

Revised 6/22/11



SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
EXECUTIVE COMMITTEE

Item No.

6

Meeting Date: **JUNE 27, 2011**

Subject:

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

Recommendation:

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

Background/Justification:

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

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

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

Fiscal Impact:

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

Environmental Review:

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

Page 2 of 2

Equal Opportunity Program:

Not applicable

Prepared by:

TONY RUSSELL
DIRECTOR, CORPORATE SERVICES/AUTHORITY CLERK

TRAVEL REQUESTS

THELLA F. BOWENS

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

6/23 -> Temporary Sen

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

2. DATE OF REQUEST: 06/20/11 PLANNED DATE OF DEPARTURE/RETURN: 08/28/11 / 08/30/11

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

Destination: Reno, NV Purpose: Participant on panel at Third Annual Unison - AAAE CIP Finance Workshop
 Explanation: Participant on panel at Third Annual Unison - AAAE CIP Finance Workshop

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:	
• AIRFARE	\$ <u>500.00</u>
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ <u>100.00</u>
B. LODGING	\$ <u>300.00</u>
C. MEALS	\$ <u>150.00</u>
D. SEMINAR AND CONFERENCE FEES	\$ _____
E. ENTERTAINMENT (If applicable)	\$ _____
F. OTHER INCIDENTAL EXPENSES	\$ <u>100.00</u>
TOTAL PROJECTED TRAVEL EXPENSE	\$ <u>1150.00</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: *23 June 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.)

4/8/2011 → Corporate

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:

Travelers Name: Thella F. Bowens Dept: 06

Position: Board Member President/CEO Gen. Counsel Chief Auditor

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

2. DATE OF REQUEST: 06/08/11 PLANNED DATE OF DEPARTURE/RETURN: 07/17/11 / 07/19/11

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: Airport Legislative Alliance Meetings
Explanation: Airport Legislative Alliance Meetings

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$	600.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$	130.00
B. LODGING	\$	600.00
C. MEALS	\$	200.00
D. SEMINAR AND CONFERENCE FEES	\$	
E. ENTERTAINMENT (If applicable)	\$	
F. OTHER INCIDENTAL EXPENSES	\$	
TOTAL PROJECTED TRAVEL EXPENSE	\$	1530.00

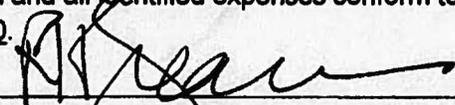
CERTIFICATION BY TRAVELER By my signature below, I certify that the above listed out-of-town travel and associated expenses conform to the Authority's Policies 3.30 and 3.40 and are reasonable and directly related to the Authority's business.

Travelers Signature:  Date: 6/8/11

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: 6.8.11

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.)

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

4/21 → Corporate Serv

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

2. DATE OF REQUEST: 06/20/11 PLANNED DATE OF DEPARTURE/RETURN: 09-18-11 / 09-21-11

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: Attend Fifth Annual One Region/One Voice Event and Semi-Annual Aviation Industry Workforce - Management Conference (Follow-Up to FAAC)

Explanation: Attend Fifth Annual One Region/One Voice Event and Semi-Annual Aviation Industry Workforce - Management Conference (Follow-Up to FAAC)

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

- AIRFARE \$ 650.00
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 150.00

B. LODGING \$ 1200.00

C. MEALS \$ 200.00

D. SEMINAR AND CONFERENCE FEES \$ 1099.00

E. ENTERTAINMENT (If applicable) \$ _____

F. OTHER INCIDENTAL EXPENSES \$ _____

TOTAL PROJECTED TRAVEL EXPENSE \$ 3299.00

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

Travelers Signature: *Thella Bowens* Date: 21 June 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.)

EXPENSE REPORTS

THELLA F. BOWENS

4/8 → Corporate

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

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

TRAVELER: Thella F. Bowens DEPT. NAME & NO. Executive Office BU6
 DEPARTURE DATE: 5/13/2011 RETURN DATE: 5/17/2011 REPORT DUE: 6/16/11
 DESTINATION: Atlanta, Georgia

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	
		5/15/11	5/16/11	5/17/11	5/18/11	5/19/11	5/13/11	5/14/11	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	834.80								0.00
Conference Fees (provide copy of flyer/registration expenses)	625.00								0.00
Rental Car*									0.00
Gas and Oil*									0.00
Garage/Parking*		30.00	30.00				30.00	30.00	120.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare (include tips pd.)*									0.00
Hotel*		228.85	228.85				228.85	228.85	915.40
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel svcs.)									0.00
Meals (include tips pd.)		14.92		26.68				20.78	62.38
Breakfast*		29.05	19.87						48.92
Lunch*						5.40			5.40
Dinner*		4.08							4.08
Other Meals*									
Alcohol is a non-reimbursable expense									
Hospitality ¹ *									0.00
Miscellaneous:									0.00
									0.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	1,459.80	306.90	278.72	26.68	0.00	0.00	264.25	279.63	1,156.18

Explanation:	Total Expenses Prepaid by Authority	1,459.80
	Total Expenses Incurred by Employee (including cash advances)	1,156.18
	Grand Trip Total	2,615.98
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	1,459.80
	Due Traveler (positive amount) ²	
	Due Authority (negative amount) ³	1,156.18

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

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

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

⁴ Travel and Lodging Expense Reimbursement Policy 3.40

⁵ Business Expense Reimbursement Policy 3.30

Prepared By: May G. Caldera
 Traveler Signature: Thella F. Bowens
 Approved By: _____

Ext: 2445
 Date: June 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**

3/18 -> Corporate Service

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: 6/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: 03/14/11 PLANNED DATE OF DEPARTURE/RETURN: 05/13/11 / 05/19/11

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

Destination: Atlanta, GA Purpose: AAAE Board of Directors/Policy Review Committee Meeting and 83rd Annual AAAE Conference & Exhibition

Explanation: AAAE Board of Directors/Policy Review Committee Meeting and 83rd Annual AAAE Conference & Exhibition

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

- AIRFARE \$ 550.00
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 100.00

B. LODGING \$ 1200.00

C. MEALS \$ 400.00

D. SEMINAR AND CONFERENCE FEES \$ 625.00

E. ENTERTAINMENT (If applicable) \$

F. OTHER INCIDENTAL EXPENSES \$ 100.00

TOTAL PROJECTED TRAVEL EXPENSE \$ 2975.00

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: 3/18/2011

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, Tony R. Russell, Authority Clerk, hereby certify that this document was approved
 (Please leave blank. Whoever clerk's the meeting will insert their name and title.)
 by the Executive Committee at its 3/22/11 meeting.
 (Leave blank and we will insert the meeting date.)



- Revised -

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

13-May-2011 10:18 am

Page 1 of 2

YOUR CONTINENTAL ETICKET CONFIRMATION IS ** CLPE2N **
-----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


13-May-2011
11:20am
Friday

Air Continental Airlines Flight# 374 Class: T
From: San Diego CA, USA To: Houston Intercontinental, TX
Meal: Food For Purchase Seats: Seat 10C
Equip: Boeing 737-900 Jet Status: Confirmed
Depart: 13-May-2011 Friday 11:20am Stops: 0
Arrival: 13-May-2011 Friday 04:27pm
Depart - TERMINAL 2
Arrive - TERMINAL C
Continental Airlines locator: CLPE2N
UA Frequent Flyer# [REDACTED]
** AISLE SEAT CONFIRMED **
Flight Duration: 3 hour(s) and 07 minutes
Class of Service: coach


13-May-2011
07:00pm
Friday

Air Continental Airlines Flight# 775 Class: T
From: Houston Intercontinental, TX To: Atlanta Hartsfield-Jackson GA,
Meal: None Seats: Seat 10C
Equip: Boeing 737-500 Jet Status: Confirmed
Depart: 13-May-2011 Friday 07:00pm Stops: 0
Arrival: 13-May-2011 Friday 10:10pm
Depart - TERMINAL C
Arrive - NORTH TERMINAL
Continental Airlines locator: CLPE2N
UA Frequent Flyer# [REDACTED]
** AISLE SEAT CONFIRMED **
Flight Duration: 2 hour(s) and 10 minutes
Class of Service: coach


17-May-2011
12:30pm
Tuesday

Air Continental Airlines Flight# 5832 Class: W
From: Atlanta Hartsfield-Jackson GA, To: Houston Intercontinental, TX
Meal: None Seats: Seat 4B
Equip: CRJ-Canadair Regional Status: Confirmed
Depart: 17-May-2011 Tuesday 12:30pm Stops: 0
Arrival: 17-May-2011 Tuesday 01:30pm
ATL-IAH OPERATED BY /SKYWEST DBA UNITED EXPRESS
Depart - NORTH TERMINAL
Arrive - TERMINAL B
Continental Airlines locator: CLPE2N
UA Frequent Flyer# [REDACTED]
** AISLE SEAT CONFIRMED **
Flight Duration: 2 hour(s) and 00 minutes
Class of Service: coach


17-May-2011
03:25pm
Tuesday

Air Continental Airlines Flight# 589 Class: W
From: Houston Intercontinental, TX To: San Diego CA, USA
Meal: Food For Purchase Seats: Seat 15C
Equip: Boeing 737-800 Jet Status: Confirmed
Depart: 17-May-2011 Tuesday 03:25pm Stops: 0
Arrival: 17-May-2011 Tuesday 04:45pm



TravelTrust
274 North Coast Highway 101
Encinitas, Ca 92024
Tel: 760-635-1700
Fax: 760-635-7720
Website: www.traveltrust.com

BOWENS/THELLA

DEPT 6

13-May-2011 10:18 am

Page 2 of 2

Depart - TERMINAL C
Arrive - TERMINAL 2
Continental Airlines locator: CLPE2N
UA Frequent Flyer# [REDACTED]
** AISLE SEAT CONFIRMED **
Flight Duration: 3 hour(s) and 20 minutes
Class of Service: Coach

Other

15-Nov-2011

San Diego CA, USA
RESERVATION RETAINED FOR 180 DAYS

Tuesday

TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST
AND SATURDAY FROM 9AM-1PM PST - 760-635-1700.
FOR EMERGENCY AFTERHOURS SERVICE IN THE US
PLEASE CALL 888-221-8062 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#: 2292829281
Invoice#: 1184636

Ticket Base Fare:	325.00
Ticket Tax:	0.00
Total Ticket Amount:	325.00

325.00

Electronic: YES

BILLED TO: AMERICAN EXPRESS ENDING IN 1006



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

18-Apr-2011 5:18 pm

Page 2 of 2

Depart - TERMINAL C
Arrive - TERMINAL 2
Continental Airlines locator: CLPE2N
[REDACTED]

** AISLE SEAT CONFIRMED **
Flight Duration: 3 hour(s) and 17 minutes
Class of Service: Coach

Other

15-Nov-2011

San Diego CA, USA
RESERVATION RETAINED FOR 180 DAYS

Tuesday

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

Ticket Information

BOWENS THELLA
Ticket#: 8644425854
Invoice#: 1183989

Ticket Base Fare:	409.30
Ticket Tax:	70.50
Total Ticket Amount:	479.80

Electronic: YES

SERVICE FEE DOCUMENT #: 0545630150 FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS ENDING IN 1006

509.80

<u>Invoice Date</u>	<u>Voucher No./Type</u>	<u>Vendor Name</u>	<u>P-Card Holder</u>	<u>Status</u>	<u>Gross Amount</u>	<u>Tax Exp</u>	<u>Tax Amount</u>
03/22/11	06120 Y1	ACI Pcs Genere	AMY CALDERA PCARD	Statement Reconciled	600.00		
	<i>GL Line Detail:</i>	1.0 6.66380.110	WO # ACI Pcs Genere		600.00		
03/22/11	06120 Y1	AAAE Registration	AMY CALDERA PCARD	Statement Reconciled	625.00		
	<i>GL Line Detail:</i>	1.0 6.66380.110	WO # AAAE Registration		625.00		
Grand Total For P-Card Holder: AMY CALDERA PCARD					1,225.00		



Cardholder Signature _____
 Approving Official _____

Conference Agenda

83rd Annual AAAE Conference and Exposition Agenda

Conference Events, Sessions and Exhibits Being Held
at the Georgia World Congress Center, Atlanta, GA

Saturday, May 14

- 7 a.m.-4 p.m. Habitat for Humanity Volunteer Event
*Co-Sponsored by VanDerLande Industries, TransSolutions,
New South Construction, Schneider Electric, Advantage
Industrial Automation, Brock Solutions and Player and
Company*
- 8 a.m.-5 p.m. Exhibitor Registration and Move-In
- 1-5 p.m. AAAE Board of Directors/Policy Review Committee
Meeting
- 2-5 p.m. Delegate Registration

Sunday, May 15

- 8 a.m.-7 p.m. Delegate and Exhibitor Registration
- 8 a.m.-5 p.m. AAAE Accreditation Final Interviews
- 8 a.m.-3 p.m. Exhibitor Move-In
- 8-9 a.m. AAAE Student Chapters Meeting
- 9 a.m.-12 p.m. AAAE Accreditation/Certification Multiple Choice Exam
- 9-10:15 a.m. AAAE Chapter Meetings
Sponsored by Air-Transport IT Services, Inc. (AirIT)
- Great Lakes Chapter
 - Northeast Chapter
 - Northwest Chapter
 - Southwest Chapter
 - Southeast Chapter
 - South Central Chapter

- 10:30 a.m.-12 p.m. **AAAE Executive Business Meeting**
Sponsored by Robinson Aviation Inc. (RVA)
- 10:30 a.m.-12 p.m. **AAAE Academic/Student Chapters Workshop – Career Exploration Panel**
- 12-1 p.m. **Lunch for Airport Members Only**
Sponsored by Signature Flight Support
- 12-1:30 p.m. **AAAE Corporate Committee Meeting**
- 12:30-2:30 p.m. **International Association of Airport Executives Board of Directors Meeting and Lunch**
- 1-3 p.m. **AAAE Committee Meetings**
- **Technical Services**
 - **Academic Relations**
 - **Airline Economics and Air Service**
- 1:30-2:30 p.m. **Airport Board Members and Commissioners Session**
- 2-3 p.m. **Exhibitors Meeting**
- 3-3:30 p.m. **Refreshment Break**
Sponsored by Vic Thompson Company
- 3-3:30 p.m. **AAAE Academic/Student Chapters Mentor/Mentee Ice Breaker**
- 3:30-5 p.m. **Concurrent Sessions**
- **Airline Consolidations: Clear Skies or Stormy Weather for Airports?**
 - **Got Plans? Recommended Security Guidelines for Airport Planning, Design and Construction**
 - **Is GA Rebounding?**
 - **It's Only Money - Reducing Energy Costs at Your Airport**
 - **Adapting Today's Job Candidates To Fit Tomorrow's Demands**
- 5-7 p.m. **Exhibit Hall Grand Opening and Corporate Appreciation Reception**

Co-sponsored by National Air Traffic Controllers Association and Parsons Brinckerhoff and Heery International, Inc.

5-7 p.m. AAAE Silent Auction Open

Monday, May 16

7:30 a.m.-5 p.m. Delegate and Exhibitor Registration

7:30-9 a.m. AAAE Committee Meetings

- General Aviation Airports
- Foundation
- Training

8 a.m.-3:30 p.m. Exhibit Hall Open

8 a.m.-3:30 p.m. AAAE Silent Auction Open

8-9 a.m. AAAE Finance and Administration Committee Meeting

8-9 a.m. **Breakfast with Exhibitors**

Co-sponsored by Avis Budget Group, Inc. and Faber, Coe & Gregg, Inc.

9-10:15 a.m. **Refreshment Break with Exhibitors**

Co-sponsored by Clear Channel Airports and Michael Baker Jr., Inc.

10:15-10:45 a.m. **Official Conference Opening Ceremonies**

10:45 a.m.-12 p.m. **General Session I**

Co-sponsored by Abu Dhabi Airports Company (ADAC), HNTB and Vic Thompson Company

12-1:30 p.m. **Lunch with Exhibitors**

Co-sponsored by AECOM and Berkley Aviation

12-3:30 p.m. Visit with Exhibitors and Hall Activities

1:45-3:15 p.m. AAAE Academic/Student Chapters Workshop – A “Mixer with the Mentors”

2-3 p.m. AAAE Committee Meetings

- Diversity
- Transportation Security Services

- 2011 F. Russell Hoyt National Airports Conference

2:30-3:30 p.m. **Refreshment Break with Exhibitors**
Co-sponsored by Crawford, Murphy & Tilly Inc., ESCO-Zodiac Aerospace, Gresham, Smith & Partners and ITT Corporation

3:30-5 p.m. **Concurrent Sessions**
Co-sponsored by CSSI, Inc., South Central Chapter AAAE and URS Corporation

- NextGen - Impacts on Airports in the Short-and Long-Term
- Soaring Through Airport Lease Defaults
- Stormwater Panel: Staying in the Eye of the Regulatory Storm
- What's New in Airport Concessions
- Accommodating the Shift in Airport Passenger Demographics

6:30-9:30 p.m. **Evening Event at the Georgia Aquarium**
Hosted by Hartsfield-Jackson Atlanta International Airport

Tuesday, May 17

7:30-9 a.m. **AAAE Committee Meetings**

- Environmental Services
- Operations/Safety/Planning
- Military Relations

8 a.m.-1 p.m. **Delegate and Exhibitor Registration**

8 a.m.-1 p.m. **Exhibit Hall Open**

8 a.m.-12:30 p.m. **AAAE Silent Auction Open**

8-9 a.m. **Breakfast with Exhibitors**
Sponsored by Vic Thompson Company

8:30-9:30 a.m. **Transportation Security Clearinghouse Information Session**

- 9-10 a.m. U.S. Contract Tower Association General Membership Meeting
- 9-10:30 a.m. **Visit with Exhibitors and Refreshment Break**
Sponsored by C&S Companies
- 9-10:30 a.m. AAAE Academic/Student Chapters Workshop
- Part I: Interview Skills – How to Land That Airport Job

 - Part II: When Networking is Not Working
- 10:30-11:45 a.m. **General Session II**
Co-sponsored by LEO A DALY, LeighFisher, The Louis Berger Group, Inc., Michael Baker Jr., Inc., Ross & Baruzzini, Inc., URS Corporation and Vic Thompson Company
- 11:45 a.m.-1 p.m. Final Exhibit Hall Hours
- 11:45 a.m.-1 p.m. **Lunch with Exhibitors**
Co-sponsored by COFELY Airport Services, Ricondo & Associates, Inc. and The Paradies Shops
- 12-6 p.m. Golf Tournament at Stone Mountain Golf Club
Sponsored by VanDerLande Industries
- 1-4 p.m. Hartsfield-Jackson Atlanta International Airport Tours
- 1-2:30 p.m. Concurrent Sessions
Co-sponsored by Crawford, Murphy & Tilly Inc. and Gresham, Smith & Partners
- TSA Roundtable Discussion: Airport Security - What's on the Horizon

 - Geographic Information Systems - The Future of Airport Asset Management is Now

Wednesday, May 18

- 8 a.m.-3:15 p.m. Delegate Registration
- 8-9:30 a.m. **AAAE Executive Business Breakfast and AAAE Corporate Cup Presentation**
(all delegates welcome)
Co-sponsored by Midwest Air Traffic Control Service, Ross & Baruzzini, Inc. and Serco Inc.
- 9:30-10:30 a.m. Concurrent Sessions

- **Conquering the Security Threat to Aviation with Technology**
- **Construction Project Management- There's More to it Than Just Dirt and Concrete**
- **Creating an Effective Sales Pitch: Partnering with Local Chambers/Economic Development Organizations/CVBs to Attract Air Service**
- **Working Together to Meet Customer Needs and Future Demand: A Discussion with Airline Properties Professionals**
- **FAA Roundtable: An Interactive Exchange**

10:30-11 a.m. Refreshment Break

11 a.m-12 p.m. Concurrent Sessions

- **AAAE Accreditation Update: The Myth Buster Session**
- **SMS-A Passion for Excellence in Safety**
- **Creative Solutions to Boost the Bottom Line: A Fresh Look at Increasing Non-aeronautical Revenue**
- **Airport Customer Service - Yesterday, Today and Tomorrow**
- **DBE Programs: Tracking Improvements, Maintaining Momentum and Identifying FAA Reauthorization's Impact**

12-2 p.m. AAAE Awards Luncheon
Co-sponsored by Hudson Group and Vic Thompson Company

Connecting Abu Dhabi to the World is the Goal – Managing the Capacity Challenge and Change is the Key to Successful Growth

2:15-3:15 p.m. Concurrent Sessions

- **Global Flight - Making the Most of the Customer**

Service Experience

- **Steering the Business of General Aviation Towards Success**
- **Social Media: Tips You Can Use**
- **Sustainability Programs: The Lean & Green Scene**

3:30-4:15 p.m. **AAAE Board of Directors/Policy Review Committee Meeting**

6-6:45 p.m. **Chair's Reception**
Sponsored by Austin Commercial

6:45-9:30 p.m. **83rd Annual AAAE Conference Final Banquet**
Hosted by Hartsfield-Jackson Atlanta International Airport

9:30-11 p.m. **Dessert Reception**
Hosted by Phoenix Sky Harbor International Airport, host of the 84th Annual AAAE Conference and Exposition, April 29 – May 2, 2012

AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES
601 Madison Street, Suite #400, Alexandria, VA 22314
Phone (703) 824-0504 Fax (703) 820-1395

Date: December 30, 2010
To: AAAE Board of Directors, Policy Review Committee, Chapter Officers,
Committee Chairs and Past Chairs
From: Chip Barclay and Spencer Dickerson, AAAE

The 83rd Annual AAAE Conference and Exposition to be held May 15-18, 2011 in Atlanta, GA is fast approaching! To help you plan your travel arrangements, we would like to provide the following schedule:

Saturday, May 14

12:00 – 1:00 p.m.	Lunch for AAAE Board of Directors/Policy Review Committee
1:00 – 5:00 p.m.	AAAE Board of Directors/Policy Review Committee Meeting (AAAE Executive Committee, Board of Directors, Policy Review Committee, Chapter Officers, Committee Chairs and Past Chairs)
6:30 – 9:30 p.m.	Reception & Dinner Carter Presidential Center Complex Hosted by Hartsfield-Jackson Atlanta International Airport (All AAAE VIPS)

Sunday, May 15 – Wednesday, May 18

83rd Annual AAAE Conference and Exposition

Conference events taking place Sunday, May 15 through Wednesday, May 18 (General Sessions, Exhibit Hall, Breakout Sessions, Committee Meetings, Chapter Meetings, Business Breakfast, Awards Luncheon, Breakout Sessions, Final Banquet and Dessert Reception) will take place at the Georgia World Congress Center.

We will make hotel reservations for you with the Omni Hotel at CNN Center at 100 CNN Center, Atlanta, Georgia 30303, phone (404) 659-0000 and fax (404) 525-5050. All attendees will receive the group rate of \$199 Single/Double. As always, you will be responsible for your own charges. The hotel requires one night room and tax deposit upon confirmation of all reservations. Cancellation can be made within 72 hours of arrival without penalty.

AAAE will not be responsible for ground transportation arrangements this year. For your convenience, below is information on options for ground transportation.

The Hartsfield-Jackson Atlanta International Airport (ATL) is located approximately twelve miles from the Omni Hotel at CNN Center. A taxicab ride between Hartsfield-Jackson Atlanta



OMNI HOTELS & RESORTS

cnn center | atlanta

100 CNN Center

Atlanta, GA 30303

Phone: 404-659-0000 • Fax: 404-525-5050

Reservations: 800-843-6664

BOWENS, THELLA

Room Number: 1004

Daily Rate: 199.00

P.O. BOX 82776

Room Type: KN

SAN DIEGO, CA 92138

No. of Guests: 1 / 0

ARRIVAL	DEPARTURE	CREDIT CARD	RATE PLAN	CATEGORY	ACCOUNT
05/13/11	05/17/11	XXXXXXXXXXXX1003	GNATL	GNATL	10800939857

DATE	ROOM NO.	DESCRIPTION	REFERENCE	AMOUNT
05/13/11	1004	VALET PARKING OVERNIGHT	PARKING REVENUE	\$30.00 ✓
05/13/11	1004	ROOM CHARGE	#1004 BOWENS, THELLA	\$199.00
05/13/11	1004	CITY OCCUPANCY TAX - 7%	CITY OCCUPANCY TAX - 7%	\$13.93
05/13/11	1004	STATE OCCUPANCY - 8%	STATE OCCUPANCY - 8%	\$15.92
05/14/11	1004	PRIME MERIDIAN	1004/3577/10:49/PRIME MERIDIAN	\$20.78 <i>see page 2 →</i>
05/14/11	1004	VALET PARKING OVERNIGHT	PARKING REVENUE	\$30.00 ✓
05/14/11	1004	ROOM CHARGE	#1004 BOWENS, THELLA	\$199.00
05/14/11	1004	CITY OCCUPANCY TAX - 7%	CITY OCCUPANCY TAX - 7%	\$13.93
05/14/11	1004	STATE OCCUPANCY - 8%	STATE OCCUPANCY - 8%	\$15.92
05/15/11	1004	PRIME MERIDIAN	1004/3719/10:58/PRIME MERIDIAN	\$14.92 <i>see page 2 →</i>
05/15/11	1004	VALET PARKING OVERNIGHT	PARKING REVENUE	\$30.00 ✓
05/15/11	1004	ROOM CHARGE	#1004 BOWENS, THELLA	\$199.00
05/15/11	1004	CITY OCCUPANCY TAX - 7%	CITY OCCUPANCY TAX - 7%	\$13.93
05/15/11	1004	STATE OCCUPANCY - 8%	STATE OCCUPANCY - 8%	\$15.92
05/16/11	1004	VALET PARKING OVERNIGHT	PARKING REVENUE	\$30.00 ✓
05/16/11	1004	ROOM CHARGE	#1004 BOWENS, THELLA	\$199.00
05/16/11	1004	CITY OCCUPANCY TAX - 7%	CITY OCCUPANCY TAX - 7%	\$13.93
05/16/11	1004	STATE OCCUPANCY - 8%	STATE OCCUPANCY - 8%	\$15.92
05/17/11	1004	AMERICAN EXPRESS	AMERICAN EXPRESS	(\$1,071.10)
05/17/11	1004	PRIME MERIDIAN	1004/3999/10:34/PRIME MERIDIAN	\$26.68 <i>see pg 5 →</i>
05/17/11	1004	AMERICAN EXPRESS	AMERICAN EXPRESS 1003	(\$26.68)

228⁸¹

228⁸⁵

228⁸⁵

228⁸⁵

Email sent requesting itemized receipt.

guestfolia@omnihotels.com

TOTAL DUE: \$0.00

TERMS: DUE AND PAYABLE UPON PRESENTATION. 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 PART OR THE FULL AMOUNT OF THESE CHARGES.

**RECEIPTS FROM TRAVEL TO ATLANTA, GA
May 13 thru 17—THELLA F. BOWENS**

PRIME MERIDIAN
OMNI @ CNN CENTER
ATLANTA, GA.

111 RUSSELL 1

46/4 CHK 3719
MAY15'11 8:42AM

CONTINENTAL 11.50
SUBTOTAL 11.50
TAX 0.92
TOTAL \$ 12.42

GRATUITY 2.50

TOTAL 14.92

NAME (PRINT) *Thella Bowens*

NATURE

ROOM NUMBER

VISIT US AT WWW.OMNIHOTELS.COM

PRIME MERIDIAN		
435 MARCUS		
TBL 75/4	CHK 3577	GST 0
May14'11 08:40AM ✓		

1 SOUTHERN BKF		12.00
special prep		
NO HAM OR GRAVY		
special prep		
AD BACON EXTRA GRIT		
1 COFFEE		4.00
1 \$ CHARGE TIP		3.50
1 ROOM CHARGE		20.78
BOWENS, THELLA		
Subttl		16.00
Svc Chg		3.50
Tax		1.28
Total		20.78 ✓

CLOSED May14'11 10:50AM-----		
POSTED May14'11 10:50AM-----		

**RECEIPTS FROM TRAVEL TO ATLANTA, GA
May 13 thru 17—THELLA F. BOWENS**

Atlantic Grill
264 19th St, Atlantic Station Atlanta, GA
30363
(404) 888-9838

Date: 05/15/11 ✓ Time: 02:41 pm ✓
Order #: 113

Server: Jordan
Guest: 3
Table #: 6
Name:
DINING
Cashier: Jordan
Payment#: 231592
Auth Code: 529754/1
Ref No: 113518001279
Card# : XXXXXXXXXXXX1003 Swiped

Sub-total: ~~\$31.65~~
Tax: ~~\$2.53~~
Total: ~~\$34.18~~

\$29.05

Amex ~~\$34.18~~
Tip : _____
Total : _____

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

Thank You
Please Come Again

Atlantic Grill
264 19th St, Atlantic Station Atlanta, GA
30363
(404) 888-9838

Date: 05/15/11 Time: 02:35 pm
Order #: 113

Server: Jordan
Guest: 3
Table #: 6
Name:
DINING

1	KOBEBURGER	\$ 2.95
1	RINGS	11.00
1	1/2 RACK RIBS	\$13.95
1	HALF FRY'HALF RING	\$0.00

Sub-total: ~~\$31.65~~ #26.90
Tax: ~~\$2.53~~ 2.15
Pay This Amount: ~~\$34.18~~ **\$29.05**

Thank You
Please Come Again

**RECEIPTS FROM TRAVEL TO ATLANTA, GA
May 13 thru 17—THELLA F. BOWENS**

0114

Server: ATHENA S Rec: 90
05/16/11 14:47, Swiped T: 61 Term: 4

✓
THE TAVERN AT PHIPPS
3300 PEACHTREE ROAD
ATLANTA, GA 30326
404-814-9640
MERCHANT #:



CARD TYPE ACCOUNT NUMBER
AMERICAN EXPRES XXXXXXXXXXXX1003
Name: THELLA F BOWENS
TRANSACTION APPROVED
AUTHORIZATION #: 527047
Reference: 0516010000114
TRANS TYPE: Credit Card SALE

114 Table 61 #Party 1 ✓
ATHENA S SvrCk: 16 14:18 05/16/11

BAKED POTATO S'ID 5.95
TEA 2.50
TRADITIONAL 9.95

Sub Total: 18.40

Tax : 1.47

Sub Total: 19.87

CHECK : 19.87

TIP : _____

TOTAL : _____

05/16 14:44 TOTAL: 19.87

Tavern @ Phipps 404-814-9640
Visit our newest restaurant
Lenox Square Grill

X _____

***Duplicate Copy**

CARDHOLDER WILL PAY CARD ISSUER ABOVE
AMOUNT PURSUANT TO CARDHOLDER AGREEMENT
THANK YOU - PLEASE COME AGAIN!!!

RECEIPTS FROM TRAVEL TO ATLANTA, GA
May 13 thru 17—THELLA F. BOWENS

PRIME MERIDIAN
OMNI @ CNN CENTER
ATLANTA, GA.

108 Elizabet 1

TBL 62/1 CHK 3999 GST 1
MAY17'11 10:04AM ✓

1 Buttermilk Bisqu 8.00
1 BACON 4.00
1 GRAPEFRUIT 5.00
1 JUICE 4.00
 cranberry

SUBTOTAL 21.00
TAX 1.68
TOTAL \$22.68

GRATUITY 4.00

TOTAL \$26.68

NAME (PRINT) Thella Bowens

SIGNATURE _____

ROOM NUMBER _____

VISIT US AT WWW.OMNIHOTELS.COM

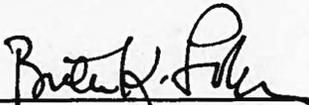
BUSINESS EXPENSE

BRET LOBNER

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

June 16, 2011

Period Covered

DATE	G/L Account	Description	AMOUNT
3/16/11	66290	Parking - Airport Taxicab Trip Fees/MTS Meeting: Councilman Tony Young and City Attorney Jan Goldsmith	\$8.00
			TOTAL
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 June 27 2011
NAME			NAME
DATE			DATE

PARKING RECEIPT

Parking Fee at City Hall: \$8.00
Date: June 16, 2011
Meeting: Councilman Tony Young
City Attorney Jan Goldsmith
Subject: Airport Taxicab Trip Fees/MTS

TH

THIS IS YOUR RECEIPT

THIS IS YOUR RECEIPT

ACE PARKING
LOT 28 PARKING
TWO HOUR PERMIT

Meter# 00000028
Trans# 062077
Stall# 60
PURCHASE TIME:
2:43PM Jun 16 2011
PURCHASE PRICE:
\$ 8.00
Card: VISA 1444
Auth: 097900
PERMIT EXPIRES:

Jun 16 2011
4:43PM Thu

THANKS FOR PARKING
QUESTIONS? CALL
800-925-7275

TH

THIS IS YOUR RECEIPT

THIS IS YOUR RECEIPT