



SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

Meeting Date: **JANUARY 6, 2011**

Subject:

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

Recommendation:

For information only.

Background/Justification:

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

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

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

Fiscal Impact:

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

Environmental Review:

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

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: Executive Office / #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: 12/2/10 PLANNED DATE OF DEPARTURE/RETURN: 2/15/10 / 2/19/10

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

Destination: Savannah, GA

Purpose: ACI-NA 2011 Winter Board of Directors Meeting and CEO Forum

Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

| | | |
|--|----|-------|
| • AIRFARE | \$ | 400 |
| • OTHER TRANSPORTATION (Taxi, Train, Car Rental) | \$ | 100 |
| B. LODGING | \$ | 900 |
| C. MEALS | \$ | 150 |
| D. SEMINAR AND CONFERENCE FEES | \$ | 395 |
| E. ENTERTAINMENT (If applicable) | \$ | _____ |
| F. OTHER INCIDENTAL EXPENSES | \$ | _____ |
| TOTAL PROJECTED TRAVEL EXPENSE | \$ | 1945 |

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: _____

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: Thella Bowens Date: _____

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.)

TRAVEL REQUEST

BRET LOBNER

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: Breton K. Lobner Dept: General Counsel
Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 12/2/2010 PLANNED DATE OF DEPARTURE/RETURN: 1

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

Destination: Phoenix, AZ Purpose: January 6, 2011 Meeting of Legal Steering Group

Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

- AIRFARE \$ 150.00
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ _____

B. LODGING \$ 179.00

C. MEALS \$ 50.00

D. SEMINAR AND CONFERENCE FEES \$ _____

E. ENTERTAINMENT (If applicable) \$ _____

F. OTHER INCIDENTAL EXPENSES \$ _____

TOTAL PROJECTED TRAVEL EXPENSE \$ 379.00

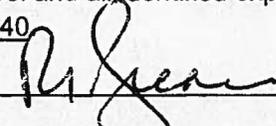
CERTIFICATION BY TRAVELER By my signature below, I certify that the above listed out-of-town travel and associated expenses conform to the Authority's Policies 3.30 and 3.40 and are reasonable and directly related to the Authority's business.

Travelers Signature:  Date: 12-2-2010

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: 12.2.10

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.)

THELLA F. BOWENS

EXPENSE REPORTS

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
TRAVEL EXPENSE REPORT**

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

TRAVELER: Thella Bowens DEPT. NAME & NO. Executive Office / #6
 DEPARTURE DATE: 11/14/2010 RETURN DATE: 11/17/2010 REPORT DUE: 12/17/10
 DESTINATION: Washington, D.C. to Chicago, IL to Washington, D.C.

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 | |
| | | 11/14/10 | 11/15/10 | 11/16/10 | 11/17/10 | | | | |
| Air Fare, Railroad, Bus (attach copy of itinerary w/charges) | 469.40 | | | | | | | | 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.)* | | 17.00 | 30.00 | 59.75 | 17.00 | | | | 123.75 |
| Hotel* | | 207.25 | | 343.50 | | | | | 550.75 |
| Telephone, Internet and Fax* | | | | | | | | | 0.00 |
| Laundry* | | | | | | | | | 0.00 |
| Tips - separately paid (maids, bellhop, other hotel srvs.) | | | | | | | | | 0.00 |
| Meals (include tips pd.) | Breakfast* | | 14.05 | 22.98 | 17.03 | | | | 54.06 |
| | Lunch* | 9.98 | | 13.13 | | | | | 23.11 |
| | Dinner* | 8.25 | | | 11.40 | | | | 19.65 |
| | Other Meals* | | | | | | | | 0.00 |
| <i>Alcohol is a non-reimbursable expense</i> | | | | | | | | | |
| Hospitality ^{1*} | | | | | | | | | 0.00 |
| Miscellaneous: | | | | | | | | | 0.00 |
| | | | | | | | | | 0.00 |
| | | | | | | | | | 0.00 |
| *Provide detailed receipts | | | | | | | | | 0.00 |
| Total Expenses prepaid by Authority | 469.40 | 242.48 | 44.05 | 439.36 | 45.43 | 0.00 | 0.00 | 0.00 | 771.32 |

| | | |
|--------------|---|----------|
| Explanation: | Total Expenses Prepaid by Authority | 469.40 |
| | Total Expenses Incurred by Employee (including cash advances) | 771.32 |
| | Grand Trip Total | 1,240.72 |
| | Less Cash Advance (attach copy of Authority ck) | |
| | Less Expenses Prepaid by Authority | 469.40 |
| | Due Traveler (positive amount) ² | |
| | Due Authority (negative amount) ³ | 771.32 |

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.

¹ Travel and Lodging Expense Reimbursement Policy 3.40

² Business Expense Reimbursement Policy 3.30

Prepared By: Dianne Berg Ext.: 2445
 Traveler Signature: Thella Bowens 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.

**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 Bowers Dept: Executive Office / #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: 9/23/10 **PLANNED DATE OF DEPARTURE/RETURN:** 11/14/10 / 11/15/10

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

Destination: Washington, D.C. Purpose: FAAC Labor/Workforce Subcommittee Meeting

Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

- AIRFARE \$ 300
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 100

B. LODGING \$ 300

C. MEALS \$ 50

D. SEMINAR AND CONFERENCE FEES \$ _____

E. ENTERTAINMENT (If applicable) \$ _____

F. OTHER INCIDENTAL EXPENSES \$ _____

TOTAL PROJECTED TRAVEL EXPENSE \$ 750

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 Bowers* Date: 9/23/10

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 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 September 27, 2010 meeting.
 (Leave blank and we will insert the meeting date.)

**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: Executive Office / #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: 10/5/10 PLANNED DATE OF DEPARTURE/RETURN: 11/16/10 / 11/16/10

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

Destination: Chicago, IL Purpose: SPEAKER AT Airports Green Council Presidents Roundtable

Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

- AIRFARE \$ 500
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 100

B. LODGING \$ 200

C. MEALS \$ 50

D. SEMINAR AND CONFERENCE FEES \$ _____

E. ENTERTAINMENT (If applicable) \$ _____

F. OTHER INCIDENTAL EXPENSES \$ _____

TOTAL PROJECTED TRAVEL EXPENSE \$ _____

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: 10/6/10

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 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 October 25, 2010 meeting.
 (Leave blank and we will insert the meeting date.)

**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: Executive Office / #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: 10/25/10 **PLANNED DATE OF DEPARTURE/RETURN:** 11/16/10 / 11/17/10

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

Destination: Washington, D.C. Purpose: FAAC Finance Subcommittee Meeting
Explanation: Thela will be traveling from Chicago (Airports Green Council Speaking Engagement)

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

| | | |
|--|----|-------------|
| • AIRFARE | \$ | <u>560</u> |
| • OTHER TRANSPORTATION (Taxi, Train, Car Rental) | \$ | <u>100</u> |
| B. LODGING | \$ | <u>300</u> |
| C. MEALS | \$ | <u>50</u> |
| D. SEMINAR AND CONFERENCE FEES | \$ | |
| E. ENTERTAINMENT (If applicable) | \$ | |
| F. OTHER INCIDENTAL EXPENSES | \$ | |
| TOTAL PROJECTED TRAVEL EXPENSE | \$ | <u>1010</u> |

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: 26 Oct 2010

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: *M. Jean* Date: 10.26.10

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

Tony H. 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 November 22, 2010 meeting.
 (Leave blank and we will insert the meeting date.)

Berg Dianne

From: Scott Mackerley [smackerley@traveltrust.com]
Sent: Friday, October 29, 2010 10:46 AM
To: Berg Dianne; Harris Matt; SMACKERLEY@TRAVELTRUST.COM
Subject: Travel Itinerary 14NOV SAN BOWENS
Attachments: 39034603.PDF; 39034603.HTM

BOWENS/THELLA DEPT 6 29Oct10 10:45am

YOUR UNITED ETICKET CONFIRMATION IS ** JQ8TZY **
-----INVOICE/ITINERARY ACCOUNTING DOCUMENT-----
*****TICKETLESS TRAVEL INSTRUCTIONS*****
THIS IS AN E-TICKET RESERVATION.
A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN
THIS TICKET IS NON-REFUNDABLE AND MUST BE USED FOR
THE FLIGHTS BOOKED. IF THE RESERVATION IS NOT USED
OR CANCELLED BEFORE THE DEPARTURE OF YOUR FLIGHTS
IT MAY HAVE NO VALUE. CONTACT TRAVELTRUST BEFORE
YOUR OUTBOUND FLIGHT IF CHANGE IS NECESSARY.

*****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

14Nov10 09:04am Sunday
Air United Airlines Flight# 330 Class:Q Seat:13D
From: San Diego CA, USA 14Nov10 09:04am Sunday
To: Chicago O'Hare IL, US 14Nov10 03:05pm Sunday
Meal: Food For Purchase Equip: Boeing 757 200 Jet Status: Confirmed
Stops: 0

Depart - TERMINAL 1
Arrive - TERMINAL 1
United Airlines locator: JQ8TZY
UA Frequent Flyer# [REDACTED] BOWENS/THELLA

** AISLE CONFIRMED.
Flight Duration: 4 hour(s) and 01 minutes
Class of Service: Coach

14Nov10 04:05pm Sunday
Air United Airlines Flight# 620 Class:Q Seat:10F
From: Chicago O'Hare IL, US 14Nov10 04:05pm Sunday
To: Washington/Reagan Nat 14Nov10 06:56pm Sunday
Meal: None Equip: Airbus A320 Jet Status: Confirmed
Stops: 0

Depart - TERMINAL 1
Arrive - TERMINAL C

United Airlines locator: JQ8TZY
UA Frequent Flyer# [REDACTED] BOWENS/THELLA

**** PREMIUM ECONOMY WINDOW ** AISLE NOT AVAILABLE**
WE WILL CONTINUE TO MONITOR FOR A SEAT
Flight Duration: 1 hour(s) and 51 minutes
Class of Service: Coach

15Nov10 04:43pm Monday

Air United Airlines Flight# 625 Class:T Seat:12D
From: Washington/Reagan Nat 15Nov10 04:43pm Monday
To: Chicago O'Hare IL, US 15Nov10 05:59pm Monday
Meal: None Equip: Boeing 757 200 Jet Status: Confirmed
Stops: 0

Depart - TERMINAL C
Arrive - TERMINAL 1
United Airlines locator: JQ8TZY
UA Frequent Flyer# [REDACTED] BOWENS/THELLA

**** AISLE CONFIRMED**
Flight Duration: 2 hour(s) and 16 minutes
Class of Service: Coach

16Nov10 07:05pm Tuesday

Air United Airlines Flight# 7604 Class:Q Seat:4D
From: Chicago O'Hare IL, US 16Nov10 07:05pm Tuesday
To: Washington/Reagan Nat 16Nov10 09:46pm Tuesday
Meal: None Equip: E70 Status: Confirmed
Stops: 0

ORD-DCA OPERATED BY /UNITED EXPRESS/SHUTTLE AMERICA
Depart - TERMINAL 1
Arrive - TERMINAL C
United Airlines locator: JQ8TZY
UA Frequent Flyer# [REDACTED] BOWENS/THELLA

**** AISLE CONFIRMED**
Flight Duration: 1 hour(s) and 41 minutes
Class of Service: Coach

17Nov10 05:24pm Wednesday

Air United Airlines Flight# 663 Class:T Seat:32D
From: Washington/Reagan Nat 17Nov10 05:24pm Wednesday
To: Denver CO, USA 17Nov10 07:30pm Wednesday
Meal: Food For Purchase Equip: Boeing 757 200 Jet Status: Confirmed
Stops: 0

Depart - TERMINAL C
Arrive -
United Airlines locator: JQ8TZY
UA Frequent Flyer# [REDACTED] BOWENS/THELLA

**** AISLE CONFIRMED**

17Nov10 09:39pm Wednesday

Air United Airlines Flight# 9 Class:T Seat:13D
From: Denver CO, USA 17Nov10 09:39pm Wednesday
To: San Diego CA, USA 17Nov10 11:06pm Wednesday
Meal: Light Lunch Equip: Boeing 757 200 Jet Status: Confirmed
Stops: 0

Depart -
Arrive - TERMINAL 1
United Airlines locator: JQ8TZY
UA Frequent Flyer# [REDACTED]-BOWENS/THELLA

** AISLE CONFIRMED

15May11 Sunday
Other San Diego CA, USA

RESERVATION RETAINED FOR 180 DAYS

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

FOR EMERGENCY AFTERTHOUS 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#:7931569899 Ticket Base Fare: 416.97
Invoice#:5204931 Ticket Tax: 27.43
Total Ticket Amount: 444.40
Electronic: YES

SERVICE FEE DOCUMENT #: 0528780553 FEE AMOUNT: 25.00

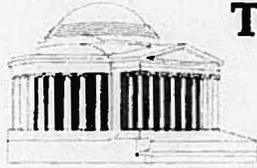
BILLED TO: AMERICAN EXPRESS ENDING IN 1006

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

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

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

ResFAX Message ID 706768
ResFAX Itinerary E-Mail



TAXICAB RECEIPT

Time: 3

Date: 11/14/10

Origin of trip: Airport

Destination: Hotel

Fare: \$17 Sign: _____



TAXICAB RECEIPT

Time: _____

Date: 11/15

Origin of trip: Hotel

Destination: FAA Office

Fare: \$15 Sign: _____



TAXICAB RECEIPT

Time: ~~11/15~~

Date: 11/15

Origin of trip: DOT

Destination: Airport (NAT)

Fare: \$15 Sign: _____

CHECKER TAXI
Cab # 2827
11/16/10 TR 100
START END MILES
04:12 04:58 0.0
Fare: \$ 36.25
Extra: \$ 0.50
Toll: \$ 0.00
Srch: \$ 0.00
Tip: \$ 6.00
TOTAL: \$ 42.75
Card:
AUTH: 562424

D

X-----
DEPT OF CONSUMER
SERVICE CALL 311
HAVE A NICE DAY

703-786-5859 - You SA #



TAXICAB RECEIPT

Time: _____

Date: 11/17

Origin of trip: Hotel

Destination: Airport

Fare: \$17 Sign: _____



TAXICAB RECEIPT

Time: _____

Date: 11/16

Origin of trip: Airport

Destination: Hotel

Fare: \$17 Sign: _____



Courtyard by Marriott
Washington Capitol Hill
Navy Yard

140 L St Se
Washington Dc 20003
T 202.479.0027

| Thella/Ms Bowers | | Room: 309 | |
|--------------------------------|---------------|---------------------|---------------|
| Po Box 82776 | | Room Type: GENR | |
| San Diego CA 92158-2776 | | Number of Guests: 1 | |
| Sd County Reg. Airport Authori | | Rate: \$181.00 | Clerk: WGM |
| Arrive: 14Nov10 | Time: 07:12PM | Depart: 15Nov10 | Time: 08:45AM |
| Phone Number: 60270 | | | |
| Date | Description | Charges | Credits |

| | | | |
|---------|------------------------|---------|----------|
| 14Nov10 | Market Beverage | 6.00 | |
| 14Nov10 | Gross Receipts Tax | 0.60 | |
| 14Nov10 | Room Charge | 181.00 | } 207.95 |
| 14Nov10 | Room Tax | 26.25 | |
| 15Nov10 | Restaurant Room Charge | 14.05 ✓ | |
| 15Nov10 | | | 227.90 |

Card #: AXXXXXXXXXXXXXXXXX
Amount: 227.90 Auth: 567437 Signature on File
This card was electronically swiped on 14Nov10

Balance: 0.00

Rewards Account # XXXX. Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

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

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



Courtyard by Marriott
Washington Capitol Hill
Navy Yard

140 L St Se
Washington Dc 20003
T 202.479.0027

| | |
|------------------|----------------------------|
| T. Bowens | Room: 309 |
| | Room Type: GENR |
| | Number of Guests: 1 |
| | Rate: \$181.00 |
| | Clerk: |

| | | | | |
|------------------------|---------------------|------------------------|----------------|---------------------------|
| Arrive: 14Nov10 | Time: 8:33PM | Depart: 15Nov10 | Time: | File Number: 88796 |
| Date | Description | Charges | Credits | |

| | | | |
|---------|--------------------|--------|--------|
| 14Nov10 | Market Beverage | 6.00 | |
| 14Nov10 | Gross Receipts Tax | 0.60 | |
| 14Nov10 | Room Charge | 181.00 | |
| 14Nov10 | Room Tax | 26.25 | |
| 15Nov10 | | | 213.85 |

Card #: AXXXXXXXXXXXXXXXXXXXXXXX
 Amount: 213.85 Auth: 567437 Signature on File
 This card was electronically swiped on 14Nov10

Balance: 0.00

Rewards Account # XXXXX. Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

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

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

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

Thella Bowens

. CA
 US

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

Room: 0814
 Cashier:8

Page: 1
 Time:

11:27:09

Conf #: 432891

Sofitel Lafayette Square Washington DC, 11/17/10

Invoice NO. 257924

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

Handwritten annotations:
 A bracket groups the first five rows (8.00, 2.50, 1.44, 300.00, 43.50) with a total of 343.50.
 A bracket groups the last three rows (1.19, 11.00, 2.50) with a total of 13.13.
 A bracket groups the last two rows (1.98, 1.55) with a total of 3.53.
 A bracket groups the last two rows (1.98, 1.55) with a total of 3.53.
 A bracket groups the last two rows (1.98, 1.55) with a total of 3.53.

Balance: \$0

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

11/14 Lunch

11/14 Dinner

UNITED

11/14/2010
SAN ONI
ID G XXXXX1176

Receipt #: 0163
Transaction: 10111411334881

Sale

| Item | Price | Qty | Total |
|-----------|-------|-----|-------|
| Black Box | 6.99 | 1 | 6.99 |
| Straw | 2.99 | 1 | 2.99 |
| Tax | 0.50 | | 0.50 |
| Total | | | 10.48 |

CAFE
1025 1st Street SE
Washington, DC 20003
(202) 000-000

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

Order #: 237

WOMAN BLACK JACKET
Server: Antonette 9

Eat In

Part: Paid

COUNTER

Cashier: Antonette 9

Payment#: 33529

Auth. Code: 583253/1

Ref. No: 031901200407

Card#: XXXXXXXXXXXX Swiped

1 MOULTRIE \$7.50

Sub Total: \$7.50

Tax: \$0.75

Total: \$8.25

Amex \$8.25

Tip : _____

Total : _____

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

Thank You
Please Come Again

116 Breakfast

1115 Breakfast

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



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

51 41676

Tbl 6/1 Chk 3024 Gst 1
Nov15'10 09:14AM

Restaurant
1 Bfst Buff Adult 10.95
Subtotal 10.95
Sales Tax 1.10
09:16AM Total 12.05

Gratuity: 2 -

Total: 14.05

Room #

Print Name

Signature

Table 1

Terminal #3 Check 30034
Server: 15 Annie Guests 1
11/16/10 9:19am

Reg. Coffee 2.50
Herbal Tea 1.50
Fruit Cup 2.95
Bacon 3.75
Biscuit 2.50
BUTTER
SIDE
1 Clara's Con Salsa 1.50
Sub/Ttl 20.70
Tax 2.28
Total Due 22.98

11/16/10 9:43
Check 30034
Table 1
Sale
Terminal 3
Server 15

Striped
Act BOWENS/THELLA F
Card Typ XXXXXXXXXXXX
Auth 522770
Trans ID 41

Sale 22.98

Tip (.....)

Total (.....)

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

Customer Copy

11/16 Lunch

Sofitel Lafayette Square

In - Room Dining
806 15th St. NW
Washington, DC 20005
(202) 730-0900

403 Late #2

CHK 5180 814 BOWENS Est 1
Nov16'10 11:32PM

| | |
|---------------------|-------|
| 1 French Onion | 8.00 |
| Delivery Chg | 2.50 |
| Food Total | 8.00 |
| Fin Delivery | 2.50 |
| SVC 18% | 1.44 |
| Tax | 1.19 |
| 11:32PM Balance Due | 13.13 |

Extra Tip _____

Total 13.13

Room # 814

Print Name Terry J. Weems

Signature Terry J. Weems

11/17 Breakfast

Sofitel Lafayette Square

In - Room Dining
806 15th St. NW
Washington, DC 20005
(202) 730-0900

401 AM 1

CHK 5199 814 BOWENS Est 1
Nov17'10 10:06AM

| | |
|---------------------|-------|
| 1 Smoothie | 6.00 |
| 1 Hot Tea | 5.00 |
| Delivery Chg | 2.50 |
| Food Total | 11.00 |
| Fin Delivery | 2.50 |
| SVC 18% | 1.98 |
| Tax | 1.55 |
| 10:06AM Balance Due | 17.03 |

Extra Tip _____

Total 17.03

Room # 814

Print Name Terry J. Weems

Signature Terry J. Weems

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
TRAVEL EXPENSE REPORT**

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

TRAVELER: Thelia Bowens DEPT. NAME & NO. Executive Office #6
 DEPARTURE DATE: 10/17/2010 RETURN DATE: 10/20/2010 REPORT DUE: 11/19/10
 DESTINATION: San Antonio, TX and Los Angeles, 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 | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | |
| | | 10/17/10 | 10/18/10 | 10/19/10 | 10/20/10 | | | | |
| Air Fare, Railroad, Bus (attach copy of itinerary w/charges) | 538.81 | | | | | | | | 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.)* | | 27.00 | | | | | | | 27.00 |
| Hotel* | | 220.66 | 220.66 | | | | | | 441.32 |
| Telephone, Internet and Fax* | | | | | | | | | 0.00 |
| Laundry* | | | | | | | | | 0.00 |
| Tips - separately paid (maids, bellhop, other hotel srvs.) | | | | | | | | | 0.00 |
| Meals (Include tips pd.) | Breakfast* | | | | | | | | 0.00 |
| | Lunch* | | | 8.85 | | | | | 8.85 |
| | Dinner* | | | 67.07 | | | | | 67.07 |
| | Other Meals* | | | | | | | | 0.00 |
| <i>Alcohol is a non-reimbursable expense</i> | | | | | | | | | |
| Hospitality ¹ * | | | | | | | | | 0.00 |
| Miscellaneous: | | | | | | | | | 0.00 |
| | | | | | | | | | 0.00 |
| | | | | | | | | | 0.00 |
| *Provide detailed receipts | | | | | | | | | 0.00 |
| Total Expenses prepaid by Authority | 538.81 | 247.66 | 220.66 | 75.92 | 0.00 | 0.00 | 0.00 | 0.00 | 544.24 |

| | | |
|--|---|----------|
| Explanation: | Total Expenses Prepaid by Authority | 538.81 |
| | Total Expenses Incurred by Employee (including cash advances) | 544.24 |
| | Grand Trip Total | 1,083.05 |
| | Less Cash Advance (attach copy of Authority ck) | |
| | Less Expenses Prepaid by Authority | 538.81 |
| | Due Traveler (positive amount) ² | |
| | Due Authority (negative amount) ³ | 544.24 |
| <i>Note: Send this report to Accounting even if the amount is \$0.</i> | | |

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: Dianne Berg Ext.: 2445
 Traveler Signature: Thelia Bowens 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.

**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: Executive Office / #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: 8/19/10 PLANNED DATE OF DEPARTURE/RETURN: 10/17/10 / 10/19/10

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

Destination: San Antonio Purpose: ACI-NA Board and Strategic Planning Meeting

Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

- AIRFARE \$ 400
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 50

B. LODGING

\$ 300

C. MEALS

\$ 100

D. SEMINAR AND CONFERENCE FEES

\$ _____

E. ENTERTAINMENT (If applicable)

\$ _____

F. OTHER INCIDENTAL EXPENSES

\$ _____

TOTAL PROJECTED TRAVEL EXPENSE \$ 850

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: 19 August 2010

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 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 August 23, 2010 meeting.
 (Leave blank and we will insert the meeting date.)

**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 Bowers Dept: 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: 5/17/10 PLANNED DATE OF DEPARTURE/RETURN: 10/19/10 / 10/20/10

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

Destination: Washington, DC → Los Angeles Purpose: Future of Aviation Advisory Committee Meeting

Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

- AIRFARE \$ 1000
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 100

B. LODGING

\$ 300

C. MEALS

\$ 100

D. SEMINAR AND CONFERENCE FEES

\$ _____

E. ENTERTAINMENT (If applicable)

\$ _____

F. OTHER INCIDENTAL EXPENSES

\$ _____

TOTAL PROJECTED TRAVEL EXPENSE \$ 1500

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 Bowers Date: 5/17/10

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, Sara D. [Signature], 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 5/24/10 meeting.
 (Leave blank and we will insert the meeting date.)

Berg Dianne

From: Scott Mackerley [smackerley@traveltrust.com]
Sent: Wednesday, October 13, 2010 2:16 PM
To: Berg Dianne; Harris Matt; SMACKERLEY@TRAVELTRUST.COM
Subject: Travel Itinerary 17OCT SAN BOWENS
Attachments: 51342176.PDF; 51342176.HTM

BOWENS/THELLA DEPT 6 13Oct10 02:15pm

YOUR UNITED ETICKET CONFIRMATION IS ** J6M8T2 **
-----INVOICE/ITINERARY ACCOUNTING DOCUMENT-----
*****TICKETLESS TRAVEL INSTRUCTIONS*****
THIS IS AN E-TICKET RESERVATION.
A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN
THIS TICKET IS NON-REFUNDABLE AND MUST BE USED FOR
THE FLIGHTS BOOKED. IF THE RESERVATION IS NOT USED
OR CANCELLED BEFORE THE DEPARTURE OF YOUR FLIGHTS
IT MAY HAVE NO VALUE. CONTACT TRAVELTRUST BEFORE
YOUR OUTBOUND FLIGHT IF CHANGE IS NECESSARY.

*****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

17Oct10 03:25pm Sunday
Air United Airlines Flight# 354 Class:L Seat:7C
From: San Diego CA, USA 17Oct10 03:25pm Sunday
To: Denver CO, USA 17Oct10 06:45pm Sunday
Meal: Light Lunch Equip: Airbus A320 Jet Status: Confirmed
Stops: 0

Depart - TERMINAL 1
Arrive -
United Airlines locator: J6M8T2
UA Frequent Flyer# [REDACTED] BOWENS/THELLA

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

17Oct10 07:25pm Sunday
Air United Airlines Flight# 356 Class:L Seat:8C
From: Denver CO, USA 17Oct10 07:25pm Sunday
To: San Antonio TX, USA 17Oct10 10:30pm Sunday
Meal: Light Lunch Equip: Airbus Jet Status: Confirmed
Stops: 0

Depart -
Arrive - TERMINAL 1

United Airlines locator: J6M8T2
UA Frequent Flyer# [REDACTED] BOWENS/THELLA

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

19Oct10 02:17pm Tuesday

Air United Airlines Flight# 6261 Class:T Seat:4B
From: San Antonio TX, USA 19Oct10 02:17pm Tuesday
To: Los Angeles CA, USA 19Oct10 03:27pm Tuesday
Meal: None Equip: CRJ-700 Canadair Regional Jet Status: Confirmed
Stops: 0

SAT-LAX OPERATED BY /UNITED EXPRESS/SKYWEST AIRLINES

Depart - TERMINAL 1
Arrive - TERMINAL 8
United Airlines locator: J6M8T2
UA Frequent Flyer# [REDACTED] /THELLA

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

18Apr11 Monday
Other San Diego CA, USA
RESERVATION RETAINED FOR 180 DAYS

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

Ticket Information

BOWENS THELLA
Ticket#:7916342331 Ticket Base Fare: 433.49
Invoice#:1177493 Ticket Tax: 75.32
Total Ticket Amount: 508.81
Electronic: YES

SERVICE FEE DOCUMENT #: 0526976021 FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS ENDING IN 1006

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

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

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

ResFAX Message ID 702531

ResFAX Itinerary E-Mail



GUEST FOLIO

SAN ANTONIO RIVERCENTER

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

Room 2624 Name BOWENS/THELLA/MS/VI Rate 189.00 Depart 10/19/10 Time 12:00 ACCT# GROUP

CK Type SD COUNTY REG. AIRPO Arrive 10/17/10 Time 23:00

85

Room Clerk

Address

Payment

MRW#: XXXX

| DATE | REFERENCE | CHARGES | CREDITS | BALANCE DUE |
|-------|-----------|----------------|----------|-------------|
| 10/17 | ROOM | 2624, 1 189.00 | | |
| 10/17 | STATE TX | 2624, 1 11.34 | } 280.66 | A B F |
| 10/17 | COUNTYTX | 2624, 1 3.31 | | |
| 10/17 | CITY TAX | 2624, 1 17.01 | | |
| 10/18 | ROOM | 2624, 1 189.00 | | |
| 10/18 | STATE TX | 2624, 1 11.34 | } 280.66 | A B F |
| 10/18 | COUNTYTX | 2624, 1 3.31 | | |
| 10/18 | CITY TAX | 2624, 1 17.01 | | |
| 10/19 | AX CARD | | \$441.32 | |

TO BE SETTLED TO: AMERICAN EXPRESS CURRENT BALANCE .00

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

----- SUMMARY OF TAXES -----

| DESCRIPTION | TAXED AMOUNT | TAX |
|---------------------|--------------|--------------|
| 0 AUTOMATED PKG TAX | .00 | .00 |
| NET CHARGES | 441.32 | .00 |
| | | CREDITS .00 |
| | | FOLIO 441.32 |

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

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

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

Signature X

Fare Receipt



Greater San Antonio Transportation Co.

Date 10/17/10

Received of _____

The Sum of \$23 + 4 tip = \$27

Pick Up Airport

Drop Off Hotel

Yellow Cab

No. _____ Driver _____

10/19
DINNER

10/19
LUNCH

#: 773759 Register#: 1
 : 10/19/10 Time: 01:20pm

 at 1]-----
 pizza Com 2
 Bottle Water

 Subtotal: \$8
 Tax: \$1
 Sub w/ Tax \$9
 Amt Due: \$8.1

 \$2
 Change Due: \$1

: Jessica 10/19/10
 30/1 8:37 AM
 : 3
 at #: 1 #10C

om Tomato Salad
 an Seabass Entree

tal

57.07

310-802-1973

er: Jessica DOB: 10/19,
 7 PM 10/19,
 e 30/3 1/

104.

#XXXXXXXXXX
 etic card present: BOWENS THELLA I
 oval: 584932

Thanks For Dining with us
 ... a Great Day!

To Find All of Our Locations

Amount: 57.07
 + Tip: 10.00
 = Total: 67.07

TRAVEL REQUEST

MARK BURCHYETT

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: Mark Burchyett Dept: Chief Auditor
Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 12/17/10 PLANNED DATE OF DEPARTURE/RETURN: 1/28/11 / 2/1/11

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

Destination: Monterey, CA Purpose: SWAAAE Winter Conference
Explanation: Attend Accreditation Interview Workshop relating to AAAE accreditation and attended the conference.

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

- AIRFARE \$ 180
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 120

B. LODGING \$ 750

C. MEALS \$ 160

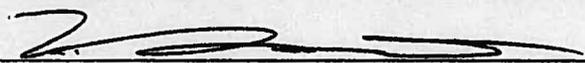
D. SEMINAR AND CONFERENCE FEES \$ 294

E. ENTERTAINMENT (If applicable) \$ _____

F. OTHER INCIDENTAL EXPENSES \$ _____

TOTAL PROJECTED TRAVEL EXPENSE \$ 1504

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: 12/17/10

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, _____, 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.)

SWAAAE BOARD MEMBERS

| | |
|--------------------|--|
| President | Mark Witsoc, A.A.E., C.A.E. |
| 1st Vice President | Scott Malta, A.A.E., C.A.E. |
| 2nd Vice President | Bill Ingraham, A.A.E. |
| Past President | Todd McNamee, A.A.E., C.A.E. |
| Directors | Danette Bewley, A.A.E., C.A.E. John Cox, C.M. Jennifer Maples, A.A.E. Eric Peterson, A.A.E., C.A.E. Jon Stout, A.A.E., C.A.E. Richard Strickland Mike Williams, A.A.E. |
| Corporate Director | Jessica Mullen, C.M. |
| Corporate Director | Jon Faucher |
| Executive Director | DeAnn Fedyski |

AAAE BOARD MEMBERS

| | |
|-----------|--------------------------------|
| Chair | James Bennett, A.A.E. |
| Director | Rod Dingee, A.A.E., C.A.E. |
| Director | Todd McNamee, A.A.E., C.A.E. |
| Director | Danette Bewley, A.A.E., C.A.E. |
| Director | Carl Newman |
| BOE Chair | Danette Bewley, A.A.E., C.A.E. |

CONFERENCE COMMITTEE

| | | |
|-----------------------------------|-----------------------|------------------|
| Andrew Swanson - Conference Chair | Bruce Luev | Eric Peterson |
| Doreen Stockdale - Vice Chair | Scott Malta | Barry Rondinella |
| Casey Denny | Michael McCarron | Mark Sapp |
| Katie Elsberry | Todd McNamee | Jon Stout |
| Jon Faucher | Jennifer Mills Pysher | Mike Williams |
| DeAnn Fedyski | Jessica Mullen | Mark Witsoc |
| Mary Gonzales | Suzanne Pekar | Liliana Valle |
| Leander Hauri | Gary Petersen | Michelle Auge |

Focus On The Essentials



51st Annual Airport Management Short Course

January 29, 2011 - February 2, 2011

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

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

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

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

Sincerely

Mark Witsoc, A.A.E., C.A.E.
President, Southwest Chapter AAAE

Saturday - January 29, 2011

EXHIBITORS

8:30 am to 4:30 pm

◆ Accreditation Final Interview Workshop

8:30 am to 4:30 pm

◆ Airport Attorney Workshop

6:00 pm to 9:00 pm

◆ Board and Conference Committee Dinner (By Invitation Only)

Sunday - January 30, 2011

9:00 am to 5:00 pm

◆ Registration

9:00 am to 5:00 pm

◆ Exhibitor Set-Up

10:00 am to 4:00 pm

◆ SWAAAE Board Meeting

6:00 pm to 8:00 pm

◆ Welcome Reception - Location TBD

Monday - January 31, 2011 *Continued*

1:30 pm to 2:30 pm

- ◆ Session #3 - Creativity and Leadership, Now More Than Ever
- ◆ Moderator: Gary Petersen, Airport Manager, Salinas Municipal Airport

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

2:30 pm to 3:00 pm

- ◆ Break with Exhibitors - Learning / Networking Opportunity

3:00 pm to 4:00 pm

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

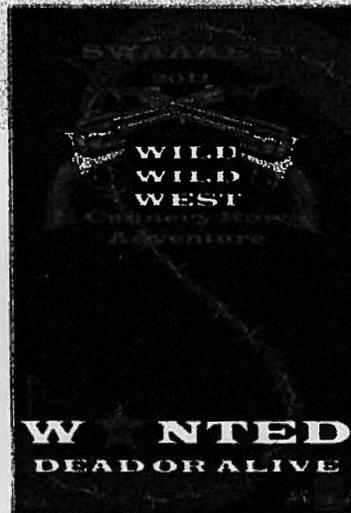
The FAA Airport Disability Compliance Program is a new method of service delivery to ensure airport operators/sponsors are meeting their obligations with regards to non-discrimination of people with disabilities. The goal is to be the "go to" resource on airport accessibility for people with disabilities.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

4:00 pm to 4:30 pm

- ◆ Break with Exhibitors
- Learning / Networking Opportunity

6:00 pm to 9:00 pm

- ◆ The Wild Wild West Cannery Row Adventure and Pool Tournament



Tuesday - February 1, 2011

7:30 am to 8:30 am

- ◆ Breakfast with Exhibitors - Learning / Networking Opportunity

8:30 am to 9:30 am

- ◆ Session #5 - Recovery-Ready Facilities for Air Service Development
- ◆ Moderator: Mark Sapp, VP Business Development, Sales & Marketing, Air-Transport IT Services, Inc.
- ◆ Speakers: Roddy Boggus, Parsons Brinckerhoff
Jerry Olivier, BLC Partners
Robert Swensen, Operations & Project Manager, Mineta San Jose International Airport

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

9:30 am to 10:30 am

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

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

10:30 am to 11:00 am

- ◆ Break with Exhibitors - Learning / Networking Opportunity

11:00 am to 12:00 pm

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

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

Tuesday - February 1, 2011 *Continued*

12:00 pm to 1:30 pm

- ◆ Lunch on your own

1:30 pm to 2:30 pm

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

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

2:30 pm to 3:00 pm

- ◆ Break with Exhibitors - Learning / Networking Opportunity

3:00 pm to 4:00 pm

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

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

4:00 pm to 4:15 pm

- ◆ Conference Wrap Up

Wednesday - February 2, 2011

8:30 am to 10:30 am

- ◆ Breakfast and General Membership Meeting and AAAE Update
 - ◆ Moderator: Mark Witsoe, Manager, IT Services, Reno-Tahoe Airport Authority, SWAAAE President

10:30 am to 11:00 am

- ◆ Summer Conference Committee Meeting

12:00 pm to 5:00 pm

- ◆ Past President's Golf Tournament

Monday - January 31, 2011

7:30 am to 8:30 am

- ◆ Breakfast with Exhibitors - Learning / Networking Opportunity

8:30 am to 9:15 am

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

9:15 am to 10:30 am

- ◆ Session #1 - FAA / CalTrans Aeronautics / ADOT / NVDOT Update
 - ◆ Moderator: Todd McNamee, Director of Airports, Ventura County
 - ◆ Speakers: Mark McClardy, Manager, Airports Division, Western-Pacific Region
Debbie Roth, Deputy Manager, FAA Western Pacific Region
Robin Hunt, Manager, FAA San Francisco ADO
Ruben Cabalbag, Assistant Manager, FAA Los Angeles ADO

Update from the federal and state agencies.

10:30 am to 11:00 am

- ◆ Break with Exhibitors - Learning / Networking Opportunity

11:00 am to 12:00 pm

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

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

12:00 pm to 1:30 pm

- ◆ Lunch on your own
- ◆ Corporate Member Lunch - El Torito

San Diego

California

Zip Code:

92138

Email:



Phone:

619-400-2435

Fax:

Conference Registration

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

Hotel Reservations

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

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

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



Hotel Reservation Number

131346578

Registration Fees:

Conference Registration - Members

One Day (no banquet) -\$195.00

Conference Registration - Non Members

Please make a selection

The Full Conference Registration includes the Tuesday night banquet.

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

Banquet Only

Please make a selection

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

This one day conference will focus on :

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

The conference includes lunch and MCLE Credit is Available

Role of the Attorney Workshop

Please make a selection

AAAE Final Interview Workshop

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

DON'T MISS THIS OPPORTUNITY!

AAAE Final Interview Workshop

Member \$99.00

Group Student Registration --\$350.00

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

Group Student Registration

No

Name of Student 2

Name of student 3

Name of student 4

Name of student 5

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

Complimentary Ticket

Please make a selection

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

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

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

Bill for Payment Due

Mark Burchyett

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

Transaction #: 592048086

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

Status: Receivable

Notes:

AMOUNT DUE: \$294.00

Details:

Name you would like on your badge: Mark Burchyett

Title: Chief Auditor

Airport/Company: San Diego County Regional Airport Authority

Certification::

Address 1:: PO Box 82776

Address 2::

City:: San Diego

State:: California

Zip Code:: 92138

Phone:: 619-400-2435

Fax::

Hotel Reservation Number: 131346578

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

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

Conference Registration - Non Members:

Banquet Only:

Role of the Attorney Workshop :

Group Student Registration: No (\$0.00)

Name of Student 2:

Name of student 3:

Name of student 4:

Name of student 5:

Complimentary Ticket:

Total: \$294.00