



**SAN DIEGO COUNTY  
REGIONAL AIRPORT AUTHORITY**

Meeting Date: **MAY 5, 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

# **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: 1/30/2011 RETURN DATE: 2/3/2011 REPORT DUE: 3/5/11  
 DESTINATION: Washington, DC

*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	
		1/30/11	1/31/11	2/1/11	2/2/11	2/3/11	2/4/11	2/5/11	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	505.00								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.)*		76.00				78.00			154.00
Hotel*		296.56	296.56	296.56	296.56				1,186.24
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)									0.00
Meals (include tips pd.)	Breakfast*			23.60	44.50				68.10
	Lunch*		7.06						7.06
	Dinner*				65.00				65.00
	Other Meals*	3.23	4.23	2.85	1.06	9.34			20.71
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality <sup>1*</sup>									0.00
Miscellaneous:									0.00
									0.00
									0.00
*Provide detailed receipts									0.00
<b>Total Expenses prepaid by Authority</b>	<b>505.00</b>	<b>375.79</b>	<b>307.85</b>	<b>323.01</b>	<b>407.12</b>	<b>87.34</b>	<b>0.00</b>	<b>0.00</b>	<b>1,501.11</b>

Explanation:	Total Expenses Prepaid by Authority	505.00
	Total Expenses Incurred by Employee (including cash advances)	1,501.11
	<b>Grand Trip Total</b>	<b>2,006.11</b>
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	505.00
	<b>Due Traveler (positive amount)<sup>2</sup></b>	<b>1,501.11</b>
	<b>Due Authority (negative amount)<sup>3</sup></b>	<b>1,501.11</b>
<i>Note: Send this report to Accounting even if the amount is \$0.</i>		

I as traveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expense Reimbursement Policy<sup>4</sup> and 3.30 - Business Expense Reimbursement Policy<sup>5</sup> 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.

<sup>4</sup> Travel and Lodging Expense Reimbursement Policy 3.40

<sup>5</sup> Business Expense Reimbursement Policy 3.30

Prepared By: Amy Caldera  
 Traveler Signature: Thella F. Bowens  
 Approved By: \_\_\_\_\_

Ext.: 2445  
 Date: 4/22/2011  
 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: Executives 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: 1/5/11 PLANNED DATE OF DEPARTURE/RETURN: 1/31/11 / 2/3/11

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

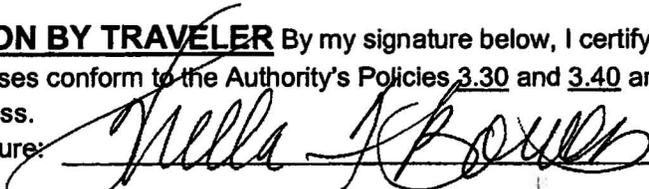
Destination: Washington, DC Purpose: ACI-NA/AAAE Washington Legislative Conference  
Explanation: ACI-NA/AAAE Washington Legislative Conference

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

**A. TRANSPORTATION COSTS:**

• AIRFARE	\$ 750.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 150.00
<b>B. LODGING</b>	<b>\$ 1100.00</b>
<b>C. MEALS</b>	<b>\$ 200.00</b>
<b>D. SEMINAR AND CONFERENCE FEES</b>	<b>\$ complimentary</b>
<b>E. ENTERTAINMENT (If applicable)</b>	<b>\$</b>
<b>F. OTHER INCIDENTAL EXPENSES</b>	<b>\$</b>
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	<b>\$ 2200.00</b>

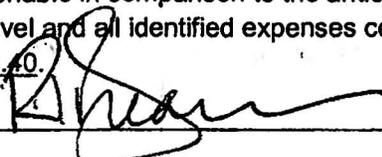
**CERTIFICATION BY TRAVELER** By my signature below, I certify that the above listed out-of-town travel and associated expenses conform to the Authority's Policies 3.30 and 3.40 and are reasonable and directly related to the Authority's business.

Travelers Signature:  Date: 1-6-11

**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: 1.6.11

**AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE**

I, Sony 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 1/24/2011 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

25-Jan-2011 3:10 pm

Page 1 of 2

YOUR UNITED E-TICKET CONFIRMATION IS \*\* KK6R38 \*\*  
 -----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  
 \*\*\*\*\*

<p>30-Jan-2011 01:16pm Sunday</p>	<p><b>Air</b> United Airlines  <b>From:</b> San Diego CA, USA  <b>Meal:</b> Food For Purchase  <b>Equip:</b> Boeing 757 200 Jet  <b>Depart:</b> 30-Jan-2011 Sunday 01:16pm  <b>Arrival:</b> 30-Jan-2011 Sunday 08:56pm  <b>Depart -</b> TERMINAL 1  <b>Arrive -</b>  <b>United Airlines locator:</b> KK6R38</p>	<p><b>Flight#</b> 554 <b>Class:</b> U  <b>To:</b> Washington Dulles DC, USA  <b>Seats:</b> Seat:14B  <b>Status:</b> Confirmed  <b>Stops:</b> 0</p>
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\*\* ECONOMY PLUS MIDDLE - WE WILL MONITOR FOR AISLE \*\*  
 Flight Duration: 4 hour(s) and 40 minutes  
 Class of Service: coach

<p>03-Feb-2011 05:54pm Thursday</p>	<p><b>Air</b> United Airlines  <b>From:</b> Washington Dulles DC, USA  <b>Meal:</b> Food For Purchase  <b>Equip:</b> Airbus A320 Jet  <b>Depart:</b> 03-Feb-2011 Thursday 05:54pm  <b>Arrival:</b> 03-Feb-2011 Thursday 08:39pm  <b>Depart -</b>  <b>Arrive -</b> TERMINAL 1  <b>United Airlines locator:</b> KK6R38</p>	<p><b>Flight#</b> 240 <b>Class:</b> U  <b>To:</b> San Diego CA, USA  <b>Seats:</b> Seat:6A  <b>Status:</b> Confirmed  <b>Stops:</b> 0</p>
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\*\* ECONOMY PLUS WINDOW BULKHEAD - WE WILL MONITOR FOR AISLE \*\*  
 Flight Duration: 5 hour(s) and 45 minutes  
 Class of Service: Coach

**Other**

<p>02-Aug-2011 Tuesday</p>	<p>San Diego CA, USA          RESERVATION RETAINED FOR 180 DAYS</p>
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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

25-Jan-2011 3:10 pm

Page 2 of 2

Ticket Information

BOWENS THELLA  
Ticket#: 7950687873  
Invoice#: 1181579

Ticket Base Fare: 456.98  
Ticket Tax: 23.02  
Total Ticket Amount: 480.00

Electronic: YES

SERVICE FEE DOCUMENT #: 0542975205 FEE AMOUNT: 25.00

BILLED TO: AMERICAN EXPRESS ENDING IN 1006

ACI-NA/AAAE Legislative Conference  
Washington, DC  
Jan 30 through Feb 3, 2011

**Sunday, January 30**

**Flight Info**

United Airlines Flt #554

Departing 1:16pm

Seat Assignment: 12D

Arriving: 8:56pm

**Hotel:**

Hyatt Regency

Washington on Capitol Hill

400 New Jersey Avenue NW

Washington, DC

Tel: 202-737-1234

Confirmation # 41444135

**Monday, January 31**

**Reauthorization Meeting**

2:00pm – 6pm

Reagan National Airport/Metropolitan Washington Airports Authority

1 Aviation Circle. MA-16

Washington, DC 20001-6000

Conference Rooms 1A and 1B at the MWAA Corporate Office Building

**Tuesday, February 1**

**ACI-NA Dinner**

6:30pm

The Monocle Restaurant

107 D Street NE

**Joint Executive Committee dinner**

7:15pm

Bistro Bis

15 E Street, NW

ACI-NA/AAAE Legislative Conference  
Washington, DC  
Jan 30 through Feb 3, 2011

**Wednesday, February 2**

**ACI-NA Executive Committee Meeting**

1:30-3:00pm

Hyatt Regency Capital Hill Hotel - Yosemite Room

**ACI-NA and AAAE Joint Executive Committee**

3:00-5:00pm

Hyatt Regency Capitol Hill Hotel - Yellowstone/Everglades Rooms

**2011 ACI-NA Commissioners Congressional Reception**

6:00 – 8:00 pm

Dirksen Senate Office Building on Capitol Hill

Room: SD-562

**Thursday, February 3**

**Government Affairs Steering Group**

10:00 am – 12:00 pm

Hyatt Regency Capitol Hill Hotel - Yellowstone Everglades Rooms

**Flight Info**

United Airlines Flt #240

Departing: 5:54pm

Seat Assignment: 6A

Arriving: 8:39pm

# Agenda

**Tuesday, February 1**

1-7 p.m.

2 p.m.

2:15-4:15 p.m.

Registration

Welcome

Concurrent Roundtable Discussions

**TSA Opt-Out:** Incoming T&I Chairman John Mica recently sent a letter to most of the larger airports in the country, suggesting that private screeners might be a better option than the existing federal screening workforce. Come be a part of a discussion examining the pros and cons of this issue. Hear from airports that have utilized private screeners.

- Thomas R Devine, Esq.  
Partner, Kaplan, Kirsch & Rockwell  
LLP
- Gerald L Berry  
President, Covenant Aviation Security  
LLC
- Holly Woodruff Lyons  
Republican Staff Director and Senior  
Counsel, House Aviation Subcommittee

**SMS for Airports:** The FAA rulemaking requiring SMS both within movement and non-movement areas at airports could have significant operational, financial and legal impacts. Join the discussion to learn what is at stake and how to take steps to implement SMS at your airport. Share your concerns and learn how other airports are putting their plans in place.

- Peter J Kirsch, Esq.  
Partner, Kaplan, Kirsch & Rockwell  
LLP
- Joanne M Landry  
Principal, Landry Consultants
- Frank R Miller, A.A.E.  
Aviation Director, San Antonio  
International Airport

*(Please note, the Roundtable discussions are not open to members of the press.)*

6-7 p.m.

**Wednesday, February 2**

7:45 a.m. - 2 p.m.

7:45 a.m. - 8:45 a.m.

8:45 a.m.

9:00 a.m. - 9:30 a.m.

**Welcome Reception**

**Registration**

**Continental Breakfast**

**Welcome and Opening Remarks**

**Keynote Address**

- The Honorable Ray LaHood  
Secretary, Department of  
Transportation

9:30 a.m. - 9:45 a.m.

The Honorable Hal Rogers (R-KY), Chairman  
House Appropriations Committee

9:45 a.m. - 10:00 a.m.

**Homeland Security Funding**

Ben Nicholson, Clerk, House Homeland  
Security Appropriations Subcommittee

10:00-11 a.m.

**FAA Reauthorization Panel**

- Gael Sullivan, Professional Staff,  
Senate Aviation Subcommittee
- Jarrod Thompson, Professional Staff,  
Senate Aviation Subcommittee
- Giles Giovinazzi, Staff Director, House  
Aviation Subcommittee

11 a.m.-12 p.m.

**DOT/FAA Appropriations Panel**

- Matt McCardle, Majority Professional  
Staff, House Appropriations  
Subcommittee on Transportation,  
Housing and Urban Development, and  
Related Agencies
- Kate Hallahan, Minority Clerk, House  
Appropriations Subcommittee on  
Transportation, Housing and Urban  
Development, and Related Agencies
- Rachel Milberg, Majority Professional  
Staff, Senate Appropriations  
Subcommittee on Transportation,  
Housing and Urban Development, and

Related Agencies

12-1:30 p.m.

**Keynote Luncheon Address**  
***Congressional A***

- The Honorable Patty Murray (D-WA),  
Chair of the Senate Transportation,  
Housing and Urban Development  
Appropriations Subcommittee

1:30-2:15 p.m.

**Legislative Staff Update**

2:15-6 p.m.

**Hill Visits**

6 p.m.

ACI-NA Commissioners Reception (Separate  
Registration Required - For more information,  
please contact Casey Jackson, ACI-NA at (202)  
293-8500 or [cjackson@aci-na.org](mailto:cjackson@aci-na.org).)

**Thursday, February 3**

8:30 a.m.

**Roundtable Breakfast**

9:15 a.m.

**Conference Concludes; Hill Visits Continue**



Hyatt Regency Washington on  
 Capitol Hill  
 400 New Jersey Avenue, NW  
 Washington, DC 20001  
 Telephone: 1 202 737 1234  
 Fax: 1 202 737 5773  
 www.hyattregencywashington.com

**INVOICE**

Payee Thella Bowens  
 1775 K Street Nw Ste 500  
 Washington DC 20006  
 United States

Room No. 0909  
 Arrival 01-30-11  
 Departure 02-03-11  
 Page No. 1 of 2  
 Folio Window 1  
 Folio 334417  
 Invoice

Membership  
 Bonus Code  
 Confirmation No. 4144413501  
 Group Name Airport Council Intl N America

Date	Description	Charges	Credits
01-30-11	Group Room	259.00	\$ 296.56
01-30-11	Occupancy Tax	37.56	
01-31-11	Group Room	259.00	296.56
01-31-11	Occupancy Tax	37.56	
02-01-11	- Restaurant Breakfast Food	18.00	\$ 236.00
02-01-11	- Restaurant Breakfast Tax	1.80	
02-01-11	- Restaurant Breakfast Gratuity	3.80	
02-01-11	Group Room	259.00	296.56
02-01-11	Occupancy Tax	37.56	
02-02-11	- Restaurant Breakfast Food	35.00	\$ 44.50
02-02-11	- Restaurant Breakfast Tax	3.50	
02-02-11	- Restaurant Breakfast Gratuity	6.00	
<hr/>			
02-02-11	Group Room	259.00	296.56
02-02-11	Occupancy Tax	37.56	
02-03-11	American Express	XXXXXXXXXXXX1003	XX/XX

1,272.76  
 New balance: \$1254.34

Room x 4 = \$ 1186.24  
 Room service = 68.10  
 \$ 1254.34

18.42



Hyatt Regency Washington on  
Capitol Hill  
400 New Jersey Avenue, NW  
Washington, DC 20001  
Telephone: 1 202 737 1234  
Fax: 1 202 737 5773  
www.hyattregencywashington.com

**INVOICE**

Payee Thella Bowens  
1775 K Street Nw Ste 500  
Washington DC 20006  
United States

Room No. 0909  
Arrival 01-30-11  
Departure 02-03-11  
Page No. 2 of 2  
Folio Window 1  
Folio 334417  
Invoice

Membership  
Bonus Code  
Confirmation No. 4144413501  
Group Name Airport Council Intl N America

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.			
<b>Total</b>		<b>1,272.76</b>	<b>1,272.76</b>
<b>Balance</b>			<b>0.00</b>

**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.

Was your stay exceptional? Please let us know what you think...  
Simply e-mail us at [QualityWasrw@hyatt.com](mailto:QualityWasrw@hyatt.com)

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Hyatt Regency Washington on Capitol Hill  
PO Box 6012  
Washington, DC 20042

Customer Service number: 1-888-863-3020  
Customer Service email: [Na.CustomerService@Hyatt.com](mailto:Na.CustomerService@Hyatt.com)

**RECEIPTS FROM TRAVEL TO WASHINGTON, DC  
JANUARY 31 TO FEBRUARY 3, 2011—THELLA F. BOWENS**

HMSHOST  
STARBUCKS COFFEE UAL  
SAN DIEGO AIRPORT

005 Marisol

CHK 3500 JAN30'11 ✓ 9:28PM GST

✓  
1 WATER FIJI 500ML 3.49  
15 %  
ARPT DISC 15% 0.52-  
  
SUBTOTAL 2.97  
TAX 0.26  
AMOUNT PAID ✓ 3.23  
CASH 10.23  
CHANGE DUE 7.00

HOW DID WE DO?  
JOE NIKNAM  
619-231-5100 EXT:157  
Joe.Niknam@hmshost.com

1/30/2011  
other meal

**RECEIPTS FROM TRAVEL TO WASHINGTON, DC  
JANUARY 31 TO FEBRUARY 3, 2011—THELLA F. BOWENS**

**C O S I**  
Ronald Reagan  
National Airport  
Washington D.C. 20001

135 Anthony

-----  
< 2332            Jan31'11 01:35PM    Gst 0  
-----

**Take Out**

1 **To Go**	0.00
6	
Ticket #	
1 Reg Lentil ✓	3.49
1 Sm Hot Chocolate ✓	2.99
XXXXXXXXXXXX1003	
Amex	7.06
Subtotal	6.48
Tax	0.58
Payment	↙ 7.06

If we did or did not exceed your expectations, we would like to hear from you. Please call 800-426-5971 x1021 or email [wecare@mindspring.com](mailto:wecare@mindspring.com)

ORDER # 2332

**C O S I**  
Ronald Reagan  
National Airport  
Washington D.C. 20001

Date: Jan31'11 01:38PM  
Card Type: Amex  
Acct #: XXXXXXXXXXXX1003  
Card Entry: SWIPED  
Trans Type: PURCHASE  
Trans Key: AIA004535576377  
Auth Code: 567749  
Check: 2332  
Server: 135 Anthony

Subtotal:            ✓ 7.06  
Tip:                    \_\_\_\_\_  
Total                    \_\_\_\_\_

*Lunch 1/31/2011*

Signature: \_\_\_\_\_

I agree to pay above total according to my card issuer agreement.

\*\*\* Customer Copy \*\*\*

618567	DASANI WATER 20	✓	2.09
618567	DASANI WATER 20	✓	2.69
	2/\$3.99		1.39-T

SUBTOTAL	3.99
TAX	0.24
TOTAL	4.23 ✓
CASH	(5.00)
CHANGE	0.77

*1/31/2011  
Other meal  
\$4.23*

REG 1989: alem h            566 # 152  
Register: REG3 Jan 31 2011    5:14 PM

Ret

**RECEIPTS FROM TRAVEL TO WASHINGTON, DC  
JANUARY 31 TO FEBRUARY 3, 2011—THELLA F. BOWENS**

*Breakfast*  
*2/1/2011*

HYATT WASHINGTON  
ON CAPITOL HILL  
ARTICLE ONE

2/1/2011 ✓ 10:16

Article One

Check: 262384 Table: B3  
Server: P.D. Guests: 1  
Terminal: 26

Article One

1 Yogurt Parfait ✓ 9.00  
1 Bacon Side ✓ 5.00  
1 Hot Tea ✓ 4.00

Subtotal 18.00  
Tax 1.80  
Total 19.80

\*\* SERVICE CHARGE NOT INCLUDED \*\*

TIP: 3.50

TOTAL: 23.30 ✓

\*\* BELOW IS FOR ROOM CHARGE ONLY \*\*

ROOM # 909

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

GIFT SHOP # 200  
4618567 DASANI WATER 2.0 ✓ 2.63 T

SUBTOTAL 2.63  
TAX 0.15  
TOTAL ✓ 2.85  
CASH (6.00)  
CHANGE 3.15

hr 4192: daryl frazier 569 # 213  
Register: REG3 Feb 1 2011 ✓ 5:31 PM  
Thank You

Returns require original receipt  
Returns need to be made within 30 days

*2/1*  
*Other*  
*meal*

GIFT SHOP # 200  
97442 NWS: WASHINGTON 1.00 T

SUBTOTAL 1.00  
TAX 0.06  
TOTAL ✓ 1.06  
CASH (20.06)  
CHANGE 19.00

hr 3046: Sheila ✓ 571 # 127  
Register: REG2 Feb 2 2011 8:04 PM  
Thank You

Returns require original receipt  
Returns need to be made within 30 days

*2/1*  
*Other*  
*meal*

**RECEIPTS FROM TRAVEL TO WASHINGTON, DC  
JANUARY 31 TO FEBRUARY 3, 2011—THELLA F. BOWENS**

HYATT WASHINGTON  
ON CAPITOL HILL  
ARTICLE ONE

2/2/2011 10:16

Article One

Check: 262503 Table: A33  
Server: Larry B Guests: 4  
Terminal: 23

Article One

1 Two Eggs Side	5.00
1 Toast	4.00
1 Toast	4.00
1 Seattle Coffee	4.00
1 Seattle Co <sup>ff</sup>	4.00
1 Soda	4.50
1 Juice	5.00
1 Soda	4.50

2-2-2011  
Breakfast

Subtotal	35.00
Tax	3.50
Total	38.50

Attendees:

Thella Bowers  
Mike Kulis (SPC/AA)  
Gina Marie Lindsey (LAWA)  
Allian Potter (SFO)

\*\* SERVICE CHARGE NOT INCLUDED \*\*

TIP:                     \$ 6.00  
TOTAL:                     \$ 44.50 ✓

\*\* BELOW IS FOR ROOM CHARGE ONLY \*\*

ROOM # \_\_\_\_\_

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**RECEIPTS FROM TRAVEL TO WASHINGTON, DC  
JANUARY 31 TO FEBRUARY 3, 2011—THELLA F. BOWENS**

Art and Soul  
415 New Jersey Ave NW  
Washington, DC 20001  
(202) 393-7777

Follow us on Facebook @ArtandSou  
and Twitter @artandsoulDC

17 Rafael

b1 44/3                      Chk 29                      Gst  
   Feb02'11 06:06PM ✓

1 Grouper	32.00
1 Spicy Greens	6.00
1 Baby Cakes	8.00
1 Arnold Palmer	4.00
Subtotal	50.00
Sales Tax	5.00
07:39PM Total	<b>55.00</b>

Room Number \_\_\_\_\_

Gratuity \_\_\_\_\_ 10.00

Total \_\_\_\_\_ ✓ 65.00

Print Name THELLA BOWENS

Signature *Thella F. Bowens*

Gratuity / Service Charge not  
included for parties under 6

Liaison Hotel  
415 New Jersey Ave  
Washington, DC 20001  
202 638-1616

Date: Feb02'11 07:47PM  
Card Type: Amex  
Acct #: XXXXXXXXXXXX1003  
Exp Date: XX/XX  
Auth Code: 507040  
Check: 29  
Table: 44/3  
Server: 17 Rafael

THELLA F BOWENS

Subtotal: **55.00**

Tip: \_\_\_\_\_

Total: \_\_\_\_\_

Signature \_\_\_\_\_

I agree to pay above total  
according to my card issuer  
agreement.

\*\*\* Merchant Copy \*\*\*

**RECEIPTS FROM TRAVEL TO WASHINGTON, DC  
JANUARY 31 TO FEBRUARY 3, 2011—THELLA F. BOWENS**

**Faber News #2005**  
Dulles Int'l Terminal D  
Dulles, Va

MT POPCORN BUTTER 1.50Z 4038597	✓ 2.29 T
DEER PARK SPORTS CAP 240Z 801013	✓ 2.12 T
SUBTOTAL	\$4.41
5% SALES TAX	\$0.22
<b>TOTAL</b>	<b>✓ \$4.63</b>
CASH	\$5.00
CHANGE	\$0.37

GIFT SHOP # 200	
4618567 DASANI WATER 20	✓ 2.69 T
153680 BANANA	✓ 1.75 T
SUBTOTAL	4.44
TAX	0.27
<b>TOTAL</b>	<b>✓ (4.71)</b>
CASH	(10.71)
CHANGE	6.00

ITEMS 2  
02-03-11 04:41PM 2005 01 9375 JAWAD

Thanks for shopping  
**Faber**

FULFILLING THE  
NEEDS OF TRAVELERS SINCE 1848

cash 3809: tiana p ✓ 573 # 44  
Register: REG2 Feb 3 2011 10:09 AM  
Thank You  
Returns require original receipt  
Returns need to be made within 30 days.

2/3/2011 Other meal

↑  
2/3/2011 Other meal



**WASHINGTON FLYER TAXI**

**SERVING  
DULLES INTERNATIONAL AIRPORT  
703-224-2022  
RESERVATIONS**

Driver \_\_\_\_\_ Cab No. \_\_\_\_\_

**THANK YOU FOR YOUR PATRONAGE**

1/30/2011  
From Dulles

\$64 to \$12 TIP

← (76.00)

**RECEIPTS FROM TRAVEL TO WASHINGTON, DC  
JANUARY 31 TO FEBRUARY 3, 2011—THELLA F. BOWENS**

**TAXICAB RECEIPT**



Time: \_\_\_\_\_

Date: 2/3/2011

Origin of trip: Hyatt Regency

Destination: Dulles Airport

Fare: \_\_\_\_\_ Sign: \_\_\_\_\_

to Dulles Airport

\$69.75 + \$ 8.25 tip

\$78

**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: 2/15/2011 RETURN DATE: 2/19/2011 REPORT DUE: 3/21/11  
 DESTINATION: Savannah, GA

*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	
		2/13/01	2/14/11	2/15/11	2/16/11	2/17/11	2/18/11	2/19/11	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	428.80								0.00
Conference Fees (provide copy of flyer/registration expenses)	395.00								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.)*				40.00				51.00	91.00
Hotel*				233.40	233.40	233.40	233.40	86.11	1,019.71
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)									0.00
Meals (include tips pd.)	Breakfast*				18.73			25.30	44.03
	Lunch*								0.00
	Dinner*				46.54		56.33	31.45	134.32
	Other Meals*								0.00
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality <sup>1</sup> *									0.00
Miscellaneous:									0.00
									0.00
									0.00
*Provide detailed receipts									0.00
<b>Total Expenses prepaid by Authority</b>	<b>823.80</b>	<b>0.00</b>	<b>0.00</b>	<b>319.94</b>	<b>252.13</b>	<b>233.40</b>	<b>289.73</b>	<b>193.86</b>	<b>1,289.06</b>

Explanation:	<b>Total Expenses Prepaid by Authority</b>	823.80
	<b>Total Expenses Incurred by Employee (including cash advances)</b>	1,289.06
	<b>Grand Trip Total</b>	2,112.86
	<b>Less Cash Advance (attach copy of Authority ck)</b>	
	<b>Less Expenses Prepaid by Authority</b>	823.80
	<b>Due Traveler (positive amount)<sup>2</sup></b>	
	<b>Due Authority (negative amount)<sup>3</sup></b>	1,289.06
<i>Note: Send this report to Accounting even if the amount is \$0.</i>		

I as traveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expense Reimbursement Policy<sup>4</sup> and 3.30 - Business Expense Reimbursement Policy<sup>5</sup> 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: \_\_\_\_\_

Ext.: X2445  
 Date: 22 April 2011  
 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: 12/2/10 PLANNED DATE OF DEPARTURE/RETURN: 2/15/10 / 2/19/10

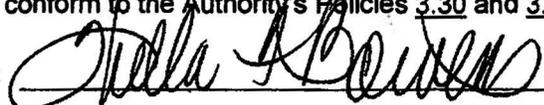
**3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip— continue on extra sheets of paper as necessary):**

Destination: Savannah, GA Purpose: ACI-NA 2011 Winter Board of Directors Meeting and CEO Forum  
 Explanation: \_\_\_\_\_

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

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

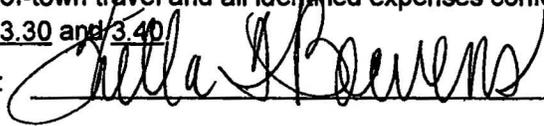
**CERTIFICATION BY TRAVELER** By my signature below, I certify that the above listed out-of-town travel and associated expenses conform to the Authority's Policies 3.30 and 3.40 and are reasonable and directly related to the Authority's business.

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:  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 12/20/2010 meeting.  
 (Leave blank and we will insert the meeting date.)

As of February 10, 2011

**ACI-NA 2011 WINTER BOARD OF DIRECTORS MEETING and CEO FORUM**

February 16 – 18, 2011  
The Westin Savannah, Savannah, GA

**Wednesday, February 16, 2011**

**Registration: 9:30 am to 5:00 pm –Grand Ballroom Foyer**

11 am – 2 pm           WBP/Associates Board of Directors (lunch provided)  
Grand Ballroom D  
11:30am – 1:45pm   Executive Committee (lunch provided)  
Grand Ballroom E  
2 – 3 pm               Exec-2-Exec Committee Meeting  
Grand Ballroom E

**3 – 5:30 pm           CEO Forum – the U.S. Perspective**

Grand Ballroom C

3 – 3:15 pm

**Welcomes**

- Greg Principato, President, ACI-NA
- Frank R. Miller, Aviation Director, City of San Antonio  
Aviation Department; Chair, ACI-NA
- Sylvester Formey, Chairman, Savannah Airport Commission
- Patrick S. Graham, Executive Director, Savannah Airport  
Commission

3:15 – 4 pm

**Who's In, Who's Out, What Does it Mean to ACI-NA?**

Moderator:

Jane Q. Calderwood, Vice President, Government and Political Affairs,  
ACI-NA

The View from the Left:

Steve Palmer, Vice President, Van Scoyoc Associates, Inc.

The View from the Right:

✓ C. Stewart Verdery, Founder & Partner, Monument Policy Group

4 – 4:45 pm

**Airport Financing – Changing the Course**

Greg Principato

4:45 – 5:30 pm

**FAA Flightpath for 2011**

Introduction: Thella Bowens, President/CEO, San Diego County  
Regional Airport Authority; First Vice Chair, ACI-NA

Speaker: The Honorable Michael Huerta, Deputy Administrator, FAA

6 – 7:30 pm  
River Lawn

Welcome Reception  
**Sponsored by:**



Evening

PAC Fundraiser

**Thursday, February 17, 2011**

**Registration: 7:00 am to 5:00 pm –Harbor Ballroom Foyer**

7:30 – 9 am            Buffet Breakfast  
Harbor Ballroom Foyer  
8 – 10 am            U.S. Government Affairs Steering Group  
Riverscape  
9:30 – 10 am        **AM Break sponsored by**



**RICONDO**  
& ASSOCIATES

<b>10 am – 5 pm</b> Harbor Ballroom	<b>CEO Forum – the North American Perspective</b>
10 – 10:15 am	<b>Setting the Stage</b> <i>Frank R. Miller</i>
10:15 – 10:45 am	<b>Clear Skies Ahead for the Economy?</b> <i>Dr. David E. Altig, Senior Vice President and Director of Research Federal Reserve Bank of Atlanta</i>
10:45 – 11:30 am	<b>Decoding the Data: Is An Aviation Recovery in Our Sights?</b> <i>Deborah C. McElroy, Executive Vice President, Policy and External Affairs, ACI-NA</i>
11:30am – 12:15pm	<b>Are Aircraft Delivery Schedules a Reliable Crystal Ball?</b> <i>George W. Hamlin, President, Hamlin Transportation Consulting</i>
12:15 – 1:30 pm	<b>Buffet Lunch</b>
1:45 – 2:30 pm	<b>Airport IT - Are You Ready For The Future?</b> <i>John W Powell, Business Development Manager, Airport Management Solutions</i>
2:30 – 3:30 pm	<b>What's Happening Beyond North America?</b> Moderator: <i>William A. Restall, President and Chief Executive Officer Saskatoon Airport Authority,</i> Panelists: <i>Angela Gittens, Director General, ACI</i> <i>Steve Van Beek, Ph.D., Chief of Policy and Strategy, LeighFisher</i>
3:30 – 4 pm	<b>PM Break</b>
4 – 5 pm	<b>Airport Negotiations- What the Airlines Want Now</b> Moderator: <i>Scott Lewis, Managing Partner, Anderson &amp; Kreiger LLP</i> Panelists: <i>- Mark M. Reis, Aviation Director, Port of Seattle/Seattle-Tacoma International Airport</i> <i>- Maureen Riley, Executive Director, Salt Lake City Department of Airports</i> <i>- Lloyd McCoomb, President, Greater Toronto Airports Authority</i>

Evening

**Host Airport Event**  
**Seafood ~ Savannah sponsored by**



**Friday, February 18, 2011**

**Registration: 7:00 am to 11:00 am –Harbor Ballroom Foyer**

7:30 – 8:30 am      Board of Directors Buffet Breakfast

8:30 am - Noon      Board of Directors Meeting  
Harbor Ballroom D

Noon – 1 pm          Box Lunches

3 – 5 pm              Regional Directors Meeting *(by Invitation only)*  
Club Board Room

Evening                Regional Directors Dinner *(by Invitation only)*

**Saturday, February 19, 2011**

9 – 9:30 am          Regional Directors Buffet Breakfast *(by invitation only)*  
Club Board Room

9:30 am – Noon      Regional Directors Meeting *(by invitation only)*  
Club Board Room

**Attendee Bags sponsored by:**



**Hotel Room Keys sponsored by:**



**Lanyards sponsored by:**



**Caldera Amy**

---

**From:** cgroup@aci-na.org  
**Sent:** Thursday, December 16, 2010 10:01 AM  
**To:** Bowens Thella; Berg Dianne  
**Subject:** President/CEO - Confirmation

12/16/2010



### 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](mailto: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) [REDACTED]  
FX: (619) 400-2448  
EM: [REDACTED]@san.org

You are registered for the following:

**President/CEO**  
From Wednesday, February 16, 2011 through Friday, February 18, 2011

---

Description	UnitPrice	Quantity	Price
CEO Forum Airport Registrant ✓	\$ 395.00	1	\$ 395.00
		Total	395.00
		Payments	395.00
		<b>Balance</b>	<b>0.00</b>

Thank you for registering for the 2011 CEO Forum, to be held February 16-17, 2010, at the Westin Savannah Harbor in Savannah, GA. Call the hotel directly at (912) 201-2000 or (800) 937-8461 to make room reservations. Be sure to request the Airports Council International group rate of \$205 plus tax single/double occupancy. Refunds will be issued on individual hotel reservations canceled no later than 4 pm two days in advance of the confirmed arrival date. Cancellations received after that time will be charged one night's room and tax. The hotel cut-off date is Friday, January 21, 2011. Reservations made after this date can only be accepted on a space and rate available basis. The hotel may sell out of rooms or rooms at the conference rate before the cut-off date. Make your reservations early!

A taxi ride from SAV to the hotel is approximately \$35 one-way for one person and \$5 for each additional

passenger.

Dress for the meeting is business casual.

If you need to cancel your registration, please contact ACI-NA as soon as possible at (202) 293-8500 or email [mmoyo@aci-na.org](mailto:mmoyo@aci-na.org). Registration fees will be fully refunded if written notice is received at ACI-NA no later than Friday, January 21, 2011. After January 21, all refunds will have a processing fee of \$75 deducted. No refunds will be issued on cancellations received after Friday, January 28, 2011. Substitutions will be honored at any time. All no-shows will be billed.

For additional information on this event, please visit <http://www.aci-na.org/conferences/detail?eventId=130>.

We look forward to seeing you in Savannah for the 2011 CEO Forum.



TravelTrust  
 374 North Coast Highway 101  
 Encinitas, Ca 92024  
 Tel: 760-635-1700  
 Fax: 760-635-720  
 Website: www.traveltrust.com

BOWENS/THELLA

DEPT 6

07-Jan-2011 4:20 pm

Page 1 of 2

YOUR UNITED ETICKET CONFIRMATION IS \*\* KM6S5W \*\*  
 -----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  
 \*\*\*\*\*

 15-Feb-2011 07:45am Tuesday	<b>Air</b>	United Airlines	<b>Flight#</b>	970	<b>Class:</b>	S	
	<b>From:</b>	San Diego CA, USA	<b>To:</b>	Washington Dulles DC, USA	<b>Seats:</b>	Seat:16D	
	<b>Meal:</b>	Food For Purchase	<b>Status:</b>	Confirmed	<b>Stops:</b>	0	
	<b>Equip:</b>	Boeing 757 200 Jet	<b>Depart:</b>	15-Feb-2011 Tuesday	07:45am	<b>Arrival:</b>	15-Feb-2011 Tuesday
					03:31pm		
	<b>Depart -</b>	TERMINAL 1	<b>Arrive -</b>				
		United Airlines locator: KM6S5W					

**\*\* EXIT ROW AISLE SEAT CONFIRMED \*\***  
 Flight Duration: 4 hour(s) and 46 minutes  
 Class of Service: Coach

 15-Feb-2011 04:49pm Tuesday	<b>Air</b>	United Airlines	<b>Flight#</b>	7687	<b>Class:</b>	S	
	<b>From:</b>	Washington Dulles DC, USA	<b>To:</b>	Hilton Head/Savannah GA, USA	<b>Seats:</b>	Seat:12A	
	<b>Meal:</b>	None	<b>Status:</b>	Confirmed	<b>Stops:</b>	0	
	<b>Equip:</b>	ERJ-145 Jet	<b>Depart:</b>	15-Feb-2011 Tuesday	04:49pm	<b>Arrival:</b>	15-Feb-2011 Tuesday
					06:33pm		
	<b>Depart -</b>		<b>Arrive -</b>				
		IAD-SAV OPERATED BY /UNITED EXPRESS/TRANS STATES AIRLINES United Airlines locator: KM6S5W					

**\*\* EXIT ROW AISLE SEAT CONFIRMED \*\***  
 Flight Duration: 1 hour(s) and 44 minutes  
 Class of Service: Coach

 19-Feb-2011 02:26pm Saturday	<b>Air</b>	United Airlines	<b>Flight#</b>	7149	<b>Class:</b>	S	
	<b>From:</b>	Hilton Head/Savannah GA, USA	<b>To:</b>	Washington Dulles DC, USA	<b>Seats:</b>	Seat:8B	
	<b>Meal:</b>	None	<b>Status:</b>	Confirmed	<b>Stops:</b>	0	
	<b>Equip:</b>	CRJ-Canadair Regiona	<b>Depart:</b>	19-Feb-2011 Saturday	02:26pm	<b>Arrival:</b>	19-Feb-2011 Saturday
					04:07pm		
	<b>Depart -</b>		<b>Arrive -</b>				
		SAV-IAD OPERATED BY /UNITED EXPRESS/ATLANTIC SOUTHEAST AIRL United Airlines locator: KM6S5W					

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

 19-Feb-2011 05:26pm Saturday	<b>Air</b>	United Airlines	<b>Flight#</b>	240	<b>Class:</b>	S	
	<b>From:</b>	Washington Dulles DC, USA	<b>To:</b>	San Diego CA, USA	<b>Seats:</b>	Seat:16C	
	<b>Meal:</b>	Food For Purchase	<b>Status:</b>	Confirmed	<b>Stops:</b>	0	
	<b>Equip:</b>	Boeing 757 200 Jet	<b>Depart:</b>	19-Feb-2011 Saturday	05:26pm	<b>Arrival:</b>	19-Feb-2011 Saturday
					08:06pm		
	<b>Depart -</b>		<b>Arrive -</b>	TERMINAL 1			
		United Airlines locator: KM6S5W					



Traveltrust  
374 North Coast Highway 101  
Encinitas, Ca 92024  
Tel: 760-635-1700  
Fax: 760-635-720  
Website: www.traveltrust.com

BOWENS/THELLA

DEPT 6

07-Jan-2011 4:20 pm

Page 2 of 2

**\*\* EXIT ROW AISLE SEAT CONFIRMED \*\***  
Flight Duration: 5 hour(s) and 40 minutes  
Class of Service: Coach

Other

18-Aug-2011  
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 - S7NSO  
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#: 7944857719  
Invoice#: 1181099

Ticket Base Fare: 331.16  
Ticket Tax: 67.64  
Total Ticket Amount: 398.80

Electronic: YES

SERVICE FEE DOCUMENT #: 0542445362 . FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS ENDING IN 1006

the westin savannah harbor golf resort & spa  
 1 resort drive savannah, georgia 31421  
 phone 912.201.2000 fax 912.201.2001  
 westin.com/savannah

*\* Not fully updated*

*see next invoice for complete billing*

guest

@@@ Thella Bowens

PO BOX 82776  
 SAN DIEGO, CA 92138-2776

ACB15A

room 1601  
 rate 205.00  
 no. pers. 1  
 folio 428507  
 page 1  
 arrive 15-FEB-11 19:14  
 depart 19-FEB-11  
 payment AX

travel agent/charge to

date	reference	description	charges/credits
15-FEB-11	RT1601	Room Charge	205.00
15-FEB-11	RT1601	State Tax	14.35
15-FEB-11	RT1601	City/Local Tax	12.30
15-FEB-11	RT1601	City Occ Fee	1.75
15-FEB-11	7177940	Aqua Star	46.54
16-FEB-11	RT1601	Room Charge	205.00
16-FEB-11	RT1601	State Tax	14.35
16-FEB-11	RT1601	City/Local Tax	12.30
16-FEB-11	RT1601	City Occ Fee	1.75
16-FEB-11	7178770	Aqua Star	18.73
17-FEB-11	RT1601	Room Charge	205.00
17-FEB-11	RT1601	State Tax	14.35
17-FEB-11	RT1601	City/Local Tax	12.30
17-FEB-11	RT1601	City Occ Fee	1.75
18-FEB-11	RT1601	Room Charge	205.00
18-FEB-11	RT1601	State Tax	14.35
18-FEB-11	RT1601	City/Local Tax	12.30
18-FEB-11	RT1601	City Occ Fee	1.75
<del>18-FEB-11</del>	<del>601181800</del>	<del></del>	<del></del>
18-FEB-11	2188070	In Room Dining	56.33
19-FEB-11	AX	American Express	1064.27-
		Balance Due	0.00

*Itemized receipt attached page 1 of 4*

*Itemized receipt attached page 1 of 4*

*#233*

*#2334*

*#2334*

*#2334*

\*\* continued on the next page \*\*

I agree to remain personally liable for the payment of this account if the corporation or other third party billed fails to pay part or all of these charges.

signature \_\_\_\_\_

@@@ Thella Bowens  
 FOLIO 428507 15-FEB-11



the westin savannah harbor golf resort & spa  
 1 resort drive savannah, georgia 31421  
 phone 912.201.2000 fax 912.201.2001  
 westin.com/savannah

guest travel agent/charge to

@@@ Thella Bowens room 1601

PO BOX 82776 rate 205.00

SAN DIEGO, CA 92138-2776 no. pers. 1

ACB15A folio 428507 EX-A

page 2

arrive 15-FEB-11 19:14

depart 19-FEB-11

payment AX

**Date** **Reference** **Description** **Charges/Credits**

For your convenience, we have prepared this zero-balance folio to assist you as you depart. Please be advised that you are ultimately responsible for paying folio charges in full and any future charges not reflected on this folio will be billed to the credit card on file. If your billing is correct it is not necessary to visit the front desk and you may depart at your leisure. Travel safely!

EXPENSE REPORT SUMMARY

Date	Room & Tax	Food & Bev	Telecom	Spa & Golf	Other	Total	Payment
15-FEB-11	233.40	46.54	0.00	0.00	0.00	279.94	0.00
16-FEB-11	233.40	18.73	0.00	0.00	0.00	252.13	0.00
17-FEB-11	233.40	0.00	0.00	0.00	0.00	233.40	0.00
18-FEB-11	233.40	65.40	0.00	0.00	0.00	298.80	0.00
<b>Total</b>	<b>933.60</b>	<b>130.67</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1064.27</b>	<b>0.00</b>

Thank you for staying at the Westin Savannah. For questions regarding this folio, contact us at info.savannah@westin.com or 866-447-2433.

Accounting Shontee Ford  
 Allison M.  
 Shonta.Fuller@westin.com

I agree to remain personally liable for the payment of this account if the corporation or other third party billed fails to pay part or all of these charges.

signature \_\_\_\_\_

As a Starwood Preferred Guest you have earned at least 1901 Starpoints for this visit A41425053629

@@@ Thella Bowens  
 FOLIO 428507 15-FEB-11



updated invoice  
for hotel

@@@ Thella Bowens  
PO BOX 82776  
SAN DIEGO, CA 92138-2776  
  
ACB15A

1601  
1  
428507 A  
1  
15-FEB-11 00:00  
19-FEB-11 00:00  
AX

15-FEB-11	RT1601	Room Charge	205.00	} 233.40
15-FEB-11	RT1601	State Tax	14.35	
15-FEB-11	RT1601	City/Local Tax	12.30	
15-FEB-11	RT1601	City Occ Fee	1.75	
15-FEB-11	7177940	Aqua Star	46.54	see Receipts, page 1
16-FEB-11	RT1601	Room Charge	205.00	} 233.40
16-FEB-11	RT1601	State Tax	14.35	
16-FEB-11	RT1601	City/Local Tax	12.30	
16-FEB-11	RT1601	City Occ Fee	1.75	
16-FEB-11	7178770	Aqua Star	18.73	see Receipts, page 1
17-FEB-11	RT1601	Room Charge	205.00	} 233.4
17-FEB-11	RT1601	State Tax	14.35	
17-FEB-11	RT1601	City/Local Tax	12.30	
17-FEB-11	RT1601	City Occ Fee	1.75	
18-FEB-11	RT1601	Room Charge	205.00	} 233.4
18-FEB-11	RT1601	State Tax	14.35	
18-FEB-11	RT1601	City/Local Tax	12.30	
18-FEB-11	RT1601	City Occ Fee	1.75	
<del>18-FEB-11</del>	<del>801184050</del>	<del>Starbucks</del>	<del>56.33</del>	
18-FEB-11	2188070	In Room Dining	56.33	see Receipts, page 3
19-FEB-11	7190252	Aqua Star	25.30	see Receipts, page 4/5
19-FEB-11	AX	American Express	1089.57-	

\*\*\*For Authorization Purposes Only\*\*\*

xxxxx1003  
Auth Date Code Authorized  
15-FEB-11 588620 1271.00

Balance Due 0.00

\*\* continued on the next page \*\*

4 nights @ 233.40 = \$ 1019.71  
Meals \$ 146.91

@@@ Thella Bowens

PO BOX 82776  
SAN DIEGO, CA 92138-2776

ACB15A

1601

1

428507 A

2

15-FEB-11 00:00

19-FEB-11 00:00

AX

EXPENSE REPORT SUMMARY

Date	Room & Tax	Food & Bev	Telecom	Spa & Golf	Other	Total	Payment
15-FEB-11	233.40	46.54	0.00	0.00	0.00	279.94	0.00
16-FEB-11	233.40	18.73	0.00	0.00	0.00	252.13	0.00
17-FEB-11	233.40	0.00	0.00	0.00	0.00	233.40	0.00
18-FEB-11	233.40	65.40	0.00	0.00	0.00	298.80	0.00
19-FEB-11	0.00	25.30	0.00	0.00	0.00	25.30	1089.57-
Total	933.60	155.97	0.00	0.00	0.00	1089.57	1089.57-

Thank you for staying at the Westin Savannah. For questions regarding this folio, contact us at [info.savannah@westin.com](mailto:info.savannah@westin.com) or 866-447-2433.

As a Starwood Preferred Guest you have earned at least 1952 Starpoints for this visit A41425053629

@@@ Thella Bowens

FOLIO 428507 15-FEB-11



*Plane was late -  
connection missed  
required overnight*

Hyatt Dulles  
2300 Dulles Corner Boulevard  
Herndon, VA 20171  
Tel: 703-713-1234  
Fax: 703-713-3410  
dulles.hyatt.com

**INVOICE**

Payee Ms Thella Bowens  
Po Box 488  
San Diego Intl Airport  
San Diego CA 921120488  
United States

Room No. 1402  
Arrival 02-19-11  
Departure 02-20-11  
Page No. 1 of 1  
Folio Window 1  
Folio 32382  
Invoice

Membership XXXXXXXXXXXX  
Bonus Code  
Confirmation No. 5169263901  
Group Name

Date	Description	Charges	Credits
02-19-11	Guest Room	79.00	
02-19-11	State Sales Tax	3.95	
02-19-11	County Occupancy Tax	3.16	
02-20-11	American Express XXXXXXXXXXXX1003 XX/XX		86.11
Your Gold Passport account will be credited for this stay.		<b>Total</b>	<b>86.11</b> ✓ <b>86.11</b>
		<b>Balance</b>	<b>0.00</b>

**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.

**THANK YOU FOR CHOOSING HYATT DULLES**

We trust your stay was enjoyable. However, if there is any aspect of your visit that was less than perfect, we want to know. Please contact us for any of the following services:

Guest Billing Inquiries - NA.CustomerService@Hyatt.com or 888-472-2870  
General Comments - QualityDulle@Hyatt.com or 703-793-6905  
Hotel Main Number - 703-713-1234

Please remit payment to:  
Hyatt Dulles  
P.O. Box 842459  
Dallas, TX 75284

**RECEIPTS FROM TRAVEL TO SAVANNAH, GA  
FEBRUARY 15 - 19, 2011—THELLA F. BOWENS**

WES

WH

1 RESORT DRIVE  
SAVANNAH, GA 31402  
912-201-2000

=== REPRINT ===

*dinner*

717794

✓ *9:12 PM* Table 6  
Guests 1

1 SIMPLE SALAD 7.00  
1 FLOUNDER 27.00  
2 [SUB PARM RIS 0.00  
1 LEMONADE 2.95

BOW SubTotal 36.95  
Y BOWENS, THELLA Taxes... .59

Total 37.54

=== REPRINT ===

ROOM CHG TIP.. 7.00  
BOW 46.54

ROOM CHG Tendered 46.54 ✓

TIP \_\_\_\_\_

TOTAL \_\_\_\_\_

ROOM NO. \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Print Name \_\_\_\_\_

\*\*\* \*\*  
\*\*\* \*\*

WESTIN SAVANNAH

AQUASTAR  
1 RESORT DRIVE  
SAVANNAH, GA 31402  
912-201-2000

*Breakfast*

717877.1

COURTNEY E. Table 4  
Wed 02/16/11 10:43 AM ✓ Guests 1  
Guest Num: 1

1 COFFEE 2.95  
1 SEASON BERRIES 7.50  
~~\_\_\_\_\_~~  
1 SIDE BACON 4.25  
~~\_\_\_\_\_~~

SubTotal 14.70  
Taxes... 1.03

Please pay this amount  
Total 15.73

TIP 3.00  
TOTAL 18.73 ✓  
ROOM NO. \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Print Name \_\_\_\_\_

\*\*\*\*\*  
\*\*\*\*\* Thank You \*\*\*\*\*

**RECEIPTS FROM TRAVEL TO SAVANNAH, GA  
FEBRUARY 15 - 19, 2011—THELLA F. BOWENS**

WESTIN SAVANNAH  
IN ROOM DINING  
1 RESORT DRIVE  
SAVANNAH, GA 31402  
912-201-2000

*dinner*

ver:: KATE K

218807.1  
CHRISTOPHER B Table 103  
02/18/11 8:08 PM ✓ Guests 1  
st Num: 1

-----  
DELIV. CHARGE 3.00  
FRESH FISH 32.00  
MOLTEN CHOC CAK 8.50  
-----

1 SubTotal 43.50  
OWENS, THELLA  
21% Gratuity 9.14  
Taxes... 3.69

Please pay this amount  
Total 56.33

TIP \_\_\_\_\_

TOTAL \_\_\_\_\_

ROOM NO. \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Print Name \_\_\_\_\_

\*\*\*\*\*  
\*\*\*\*\* Thank You \*\*\*\*\*



DULLES AIRPORT TAXI INC.  
PART OF WASHINGTON FLYER  
CAB #062

Date 02/19/2011  
FROM: 18:54 TO: 19:04  
TRIP # 5832  
DIST 4.65 mi  
FARE.....\$ 13.00  
EXTRAS.....\$ 2.00 ✓  
TOTAL.....\$ 15.00 ✓  
THANK YOU FOR USING US  
703-661-8230

2/19  
From Dulles Airport  
to hotel - Hyatt  
(connection missed)

**RECEIPTS FROM TRAVEL TO SAVANNAH, GA  
FEBRUARY 15 - 19, 2011—THELLA F. BOWENS**

WES I

RESON DRIVE  
SAVANNAH, GA 31402  
512-201-2000

== REPRINT ==

SUSANNE O 719025.2  
Sat 02/19/11 10:53 AM Table 9  
Guest Num: 2 Guests 2

*Prd Hot & Blues  
Express Delivery - Dulles/Hyatt*

DATE 2/19	CLERK
AUTHORIZATION	SERVER
REFERENCE NO. 53710	

RETAIN FOR

5666964

QTY.	DESCRIPTION	AMOUNT
		26.30
	TAX	
	TIP	5.00
	MISC.	
	TOTAL	31.30

CUSTOMER

PURCHASER SIGN HERE  
X: *[Signature]*

Cardholder acknowledges receipt of goods and/or services in the amount of the Total shown herein and agrees to perform the obligations set forth in the Cardholder's agreement with the issuer.

ROUNDING TIP.. 4.00  
1601 25.30  
ROUND T. Tendered 25.30 ✓

TIP \_\_\_\_\_  
TOTAL \_\_\_\_\_  
ROOM NO. \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Print Name \_\_\_\_\_

\*\*\*\*\*11111

↑ Requested clear copy of receipt to see itemized summary go to page 3 OF 6

**RECEIPTS FROM TRAVEL TO SAVANNAH, GA  
FEBRUARY 15 - 19, 2011—THELLA F. BOWENS**

Profit Series Administration ver: 8.04.81  
Date:03-31-2011 Time:01:29p

**WESTIN SAVANNAH**

Transaction Details  
Page: 01

REPORT DATE:02-19-2011

Internal Tracking Number ( 719025.2)

Table: 9  
Dining Room: AQUABAR  
Guests: 1  
Started By :SUSANNE OLIVER 09:28  
Closed By :SUSANNE OLIVER 10:53

Action Item Name	Qty	Amount	Change Price/Remove Tax Comps/Voids/Discounts Reason/Authorization
Sale: COFFEE	1	\$2.95	
Sale: ORANGE JUICE	1	\$2.95	
Sale: GRANOLA CAKES	1	\$9.75	
Sale: SIDE BACON	1	\$4.25	

Payment Summary:	Amount	Gratuity	Add'l Tip	Total
Pymt: ROOM CHG	\$21.30	\$0.00	\$4.00	\$25.30
Tendered:	\$25.30			
Card #: (1601 ) Exp: Token:				
Guest: Y BXXXXXXXXXXXXX				

Settlement Summary:

SubTotal	\$19.90
Tax:	\$1.40
Tax2:	\$0.00
Tip	\$4.00
Auto Gratuity:	\$0.00
Total	\$25.30

Page 4 OF 6

Duplicate receipt only  
see page 4 of 6  
for original receipt

**RECEIPTS FROM TRAVEL TO SAVANNAH, GA  
FEBRUARY 15 - 19, 2011—THELLA F. BOWENS**

*Concierge  
Taxi Service  
Savannah, Georgia*



**ROBERT T.S. MICKLES SR.  
OWNER / OPERATOR**

**912.604.8466**

Signature \_\_\_\_\_ Date \_\_\_\_\_ Fare \_\_\_\_\_

2/15 taxi to hotel from airport  
\$35 fare  
~~\$~~ 5 tip  

---

\$40<sup>00</sup>

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**

**MISSING RECEIPT FORM**

Employee/Department Head must complete form below.

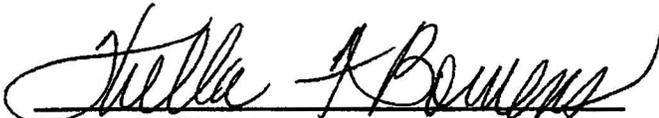
Date of Purchase/Event: 2/19/2011  
Description of Item/Event: Taxi from hotel to airport  
Vendor/Event Name: Taxi from Westin Savannah  
Dollar Amount: \$ 36 (\$30 + \$6 tip)  
Reason for Missing Receipt: Lost receipt

---

---

---

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

  
Employee Signature

  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date



**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: 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: 02/08/11 PLANNED DATE OF DEPARTURE/RETURN: 03/30/11 / 03/31/11

**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: California Airport Council Meeting and meetings with State Delegation members  
 Explanation: California Airport Council Meeting and meetings with State Delegation members

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

<b>A. TRANSPORTATION COSTS:</b>	
• AIRFARE	\$ 410.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$
<b>B. LODGING</b>	\$ 100.00
<b>C. MEALS</b>	\$ 50.00
<b>D. SEMINAR AND CONFERENCE FEES</b>	\$
<b>E. ENTERTAINMENT (If applicable)</b>	\$
<b>F. OTHER INCIDENTAL EXPENSES</b>	\$
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	\$ 560.00

**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: 2-10-11

**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: 2.10.11

**AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE**

1. 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 2/22/11 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

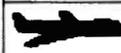
DEPT 6

01-Mar-2011 5:26 pm

Page 1 of 1

YOUR SOUTHWEST ETICKET CONFIRMATION IS \*\* XQFEC5 \*\*  
 -----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#** 1697 **Class:** Y  
**From:** San Diego CA, USA **To:** Sacramento CA, USA  
**Meal:** None  
**Equip:** Boeing 737-700 Jet **Status:** Confirmed  
**Depart:** 30-Mar-2011 Wednesday 08:25am **Stops:** 0  
**Arrival:** 30-Mar-2011 Wednesday 09:55am  
 Depart - TERMINAL 1  
 Arrive - TERMINAL A  
 Southwest Airlines locator: XQFEC5  
 Flight Duration: 1 hour(s) and 30 minutes  
 Class of Service: Coach

 **Air** Southwest Airlines **Flight#** 3670 **Class:** Y  
**From:** Sacramento CA, USA **To:** San Diego CA, USA  
**Meal:** None  
**Equip:** Boeing 737-700 Jet **Status:** Confirmed  
**Depart:** 31-Mar-2011 Thursday 04:35pm **Stops:** 0  
**Arrival:** 31-Mar-2011 Thursday 06:00pm  
 Depart - TERMINAL A  
 Arrive - TERMINAL 1  
 Southwest Airlines locator: XQFEC5  
 Flight Duration: 1 hour(s) and 25 minutes  
 Class of Service: Coach

**Other**  
 27-Sep-2011 San Diego CA, USA  
 Tuesday RESERVATION RETAINED FOR 180 DAYS-A

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#: 2158608535 Ticket Base Fare: 399.40 ✓  
 Invoice#: 1182575 Ticket Tax: 0.00  
 Total Ticket Amount: 399.40

Electronic: YES

SERVICE FEE DOCUMENT #: 0544105979 FEE AMOUNT: 30.00 ✓

BILLED TO: AMERICAN EXPRESS ENDING IN 1006

*Handwritten:* Updated flight information page



Traveltrust  
 374 North Coast Highway 121  
 Encinitas, Ca 92024  
 Tel: 760-635-1700  
 Fax 760-635-720  
 Website www.traveltrust.com

BOWENS/THELLA

DEPT 6

11-Mar-2011 3:09 pm

Page 1 of 1

YOUR SOUTHWEST ETICKET CONFIRMATION IS \*\* XQFEC5 \*\*  
 -----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# 1697 Class: Y  
 From: San Diego CA, USA To: Sacramento CA, USA  
 Meal: None  
 Equip: Boeing 737-700 Jet Status: Confirmed  
 Depart: 30-Mar-2011 Wednesday 08:25am Stops: 0  
 Arrival: 30-Mar-2011 Wednesday 09:55am  
 Depart - TERMINAL 1  
 Arrive - TERMINAL A  
 Southwest Airlines locator: XQFEC5  
 Flight Duration: 1 hour(s) and 30 minutes  
 Class of Service: Coach

 **Air** Southwest Airlines Flight# 584 Class: Y  
 From: Sacramento CA, USA To: San Diego CA, USA  
 Meal: None  
 Equip: Boeing 737-700 Jet Status: Confirmed  
 Depart: 01-Apr-2011 Friday 08:35am Stops: 0  
 Arrival: 01-Apr-2011 Friday 10:00am  
 Depart - TERMINAL A  
 Arrive - TERMINAL 1  
 Flight Duration: 1 hour(s) and 25 minutes  
 Class of Service: Coach

**Other**  
 27-Sep-2011 San Diego CA, USA  
 Tuesday RESERVATION RETAINED FOR 180 DAYS-B

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#: 2160922244  
 Invoice#: 1182576

Ticket Base Fare: 5.00  
 Ticket Tax: 0.00  
 Total Ticket Amount: 5.00 ✓

399.40  
 5.00  
 -----  
 404.40

Electronic: YES

SERVICE FEE DOCUMENT #: 0544463330 FEE AMOUNT: 25.00 ✓

BILLED TO: AMERICAN EXPRESS ENDING IN 1006

30  
 25  
 -----  
 \$ 459.40

**CAC Meeting Sacramento March 30-31  
The Citizen Hotel**

**Wednesday, March 30**

- 9:55 a.m.                    **Southwest #1697 arrives in Sacramento**  
Taxi to Citizen Hotel
- 11:00 a.m.                    **Meeting with Assemblymember Brian Jones**  
Capitol Room 3149
- 11:30 a.m.                    **Meeting with Assemblymember Toni Atkins**  
Capitol Room 4146
- 12-1:00 p.m.                **Lunch with Manatt Staff**  
*TBD*
- 1:00 p.m.                    **Meeting with Assemblymember Ben Hueso**  
Capitol Room 5144
- 1:30-2:00 p.m.              **Meeting with Collin McGlasshen, Chief of**  
**Staff, Senator Joel Anderson**  
Capitol Room 2054
- 2:00-2:30 p.m.              **Break**
- 2:30-3:00 p.m.              **Meeting with Senator Juan Vargas**  
Capitol Room 3092
- 3:00 -3:30 p.m.              **CAC Meeting with Speaker Perez**  
Capitol Room 219
- 6:00 p.m.                    **Dinner at Ella Dining Room and Bar**  
1131 K Street, 916-443-3771  
Walking Distance from hotel, business casual  
attire

**Thursday, March 31**

- 8:00 a.m.                    **Full Breakfast**  
Citizen Hotel, Quorum Room
- 9:00 a.m.                    **CAC Board of Directors Meeting**  
Citizen Hotel, Quorum Room  
Business Casual Attire

12:00 p.m.

**Adjournment and Lunch**  
Citizen Hotel, room TBD

1:00 p.m.

**Lunch Concludes, Optional Tour**  
Sacramento Big Build

3:00 p.m.

**Mike and Chanelle Depart for San Diego**  
(flight at 4:35 p.m.)



## AGENDA

California Airports Council – Board Meeting  
Thursday, March 31, 2011  
The Citizen Hotel  
Quorum Room – 2<sup>nd</sup> Floor  
926 J Street  
Sacramento, CA 95814  
916.447.2700

- 8:00 - 9 A.M.      Continental Breakfast
- 9:00                Approval of November 30, 2010 Minutes
- 9:05                President's Remarks  
Mr. Alan Murphy
- 9:10                Federal Update  
Mr. Greg Principato  
President, ACI-NA
- 9:35                Treasurer's Report  
Mr. Rod Dinger and Mr. Jim Lites
- 9:50                Executive Director's Report  
Mr. Jim Lites
- 10:05 – 10:30    Legislative Committee Report
- 2011 CAC Legislation
    - SB 446 (Dutton) – ONT Airport Authority
    - SB 295 (Price) – Comm. College/CalTrans Facility Review
    - SB 1333 Clean-up
    - SB 1192 – State Controller's Office Update

- 10:30-10:40**      **Environment & Noise Committee**
- **State Water Resources Control Board Storm Water Permit Process**
- 10:40-10:50**      **Other Committee Reports**
- 10:50-11:10**      **Break**
- 11:20-11:30**      **CAC Strategic Planning Retreat July 20, 2011**
- **CAC Ad Hoc Committee**
- 11:30-11:50**      **CAC Administrative Policy Issues**
- **Participation in CAC committees or events by other entities**
  - **Vetting process for Executive Director invitations/travel**
- 11:50-12:00**      **Next Meetings**
- **July 20-21, 2011, Sonoma, CA**
  - **November 3-4, 2011, Orange County, CA**
- 12:00 pm**          **Adjournment**
- 12:00-1:00**      **Lunch**

**RECEIPTS FROM TRAVEL TO SACRAMENTO, CA  
March 30 to April 1, 2011—THELLA F. BOWENS**

*SAC*  
**PASSENGER TAXI FARE RECEIPT**

Date 4/1/2011  
From hotel To Airport  
Amount of Fare \$ 34.00  
*Tip* Other Charges \$ 6.00  
Total \$ 36.00

Driver's Name \_\_\_\_\_

Cab # \_\_\_\_\_

*The*  
**CITIZEN**  
HOTEL

Guest Thella Bowens  
3225 North Harbor Drive  
San Diego CA 92101

Room No.: 1006  
Arrival: 03-30-11  
Departure: 04-01-11  
Page No.: 1 of 1  
Folio No.:  
Conf #: 3329875  
Cashier:  
Booking #:

Joy of Life Club #:  
Company Name: California Airports Council  
Block Code: 1103CALIFO\_012  
Guest Name:

Date	Description	Charges	Credits
<del>03-30-11</del>	<del>Honor Bar</del>	<del>7.00</del>	
	VOSS STILL		
<del>03-30-11</del>	<del>Honor Bar</del>	<del>7.00</del>	
	VOSS STILL		
03-30-11	Room Charge	84.00	} 95.73
03-30-11	Occupancy Tax	10.08	
03-30-11	City of Sacramento Tourism Assessment	1.50	
03-30-11	CA Tourism Assessment	0.15	
03-31-11	Room Charge	84.00	} <del>95.73</del>
03-31-11	Occupancy Tax	10.08	
03-31-11	City of Sacramento Tourism Assessment	1.50	
03-31-11	CA Tourism Assessment	0.15	
04-01-11	American Express XXXXXXXXXXXX1003 XX/XX		199.46
<b>Total</b>		<b>199.46</b>	<b>199.46</b>
<b>Balance</b>			<b>0.00</b>

1 night stay 3/30 only  
\$ 95.73

Thank you for choosing the Citizen Hotel

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any of the full amount of these charges. I also agree that all charges contained in this account are correct and any disputes or requests for copies of charges must be made at time of departure.

Signature: \_\_\_\_\_

# **TRAVEL REQUESTS**

**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 F. Bowens Dept: \_\_\_\_\_  
Position:  Board Member  President/CEO  Gen. Counsel  Chief Auditor  
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 04/21/11 PLANNED DATE OF DEPARTURE/RETURN: 06/03/11 / 06/06/11

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

Destination: Ft. Worth, Texas Purpose: Participation on the Airport Directors Panel at Airport Business Diversity Conference  
Explanation: Participation on the Airport Directors Panel at Airport Business Diversity Conference

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

**A. TRANSPORTATION COSTS:**

• AIRFARE	\$ 500.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 200.00
B. LODGING	\$ 450.00
C. MEALS	\$ 200.00
D. SEMINAR AND CONFERENCE FEES	\$
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$ 100.00
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	<b>\$ 1450.00</b>

**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: 22 April 2011

**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.)

# **BUSINESS EXPENSES**

**BRETON LOBNER**

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
BUSINESS EXPENSE REIMBURSEMENT REPORT**

March 1, 2011  
Period Covered

DATE	G/L Account	Description	AMOUNT
3/16/11	66290	Parking - San Diego County Bar Association / Judicial Reception	\$5.00
3/11/11	66290	Parking - Board Retreat Dinner Dinner	\$15.00
TOTAL			\$20.00

I acknowledge that I have read, understand and agree to Authority \*Policy 3.30 - Business Expense Reimbursement Policy and that any purchases that are not allowed will be my responsibility. I further certify that this report of business expenses were incurred in connection with official Authority business and is true and correct.  
\* Policy 3.30

APPROVED: By the Executive Committee at its April 25, 2011

NAME *Bruce K. Fahn*

NAME

DATE 4-8-11

DATE

PARKING RECEIPT

RECEIPT

Ampco System Parking

Lot 1044  
Sixth and A

Setting: Lot 1044

Mach Name: Shelby 2

\$5.00  
Cash

EXPIRATION DATE/TIME

Exp 02:00am  
MAR 17, 2011

Exp 02:00a  
MAR17, 2011

Ticket # 00021425

FOLLOW INSTRUCTIONS ON RECEIPT

\$5.00 Cash

5PM to 2AM

Total Due \$5.00

Total Paid \$5.00

Questions 619-233-2000 or  
customerserviceSD@abm.com

T#00021425  
S/N#200007  
470553

Purchased  
MAR16, 2011  
06:12p

COMPLETE PARKING MANAGEMENT FOR RESTAURANTS,  
HOTELS, PRIVATE PARTIES AND PARK & LOCK, SAN DIEGO, CA

15-

D 002940



LICENSE NO.

**THIS CONTRACT LIMITS OUR LIABILITY—READ IT**

This is a license to park only, no bailment is created. In accepting this contract, Holder agrees to use Operator's garage or lot at Holder's own risk. The owners and operators of this parking facility hereby specifically disclaim any responsibility, express or implied, to protect against the loss of or damage to your vehicle or its contents. No employee or agent may alter or enlarge our liability hereunder orally or otherwise. Parking in this facility shall constitute an acknowledgment and acceptance of this condition on your right to use our parking facility. Operator's attendant is on duty for collection of fees only. Note hours of operation and rates are posted. Please lock your car and take your keys.

**LOST TICKET PAYS FULL CHARGE  
ATTENDANT NOT ALWAYS ON DUTY  
NO IN AND OUT PRIVILEGES**

SOUTHLAND PRINTING - SHREVEPORT, LA.

132813

# March 16, 2011

Wednesday

March 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2011

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

16		Wednesday	Notes
7 am			
8:00			
9:00			
10:00			
11:00			
12 pm			
1:00			
2:00			
3:00			
4:00			
5:00			
6:00		5:30-8:30 Judicial Reception 1333 - 7th Ave (between A & Ash)	

# March 11, 2011

Friday

March 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2011

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11 Friday		Notes
7 am		
8 00		
9 00		
10 00		
11 00		
12 pm	Board Retreat 12:30PM to 3PM Board Room/Bice Rios Kendy	
	Lunch 12:30 Board	
1 00		
2 00		
3 00		
4 00		
5 00		
6 00		
	Dinner with Board: BICE: Bice Restaurant: 425 Island Avenue, San Diego, CA 92101	