

Revised 9/19/12



**SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
EXECUTIVE COMMITTEE**

Item No.

4

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
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.

1. TRAVELER:

Travelers Name: Thella Bowens Dept: 6
Position: ☐ Board Member ☒ President/CEO ☐ Gen. Counsel ☐ Chief Auditor
☐ All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 9/18/12 PLANNED DATE OF DEPARTURE/RETURN: 10/15/12 / 10/18/12

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip— continue on extra sheets of paper as necessary):

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, Car Rental)	\$ 200.00
B. LODGING	\$ 1,000.00
C. MEALS	\$ 400.00
D. SEMINAR AND CONFERENCE FEES	\$
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$
TOTAL PROJECTED TRAVEL EXPENSE	\$ 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.

Travelers Signature: Thella Bowens Date: 18 Sept 2012

CERTIFICATION BY ADMINISTRATOR (Where Administrator is the Executive Committee, the Authority Clerk's signature is required).

By my signature below, I certify the following:

1. I have conscientiously reviewed the above out-of-town travel request and the details provided on the reverse.
2. The concerned out-of-town travel and all identified expenses are necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefit to the Authority.
3. The concerned out-of-town travel and all identified expenses conform to the requirements and intent of Authority's Policies 3.30 and 3.40.

Administrator's Signature: [Signature] Date: 9.18.12

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

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

EXPENSE REPORTS

THELLA F. BOWENS

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
 DEPARTURE DATE: 6/27/2012 RETURN DATE: 6/28/2012 REPORT DUE: 7/28/12
 DESTINATION: San Francisco, CA

Please refer to the Authority Travel and Lodging Expense Reimbursement Policy, Article 3, Part 3.4, Section 3.40, outlining appropriate reimbursable expenses and approvals. Please attach all required supporting documentation. All receipts must be detailed, (credit card receipts do not provide sufficient detail). Any special items should be explained in the space provided below.

		Authority Expenses (Prepaid by Authority)	Employee Expenses								
			SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS	
						6/27/12	6/28/12				
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)		343.60	✓								0.00
Conference Fees (provide copy of flyer/registration expenses)											0.00
Rental Car*											0.00
Gas and Oil*											0.00
Garage/Parking*											0.00
Mileage - attach mileage form*											0.00
Taxi and/or Shuttle Fare (include tips pd.)*						65.00	65.00				130.00
Hotel*						368.58					368.58
Telephone, Internet and Fax*											0.00
Laundry*											0.00
Tips - separately paid (maids, bellhop, other hotel svcs.)											0.00
Meals (include tips pd.)	Breakfast*										0.00
	Lunch*										0.00
	Dinner*										0.00
	Other Meals*										0.00
Alcohol is a non-reimbursable expense											
Hospitality ¹ *											0.00
Miscellaneous: Baggage Fees											0.00
											0.00
											0.00
*Provide detailed receipts											0.00
Total Expenses prepaid by Authority		343.60	✓	0.00	0.00	0.00	433.58	65.00	0.00	0.00	498.58

Explanation:	Total Expenses Prepaid by Authority	343.60
	Total Expenses Incurred by Employee (including cash advances)	498.58
	Grand Trip Total	842.18
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	343.60
	Due Traveler (positive amount) ²	
	Due Authority (negative amount) ³	498.58
Note: Send this report to Accounting even if the amount is \$0.		

I as traveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expense Reimbursement Policy⁴ and 3.30 - Business Expense Reimbursement Policy⁵ and that any purchases/claims that are not allowed will be my responsibility. I further certify that this report of travel expenses were incurred in connection with official Authority business and is true and correct.

Travel and Lodging Expense Reimbursement Policy 3.40 Business Expense Reimbursement Policy 3.30
 Prepared By: Amy Caldera Ext.: 2445
 Traveler Signature: Thella F. Bowens Date: 8.8.12
 Approved By: [Signature] Date: 8.8.12

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE (To be certified if used by President/CEO, Gen. Counsel, or Chief Auditor)

I, _____ hereby certify that this document was approved by the Executive Committee at its _____ meeting.

(Please leave blank. Whoever clerk's the meeting will insert their name and title.)
 (Leave blank and we will insert the meeting date.)

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

PAID SCANNED POSTED

AUG 14 2012

AUG 14 2012

SDCRAA

SDCRAA

ACCOUNTING DEPT.

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.

1. TRAVELER:

Travelers Name: Thella F. Bowens Dept: Exec Office BU6
Position: ☐ Board Member ☒ President/CEO ☐ Gen. Counsel ☐ Chief Auditor
☐ All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 05/23/12 PLANNED DATE OF DEPARTURE/RETURN: 06/27/12 / 06/28/12

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip- continue on extra sheets of paper as necessary):

Destination: San Francisco, CA Purpose: Meeting with Gateway Airport Directors
Explanation:

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE \$ 300.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 150.00

B. LODGING \$ 300.00

C. MEALS \$ 100.00

D. SEMINAR AND CONFERENCE FEES \$

E. ENTERTAINMENT (If applicable) \$

F. OTHER INCIDENTAL EXPENSES \$

TOTAL PROJECTED TRAVEL EXPENSE \$ 850.00

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.

Travelers Signature: [Signature] for Thella F. Bowens Date: 5/23/12

CERTIFICATION BY ADMINISTRATOR (Where Administrator is the Executive Committee, the Authority Clerk's signature is required).

By my signature below, I certify the following:

1. I have conscientiously reviewed the above out-of-town travel request and the details provided on the reverse.
2. The concerned out-of-town travel and all identified expenses are necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefit to the Authority.
3. The concerned out-of-town travel and all identified expenses conform to the requirements and intent of Authority's Policies 3.30 and 3.40.

Administrator's Signature: _____ Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

Tony L. Russell, Authority Clerk, hereby certify that this document was approved
(Please leave blank. Whoever clerk's the meeting will insert their name and title.)
by the Executive Committee at its 5/29/12 meeting.
(Leave blank and we will insert the meeting date.)



TravelTrust
374 North Coast Highway 101
Encinitas, Ca 92024
Tel: 760-635-1700
Fax: 760-635-1720
Website: www.traveltrust.com

BOWENS/THELLA

DEPT 6

18-Jun-2012 5:11 pm

Page 1 of 2

YOUR UNITED ETICKET CONFIRMATION IS ** C4KB03 **

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

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

THIS IS AN E-TICKET RESERVATION.

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.

*****TSA GUIDANCE FOR PASSENGERS*****

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


27-Jun-2012
01:33pm
Wednesday

Air United Airlines Flight# 1639 Class: W
From: San Diego CA, USA To: San Francisco CA, USA
Meal: None Seats: Seat:9F
Equip: Boeing 737-900 Jet Status: Confirmed
Depart: 27-Jun-2012 Wednesday 01:33pm Stops: 0
Arrival: 27-Jun-2012 Wednesday 03:00pm
Depart - TERMINAL 1
Arrive - TERMINAL 3
United Airlines locator: C4KB03
UA Frequent Flyer# [REDACTED]
** ECONOMY PLUS WINDOW SEAT CONFIRMED **
Flight Duration: 1 hour(s) and 27 minutes
Class of Service: Coach


28-Jun-2012
10:45am
Thursday

Air United Airlines Flight# 694 Class: W
From: San Francisco CA, USA To: San Diego CA, USA
Meal: None Seats: Seat:12F
Equip: Boeing 757 200 Jet Status: Confirmed
Depart: 28-Jun-2012 Thursday 10:45am Stops: 0
Arrival: 28-Jun-2012 Thursday 12:18pm
Depart - TERMINAL 1
Arrive - TERMINAL 1
United Airlines locator: C4KB03
UA Frequent Flyer# [REDACTED]
** ECONOMY PLUS WINDOW SEAT CONFIRMED **
Flight Duration: 1 hour(s) and 33 minutes
Class of Service: Coach

Other

25-Dec-2012
Tuesday

San Diego CA, USA
RESERVATION RETAINED FOR 180 DAYS

TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST
AND SATURDAY FROM 9AM-1PM PST - 760-635-1700.
FOR EMERGENCY AFTERHOURS SERVICE IN THE US
PLEASE CALL 888-221-6062 AND USE YOUR VIT CODE - S7NS0
PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER
EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00
THANK YOU FOR CHOOSING TRAVELTRUST...SCOTT MACKERLEY



TravelTrust
374 North Coast Highway 101
Encinitas, Ca. 92024
Tel: 760-635-1700
Fax: 760-635-1720
Website: www.traveltrust.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: 271.62
Ticket Tax: 41.98
Total Ticket Amount: 313.60

Electronic: YES

SERVICE FEE DOCUMENT #: 0576037802 FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS ENDING IN [REDACTED]

} 343.60



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
[REDACTED]
Membership [REDACTED]
Confirmation No. 680092801

Room No. 0805
Arrival 06-27-12
Departure 06-28-12
Page No. 1
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)
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Balance	0.00
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Guest Signature

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event 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, Concierge, 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 exceptional 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 \$ 55 + tip
From SFO
To Hotel
Date _____
Cab No. _____
Driver _____



SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

MISSING RECEIPT FORM

Employee/Department Head must complete form below.

Date of Purchase/Event: 6/28/2012

Description of Item/Event: Hotel to Airport

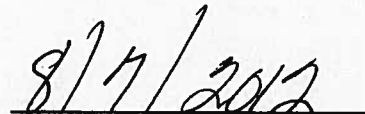
Vendor/Event Name: Taxi Fare

Dollar Amount: \$ 65.00

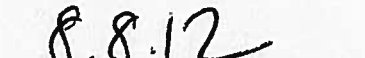
Reason for Missing Receipt: Lost Receipt

I hereby certify that the original receipt in question was lost or none was issued to me.


Employee Signature


Date


Department Head Signature


Date

SCANNED

AUG 14 2012

Form must be attached to Petty Cash Voucher for Reimbursement



SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

ORIGINAL (LILAC) - FINANCE
COPY - DEPARTMENT FILE

SDCRAA CHECK REQUEST

CR # 12-070

ISSUE CHECK TO THE ORDER OF

DATE ISSUED

Thella Bowens
X2444

8/10/2012

ORIGINATING DEPARTMENT/BUSINESS UNIT

Executive Office BU6

PREPARED BY/EXT.

A. Caldera X2445

REVIEWED BY: ACCTG

FOR PAYMENT OF THE FOLLOWING

INVOICE	INVOICE DATE	DESCRIPTION	AMOUNT
0619-2212	8/10/12	Out of pocket expenses related to ACI-NA Summer Board and Executive Committee Meeting <u>Cover d'Alene, ID</u> June 19 - 22, 2012	1,315.74 1325.09
CHECK REQUEST TOTAL			1,345.74

SPECIAL INSTRUCTIONS:

Reimbursement needs to be available to Thella on 8/16 when she returns to the office.

Reason not processed as a Contract or P.O. Required field - please X one reason

<input type="checkbox"/> Infrequent/Unforeseen ⁽¹⁾	<input type="checkbox"/> Insurance/Benefits ⁽⁷⁾
<input type="checkbox"/> De Minimis amount (Less than \$5K) ⁽²⁾	<input type="checkbox"/> Contract in Process ⁽⁸⁾
<input type="checkbox"/> Required quick timeframe ⁽³⁾	<input type="checkbox"/> Outside Scope of Contract ⁽⁹⁾
<input type="checkbox"/> Dues/Subscription/Membership ⁽⁴⁾	<input type="checkbox"/> Common Practice ⁽¹⁰⁾
<input type="checkbox"/> Meetings/Conferences/Seminars/Sponsorships ⁽⁵⁾	<input type="checkbox"/> Approved Exception ⁽¹¹⁾
<input checked="" type="checkbox"/> Employee Reimbursement ⁽⁶⁾	<input type="checkbox"/> OTHER: ⁽¹²⁾

I CERTIFY THE CLAIM IS TRUE AND CORRECT
INCLUDING ANY APPLICABLE TERMS AND
CONDITIONS HAVE BEEN FULFILLED

V. Evans

Vernon Evans, VP, Finance

DISTRIBUTION OF CHARGES - TO BE COMPLETED BY ORIGINATING DEPARTMENT/BUSINESS UNIT

DEPARTMENT/ BUSINESS UNIT	GL ACCOUNT/SUBSIDIARY	WORK ORDER/ TRACKING ORDER	LOCATION/ ASSET NUMBER	AMOUNT
6	66300.120			1325.09 1,345.74
Total amount distributed - must equal Check Request Total above				1,345.74

ACCOUNTING DEPARTMENT USE ONLY

VENDOR NO. 11063

INVOICE NO. 0619-2212

INVOICE DATE 8/10/12

PYMT DATE

RT TO BU SEP CK

AUG 14 2012

PAID

AUG 14 2012

SDCRAA

Accounting Department

APPROVED FOR PROCESSING

Christopher F.

ACCOUNTING DEPARTMENT

POSTED

AUG 14 2012

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
DEPARTURE DATE: 6/19/2012 RETURN DATE: 6/24/2012 REPORT DUE: 7/24/12
DESTINATION: Coeur d' Alene, Idaho via Spokane, WA

Please refer to the Authority Travel and Lodging Expense Reimbursement Policy, Article 3, Part 3.4, Section 3.40, outlining appropriate reimbursable expenses and approvals. Please attach all required supporting documentation. All receipts must be detailed, (credit card receipts do not provide sufficient detail). Any special items should be explained in the space provided below.

	Authority Expenses (Prepaid by Authority)	Employee Expenses							TOTALS
		SUNDAY 6/24/12	MONDAY	TUESDAY 6/19/12	WEDNESDAY 6/20/12	THURSDAY 6/21/12	FRIDAY 6/22/12	SATURDAY 6/23/12	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	853.20								0.00
Conference Fees (provide copy of flyer/registration expenses)									0.00
Rental Car*		504.69							504.69
Gas and Oil*									0.00
Garage/Parking*				17.00	17.00	17.00			51.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare (include tips pd.)*									0.00
Hotel*	282.37			45.36	327.73	327.73			700.82
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel svcs.)									0.00
Meals (include tips pd.)									0.00
Breakfast*									0.00
Lunch*		47.38		25.01			22.51	42.77	38.97
Dinner*		20.35		22.26			18.59	26.61	22.26
Other Meals*									0.00
Alcohol is a non-reimbursable expense									
Hospitality ¹ *									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
									0.00
*Provide detailed receipts		525.07		81.97			22.59	135.09	0.00
Total Expenses prepaid by Authority	1,135.57	522.07	0.00	84.62	344.73	344.73	19.59	0.00	1,315.74

Explanation:

FYI: 6/19 Hotel charge is remaining amount after one night pre-payment of \$282.37.

Total Expenses Prepaid by Authority	1,135.57
Total Expenses Incurred by Employee (including cash advances)	1,325.09
Grand Trip Total	2,460.66
Less Cash Advance (attach copy of Authority ck)	
Less Expenses Prepaid by Authority	1,135.57
Due Traveler (positive amount) ²	\$ 1325.09
Due Authority (negative amount) ³	1,315.74

Note: Send this report to Accounting even if the amount is \$0.

¹ Give names and business affiliations of any persons whose meals were paid by traveler.
² Prepare Check Request
³ Attach personal check payable to SDCRAA

I as traveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expense Reimbursement Policy⁴ and 3.30 - Business Expense Reimbursement Policy⁵ and that any purchases/claims that are not allowed will be my responsibility. I further certify that this report of travel expenses were incurred in connection with official Authority business and is true and correct.

⁴ Travel and Lodging Expense Reimbursement Policy 3.40

⁵ Business Expense Reimbursement Policy 3.30

Prepared By: Mary Caldera
Traveler Signature: Thella F. Bowens
Approved By: [Signature]

Ext.: 2447
Date: 8.8.12

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE (To be certified if used by President/CEO, Gen. Counsel, or Chief Auditor)

I, _____ hereby certify that this document was approved by the Executive Committee at its _____ meeting.

(Please leave blank. Whoever clerk's the meeting will insert their name and title.)
(Leave blank and we will insert the meeting date.)

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

AUG 14 2012

AUG 14 2012

AUG 14 2012

SDCRAA

Accounting Department

SDCRAA

**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
DEPARTURE DATE: 6/19/2012 RETURN DATE: 6/24/2012 REPORT DUE: 7/24/12
DESTINATION: Couer d' Alene, Idaho via Spokane, WA

Please refer to the Authority Travel and Lodging Expense Reimbursement Policy, Article 3, Part 3.4, Section 3.40, outlining appropriate reimbursable expenses and approvals. Please attach all required supporting documentation. All receipts must be detailed, (credit card receipts do not provide sufficient detail). Any special items should be explained in the space provided below.

	Authority Expenses (Prepaid by Authority)	Employee Expenses							TOTALS
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
		6/24/12		6/19/12	6/20/12	6/21/12	6/22/12	6/23/12	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	853.20								0.00
Conference Fees (provide copy of flyer/registration expenses)									0.00
Rental Car*		504.69							504.69
Gas and Oil*									0.00
Garage/Parking*				17.00	17.00	17.00			51.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare (include tips pd.)*									0.00
Hotel*	282.37			45.36	327.73	327.73			700.82
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel svcs.)									0.00
Meals (include tips pd.)									0.00
Breakfast*									0.00
Lunch*		20.38					22.59		42.97
Dinner*				25.61					25.61
Other Meals*									0.00
Alcohol is a non-reimbursable expense									
Hospitality 1*									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
									0.00
*Provide detailed receipts									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:	Total Expenses Prepaid by Authority	1,135.57
FYI: 6/19 Hotel charge is remaining amount after one night pre-payment of \$282.37.	Total Expenses Incurred by Employee (including cash advances)	1,325.09
	Grand Trip Total	2,460.66
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	1,135.57
	Due Traveler (positive amount) ²	
	Due Authority (negative amount) ³	1,325.09
	Note: Send this report to Accounting even if the amount is \$0.	

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⁴ Travel and Lodging Expense Reimbursement Policy 3.40

⁵ Business Expense Reimbursement Policy 3.30

Prepared By: Amy Caldera Ext.: 2447
Traveler Signature: _____ Date: _____
Approved By: _____ Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE (To be certified if used by President/CEO, Gen. Counsel, or Chief Auditor)

I, _____ hereby certify that this document was approved by the Executive Committee at its _____ meeting.

(Please leave blank. Whoever clerk's the meeting will insert their name and title.)
(Leave blank and we will insert the meeting date.)

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



Traveltrust
374 North Coast Highway 101
Encinitas, Ca 92024
Tel: 760-635-1700
Fax: 760-635-1720
Website: www.traveltrust.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: [REDACTED] BOWENS/THELLA
** 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 TRAVELTRUST...SCOTT MACKERLEY

Ticket Information

Ticket#:1962309308
Invoice#:1194905

Ticket Base Fare: 823.20
Ticket Tax: 0.00
Total Ticket Amount: 823.20

Electronic: NO

SERVICE FEE DOCUMENT #: 0575851643 FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS ENDING IN [REDACTED]

} \$853.20

Caldera Amy

From: Vargas Jana
Sent: Wednesday, April 18, 2012 11:35 AM
To: Caldera Amy
Subject: RE: Requesting Authorization

Follow Up Flag: Follow up
Flag Status: 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.
Thanks

Jana Vargas
Director of Procurement
San Diego County Regional Airport Authority
619-400-XXXX

-----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
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.

1. TRAVELER:

Travelers Name: Thella F. Bowens Dept: Exec Office BU6
Position: Board Member ☒ President/CEO ☐ Gen. Counsel ☐ Chief Auditor

All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 04/17/12 PLANNED DATE OF DEPARTURE/RETURN: 06/19/12 / 06/22/12

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip— continue on extra sheets of paper as necessary):

Destination: Coeur D' Alene, Idaho

Purpose: ACI-NA Summer Board and Executive Committee Meeting

Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

- AIRFARE

\$ 500.00

- OTHER TRANSPORTATION (Taxi, Train, Car Rental)

\$ 200.00

B. LODGING

\$ 900.00

C. MEALS

\$ 200.00

D. SEMINAR AND CONFERENCE FEES

\$ _____

E. ENTERTAINMENT (If applicable)

\$ _____

F. OTHER INCIDENTAL EXPENSES

\$ 100.00

TOTAL PROJECTED TRAVEL EXPENSE

\$ 1900.00

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.

Travelers Signature: Thella F. Bowens

Date: 4/17/12

CERTIFICATION BY ADMINISTRATOR

(Where Administrator is the Executive Committee, the Authority Clerk's signature is required).

By my signature below, I certify the following:

1. I have conscientiously reviewed the above out-of-town travel request and the details provided on the reverse.
2. The concerned out-of-town travel and all identified expenses are necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefit to the Authority.
3. The concerned out-of-town travel and all identified expenses conform to the requirements and intent of Authority's Policies 3.30 and 3.40.

Administrator's Signature: _____

Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

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

by the Executive Committee at its _____

4/18/2012 meeting.
(Leave blank and we will insert the meeting date.)



Traveltrust
374 North Coast Highway 101
Encinitas, Ca 92024
Tel: 760-635-1700
Fax: 760-635-1720
Website: www.traveltrust.com

BOWENS/THELLA

DEPT 6

12-Jun-2012 6:15 pm

Page 1 of 2

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.

*****TSA GUIDANCE FOR PASSENGERS*****

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


19-Jun-2012
07:05am
Tuesday

Air	United Airlines	Flight#	418	Class:	S
From:	San Diego CA, USA	To:	Denver CO, USA		
Meal:	Light Lunch	Seats:	Seat:12F		
Equip:	Airbus Jet	Status:	Confirmed		
Depart:	19-Jun-2012 Tuesday 07:05am	Stops:	0		
Arrival:	19-Jun-2012 Tuesday 10:28am				

Depart - TERMINAL 1
Arrive -
United Airlines locator: N5VCML
UA Frequent Flyer# [REDACTED] BOWENS/THELLA
** ECONOMY PLUS WINDOW SEAT CONFIRMED **
Flight Duration: 2 hour(s) and 23 minutes
Class of Service: Coach


19-Jun-2012
11:42am
Tuesday

Air	United Airlines	Flight#	436	Class:	S
From:	Denver CO, USA	To:	Spokane WA, USA		
Meal:	Light Lunch	Seats:	Seat:12F		
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# [REDACTED] BOWENS/THELLA
** ECONOMY PLUS WINDOW SEAT CONFIRMED **
Flight Duration: 2 hour(s) and 16 minutes
Class of Service: Coach


24-Jun-2012
03:28pm
Sunday

Air	United Airlines	Flight#	6416	Class:	L
From:	Spokane WA, USA	To:	San Francisco CA, USA		
Meal:	None	Seats:	Seat:4B		
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# [REDACTED] BOWENS/THELLA
** AISLE SEAT CONFIRMED **
Flight Duration: 2 hour(s) and 17 minutes
Class of Service: Coach


24-Jun-2012
08:10pm
Sunday

Air	United Airlines	Flight#	400	Class:	L
From:	San Francisco CA, USA	To:	San Diego CA, USA		
Meal:	Refreshment	Seats:	Seat:14D		
Equip:	Boeing 757 200 Jet	Status:	Confirmed		
Depart:	24-Jun-2012 Sunday 08:10pm	Stops:	0		
Arrival:	24-Jun-2012 Sunday 09:39pm				

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 [REDACTED]@san.org]
Sent: Tuesday, April 17, 2012 6:48 PM
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-[REDACTED] | F: 619-400-2448
[REDACTED]@SAN.ORG | WWW.SAN.ORG

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.

Caldera Amy

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 - 5:00 pm	Strategic Discussions
	Host airport event TBD

Friday, June 22

8:00 am - 10:00 am	Buffet Breakfast
--------------------	------------------

Amy Caldera

EXECUTIVE ASSISTANT TO

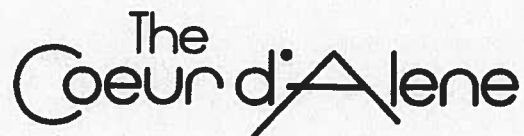
THELLA F. BOWENS, PRESIDENT/CEO

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

3225 NORTH HARBOR DRIVE, 3RD FLOOR, SAN DIEGO, CA. 92101

O: 619-400-██████ | F: 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: [REDACTED]@san.org
Phone: 619.400.[REDACTED]

Reservation Information

Confirmation Number:	25987	Arrival Date:	June 19, 2012
Room Type:	Penthouse*	Departure Date:	June 23, 2012
Number of Guests:	2 / 0	Number of Nights:	4
Check In Time:	4:00 p.m.	Packages:	
Check Out Time:	12:00 Noon	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

The Coeur d'Alene

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	
06-19-12	Surcharge	- 282.37	
06-19-12	Room Tax		289.00
06-19-12	<u>Parking - Self</u>		14.45
06-20-12	Food - Room Service		24.28
	Room# 1804 : CHECK# 0114121		17.00 - 17
		45.34	18.50
06-20-12	Room Rental - Group	327.73	
06-20-12	Surcharge		289.00
06-20-12	Room Tax		14.45
06-20-12	<u>Parking - Self</u>		24.28
06-21-12	Room Rental - Group		17.00 - 17
06-21-12	Surcharge		289.00
06-21-12	Room Tax		14.45
06-21-12	<u>Parking - Self</u>		24.28
06-22-12	<u>Logo Shop</u>		17.00 - 17
	626233		2.00
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	<u>Parking - Self</u>		17.00
06-23-12	Dockside - Food		16.22
	Room# 1804 : CHECK# 0089157		
06-23-12	American Express		1,198.80
	XXXXXXXXXXXXXX XX/XX		
Total Charges		1,481.17	
Total Credits			1,481.17
Balance		751.82	0.00

Guest Signature: _____

The Coeur d'Alene

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

Page No. 2 of 2



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

THELLA BOWENS
Vehicle # CF347728
Model MALIBU 2LT
Class Driven FCAR Class Charged SXAR
License# AHR7586 State/Province WA
M/Kms Driven 183
M/Kms Out 1225
M/Kms In 1408

TRAVELTRUST
Billing Ref R7MCZDR1
Charges No Unit Price Amount
GPS NAVIGA 1 Week 69.65 69.65
LDW 6 Days 22.99 137.94
PAI 6 Days 5.50 33.00
RAP 6 Days 4.99 29.94
SPPL LBLTV 6 Days 11.69 70.14
FSD 1 Rental 31.51 31.51
T & M 1 Week 299.03 299.03
UNLIM M/KM 0 M/Kms 0.00
CAR CLS CH 6 Days 11.00 66.00
DISCNT T&M 10.00% 18.00
SPOKANE TRANSPORT FEE 78.82
CONCESSION RECOV FEE 2.16
VEH LIC COST RECOV 24.42
ST RENTAL TAX @5.900 % 42.07
SALES TAX @8.700 % 4.14
SPORTS TAX @1.000 %

Total Charges USD 876.92

Deposit AMEX

Amount Due USD 876.92

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

RES # 768987061
ACCOUNT TRAVELTRUST
EXT REF #

EC #
FT #

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

INITIAL X

VEHICLE INFORMATION

RESERVED Intermediate 2/4 Door Car Auto A/C
DRIVEN Full Size 2/4 Door Car Auto A/C
CHARGED Standard Special Auto A/C
MAKE CHEVROLET
MODEL MALIBU 2LT
COLOR SILVER
ODOMETER 1225
PLATE AHR7586
REG AREA WA
VEHICLE # CF347728
BAY R1
STALL M1

UNIT PRICE/UNIT CURRENT CHARGE

WEEK 299.03 X 1
Day 66.45 X
Hour 33.23 X
Day 66.45 X
M/KM 0.00 X
Day 11.00 X 6
10% 0.00 X
Day 22.99 X 6
Day 4.99 X 6
Day 5.50 X 6
Day 11.69 X 6
WEEK 69.65 X 1
Rental 31.51 X 1
Day
Day
Percenta 0.00 X
Percenta 0.00 X

269.13 [299.03
0.00
0.00
0.00
0.00
66.00
-29.90
137.94 -20MIS (45.98)
29.94 -20MIS (8.98)
33.00 -20MIS (11.00)
70.14 -20MIS (23.38)
69.65 -ALL (69.65)
31.51
18.00 -20MIS (6.00)
78.82 -26.27
2.16 -20MIS (0.72)
24.42 -8.14
4.14 -1.38
42.07 -14.02

@ 11.11%

ESTIMATED CHARGES

(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).

PAYMENTS
AMERICAN EXPRESS 1003 Auth #

AT \$22.99 PER DAY. X

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

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

IS CHANGE. X

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

=====

Tito
Macaroni's

=====

1027 Bre

1 42/1 Chk 2839 Gst

Jun19'12 07:19PM

*** Reprint ***

1 16 Drop Top	2.25	4.50
1 Arnold Palmer	1.00	2.50✓
2 \$ Add Din Salad	3.00	6.00✓
1 Chicken parm.	15.50	15.50✓
1 Lemon chicken	15.95	15.95
1 1405 Witness	19.00	19.00
<hr/>		
Room Fee	21.00	6.00
Subtotal	21.26	69.45
Tax	4.17	4.17
25PM Total	25.43	73.62
Room#	Gratuity	\$22.26
Total		tip 3.35
		25.01
<hr/>		
Print Name		
Signature		

Ask your server about
purchasing one of our
Holiday Gift Cards

=====

Tito
Macaroni's

=====

Date: Jun19'12 08:46PM

Card Type: Amex

Acct #: XXXXXXXXXXXX

Card Entry: SWIPED

Trans Type: PURCHASE

Auth Code: 583615

Check: 2839

Table: 42/1

Server: 1027 Bre F

Subtotal: 36.81

Tip 23.50

Total 22.26

Sign: X tip 3.35

Buyer agrees to pay the total
according to the agreement with
the card issuer.

GUEST COPY \$25.61

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 Chk 9850 Gst 2
Jun22'12 03:35PM
*** Reprint ***

1 Salmon Cake (2)	11.00
1 Meat Loaf	15.00
1 BAKED MAC	10.99 ✓
+ Salad Bar	4.99 ✓
1 Iced Tea	2.50 ✓

Subtotal 18.48 ~~46.46~~
Tax 6% 1.11 ~~2.79~~
04:06PM Total \$19.59 ~~49.25~~

Room# Gratuity

=====Total tip 3.00

Print Name
Signature \$22.59

Ask your server about
purchasing one of our
Holiday Gift Cards

=====

Dockside
Coeur d' Alene Resort

=====

Date: Jun22'12 04:25PM
Card Type: Amex
Acct #: XXXXXXXXXXXX
Card Entry: SWIPED
Trans Type: PURCHASE
Auth Code: 544618
Check: 9850
Table: 50/1
Server: 1166 Lauren L

Subtotal: 49.25

Tip \$19.59

Total + tip 3.00

Sign: X 22.59

Buyer agrees to pay the total,
according to the agreement with
the card issuer.

GUEST COPY

Lunch 6/22/12

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

SPOKANE INT'L AIRPORT

1168 AMBER

104/1 3907 GST 1
 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	\$ 17.38

HMSHost-Spokane
 Kevin Jones, General Manager
 509-624-3400 X 3300
 Kevin.jones2@hmshost.com

HMSHost
 Making The Travelers Day Better
 HMS Host Store Code = 5903N28

Find Us On Facebook

WASHINGTON WINE BAR
 SPOKANE INT'L AIRPORT
 CA: 3907
 BLE: 104/1
 RVER 1168 AMBER
 DATE: JUN24'12 2:50PM
 RD TYPE: AMEX A3
 ACT #: XXXXXXXXXXXX
 CP DATE: XX/XX
 JTH CODE: 592913
 TF BOWENS

TOTAL: 17.38
 tip 3.00
 TOTAL: 20.38

SCANNED
 AUG 14 2012

I AGREE TO PAY THE ABOVE AMOUNT
 IN ACCORDANCE WITH THE
 ISSUED BY THE AIRPORT



SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

ORIGINAL (LILAC) - FINANCE
COPY - DEPARTMENT FILE

SDCRAA CHECK REQUEST

CR # 12-068

ISSUE CHECK TO THE ORDER OF

Thella Bowens
X2444

DATE ISSUED

8/10/2012

ORIGINATING DEPARTMENT/BUSINESS UNIT

Executive Office BU8

PREPARED BY/EXT.

A. Caldera X2445

REVIEWED BY: AGGTG

[Signature]

FOR PAYMENT OF THE FOLLOWING

INVOICE #	INVOICE DATE	DESCRIPTION	AMOUNT
HA 0608-1212	8/10/12	Out of pocket expenses related to 28th Annual AMAC/FAA Airport Business Diversity Conference <i>St Louis</i> June 8 - 12, 2012	1,018.78 1021.78
CHECK REQUEST TOTAL			✓ 1,021.78

SPECIAL INSTRUCTIONS:

Reimbursement needs to be available to Thella on 8/16 when she returns to the office.

Reason not processed as a Contract or P.O. Required field - please X one reason

- | | |
|--|---|
| <input type="checkbox"/> Infrequent/Unforeseen ⁽¹⁾ | <input type="checkbox"/> Insurance/Benefits ⁽⁷⁾ |
| <input type="checkbox"/> De Minimis amount (Less than \$5K) ⁽²⁾ | <input type="checkbox"/> Contract in Process ⁽⁸⁾ |
| <input type="checkbox"/> Required quick timeframe ⁽³⁾ | <input type="checkbox"/> Outside Scope of Contract ⁽⁹⁾ |
| <input type="checkbox"/> Dues/Subscription/Membership ⁽⁴⁾ | <input type="checkbox"/> Common Practice ⁽¹⁰⁾ |
| <input type="checkbox"/> Meetings/Conferences/Seminars/Sponsorships ⁽⁵⁾ | <input type="checkbox"/> Approved Exception ⁽¹¹⁾ |
| <input checked="" type="checkbox"/> Employee Reimbursement ⁽⁶⁾ | <input type="checkbox"/> OTHER ⁽¹²⁾ |

I CERTIFY THE CLAIM IS TRUE AND CORRECT
INCLUDING ANY APPLICABLE TERMS AND
CONDITIONS HAVE BEEN FULFILLED

V. Evans

Vernon Evans, VP, Finance

DISTRIBUTION OF CHARGES - TO BE COMPLETED BY ORIGINATING DEPARTMENT/BUSINESS UNIT

DEPARTMENT/ BUSINESS UNIT	GL ACCOUNT/SUBSIDIARY	WORK ORDER/ TRACKING ORDER	LOCATION/ ASSET NUMBER	AMOUNT
6	66300.120			1021.78 1,018.78
Total amount distributed - must equal Check Request Total above				1021.78

ACCOUNTING DEPARTMENT USE ONLY

VENDOR NO. 11063
INVOICE NO. 0608-1212
INVOICE DATE 8/10/12
PYMT DATE _____
RT TO BU _____ SEP CK _____

APPROVED FOR PROCESSING

[Signature]

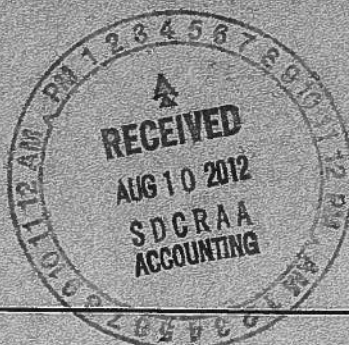
ACCOUNTING DEPARTMENT

SCANNED

AUG 14 2012

PAID

AUG 14 2012



POSTED

AUG 14 2012

SDCRAA
Accounting Department

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
DEPARTURE DATE: 6/8/2012 RETURN DATE: 6/12/2012 REPORT DUE: 7/12/12
DESTINATION: St. Louis, MO

Please refer to the Authority Travel and Lodging Expense Reimbursement Policy, Article 3, Part 3.4, Section 3.40, outlining appropriate reimbursable expenses and approvals. Please attach all required supporting documentation. All receipts must be detailed, (credit card receipts do not provide sufficient detail). Any special items should be explained in the space provided below.

	Authority Expenses (Prepaid by Authority)	Employee Expenses								TOTALS
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
		6/9/12	6/10/12	6/11/12	6/12/12			6/8/12		
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	440.00									0.00
Conference Fees (provide copy of flyer/registration expenses)										0.00
Rental Car*										0.00
Gas and Oil*										0.00
Garage/Parking*										0.00
Mileage - attach mileage form*										0.00
Taxi and/or Shuttle Fare (include tips pd.)*										0.00
Hotel*		195.44	195.44	195.44	42.00			42.00	195.44	781.76
Telephone, Internet and Fax*										0.00
Laundry*										0.00
Tips - separately paid (maids, bellhop, other hotel svcs.)										0.00
Meals (Include tips pd.)										0.00
Breakfast*					7.32					7.32
Lunch*			13.41	24.16	27.35					64.92
Dinner*		61.70						22.08		83.78
Other Meals*										0.00
Alcohol is a non-reimbursable expense										
Hospitality ¹ *										0.00
Miscellaneous: Baggage Fees										0.00
										0.00
*Provide detailed receipts										0.00
Total Expenses prepaid by Authority	440.00	257.14	208.85	219.60	76.67	0.00	0.00	259.52	1,011.78	

Explanation:

Total Expenses Prepaid by Authority	440.00
Total Expenses Incurred by Employee (including cash advances)	1,028.78
Grand Trip Total	1,468.78
Less Cash Advance (attach copy of Authority ck)	1,468.78
Less Expenses Prepaid by Authority	440.00
Due Traveler (positive amount) ²	
Due Authority (negative amount) ³	1,011.78

Note: Send this report to Accounting even if the amount is \$0.

¹ Give names and business affiliations of any persons whose meals were paid by traveler.
² Prepare Check Request
³ Attach personal check payable to SDCRAA

I as traveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expense Reimbursement Policy⁴ and 3.30 - Business Expense Reimbursement Policy⁵ and that any purchases/claims that are not allowed will be my responsibility. I further certify that this report of travel expenses were incurred in connection with official Authority business and is true and correct.

⁴ Travel and Lodging Expense Reimbursement Policy 3.40

⁵ Business Expense Reimbursement Policy 3.30

Prepared By: Amy Caldera
 Traveler Signature: Thella F. Bowens
 Approved By: [Signature]

Ext.: 2445
 Date: 8.8.12

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE (To be certified if used by President/CEO, Gen. Counsel, or Chief Auditor)

I, _____ hereby certify that this document was approved by the Executive Committee at its

(Please leave blank. Whoever clerk's the meeting will insert their name and title.)

meeting.

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

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

SCANNED

PAID

POSTED

AUG 14 2012

AUG 14 2012

AUG 14 2012

**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
DEPARTURE DATE: 6/8/2012 RETURN DATE: 6/12/2012 REPORT DUE: 7/12/12
DESTINATION: St. Louis, MO

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	Authority Expenses (Prepaid by Authority)	Employee Expenses							TOTALS
		SUNDAY 6/9/12	MONDAY 6/10/12	TUESDAY 6/11/12	WEDNESDAY 6/12/12	THURSDAY	FRIDAY	SATURDAY 6/8/12	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	440.00								0.00
Conference Fees (provide copy of flyer/registration expenses)									0.00
Rental Car*									0.00
Gas and Oil*									0.00
Garage/Parking*									0.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare (include tips pd.)*					42.00			42.00	84.00
Hotel*		195.44	195.44	195.44				195.44	781.76
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel svcs.)									0.00
Meals (include tips pd.)					7.32				7.32
Breakfast*									
Lunch*			13.41	24.16	27.35				64.92
Dinner*		61.70						22.08	83.78
Other Meals*									0.00
Alcohol is a non-reimbursable expense									
Hospitality ¹ *									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	440.00	257.14	208.85	219.60	76.67	0.00	0.00	259.52	1,021.78

Explanation:	Total Expenses Prepaid by Authority	440.00
	Total Expenses Incurred by Employee (including cash advances)	1,021.78
	Grand Trip Total	1,461.78
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	440.00
	Due Traveler (positive amount)²	
	Due Authority (negative amount)³	1,021.78
<i>Note: Send this report to Accounting even if the amount is \$0.</i>		

¹Give names and business affiliations of any persons whose meals were paid by traveler.
²Prepare Check Request
³Attach personal check payable to SDCRAA

I as traveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expense Reimbursement Policy⁴ and 3.30 - Business Expense Reimbursement Policy⁵ and that any purchases/claims that are not allowed will be my responsibility. I further certify that this report of travel expenses were incurred in connection with official Authority business and is true and correct.

⁴ Travel and Lodging Expense Reimbursement Policy 3.40

⁵ Business Expense Reimbursement Policy 3.30

Prepared By: Amy Caldera Ext.: 2445
Traveler Signature: _____ Date: _____
Approved By: _____ Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE (To be certified if used by President/CEO, Gen. Counsel, or Chief Auditor)

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

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

2/21 - 7:07 pm

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.

1. TRAVELER:

Travelers Name: Thella F. Bowens Dept: Bu6 Exec Office
Position: ☐ Board Member ☒ President/CEO ☐ Gen. Counsel ☐ Chief Auditor
☐ All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 2/27/12 PLANNED DATE OF DEPARTURE/RETURN: 06/09/12 / 06/10/12

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip— continue on extra sheets of paper as necessary):

Destination: St. Louis, MO

Purpose: Participating on a panel for the 28th Annual AMAC/FAA Airport Business Diversity Conference

Explanation: Participating on a panel

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

- AIRFARE

\$ 650.00

- OTHER TRANSPORTATION (Taxi, Train, Car Rental)

\$ 100.00

B. LODGING

\$ 175.00

C. MEALS

\$ 100.00

D. SEMINAR AND CONFERENCE FEES

\$ 0.00

E. ENTERTAINMENT (If applicable)

\$ 0.00

F. OTHER INCIDENTAL EXPENSES

\$ 100.00

TOTAL PROJECTED TRAVEL EXPENSE

\$ 1125.00

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.

Travelers Signature: Thella F. Bowens Date: 28 Feb 2012

CERTIFICATION BY ADMINISTRATOR (Where Administrator is the Executive Committee, the Authority Clerk's signature is required).

By my signature below, I certify the following:

1. I have conscientiously reviewed the above out-of-town travel request and the details provided on the reverse.
2. The concerned out-of-town travel and all identified expenses are necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefit to the Authority.
3. The concerned out-of-town travel and all identified expenses conform to the requirements and intent of Authority's Policies 3.30 and 3.40.

Administrator's Signature: _____ Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, Tony R. Russell, Authority Clerk, hereby certify that this document was approved
(Please leave blank. Whoever clerk's the meeting will insert their name and title.)
by the Executive Committee at its 3/26/12 meeting.
(Leave blank and we will insert the meeting date.)



Traveltrust
374 North Coast Highway 101
Encinitas, Ca 92024
Tel: 760-635-1700
Fax: 760-635-1720
Website: www.traveltrust.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.

*****TSA GUIDANCE FOR PASSENGERS*****

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



08-Jun-2012
11:15am
Friday

Air United Airlines Flight# 1586 Class: G
From: San Diego CA, USA To: Houston Intercontinental, TX
Meal: Food For Purchase Seats: Seat:8D
Equip: Boeing 737-900 Jet Status: Confirmed
Depart: 08-Jun-2012 Friday 11:15am Stops: 0
Arrival: 08-Jun-2012 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


08-Jun-2012
05:47pm
Friday


Air United Airlines Flight# 4714 Class: G
From: Houston Intercontinental, TX To: St Louis Intl MO, USA
Meal: None Seats: Seat:2A
Equip: Embraer Jet Status: Confirmed
Depart: 08-Jun-2012 Friday 05:47pm Stops: 0
Arrival: 08-Jun-2012 Friday 07:54pm

IAH-STL OPERATED BY /EXPRESSJET AIRLINES DBA UNITED EXPRESS
Depart - TERMINAL B
Arrive - TERMINAL 1
United Airlines locator: E2SHJE

UA Frequent

** AISLE SEAT CONFIRMED **

Flight Duration: 2 hour(s) and 07 minutes
Class of Service: Coach


12-Jun-2012
10:05am
Tuesday

Air United Airlines Flight# 5287 Class: K
From: St Louis Intl MO, USA To: Houston Intercontinental, TX
Meal: None Seats: Seat:3A
Equip: Embraer Jet Status: Confirmed
Depart: 12-Jun-2012 Tuesday 10:05am Stops: 0
Arrival: 12-Jun-2012 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 Flyer

** AISLE SEAT CONFIRMED **

Flight Duration: 2 hour(s) and 03 minutes
Class of Service: Coach



TravelTrust
374 North Coast Highway 101
Encinitas, Ca 92024
Tel: 760-635-1700
Fax: 760-635-1720
Website: www.traveltrust.com

BOWENS/THELLA

DEPT 6

01-Jun-2012 11:47 am

Page 2 of 2

12-Jun-2012
12:50pm
Tuesday

Air United Airlines
From: Houston Intercontinental, TX
Meal: Food For Purchase
Equip: Boeing 737-800 Jet
Depart: 12-Jun-2012 Tuesday 12:50pm
Arrival: 12-Jun-2012 Tuesday 01:57pm
Flight# 1011 **Class:** K
To: San Diego CA, USA
Seats: Seat:11C
Status: Confirmed
Stops: 0

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
Sunday

San Diego CA, USA
RESERVATION RETAINED FOR 180 DAYS

TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST
AND SATURDAY FROM 9AM-1PM PST - 760-635-1700.
FOR EMERGENCY AFTERHOURS SERVICE IN THE US
PLEASE CALL 888-221-6062 AND USE YOUR VIT CODE - S7NS0
PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER
EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00
THANK YOU FOR CHOOSING TRAVELTRUST...SCOTT MACKERLEY

Ticket Information

BOWENS THELLA
Ticket#:7065642000
Invoice#:1194638

Ticket Base Fare: 150.00
Ticket Tax: 0.00
Total Ticket Amount: 150.00

Electronic: YES

Ticket#:1962309305
Invoice#:1194638

Ticket Base Fare: 265.00
Ticket Tax: 0.00
Total Ticket Amount: 265.00

Electronic: NO

SERVICE FEE DOCUMENT #: 0575459067 FEE AMOUNT: 25.00

BILLED TO: AMERICAN EXPRESS ENDING IN

415

25

\$440

R
RENAISSANCE*
 ST LOUIS GRAND HOTEL

GUEST FOLIO

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

1211 BOWENS/THELLA/MS		169.00	06/12/12	08:19	13313	2595
Room	Name	Rate	Depart	Time	ACCT# GROUP	
NKNG		7	06/08/12	20:41		
Type		Arrive		Time		
58	3225 N HARBOR DRIVE					
	XXXXXXXXXXXXXXXXXXXX					
Room Clerk	SAN DIEGO	CA 92101	Payment	MRW#:		
	Address					

DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE
06/08	CAPRI	22161211	22.08	
06/08	ROOM GP	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	CCARD-AX		817.25	
PAYMENT RECEIVED BY: AMERICAN EXPRESS XXXXXXXXXXXX				

.00

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

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

Room Clerk	Address	Payment	MRW#:		
DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE	
06/08	CAPRI	22161211	22.08		
06/08	ROOM GP	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			\$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

RECEIPTS FROM TRAVEL TO ST. LOUIS, MO

June 8 - 12, 2012—THELLA F. BOWENS

Driver: 314-249-9263

Company Phone: 314-761-3477

ST. LOUIS AIRPORT TAXI

Receipt

From: Airport

Date 6/8/12

To hotel

Amount \$ 35 + tip (42)

Cab No 149 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 #: XXXXXXXXXX

Card Entry: SWIPED

Trans Type: PURCHASE

Trans Key: AIA007411532372

Auth Code: 507930

Check: 580

Table: 52/2

Server: 4000018 Craig C

Subtotal: 51.70

Tip: 10.00

Total: dinner

Signature _____

I agree to pay above total
according to my card issuer

Prime 1000

1000 Washington Ave
St. Louis, MO. 63144
(314) 241-1000
www.prime1000.com

4000018 Craig C

b1 52/2 Chk 580 est 1
✓ Jun09'12 08:21 ✓

1 Farm Green Salad 9.00
1 Halibut 36.00
1 Soda 2.00

Subtotal 47.00
Tax 4.70
09:42PM Total 51.70

This

RECEIPTS FROM TRAVEL TO ST. LOUIS, MO
June 8 - 12, 2012—THELLA F. BOWENS

*

<*

204 CHIE..

3L 1211/1 2965 GST 1
10JUN'12 3:34PM

1 FRUIT PLATE 10.00
Sub-Total: 10.00
20% RS SVC CHG 2.00
Tax 1.41
3:34 TOTAL DUE: \$ 13.41
SERVICE CHARGE INCLUDED @ 20%

ROOM NUMBER _____
PRINT LAST NAME _____
SIGNATURE _____
GRATUITY _____
TOTAL _____

THANK YOU

=====

STLDT CAPRI	
39 MELONY	
TBL 97/1	CHK 2216
08JUN'12	9:48PM
	GST 1

1 BBQ PORK SAND	13.00
1 LEMONADE	3.50
CHARGE TIP \$	3.60
A13313R1211	
ROOM/ACCT CHG	22.08
Sub-Total:	16.50
Tax	1.98
Total:	22.08

-----CHECK CLOSED 10:13PM-----

=====

dinner 6/8/12

RECEIPTS FROM TRAVEL TO ST. LOUIS, MO
June 8 - 12, 2012—THELLA F. BOWENS

SMOKE HOUSE
314-535-4340

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

ORDER#2513

***PBAL \$0.00
DINE IN
1/2 SLAB RIBS \$13.90
+FRIES
GREEN BEANS
COMBO 1/4 POUND \$3.00
BEEF
SH SODA \$2.25
BAL FWD \$19.24
MOSE ST \$19.24
TAX \$1.00

***TOTAL \$21.16
CHARGE1 \$21.16
CHANGE \$0.00

[REDACTED] 12/14

010249
216318406133
CHARGE1 \$21.16

TIP AMOUNT 3.00

TOTAL 24.16

GUEST SIGNATURE

X
I AGREE TO PAY ABOVE
TOTAL AMOUNT ACCORDING
TO CARD ISSUER AGREEMENT
(MERCHANT AGREEMENT IF
CREDIT VOUCHER)

Cat Cora
Houston George Bush
Intercontinental Airport

4019 Charles

1 44/1 Chk 3545 Gst
Jun12'12 01:38PM
*** Reprint ***

Dine In

1 Beet Salad 14.00
1 Pot 5.00
1 Tea 3.49

Subtotal 2.49

Tax 1.86

02:10PM Total 24.35

If we did or did not exceed your
expectations, we would like to
hear from you. Please

0-426-5971 x1021 or

care@mindspring.com

Cat Cora
Houston George Bush
Intercontinental Airport

Date: Jun12'12 02:10PM

Card Type: Amex

Acct #: XXXXXXXX [REDACTED]

Card Entry: SWIPED

Trans Type: PURCHASE

Trans Key: EIE006435137770

Auth Code: 520887

Check: 3545

Table: 44/1

Server: 4019 Charles

Subtotal: 24.35

Tip: 3.00

Total: 27.35

Keep for your records

CUSTOMER COPY

RECEIPTS FROM TRAVEL TO ST. LOUIS, MO
June 8 - 12, 2012—THELLA F. BOWENS

Breakfast

HMSHOST
STARBUCKS COFFEE
LAMBERT INTERNATIONAL AIRPORT

275 Azeb

5787 GST
JUN12'12 9:03AM

TO GO

1 MISTO	T	2.25
1 SMTH BAN STRW G		4.60
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 Name: _____

Cab No _____ Cab Phone: _____

Thank You: Have a pleasant stay in St. Louis

SCANNED

AUG 14 2012



SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

ORIGINAL (LILAC) - FINANCE
COPY - DEPARTMENT FILE

SDCRAA CHECK REQUEST

CR # 12-066

ISSUE CHECK TO THE ORDER OF Thella Bowens X2444		DATE ISSUED 8/9/2012
		ORIGINATING DEPARTMENT/BUSINESS UNIT Executive Office BU6
PREPARED BY/EXT. A. Caldera X2445	REVIEWED BY: ACCTG <i>[Signature]</i>	

FOR PAYMENT OF THE FOLLOWING			
INVOICE #	INVOICE DATE	DESCRIPTION	AMOUNT
<i>wa</i> 0506-0912	<i>wa</i> 8/9/12	Out of pocket expenses related to ACI-NA Airport Economics and Finance and Human Capital Conference in Nashville, TN May 6 - 9, 2012	705.58 482.68

CHECK REQUEST TOTAL **482.68-705.58**

SPECIAL INSTRUCTIONS:

Reimbursement needs to be available to Thella on 8/16 when she returns to the office.

Reason: not processed as a Contract or P.O. Required field - please X one reason

<input type="checkbox"/> Infrequent/Unforeseen ⁽¹⁾	<input type="checkbox"/> Insurance/Benefits ⁽⁷⁾
<input type="checkbox"/> De Minimis amount (Less than \$5K) ⁽²⁾	<input type="checkbox"/> Contract in Process ⁽⁸⁾
<input type="checkbox"/> Required quick timeframe ⁽³⁾	<input type="checkbox"/> Outside Scope of Contract ⁽⁹⁾
<input type="checkbox"/> Dues/Subscription/Membership ⁽⁴⁾	<input type="checkbox"/> Common Practice ⁽¹⁰⁾
<input type="checkbox"/> Meetings/Conferences/Seminars/Sponsorships ⁽⁵⁾	<input type="checkbox"/> Approved Exception ⁽¹¹⁾
<input checked="" type="checkbox"/> Employee Reimbursement ⁽⁶⁾	<input type="checkbox"/> OTHER: ⁽¹²⁾

I CERTIFY THE CLAIM IS TRUE AND CORRECT INCLUDING ANY APPLICABLE TERMS AND CONDITIONS HAVE BEEN FULFILLED

[Signature]

Vernon Evans, VP, Finance

DISTRIBUTION OF CHARGES - TO BE COMPLETED BY ORIGINATING DEPARTMENT/BUSINESS UNIT

DEPARTMENT/ BUSINESS UNIT	GL ACCOUNT/SUBSIDIARY	WORK ORDER/ TRACKING ORDER	LOCATION/ ASSET NUMBER	AMOUNT
6	66300.120			705.58 482.68
Total amount distributed - must equal Check Request Total above				705.58 482.68

ACCOUNTING DEPARTMENT USE ONLY

VENDOR NO. <u>11063</u>	<div style="text-align: center;"> SCANNED AUG 14 2012 </div>	APPROVED FOR PROCESSING <i>[Signature]</i>
INVOICE NO. <u>0506-0912</u>		ACCOUNTING DEPARTMENT
INVOICE DATE <u>8/9/12</u>		
PYMT DATE _____		
RT TO BU _____ SEP CK _____	<div style="text-align: center;"> PAID AUG 14 2012 </div>	<div style="text-align: center;"> POSTED AUG 14 2012 </div>

SDCRAA
Accounting Department

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
DEPARTURE DATE: 5/6/2012 RETURN DATE: 5/12/2012 REPORT DUE: 6/11/12
DESTINATION: Nashville, TN

Please refer to the Authority Travel and Lodging Expense Reimbursement Policy, Article 3, Part 3.4, Section 3.40, outlining appropriate reimbursable expenses and approvals. Please attach all required supporting documentation. All receipts must be detailed, (credit card receipts do not provide sufficient detail). Any special items should be explained in the space provided below.

	Authority Expenses (Prepaid by Authority)	Employee Expenses							TOTALS
		SUNDAY 5/6/12	MONDAY 5/7/12	TUESDAY 5/8/12	WEDNESDAY 5/9/12	THURSDAY	FRIDAY	SATURDAY 5/12/12	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	871.00				-222.90				-222.90
Conference Fees (provide copy of flyer/registration expenses)	795.00								0.00
Rental Car*									0.00
Gas and Oil*									0.00
Garage/Parking*									0.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare (include tips pd.)*		30.00			33.00				63.00
Hotel*		185.75	185.75	185.75					557.25
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)									0.00
Meals (include tips pd.)									0.00
Breakfast*			11.44	4.17					15.61
Lunch*									0.00
Dinner*				69.72					69.72
Other Meals*									0.00
Alcohol is a non-reimbursable expense									0.00
Hospitality 1*									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	1,666.00	215.75	197.19	259.64	-189.90	0.00	0.00	0.00	482.68

Explanation:	Total Expenses Prepaid by Authority	1,666.00
	Total Expenses Incurred by Employee (including cash advances)	482.68
	Grand Trip Total	2,148.68
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	1,666.00
	Due Traveler (positive amount) ²	
	Due Authority (negative amount) ³	482.68
Note: Send this report to Accounting even if the amount is \$0.		

I as traveler or administrator acknowledge that I have read, understood and agreed with the Authority's Travel and Lodging Expense Reimbursement Policy and 13.30 - Business Expense Reimbursement Policy and that any purchases/claims that are not allowed will be my responsibility. I further certify that this report of travel expenses were incurred in connection with official Authority business and is true and correct.

Travel and Lodging Expense Reimbursement Policy 3.40

Business Expense Reimbursement Policy 3.30

Prepared By: Amy Caldera
Traveler Signature: Thella F. Bowens
Approved By: [Signature]

Ext.: 2445
Date: 8/7/12
Date: 8.8.12

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE (To be certified if used by President/CEO, Gen. Counsel, or Chief Auditor)

I, _____ hereby certify that this document was approved by the Executive Committee at its _____ meeting.

(Please leave blank. Whoever clerk's the meeting will insert their name and title.)
(Leave blank and we will insert this meeting date.)

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

SCANNED

PAID

POSTED

AUG 14 2012

AUG 14 2012

AUG 14 2012

SDCRAA

SDCRAA

ACCOUNTING

DEPT.

Accounting Department

S:\Executive Office\2012\05-08, Nashville, TN\Travel Expense Report (Nashville, TN).xlsx

66300.120

CR-12-066

**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.

1. TRAVELER:

Travelers Name: Thella F. Bowens Dept: 06/Executive Office
Position: Board Member ☒ President/CEO ☐ Gen. Counsel ☐ Chief Auditor

All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 02/14/12 **PLANNED DATE OF DEPARTURE/RETURN:** 05/06/12 / 05/09/12

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip- continue on extra sheets of paper as necessary):

Destination: Nashville, TN

Purpose: ACI-NA Airport Economics and Finance and Human Capital Conference

Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$ 600.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 100.00
B. LODGING	\$ 500.00
C. MEALS	\$ 200.00
D. SEMINAR AND CONFERENCE FEES	\$ 785.00
E. ENTERTAINMENT (If applicable)	\$ 0.00
F. OTHER INCIDENTAL EXPENSES	\$ 100.00
TOTAL PROJECTED TRAVEL EXPENSE	\$ 2285.00

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

Travelers Signature: Thella F. Bowens Date: 2/14/12

CERTIFICATION BY ADMINISTRATOR (Where Administrator is the Executive Committee, the Authority Clerk's signature is required).

By my signature below, I certify the following:

1. I have conscientiously reviewed the above out-of-town travel request and the details provided on the reverse.
2. The concerned out-of-town travel and all identified expenses are necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefit to the Authority.
3. The concerned out-of-town travel and all identified expenses conform to the requirements and intent of Authority's Policies 3.30 and 3.40.

Administrator's Signature: _____ Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, Tony L. Russell, Authority Clerk, hereby certify that this document was approved
(Please leave blank. Whoever clerk's the meeting will insert their name and title.)
by the Executive Committee at its 2/21/2012 meeting.
(Leave blank and we will insert the meeting date.)



Traveltrust
374 North Coast Highway 101
Encinitas, Ca 92024
Tel: 760-635-1700
Fax: 760-635-1720
Website: www.traveltrust.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

12-May-2012 11:25am Saturday	Air	United Airlines	Flight#	763	Class:	Q
	From:	Denver CO, USA	To:	San Diego CA, USA		
	Meal:	Light Lunch	Seats:	Seat: 10C		
	Equip:	Airbus A320 Jet	Status:	Confirmed		
	Depart:	12-May-2012 Saturday 11:25am	Stops:	0		
	Arrival:	12-May-2012 Saturday 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

08-Nov-2012
Thursday

San Diego CA, USA
RESERVATION RETAINED FOR 180 DAYS

TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST
AND SATURDAY FROM 9AM-1PM PST - 760-635-1700. ●
FOR EMERGENCY AFTERHOURS SERVICE IN THE US
PLEASE CALL 888-221-6062 AND USE YOUR VIT CODE - S7NS0
PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER
EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00
THANK YOU FOR CHOOSING TRAVELTRUST...SCOTT MACKERLEY

Ticket Information

BOWENS THELLA
Ticket#: 7056514818
Invoice#: 1193813

Ticket Base Fare: 737.68
Ticket Tax: 103.32
Total Ticket Amount: 841.00

Electronic: YES

SERVICE FEE DOCUMENT #: 0574415226 FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS ENDING IN

\$ 871.00
- 648.10

\$ 222.90

1. \$648.10 was the amount of the ticket ~~for~~ from San to Nashville and back (see travel trust Attachment A)
2. Because she flew home from Nashville - Thella is paying the difference of \$222.90



TravelTrust
374 North Coast Highway 101
Encinitas, Ca 92024
Tel: 760-635-1700
Fax: 760-635-1720
Website: www.traveltrust.com

BOWENS/THELLA

DEPT 6

01-May-2012 5:15 pm

Page 1 of 2

YOUR UNITED ETICKET CONFIRMATION IS ** DE82YJ **
YOUR AMERICAN ETICKET CONFIRMATION IS ** FWDEHE **

-----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.

*****TSA GUIDANCE FOR PASSENGERS*****
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


06-May-2012
09:36am
Sunday
Air United Airlines
From: San Diego CA, USA
Meal: Food For Purchase
Equip: Boeing 737-800 Jet
Depart: 06-May-2012 Sunday 09:36am
Arrival: 06-May-2012 Sunday 02:39pm
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
Arrival: 06-May-2012 Sunday 05:40pm
Flight# 4164 Class: T
To: Nashville Nashville Internatio
Seats: Seat:Unavail
Status: Confirmed
Stops: 0
IAH-BNA OPERATED BY /EXPRESSJET AIRLINES DBA UNITED EXPRESS
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


09-May-2012
09:40am
Wednesday
Air American Airlines
From: Nashville Nashville Internatio
Meal: None
Equip: Boeing 737-800 Jet
Depart: 09-May-2012 Wednesday 09:40am
Arrival: 09-May-2012 Wednesday 11:40am
Flight# 373 Class: V
To: Dallas/Ft Worth TX, USA
Status: Confirmed
Stops: 0
American Airlines locator: FWDEHE
** SEAT ASSIGNMENT AIRPORT CHECKIN ONLY **
Flight Duration: 2 hour(s) and 00 minutes
Class of Service: Coach


12-May-2012
09:20am
Saturday
Air United Airlines
From: Dallas/Ft Worth TX, USA
Meal: Light Lunch
Equip: Boeing 737-700 Jet
Depart: 12-May-2012 Saturday 09:20am
Arrival: 12-May-2012 Saturday 10:32am
Flight# 1111 Class: Q
To: Denver CO, USA
Seats: Seat:12C
Status: Confirmed
Stops: 0

-Registration-

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Purchase Detail

[other orders](#)

Please print this page for future reference, and present it at on-site registration.
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 05:00 PM - 05/09/2012 12:00 PM	\$ 795.00	1	\$ 795.00
Total			\$ 795.00

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 03HR 06MIN
 AR HOUSTON GEO BUSH 446P NON-STOP
 ARRIVE: TERMINAL C REF: DE82YJ
 BOWENS/THELLA UA-00632240821
 AIR UNITED AIRLINES FLT:4619 UNITED ECONOMY
 OPERATED BY /EXPRESSJET 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 [REDACTED]

09 MAY 12 - WEDNESDAY

AIR UNITED AIRLINES FLT:6060 UNITED ECONOMY
 OPERATED BY /EXPRESSJET AIRLINES DBA UNITED EXPRESS
 LV NASHVILLE 815A EQP: EMBRAER 145 JET
 02HR 59MIN
 AR DENVER 1014A NON-STOP
 BOWENS/THELLA [REDACTED]
 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 [REDACTED]

RECEIPTS FROM TRAVEL TO NASHVILLE, TN

May 6 - 12, 2012—THELLA F. BOWENS

CASH RECEIPT

DATE: 5/6/12 AMOUNT: \$25.15

DRIVER: _____

FROM: Airport

TO: Shelton

CASH RECEIPT

DATE: 5/9/12 AMOUNT: \$28.50

DRIVER: _____

FROM: Shelton

TO: Airport

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

588775.1
 BRANDY P Table 42
 Mon 05/07/12 10:22 AM Guests 1
 Guest Num: 1 RESTAURNT1

1 COFFEE	2.60	✓
1 TOAST/ENG MUFFI	2.50	✓
1 BACON	4.00	✓

SubTotal 9.10
 Sales Tax 0.84

Please pay this amount
Total 9.94 ✓

FOOD 9.10

FOR ROOM CHARGES ONLY!

Gratuity 10.50
 Total Charge ✓ \$10.44
 Room Number 403
 Print Name THELLA F. BOWENS
 SIGNATURE *Thella Bowens*

SHERATON NASHVILLE

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

588775
 BRANDY P Table 42
 Mon 05/07/12 10:37 AM Guests 1
 Guest Num: 1 RESTAURNT1

1 COFFEE	2.60
1 TOAST/ENG MUFFI	2.50
1 BACON	4.00

SubTotal 9.10
 Sales Tax 0.84

Total 9.94

403 SubTotal 9.10
 Y BOWENS, THELLA Sales Tax 0.84

RM CHRG TIP.. 1.50
 403 Y BOWENS, THELLA 11.44

RM CHRG Tendered 11.44

FOOD 9.10

FOR ROOM CHARGES ONLY!

Gratuity _____
 Total Charge _____
 Room Number _____
 Print Name _____
 SIGNATURE _____

RECEIPTS FROM TRAVEL TO NASHVILLE, TN

May 6 - 12, 2012—THELLA F. BOWENS

*Capitol
Grille*

231 6th Ave North
Nashville, TN 37219
615-345-7116

Date: May08'12 08:28PM
Card Type: Amex
Acct #: XXXXXXXXXXXX
Card Entry: SWIPED
Trans Type: PURCHASE
Auth Code: 520196
Check: 3888
Table: 34/1
Server: 15006 Kasi C

Subtotal: 58.72
Gratuuity: 11.00
Total: 69.72
Room #


Print Name

Signature

hostess@thehermitagehotel.com
(See next page for detailed
Receipt)

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

Check Detail

Check	Table	Check Opened	Minutes	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	Kasi Coulther
		5/8 7:42 PM	1	**FIRE CRSE 2***		Capitol Grille	Kasi 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	Kasi 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

REBECCA M 289060.1
Tue 05/08/12 8:07 AM Table 502
Guest Num: 1 Guests 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 289060
Tue 05/08/12 8:16 AM Table 502
Guest Num: 1 Guests 1
STARBUCKS

1 LATTE 0.00
1 TALL 2.90
1 FLAVOR SHOT 0.55

403 SubTotal 3.45
Y BOWENS, THELLA
Sales Tax 0.32

Total 3.77

RM CHRG TIP.. 0.40
403 Y BOWENS, THELLA 4.17

RM CHRG Tendered 4.17

FOOD 3.45

FOR ROOM CHARGES ONLY!

Gratuity

Total Charge

Room Number

Print Name

SIGNATURE

Sheraton Nashville Downtown
623 Union Street
Nashville, TN 37219
United States
Tel: 615-259-2000 Fax: 615-742-6056



Thella Bowens

Page Number : 1 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 :

Email : [REDACTED]

Airport Economics

Tax ID : 20-0461638

Sheraton Nashville 09-MAY-12 03:28 GHAYNES

Date	Reference	Description	Amount
06-MAY-12	RT403	Room Charge	159.00
06-MAY-12	RT403	State Tax (9.25%)	14.71
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
07-MAY-12	RT403	Occupancy Tax (6.00%)	9.54
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
08-MAY-12	RT403	Occupancy Tax (6.00%)	9.54
			2.50

Continued on the next page

Handwritten notes: 185.75 ✓, 185.75, 185.75 (see 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

Page Number : 2 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 :

Airport Economics

Date	Reference	Description	Amount
08-MAY-12	RT403	City Surcharge Tax	2.50
09-MAY-12	AX	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



Thella Bowens
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

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.

SCANNED
AUG 14 2012



SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

ORIGINAL (LILAC) - FINANCE
COPY - DEPARTMENT FILE

SDCRAA CHECK REQUEST

CR # 12-067

ISSUE CHECK TO THE ORDER OF

Thella Bowens
X2444

DATE ISSUED

8/9/2012

ORIGINATING DEPARTMENT/BUSINESS UNIT

Executive Office BU6

PREPARED BY/EXT.

A. Caldera X2445

REVIEWED BY: AC21G

[Signature]

FOR PAYMENT OF THE FOLLOWING

INVOICE #	INVOICE DATE	DESCRIPTION	AMOUNT
<i>n/a</i> 0603-712	<i>n/a</i> 8/9/12	Out of pocket expenses related to ACI-NA Marketing & Communications/Jumpstart Conference as Chair of ACI-NA in Sacramento, CA June 3 - 7, 2012	561.00 539.80

CHECK REQUEST TOTAL **561.00** ~~539.80~~

SPECIAL INSTRUCTIONS:

Reimbursement needs to be available to Thella on 8/16 when she returns to the office.

Reason not processed as a Contract or P.O. Required field - please X one reason

<input type="checkbox"/> Infrequent/Unforeseen ⁽¹⁾	<input type="checkbox"/> Insurance/Benefits ⁽⁷⁾
<input type="checkbox"/> De Minimis amount (Less than \$5K) ⁽²⁾	<input type="checkbox"/> Contract in Process ⁽⁸⁾
<input type="checkbox"/> Required quick timeframe ⁽³⁾	<input type="checkbox"/> Outside Scope of Contract ⁽⁹⁾
<input type="checkbox"/> Dues/Subscription/Membership ⁽⁴⁾	<input type="checkbox"/> Common Practice ⁽¹⁰⁾
<input type="checkbox"/> Meetings/Conferences/Seminars/Sponsorships ⁽⁵⁾	<input type="checkbox"/> Approved Exception ⁽¹¹⁾
<input checked="" type="checkbox"/> Employee Reimbursement ⁽⁶⁾	<input type="checkbox"/> OTHER: ⁽¹²⁾

I CERTIFY THE CLAIM IS TRUE AND CORRECT INCLUDING ANY APPLICABLE TERMS AND CONDITIONS HAVE BEEN FULFILLED

[Signature]

Vernon Evans, VP, Finance

DISTRIBUTION OF CHARGES - TO BE COMPLETED BY ORIGINATING DEPARTMENT/BUSINESS UNIT

DEPARTMENT/ BUSINESS UNIT	GL ACCOUNT/SUBSIDIARY	WORK ORDER/ TRACKING ORDER	LOCATION/ ASSET NUMBER	AMOUNT
6	66300.120			561.00 539.80

Total amount distributed - must equal Check Request Total above

✓ **561.00** ~~539.80~~

ACCOUNTING DEPARTMENT USE ONLY

VENDOR NO. 11063
INVOICE NO. 0603-712
INVOICE DATE 8/9/12
PYMT DATE _____
RT TO BU _____ SEP CK _____

APPROVED FOR PROCESSING

[Signature]

ACCOUNTING DEPARTMENT

SCANNED PAID

RECEIVED
AUG 10 2012
SDCRAA
ACCOUNTING

POSTED

AUG 14 2012

SDCRAA

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
DEPARTURE DATE: 6/4/2012 RETURN DATE: 6/6/2012 REPORT DUE: 7/6/12
DESTINATION: Sacramento, CA

Please refer to the Authority Travel and Lodging Expense Reimbursement Policy, Article 3, Part 3.4, Section 3.40, outlining appropriate reimbursable expenses and approvals. Please attach all required supporting documentation. All receipts must be detailed, (credit card receipts do not provide sufficient detail). Any special items should be explained in the space provided below.

	Authority Expenses (Prepaid by Authority)	Employee Expenses							TOTALS
		SUNDAY	MONDAY 6/4/12	TUESDAY 6/5/12	WEDNESDAY 6/6/12	THURSDAY	FRIDAY	SATURDAY	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	638.90								0.00
Conference Fees (provide copy of flyer/registration expenses)	825.00								0.00
Rental Car*									0.00
Gas and Oil*									0.00
Garage/Parking*									0.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare (include tips pd.)*			49.00		49.00				98.00
Hotel*			179.73	179.73					359.46
Telephone, Internet and Fax*				15.95					15.95
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel svcs.)									0.00
Meals (include tips pd.)					25.55				25.55
Breakfast*									
Lunch*									0.00
Dinner*			19.08	42.96					62.04
Other Meals*									0.00
Alcohol is a non-reimbursable expense									
Hospitality 1*									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	1,463.90	0.00	247.81	238.64	74.55	0.00	0.00	0.00	561.00

Explanation:

* Missing receipt form attached for June 4 taxi fare from airport to hotel.

** Amended for undeclared tip + internet charge.*

1 Give names and business affiliations of any persons whose meals were paid by traveler.
2 Prepare Check Request
3 Attach personal check payable to SDCRAA

Total Expenses Prepaid by Authority	1,463.90
Total Expenses Incurred by Employee (including cash advances)	561.00
Grand Trip Total	2,024.90
Less Cash Advance (attach copy of Authority ck)	
Less Expenses Prepaid by Authority	1,463.90
Due Traveler (positive amount)²	
Due Authority (negative amount)³	561.00

Note: Send this report to Accounting even if the amount is \$0.

I as traveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expense Reimbursement Policy⁴ and 3.30 - Business Expense Reimbursement Policy⁵ and that any purchases/claims that are not allowed will be my responsibility. I further certify that this report of travel expenses were incurred in connection with official Authority business and is true and correct.

⁴ Travel and Lodging Expense Reimbursement Policy 3.40

⁵ Business Expense Reimbursement Policy 3.30

Prepared By: Amy Caldera Ext: 2445
Traveler Signature: ** Revised for undeclared tips in the amt of \$ 21.20* Date: _____
Approved By: _____ Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE (To be certified if used by President/CEO, Gen. Counsel, or Chief Auditor)

I, _____ hereby certify that this document was approved by the Executive Committee at its _____ meeting.

(Please leave blank. Whoever clerk's the meeting will insert their name and title.)
(Leave blank and we will insert the meeting date.)

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

SCANNED

AUG 14 2012

PAID

AUG 14 2012

SDCRAA

Accounting Department

POSTED

AUG 14 2012

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
 DEPARTURE DATE: 6/4/2012 RETURN DATE: 6/6/2012 REPORT DUE: 7/6/12
 DESTINATION: Sacramento, CA

Please refer to the Authority Travel and Lodging Expense Reimbursement Policy, Article 3, Part 3.4, Section 3.40, outlining appropriate reimbursable expenses and approvals. Please attach all required supporting documentation. All receipts must be detailed, (credit card receipts do not provide sufficient detail). Any special items should be explained in the space provided below.

	Authority Expenses (Prepaid by Authority)	Employee Expenses							TOTALS
		SUNDAY	MONDAY 6/4/12	TUESDAY 6/5/12	WEDNESDAY 6/6/12	THURSDAY	FRIDAY	SATURDAY	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	638.90								0.00
Conference Fees (provide copy of flyer/registration expenses)	825.00								0.00
Rental Car*									0.00
Gas and Oil*									0.00
Garage/Parking*									0.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare (include tips pd.)*			49.00		49.00				98.00
Hotel*			179.73	179.73					359.46
Telephone, Internet and Fax*				15.95					15.95
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)									0.00
Meals (include tips pd.)					25.55				25.55
Breakfast*									
Lunch*				42.96					0.00
Dinner*			19.08	37.71					60.79
Other Meals*									0.00
Alcohol is a non-reimbursable expense									
Hospitality ¹ *									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority			0.00	247.81	217.44	74.55	0.00	0.00	539.80

Explanation:

* Missing receipt form attached for June 4 taxi fare from airport to hotel.

Total Expenses Prepaid by Authority	1,463.90
Total Expenses Incurred by Employee (Including cash advances)	539.80
Grand Trip Total	2,003.70
Less Cash Advance (attach copy of Authority ck)	
Less Expenses Prepaid by Authority	1,463.90
Due Traveler (positive amount) ²	
Due Authority (negative amount) ³	539.80

Note: Send this report to Accounting even if the amount is \$0.

I as traveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expense Reimbursement Policy⁴ and 3.30 - Business Expense Reimbursement Policy⁵ and that any purchases/claims that are not allowed will be my responsibility. I further certify that this report of travel expenses were incurred in connection with official Authority business and is true and correct.

⁴ Travel and Lodging Expense Reimbursement Policy 3.40

⁵ Business Expense Reimbursement Policy 3.30

Prepared By:

Amy Caldera

Ext.: 2445

Traveler Signature:

Thella F. Bowens

Date:

Approved By:

Date:

8.8.12

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE (To be certified if used by President/CEO, Gen. Counsel, or Chief Auditor)

I, _____ hereby certify that this document was approved by the Executive Committee at its _____ meeting.

(Please leave blank. Whoever clerk's the meeting will insert their name and title.)
 (Leave blank and we will insert the meeting date.)

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

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.

1. TRAVELER:

Travelers Name: Thella F. Bowens Dept: Exec Office BU6
Position: ☐ Board Member ☒ President/CEO ☐ Gen. Counsel ☐ Chief Auditor
☐ All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 04/17/12 PLANNED DATE OF DEPARTURE/RETURN: 06/03/12 / 06/07/12

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip- continue on extra sheets of paper as necessary):

Destination: Sacramento, CA

Purpose: ACI-NA Marketing & Communications/Jumpstart Conference as Chair of ACI-NA

Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$	500.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$	100.00
B. LODGING	\$	700.00
C. MEALS	\$	200.00
D. SEMINAR AND CONFERENCE FEES	\$	825.00
E. ENTERTAINMENT (If applicable)	\$	
F. OTHER INCIDENTAL EXPENSES	\$	100.00
TOTAL PROJECTED TRAVEL EXPENSE	\$	2425.00

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.

Travelers Signature: _____

Date: 4/17/12

CERTIFICATION BY ADMINISTRATOR (Where Administrator is the Executive Committee, the Authority Clerk's signature is required).

By my signature below, I certify the following:

1. I have conscientiously reviewed the above out-of-town travel request and the details provided on the reverse.
2. The concerned out-of-town travel and all identified expenses are necessary for the advancement of the Authority's business and reasonable in comparison to the anticipated benefit to the Authority.
3. The concerned out-of-town travel and all identified expenses conform to the requirements and intent of Authority's Policies 3.30 and 3.40.

Administrator's Signature: _____

Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, Tony R. Russell, Authority Clerk, hereby certify that this document was approved
(Please leave blank. Whoever clerk's the meeting will insert their name and title.)
by the Executive Committee at its 4/19/2012 meeting.
(Leave blank and we will insert the meeting date.)



TravelTrust
374 North Coast Highway 101
Encinitas, Ca 92024
Tel: 760-635-1700
Fax: 760-635-1720
Website: www.traveltrust.com

BOWENS/THELLA

DEPT 6

11-May-2012 11:33 am

Page 1 of 2

YOUR UNITED ETICKET CONFIRMATION IS ** AX85M7 **

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

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

THIS IS AN E-TICKET RESERVATION.

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.

*****TSA GUIDANCE FOR PASSENGERS*****

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


04-Jun-2012
01:35pm
Monday

Air: United Airlines
From: Dallas Love Field TX, USA
Meal: None
Equip: CRJ-Canadair Regiona
Depart: 04-Jun-2012 Monday 01:35pm
Arrival: 04-Jun-2012 Monday 02:39pm

Flight# 5240 Class: Q
To: Houston Intercontinental, TX
Seats: Seat:3B
Status: Confirmed
Stops: 0

DAL-IAH OPERATED BY /SKYWEST DBA UNITED EXPRESS

Depart -

Arrive - TERMINAL B

United Airlines locator: AX85M7

UA Frequent Flyer# [REDACTED] BOWENS/THELLA

Flight Duration: 1 hour(s) and 04 minutes

Class of Service: Coach


04-Jun-2012
05:50pm
Monday

Air: United Airlines
From: Houston Intercontinental, TX
Meal: Food For Purchase
Equip: Boeing 737-900 Jet
Depart: 04-Jun-2012 Monday 05:50pm
Arrival: 04-Jun-2012 Monday 08:03pm

Flight# 1644 Class: Q
To: Sacramento CA, USA
Seats: Seat:9C
Status: Confirmed
Stops: 0

Depart - TERMINAL C

Arrive - TERMINAL A

United Airlines locator: AX85M7

UA Frequent Flyer# [REDACTED] BOWENS/THELLA

Flight Duration: 4 hour(s) and 13 minutes

Class of Service: Coach

Other

01-Dec-2012
Saturday

San Diego CA, USA
RESERVATION RETAINED FOR 180 DAYS

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

FOR EMERGENCY AFTERHOURS SERVICE IN THE US

PLEASE CALL 888-221-6062 AND USE YOUR VIT CODE - S7NS0

PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER

EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00

THANK YOU FOR CHOOSING TRAVELTRUST...SCOTT MACKERLEY

* ~~04-Jun-2012~~ Flight to Sacramento started from Dallas, Texas
as she was on vacation that weekend.
She Needed to be in Sacramento on Monday -
therefore ~~04-Jun-2012~~ the ticket was booked

from where she was at that time.



Traveltrust
374 North Coast Highway 101
Encinitas, Ca 92024
Tel: 760-635-1700
Fax: 760-635-1720
Website: www.traveltrust.com

BOWENS/THELLA

DEPT 6

11-May-2012 11:33 am

Page 2 of 2

Ticket Information

BOWENS THELLA
Ticket#: 7059776071
Invoice#: 1194133

Ticket Base Fare: 315.35
Ticket Tax: 43.75
Total Ticket Amount: 359.10

Electronic: YES

SERVICE FEE DOCUMENT #: 0574778374 FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS ENDING IN [REDACTED]

} \$389.10

(See next page
for return leg)



TravelTrust
374 North Coast Highway 101
Encinitas, Ca 92024
Tel: 760-635-1700
Fax: 760-635-1720
Website: www.traveltrust.com

BOWENS/THELLA

DEPT 6

11-May-2012 11:49 am

Page 1 of 1

YOUR SOUTHWEST ETICKET CONFIRMATION IS ** 449759 **
-----INVOICE/ITINERARY ACCOUNTING DOCUMENT-----
*****TICKETLESS TRAVEL INSTRUCTIONS*****
THIS IS AN E-TICKET RESERVATION.
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.

*****TSA GUIDANCE FOR PASSENGERS*****
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 Southwest Airlines Flight# 3039 Class: K
From: Sacramento CA, USA To: San Diego CA, USA
Meal: None
Equip: Boeing 737-700 Jet Status: Confirmed
Depart: 06-Jun-2012 Wednesday 04:00pm Stops: 0
Arrival: 06-Jun-2012 Wednesday 05:25pm
Depart - CENTRAL TERMINAL B
Arrive - TERMINAL 1
Flight Duration: 1 hour(s) and 25 minutes
Class of Service: Business Select

04-Dec-2012
Tuesday

San Diego CA, USA
RESERVATION RETAINED FOR 180 DAYS

TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST
AND SATURDAY FROM 9AM-1PM PST - 760-635-1700.
FOR EMERGENCY AFTERHOURS SERVICE IN THE US
PLEASE CALL 888-221-6062 AND USE YOUR VIT CODE - S7NS0
PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER
EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00
THANK YOU FOR CHOOSING TRAVELTRUST...SCOTT MACKERLEY

Ticket Information

BOWENS THELLA
Ticket#:2440182394
Invoice#:1194132


Ticket Base Fare: 249.80
Ticket Tax: 0.00
Total Ticket Amount: 249.80

Electronic: YES

389.10 (+)

249.80 (return)

\$ 638.90

BILLED TO: AMERICAN EXPRESS ENDING IN 

Caldera Amy

From: cgroup@aci-na.org
Sent: Tuesday, May 15, 2012 5:01 PM
To: Bowens Thella; Caldera Amy
Subject: 2012 Marketing & Communications & JumpStart® Air Service - Confirmation

05/15/2012



Meeting Confirmation Notice

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

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

PH: (619) 400-
FX: (619) 400-2448
EM: @san.org

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 JumpStart® Development Program. All events will take place at the Hyatt Regency Sacramento which is located at 1000 J Street, Sacramento, CA 95814. Registration fees for the conference include continental breakfast, luncheon breaks, 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
Departure 06-06-12
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	see pg 1 of 4
06-04-12	Group Room		159.00	
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	see pg 4 of 4
06-06-12	American Express	XXXXXXXXXXXXXX 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

[REDACTED]
[REDACTED]
United States

Membership

Bonus Code

Confirmation No. [REDACTED]

Group Name [REDACTED]

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

Date	Description	Charges	Credits
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
		Balance	0.00

Guest Signature

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 personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. 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 your stay please share them with us.

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.

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

Driver's Name & Co.
RAIHSI

MEGA CAB CO. # 67

Date : 6 / 4 / 12
Fare : 43 + tip 49 ✓
Other : _____
Total : _____

We appreciate your business and strive to get you to your destination in a timely and professional manner. Our service is also available for return trips to the Airport. If you have any comments or concerns please call: **(916) 284-6878** or email us at sitoe1@yahoo.com. Thank You!

FROM: Airport TO: hotel

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



IRD
 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

AUTHORIZE
 1 CHARGE 0.00
 300 BowensThella1300Y

200
 \$19.08
 al
 n#

Signature

Print Name

COMPLETE FOR ROOM CHARGE ONLY

A 21% SERVICE CHARGE
 IS INCLUDED ON
 YOUR BILL

ELLA
 1131 K Street
 Sacramento, CA 95814
 (916) 443-3772

201018 OSBORN

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

1 W&D MENU *pre-fixed* 35.00

SUBTOTAL *Menu -* 35.00

TAX *no alcohol* 2.71

TOTAL DUE 37.71 ✓

+ tip 5.25

Thank 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. Amy.

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

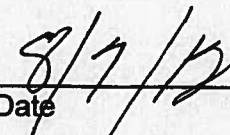
MISSING RECEIPT FORM

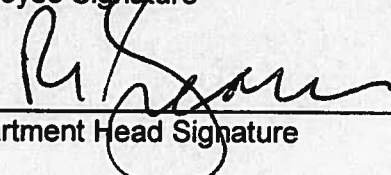
Employee/Department Head must complete form below.

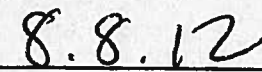
Date of Purchase/Event: 6/6/2012
Description of Item/Event: Taxi from hotel to airport
Vendor/Event Name: Taxi
Dollar Amount: \$49.00
Reason for Missing Receipt: Lost receipt

I hereby certify that the original receipt in question was lost or none was issued to me.


Employee Signature


Date


Department Head Signature


Date

Form must be attached to Petty Cash Voucher for Reimbursement

Follow us on
twitter #acinasmf



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
 Regency DEF

Lunch

- Presentation of the 2012 Bushelman Legacy Award
- Presentation by the 2013 Host City, Atlanta

1:45– 2:30
 Regency ABC

State of the Industry

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
 Regency Foyer

Break

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, PeopleExpress

A new carrier seeking an FAA certificate, PeopleExpress 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 – 3
Golden 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
Regency ABC

JumpStart One-on-One Meetings

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
Capitol View/ Hyatt 15th floor

JumpStart Welcome Reception

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
Regency Foyer

Registration Desk open

7:30 – 8
Regency DEF

Continental Breakfast

8 - 4:50
Regency ABC

JumpStart One-on-One Meetings

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 DEF

SCANNED

AUG 14 2012