimburs	able		
expenses:	and approvals	s. Please attach all required supports should be explained in the space	ting document	ation. All r	eceipts	must be det	ailed, (cred	lit card red	eipts do r	ot provide	e sufficient		
			Authority Expenses	and and				e Expen	308				
			(Prepaid by Authority)	SUNDAY \$/24/12	MONDA	6/19/12 UESDAY	6/20/12	6/21/12	6/22/12	SATURDAY 6/23/12	TOTALS		
Air Fare, R	ailroad, Bus (attach copy of itinerary w/charges)	853.20	V	16 12	0.10712	WZWIZ	0/21/12	0/22/12	0/23/12	IOIALS		
		e copy of flyer/registration expenses)			1						0		
Rental Car				504.69	1	增大計劃是					504		
Gas and O	il*				TENST.		/				0		
Garage/Pa	rking*			7/11/2/15	25-7-11	17.00	17.00	17.00			51		
Mileage - a	ttach mileage	form*									0		
Taxi and/or	Shuttle Fare	(include tips pd.)*		/				,	,		0		
Hotel*			282.37			45.36	327.73	327.73			700		
	Internet and	Fax*						TE THE			0		
Laundry*										0.6	0		
		aids,bellhop,other hotel srvs.)								/	0.		
Meals	Breakfast*		在1990年1991		/				12257		0		
(include tips pd.)	Lunch*			77.3 8 دس	/	2501	7		3-19.59		4297 30		
	Dinner*		PER SESSION	2038		9-22.28				1	2541 22		
	Other Mea	ls*		367						-	0.		
	non-reimburs	able expense		一定					4				
Hospitality							5 74 1				0.		
Miscellane	ous: Baggage	Fees	禁 等 新		LUA						0.		
						Park To					0.		
					V.						/ _ 0.		
*Provide de	tailed receipt.			525.07	grava.	81.91			22.59		1370,000		
的新加州	T	otal Expenses prepald by Authority	1,135.57	-522. 07	0.0	0 84.62	344.73	344.73	19:59	0.00	1,345.		
Explanation			The state of the s		Total E	xpenses Pre	naid by Au	thority			,		
						xpenses incl					√ 1,135.		
FYI: 6/19 H	otel charge is	remaining amount after one night p	re-payment of	\$282.37.		ng cash adv		iipioy oo			1325.0		
	A NEW COLUMN					Trip Total			246	V (.1.	2,450.		
					ACCIDENT AND PROPERTY OF THE PARTY.	ash Advance	(attach coo	of Authority		***			
						penses Pre				THE STATE OF THE S	1,135.		
	10 = 11	CONTRACTOR OF THE STATE OF THE				aveler (posit		. 3		- 1	1323.04		
la.				ler.		1000			1325	.09 4	1 700.		
¹Give name ² Prepare Ci	s and business : heck Request	affiliations of any persons whose meals w	ere paid by trave		Due Au	thority (nea	auve amou				1 314		
² Prepare Cl	heck Request	affiliations of any persons whose meals w able to SDCRAA	rere paid by trave		Due Au	thority (neg Note: Send to				he amount			
² Prepare Ci ³ Attach pers	heck Request sonal check pay	able to SDCRAA				Note: Send to	his report to	Accounti	ng even if t	- 5.115	is \$0.		
² Prepare Cl ³ Attach pers as travele	heck Request sonal check pay: er or adminis	able to SDCRAA trator acknowledge that I have r	ead, understa	and and a	gree to	Note: Send to Authority p	his report to olicies 3.	Accounti	ng even if to	odging E	is \$0.		
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SDCRAA

AUG 1 4 2012

AUG 1 4 2012

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY TRAVEL EXPENSE REPORT

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

DEPART	JRE DATE: 6/19/2012	OPT IN		DEPT. NAI				cutive Of	ALCOHOL THE	10.444.5
			N DATE:		6/24/2012	1/10	REPOI	RT DUE:	7	/24/12
DESTINAT			Dellas As	Vala 2 Day	40 / 0	Va. 0.40	w.			
expenses .	er to the Authority Travel and Lodging Expense I and approvals. Please attach all required suppo ny special items should be explained in the space	rting documenta	ation. All I	ricie 3, Par receipts mu	t 3.4, Sect ist be deta	ailed, (cred	outlining a lit card red	eipts do r	reimbursa ot provide	able sufficient
		Authority Empk				Employe	e Expens	es		
		(Prepaid by Authority)	SUNDAY 6/24/12	MONDAY	TUESDAY 6/19/12	WEDNESDAY 6/20/12	THURSDAY 8/21/12	FRIDAY 6/22/12	6/23/12	TOTALS
	Railroad, Bus (attach copy of itinerary w/charges)	853.20						MINISTER OF	200	0.0
	e Fees (provide copy of flyer/registration expenses)			17			F/			0.0
Rental Car			504.69	1000			V 315 5	A AL DA		504.6
Gas and O	· · · · · · · · · · · · · · · · · · ·									0.0
Garage/Pa					17.00	17.00	17.00		SULTEN	51.0
	attach mileage form*						10-1-10	1 331	11111/2007	0.0
Hotel*	r Shuttle Fare (include tips pd.)*	000.07			45.00	00===	007.77			0.0
	Internet and Fav*	282.37			45.36	327.73	327.73			700.8
Laundry*	, Internet and Fax*									0.0
	arately paid (maids,bellhop,other hotel srvs.)	11 1 - 1								0.0
Meals	Breakfast*			EU - 22		57115			17 - 31 - 1	0.0
(include	Lunch*		20.38	11 20	EXPLICATION OF		2 2 4 A. I	22.59		0.0
tips pd.)	Dinner*	Sa managara	20.30		25.61			22.59	PER INC.	42.9
	Other Meals*	15 AVIII II STUD		E IV	23.01	E PINES		35		25.6
Alcohol is a			METERS AND							0.0
Hospitality	non-reimbursable expense	SECOND CONTRACTOR	Africa State of the Appendix	A STOCK STOC	WELDHOUSE PRISE		HANTE STATE	CHRISTONE -		0.00
Miscellane	ous: Baggage Fees	MEDIUS			V. C	14				0.00
TO GIVE		FINE T	Av = Sex	7 9 14		1 1 1	2000			0.00
			Real III		e syn if	MAG AT			milit God	0.00
*Provide de	etailed recelpts						Mary 12	F Marthal	2002	0.00
	Total Expenses prepaid by Authority	1,135.57	525.07	0.00	87.97	344.73	344.73	22.59	0.00	1,325.09
Explanation	1:			Total Expe	enses Pre	paid by Au	thority			1,135.57
				Total Expe						
FYI: 6/19 H	otel charge is remaining amount after one night p	ore-payment of	\$282.37.	(including		ances)	rail som			1,325.09
				Grand Tri			Still Hill			2,460.66
				Less Cash				ck)		
			Less Expenses Prepaid by Authority Due Traveler (positive amount) ²							1,135.57
¹Give name	s and business affiliations of any persons whose meals w	vere paid by travel	er.				Carlotte and the second		I to the	
	heck Request sonal check payable to SDCRAA			Due Autho				16.4		1,325.09
						-17 (1-17-11-			he amount l	
as travele	er or administrator acknowledge that I have i	ead, understa	nd and a	gree to A	uthority p	olicies 3.	40 - Trav	el and Lo	odging Ex	pense
Reimburse	ement Policy ⁴ and 3.30 - Business Expense	Reimburseme	nt Policy	and that	any purc	hases/cla	ims that	are not a	llowed wil	l be my
responsibi	lity. I further certify that this report of travel e	expenses were	incurred	in conne	ction with	official A	Authority I	ousiness	and is tru	e and
correct.										
	Travel and Lodging Expense Reimbursement	Policy 3.40		Business B	xpense F	<u>kelmburser</u>	ment Police	y 3.30		
Prepared B	y:A	my Caldera	Efficies .		y its		Ext.: _	ال و ال	2447	
Traveler Sig	gnature:	Print/Type Name			100		Date:			
Approved B			L. A Tent	Bullet			Date:			- F T-AND
AUTHORIT	Y CLERK CERTIFICATION ON BEHALF OF EX	ECUTIVE COM	MITTEE	(To be cer	tified if use			Gen Com	neel or Chi	of Auditor
Please leave	blank. Whoever clerk's the meeting will insert their na	me and title \	ereby cer	tify that this	s aocumer	n was app	roved by t	ne Execu	tive Comm	ittee at Its

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



Traveitrust
374 North Coast Highway 101
Encinitias, Ca 92024
Tel: 760-635-1700
Fax 760-635-1720
Website www.traveitrust.com

BOWENS/THELLA	DEPT 6 12-Jun-2012 6:15 pm Page 2 of 2
	Depart - TERMINAL 1 Arrive - TERMINAL 1 United Airlines locator: N5VCML UA Frequent Flyer ** ECONOMY PLUS AISLE SEAT CONFIRMED ** Flight Duration: 1 hour(s) and 29 minutes Class of Service: Coach
	Other
21-Dec-2012 Friday	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 TRAVELTRUSTSCOTT MACKERLEY
	Ticket Information
	Ticket#:1962309308
	SERVICE FEE DOCUMENT #: 0575851643 FEE AMOUNT: 30.00
	BILLED TO: AMERICAN EXPRESS ENDING IN

Caldera Amy

From:

Vargas Jana

Sent:

Wednesday, April 18, 2012 11:35 AM

To:

Caldera Amy

Subject:

Thanks

RE: Requesting Authorization

Follow Up Flag: Flag Status:

Follow up Flagged

Approved. Please remind Thella that she will need to ensure that the hotel change the card on file for any additional nights, incidentals and travel related charges.

Jana Vargas Director of Procurement San Diego County Regional Airport Authority

619-400-

----Original Message----

From: Caldera Amy

Sent: Tuesday, April 17, 2012 4:34 PM

To: Vargas Jana

Subject: FW: Requesting Authorization

Importance: High

Jana-

Would you be able to assist with this in Lety's absence?

Amy

----Original Message----

From: Caldera Amy

Sent: Tuesday, April 17, 2012 4:33 PM

To: Brito Leticia

Subject: Requesting Authorization

Importance: High

Lety,

Thella will be in Coeur d'Alene, Idaho for the ACI-NA Summer Board meeting in June. The host hotel requires a one-night pre-payment of hotel room plus tax (\$282.37). Can you please approve and authorize the use of my p-card for this reservation/payment.

Thank you,

Amy

----Original Message----

From: Deirdre L. Clemmons [mailto:DClemmons@aci-na.org]

Sent: Tuesday, April 17, 2012 4:26 PM

To: Caldera Amy

Subject: RE: Welcome message from Thella for the 2012 annual conference

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY <u>OUT-OF-TOWN TRAVEL REQUEST</u>

GENERAL IN	STRUC1	TIONS:
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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 3.30 and 3.40, use the most economical means available to affect the travel.

Position: Board Member ✓ President/CEO	Gen. Counsel		Exec Office BU6 Chief Auditor
A I othe Authority employees (does not require	executive comm	nittaa adminiel	rator approval)
2. DATE OF REQUEST: 04/17/12 PLANNED DATE OF DEPA	ARTURE/RETURN	1: <u>06/19/12</u>	/ 06/22/12
3. DESTINATIONS/PURPOSE (Provide detailed explanation as t	to the purpose of	f the trip- con	tinue on extra sheet
of paper as necessary):			
Destination:Coeur D' Alene, Idaho Purpos	se: ACI-NA Sum	nmer Board a	nd Executive
Explanation: Comm	nittee Meeting		
Explanation.			
1. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES			
A. TRANSPORTATION COSTS:			
• AIRFARE	\$	500.00	
OTHER TRANSPORTATION (Taxi, Train, Car Rer	ntal) \$	200.00	
B. LODGING C. MEALS	\$	900.00	
D. SEMINAR AND CONFERENCE FEES	\$	200.00	
E. ENTERTAINMENT (If applicable)	\$ \$		
F. OTHER INCIDENTAL EXPENSES	\$	100.00	
TOTAL PROJECTED TRAVEL EXPENSE	\$	1900.00	
	NAMES AND ASSESSED ASSESSED.	THE PARTY STATE OF THE PARTY OF	
CERTIFICATION BY TRAVELER By my signature below, I	certify that the a	bove listed or	it-of-town travel and
issociated expenses conform to the Authority's oligies 3.30 and	3.40 and are rea	sonable and o	firectly related to the
authority's business.	11		1.00
Travelers Signature:		ate:	1112
EDTIFICATION BY A DAMINISTD A TOP			
CERTIFICATION BY ADMINISTRATOR (Where Administration of the Admini	itrator is the Exe	cutive Commi	ttee, the Authority
lerk's signature is required).			
the signature below, I certify the following:	el request and th	ne details prov	rided on the reverse
1. I have conscientiously reviewed the above out-of-town trav		for the advar	ncement of the
 I have conscientiously reviewed the above out-of-town travel. The concerned out-of-town travel and all identified expense 	es are necessary		ority.
 I have conscientiously reviewed the above out-of-town travel. The concerned out-of-town travel and all identified expenses. Authority's business and reasonable in comparison to the analysis. 	anticipated benef	it to the Autho	12.0
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 I have conscientiously reviewed the above out-of-town travel. The concerned out-of-town travel and all identified expense Authority's business and reasonable in comparison to the all the concerned out-of-town travel and all identified expense Authority's Policies 3.30 and 3.40. 	anticipated benef	requirement	s and intent of

4119 2252

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

meeting.



Traveltrust
374 North Coast Highway 101
Encinitias, Ca 92024
Tol: 760-635-1700
Fax 760-635-1720
Website www.travetrust.com

BOWENS/THELLA	DEPT 6	12-Jun-2012 6:15 pr
		Page 1 of
	YOUR UNITED ETICKET CONFIRMATION IS ** N5VCML **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.	

	Air United Airlines Flight# 418	Class: S
19-Jun-2012 07:05am Fuesday	From: San Diego CA, USA To: Denver CO Meal: Light Lunch Seats: Seat: 12F Equip: Airbus Jet Status: Confirmed Depart: 19-Jun-2012 Tuesday 07:05am Stops: 0	, USA
	Arrival: 19-Jun-2012 Tuesday 10:28am Depart - TERMINAL 1 Arrive - United Airlines locator: NSVCML UA Frequent Flyer####################################	
	Air United Airlines Flight# 436 From: Denver CO, USA To: Spokane W	Ciass: S
9-Jun-2012	From: Denver CO, USA To: Spokane W Meal: Light Lunch Seats: Seat:12F	A, USA
1:42am uesday	Equip: Airbus Jet Status: Confirmed Depart: 19-Jun-2012 Tuesday 11:42am Stops: 0 Arrival: 19-Jun-2012 Tuesday 12:58pm	
	United Airlines locator: N5VCML UA Frequent Flyer# BOWENS/THELLA ** ECONOMY PLUS WINDOW SEAT CONFIRMED ** Flight Duration: 2 hour(s) and 16 minutes Class of Service: Coach	
	Air United Airlines Flight# 6416	Class: L
- 4-Jun-2012	From: Spokane WA, USA To: San Francis Meal: None Seats: Seat:4B	co CA, USA
3:28pm unday	Equip: CRJ-Canadair Regiona Status: Confirmed Depart: 24-Jun-2012 Sunday 03:28pm Stops: 0 Arrival: 24-Jun-2012 Sunday 05:45pm	
	GEG-SFO OPERATED BY /SKYWEST DBA UNITED EXPRESS Depart - Arrive - TERMINAL 3 United Airlines locator: N5VCML UA Frequent Flyer# ** AISLE SEAT CONFIRMED ** Flight Duration: 2 hour(s) and 17 minutes Class of Service: Coach	
	Air United Airlines Flight# 400 From: San Francisco CA, USA To: San Diego C	Class: L
	From: San Francisco CA, USA To: San Diego C Meal: Refreshment Seats: Seat:14D	A, USA
3:10pm unday	Equip: Boeing 757 200 Jet Status: Confirmed Depart: 24-Jun-2012 Sunday 09:39pm Stops: 0	

Hi Amy,

here is the information be low to make a reservation:

The Coeur d'Alene 115 S. 2nd St. Coeur d'Alene, ID 83814 Reservations: 800-688-5253 Hotel Information: 208-765-4000

For hotel reservations, please call The Coeur d'Alene at 800-688-5253. Be sure to identify yourself as being with the ACI-NA conference to receive the special group rate of \$289 USD single/double occupancy plus applicable tax.

The last day to receive this rate is May 29, 2012. Rooms may sell out before this date. Make your reservations early!

From: Caldera Amy [@san.org]
Sent: Tuesday, April 17, 2012 6:48 PM

@SAN.ORG | WWW.SAN.ORG

To: Deirdre L. Clemmons

Subject: RE: Welcome message from Thella for the 2012 annual conference

Deirdre,

I know you were able to work out details for the Coeur d'Alene Resort for the 2012 Board meeting. Do you know if they are open yet for making reservations. I am combing through emails to see what or if I missed in securing her room.

Amy Caldera
EXECUTIVE ASSISTANT TO
THELLA F. BOWENS, PRESIDENT/CEO
SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
3225 NORTH HARBOR DRIVE, 3RD FLOOR, SAN DIEGO, CA. 92101
O: 619-400-400 | F: 619-400-2448

CONFIDENTIALITY NOTICE: This transmittal is a confidential communication or may otherwise be privileged. If you are not the intended recipient, you are hereby notified that you have received this transmittal in error and that any review, dissemination, distribution or copying of this transmittal is strictly prohibited. If you have received this communication in error, please notify this office and immediately delete this message and all of its attachments, if any.

Schedule

Wednesday, June 20

9:30am -12:00 pm	Executive Committee
Noon - 1:00 pm	Lunch
1:00 - 5:00 pm	Regular Board Business Meeting
5:30 - 7:00 pm	Evening Reception

Thursday, June 21

8:00=9:00 am	Buffet Breakfast
9:00 am - 5:00pm	Strategic Discussions
	Host airport event TBD

Friday, June 22

	10:00 am			
			Breakfast	

Amy Caldera
EXECUTIVE ASSISTANT TO
THELLA F. BOWENS, PRESIDENT/CEO
SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
3225 NORTH HARBOR DRIVE, 3RD FLOOR, SAN DIEGO, CA. 92101
O: 619-400-2448

@SAN.ORG | WWW.SAN.ORG



Dear Thella Bowens,

Thank you for choosing The Coeur d'Alene Resort for your upcoming visit. We are pleased to confirm your reservation as follows:

Guest Information

Thella Bowens 3225 North Harbor Drive San Diego, CA 92101 **United States**

Email: Phone: @san.org

619.400.

June 19, 2012

Reservation Information

Confirmation Number: 25987

Room Type:

Penthouse*

Number of Guests: Check In Time:

2/0

Check Out Time:

4:00 p.m.

12:00 Noon

Arrival Date:

Departure Date:

June 23, 2012

Number of Nights:

Packages:

Special Requests:

* Views and bed types are subject to availability at the time of check in. All requests will be honored to the best ability of the hotel.

Payment Information

Daily Rate:

\$289.00

Deposit Paid:

282.37

DEPOSIT

An advance deposit equal to the first night's room, tax and surcharge has been charged to your credit card at the time of booking.

CANCELLATION

You may cancel your reservation without penalty up to 72 hours prior to arrival. Cancellations within 72 hours of your scheduled arrival date will result in the forfeiture of the advance deposit. A 14 day prior to arrival cancellation notice required for Holidays and Special Resort events. An early departure fee may be charged to your hotel account if you check out prior to the confirmed departure date.

PARKING/TRANSPORTATION

Overnight self-parking is available in our secured parking garage at \$17 per night/ per vehicle. Valet charges are \$22 per night/ per vehicle.

Roundtrip transportation arrangements to and from Spokane International Airport is \$69 roundtrip or \$50 one way per person. Please contact the Resort Reservations Department in advance to arrange airport transportation at 800.688.5253.

CONCIERGE ASSISTANCE

Our most popular amenities and activities book quickly. To give a better opportunity to accommodate all of your requests, we encourage you to plan your activities in advance. We are happy to assist you with golf tee-times, spa appointments and dining reservations, so please call us at 208.765.4000 or email our concierge to begin planning your stay.

We look forward to welcoming you to the Coeur d'Alene Resort!

The Coeur d'Alene Resort Reservation Staff



Thella Bowens

3225 North Harbor Drive

San Diego, CA 92101

United States

Room No.

: 1804

Arrival

: 06-19-12

Departure

: 06-23-12

Folio No.

Conf. No. : 25987

Cashier No.

: 17

Custom Ref.

Company Name: Airports Council Int'l North America Group Name: Airports Council Int'l North America

Date	Description		Charges	Credits
06-19-12	Deposit Transferred at Check-In			282.37
06-19-12	Room Rental - Group		327.73 (289.00	1
06-19-12	Surcharge		00 11 13	
06-19-12	Room Tax		- 282.37 (14.43)	
06-19-12	Parking - Self		17.00 -	- 17
06-20-12	Food - Room Service		(45.36) 18.50	/
1200	Room# 1804 : CHECK# 0114121			
06-20-12	Room Rental - Group		(289.00	
06-20-12	Surcharge		(327,73)} 14.45	
06-20-12	Room Tax		24.28	
06-20-12	Parking - Self		17.00 ~	-17 /
06-21-12	Room Rental - Group		(289.00	
06-21-12	Surcharge		(20272) 3 14.45	,
06-21-12	Room Tax		(327,18 \ 24.28	
06-21-12	Parking - Self		17.00	-17
06-22-12	Logo Shop		2.00	
	626233			
06-22-12	Minibar		-11.07	
	Room# 1804 : CHECK# 0125236			
06-22-12	Food - Beverly's		- 53.46	-
	Room# 1804 : CHECK# 0092764			
06-22-12	Room Rental - Group		-289.00	
06-22-12	Surcharge		-14.45	
06-22-12	Room Tax	*	24.28	
06-22-12	Parking - Self		-17.00	
06-23-12	Dockside - Food		16.22	
	Room# 1804 : CHECK# 0089157			
06-23-12	American Express			1,198.80
	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			

Total Charges Total Credits 1,481.17 751.82 0.00 Balance

Guest Signature:			



Thella Bowens 3225 North Harbor Drive San Diego, CA 92101 United States

Company Name: Airports Council Int'l North America
Group Name: Airports Council Int'l North America

Room No. : 1804
Arrival : 06-19-12
Departure : 06-23-12

Folio No.

Conf. No. : 25987 Cashier No. : 17

Custom Ref. :

Page No. 2 of 2

115 South Second Street Coeur d'Alene, idaho 83814 Phone: 208-765-4000 Fax: 208-664-7276 Web: www.cdaresort.com



Inv 0 RA 724636836 Rental 19-JUN-2012 12:57 PM SPOKANE INTL ARPT Return 24-JUN-2012 01:52 PM Return SPOKANE INTL ARPT

THELLA BOWENS Vehicle # 0F347728 MALIBU 2LT Class Charged SXAR Model Class Driven FCAR State/Province WA License# AHR7586 M/Kms Driven 183 1225 M/Kms Out M/Kms In 1408

IRAVELTRUST Billing Ref R7MCZDRI Charges No Unit GPS NAVIGA 1 Week LDW 6 Days PAI 6 Days RAP 6 Days SPPL LBLTY 6 Days TSO 1 Rental T & M 1 Week UNLIM M/KM 0 M/Kms CAR CLS CH 6 Days DSCNT T&M 10.00X SPOKANE TRANSPORT FEE CONCESSION RECOV FEE VEH LIC COST RECOV ST RENTAL TAX 06.900 X SPORTS TAX 08.700 X SPORTS TAX 01.000 X	Price 69.65 22.99 5.50 4.99 11.69 31.51 299.03	Arount 69.55* 137.94 33.00 29.94 70.14 31.51 299.03* 0.00* 56.00* -29.90* 18.00 78.82* 2.16 24.42 42.07 4.14
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USD 876.92 Total Charges

Deposit

USD 876.92 Amount Due

* Taxable I tems Subject to Audit Customer Service Number 1-800-468-3334

IAC 1/

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C

Tim OP

RES # 768987061 ACCOUNT TRAVELTRUST EXT REF #	EC# FT#		# Vi
RENTAL DATE 19-JUN-2012 RENTAL TIME 12:57 PM	RETURN LOCATION SPOKANE INTL ARPT (888)826 6890 9000 W AIRPORT DR BOX 303 SPOKANE, WA 99224-9437		RETURN DATE 24-JUN-2012 RETURN TIME 03:28 PM
X	RESERVED DRIVEN CHARGED	Intermediate 2/4 Door Full Size 2/4 Door Car Standard Special Auto	Auto A/C
	MODEL COLOR ODOMETER	MALIBU 2LT SILVER 1225	
	REG AREA VEHICLE # BAY STALL	WA CF347728 R1 M1	
	ACCOUNT TRAVELTRUST EXT REF # RENTAL DATE 19-JUN-2012 RENTAL TIME	ACCOUNT TRAVELTRUST EXT REF # RENTAL DATE 19-JUN-2012 RENTAL TIME 12:57 PM X VEHICLE INFOR RESERVED DRIVEN CHARGED MAKE MODEL COLOR ODOMETER PLATE REG AREA VEHICLE # BAY	## ACCOUNT TRAVELTRUST EXT REF # FT # RENTAL DATE

	WEEK	299.03 X 1	299.031	
	Day	66.45 X	0.00	
	Hour	33.23 X	0.00	
	Day	66.45 X	0.00 485 -	
	M/KM	0.00 X	187.71 0.00 187.71	
	Day	11.00 X 6	66.00 - ALL (66.00)	
	10%	0.00 X	-20 00	
	Day	22.99 X 6	137.94-20045 (4568)	
	Day	4.99 X 6	29.94 - 2 DAY (5,98)	
	Day	5.50 X 6	33.00-20AW(1.W)	
	Day	11.69 X 6	70.14 -20AW (23,38)	
troppe	WEEK	69.65 X 1	69.65 -AL (69.65)	
int or	Rental	31.51 X 1	31.51	
	Day		18.00 - 2 DAUS (6.00)	
@ 11.11%			78.82 - 26.27	
	Day		2.16-LAMIS (0.72)	
	Percenta	0.00 X	24.42 - 8 14	
	Percenta	0.00 X	4.14 - 1.38	7
		Avlu	withshere. 42.07 - 14.02 personal star	e:
4			1 1 10 to 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	

15 ch44 ESTIMATED CHARGES POUCY

876 92 INITIAL)

(ALL CHARGES ARE ESTIMATE ONLY - SUBJECT TO CHANGE IF VEHICLE NOT RETURNED TO THE LOCATION ON DATE AND TIME SPECIFIED, OR IF FUEL TANK IS NOT FULL AT RETURN AND FUEL SERVICE OPTION WAS NOT PURCHASED). and m **PAYMENTS**

AMERICAN EXPRESS 1003 Auth # T \$22.99 PER DAY, X

16 3F

GRAGE

SURANCE (PAI) AS DESCRIBED IN THE BROCHURE, AT \$5.50 PER DAY, X

SERVICE PLUS AT \$4.99 PER DAY X

NCE (SLI) AT \$11.69 PER DAY AS DESCRIBED IN THE RENTAL AGREEMENT JACKET. X

RETURN THE GPS NAVIGATION DEVICE X

TION AT THE START OF THE RENTAL. I UNDERSTAND THE CHARGE FOR THE FUEL SERVICE BED UPON A PER GALLON RATE OF 3.94 MULTIPLIED TIMES THE AVERAGE FUEL TANK CAPACITY FOR NTED. I ALSO UNDERSTAND MY ACTUAL CHARGE FOR THE FUEL SERVICE

ACTUAL FUEL TANK CAPACITY OF THE ACTUAL VEHICLE I RENT. X

S CHANGE, X

RECEIPTS FROM TRAVEL TO COEUR D'ALENE, IDAHO June 19 - 24, 2012—THELLA F. BOWENS

Tito (acaroni's	Tito Macaroni's
1 42/1 Chk 2839 Gst ; Jun19'12 07:19PM *** Reprint ***	Date: Jun19'12 08:46PM Card Type: Amex Acct #: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
1 16	Auth Code: 583615 Check: 2839 Table: 42/1 Server: 1027 Bre F
Rich Fee 200 6.00 Subtotal 726 69.45 Tax 4.17 :25PM Total 73.62 Room#_ Gratuity # 2226	Tip Total Sign: X Buyer agrees to pay the total according to the agreement with the card issuer. GUEST COPY \$3500000000000000000000000000000000000
Print Name Signature Ask your server about purchasing one of our	

RECEIPTS FROM TRAVEL TO COEUR D'ALENE, IDAHO June 19 - 24, 2012—THELLA F. BOWENS

Dockside Coeur d' Alene Resort				
1166 Lauren L				
Tbl 50/1	Gst 2			
1-8alıı Cake (2)	11:00			
+ Meat Loaf	15.99			
1 BAKED MAC	10.99			
+ Salad Bar	4.99			
1 Iced Tea	2.50 i			
Subtotal 18.48	46.46			
Tax 470 (. []	2 70			
04:06PM Total (#19.59)	19-25			
Room#Gratuity_	ip 3°°			
======Total	100			
Print Name	721			
Signature				
Ask your server about purchasing one of our				
Holiday Gift Cards				

	d' Alene Resort
	Jun22'12 04:25PM
Card Type:	The state of the s
	XXXXXXXXXX
Card Entry:	
Trans Type:	PURCHASE
Auth Code:	544618
Check:	9850
Table:	50/1
Server:	1166 Lauren L
Subtotal:	49.25
Tip	\$ 19.59
Total	+ to 3.00
Sign: X	122.59
Buyer agrees	s to pay the total,

Lunch 6/22/12

RECEIPTS FROM TRAVEL TO COEUR D'ALENE, IDAHO June 19 - 24, 2012—THELLA F. BOWENS

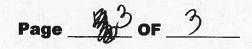
1 -7.5F . 20 SPOKANE INT'L AIRPORT 1168 AMBER 104/1 3907 JUN24'12 2:37PM **** SEAT 1 **** 1 WATER GLASS 0.00 1 FISH AND CHIPS 15.99 SUBTOTAL 15.99 4X 1.39 AMOUNT 17.38 ****** SUBTOTAL ** 15.99 TAX 1.39 AMOUNT HMSHOST - PSHOK anez Kevin Jones, General Manage 509-624-3400 X 3300 Kevin.jones2@hmshost.com

HMSHost
Making The Travelers Day Better
HMS Host Store Code = 5903N28
Find Us On Facebook

1TAL: 10.38

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SCANNED AUG 1 4 2012





SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY ORIGINAL (LILAC) - FINANCE COPY - DEPARTMENT FILE

SDCRAA CHECK REQUEST ISSUE CHECK TO THE ORDER OF Thella Bowens X2444 BIVGICE* INVOIGE BATE PAS 2608-1212 DAT 8 1012	FOR PAYMENT OF THE FOLLOWING DESCRIPTION Out of pocket expenses related to 28th / Airport Business Diversity Conference June 8 - 12, 2012	CR # 12-068 DATE ISSUED 8/10/2012 ORIGINATING DEPARTM Executive Office Bu8 PREPARED BY/EXT. A. Caldera X2445 Annual AMAC/FAA STLOTALS	ENT/BUSINESS UNIT REVIEWED BY, AGGTG AMQUIT 4,010-70
SPECIAL INSTRUCTIONS: Reimbursement needs to be available to Thell Resean not processed as a Contract of P. Infrequent/Unforeseen (1) De Minimis amount (Less than \$5K) (2) Required quick timeframe (3) Dues/Subscription/Membership (4) Meetings/Conferences/Seminars/Sponsorships (5) X Employee Reimbursement (8)	a on 8/16 when she returns to the office. O. Required field - please % one reason Insurance/Benefits (*) Contract in Process (*) Outside Scope of Contract (*) Common Practice (10) Approved Exception (11) OTHER: (12)	I CERTIFY THE CLAIM IS INCLUDING ANY APPL CONDITIONS HAVE	IGABLE TERMS AND BEEN FULFILLED
DEPARTMENT/ BUSINESS UNIT GL ACCOUNT.SUBSID 6 66300.120 Total amount dis	WORK ORDER/ LOCATION/	AMOU /021.	
VENDOR NO.	ZUTZ ACCOUNTING	APPROVED FOR ACCOUNTING D POSTED AUG 1 4 2012	EPARTMENT

AUTHORITY FORM 02-001c (Revised 11//2011)

SDCRAA ACCOUNTING DEPT.

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY TRAVEL EXPENSE REPORT

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

TRAVELER:		Thella F. Bowens	DEPT. NAME & NO					Executive Office BU6			
DEPART	URE DATE:	6/8/2012	RETUR	N DATE:		6/12/201	2	The state of the state of	RT DUE:		7/12/12
DESTINA	TION:	St. Louis, MO			T.		W. W. W.	Marilla Victoria			0.0
Please re	fer to the Authorit	ty Travel and Lodging Expense R	elmbursement	Policy, Ar	ticle 3, Par	t 3.4, Sec	tion 3.40,	outlining a	ppropriate	e relmburs	able
expenses	and approvals.	Please attach all required suppor should be explained in the space	ting documents	ation. All r	eceipts m	ıst be det	ailed, (cre	dit card red	eipts do r	not provide	sufficient :
	ny oposia, itomo i	snould be explained in the space	Authority								
			Expenses	EST.	Employee Expenses						
			(Prepaid by Authority)	6/9/12	6/10/12	6/11/12	6/12/12	THURSDAY	FRIDAY	SATURDAY 6/8/12	TOTALO
Air Fare, F	Railroad, Bus (atta	ach copy of itinerary w/charges)	440.00	1	31012	0/11/12	GIZIZ			0/0/12	TOTALS 0.
		copy of flyer/registration expenses)				1957					0.0
Rental Ca										April 100	0.0
Gas and C			The state of the s		10 TO						0.0
Garage/Pa											0.0
	attach mileage fo							X.			0.0
Hotel*	or Shuttle Fare (in	iciude tips pa.)"		405.44	105.44	100.11	42.00			42.00	
	, Internet and Fa	(A)		195.44	195.44	195.44				195.44	
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	arately paid (maid	ds, bellhop, other hotel srvs.)			10.7		t.				0.0
Meals	Breakfast*		Salar yez aldığı		E E E	2466	7.32	×			7.3
(Include	Lunch*				13.41	27.16					64
tips pd.)	Dinner*			61.70	/			Market St.		22.08	83.7
A CANAL S	Other Meals*									No Hydron	0.0
	non-reimbursabl	e expense						To Versi			
Hospitality		State that the same and the same and the		5 7 31							0.0
Miscellane	ous: Baggage F	ees					6				0.0
	Notice -		99 LE BOUL BOOK	-							0.0
*Provide d	etailed receipts			/				ASSESSED TO SE			0.0
		al Expenses prepaid by Authority	440.00	257.14	208.85	21660	76.67	0.00	0.00	259.52	1.069.7
Explanation							Annual Control	- 200 T T T	0.00	255.52	1,012.7
Explanation					Total Expe	enses Pre	paid by A	uthority		V b	440.0
					(including	cash adv	ances)	mpioyee			1,018.7
					Grand Tri	p Total				4,42726	-1:458.7
					Less Cast	Advance	(attach cop	y of Authority	ck)		1461.7
					Less Expe	nses Pre	paid by Au	thority	NATE OF		440.0
¹Give name	es and business affil	liations of any persons whose meals w	ere paid by travel	ler.	Due Trave					4	,
² Prepare C	check Request sonal check payable				Due Auth	ority (neg	ative amo	unt) ³			1,018.7
								o Accountii			
as travel	er or administra	itor acknowledge that I have re	ead, understa	nd and a	gree to A	uthority p	olicies 3	.40 - Trav	el and L	odging E	xpense
Reimburs	ement Policy⁴ a	nd 3.30 - Business Expense F	Reimburseme	nt Policy ⁵	and that	any purc	hases/cla	aims that	are not a	llowed w	ll be my
responsibi	ility. I further ce	ertify that this report of travel e	xpenses were	incurred	in conne	ction with	n official /	Authority	business	and is tr	ue and
correct.	Travel and Lo	dging Expense Reimbursement F	Policy 3 40		Ducinese I	Evnonno [Jaim burn	mant Dalla	0.00		
Prepared B		1 2 1			DUSINESS I	Expense r		ment Polic	<u>37 3.30</u>		
		Stall . All	ny Caldera	110 11	1 -	/_		Ext.:	Service Service	2445	
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		TO THE SERVICE OF EACH									
Please leave	e blank. Whoever	clerk's the meeting will insert their na	me and title.)	iereby cen	iny that this	s docume	nt was ap	proved by	the Execu	tive Comn	nittee at its
comb - V		meeting.									
	and we will insert t				DO	CTE	ED				
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vur uepani		A PART AND	ext. 2806.		1						
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	100 - 3	AUG 14 711	17		177	540 LT	21, 12		13	EUQT	

SDCRAA

SDCRAA

ACCOUNTING DEPT.

S:Executive office\0405-50-Travel and Expense Reports\Thetia\2012\08-09, St. Louis, MO\Travel Expense Report (St. Louis MO\ xisx

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY TRAVEL EXPENSE REPORT

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

TRAVELE	R:	Thella F. Bowens		7. 11	DEPT. NA	ME & NO		Exc	cutive O	ffice BU6		
DEPART	JRE DATE:	6/8/2012	RETUR	N DATE:		6/12/201	2	REPO	RT DUE:	7/	12/12	
DESTINA	TION:	St. Louis, MO			Marie J				the Town			
expenses	and approvals	ority Travel and Lodging Expense R . Please attach all required support s should be explained in the space	ting documents	tion. All r	icle 3, Par ecelpts mu	t 3.4, Sec Ist be deta	tion 3.40, ailed, (cred	outlining a dit card red	ppropriate ceipts do r	e reimbursai not provide s	ble sufficient	
			Authority Expenses	Employee Expenses								
			(Prepaid by	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
2,000			Authority)	6/9/12	6/10/12	6/11/12	6/12/12	MATERIAL PROPERTY.		6/8/12	TOTALS	
		ettach copy of itinerary w/charges)	440.00							5 5 7 7 1	0.	
		e copy of flyer/registration expenses)	Niversi II.				Tellevier				0.	
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Gas and C				7							0.0	
Garage/Pa						450			A_1122		0.0	
	attach mileage	(include tips pd.)*					40.00		146 T	40.00	0.0	
Hotei*	onulue rare	(Include ups pa.)	No. 12 CIV	40E 44	405.44	405.44	42.00			42.00	84.0	
	, Internet and I	Eav*		195.44	195.44	195.44	A. 7			195.44	781.7	
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	eretely paid (m	aids,bellhop,other hotel srvs.)									0.0	
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(include	Lunch*				13.41	24.16	27.35				7.3	
tips pd.)	Dinner*		110 - 500	61.70	10.41	24.10	21.00		100	22.08	64.9 83.7	
	Other Meals	S*		010			2		factor to	22.00	0.0	
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Hospitality			SECRETAL SECTION OF THE SEC		of Statement Co. 1911		- EERSET C. VOLUME	2.000		RACHESTATION ST	0.0	
	ous: Baggage	Fees							E 20 H2		0.0	
Tayare ju				Con Table		EB E	(15.77 - 17.			DETAIL N	0.0	
e de la company			Barrieri Mül	En Texa B	. 1.313	coly mast	E Vota	NAME OF	EAST A		0.0	
*Provide de	etailed receipts			behar of the						(EXPERC)	0.0	
	To	otal Expenses prepaid by Authority	440.00	257.14	208.85	219.60	76.67	0.00	0.00	259.52	1,021.7	
Explanation	n.		=0, "	1 y 75/15	Total Evo	onces Dre	paid by Au	thodb			440.0	
шхрівнацо							urred by E				440.0	
					(including			pioyoo			1,021.7	
					Grand Tri		d sucon	nie kart		12.11.21	1,461.7	
					Less Cash	Advance	(attach cop	y of Authority	ck)		121 13 16	
					Less Expe	nses Pre	paid by Au	thority	adjulialija.	RELATION OF	440.0	
1Give name	ne and husiness a	iffiliations of any persons whose meals w	and sold by toryal	[Due Trave	eler (posit	ive amoun	it) ²				
² Prepare C	heck Request		ere paro by paver	"			ative amo		in later	The Way	1,021.7	
3Attach per	sonal check paya	able to SDCRAA	Elikareti eski	District the	No	ote: Send to	his report to	o Accountii	ng even if t	he amount is	\$0.	
as travel	er or administ	trator acknowledge that I have re	ead, understa	nd and a	aree to A	uthority n	olicies 3	40 - Tray	el and L	odaina Evr	nence	
		and 3.30 - Business Expense F										
responsibi	ility. I further	certify that this report of travel ex	xpenses were	incurred	in conne	ction with	n official A	Authority	business	and is true	e and	
	Travel and L	odging Expense Reimbursement P	oiicy 3.40	~ !	Business E	Expense F	Reimburse	ment Police	cy 3.30			
Prepared B	y:	An	ny Caldera					Ext.:		2445		
Γraveler Sig			Print/Type Name					Date:			10	
Approved B	Bv:							Date:		e Ne UIÈ	- 74	
	The state of the s	RTIFICATION ON BEHALF OF EXE	CUTIVE COM	MITTEE	(To be con	tified if up			Can Cau	need on Ohio	C A . 114 - A	
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Leave blank	and we will inse	rt the meeting date.)										
STREET,	THE RUNNING THE PARTY OF THE PA											

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

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY **OUT-OF-TOWN TRAVEL REQUEST**

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 3.30 and 3.40, use the most economical means available to affect the travel

Travelers Name: Thella F. Bowens	Dept: Bu6 Exec Office
osition: For Board Member Fresident/CEO Fresident/CEO	Gen. Counsel Chief Audito
T All other Authority employees (does not require ex	ecutive committee administrator approval)
DATE OF REQUEST: 2/27/12 PLANNED DATE OF DEPART	
DESTINATIONS/PURPOSE (Provide detailed explanation as to the of paper as necessary):	ne purpose of the trip- continue on extra sh
	Porticipation on a new life, the coth A
	Participating on a panel for the 28 th Annual A Airport Business Diversity Conference
Explanation: Participating on a panel	WY Amport Dusiness Diversity Contenence
PROJECTED OUT-OF-TOWN TRAVEL EXPENSES	
A. TRANSPORTATION COSTS:	
AIRFARE	\$ 650.00
OTHER TRANSPORTATION (Taxi, Train, Car Rental)	
B. LODGING	\$ 175.00
C. MEALS	\$ 100.00
D. SEMINAR AND CONFERENCE FEES	\$ 0.00
E. ENTERTAINMENT (If applicable)	\$ 0.00 \$ 0.00 \$ 100.00
F. OTHER INCIDENTAL EXPENSES	\$ 100.00
TOTAL PROJECTED TRAVEL EXPENSE	\$ 1125.00
ERTIFICATION BY TRAVELER By my signature below, I ce	rtify that the above listed out-of-town travel
sociated expenses conform to the Authority's Policies 3.30 and 3.40	0 and are reasonable and directly related to
thority's business.	
ravelers Signature:	Date: 28 Illu 20
- HUMANO VIEW IN	Date. Softwork
ERTIFICATION BY ADMINISTRATOR (Where Administra	tor is the Evecutive Committee the Authority
rk's signature is required).	nor is the executive Committee, the Authori
my signature below, I certify the following:	
1. I have conscientiously reviewed the above out-of-town travel in the conserved out of town travel and all identified assessment.	request and the details provided on the reve
2. The concerned out-of-town travel and all identified expenses a	are necessary for the advancement of the
Authority's business and reasonable in comparison to the anti	cipated benefit to the Authority.
3. The concerned out-of-town travel and all identified expenses	conform to the requirements and intent of
Authority's Dalisias 2.20 and 2.40	
Authority's Policies <u>3.30</u> and <u>3.40</u> .	
administrator's Signature:	Date:

I, Tony R. Russell, Authority Clerk
(Please leave blank. Whoever clerk's the meeting will insert their name and title.) , hereby certify that this document was approved by the Executive Committee at its meeting. (Leave blank and we will insert the meeting date.)



Traveltrust
374 North Coast Highway 181
Encintas, Ca 92024
Tol: 760-635-1700
Fax 760-635-1720
Website www.travetrust.com

BOWENS/THELLA DEPT 6 01-Jun-2012 11:47 am Page 1 of 2 YOUR UNITED ETICKET CONFIRMATION IS ** E2SHJE ** -----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 Air **United Airlines** Flight# 1586 Class: G From: San Diego CA, USA To: Houston Intercontinental, TX 08-Jun-2012 Meal: Food For Purchase Seats: Seat:8D 11:15am Boeing 737-900 Jet 08-Jun-2012 Frida Equip: Status: Confirmed Friday 11:15am Depart: Friday Stops: 08-Jun-2012 Arrival: Friday 04:33pm Depart - TERMINAL 2 Arrive - TERMINAL C United Airlines locator: E2SHJE ** AISLE SEAT CONFIRMED **
Flight Duration: 3 hour(s) and 18 minutes
Class of Service: Coach Air **United Airlines** Flight# 4714 Class: G Houston Intercontinental, TX From: To: St Louis Intl MO, USA 08-Jun-2012 Meal: None Seat:2A Seats: 05:47pm Embraer Jet Equip: Confirmed Status: Friday Depart: 08-Jun-2012 05:47pm Friday Stops: 0 08-Jun-2012 Arrival: Friday 07:54pm IAH-STL OPERATED BY /EXPRESSJET AIRLINES DBA UNITED EXPRESS Depart - TERMINAL B Arrive - TERMINAL 1 TERMINAL 1 United Airlines locator: E2SHJE UA Frequent
** AISLE SEAT CONFIRMED ** Flight Duration: 2 hour(s) and 07 minutes Class of Service: Coach Air **United Airlines** Flight# 5287 Class: K From: St Louis Intl MO. USA To: Houston Intercontinental, TX 12-Jun-2012 Meal: None Seats: Seat:3A 10:05am Equip: **Embraer Jet** Status: Confirmed Tuesday Depart: 10:05am 12-Jun-2012 Tuesday Stops: 12-Jun-2012 Arrival: Tuesday 12:08pm STL-IAH OPERATED BY /TRANS STATES AIRLINES DBA UNITED EXPRESS Depart - TERMINAL 1 Arrive - TERMINAL B United Airlines locator: E2SHJE UA Frequent Flye ** AISLE SEAT CONFIRMED **
Flight Duration: 2 hour(s) and 03 minutes Class of Service: Coach



Traveitrust
374 North Coast Highway 101
Enclintas, Ca 92024
Tol: 760-635-1700
Fax 760-635-1720
Website www.traveitrust.com

BOWENS/THELLA DEPT 6 01-Jun-2012 11:47 am Page 2 of 2 Air **United Airlines** Flight# 1011 Class: K From: Houston Intercontinental, TX To: San Diego CA, USA 12-Jun-2012 Meal: Food For Purchase Seats: Seat:11C 12:50pm Boeing 737-800 Jet Equip: Status: Confirmed Tuesday Depart: 12-Jun-2012 12:50pm Tuesday Stops: 0 Arrival: 12-Jun-2012 Tuesday 01:57pm Depart - TERMINAL C Arrive - TERMINAL 2 United Airlines locator: E2SHJE ** AISLE SEAT CONFIRMED **
Flight Duration: 3 hour(s) and 07 minutes Class of Service: Coach 09-Dec-2012 San Diego CA, USA **RESERVATION RETAINED FOR 180 DAYS** Sunday 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#:7065642000 Ticket Base Fare: 150.00 Ticket Tax: Total Ticket Amount: 0.00 150.00 Invoice#:1194638 Electronic: YES Ticket#: 1962309305 Ticket Base Fare: 265.00 Invoice#:1194638 Ticket Tax:
Total Ticket Amount: 0.00 265.00 415 Electronic: NO SERVICE FEE DOCUMENT #: 0575459067 FEE AMOUNT: 25.00 44 B BILLED TO: AMERICAN EXPRESS ENDING IN

RENAISSANCE*

800 Washington Avenue St. Louis, MO 63101 t: 314.621.9600 renaissancehotels.com

1211 BOWENS/THEL ROOM NAME NKNG Type	Rate 7	00 06/12/12 Depart 06/08/12 Arrive	08:19 133 Time ACC 20:41	13 2595 T# GROUP
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WANT YOUR FINAL HOTEL BILL BY EMAIL? JUST ASK THE FRONT DESK! SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM



800 Washington Avenue St. Louis, MO 63101 t: 314.621.9600 renaissancehotels.com

1211 Room NKNG Type	BOWENS/THELLA/MS Name	169.00 Rate 7	06/12/12 Depart 06/08/12 Arrive	12:00 Time 20:41	13313 ACCT#	2595 GROUP	
53			Allive	Time			

Clerk	Address		Payment		MKW#:	
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06/08		1211, 1	169.00			
06/08	STATE TX	1211, 1	26.44			
06/09	ROOM GP	1211. 1	169.00			
06/09	STATE TX	1211, 1	26.44			
06/10	RM SERV	29651211	13.41			
06/10	ROOM GP	1211, 1	169.00			
06/10	STATE TX	1211, 1	26.44			
06/11	ROOM GP	1211, 1	169.00			
06/11	STATE TX	1211. 1	26.44			
06/12	AX CARD	1211, 1	20.44	4017 07		
00/12	AN CARD			\$817.25		

TO BE SETTLED TO: AMERICAN EXPRESS CURRENT BALANCE (.00

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

WANT YOUR FINAL HOTEL BILL BY EMAIL? JUST ASK THE FRONT DESK! SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM

Driver: 314-249-9263Company Phone: 314-761-3477

ST. LOUIS AIRPORT TAXI	
From: Airport Date 6/8/12	
To hotel	
Amount \$ 35 + tip (43)	
Cab No <u>149</u> Driver	
Thank You. Have a pleasant stay in St. Louis	
Prime 1000	
1000 Washington Ave St. Louis, MO. 63144	
(314) 241-1000 www.prime1000.com	
Date: Jun09'12 09:44PM	
Card Type: Amex Acct #: XXXXXXXXX	Prime 1000
Card Entry: SWIPED Trans Type: PURCHASE	1000 Washington Ave
Trans Key: AIA007411532372	1000 Washington Ave St. Louis, MO. 63144
Auth Code: 507930 Check: 580	(314) 241-1000
Table: 52/2	www.prime1000.com
Server: 4000018 Craig C	4000018 Craig C
Subtotal: 51.70	-b1 52/2 Chk 580 19t 1
Tip: 10.00	Jun09'12 08:21
	1 Farm Green Salad 9.00
Total: (dinner)	1 Halibut 36.00
	1 3000
Signature	Subtotal 47.00 Tax 4.70
I agree to pay above total	Tax 09:42PM Total 51.70
according to my card issuer	

Page OF

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THANK WATER

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CHAR	GE TIP \$	3.60
A133	1321211	3.60
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Sub-To	tal:	22.08
Tax		16.50
Tot		1.98
CHRC	C OLOGER	22.08
	K CLOSED 10:1	3PM

dinner 4/8/12

SMOKE HOUSE 314-535-4340

06/11/2012	000000 BILL#4092
#7850	1:07PM SERV. 0010001

***PBAL	ORDER#2513 \$0.00
DINE IN	φυ. υι
1/2 SLAB RIBS +FRIES	\$13. 9!
GREEN BEANS COMBO 1/4POUND	\$3.00
BEEF SM SODA	\$2.2!
BAL FWD MDSE ST	\$19.24 \$19.24
TAVI	41 n
***TOTAL	\$21.16
CHALCE!	\$21.16
CHANGE	ነበ በቃ

\$0.00
12/14

TIP AHOUNT _______ 3.00

TOTAL 24,16

GUEST SIGNATURE

X
A MAKEE TO PAY ABOVE
TOTAL AMILIA ACCORDING
TO CARD ISSUER AGRELMENT
(MERCHANT AGREEMENT IF
CREDIT VOUCHER)

Cat Cora Houston George Bush Intercontinental Airport

4019 Charles

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Suptota Tax 92:10PM Tot		2.49 1.86 35

If we did or did not exceed your expectations, we would like to hear from you. Pleas 0-426-5971 x1021 o care@mindspring.cr

Cat Cora Houston George Bush

Intercontinental Airport
Date: Jun12'12 02:10PM

Card Type: Amex

Acct #: XXXXXXXX Card Entry: SWIPED Trans Type: PURCHASE

Trans Key: EIE006435137770

Auth Code: 520887 Check: 3545 Table: 44/1

Sirver: 4019 Charles

Subtotal:

24.35

Total: 27.35

Keep for your records

STARBUCKS COFFEE LAMBERT INTERNATIONAL AIRPORT 275 Azeb JUN12'12 9:03AM TO GO I MISTO T 4.60 1 SMTH BAN STRW G CASH 10.02 SUBTOTAL 6.85 TAX 0.47 AMOUNT PAID 7.32 CHANGE 2.70 THANK YOU FOR YOUR BUSINESS! TELL US ABOUT YOUR EXPERIENCE

STEVE DAY
314-429-3400 X105
STEVE.DAY@HMSHOST.COM

TAXI	RECEIPT	

From: hotel	Date 6/12/12
To: airport	
Amount: 35+tip #	42 :
Cab No Cab Pho	one:
Thank You: Have a pleas	sant stay in St. Louis

SCANNED AUG 1 4 2012



SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY ORIGINAL (LILAC) - FINANCE COPY - DEPARTMENT FILE

SDCRAA CHE	CK REQUEST				CR # 12-066	
Thella Bowens X2444					DATE ISSUED 8/9/2012 ORIGINATING DEPARTM	ENT/BUSINESS LINIT
A6414					Executive Office BU6	EITH BOOMEOU ON
					PREPARED BY/EXT. A. Caldera X2445	REVIEWED BY: ACCTG
	ALCO TO THE REAL PROPERTY.		OR PAYMENT OF THE	FOLLOWING	PART THE SERVICE	# 15 A 15
INVOICE #	INVOICE DATE	HI HER	13.3824574.4	DESCRIPTION		AMOUNT
pta 0506-09	12 Atá 8/9/11	Out o	of pocket expenses	s related to ACI-N	A Airport Economics	705.58
		and F	inance and Huma	an Capital Confere	ence in Nashville, TN	482.68
		May	6 - 9, 2012			
				The same and		
			/	· ·	CHECK REQUEST TOTAL	482.68-705.58
	eds to be available to The			to the office.		
	rocessed as a Contract or			one reason	I CERTIFY THE CLAIM IS	
Infrequent/Unfores	een ''' I (Less than \$5K) ⁽²⁾	-	surance/Benefits (7)		INCLUDING ANY APPL	
Required quick time			tside Scope of Contra	ct ⁽⁹⁾	QUINDITIONS HAVE	BEEN FULFILLED
Dues/Subscription/		Co	ommon Practice (10)		(1) >	
The second secon	ces/Seminars/Sponsorships		proved Exception (11)		0 100	ofor
X Employee Reimbur	sement "/ @DISTRIBUTION,OF CHAR		HER: (12)	OPIGINATING DEDA	Vernon Evans,	VP, Finance
DEPARTMENT/		<u> </u>	WORK ORDER/	LOCATION/	IKTHIEN I/BUSINESS UNIT	
BUSINESS UNIT	GL ACCOUNT.SUBS	DIARY	TRACKING ORDER	ASSET NUMBER	AMO	JNT
6	66300.120					182.68 705.58
						482168
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SDORAA Accounting Department

SDCRAA ACCC 3 DEPT.

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY TRAVEL EXPENSE REPORT

TRAVELI	ER:	Thella F. Bowens	ompleted with		DEPT. NA				ocutive C	Mac Dillo	
DEPART	URE DATE:	5/6/2012	RETUR	- RN DATE:	JE: 1. MA	5/12/201		The Park House Park	ecutive O	THE PERSON	144/40
DESTINA	TION:	Nashville, TN				G 125201		KEFC	RI DOE.		1/11/12
Please re	fer to the Autho	rity Travel and Lodging Expense I	Reimbursemen	t Policy, Ai	ticle 3, Pa	rt 3.4, Sec	tion 3.40.	outlinina :	appropriate	neimhurs	eble
	wild uppicydis.	Please attach all required suppo s should be explained in the space	mna aocumeni	anon Alli	receipts m	ust be det	ailed, (cred	lit card re	celpts do l	not provide	sufficient
			Authority Expenses					e Expen	ses		
			(Prepaid by Authority)	SUNDAY / 5/8/12	5/7/12	5/8/12	WEDNESDAY 5/9/12	THURSDAY	FRIDAY	5/12/12	TOTALO
Air Fare, F	Railroad, Bus (a	ttach copy of itinerary w/charges)	871.00				-222.90			3/12/12	-222.9
Rental Car	e rees (provide	copy of flyer/registration expenses)	795.00	V							0.0
Gas and C											0.0
Garage/Pa											0.0
Mileage - a	attach mileage f	form*									0.0
Taxi and/o	r Shuttle Fare (i	include tips pd.)*		30.00	/		33.00	V	52110112		0.0 63.0
Hotel*				185.75	185.75	185.75	March 1985				557.2
Laundry*	, Internet and F	ax"	16.75 sec.7								0.0
	arately paid (ma	ids,bellhop,other hotel srvs.)									0.0
Meals	Breakfast*	interpolation floter at vs./			11.44	4.17	/				0.0
(include	Lunch*				11.44	4.17					15.6
tips pd.)	Dinner*					69.72	/				0.0 69.7
41-1-11	Other Meals						JE 17 TH	U-C NE			0.00
Hospitality	non-reimbursab	le expense				植花园				扩 型异合	
	ous: Baggage F	aes .									0.00
											0.00
	Table 15										0.00
Provide de	talled receipts										0.00
	Tot	al Expenses prepaid by Authority	J 1,666.00	215.75	197.19	259.64	-189.90	0.00	0.00	0.00	482.68
xplanation				ſ	Total Expe	nses Pre	paid by Aut	hority			
/9/12: See	"Attachment A"	for the price of the state of the state of			Total Expe	nses Incu	rred by En	ployee			1,666.00
lashville (\$	648.10). Trave	for the price of the airline ticket to ler is paying the difference of \$22	mom San Dieg		(including	cash adva	inces)				482.68
f the airline	ticket when sh	e flew back through Dallas for PT			Grand Tri)				2,148.68
					ess Expe	nses Pren	attach copy ald by Aut	of Authority	ck)		4 000 00
1Give names	and business affi	lliations of any persons whose meals w	are paid by travel		Due Trave	ler (positi	ve amount	2			1,666.00
	eck Request onal check payabl		oro paid by daven	" <u>[</u>	Due Autho	rity (nega	ative amou	nt) ³			482.68
-	-						is report to				\$0.
Reimbürs	ement Pary's illity. The ner o	rator acknowledge that I have a 13.30 - Business Expense c. fy that this report of travel coduling Expense Reimbursement	Reimburseme expenses wer	ent Policy e incurred	and that in conne	any pure ection wit	chases/cla	aims that Authority	t are not a business	allowed wi	ill be my
Prepared B	By:	ALAA GA	my Caldera	A	/			Ext.:		/2445	EXEM Y
Traveler Si	gnature:	MILLONA	DOWN.	4/4				Date:	817	112	
Approved E	By:	171200	1			of Men		Date:	10	811	2
Mario Constant		TIFICATION ON BEHALF OF EX	ECUTIVE COL	ANSITTEE		4167-416			- 0	70	
Please leave Leave blank	e blank. Whoeve	er clerk's the meeting will insert their na meeting. time neeting date.)	ame and title.)	hereby ce	rtify that th	is docume	ent was ap	proved by	the Execu		nittee at its
our depart	AUG 1 4 2	ative Assistant or call Accountings AUU 14 ZU		AU	g 1 4 2	012		(01,2	UD.12	0	
		SDCRAA		ACCC	SDCRAA	DEPT.	No	10	066		

SDCRAA

ACCOUNTING DESCRIPTION OF 12-066

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY OUT-OF-TOWN TRAVEL REQUEST

GENERA	

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 3.30 and 3.40, use the most economical means available to affect the travel.

Travelers Name:	Thella F. Boy	vens vens		Dept:	06/Executive Office
Position:	Board Member		☐ Gen. Coul	nsel	Chief Auditor
	All other Authority	employees (does not requi	re executive co	mmittee admir	nistrator approval)
2. DATE OF REQU	UEST: 02/14/12	PLANNED DATE OF DE			
3. DESTINATION: of paper as nec Destination: No	essary):	de detailed explanation as	s to the purpos	e of the trip- c	ontinue on extra sheet
Desurration. N	ashville, TV	Purp Hum	ose: ACI-NA A an Capital Cor	Airport Econor Inference	nics and Finance and
Explanation:					
A. TRANS	OUT-OF-TOWN TRA				
	FARE	TION (Table Table On D	\$	600.00	naeri
B. LODGI	ter ikanspuria Ng	ATION (Taxi, Train, Car Re	ental) \$	100.00	mre.
C. MEALS			\$	500.00 200.00	
	AR AND CONFERE	NCE FEES	\$	785.00	MAT N.
	TAINMENT (If appli	All Peninture and Control and	\$	0.00	
	INCIDENTAL EXP		\$	100.00	
то	TAL PROJECTED	TRAVEL EXPENSE	\$	2285.00	***
ssociated expense uthority's business Travelers Signatur	es conform to the AL	R By my signature below. uthority's Policies 3.30 and	certify that the last of the l	reasonable an	out-of-town travel and directly related to the
ERTIFICATION	N BY ADMINIST	RATOR (Where Admir	nistrator is the	Executive Com	mittee, the Authority
lerk's signature is	required).				
	low, I certify the follow				
2. The concern	ned out-of-town trav	I the above out-of-town tra el and all identified expen nable in comparison to the	ses are neces:	sary for the ad-	vancement of the
The concerr	ned out-of-town trav Policies <u>3.30</u> and <u>3.4</u>	el and all identified expen	ses conform to	the requirement	ents and intent of
Administrator's Sig	gnature:			Date.	
		ATION ON BEHALF			
Please leave plank. Wi	hoever clerk's the meeting	g will insert their name and title.	hereby ce	artify that this o	document was approve
y the Executive Co	ommittee at its	save blank and we will insert the	meeting date.)	meeting.	



Traveltrust

374 North Coast Fighway 101 Encloites, Co. 92024

Encinitas, Ca 92024 Tel: 760-635-1700 Fax 760-635-1720

Website www.travetrust.com

BOWENS/THELLA DEPT 6 01-May-2012 5:15 pm Page 2 of 2 Depart - TERMINAL E Arrive . United Airlines locator: DE82YJ ** AISLE SEAT CONFIRMED ** Flight Duration: 2 hour(s) and 12 minutes Class of Service: Coach Air **United Airlines** Flight# 763 Class: Q From: Denver CO, USA San Diego CA, USA To: 12-May-2012 Meal: **Light Lunch** Seats: Seat: 10C 11:25am Airbus A320 Jet Equip: Confirmed Status: Saturday 12-May-2012 Saturday 12-May-2012 Saturday 11:25am Depart: Stops: Arrival: 12:47pm Depart -Arrive - TERMINAL 1 United Airlines locator: DE82YJ AISLE SEAT CONFIRMED ** Flight Duration: 2 hour(s) and 22 minutes Class of Service: Coach Other San Diego CA, USA 08-Nov-2012 RESERVATION RETAINED FOR 180 DAYS Thursday 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#:7056514818 Ticket Base Fare: Ticket Tax: Total Ticket Amount: 737.68 Invoice#:1193813 103.32 841.00 Electronic: YES SERVICE FEE DOCUMENT #: 0574415226 30.00 FEE AMOUNT: BILLED TO: AMERICAN EXPRESS ENDING IN

1. #643.10 was the amount of the ticket of from san to Neshville and back (see travel trust Attachment A)

2. Because she flew home from Nashville- Thella is paying the difference of \$ 222.90



Traveitrust
374 North Coast Highway 101
Encintas, Ca 92024
Tol: 760-635-1700
Fax 760-635-1720
Website: www.travetrust.com

BOWENS/THELLA	DEPT 6	01-May-2012 5:15 pm Page 1 of 2
	YOUR UNITED ETICKET CONFIRMATION IS ** DESTRUCTION OF THIS IS AN E-TICKET RESERVATION. A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT THIS TICKET IS NON-REFUNDABLE AND MUST BE THE FLIGHTS BOOKED. IF THE RESERVATION IS OR CANCELLED BEFORE THE DEPARTURE OF YOUR IT MAY HAVE NO VALUE. CONTACT TRAVELTRUST YOUR OUTBOUND FLIGHT IF CHANGE IS NECESSAF ***********************************	82YJ ** FWDEHE ** UMENT ******* CHECK IN USED FOR S NOT USED FLIGHTS T BEFORE RY. ******* BOARDING OR TO DEPARTURE DEPARTURE
06-May-2012 09:36am Sunday	Air United Airlines From:	Flight# 1292 Class: T To: Houston Intercontinental, TX Status: Confirmed Stops: 0
	Depart - TERMINAL 2 Arrive - TERMINAL C United Airlines locator: DE82YJ Flight Duration: 3 hour(s) and 03 minutes Class of Service: Coach	
06-May-2012 03:48pm Sunday	Air United Airlines From: Houston Intercontinental, TX Meal: None Equip: Embraer Jet Depart: 06-May-2012 Sunday 03:48pm	Flight# 4164 Class: T To: Nashville Nashville Internatio Seats: Seat: Unavail Status: Confirmed Stops: 0
	Arrival: 06-May-2012 Sunday 05:40pm IAH-BNA OPERATED BY /EXPRESSJET AIRLINES D Depart - TERMINAL B Arrive - United Airlines locator: DE82YJ ** SEAT ASSIGNMENT AIRPORT CHECKIN ONLY ** Flight Duration: 1 hour(s) and 52 minutes Class of Service: Coach	
9-May-2012 9:40am Vednesday	Air American Airlines From: Nashville Nashville Internatio Meal: None Equip: Boeing 737-800 Jet	Flight# 373 Class: V To: Dallas/Ft Worth TX, USA Status: Confirmed Stops: 0
	Arrival: 09-May-2012 Wednesday 11:40am American Airlines locator: FWDEHE ** SEAT ASSIGNMENT AIRPORT CHECKIN ONLY ** Flight Duration: 2 hour(s) and 00 minutes Class of Service: Coach	
2-May-2012 9:20am aturday	Air United Airlines From: Dallas/Ft Worth TX, USA Meal: Light Lunch Equip: Boeing 737-700 Jet	Flight# 1111 Class: Q To: Denver CO, USA Seats: Seat:12C Status: Confirmed Stops: 0

-Registration -

About ACI-NA ACI-NA 2012 Events **ACI-NA Committees** Stats & Research **ACI-NA Newsroom ACI-NA Home** Purchase Detail other orders Please print this page for future reference, and present it at on-site If changes need to be made to your registration contact our office by calling (202) 293-8600 or by email at ogriffin@aci-na.org Order# 61806 ID: 4105 Full Name: Thella F. Bowens Order Date 05/02/2012 Description Unit Price Qty. Price 2012 ACI-NA Airport Economics & Human Capital-Finance Track - From: 05/07/2012 To: 05/09/2012 Conference Registration Fee 05/07/2012 \$ 795.00 \$ 795.00 05:00 PM - 05/09/2012 12:00 PM

Total \$

795.00

Attchmt A

Caldera Amy

From:

Scott Mackerley [scott@traveltrust.com]

Sent:

Monday, April 30, 2012 3:51 PM

To:

Caldera Amy

Subject:

Thella Bowens - Nashville 6 May, 2012

Follow Up Flag:

Follow up

Flag Status:

Flagged

FOR: BOWENS/THELLA

UNITED 648.10 NONREF TKT BY TODAY

06 MAY 12 - SUNDAY

AIR UNITED AIRLINES

FLT:1510 UNITED ECONOMY FOOD FOR PURCHASE

LV SAN DIEGO

1140A

EQP: BOEING 737-900

DEPART: TERMINAL 2 AR HOUSTON GEO BUSH

03HR 06MIN 446P

NON-STOP

ARRIVE: TERMINAL C

REF: DE82YJ

BOWENS/THELLA

UA-00632240821

AIR UNITED AIRLINES

FLT:4619 UNITED ECONOMY

OPERATED BY /EXPRESSIET AIRLINES DBA UNITED EXPRESS

LV HOUSTON GEO BUSH

535P

EQP: EMBRAER 145 JET

DEPART: TERMINAL B

01HR 52MIN

AR NASHVILLE

727P **NON-STOP**

REF: DE82YJ

BOWENS/THELLA

09 MAY 12 - WEDNESDAY

FLT:6060 UNITED ECONOMY AIR UNITED AIRLINES

OPERATED BY /EXPRESSJET AIRLINES DBA UNITED EXPRESS

LV NASHVILLE

815A

EQP: EMBRAER 145 JET

02HR 59MIN

AR DENVER

1014A

NON-STOP

BOWENS/THELLA AIR UNITED AIRLINES

FLT:763

UNITED ECONOMY FOOD-BEV/PUR

LV DENVER

1126A

EQP: BOEING 757-200

02HR 21MIN

AR SAN DIEGO

1247P

NON-STOP

ARRIVE: TERMINAL 1

BOWENS/THELLA

1

RECEIPTS FROM TRAVEL TO NASHVILLE, TN May 6 - 12, 2012—THELLA F. BOWENS

DATE: 5/6/12 AMOUNT DRIVER: FROM: TO: _

CASH RECEIPT DATE: 5/9/12 AMOUNT:

DRIVER:

RECEIPTS FROM TRAVEL TO NASHVILLE, TN May 6 – 12, 2012—THELLA F. BOWENS

SHERATON NASHVILLE

Speakers

623 UNION STREET

NASHVILLE, TN 37219 615-259-2000

SHERATON NASHVILLE

Speakers 623 UNION STREET NASHVILLE, TN 37219 615-259-2000

1 COFFEE	2,60	Guest	Num: 1	RES	STAURNT 1
1 TOAST/ENG MUFFI 1 BACON	2.50	1.7	OFFEE DAST/ENG MUFF ACON	2.60 2.50 4.00	
	Sales Tax (ENS, THELLA	SubTotal	9.10
Pl	ease pay this amo Total 9.9	ount .		Sales Tax	0.84
				Total 9	3.94
FOOD 9.10				RM CHRG TIP OWENS, THELLA	1.50 11.44
FOR ROOM CH	ARGES ONLY!		RM	CHRG Tendered /	11.44
Gratuity		FOOD	9.	10	
Total Charge $ u$	\$10.44	1			
Room Number	403		FOR ROOM	CHARGES ONLY!	
Print Name 146	1/A F. Box	ant Grat	uity		
SIGNATURE TELL	Mour	Tota	1 Charge		
		Room	Number		
		Prin	t Name		
		STGN	ATURE		

Page ____ OF ____

RECEIPTS FROM TRAVEL TO NASHVILLE, TN May 6 - 12, 2012—THELLA F. BOWENS

0

Capitol Grille

231 6th Ave North Nashville, TN 37219 615-345-7116 May08'12 08:28PM

Date: May08 12 00...
Card Type: Amex
Acct #: XXXXXXXXXXXX
Card Entry: SWIPED
Trans Type: PURCHASE
Auth Code: 520196
Check: 3688
Table: 34/1
Server: 15006 Kasi C

Subtotal: Gratuity_ Total:

Room-#

hostess@the hermitage hot.l. am (See next page for detailed Teceipt)

RECEIPTS FROM TRAVEL TO NASHVILLE, TN May 6 – 12, 2012—THELLA F. BOWENS

Check Detail

Check	Table	Check Opened	N	linutes Guests	Reference Info	Location	Employee
3888	34	5/8/2012 7:26 PM		117.12 1		The Hermitage Hotel	Kasi Coulther
		5/8 7:26 PM	1	Btr Lett Salad	√ 10.00	Capitol Grille	Kasi Coulther
		5/8 7:26 PM	1	**CRSE 2**		Capitol Grille	Kasi Coulther
		5/8 7:26 PM	1	Red Trout	√ 32.00	Capitol Grille	Kasl Coulther
		5/8 7:42 PM	1	**FIRE CRSE 2***		Capitol Grille	Kasl Coulther
		5/8 8:09 PM	1	Bread Pudding	✓ 9.00	Capitol Grille	Kasi Coulther
		5/8 8:25 PM	1	Un Sweet Tea	√ 2.75	Capitol Grille	Kasi Coulther
		5/8 9:23 PM				Capitol Grille	Kasi Coulther
		5/8 9:23 PM		Chg Tip	11.00	Capitol Grille	Kasi Coulther
		5/8 9:23 PM		Amex	69.72	Capitol Grille	Kasl Coulther
		5/8 9:23 PM		xxxx		Capitol Grille	Kasi Coulther
		5/8 9:23 PM		9044/F&B American	E	Capitol Grille	Kasi Coulther
				Sub Total	53.75		
				Tax	4.97		
				Service Charge	11.00		
				Check Total	69.72 √		



RECEIPTS FROM TRAVEL TO NASHVILLE, TN May 6 – 12, 2012—THELLA F. BOWENS

SHERATON NASHVILLE

Sessions Bar 623 UNION STREET NASHVILLE, TN 37219 615-259-2000

289060.1 REBECCA M Table 502 Tue 05/08/12 8:07 AM Guests Guest Num: 1 **STARBUCKS** 1 LATTE 0.00 1 TALL 2.90 1 FLAVOR SHOT 0.55 SubTotal 3.45 Sales Tax 0.32 Please pay this amount Total 3.77 FOOD 3.45 FOR ROOM CHARGES ONLY! Gratuity Total Charge Room Number Print Name SIGNATURE

SHERATON NASHVILLE

Sessions Bar 623 UNION STREET NASHVILLE, TN 37219 615-259-2000

REBECCA M Tue 05/08/12 8:16 AM Guest Num: 1	289 Table Guests STA	the state of the s
1 LATTE 1 TALL 1 FLAVOR SHOT	0.00 2.90 0.55	
403	SubTotal	3.45
Y BOWENS, THELLA	Sales Tax	0.32
	Total 3	.77
	M CHRG TIP WENS, THELLA	0.40 4.17
RM C	HRG Tendered (4.17
FOOD 3.4	5	
FOR ROOM	CHARGES ONLY!	
Gratuity		
Total Charge		
Room Number		Asset March
Print Name		
SIGNATURE		

Page ______ OF _____

Sheraton Nashville Downtown 623 Union Street Nashville, TN 37219 United States

Tel: 615-259-2000 Fax: 615-742-6056



Thella Bowens

Email : Airport Economics Page Number : 1 Invoice Nbr : 113475

Guest Number : 625624 : EX-A Folio ID

: 06-MAY-12 Arrive Date 18:42

: 09-MAY-12 Depart Date

No. Of Guest : 1 : 403 Room Number : 159.00 Room Rate

Club Account :

Tax ID : 20-0461638

Sheraton Nashville 09-MAY-12 03:28 GHAYNES

Date	Reference	Description	Amoun É	
06-MAY-12	RT403	Room Charge	159.00)	
06-MAY-12	RT403	State Tax (9.25%)	14.71 185.75	
06-MAY-12	RT403	Occupancy Tax (6.00%)	9.54	
06-MAY-12	RT403	City Surcharge Tax	2,50)	
07-MAY-12	5887750	Speakers Restaurant	(11.44)	
07-MAY-12	RT403	Room Charge	159.00	
07-MAY-12	RT403	State Tax (9.25%)	14.71 (185.75	
07-MAY-12	RT403	Occupancy Tax (6.00%)	9.54 7 100,	
07-MAY-12	RT403	City Surcharge Tax	2.50	
08-MAY-12	2890600	STARBUCK's	(4.17)	
08-MAY-12	RT403	Room Charge	159.00)	
08-MAY-12	RT403	State Tax (9.25%)	14.71 4 185. 13	
08-MAY-12	RT403	Occupancy Tax (6.00%)	9.54	
		Continued on the co	2.50 (See Not page)	

Continued on the next page

05/23/12 Kara Brown, Accounting Billing Coordinator

Sheraton Nashville Downtown 623 Union Street Nashville, TN 37219 United States

Tel: 615-259-2000 Fax: 615-742-6056



Thella Bowens

RT403

Page Number

: 2

Invoice Nbr : 113475

Guest Number Folio ID

: 625624 : EX-A

Arrive Date

: 06-MAY-12 18:42

Depart Date

: 09-MAY-12

No. Of Guest Room Number

: 1 : 403

Room Rate

: 159.00

Club Account

Date Bororered Deroziption Amount

City Surcharge Tax

2.50

09-MAY-12 AX

08-MAY-12

Airport Economics

American Express

-572.86

*** Balance

0.00

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

Continued on the next page

Sheraton Nashville Downtown 623 Union Street Nashville, TN 37219 United States

Tel: 615-259-2000 Fax: 615-742-6056





Page Number : 3 Invoice Nbr : 113475

Guest Number : 625624 Folio ID : EX-A

Arrive Date : 06-MAY-12 18:42

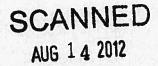
Depart Date : 09-MAY-12

No. Of Guest : 1 Room Number : 403 Room Rate : 159.00

Club Account :

Enjoy Sheraton's healthy menu options on your next stay. Brighten your diet with Color Your Plate, our healthier menu options that include at least three colorful fresh food items, as recommended by nutrition experts at Core Performance (TM). Learn more at www.sheraton.com/fitness

As a Starwood Preferred Guest, you could have earned 965 Starpoints for this visit. Please provide your member number or enroll today.





SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY ORIGINAL (LILAC) - FINANCE COPY - DEPARTMENT FILE

SDCRAA CHECK	REQUEST			CR # 12-067				
Thelia Bowens X2444				DATE ISSUED 8/9/2012 ORIGINATING DEPART				
		PREPARED BY/EXT.	REVIEWED BY: ACCTG					
			A. Caldera X2445					
		FOR PAYMENT OF TH	E FOLLOWING	的是不可能的图1000 A				
INVOICE#	THE PARTY OF PERSONS ASSESSMENT OF THE PARTY.		DESCRIPTION	LES MESTERNA	AMOUNT			
NA 0603-712	- n/a 8/9/12	Out of pocket expense	s related to ACI-N	A Marketing	561.00 -530.80			
		& Communications/Jur	mpstart Conferenc	e as Chair				
		of ACI-NA in Sacramer	nto, CA					
		June 3 - 7, 2012	Agent Senonus I					
				HECK REQUEST TOTAL	561.00 539.80			
SPECIAL INSTRUCTIONS: Reimbursement needs		on 8/16 when she returns	to the office					
	essed as a Contract or P.			I CERTIFY THE CLAIM	IS TRUE AND CORRECT			
Infrequent/Unforeseen		Insurance/Benefits (7)			PLICABLE TERMS AND			
De Minimis amount (Le		Contract in Process (6)		CONDITIONS HAV	E BEEN FULFILLED			
Required quick timefrar Dues/Subscription/Men		Outside Scope of Contra	ict (*)	a				
CAPTANO ASSUMPTION AND A 11-A MEDICAL	Seminars/Sponsorships (5)	Approved Exception (11)		1). 1	won			
X Employee Reimbursem		OTHER: (12)			s, VP, Finance			
DEPARTMENT/	STRIBUTION OF CHARGE	S - TO BE COMPLETED BY		RTMENT/BUSINESS UNI	Terre			
BUSINESS UNIT	GL ACCOUNT.SUBSIDI	WORK ORDER/ ARY TRACKING ORDER	LOCATION/ ASSET NUMBER	AMO	DUNT			
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	Total amount dis	tributed - must equal Check	Request Total above		561.00 539.80			
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VENDOR NO	11063	ASSOCIATING DEPARTM	LIVI OOL ONL!	APPROVED FO	R PROCESSING			
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SDCRAA

SDCRAA ACCOUNTING DEPT.

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY TRAVEL EXPENSE REPORT

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

TRAVELER	He will be a little and a littl	Thella F. Bow 6/4/2012		PETII	- RN DATE:	DEPT. NA				cutive Office		16112
				KETUR	N DATE:		6/6/2012		REPUI	RT DUE:		7/6/12
DESTINAT		Sacramento, CA ority Travel and Lodging b	System Del		Delley Ar	Hala 2 Day	12.4 Co.	Wan 2 40 .	(()-)		- t - h	
expenses a	and approval	only Traver and Lodging b s. Please attach all requir ns should be explained in	red supportin	g document	ation. All r							
		A CONTRACTOR LAND		Authority				Employe	e Expens	30S		
				Expenses (Prepaid by Authority)	SUNDAY	MONDAY 6/4/12	TUESDAY 6/5/12	WEDNESDAY 6/6/12	THURSDAY	FRIDAY	BATURDAY	TOTALS
Air Fare, Ra	ailroad, Bus	(attach copy of itinerary w/ch	arges)	638.90	/,			Hay				0.0
Conference	Fees (provid	le copy of flyer/registration ex	xpenses)	825.00	/							0.0
Rental Car												0.0
Gas and Oi												0.0
Garage/Par												0.0
	ttach mileage	e (include tips pd.)*	2			49.00	/	49.00				0.0
Hotel*	Shulle Fare	(Include ups pd.)					179.73					98.0 359.4
	Internet and	Fax*				178.75	15.95					15.9
Laundry*	The state of the s				P. Tarrest		10.00	~				0.0
The second secon	rately paid (r	nalds,bellhop,other hotel s	srvs.)									0.0
Meals	Breakfast							25.55				25.5
(include	Lunch*				High Kring						ATTENNES !	0.0
tips pd.)	Dinner*					/ 19.08	≯ 42.96					62.0
	Other Mea		Control of the second s	NAME OF TAXABLE PARTY.	September 1994	BESIGNIFIA GROSS	BORS SCHOOL PRINTERS	ANDERSON	Ministration area are		THE SHAPE OF THE SE	0.0
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VIISCEII AI I CC	us. Dayyay	C 1 003						100	Mark of the			0.0
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*Provide de	talled receip	ts				The Real Property			E VATE	10 m 10 m	LICE THE	0.0
		Total Expenses prepaid by	Authority	J 1,463.90	0.00	247.81	238.64	74.55	0.00	0.00	0.00	561.0
Explanation						Total Exp	enses Pre	paid by Au	uthority			1,463.9
' Missing re	ceipt form at	tached for June 4 taxi fare				Total Exp (including	enses Inci	urred by E				561.0
A	1. 1 la eu	udulared tip & ent	cernet ch	uge.		Grand Tr	THE RESIDENCE OF THE PARTY OF T					2,024.9
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	heck Request sonal check pa	yable to SDCRAA								ng even if the	amount i	
as travele	er or admini	strator acknowledge that	at I have res	d underst	and and a	aree to A	uthority r	olicies 3	40 - Tray	el and Lo	daina Ev	nonco
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correct.	Travel and	Lodging Expense Reimb	ursement Po	licy 3.40		Business	Expense f	Reimburse	ment Poli	cy 3.30		
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Approved By	y:				A .	2130			Date: _			
AUTHORIT	Y CLERK CE	RTIFICATION ON BEHA	LF OF EXEC	UTIVE COM	MITTEE	(To be ce	rtified if us	ed by Pres	ident/CEO	, Gen. Coun	sel, or Ch	ief Auditor)
										the Executi		
Please leave	blank. Whoe	ver clerk's the meeting will in	sert their nam	e and title.)	81112			13,111				
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		1 A '11111'										

SDCRAA
Accounting Department

SDCRAA ACCOUNTING DEPT.

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY TRAVEL EXPENSE REPORT

TRAVELL	EB.		npleted withii	THE R							
TRAVELER: DEPARTURE DATE: DESTINATION:		Thella F. Bowens 6/4/2012	RETURN DATE:		DEPT. NAME & NO		1000	Executive Office BU			
			KETUK	N DATE:		0/0/2012		REPOR	I DUE:		7/6/12
		Sacramento, CA		Della: A	# 1 0 D	1010				15-EW	
expenses	and approval	ority Travel and Lodging Expense Re ls. Please attach all required support ns should be explained in the space p	ing documents	ation. All I	ucie 3, Pai eceipts mi	ust be deta	tion 3.40, ailed, (cred	outlining ap dit card rece	propriate pipts do n	reimburs ot provide	able sufficient
			Authority Expenses				Employ	ee Expens	98		
		第3年 医罗斯克克氏	(Prepaid by	SUNDAY	MONDAY	TUESDAY		THURSDAY	FRIDAY	SATURDAY	
Air Fare	Reilmed Rus	(attach copy of itinerary w/charges)	Authority)	/	6/4/12	6/5/12	6/6/12				TOTALS
Conference	ce Fees (amvir	de copy of flyer/registration expenses)	638.90 825.00	/					E V		0.0
Rental Ca		de copy of hyenregistration expenses)	625.00				A STATE OF				0.0
Gas and C	The state of the s										0.0
Garage/P											0.0
Marie Contract Contra	attach mileage	e form*				/					0.0
		(include tips pd.)*		3000	49.00		49.00	/			98.0
Hotel*					179.73	,			A 40 10		359.4
	e, Internet and	Fax*			344 330	15.95		allow the second			15,900
Laundry*						12.12					0.00
Tips - sep	arately paid (n	naids,bellhop,other hotel srvs.)		111							0.00
Meals	Breakfast*				R Halay		25.55				25.5
(include tips pd.)	Lunch*				F. East	42.96					0.00
	Dinner*			THE STATE	19.08	37/11					62.04 58.79
	Other Mea	als*	State 1					00405			0.00
	a non-reimburs	sable expense									
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Miscellane	ous: Baggag	e Fees			îlos II-a i				50_36%		0.00
								180			0.00
						238.6	the trail				0.00
*Provide d	letailed receipt	ts where the property will be the				230	2 4 2 3		75 in 81 s		0.00
HARRY	(中国)加州的	Total Expenses prepaid by Authority	1,463.90	0.00	247.81	217.44	74.55	0.00	0.00	0.00	529.80
Explanatio	n:				Total Exp	enses Dra	neid by A	thority			1 462 00
				¥		enses Inci					1,463.90
* Missing r	receipt form at	tached for June 4 taxi fare from airpo	rt to hotel.	in the same		cash adv		picyco			539.80
					Grand Tri	ip Total			WH SE		2,003.70
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					Less Expe	enses Pre	paid by Au	thority			1,463.90
1Give name	es and business	affiliations of any persons whose meals we	ere neld hy trave	ler i	Due Trave	THE WAY THE PARTY OF THE PARTY					
² Prepare (Check Request			Manal I	Due Authority (negative amount)3					S. C. C.	539.80
'Attach pe	rsonal check pay	yable to SDCRAA			N	ote: Send ti	his report t	o Accounting	even if th	ne amount	is \$0.
l as travel	ler or adminis	strator acknowledge that I have re	ad, understa	nd and a	gree to A	uthority p	olicies 3	.40 - Trave	and Lo	odging E	xpense
Reimburs	ement Policy	⁴ and 3.30 - Business Expense R	eimburseme	nt Policy	and that	any purc	hases/cla	aims that a	re not al	lowed w	ill be my
responsib	illty. I further	r certify that this report of travel ex	penses were	incurred	l in conne	ction with	official	Authority b	usiness	and is tr	ue and
correct.											
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Approved E	Зу:	- Will	u					Date:	0.0	16	
AUTHORIT	Y CLERK CE	RTIFICATION ON BEHALF OF EXE	CUTIVE COM	MITTEE	(To be cer	rtified if us	ed by Pres	ident/CFO	Gen Cour	neal or Ch	iof Auditor
Please leav	e blank. Whoel	ver clerk's the meeting will insert their nan	ne and title.)	iereny cer	ury urat Mi	s uocume	ıı was ap	proved by th	ie EX 6 CN	ive Comn	nittee at its
		meeting.									

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

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

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY **OUT-OF-TOWN TRAVEL REQUEST**

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 3.30 and 3.40, use the most economical means available to affect the travel.

Board Member		Gen. Counsel	_ Dept: Ex	Chief Auditor
Position:				
All other Authority	employees (does not require	e executive commi	ttee administra	ator approval)
2. DATE OF REQUEST: 04/17/12	PLANNED DATE OF DEP	ARTURE/RETURN	06/03/12	/ 06/07/12
 DESTINATIONS/PURPOSE (Provio of paper as necessary): Destination:Sacramento, CA 	Purpo	se: ACI-NA Mark	eting &	
Explanation:	AOIH			
A. TRANSPORTATION COST • AIRFARE • OTHER TRANSPORTA B. LODGING C. MEALS D. SEMINAR AND CONFERE E. ENTERTAINMENT (If applied of the conference of the c	'S: TION (Taxi, Train, Car Rer NCE FEES cable) ENSES	s	500.00 100.00 700.00 200.00 825.00 100.00 2425.00	
EDTIFICATION BY TRAVELE	9 D		The least of the	
EERTIFICATION BY TRAVELEI ssociated expenses conform to the Au uthority's business. Travelers Signature:	thority's Policies 3.30 and	<u>3.40</u> and are reas (<i>////)</i>	oove listed out onable and di ate: 4/1	of-town travel and rectly related to the
ERTIFICATION BY ADMINIST	RATOR (Where Adminis	strator is the Exec	utive Committ	ee. the Authority
erk's signature is required). by my signature below, I certify the folio 1. I have conscientiously reviewed	owing: the above out-of-town travel and all identified expense able in comparison to the a	rel request and the es are necessary anticipated benefi	e details provi for the advanc t to the Author	ded on the reverse sement of the
Authority's business and reason 3. The concerned out-of-town trave Authority's Policies 3.30 and 3.4	<u>0</u> .			
3. The concerned out-of-town trave	<u>0</u> .		Date:	
 The concerned out-of-town trave Authority's Policies 3.30 and 3.4 	<u>0</u> .		Date:	

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

meeting.



Traveitrust
374 North Coast Fighway 101
Encinitias, Ca. 92024
Tol: 760-635-1700
Fax 760-635-1720
Website www.traveitrust.com

BOWENS/THELLA DEPT 6 11-May-2012 11:33 am Page 1 of 2 YOUR UNITED ETICKET CONFIRMATION IS ** AX85M7 ** **********TICKETLESS TRAVEL INSTRUCTIONS*******
THIS IS AN E-TICKET RESERVATION. A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN PORTION OF THIS TRIP MAY BE REFUNDABLE. PLEASE RETURN UNUSED PORTIONS TO TRAVELTRUST FOR POSSIBLE REFUND. 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 Air **United Airlines** Fliaht# 5240 Class: O From: Dallas Love Field TX, USA To: Houston Intercontinental, TX 04-Jun-2012 Meal: None Seats: Seat:3B 01:35pm Equip: CRJ-Canadair Regiona Status: Confirmed Monday Depart: 04-Jun-2012 01:35pm Monday Stops: Arrival: 04-Jun-2012 Monday 02:39pm DAL-IAH OPERATED BY /SKYWEST DBA UNITED EXPRESS Depart Arrive - TERMINAL B United Airlines locator: AX85M7 UA Frequent Flyer# BOWENS/THELLA Flight Duration: 1 nour(s) and 04 minutes Class of Service: Coach Air **United Airlines** Flight# 1644 Class: Houston Intercontinental, TX From: To: Sacramento CA, USA 04-Jun-2012 Meal: Food For Purchase Seat:9C Seats: 05:50pm Boeing 737-900 Jet Confirmed Equip: Status: Monday Depart: 04-Jun-2012 Monday 05:50pm Stops: Arrival: 04-Jun-2012 Monday 08:03pm Depart - TERMINAL C Arrive - TERMINAL A United Airlines locator: AX85M7 UA Frequent Flyer# BOWENS/THELLA Flight Duration: 4 hour(s) and 13 minutes Class of Service: Coach Other 01-Dec-2012 San Diego CA, USA RESERVATION RETAINED FOR 180 DAYS Saturday 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 Flight to Sacramento started from Dallas, Texas as she was on vacation that weekind.

She Needed to be in Sacraments on Monday.

Therefore was booked

ResFAX® Copyright® 2012 Cornerstone Information Systems, Inc., Bloomington, IN from Whyle She Was at that the



BOWENS/THELLA

Traveltrust

374 North Coast Fighway 101 Encinitas, Ca 92024

Tol: 760-635-1700 Fax 760-635-1720

"Website" www.travetrust.com DEPT 6

11-May-2012 11:33 am

Page 2 of 2

Ticket Information

BOWENS THELLA Ticket#:7059776071

Invoice#:1194133

Electronic: YES

Ticket Base Fare: Ticket Tax: Total Ticket Amount:

315.35

43.75 359.10 7

\$389.10

SERVICE FEE DOCUMENT #: 0574778374

FEE AMOUNT:

BILLED TO: AMERICAN EXPRESS ENDING IN

(See next page for victurn leg)



Traveltrust
374 North Coast Fightway 101
Encintas, Ca 92024
Tol: 760-635-1700
Fax 760-635-1720
Website www.travetrust.com

BOWENS/THELLA	DEPT 6				11-1	May-2012 11:	49 am
						Page	1 of 1
	YOUR SOUTHWEST ETICKETINVOICE/ITINER ********TICKETLESS TRA THIS IS AN E-TICKET RES A GOVERNMENT ISSUED PHO A PORTION OF THIS TRIP UNUSED PORTIONS TO TRAV *************************** *********	ARY ACCOUNTING VEL INSTRUCTIO ERVATION. VIO ID IS NEEDE MAY BE REFUNDA VELTRUST FOR PC ******************** VANCE FOR PASSE HOUR CHECK-IN CHECK-IN PRIC	G DOCUMENT DNS******* ED AT CHECK ABLE. PLEASI DSSIBLE REFU TANNERS**** ENGERS**** G AND BOARD I PRIOR TO DEPART	IN E RETURN UND. *** ******** ING DEPARTURE			
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06-Jun-2012	From: Sacramento CA, US/ Meal: None	A	То:	San Diego CA,	USA		
04:00pm Vednesday	Equip: Boeing 737-700 Jet Depart: 06-Jun-2012 Wedr Arrival: 06-Jun-2012 Wedr	nesday 04:00pr nesday 05:25pr		Confirmed 0			
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04-Dec-2012 Tuesday	San Diego CA, USA RESERVATION RETAINED FO	R 180 DAYS					
	TRAVELTRUST IS OPEN MON AND SATURDAY FROM 9AM-1 FOR EMERGENCY AFTERHOU PLEASE CALL 888-221-6062 A PLEASE NOTE THIS IS OUR N EACH EMERGENCY CALL IS E THANK YOU FOR CHOOSING	PM PST - 760-635 JRS SERVICE IN T ND USE YOUR VI EW EMERGENCY BILLABLE AT A MI	i-1700. THE US T CODE - S7N: ' NUMBER NIMUM 25.00	S 0			
	Ticket Information						
	BOWENS THELLA Ticket#:2440182394 Invoice#:1194132	Ticket Base Fa Ticket Tax:		249.80 0.00		389.10 249,80	(to)
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					A 6	38.90	
	BILLED TO: AMERICAN EXPR	RESS ENDING IN	v -				110 11

Caldera Amy

From:

cgroup@aci-na.org

Sent: To: Tuesday, May 15, 2012 5:01 PM Bowens Thella; Caldera Amy

Subject:

2012 Marketing & Communications & JumpStart®Air Service - Confirmation

05/15/2012



Meeting Confirmation Notice

Please review your <u>CONTACT</u> information below as it will be used for rosters and badges. Any changes should be sent to <u>cgroup@aci-na.org</u> immediately.

PH: (619) 400

FX: (619) 400-2448

asan.org

EM:

Please note: The company name listed is per your Official Representative to ACI-NA. No changes to Company name is permitted.

Ms. Thella F. Bowens

President/CEO

NickName: Thella

San Diego County Regional Airport Authority

PO Box 82776 San Diego, CA 92138

You are registered for the following:

2012 Marketing & Communications & JumpStart®Air Service

From Monday, June 04, 2012 through Thursday, June 07, 2012

Description	UnitPrice Quantity		Price	
Conference Registration - includes JumpStart®	\$ 825.00	1	\$ 825.00	
		Total	825.00	
		Payments	825.00	
		Balance	0.00	

Thank you for registering for the 2012 ACI-NA Marketing & Communications Conference and/or Jur Development Program. All events will take place at the Hyatt Regency Sacramento which is lock Sacramento, CA 95814. Registration fees for the conference include continental breakfast, libreaks, educational materials and two receptions. Dress for the meeting is business casual.



Hyatt Regency Sacramento at Capitol Park 1209 L Street Sacramento, CA 95814 916 443 1234 916 321 3099

INVOICE

Payee Thella Bowens

3225 N Harbor Drvie San Diego CA 92101

United States

Membership

Bonus Code

Confirmation No. 379134101

Group Name

Airport Council International North Amer

Room No. 1300 Arrival 06-04-12 06-06-12 Departure Page No. 1 of 2 Folio Window 1 Folio 357281

Invoice

Date	Description			Charges	Credits
06-04-12	- In Room Dining Dinner Food	CHECK# 2913095		19.08	se pg 1 of 4
06-04-12	Group Room			159.00	.0
06-04-12	Occupancy Tax			19.08	179.73~
06-04-12	STBID Assessment			1.50	
06-04-12	CA Tourism Assessment			0.15)	
06-05-12	Guest Room Internet	15:16 Room# 1300 :	Internet	15.95	
06-05-12	Group Room			159.00	
06-05-12	Occupancy Tax			19.08	179.73
06-05-12	STBID Assessment			1.50	
06-05-12	CA Tourism Assessment			0.15	
06-06-12	- Vines Cafe Breakfast Food	CHECK# 2147936		25.55	se pg 4 of 4
06-06-12	American Express	XXXXXXXXXXXX	XX/XX		420.04



Hyatt Regency Sacramento at Capitol Park 1209 L Street Sacramento, CA 95814 916 443 1234 916 321 3099

INVOICE

Payee

Thella Bowens

Membership **Bonus Code**

Confirmation No.

Group Name

Room No.

1300

Arrival

06-04-12 06-06-12

Departure Page No.

2 of 2

1

Folio Window

Folio

357281

Invoice

Date Descr	ription		100	Cha
				V20.22.12.23.3.1864.2.296.49.4.2.2003.2.202.1

No frequent traveler account has been credited for this stay. To enroll in Gold Passport, call 1-800-51-HYATT, or visit www.GoldPassport.com.

Total

420.04

420.04

Credits

Balance

0.00

Guest Signature

personally liable in the event that the indicated person, company or

I accept delivery of The Wall Street Journal M-F (Gold Passport, Concierge, and VIP rooms only). If refused, a refund of \$1 will be provided.

WE HOPE YOU ENJOYED YOUR STAY WITH US!

I agree that my liability for this bill is not waived and I agree to be held. Thank you for choosing Hyatt Regency Sacramento. We hope that you enjoyed your stay with us. Our goal is to exceed our guests' expectations. If you have any comments regarding association fails to pay for any part or the full amount of these charges. your stay please share them with us.

> Consumer Affairs: Patrick Miller 916-321-3632 or Patrick.M.Miller@hyatt.com LOST & FOUND V-MAIL: 916-443-1234 ext:4572

Please remit payment to: Hyatt Regency Sacramento PO Box 202649 Dallas, TX 75319

Customer Service number: 1-888-863-3020

Customer Service email: Na.CustomerService@Hyatt.com

RECEIPTS FROM TRAVEL TO SACRAMENTO, CA June 3 - 7, 2012—THELLA F. BOWENS

PASSENGER'S RECEIPT, TAXI CAB FARE S.I.T.O.A. Airport Taxi

Driver's Phone Number (916) 613-5550



24 Hours Dispatch Service (916) 444-0008

Date : _ Fare : _ Other: _ Total : _	6 4 12 43++10 (49)V
trive to get you ce is also availal erns please call	to your destination in a timely ble for return trips to the Airport. : (916) 284-6878 or email us at
TO:	hotel
	Fare: _ Other: _ Total: _ trive to get you ce is also availal erns please call

Page _____ OF ________

RECEIPTS FROM TRAVEL TO SACRAMENTO, CA June 3 - 7, 2012—THELLA F. BOWENS

In-Room Dining Hyatt Regency At Captiol Park

Table:1300 Check:2913095 Server: Brittney Guests:1 Date/Time:6/4/2012 21:33

IN ROOM DINING
1 Tortilla'Soup 10.00
1 DELIVERY CHARGE 3.75
Subtotal 13.75
Service Charge 2.10
Tax 1.23
Total 17.08

200 11 (\$19.08)

gnature

Print Name

COMPLETE FOR ROOM CHARGE ONLY

A 21% SERVICE CHARGE IS INCLUDED ON ELLA 1131 K Street Sacramento, CA 95814 (916) 443-3772

201018 OSBORN

fb1 31/2 Chk 6296 Gst Jun05'12 08:14PM

SUBTOTAL TOTAL DUE 35.00

1 W&D MENU Pre-fixed 35.00

SUBTOTAL DUE 35.00

35.00

2.71

37.71

k You For Dining With Us Gift Cards Now Available

\$42.96

RECEIPTS FROM TRAVEL TO SACRAMENTO, CA June 3 - 7, 2012—THELLA F. BOWENS

ATTN. Any
Recreate Check

Page: 1

<DUPLICATE>

Vines Cafe

Hyatt Regency At Capitol Park

@#hyatt.rgc@

VINES

Table:20 Check:2147936 Server: Lisle Guests:1

Date/Time:6/6/2012 9:55

FOOD

1 Breakfast Buffet 20.00

 Subtotal
 20.00

 Tax
 1.55

 Tip
 4.00

 Total
 25.55

ROOM CHARGE 25.55

1300 BowensThella1300Y

GRAND TOTAL 25.55

T220 C9589 6/6/2012 10:52

A 18% SERVICE CHARGE IS ADDED TO PARTIES OF 8 OR MORE.

DUPLICATE RECEIPT

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY MISSING RECEIPT FORM

Employee/Department Head must complete form below. Date of Purchase/Event: 6/6/2012 Description of Item/Event: Taxi from hotel to airport Vendor/Event Name: Taxi **Dollar Amount:** \$49.00 Reason for Missing Receipt: Lost receipt I hereby certify that the original receipt in question was lost or none was issued to me. Employee Signature

Department Head Signature



2012 Marketing and Communications Conference and JumpStart® Air Service Development Program

On-Site Agenda As of May 31, 2012

June 4-7, 2012 • Hyatt Regency • Sacramento

Host Airport

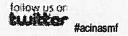


SPONSORS









10 – 11 Irregular Ops: Stuck on the Tarmac

BREAKING NEWS.....Events that cause a flight diversion to your airport now are governed with new regulations requiring each airport to have its own Tarmac Delay Contingency Plan. This includes dangerous flight conditions that force airliners to divert the plane to a runway at another airport. How did the Oct. 29 incident at Hartford's airport change how we respond to these irregular operations. How does the communications team stay on top of the new law? Are you plugged into your airport operations team so you are aware of breaking news at your airport when passengers are stuck on the tarmac?

Moderator.

Richard Walsh, Boston

Panel:

John Albrecht, Oakland Bryan Baldwin, jetBlue

Phil Hogg, Ricondo & Associates

11 - Noon Achieving World Class Customer Service

Let's face it, our passengers are our customers just as much as they are the customers of the airlines. The basic tenets of great customer service are universal – people want to feel connected to another person and these connections go a long way of reinforcing our brand and attracting more passengers to our airports. Join this stimulating discussion and hear from an airport that routinely receives high customer satisfaction scores as well as seasoned customer service representatives from other industries who have great lessons to share on creating powerful customer connections.

Moderator.

Cheryl Marcell, ACI World

Panel:

Faith Alchorn-Selk, former customer service manager, Nordstrom's

Michael Crockatt, Ottawa Jeremiah Gerald, Gulfport

Noon - 1:30

Lunch

Regency DEF

Presentation of the 2012 Bushelman Legacy Award

Presentation by the 2013 Host City, Atlanta

1:45-2:30

State of the Industry

Regency ABC

A review of the economy and aviation trends, both airlines and airports.

Moderator.

Cheryl Brown, San Diego

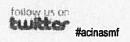
Speaker:

Bill Swelbar, MIT Center for Air Transportation

2:30 - 2:45

Break

Regency Foyer



Regency F

Concurrent 4: A Look at the Challenges to New Carriers in a Volatile Aviation Industry

Even though the aviation industry is cyclical, it has been particularly unpredictable over the past few years, making us all ask the question, why would anyone want to start an airline now? Over the past 12 months the cost of fuel makes aviation successes much more volatile. Our panel will consist of three carrier types, two on the verge of starting up new airlines and one who is investing in the aviation sector and working with multiple regional carriers by retaining their current management to grow their business.

Moderator.

Hampton Brown, San Diego

Panel:

Randy Brown, California Pacific Airlines

A newly FAA-certified carrier which plans to fly to six U.S. and Mexican locations out of San Diego's Carlsbad Airport using Embraer 170s.

Michael Morisi, COO, PeoplExpress

A new carrier seeking an FAA certificate, PeoplExpress will offer deeply discounted fares to select cities in the eastern U.S. from its base of operations in Newport News, Va.

Joshua Newsteder, CEO, CityLink Airlines

CityLink Airlines is a start-up airline based in Jacksonville, Fla. Its plan is to fly large regional jets point-to-point to small and medium-size markets. *Michael Rodyniuk*, COO, Bearskin Airlines

Exchange Income Corporation, owns four Canadian regional carriers; Bearskin, Calm Air, Keewatin, and Perimeter. It has plans to grow into new markets.

6 - 8:30

Host Airport Event: Crocker Art Museum

Shuttle bus service will be provided from the front of the Hyatt or it is a 20-minute walk

WEDNESDAY, June 6

7:30 - 4:30

Registration Desk open

Regency Foyer

7:30 - 8

Continental Breakfast

Regency Foyer

8-9

Policy Updates

Carmel AB

Canadian Policy Update

For Canadian airport members an update on the most recent Transport Canada bilateral negotiations will be reviewed. As well, for those airports who didn't have a chance to attend the "One of our Airports is Missing" conference held in Toronto on March 20, an overview of the presentations and content from that event will be presented.

Moderator.

Carol Hutchins, Edmonton

Speaker:

Keith Medenblik, Toronto



1:45 - 3Golden State **Customer Service Takes Off With Latest Airport Apps**

Airport customer service climbs to new heights when a mobile application empowers the public with valuable and timely information in the palms of their hands on a mobile device. What is the best strategy? What are some of the new ideas in the world of airport apps? We ask the experts in neighboring North American airports for the answers. Make your airport more customer friendly by APP-lying the latest technology.

Moderator: Roxanne Butler, Houston

Panel:

Christiane Beaulieu, Montréal Megan Bozarth, Dallas-Fort Worth Daniel Gellert, CEO, Gate Guru Patrick Hogan, Minneapolis-St. Paul

2 - 5:55

JumpStart One-on-One Meetings

Regency ABC

Nine 20-minute back-to-back meetings scheduled for afternoon.

A 20-minute break scheduled for 4 p.m. in Regency D

3:15 - 4:15 Golden State ACI-NA's Policy Campaign: An Informational Forum

You've undoubtedly heard about the ACI-NA's policy campaign. Like others, you probably have questions about what it is, and what it means for the future of airports, including yours. We want to hear and answer your questions, and the upcoming meeting in Sacramento provides us with an ideal location and forum in which to do so. This informational forum will update you about the campaign with perception research, and preview resources that will help you communicate the important role that airports play in economic growth and job creation.

Moderator.

Greg Principato, President, ACI-NA

Speaker:

Trevor Francis, Fleishman-Hillard

6:30 - 7:30

JumpStart Welcome Reception

Capitol View/ Hyatt 15th floor

8:30 - Midnight

Host Airport Event: Cafeteria 15L

Drop in after dinner. Three blocks from the Hyatt, 1116 15th St.

THURSDAY, June 7

7:30 - 4:30

Registration Desk open

Regency Foyer

7:30 - 8

Continental Breakfast

Regency DEF

8 - 4:50

JumpStart One-on-One Meetings

Regency ABC

Eighteen 20-minute back-to-back meetings scheduled over the whole day.

- A 20-minute break scheduled for 10 a.m. in Regency DEF
- A 1 hour lunch break scheduled for 12:20 p.m. in Regency DEF
- A 20-minute break scheduled for 2:55 p.m. in Regency DE

SCANNED AUG 1 4 2012