



**SAN DIEGO COUNTY  
REGIONAL AIRPORT AUTHORITY**

Meeting Date: **SEPTEMBER 2, 2010**

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**Subject:**

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

**Recommendation:**

For information only.

**Background/Justification:**

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

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

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

**Fiscal Impact:**

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

**Environmental Review:**

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

**Equal Opportunity Program:**

Not applicable

**Prepared by:**

TONY RUSSELL  
DIRECTOR, CORPORATE SERVICES/AUTHORITY CLERK

# **TRAVEL REQUESTS**



**THELLA BOWENS**



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

**GENERAL INSTRUCTIONS:**

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

**1. TRAVELER:**

Travelers Name: Thella Bowens Dept: #6

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

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

2. DATE OF REQUEST: 7/14/10 PLANNED DATE OF DEPARTURE/RETURN: 9/24/10 / 9/30/10

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

Destination: Pittsburgh, PA

Purpose: ACI-NA Annual Conference, Executive Committee, Board and Committee Meetings

Explanation: \_\_\_\_\_

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

**A. TRANSPORTATION COSTS:**

- AIRFARE \$ 400
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 100

B. LODGING \$ 1200

C. MEALS \$ 250

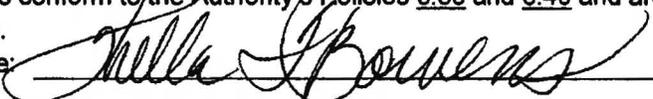
D. SEMINAR AND CONFERENCE FEES \$ 795

E. ENTERTAINMENT (If applicable) \$ \_\_\_\_\_

F. OTHER INCIDENTAL EXPENSES \$ \_\_\_\_\_

**TOTAL PROJECTED TRAVEL EXPENSE** **\$ 2745**

**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: 7/16/10

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

By my signature below, I certify the following:

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

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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



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

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**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:** 7/26/10 **PLANNED DATE OF DEPARTURE/RETURN:** 8/16/10 / 8/18/10

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

Destination: Washington, DC

Purpose: Future of Aviation Advisory Committee  
Finance Subcommittee Meeting

Explanation:

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

**A. TRANSPORTATION COSTS:**

• AIRFARE	\$	350
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$	100
<b>B. LODGING</b>	\$	300
<b>C. MEALS</b>	\$	50
<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>	<u>\$</u>	<u>800</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: [Signature] Date: 7.27.10

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

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Administrator's Signature: [Signature] Date: 7.27.10

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



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

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

**1. TRAVELER:**

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

**2. DATE OF REQUEST:** 8/19/10 **PLANNED DATE OF DEPARTURE/RETURN:** 9/22/10 / 9/23/10

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

Destination: New York, NY Purpose: FAAC Labor Subcommittee Meeting  
Explanation:

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

**A. TRANSPORTATION COSTS:**

- AIRFARE \$ 320
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 100

**B. LODGING** \$ 450

**C. MEALS** \$ 50

**D. SEMINAR AND CONFERENCE FEES** \$ \_\_\_\_\_

**E. ENTERTAINMENT (If applicable)** \$ \_\_\_\_\_

**F. OTHER INCIDENTAL EXPENSES** \$ \_\_\_\_\_

**TOTAL PROJECTED TRAVEL EXPENSE** \$ 920

**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 A Bowens Date: 19 Aug 2010

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

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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**

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

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**1. TRAVELER:**

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

2. DATE OF REQUEST: 8/19/10 PLANNED DATE OF DEPARTURE/RETURN: 10/17/10 / 10/19/10

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

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

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

<b>A. TRANSPORTATION COSTS:</b>	
• AIRFARE	\$ <u>400</u>
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ <u>50</u>
<b>B. LODGING</b>	\$ <u>300</u>
<b>C. MEALS</b>	\$ <u>100</u>
<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>	<b>\$ <u>850</u></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: 19 August 2010

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

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Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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**1. TRAVELER:**

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

2. DATE OF REQUEST: 8/19/10 PLANNED DATE OF DEPARTURE/RETURN: 10/28/10 / 11/1/10

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

Destination: Bermuda Purpose: ACI World Board Meeting/Latin & Caribbean Annual General Assembly <sup>AND COMMITTEE</sup>

Explanation: \_\_\_\_\_

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

**A. TRANSPORTATION COSTS:**

- AIRFARE \$ 600
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 100

B. LODGING \$ 1500

C. MEALS \$ 200

D. SEMINAR AND CONFERENCE FEES \$ 900

E. ENTERTAINMENT (If applicable) \$ \_\_\_\_\_

F. OTHER INCIDENTAL EXPENSES \$ \_\_\_\_\_

**TOTAL PROJECTED TRAVEL EXPENSE** \$ 3300

**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 A Bowens Date: 19 Aug 2010

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

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Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**ROBERT GLEASON**



**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
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**1. TRAVELER:**

Travelers Name: Robert H. Gleason Dept: Board Chair/02  
Position:  Board Member  President/CEO  Gen. Counsel  Chief Auditor  
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 8/23/10 PLANNED DATE OF DEPARTURE/RETURN: 9/26/10 / 9/30/10

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

Destination: Washington, DC Purpose: San Diego Mission to Washington, DC  
Explanation: One Region/One Voice sponsored by San Diego Regional Chamber of Commerce

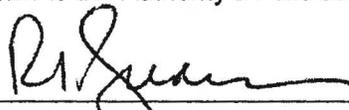
**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

**A. TRANSPORTATION COSTS:**

• AIRFARE	\$ 570.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 200.00
B. LODGING	\$ 930.00
C. MEALS	\$ 200.00
D. SEMINAR AND CONFERENCE FEES	\$ 1199.00
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$ 50.00
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	<b>\$ 3149.00</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



8.13.10

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

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Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

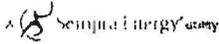
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- Delegation News
- Advocacy Teams
- Advocacy Itinerary
- Register
- Sponsorship

Sponsored By:



One Region  
One Voice



Washington DC  
September 26-29



Join Delegation Leaders:

Ruben Barrales  
President & CEO  
San Diego Regional  
Chamber of Commerce

Tom Wornham  
Chairman  
San Diego Regional  
Chamber of Commerce  
Wells Fargo

Ben Haddad  
2010 Mission Chair  
SAIC

### Delegation News

The regional business community can make an impact on legislation and regulation, but first we must be heard! Join our growing alliance of business and civic leaders on our Fourth Annual One Region One Voice Washington D.C. Delegation mission to our nation's capital. Participants will have the opportunity to engage high-level federal officials and Washington insiders to advocate, promote and align support for key regional priorities.

Registration includes participation and input in a Policy Team of choice, opening reception, welcome breakfast with keynote, two group breakfasts, and two additional hosted receptions. You'll experience a host of value-added benefits...

- Identify hot topics & issues important to your industry
- Scheduled meetings & functions with key federal officials
- Interact and connect with peers who share your regional priorities
- And much more

**★ Delegation Highlights**

Local Elected Officials Joining the Delegation:

- Mayor Jerry Sanders, City of San Diego
- Councilmember Kevin Faulconer, City of San Diego
- Jim Janney, Mayor of Imperial Beach
- Gastón Luken, Member of Congress, Mexico

Check back for updates on confirmed keynote speakers, participating elected officials and delegation news

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Mission Priorities

Resources, including Water and Energy  
 Transportation & Infrastructure  
 Border Related Issues, including Immigration  
 Healthcare  
 Housing  
 Military/Homeland Security  
 Education / Workforce  
 Technology: Biotech, Cyber Security & Clean Technology

### Delegation Partners



**PAUL ROBINSON**



**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
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**1. TRAVELER:**

Travelers Name: Paul Robinson Dept: Board/02

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

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

2. DATE OF REQUEST: 8/23/10 PLANNED DATE OF DEPARTURE/RETURN: 9/26/10 / 9/29/10

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

Destination: Washington, DC Purpose: San Diego Mission to Washington, DC  
Explanation: One Region/One Voice sponsored by San Diego Regional Chamber of Commerce

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

**A. TRANSPORTATION COSTS:**

- AIRFARE \$ 570.00
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 200.00

B. LODGING \$ 930.00

C. MEALS \$ 200.00

D. SEMINAR AND CONFERENCE FEES \$ 1199.00

E. ENTERTAINMENT (If applicable) \$

F. OTHER INCIDENTAL EXPENSES \$ 50.00

**TOTAL PROJECTED TRAVEL EXPENSE \$ 3149.00**

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Travelers Signature: Paul B. Robinson 8/13/10

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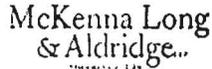
Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Sponsored By:



Washington DC  
September 26-29



Join Delegation Leaders:

Ruben Barrales  
President & CEO  
San Diego Regional  
Chamber of Commerce

Tom Wornham  
Chairman  
San Diego Regional  
Chamber of Commerce  
Wells Fargo

Ben Haddad  
2010 Mission Chair  
SAIC

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Resources, including Water and Energy  
 Transportation & Infrastructure  
 Border Related Issues, including Immigration  
 Healthcare  
 Housing  
 Military/Homeland Security  
 Education / Workforce  
 Technology: Biotech, Cyber Security & Clean Technology

### Delegation Partners



# **EXPENSE REPORTS**



**THELLA BOWENS**



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

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

TRAVELER: Thella Bowens DEPT. NAME & NO. Executive Office / #6  
 DEPARTURE DATE: 6/18/2010 RETURN DATE: 6/20/2010 REPORT DUE: 7/20/10  
 DESTINATION: New Orleans

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

	Authority Expenses (Prepaid by Authority)	Employee Expenses							TOTALS
		SUNDAY 6/20/10	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY 6/18/10	SATURDAY 6/19/10	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	385.80								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.)*		50.00					50.00		100.00
Hotel*							161.20	161.20	322.40
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel svcs.)									0.00
Meals (Include tips pd.)	Breakfast*							13.17	13.17
	Lunch*								0.00
	Dinner*		14.05				99.50	3.06	116.61
	Other Meals*		2.91						2.91
Alcohol is a non-reimbursable expense									
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>385.80</b>	<b>66.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>310.70</b>	<b>177.43</b>	<b>555.09</b>

Explanation:  6/18 Dinner included Bob Silvas (SDCRAA)	<b>Total Expenses Prepaid by Authority</b>	<b>385.80</b>
	<b>Total Expenses Pd. by Employee (including cash advances)</b>	<b>555.09</b>
	<b>Grand Trip Total</b>	<b>940.89</b>
	<b>Less Cash Advance (attach copy of Authority ch)</b>	
	<b>Less Expenses Prepaid by Authority</b>	<b>385.80</b>
	<b>Due Traveler (positive amount)<sup>2</sup></b>	
	<b>Due Authority (negative amount)<sup>3</sup></b>	<b>555.09</b>

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

I as traveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expense Reimbursement Policy<sup>1</sup> and 3.30 - Business Expense Reimbursement Policy<sup>2</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>1</sup> Travel and Lodging Expense Reimbursement Policy 3.40

<sup>2</sup> Business Expense Reimbursement Policy 3.30

Prepared By: Dianne Berg Ext.: 2445  
 Traveler Signature: Thella Bowens Date: \_\_\_\_\_  
 Approved By: [Signature] Date: 7.13.10

**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.

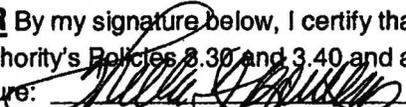
1. TRAVELER: Name: Thella Bowens Dept: 6  
Position:  Board Member     President/CEO     Gen. Counsel     Chief Auditor  
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 2/16/10                      PLANNED DATE OF DEPARTURE/RETURN: 6/19/10 / 6/20/10.

3. DESTINATIONS / PURPOSE (Provide detailed explanation as to the purpose of the trip-- continue on extra sheets of paper as necessary):  
Destination: New Orleans, LA                      Purpose: 2010 Airport Business Diversity Conference,  
Panel Member – "Airports in Year 2030 – Leaders' Visions and Predictions for Airports Well Beyond Today and Tomorrow".

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES:

A. TRANSPORTATION COSTS:	
• AIRFARE	\$ 300
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 70
B. LODGING	\$ 150
C. MEALS	\$ 50
D. SEMINAR AND CONFERENCE FEES	\$ _____
E. ENTERTAINMENT (If applicable)	\$ _____
F. OTHER INCIDENTAL EXPENSES	\$ _____
TOTAL PROJECTED TRAVEL EXPENSE	\$ 570

**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. Traveler's Signature:  Date: 3/2/10

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

By my signature below, I certify the following:

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

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

I, Jerry 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 March 22, 2010 meeting.  
(Leave blank and we will insert the meeting date.)

**Berg Dianne**

---

**From:** Scott Mackerley [smackerley@traveltrust.com]  
**Sent:** Thursday, June 03, 2010 1:58 PM  
**To:** Berg Dianne; Harris Matt; SMACKERLEY@TRAVELTRUST.COM  
**Subject:** Travel Itinerary 18JUN SAN BOWENS  
**Attachments:** 50390397.PDF; 50390397.HTM

BOWENS/THELLA                      DEPT 6                      03Jun10 01:58pm

YOUR CONTINENTAL ETICKET CONFIRMATION IS \*\* A2BBWC \*\*  
-----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](http://WWW.TSA.GOV)  
\*\*\*\*\*

18Jun10 12:30pm Friday  
Air Continental Airlines Flight# 1588 Class:E Seat:8C  
From: San Diego CA, USA 18Jun10 12:30pm Friday  
To: Houston Intercontinen 18Jun10 05:47pm Friday  
Meal: Snack/brunch Equip: Boeing 737-800 Jet Status: Confirmed  
Stops: 0

Depart - TERMINAL 2  
Arrive - TERMINAL C  
Continental Airlines locator: A2BBWC  
UA Frequent Flyer# [REDACTED] BOWENS/THELLA

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

18Jun10 07:10pm Friday  
Air Continental Airlines Flight# 423 Class:E Seat:10C  
From: Houston Intercontinen 18Jun10 07:10pm Friday  
To: New Orleans LA, USA 18Jun10 08:22pm Friday  
Meal: None Equip: Boeing 737-800 Jet Status: Confirmed  
Stops: 0

Depart - TERMINAL C  
Arrive -

Continental Airlines locator: A2BBWC  
UA Frequent Flyer# ██████████-BOWENS/THELLA

**\*\* AISLE SEAT CONFIRMED \*\***  
Flight Duration: 1 hour(s) and 12 minutes  
Class of Service: Coach

20Jun10 05:32pm Sunday  
Air Continental Airlines Flight# 129 Class:E Seat:9C  
From: New Orleans LA, USA 20Jun10 05:32pm Sunday  
To: Houston Intercontinen 20Jun10 06:40pm Sunday  
Meal: None Equip: Boeing 737-900 Jet Status: Confirmed  
Stops: 0

Depart -  
Arrive - TERMINAL C  
Continental Airlines locator: A2BBWC  
UA Frequent Flyer# ██████████-BOWENS/THELLA

**\*\* AISLE SEAT CONFIRMED \*\***  
Flight Duration: 1 hour(s) and 08 minutes  
Class of Service: Coach

20Jun10 07:30pm Sunday  
Air Continental Airlines Flight# 417 Class:E Seat:8C  
From: Houston Intercontinen 20Jun10 07:30pm Sunday  
To: San Diego CA, USA 20Jun10 08:44pm Sunday  
Meal: None Equip: Boeing 737-800 Jet Status: Confirmed  
Stops: 0

Depart - TERMINAL C  
Arrive - TERMINAL 2  
Continental Airlines locator: A2BBWC  
UA Frequent Flyer# ██████████-BOWENS/THELLA

**\*\* AISLE SEAT CONFIRMED \*\***  
Flight Duration: 3 hour(s) and 14 minutes  
Class of Service: Coach

17Dec10 Friday  
Other San Diego CA, USA  
RESERVATION RETAINED FOR 180 DAYS

-----  
TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST AND SATURDAY FROM 9AM-1PM PST - 760-635-1700.  
FOR EMERGENCY 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#:7892955199      Ticket Base Fare:      293.94  
Invoice#:1175118      Ticket Tax:      61.86  
Total Ticket Amount:      355.80  
Electronic: YES

SERVICE FEE DOCUMENT #: 0524500351      FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS      ENDING IN 1006

-----

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

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

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

\*\*\*ResFAX Message ID 692474\*\*\*

\*\*\*ResFAX Itinerary E-Mail\*\*\*

WE'RE JAZZED YOU'RE HERE!  
AIRPORT → HOTEL

CAB COMPANY VETERANS CAB CO.

TELEPHONE # 504-451-9306

PASSENGER RECEIPT, TAXI FARE

DATE 06/18/10.

Amount ..... \$ 50-00

Other Charges ..... \$ \_\_\_\_\_

Total..... \$ 50-00

Driver's Name Sam Cell \_\_\_\_\_

Cab Number 1266  NEW ORLEANS  
METROPOLITAN COMMISSION & PORT-AUT. ST. LA. LA.

HOTEL → AIRPORT

Telephone # \_\_\_\_\_

\_\_\_\_\_  
CAB COMPANY

PASSENGER'S RECEIPT, TAXICAB FARE

Date 6/20, 20 10

Amount of Fare \$ 50 —

Other Charges \$ \_\_\_\_\_

Total..... \$ \_\_\_\_\_

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

Cab Number \_\_\_\_\_

SHERATON NEW ORLEANS HOTEL  
 500 Canal St  
 New Orleans, LA 70130-2306  
 t - 504 525 2500  
 f - 504 595 5552



GUEST CLIENT

TRAVEL AGENT CHARGE TO

Thella Bowens

Po Box 82776  
 San Diego, CA 92138-2776  
 USA

AIF18A

ROOM 2517  
 RATE 140.00  
 # PERS. 1  
 FOLIO 2722271 A  
 PAGE 1  
 ARRIVE 18-JUN-10 20:03  
 DEPART 20-JUN-10 14:52  
 PAYMENT AX

DATE	REFERENCE	DESCRIPTION	CHARGES / CREDITS
18-JUN-10	RT2517	Room Chrg Grp Association	140.00
18-JUN-10	RT2517	Room Tax	18.20
18-JUN-10	RT2517	Occupancy/Tourism Tax	3.00
19-JUN-10	S299	[REDACTED]	[REDACTED]
19-JUN-10	S299	[REDACTED]	[REDACTED]
19-JUN-10	RT2517	Room Chrg Grp Association	140.00
19-JUN-10	RT2517	Room Tax	18.20
19-JUN-10	RT2517	Occupancy/Tourism Tax	3.00
19-JUN-10	S490	[REDACTED]	[REDACTED]
19-JUN-10	S490	[REDACTED]	[REDACTED]
19-JUN-10	S580	[REDACTED]	[REDACTED]
19-JUN-10	S580	[REDACTED]	[REDACTED]
19-JUN-10	2517	[REDACTED]	[REDACTED]
19-JUN-10	S910	[REDACTED]	[REDACTED]
19-JUN-10	S910	[REDACTED]	[REDACTED]
19-JUN-10	S910	[REDACTED]	[REDACTED]
19-JUN-10	S910	[REDACTED]	[REDACTED]
19-JUN-10	S002	[REDACTED]	[REDACTED]
19-JUN-10	S002	[REDACTED]	[REDACTED]
19-JUN-10	S114	[REDACTED]	[REDACTED]
19-JUN-10	S114	[REDACTED]	[REDACTED]
19-JUN-10	03601788	[REDACTED]	[REDACTED]
19-JUN-10	S255	[REDACTED]	[REDACTED]
19-JUN-10	S255	[REDACTED]	[REDACTED]
20-JUN-10	S060	[REDACTED]	[REDACTED]
20-JUN-10	S060	[REDACTED]	[REDACTED]
20-JUN-10	83101788	[REDACTED]	[REDACTED]
20-JUN-10	[REDACTED]	[REDACTED]	492.21-

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

Auth Date Code Authorized  
 \*\* continued on the next page \*\*

Thella Bowens ROOM 2517 DEPART 20-JUN-10 AGENT JADEPAY  
 FOLIO 2722271 18-JUN-10

SIGNATURE 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.

SHERATON NEW ORLEANS HOTEL  
 500 Canal St  
 New Orleans, LA 70130-2306  
 t - 504 525 2500  
 f - 504 595 5552



GUEST CLIENT

TRAVEL AGENT / CHARGE TO

Thella Bowens  
 Po Box 82776  
 San Diego, CA 92138-2776  
 USA  
 AIF18A

ROOM 2517  
 RATE 140.00  
 # PERS. 1  
 FOLIO 2722271 A  
 PAGE 2  
 ARRIVE 18-JUN-10 20:03  
 DEPART 20-JUN-10 14:52  
 PAYMENT

DATE	REFERENCE	DESCRIPTION	CHARGES / CREDITS
18-JUN-10	105465	420.00	
19-JUN-10	122994	50.00	
20-JUN-10			0.00
		Balance Due	0.00

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

EXPENSE REPORT SUMMARY

Date	Rm/Tax	Food/Bev	Telephone	Parking	Other	Total	Payment
18-JUN-10	161.20	0.00	0.00	0.00	0.00	161.20	0.00
19-JUN-10	161.20	27.64	0.00	0.00	109.88	298.72	0.00
20-JUN-10	0.00	20.33	0.00	0.00	11.99	32.32	492.24
Total	322.40	47.97	0.00	0.00	121.87	492.24	492.24

Thank you for choosing Starwood Hotels. We look forward to welcoming you back soon!  
 \*\* continued on the next page \*\*

Thella Bowens ROOM 2517 DEPART 20-JUN-10 AGENT JADEPAY  
 FOLIO 2722271 18-JUN-10

SIGNATURE 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.

SHERATON NEW ORLEANS HOTEL  
 500 Canal St  
 New Orleans, LA 70130-2306  
 t - 504 525 2500  
 f - 504 595 5552



GUEST CLIENT

TRAVEL AGENT CHARGE TO

Thella Bowens	ROOM	2517	
	RATE	140.00	
	# PERS.	1	
Po Box 82776	FOLIO	2722271	A
San Diego, CA 92138-2776	PAGE	3	
USA	ARRIVE	18-JUN-10	20:03
	DEPART	20-JUN-10	14:52
AIF18A	PAYMENT		

DATE	REFERENCE	DESCRIPTION	CHARGES / CREDITS
------	-----------	-------------	-------------------

Check out the Link@Sheraton experienced with Microsoft Join us at the Link, our connectivity hub in the lobby, to surf the Web, watch a game with friends, borrow a magazine or newspaper or even print your boarding pass. Learn more at [www.sheraton.com/link](http://www.sheraton.com/link)

As a Starwood Preferred Guest you have earned at least 668 Starpoints for this visit A41425053629

Thella Bowens	ROOM	DEPART	AGENT
FOLIO 2722271 18-JUN-10	2517	20-JUN-10	JADEPAY

SIGNATURE 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.

6/18 Dinner

# HERBSAINT

BAR AND RESTAURANT

SOCRAA Staff - Bob Sires

02b Table 96 #Party 2  
6 T SvrCk: 14 9:11p 06/18/10  
separate checks: 1-of-2

maine	9.00
4BO	7.00
sh	29.00
1- CRIMP CAKES	11- 22.00
<del>CONUT PIE</del>	<del>8.00</del>
side Down Cake	9.00
ignets	9.00
FEE	2.00

Sub Total: 95.00 ~~76~~  
 9.85% Tax: 9.26 ~~79~~  
 Sub Total: 104.26 ~~83.99~~

8 10:22p TOTAL: 104.26

\* THANK YOU \*\*\*  
FOR DINING WITH US.

83.49  
 TIP 16.01  
 99.50

6/18/10 22:20, Swiped T: 96 Term:

HERBSAINT  
 1 St. Charles Ave.  
 New Orleans, La. 70130  
 (504)524-4114  
 Merchant #:

CARD TYPE ACCOUNT NUMBER

~~XXXXXXXXXXXX~~ XXXXXXXXXXXXX

Name: THELLA F BOWENS  
 TRANSACTION APPROVED  
 AUTHORIZATION #: 588403  
 Reference: AU1515172  
 CARD TYPE: Credit Card SALE

CHECK: 104.26  
 IP: 19.18% 20.00  
 TOTAL: 124.26

*Thella Bowens*

\*\*\*Duplicate Copy\*\*\*

CARDHOLDER WILL PAY CARD ISSUER ABOVE AMOUNT PURSUANT TO CARDHOLDER AGREEMENT

6/19 Breakfast

MOTHER'S  
RESTAURANT

01 37 Party 1  
Svrck: 24 9:46 06/19/10

COMETS, number 1.00 \$ 0.00 0.00  
INTER 2 0.00  
ITS b/MEAT, baked ham whole 5.50  
SCUIT 1.25  
ORANGE JUICE/LARGE 3.75  
REGULAR AP 1.50

Subtotal: 12.00  
Tax:

TOTAL 13

THANK YOU  
FOR DINING WITH US

*Thella*



AMT-TEND 20.00  
TAX 1.37

6/19 Dinner

SBARRO #028  
\*\*\* CANAL PLACE \*\*\*  
333 CANAL STREET  
NEW ORLEANS, LA 70130  
504-581-9943

Server: Kristen 06/19/2  
50 4:13

Caesar Salad 2

Subtotal  
TAX

Net In Total 3.11

#XXXXXXXXXX  
Auth:523293

25% OFF NEXT FOOD PURCHASE  
Simply go to  
[www.sbarrofeedback.com](http://www.sbarrofeedback.com)  
Fill out our short survey.  
Your opinion matters to us.  
THANK YOU!

6/20  
Other



**Sheraton**

**SHERATON**  
Starbuck's  
500 CANAL STREET  
NEW ORLEANS, LA 70130  
504-525-2500

1188431  
BRILLA M Table 802  
06/20/10 9:18 AM Guests 1  
: Num: 1

-----  
LISTO 12 2.65  
-----  
SubTotal 2.65  
Taxes... 0.26

**Total 2.91**

AMEX Amount Applied 2.91

AMEX Tendered 2.91

t

6/20 Dinner  
No detailed receipt available JFB

SSP America  
Real Food Company  
Terminal C  
IAH Bush International  
281-233-3485

Date: Jun20'10 06:43PM  
Card Type: ██████████  
Acct #: XXXXXXXXXXXX ██████████  
Card Entry: SWIPED  
Trans Type: PURCHASE  
Trans Key: AIA003407198149  
Exp Date: XX/XX  
Auth Code: 561634  
Check: 2296  
Server: 245 in cc'

Total 2.91  
TalkTUs

We always welcome your comments.

Please call us at 877-325-8777  
Or email:

## **Berg Dianne**

---

**From:** Bowens Thella  
**Sent:** Monday, March 15, 2010 7:10 PM  
**To:** Berg Dianne  
**Subject:** FW: Special Invitation from Don O'Bannon for Airport Director Roundtable and Luncheon  
**Attachments:** 2010 Conference Brochure Small.pdf

**From:** Gene Roth [mailto:gene.roth@amac-org.com]  
**Sent:** Wednesday, March 10, 2010 7:26 AM  
**To:** Gene Roth; Mary Winston  
**Cc:** O'Bannon, Don  
**Subject:** Special Invitation from Don O'Bannon for Airport Director Roundtable and Luncheon

March 10, 2010

Dear Fellow Airport Executive:

Please join us at the 26TH Annual AMAC/FAA Airport Business Diversity Conference being held in New Orleans, Louisiana, June 19 – 22, 2010 at the Sheraton New Orleans Hotel on Canal Street. We are excited to host this gathering of airport, government and business professionals.

We would like to personally invite you to the Airport Executives Roundtable on Sunday, June 20, 2010, from 1:00 p.m. – 3:00 p.m. that will take place at the Sheraton New Orleans Hotel. This roundtable is "invitation only" and provides a relaxed atmosphere where you can meet with your peers to discuss issues that are common to airport executives.

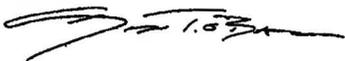
U.S. airports are the economic engines of the communities they serve and continue to be a source of business opportunities for small, minority and women-owned businesses. The luncheon program will include presentations on the significance of including Disadvantaged Business Enterprise (DBE) type goals on PFC funded contracts and the impact of the current economic climate on the success and growth of small, minority and women-owned concession businesses.

Both topics are timely and will provide you with useful information to take back to your airport to share with staff that is directly engaged with ensuring access to business opportunities at your airport.

In addition, we will be hosting a networking luncheon for airport directors and commissioners from across the country from 12:00 p.m. – 1:00 p.m. just prior to the roundtable.

Please RSVP with Mary Winston at 703-414-2622 ext 4. We look forward to welcoming you to New Orleans.

Sincerely,



Don T. O'Bannon  
Board Chairman  
AMACESP



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

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

TRAVELER: Thella Bowens DEPT. NAME & NO. Executive Office / #6  
 DEPARTURE DATE: 6/9/2010 RETURN DATE: 6/11/2010 REPORT DUE: 7/11/10  
 DESTINATION: Sonoma, CA

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

	Authority Expenses (Prepaid by Authority)	Employee Expenses							TOTALS
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FREDDAY	SATURDAY	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	327.40				6/9/10	6/10/10	6/11/10		0.00
Conference Fees (provide copy of flyer/registration expenses)									0.00
Rental Car*							147.26		147.26
Gas and Oil*							16.55		16.55
Garage/Parking*									0.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare (include tips pd.)*									0.00
Hotel*					193.95	193.95			387.90
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel svcs.)									0.00
Meals (include tips pd.)	Breakfast*								0.00
	Lunch*								0.00
	Dinner*				34.70				34.70
	Other Meals*								0.00
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality <sup>1</sup> *									0.00
Miscellaneous:									0.00
									0.00
*Provide detailed receipts									0.00
<b>Total Expenses prepaid by Authority</b>	<b>327.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>228.65</b>	<b>193.95</b>	<b>163.81</b>	<b>0.00</b>	<b>586.41</b>

Explanation:	Total Expenses Prepaid by Authority	327.40
	Total Expenses Incurred by Employee (including cash advances)	586.41
	Grand Trip Total	913.81
	Less: Cash Advances (attach copy of Authority dt)	
	Less Expenses Prepaid by Authority	327.40
	Due Traveler (positive amount) <sup>2</sup>	
	Due Authority (negative amount) <sup>3</sup>	586.41

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

<sup>1</sup>Give names and business affiliations of any persons whose meals were paid by traveler.  
<sup>2</sup> Prepare Check Request  
<sup>3</sup> 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 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: Dianne Berg Ext.: 2445  
 Traveler Signature: Thella Bowens Date: 12 July 2010  
 Approved By: [Signature] Date: 7/13/10

**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: 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: 3/18/10 PLANNED DATE OF DEPARTURE/RETURN: 6/9/10 / 6/11/10

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

Destination: Sonoma, CA Purpose: AC I-NA Summer Board Meeting  
 Explanation: Discussion of key policy issues and examination of ACI-NA's strategic plans to serve the industry in the future.

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

**A. TRANSPORTATION COSTS:**

• AIRFARE	\$	<u>300</u>
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$	<u>200</u>
B. LODGING	\$	<u>400</u>
C. MEALS	\$	<u>100</u>
D. SEMINAR AND CONFERENCE FEES	\$	
E. ENTERTAINMENT (If applicable)	\$	
F. OTHER INCIDENTAL EXPENSES	\$	
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	\$	<u>1000</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 Mar 2010

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

By my signature below, I certify the following:

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

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

I, Tony 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 4126110 meeting.  
 (Leave blank and we will insert the meeting date.)

**Berg Dianne**

---

**From:** Scott Mackerley [smackerley@traveltrust.com]  
**Sent:** Friday, May 28, 2010 5:39 PM  
**To:** Berg Dianne; Harris Matt; SMACKERLEY@TRAVELTRUST.COM  
**Subject:** Travel Itinerary 09JUN SAN BOWENS  
**Attachments:** 63562927.PDF; 63562927.HTM

BOWENS/THELLA                      DEPT 6                      28May10 05:39pm

YOUR SOUTHWEST ETICKET CONFIRMATION IS \*\* Q68DM5 \*\*  
-----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](http://WWW.TSA.GOV)  
\*\*\*\*\*

09Jun10 05:20pm Wednesday  
Air Southwest Airlines Flight# 140 Class:Q  
From: San Diego CA, USA 09Jun10 05:20pm Wednesday  
To: Sacramento CA, USA 09Jun10 06:50pm Wednesday  
Meal: None Equip: Boeing 737-300 Jet Status: Confirmed  
Stops: 0

Depart - TERMINAL 1  
Arrive - TERMINAL A  
Southwest Airlines locator: Q68DM5

Flight Duration: 1 hour(s) and 30 minutes  
Class of Service: Coach

11Jun10 06:15pm Friday  
Air Southwest Airlines Flight# 436 Class:Q  
From: Sacramento CA, USA 11Jun10 06:15pm Friday  
To: San Diego CA, USA 11Jun10 07:40pm Friday  
Meal: None Equip: Boeing 737-300 Jet Status: Confirmed  
Stops: 0

Depart - TERMINAL A  
Arrive - TERMINAL 1  
Southwest Airlines locator: Q68DM5





guest folio

1325 Broadway at Leveroni & Napa Roads Sonoma, CA 95476  
p: 707 935 6600 renaissancehotels.com/sfols

**D005 BOWENS/THELLA/MS 176.00 06/11/10 12:00 4109 6573**  
 Room Name Rate Depart Time ACCT# GROUP  
**NKNC SD COUNTY REG. AIRPO 06/09/10 21:47**  
 Type Arrive Time  
**127**

MR#: XXXXX4729

DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE
06/09	CARNEROS	25813005	52.69	
06/09	ROOM	D005, 1	176.00	
06/09	OCC TAX	D005, 1	17.60	193.95
06/09	CA FEE	D005, 1	.35	B
06/10	ROOM	D005, 1	176.00	F
06/10	OCC TAX	D005, 1	17.60	193.95
06/10	CA FEE	D005, 1	.35	B
06/11	AX CARD			F
			\$440.59	

TO BE SETTLED TO: AMERICAN EXPRESS CURRENT BALANCE .00

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

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

DESCRIPTION	TAXED AMOUNT	TAX
D SERVICE CHARGE	.00	.00
G BANQUET PACKAGE SALE	.00	.00
<b>NET CHARGES</b>	<b>440.59</b>	<b>TAX .00</b>
		<b>CREDITS .00</b>
		<b>FOLIO 440.59</b>

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

Thank you for staying with Marriott! Your Marriott Rewards points / miles earned for this stay will be credited to your account and will appear on your next statement. For account activity: 801-468-4000 or www.Marriott.com.

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amount shown in the credits column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount, if you are direct billed, in the event payment is not made within 25 days after checkout, you will owe us interest from the checkout date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE :8%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X \_\_\_\_\_

401 α α α  
 CARNEROS BISTRO & WINE BAR  
 THE LODGE AT SONOMA

RUSS 6/9 - DINNER

103/1 2581 GS  
 09JUN'10 9:54PM

1 PERK [REDACTED] 27.00

Sub-Total: ~~41.00~~ 27-

Tax 9% 3.69 243

10:59 TOTAL DUE: \$44.69 243

TUITY \$ 17.9% 8.00 5.27

TAL \$ 52.69 34.70

DM NUMBER \_\_\_\_\_

INT LAST NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Carneros Bis  
 on Facebook

Rental car

ampm 03000  
 Airport Blvd  
 amento  
 95837  
 : 9165640234  
 : 9165640314  
 e Number 11900674

ns# 033859  
 11/10 02:44  
 up Gallons Price  
 5.594 \$ 2.959  
 oduct Amount  
 LEADED REGU\$ 16.55  
 Total Sale \$ 16.55

th #: 002336  
 f: 36865008  
 sp Code: 000

SACRAMENTO INT'L APO  
 RENTAL RECORD: SA1382334  
 BOWENS TRIELLA  
 COMPLETED BY: YYANGD  
 RENTED: SACRAMENTO INT'L APO  
 RENTAL: 06-09-10 1948  
 RETURN: 06-11-10 1501  
 MILES IN: 12401 OUT: 12253  
 MILES DRIVEN: 148  
 PLAN IN/OUT: SPC /RXSD2  
 CLS: SXAR

2 DAYS	58.92	117.84
SUBTOT		117.84
VLF		.62
APCONRGFEE		13.16
TAXABLE TOT		131.62
SALES TAX 8.750		11.52
TOURSM SRG		4.12
NET DUE		147.26
PAYMENTS		-147.26
PAID BY:		
CREDIT CARD #:		

## Berg Dianne

---

**From:** Bowens Thella  
**Sent:** Tuesday, April 20, 2010 7:20 PM  
**To:** Berg Dianne  
**Subject:** FW: 2010 Summer Board Meeting-Room Reservations- CORRECT Phone Number

**From:** Airports Council International-North America [mailto:meetings@aci-na.org]  
**Sent:** Wednesday, March 17, 2010 11:21 AM  
**To:** Bowens Thella  
**Subject:** 2010 Summer Board Meeting-Room Reservations- CORRECT Phone Number



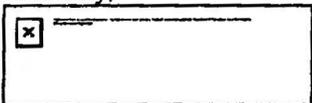
On behalf of Airports Council International - North America and our host airport Sacramento International Airport, I am delighted to extend an invitation to you to attend the ACI-NA 2010 Summer Board of Directors Meeting at the Lodge at Sonoma.

At this meeting, in addition to our normal business, we will discuss a number of key policy issues and conduct a "strategic discussion" to examine the state of our organization and ensure we are well positioned to serve the industry in the years ahead. We will be inviting past and former chairs of ACI-NA, and AOCI, to the meeting for this discussion.

We invite you to join us to share in the opportunities for networking, interaction and discussion in addition to the business meetings. A board book will be sent to you prior to the meeting.

I look forward to welcoming you to the ACI-NA Summer Board Meeting, June 10-11, 2010.

Sincerely,



Greg Principato, President

### **WHO SHOULD ATTEND THIS INVITATION ONLY EVENT**

ACI-NA Board of Directors  
ACI-NA and AOCI Past Chairs and Former chairs  
ACI-NA Goals and Programs Committee members

Please RSVP to [meetings@aci-na.org](mailto:meetings@aci-na.org) or call Mary Moyo at (202) 293-8500 x3034 no later than May 14, 2010.

### **PRELIMINARY SCHEDULE OF EVENTS**

#### **Thursday, June 10, 2010**

9:00 am - 12:00 pm  
12:00 pm - 1:30 pm

Executive Committee  
Board Luncheon

#### **Friday, June 11, 2010**

7:30 am - 8:30 am  
8:30 am - 12:00 pm

Buffet Breakfast  
Strategic Discussion

1:30 pm - 5:00 pm  
Evening

Board of Directors  
Host Airport Event

## **VENUE**

### The Lodge at Sonoma

1325 Broadway at Leveroni & Napa Roads  
Sonoma, CA 95476  
(707) 935-6600

## **HOUSING RESERVATIONS**

Please call the Lodge at Sonoma Central Reservations at (866) 263-0758 or call the hotel directly at (707) 935-6600 and reference Airports Council International – North America to secure the special rates of \$176 + tax/night. Please note that all reservations must be made by Wednesday, May 19, 2010. *(Rooms will be available Tuesday, June 6 - Saturday, June 12, 2010, for those wishing to extend their stay)*

## **TRAVEL/AREA INFORMATION**

\* Convention & Visitors Bureau

\* Sonoma County - What to do?

### **Area Airports**

#### **Sacramento International Airport - SMF**

- Phone: 1 916 929 5411
- Hotel direction: 72 miles SW

• **Driving Directions:** Go South on Airport Blvd. for 1.5 miles. Bear right at sign reading 'I-5 N to Woodland' and go approx. 8 miles. Bear right on access road at sign reading 'Main St. to Woodland and CA-113 S' and go Northwest for 0.3 miles. Turn left on E Main St. and go West for 0.4 miles. Turn left on ramp at sign reading 'CA-113 to Davis' and continue South on CA-113, Vic Fazio Hwy for approx. 10 miles. Exit CA-113 via ramp to I-80. Continue on I-80 West for approx. 30 miles and exit via ramp at sign reading 'CA-12 to Napa / Sonoma'. Continue West on CA-12, Jameson Canyon Rd. for 6 miles. Bear right onto CA-29 and go Northwest for 5 miles. Turn left at Hwy 12/121 (West) towards Sonoma. Turn right at stop light onto Napa Road (Nicholson Winery will be on the right) and go West for 4.2 miles. Napa Rd. becomes Leveroni Rd. at CA-12 / Broadway. The Lodge at Sonoma is on the NW corner of Broadway and Leveroni Rd at 1325 Broadway.

This hotel does not provide shuttle service.

- **Alternate transportation:** Rental Car services are available
- **Estimated taxi fare:** 300.00 USD (one way)

#### **San Francisco - SFO**

- Phone: 1 650 821 8211
- Hotel direction: 55 miles N

• **Driving Directions:** Airport Exit to US-101 N / I-380 W to San Francisco / San Bruno and I-280. Exit US-101 onto I-380, go West for 1.1 miles. Exit I-380 onto I-280 N to San Francisco. Continue on I-280 Junipero Serra Fwy for 6 miles. Continue on CA-1 at sign reading CA-1 to 19th Avenue / Golden Gate Bridge and go North for 7 miles. Exit CA-1 via ramp at sign reading 'Golden Gate BR' onto US-101 and go North for 21 miles. Exit US-101 via ramp reading CA-37 East to Vallejo / Napa. Continue on CA-37 for approx. 7 miles. Turn left at stop light onto CA-121 / Arnold Drive at sign reading 'CA-121 N to Sonoma / Napa (Infineon Raceway will be on the left) and go North for 6.6 miles. Stay straight to go onto CA-116 for

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

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

TRAVELER: Thelia Bowens DEPT. NAME & NO. Executive Office / #6  
 DEPARTURE DATE: 6/24/2010 RETURN DATE: 6/25/2010 REPORT DUE: 7/25/10  
 DESTINATION: San Jose, CA

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

	Authority Expenses (Prepaid by Authority)	Employee Expenses							TOTALS	
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	293.40					6/24/10	6/25/10		0.00	
Conference Fees (provide copy of flyer/registration expenses)									0.00	
Rental Car*									0.00	
Gas and Oil*									0.00	
Garage/Parking*									0.00	
Mileage - attach mileage form*									0.00	
Taxi and/or Shuttle Fare (include tips pd.)*									0.00	
Hotel*									0.00	
Telephone, Internet and Fax*									0.00	
Laundry*									0.00	
Tips - separately paid (maids, bellhop, other hotel svcs)									0.00	
Meals (include tips pd.)	Breakfast*						14.02		14.02	
	Lunch*								0.00	
	Dinner*					33.50			33.50	
	Other Meals*								0.00	
Alcohol is a non-reimbursable expense										
Hospitality <sup>1</sup> *									0.00	
Miscellaneous:									0.00	
Airport Grand Opening Celebration	155.85								0.00	
Structures Luncheon	75.00								0.00	
*Provide detailed receipts									0.00	
<b>Total Expenses prepaid by Authority</b>	<b>524.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>33.50</b>	<b>14.02</b>	<b>0.00</b>	<b>47.52</b>

Explanation:	Total Expenses Prepaid by Authority	524.25
	Total Expenses Incurred by Employee (including cash advances)	47.52
	Grand Trip Total	571.77
	Less Cash Advances (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	524.25
	Due Traveler (positive amount) <sup>2</sup>	
Due Authority (negative amount) <sup>3</sup>	47.52	

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

I as traveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expense Reimbursement 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: Dianne Berg Ext.: 2445  
 Traveler Signature: *Thelia Bowens* Date: \_\_\_\_\_  
 Approved By: *[Signature]* Date: 7.13.10

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

2. DATE OF REQUEST: 5/7/10 PLANNED DATE OF DEPARTURE/RETURN: 6/24/10 / 6/25/10

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

Destination: San Jose Purpose: Grand opening of Terminal B at Mineta San Jose International Airport and Silicon Valley Structures Luncheon

Explanation: Thella will pay for her overnight expense on 6/24 in order to attend the terminal opening.

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

**A. TRANSPORTATION COSTS:**

• AIRFARE	\$	<u>300</u>
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$	<u>          </u>
B. LODGING	\$	<u>          </u>
C. MEALS	\$	<u>          </u>
D. SEMINAR AND CONFERENCE FEES	\$	<u>75</u>
E. ENTERTAINMENT (If applicable)	\$	<u>          </u>
F. OTHER INCIDENTAL EXPENSES	\$	<u>          </u>
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	<b>\$</b>	<b><u>375</u></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: 7 May 2010

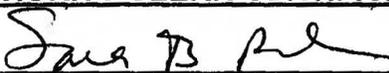
**CERTIFICATION BY ADMINISTRATOR** (Where Administrator is the Executive Committee, the Authority Clerk's signature is required).

By my signature below, I certify the following:

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

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

I, , hereby certify that this document was approved  
 (Please leave blank. Whoever clerk's the meeting will insert their name and title.)  
 by the Executive Committee at its 5/24/10 meeting.  
 (Leave blank and we will insert the meeting date.)

**Berg Dianne**

---

**From:** Scott Mackerley [smackerley@traveltrust.com]  
**Sent:** Thursday, June 10, 2010 2:35 PM  
**To:** Berg Dianne; Harris Matt; SMACKERLEY@TRAVELTRUST.COM  
**Subject:** Travel Itinerary 24JUN SAN BOWENS  
**Attachments:** 52244943.PDF; 52244943.HTM

BOWENS/THELLA

DEPT 6

10Jun10 02:35pm

YOUR SOUTHWEST ETICKET CONFIRMATION IS \*\* QN93UC \*\*  
-----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](http://WWW.TSA.GOV)  
\*\*\*\*\*

24Jun10 03:55pm Thursday

Air Southwest Airlines Flight# 486 Class:H  
From: San Diego CA, USA 24Jun10 03:55pm Thursday  
To: San Jose CA, USA 24Jun10 05:10pm Thursday  
Meal: None Equip: Boeing 737-300 Jet Status: Confirmed  
Stops: 0

Depart - TERMINAL 1  
Arrive - TERMINAL A  
Southwest Airlines locator: QN93UC

Flight Duration: 1 hour(s) and 15 minutes  
Class of Service: Coach

25Jun10 02:55pm Friday

Air Southwest Airlines Flight# 119 Class:H  
From: San Jose CA, USA 25Jun10 02:55pm Friday  
To: San Diego CA, USA 25Jun10 04:10pm Friday  
Meal: None Equip: Boeing 737-300 Jet Status: Confirmed  
Stops: 0

Depart - TERMINAL A  
Arrive - TERMINAL 1  
Southwest Airlines locator: QN93UC



Print **Please print this page and keep it for your records.**

**Order Detail**

**Mineta San Jose International Airport Grand Opening Celebration**

**Celebration Ticket**

1 ticket for Thella Bowens [REDACTED] \$155.85



203757QBTU201061083232

**Credit Card Confirmation Number: 076354**

**Transaction Number: 4211123**

**Reminder:** Please make sure to bring the parking directions. Also please give us your guest names closer to the event date, we will have name badges for all the guests attending the party. We look forward to hosting you at this event.

**\*\*Note:** Acteva does not mail a hard copy confirmation of your transaction; however, you will receive a system generated email confirmation that contains your order information.

**Your order will appear as a purchase from Acteva on your credit card statement.**

**bizjournals.com Purchase Receipt**Invoice #886311  
2010-04-27 14:53:34Credit Card processed by: **Biz Books, LLC**  
**120 W. Morehead Suite 100**  
**Charlotte, NC 28202****Products Ordered**

<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>
Event Registration - Silicon Valley Structures	1	\$75.00
	<b>Subtotal:</b>	<b>\$75.00</b>
	<b>Sales Tax:</b>	<b>\$0.00</b>
	<b>Total:</b>	<b>\$75.00</b>

**Billing Address**Thella Bowens  
San Diego International Airport  
P. O. Box 82776San Diego CA 92138  
US

619.400.2445

**Payment Information**Thella F Bowens  


XX/XXXX

Thank you for your order.  
Please call 1-800-486-3289 if we may be of further assistance.  
No returns accepted after 30 days.

6/24 DINNER

SPENCERS  
For Steaks And Chops  
2050 Gateway Place  
San Jose, CA 95110  
408-437-2170

1900716.1  
RY-008 V Table 134  
06/24/10 10:17 PM Guests 2  
Guest Num: 2 SPENCERS

---

SPENCER SALAD 8.00  
CHICKEN SOUP 9.00  
POTATO BROWNS 10.00

---

9.24% SubTotal 45.00 27-  
↓ Tax 1 4.16 250

Please pay this amount  
Total 49.16

\$ 29.50

27.00

Tip

2-

33.50

\*\*\*\*\*

\*\*FOR ROOM CHARGES ONLY\*\*

GUEST NAME \_\_\_\_\_

PLEASE PRINT YOUR LAST NAME

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

TOTAL AMOUNT \_\_\_\_\_

TAX CHARGE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

6/25 Breakfast

DOUBLETREE HOTEL  
SAN JOSE  
2050 GATEWAY PLACE  
SAN JOSE, CA 95110  
408-453-4000

900856.1  
PARCIAL C Table 1109  
06/25/10 10:26 AM Guests  
Guest Num: 1 SPRIG

---

\$CHICK APPL SAU 5.00  
\$TOAST 3.00  
COFFEE 3.00

---

SubTotal 11.00  
Tax 1 1.00

Please pay this amount  
Total 12.00

Tip 2-

11.00

14.02

\*\*\*\*\*

\*\*FOR ROOM CHARGES ONLY\*\*

GUEST NAME \_\_\_\_\_

PLEASE PRINT YOUR LAST NAME

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

TOTAL TIP AMOUNT \_\_\_\_\_

TOTAL CHARGE \_\_\_\_\_

SIGNATURE \_\_\_\_\_



SILICON VALLEY  
**STRUCTURES**  
LUNCHEON



**William S. Ayer**  
Chairman & CEO,  
Alaska Airlines and  
Alaska Air Group



**Gary C. Kelly**  
Chairman of the Board,  
President & CEO,  
Southwest Airlines



**William F. Sherry, A.A.E.**  
Director of Aviation,  
Mineta San Jose  
International Airport



Join us at our annual Silicon Valley Structures event where you can be one of the first to see the new  
**Terminal B at Mineta San Jose International Airport.**

**Speakers:**

- **William S. Ayer - Chairman & CEO,  
Alaska Airlines & Alaska Air Group**
- **Gary C. Kelly - Chairman of the Board, President & CEO,  
Southwest Airlines**
- **William F. Sherry, A.A.E - Director of Aviation,  
Mineta San Jose International Airport**



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

2. DATE OF REQUEST: 5/17/10 PLANNED DATE OF DEPARTURE/RETURN: 7/13/10 / 7/14/10

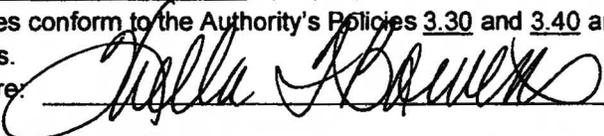
**3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip- continue on extra sheets of paper as necessary):**

Destination: Washington, DC Purpose: Future of Aviation Advisory Committee Meeting  
 Explanation: \_\_\_\_\_

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

<b>A. TRANSPORTATION COSTS:</b>	
• AIRFARE	\$ 1000
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 100
<b>B. LODGING</b>	\$ 300
<b>C. MEALS</b>	\$ 100
<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>	\$ 1500

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

Travelers Signature:  Date: 18 May 2010

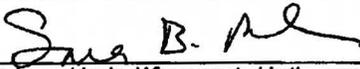
**CERTIFICATION BY ADMINISTRATOR** (Where Administrator is the Executive Committee, the Authority Clerk's signature is required).

By my signature below, I certify the following:

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

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

I, , hereby certify that this document was approved  
 (Please leave blank. Whoever clerk's the meeting will insert their name and title.)  
 by the Executive Committee at its 5/24/10 meeting.  
 (Leave blank and we will insert the meeting date.)



1031 Virginia Avenue • Atlanta, GA 30354  
 Phone (404) 767-9000 • Fax (404) 768-0185  
 Reservations  
 www.hilton.com or 1 800 HILTONS

Name & Address

BOWENS, THELLA  
 P.O. BOX 82776  
 SAN DIEGO, CA 921382776  
 US

Room 1217/D2  
 Arrival Date 7/13/2010 9:47:00PM  
 Departure Date 7/14/2010 7:43:00AM  
 Adult/Child 1/0  
 Room Rate 140.00

RATE PLAN C-FAAC  
 HH# 423793395 BLUE  
 AL: AA #YF49148  
 BONUS AL: CAR:

*Folio*

CONFIRMATION NUMBER : 3390093259

7/14/2010 PAGE 1

DATE	DESCRIPTION	ID	REF. NO.	CHARGES	CREDITS	BALANCE
7/13/2010	GUEST ROOM	MJACOBS	4259819	\$140.00		
7/13/2010	GA SALES TAX	MJACOBS	4259819	\$9.80		
7/13/2010	OCCUPANCY TAX	MJACOBS	4259819	\$9.80		
7/14/2010	AX *1003	JJONES	4260462		\$159.60	
	BALANCE					\$0.00

*You have earned approximately 1400 HHonors points and approximately 140 miles with American Airlines for this stay. To check your earnings for this stay or any other stay at any of more than 3,000 Hil*

*Thank you for choosing Hilton! Book your next stay at hilton.com and take advantage of our internet-only Advance Purchase Rates and limited-time special offers!*



ACCOUNT NO.  
AX \*1003

CARD MEMBER NAME  
BOWENS, THELLA

ESTABLISHMENT NO. & LOCATION  
THANK YOU FOR CHOOSING HILTON ATLANTA AIRPORT

ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT

DATE OF CHARGE  
7/13/2010

FOLIO NO./CHECK NO.  
952866 A

AUTHORIZATION  
521898

INITIAL

PURCHASES & SERVICES

TAXES

TIPS & MISC.

TOTAL AMOUNT



MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.

PAYMENT DUE UPON RECEIPT

7/14 - Other

Wrightsfield Hospitality-Freshens-T

Terminal T  
Atlanta, GA 30320  
PHONE:

7/10 3:29 PM

Order 0045

Server 12 Patrick

\*\*\*\*\*

REFILED WATER	2.10
Taxable:	2.10
Sub-total:	2.10
Tax:	0.15

Total Due: 2.25

CASH: 5.25  
CHANGE DUE: 3.00

Thank You

**Berg Dianne**

---

**From:** Cheryl Harloff [cheryl@traveltrust.com]  
**Sent:** Tuesday, July 06, 2010 10:32 AM  
**To:** Berg Dianne  
**Subject:** FW: Travel Itinerary 13JUL SAN BOWENS  
**Attachments:** 33225043.PDF; 33225043.HTM

Hi Diane,

I was able to unblock an aisle seat on the departure

BOWENS/THELLA                      DEPT 6                      06Jul10 09:13am

\*\*\*\*\*  
DELTA E-TICKET CONFIRMATION \*\*\* P P V F P 9 \*\*\*  
\*\*\*\*\*  
PLEASE CHECK NEW CARRY-ON RESTRICTIONS DIRECT WITH  
YOUR CARRIER OR CALL US AT 800-792-4662  
-----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 US 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](http://WWW.TSA.GOV)  
\*\*\*\*\*

13Jul10 09:00am Tuesday  
Air Delta Air Lines Flight# 2992 Class:M Seat:27D  
From: San Diego CA, USA 13Jul10 09:00am Tuesday  
To: Atlanta Hartsfield-Ja 13Jul10 04:20pm Tuesday  
Meal: Food For Purchase Equip: Boeing 757 Jet Status: Confirmed  
Stops: 0

Depart - TERMINAL 2  
Arrive - SOUTH TERMINAL  
Delta Air Lines locator: PPVFP9  
DL Frequent Flyer# [REDACTED]-BOWENS/THELLA

\*\*\* AISLE SEAT CONFIRMED  
Flight Duration: 4 hour(s) and 20 minutes  
Class of Service: Coach

14Jul10 07:04pm Wednesday

Air Delta Air Lines Flight# 1567 Class:M Seat:38D  
From: Atlanta Hartsfield-Ja 14Jul10 07:04pm Wednesday  
To: San Diego CA, USA 14Jul10 08:35pm Wednesday  
Meal: Food For Purchase Equip: Boeing 757 Jet Status: Confirmed  
Stops: 0

Depart - SOUTH TERMINAL  
Arrive - TERMINAL 2  
Delta Air Lines locator: PPVFP9  
DL Frequent Flyer# [REDACTED]-BOWENS/THELLA

\*\* AISLE SEAT CONFIRMED  
Flight Duration: 4 hour(s) and 31 minutes  
Class of Service: Coach

10Jan11 Monday  
Other San Diego CA, USA  
RESERVATION RETAINED FOR 180 DAYS

-----  
WE ARE 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 888-221-6043 AND USE YOUR VIT CODE -  
SJE72 PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER EACH EMERGENCY CALL IS BILLABLE AT A  
MINIMUM 25.00 THANK YOU FOR CHOOSING TRAVELTRUST...CHERYL HARLOFF

Ticket Information

BOWENS THELLA  
Ticket#:7902449006 Ticket Base Fare: 1172.08  
Invoice#:5199572 Ticket Tax: 109.32  
Total Ticket Amount: 1281.40  
Electronic: YES

SERVICE FEE DOCUMENT #: 0525287589 FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS ENDING IN 1006

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

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

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

\*\*\*ResFAX Message ID 676196\*\*\*

\*\*\*ResFAX Itinerary E-Mail\*\*\*

**Berg Dianne**

**From:** Cheryl Harloff [cheryl@traveltrust.com]  
**Sent:** Wednesday, July 14, 2010 9:39 AM  
**To:** Berg Dianne  
**Subject:** FW: Travel Itinerary 13JUL SAN BOWENS  
**Attachments:** 31179154.PDF; 31179154.HTM

Regards,  
Cheryl Harloff, CTC  
Traveltrust 760-635-1700  
New Hours 730AM-430PM PDT

-----Original Message-----

**From:** Cheryl Harloff [mailto:charloff@traveltrust.com]  
**Sent:** Wednesday, July 14, 2010 8:39 AM  
**To:** Cheryl Harloff  
**Subject:** Travel Itinerary 13JUL SAN BOWENS

BOWENS/THELLA                      DEPT 6                      14Jul10 08:39am

\*\*\*\*\*  
DELTA E-TICKET CONFIRMATION \*\*\* P P V F P 9 \*\*\*  
\*\*\*\*\*  
PLEASE CHECK NEW CARRY-ON RESTRICTIONS DIRECT WITH  
YOUR CARRIER OR CALL US AT 800-792-4662  
-----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 US 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](http://WWW.TSA.GOV)  
\*\*\*\*\*

*when original flight  
was delayed for several  
hours as result of a mechanic  
problem, the last available  
seat on an earlier flight  
was first class and  
employee's frequent  
flyer miles were used  
to pay the difference  
in price.*

13Jul10 01:25pm Tuesday  
Air Delta Air Lines Flight# 2792 Class:A Seat:6D  
From: San Diego CA, USA 13Jul10 01:25pm Tuesday  
To: Atlanta Hartsfield-Ja 13Jul10 08:52pm Tuesday  
Meal: Lunch Equip: Boeing 757 Jet Status: Confirmed  
Stops: 0

Depart - TERMINAL 2  
Arrive - SOUTH TERMINAL

Delta Air Lines locator: PPVFP9  
DL Frequent Flyer# ██████████-BOWENS/THELLA

Flight Duration: 4 hour(s) and 27 minutes  
Class of Service: First

14Jul10 04:20pm Wednesday

Air Delta Air Lines Flight# 1467 Class:M Seat:37C  
From: Atlanta Hartsfield-Ja 14Jul10 04:20pm Wednesday  
To: San Diego CA, USA 14Jul10 05:48pm Wednesday  
Meal: Food For Purchase Equip: Boeing 767 Jet Status: Confirmed  
Stops: 0

Depart - SOUTH TERMINAL  
Arrive - TERMINAL 2  
Delta Air Lines locator: PPVFP9  
DL Frequent Flyer# ██████████-BOWENS/THELLA

Flight Duration: 4 hour(s) and 28 minutes  
Class of Service: Coach

10Jan11 Monday  
Other San Diego CA, USA  
RESERVATION RETAINED FOR 180 DAYS

-----  
WE ARE 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 888-221-6043 AND USE YOUR VIT CODE -  
SJE72 PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER EACH EMERGENCY CALL IS BILLABLE AT A  
MINIMUM 25.00 THANK YOU FOR CHOOSING TRAVELTRUST...CHERYL HARLOFF

Ticket Information

BOWENS THELLA  
Ticket#:2114766319 Ticket Base Fare: 150.00  
Invoice#:5200400 Ticket Tax: 0.00  
Total Ticket Amount: 150.00  
Electronic: YES

SERVICE FEE DOCUMENT #: 0525594433 FEE AMOUNT: 25.00

BILLED TO: AMERICAN EXPRESS ENDING IN 1006

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

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

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**

**TRAVEL EXPENSE REPORT**

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

TRAVELER: Thella Bowens DEPT. NAME & NO. Executive Office / #6  
 DEPARTURE DATE: 7/21/2010 RETURN DATE: 7/31/2010 REPORT DUE: 8/30/10  
 DESTINATION: London, England and ~~Frankfurt~~ Munich, Germany

*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	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	4,447.20				7/21/10	7/22/10	7/23/10	7/24/10	59.67
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.)*						121.50			121.50
Hotel*						351.50	351.50	351.50	1,054.50
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel svcs.)									0.00
Meals (include tips pd.)	Breakfast*								0.00
	Lunch*					108.84	94.89		203.73
	Dinner*						55.84	62.68	118.52
	Other Meals*						4.33	5.46	9.79
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality <sup>1</sup> *									0.00
Miscellaneous:									0.00
Currency Exchange/Foreign Transaction Fee						3.28			3.28
Foreign Transaction Fees							4.17		4.17
*Provide detailed receipts									0.00
<b>Total Expenses prepaid by Authority</b>	<b>4,447.20</b>	0.00	0.00	0.00	0.00	585.12	570.40	419.64	<b>1,575.16</b>

Explanation: <span style="float: right;">Page 1 of 2</span>	Total Expenses Prepaid by Authority	4,447.20
	Total Expenses Incurred by Employee (including cash advances)	1,575.16
	<b>Grand Trip Total</b>	<b>6,022.36</b>
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	4,447.20
	<b>Due Traveler (positive amount)<sup>2</sup></b>	
<b>Due Authority (negative amount)<sup>3</sup></b>	<b>1,575.16</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.

\* Travel and Lodging Expense Reimbursement Policy 3.40      \* Business Expense Reimbursement Policy 3.30

Prepared By: Dianne Berg Ext.: 2445  
 Traveler Signature: Thella Bowens Date: 8/6/10  
 Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE** (To be certified if used by President/CEO, Gen. Counsel, or Chief Auditor)  
 I, \_\_\_\_\_ hereby certify that this document was approved by the Executive Committee at its \_\_\_\_\_ meeting.  
 (Please leave blank. Whoever clerk's the meeting will insert their name and title.)  
 (Leave blank and we will insert the meeting date.)  
 Failure to attach required documentation will result in the delay of processing reimbursement. If you have any questions, please see your department Administrative Assistant or call Accounting at ext. 2806.

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

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

TRAVELER: Thella Bowens DEPT. NAME & NO. Executive Office / #6  
 DEPARTURE DATE: 7/21/2010 RETURN DATE: 7/31/2010 REPORT DUE: 8/30/10  
 DESTINATION: London, England and Munich, Germany

*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	
		7/25/10	7/26/10	7/27/10	7/28/10	7/29/10	7/30/10	7/31/10	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)								52.38	52.38
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.)*			46.94						46.94
Hotel*	351.50	466.85	259.58	214.99	214.99	214.99			1,722.90
Telephone, Internet and Fax*	23.38			1.44	21.63				46.45
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)									0.00
Meals (include tips pd.)	Breakfast*				40.43				40.43
	Lunch*		41.11		4.33	13.51	13.63		72.58
	Dinner*	23.23	17.38	37.71	32.44	69.06		11.38	191.20
	Other Meals*				6.68	4.29	7.60		18.57
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality <sup>1*</sup>									0.00
Miscellaneous:									0.00
Foreign Transaction Fees			56.41	9.17	1.73	0.37	19.45		87.13
*Provide detailed receipts									0.00
<b>Total Expenses prepaid by Authority</b>	<b>0.00</b>	<b>398.11</b>	<b>525.34</b>	<b>400.64</b>	<b>309.48</b>	<b>325.21</b>	<b>236.59</b>	<b>83.21</b>	<b>2,278.58</b>

Explanation: <u>Page 2 of 2</u>	Total Expenses Prepaid by Authority	0.00
Total of Pages 1 and 2 (\$1,575.16 + \$2,278.58 = \$3,853.74)	Total Expenses Incurred by Employee (including cash advances)	2,278.58
	<b>Grand Trip Total</b>	<b>2,278.58</b>
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	0.00
	Due Traveler (positive amount) <sup>2</sup>	
	Due Authority (negative amount) <sup>3</sup>	2,278.58
	<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: Dianne Berg Ext.: 2445  
 Traveler Signature: Thella A. Bowens Date: 8/10/10  
 Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

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

**GENERAL INSTRUCTIONS:**

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

**1. TRAVELER:**

Travelers Name: Thella Bowens Dept: Executive Office/#6

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

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

2. DATE OF REQUEST: 6/9/10 PLANNED DATE OF DEPARTURE/RETURN: 7/21/10 / 8/1/10

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

Destination: London, England; Frankfurt & Munich, Germany

Purpose: International route development. Three senior executive-level airline staff meetings to discuss transatlantic service to San Diego.

Explanation:

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

**A. TRANSPORTATION COSTS:**

- AIRFARE \$ 7000
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 207

B. LODGING \$ 3977

C. MEALS \$ 1500

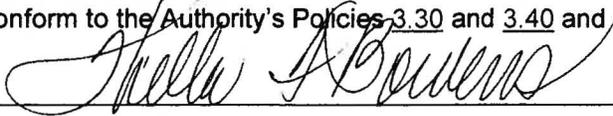
D. SEMINAR AND CONFERENCE FEES \$ \_\_\_\_\_

E. ENTERTAINMENT (If applicable) \$ \_\_\_\_\_

F. OTHER INCIDENTAL EXPENSES \$ \_\_\_\_\_

**TOTAL PROJECTED TRAVEL EXPENSE** **\$ 12684**

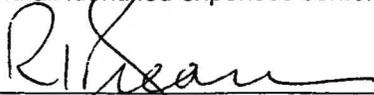
**CERTIFICATION BY TRAVELER** By my signature below, I certify that the above listed out-of-town travel and associated expenses conform to the Authority's Policies 3.30 and 3.40 and are reasonable and directly related to the Authority's business.

Travelers Signature:  Date: 9 June 2010

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

By my signature below, I certify the following:

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

Administrator's Signature:  Date: 6.10.10

**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 June 21, 2010 meeting.

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

**Berg Dianne**

---

**From:** Scott Mackerley [smackerley@traveltrust.com]  
**Sent:** Thursday, July 01, 2010 2:53 PM  
**To:** Steele Cindy; Berg Dianne; Harris Matt; SMACKERLEY@TRAVELTRUST.COM  
**Subject:** Travel Itinerary 21JUL SAN BOWENS  
**Attachments:** 53603418.PDF; 53603418.HTM

BOWENS/THELLA

DEPT 6

01Jul10 02:53pm

YOUR AMERICAN ETICKET CONFIRMATION IS \*\* HYMDQG \*\*  
YOUR VIRGIN ATLANTIC ETICKET CONFIRMATION IS \*\* D0YVBG \*\*  
YOUR LUFTHANSA ETICKET CONFIRMATION IS \*\* ZMHCA \*\*  
YOUR UNITED ETICKET CONFIRMATION IS \*\* JB61LY \*\*

-----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](http://WWW.TSA.GOV)

\*\*\*\*\*

FOR TRAVEL TO UNITED KINGDOM

A US CITIZEN MUST HAVE A VALID PASSPORT  
YOU CANNOT TRAVEL OUT OF THE UNITED STATES IF YOUR U.S.  
PASSPORT EXPIRES WITHIN 6 MONTHS OF YOUR DEPARTURE DATE

\*\*\*\*\*

FOR EMERGENCY AFTERHOURS SERVICE

WHILE IN UNITED KINGDOM  
PLEASE CALL 00-800-15253545  
IF INTL AFTERHOUR NUMBER DOES NOT WORK  
DIAL DIRECT OR COLLECT 201-221-4462

\*\*\*\*\*

FOR TRAVEL TO GERMANY

A US CITIZEN MUST HAVE A VALID PASSPORT  
YOU CANNOT TRAVEL OUT OF THE UNITED STATES IF YOUR U.S.  
PASSPORT EXPIRES WITHIN 6 MONTHS OF YOUR DEPARTURE DATE

\*\*\*\*\*

FOR EMERGENCY AFTERHOURS SERVICE

WHILE IN GERMANY  
PLEASE CALL 00-800-15253545  
IF INTL AFTERHOUR NUMBER DOES NOT WORK  
DIAL DIRECT OR COLLECT 201-221-4462

\*\*\*\*\*

Air American Airlines Flight# 3036 Class:N Seat:5A  
From: San Diego CA, USA 21Jul10 02:30pm Wednesday  
To: Los Angeles CA, USA 21Jul10 03:15pm Wednesday  
Meal: Food For Purchase Equip: Embraer RJ140 Jet Status: Confirmed  
Stops: 0

OPERATED BY AMERICAN EAGLE  
Depart - COMMUTER TERMINAL  
Arrive - -TERMINAL 4  
American Airlines locator: HYMDQG  
AA Frequent Flyer# [REDACTED]-BOWENS/THELLA

\*\* AISLE SEAT CONFIRMED \*\*  
Flight Duration: 45 minutes  
Class of Service: Coach

21Jul10 05:35pm Wednesday

Air Virgin Atlantic Flight# 8 Class:Z Seat:4K  
From: Los Angeles CA, USA 21Jul10 05:35pm Wednesday  
To: London Heathrow EN, U 22Jul10 12:05pm Thursday  
Meal: Dinner Breakfast Equip: Airbus Jet Status: Confirmed  
Stops: 0

Depart - TERMINAL 2  
Arrive - TERMINAL 3  
Virgin Atlantic locator: D0YVVG  
CO Frequent Flyer# [REDACTED]-BOWENS/THELLA

\*\* AISLE SEAT CONFIRMED \*\*  
Flight Duration: 10 hour(s) and 30 minutes  
Class of Service: Upper Class

27Jul10 11:50am Tuesday

Air Lufthansa German Flight# 4727 Class:W  
From: London Heathrow EN, U 27Jul10 11:50am Tuesday  
To: Frankfurt, Germany 27Jul10 02:25pm Tuesday  
Meal: Snack/brunch Equip: Airbus A321 Jet Status: Confirmed  
Stops: 0

Depart - TERMINAL 1  
Arrive - TERMINAL 1  
Lufthansa German locator: ZMHCA  
CO Frequent Flyer# [REDACTED]-BOWENS/THELLA

YOUR SEAT WILL BE ASSIGNED AT CHECKIN  
Flight Duration: 1 hour(s) and 35 minutes  
Class of Service: Coach

31Jul10 07:45am Saturday

Air Lufthansa German Flight# 4750 Class:H  
From: Munich, Germany 31Jul10 07:45am Saturday  
To: London Heathrow EN, U 31Jul10 08:45am Saturday  
Meal: Snack/brunch Equip: Airbus A320 Jet Status: Confirmed

Depart - TERMINAL 2  
Arrive - TERMINAL 1  
Lufthansa German locator: ZMHCA  
CO Frequent Flyer# [REDACTED]-BOWENS/THELLA

\*\* SEAT ASSIGNMENT AIRPORT CHECKIN ONLY \*\*  
Flight Duration: 2 hour(s) and 00 minutes  
Class of Service: Coach

31Jul10 11:30am Saturday

Air Virgin Atlantic Flight# 19 Class:Z Seat:14K  
From: London Heathrow EN, U 31Jul10 11:30am Saturday  
To: San Francisco CA, USA 31Jul10 02:20pm Saturday  
Meal: Lunch Snack/brunch Equip: Boeing 747 Jet Status: Confirmed  
Stops: 0

Depart - TERMINAL 3  
Arrive - INTERNATIONAL TERMINAL  
Virgin Atlantic locator: D0YVBG  
CO Frequent Flyer# [REDACTED]-BOWENS/THELLA

\*\* AISLE SEAT CONFIRMED \*\*  
Flight Duration: 10 hour(s) and 50 minutes  
Class of Service: Upper Class

31Jul10 05:32pm Saturday

Air United Airlines Flight# 6014 Class:L Seat:4B  
From: San Francisco CA, USA 31Jul10 05:32pm Saturday  
To: San Diego CA, USA 31Jul10 07:06pm Saturday  
Meal: None Equip: CRJ-700 Canadair Regional Jet Status: Confirmed  
Stops: 0

SFO-SAN OPERATED BY /UNITED EXPRESS/SKYWEST AIRLINES

Depart - TERMINAL 3  
Arrive - COMMUTER TERMINAL  
United Airlines locator: JB61LY  
UA Frequent Flyer# [REDACTED]-BOWENS/THELLA

\*\* ECONOMY PLUS AISLE SEAT CONFIRMED \*\*  
Flight Duration: 1 hour(s) and 34 minutes  
Class of Service: Coach

27Jan11 Thursday  
Other San Diego CA, USA  
RESERVATION RETAINED FOR 180 DAYS

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

FOR EMERGENCY 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 RTIABLE AT A

Ticket Information

BOWENS THELLA  
Ticket#:7895729863      Ticket Base Fare:      288.37  
Invoice#:5199564      Ticket Tax:      43.03  
Total Ticket Amount:      331.40

Electronic: YES

BOWENS THELLA  
Ticket#:7895729865      Ticket Base Fare:      3279.00  
Invoice#:5199564      Ticket Tax:      638.10  
Total Ticket Amount:      3917.10

Electronic: YES

BOWENS THELLA  
Ticket#:7895729866      Ticket Base Fare:      57.67  
Invoice#:5199564      Ticket Tax:      15.03  
Total Ticket Amount:      72.70

Electronic: YES

BOWENS THELLA  
Ticket#:7901230749      Ticket Base Fare:      61.00  
Invoice#:5199564      Ticket Tax:      0.00  
Total Ticket Amount:      61.00

Electronic: YES

SERVICE FEE DOCUMENT #: 0524704842      FEE AMOUNT: 40.00 }  
SERVICE FEE DOCUMENT #: 0525287582      FEE AMOUNT: 25.00 } 65

4,382.20  
65 -  
-----  
4,447.20  
-----

BILLED TO: AMERICAN EXPRESS    ENDING IN 1006

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

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

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\*\*\*ResFAX Message ID 675470\*\*\*

\*\*\*ResFAX Itinerary E-Mail\*\*\*



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[View Tutorial](#) [Download](#) [Print](#)

CARD ACTIVITY for **THELLA F BOWENS** TIME PERIOD

**NARROW RESULTS**

Platinum Card®

Recent Activity

Jul 29, 2010 to Present

[Search Transactions](#)

[Other Filters](#)

TRANSACTION VIEW  
DETAILS BY:

Category MERCHANT

PAY IN  
FULL PAY  
OVER  
TIME

GRAPH  
ON

*FOREIGN TRANSACTION FEES  
2-7%*

1 - 26 of 26 Transactions

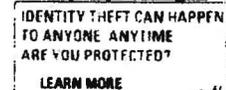
**YOUR REWARDS**

Membership Rewards®

Points Balance

[View More](#)

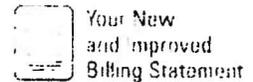
Use Points for  
[Everyday Charges](#)



**YOUR TAGS**

[Add Tags to Transactions](#)

Click the arrow above to start.



We've redesigned it to help you find the information you need more quickly.

[See What's New](#)

Date	Foreign Spend	Description	Amount \$
07/31/2010 Sat *		DEUTSCHE LUFTHANSA DKOLN	52.38 ✓
07/31/2010 Sat		FOREIGN TRANSACTION FEE	1.36
07/31/2010 Sat		FOREIGN TRANSACTION FEE	1.41
07/31/2010 Sat		FOREIGN TRANSACTION FEE	18.04
07/31/2010 Sat *			
07/31/2010 Sat *		HOTEL PLATZL MUENCHEN	668.04
07/31/2010 Sat		LORI'S DINER #5 8843SAN FRANCISCO	11.38
07/30/2010 Fri		FOREIGN TRANSACTION FEE	0.37
07/30/2010 Fri		FOREIGN TRANSACTION FEE	0.85
07/30/2010 Fri *		KARSTADT OBERPOLLINGMUENCHEN	13.63
07/29/2010 Thu *			
07/29/2010 Thu *		DER KATZLMACHER MUENCHEN	64.23
07/29/2010 Thu		FOREIGN TRANSACTION FEE	0.90
07/29/2010 Thu		FOREIGN TRANSACTION FEE	1.59
07/29/2010 Thu		FOREIGN TRANSACTION FEE	1.73
07/29/2010 Thu		FOREIGN TRANSACTION FEE	2.71
07/28/2010 Wed*			
07/28/2010 Wed*		ARABELLA HOTEL BETRIFRANKFURT	300.01
07/28/2010 Wed*		DB FERNVERKEHR KOELN	4.33
07/28/2010 Wed		FOREIGN TRANSACTION FEE	0.12
07/28/2010 Wed		FOREIGN TRANSACTION FEE	0.95
07/28/2010 Wed		FOREIGN TRANSACTION FEE	8.10
07/28/2010 Wed*		SPA FENHAI'S AN DER OPMUENCHEN	35.22

19.45

.37

1.73

9.17

TRANSACTION VIEW  
DETAILS BY:

Category MERCHANT

PAY IN  
FULL PAY  
OVER  
TIME

GRAPH  
ON

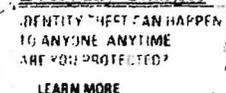
1 - 54 of 54 Transactions

**YOUR REWARDS**

Membership Rewards®

Points Balance

Use Points for  
[Everyday Charges](#)



**YOUR TAGS**

[Add Tags to Transactions](#)

Click the arrow above to start.

Date	Foreign Spend	Description	Amount \$
07/27/2010 Tue		FOREIGN TRANSACTION FEE	1.02
07/27/2010 Tue		FOREIGN TRANSACTION FEE	55.39
07/27/2010 Tue *		RENAISSANCE LONDON CLONDON	2,051.64
07/27/2010 Tue *		ZUM SCHWARZEN STERN FRANKFURT	37.71
07/24/2010 Sat		FOREIGN TRANSACTION FEE	1.91
07/24/2010 Sat *		INDIGO LONDON	70.92
07/23/2010 Fri		FOREIGN TRANSACTION FEE	1.61
07/23/2010 Fri		FOREIGN TRANSACTION FEE	2.56
07/23/2010 Fri *		HAYMARKET HOTEL F&BLONDON	94.89
07/23/2010 Fri *		SWTRAINS WATERLOO SELONDON	59.67
07/22/2010 Thu		FOREIGN TRANSACTION FEE	3.28

56.41

4.17

3.28

✓  
THROW TAXIS  
TON  
426537155  
:22167347  
DSET:01

S1

AMERICAN EXPRESS  
t 4 Digits: [REDACTED]  
02/14  
PED

E  
UNT £79.4  
AL £79.4  
\$121.50  
DEING CHG 10% [REDACTED]

SIGNATURE VERIFIED  
THANKYOU FOR YOUR CUSTOMER COPY  
07/10 13:56  
H CODE: 70  
0081

ON AMEX BILL

DEBIT/CREDIT CARD SALES VOUCHER MS4757281  
T21904599  
Qty Description Number Total  
001 TICKET 23196 £8.10C  
Date Issuing Office Tkt No. 74420  
23-JULY-10 LONDON WATERLOO 3088890945  
Customer card number VISA 04/10-04/13  
\*\*\*\* \* [REDACTED] \* 00 CARDHOLDER'S COPY  
A000000031010  
Visa  
Authorised Sale Confirmed  
003066  
Debit my card account with the total amount  
Please retain for your records  
Printed 11:02 on 23-JULY-10

Class	Ticket type	Adult	Child
STD	ANYTIME DAY S	ONE	NIL
	Start date	Number	
	23-JULY-10	74421	3088890945
From	Valid until	Price	
LONDON TERMINALS	23-JULY-10	£13.00X	
To	Route	Validity	
FARNBOROUGH STNS	NOT READING	ON DATE SHOWN	
		<b>SINGLE</b>	
	9422645093		
	Printed 11:06 on 23-JULY-10		

Class	Ticket type	Adult	Child
1ST	ANYTIME DAY 1S	ONE	
	Start Date	Number	
	23-JULY-10	85894	1009552131
From	Valid until	Price	
FARNBOROUGH STNS	23-JULY-10	£25.40X	
To	Route	Validity	
LONDON TERMINALS	NOT READING	ON DATE SHOWN	
		<b>SINGLE</b>	
	Printed 14:10 on 23-JULY-10		

TRAIN TICKETS

} \$59  
ON AMEX BILL

DE: GRENZUEBERSCHREITENDE BEFOERDERUNG VON PERSONEN IM LUFTVERKEHR PAR. 26 (3) USTG

LUFTHANSA

PASSENGER RECEIPT 1 OF 1

31JUL10 23492033

DE

EXCESS BAGGAGE  
TICKET ✓

7329UF

/ GERMANY

BOWENS/THELLA

7906 LUFTHANSA

1

**\*\*NOT VALID FOR\*\***

**\*\*PASSENGER RECEIPT\*\***

NOT VALID FOR TRAVEL

**\*\*TRANSPORTATION\* FFVV**

Passenger Ticket: 220 1901230749

MUC LH /LHR VS /SFO

ZMHCA/1A

6\*EXCESS BAGGAGE

EXCESS OR OVERSIZED PIECES : 1

RATE PER KG/PIECE : 40.00

EUR 40.00

5238

0 220 2604451288 3

EUR 40.00

ON AMEX BILL

## Fahrpreis-Quittung

Firma/Herrn/Frau \_\_\_\_\_

von

*Flugticket*

nach \_\_\_\_\_

Stadtfahrt

€ \_\_\_\_\_

inklusive 7 % MwSt.

€ (in Worten)

*36,-*

dankend erhalten

*27.07.10*

Datum/Unterschrift \_\_\_\_\_

Taxi-Nr. \_\_\_\_\_

ARRIVAL

**TAXI 496**

AHMAD-FAIZI

Konrad-Duden-Weg 1

60437 Frankfurt/Main

Tel. 0178 / 7272381

Steuer Nr. 128100306C-G15

 messe frankfurt

*36 X 1,304 = 46,94*

# R

**RENAISSANCE®**  
LONDON CHANCERY COURT HOTEL

Mr. Thella Bowens  
[REDACTED]  
[REDACTED]  
USA

Room No. : 170  
Arrival : 22/07/10  
Departure: 27/07/10

REWARD No. : 992364729

I N V O I C E 649055

VAT NO: 225858540

Renaissance London Chancery Court, 27/07/10/08:48/62 ATE/1

Date	Reference	Charge	Credit
22/07	-Govt/Military	192.00	
22/07	-Room VAT	33.60	
22/07	-Lounge Dinner Food ->#530 : CHECK #3829	53.20	
22/07	-Lounge Service Charge ->#530 : CHECK #3829	6.65	
22/07	-Lounge Gratuities ->#530 : CHECK #3829	10.00	
23/07	-Govt/Military	192.00	
23/07	-Room VAT	33.60	
24/07	-Govt/Military	192.00	
24/07	-Room VAT	33.60	
24/07	-Minibar Beverage Soft DK ->#170 : CHECK #6219	3.50	
25/07	-Govt/Military	192.00	
25/07	-Room VAT	33.60	
25/07	-High Speed Internet ->#170 : CHECK # 1	15.00	
26/07	-Regular Rate	255.00	
26/07	-Room VAT	44.63	
26/07	-Lounge Dinner Food ->#170 : CHECK #3950	23.45	
26/07	-Lounge Service Charge ->#170 : CHECK #3950	2.93	
27/07	[REDACTED]		1316.76
	->XXXXXXXXXXXX [REDACTED] XX/XX		
	<b>Total</b>	<b>1316.76</b>	<b>1316.76</b>
	<b>Balance</b>	<b>0.00 GBP</b>	

192.00 }  
33.60 } 225.60 = 351.50 ✓

53.20 }  
6.65 } 69.85 = 108.84 ✓

192.00 }  
33.60 } 225.60 = 351.50

192.00 }  
33.60 } 225.60 = 351.50 ✓

3.50 → 75.46

192.00 }  
33.60 } 225.60 = 351.50

15.00 → = 23.38

255.00 }  
44.63 } 299.63 = 466.85

23.45 }  
2.93 } 26.38 = 41.11 ✓

2,051.64 = 1.558

**R**  
**RENAISSANCE<sup>®</sup>**  
LONDON CHANCERY COURT HOTEL

Mr. Thella Bowens  
[REDACTED]  
[REDACTED]  
USA

Room No. : 170  
Arrival : 22/07/10  
Departure: 27/07/10  
  
REWARD No. : 992364729

I N V O I C E 649055

VAT NO: 225858540

Renaissance London Chancery Court, 27/07/10/08:48/62 ATE/2

Date	Reference	Charge	Credit
	Net vatable supplies	1099.81	
	VAT	197.37	
	Sub-Total	1297.18	
	Non vatable supplies/exempt supplies	19.58	
	Invoice Total	1316.76	
SIGNATURE: _____			2,031.04

Please Debit/Credit my account by the amount indicated above.

Approval Code: A25

Card Number: XXXXXXXXX [REDACTED] Expiry: 02/14 Swiped

Start Date: Issue Number:

Transaction ID: 33214483796 SALE Terminal ID: 00215A1149C4

Merchant ID: 9420242612

Your Marriott rewards points/miles earned for this stay will be credited to your account and will appear on your next statement.

Please note you have earned additional bonus points for:

\*Silver \* \*

To check your balance or view member exclusive offers, log on to [www.marriottrewards.com](http://www.marriottrewards.com) or call UK 020-7012-7312.

Ms. Thella Bowens  
 3225 N Harbor Drive  
 FI 3  
 92101 San Diego  
 United States of America

The Westin Grand Frankfurt  
 INVOICE

Invoice No. : 233014  
 Please include at time of payment: Client ID:

Date : 28.07.10  
 Room No. : 423  
 Arrival : 27.07.10  
 Departure : 28.07.10  
 Page : 1 of 1  
 Cashier : Miriam Hahn

Date	Description	Debit EUR	Credit EUR
27.07.10	Logis/Room Charge	199.00	
28.07.10	motions Breakfast Food CHECK# 4011189	31.00	
28.07.10	American Express manual		230.00
<b>Total</b>		<b>230.00</b>	<b>230.00</b>
<b>Balance</b>			<b>0.00</b>

*Handwritten notes:*  
 1.304%  
 199.00 = 259.58  
 31.00 = 40.48 (Receipt attached)  
 300.01 = 1.3044

	Net EUR	VAT EUR	Gross EUR
VAT 0%	0.00	0.00	0.00
VAT 7%	185.98	13.02	199.00
VAT 16%	0.00	0.00	0.00
VAT 19%	26.05	4.95	31.00

the westin grand frankfurt  
 konrad-adenauer-strasse 7, 60313 frankfurt/m., deutschland  
 t +49 (0)69.2981.0 f +49 (0)69.2981.810  
 grandfrankfurt@westin.com  
 westin.com/grandfrankfurt

Arabella Hotel Betriebs GmbH Sitz München HRB 133 524  
 V.A.T. Reg.-Nr. DE 813 085 492 Steuernr.: 143/114/70508



# PLATZL HOTEL

IN MÜNCHENS HISTORISCHER ALTSTADT

Telefon: +49-(0) 89-23 703-0  
 Telefax: +49-(0) 89-23 703-800  
 e-mail: info@platzl.de  
 Internet: www.platzl.de

Platzl Hotel · Postfach 100 727 · D-80081 München

Mrs. Thella Bowens

[REDACTED]  
 [REDACTED]

USA

Platzl Hotel, München, 31.07.10

I N V O I C E 375466

Cashier : 7 OF Page : 1  
 Room : 343  
 Arrival : 28.07.10  
 Departure : 31.07.10

Mrs. Thella Bowens

Zimmerreservierung:

Telefon 00800-550 50 550 (gebührenfrei)  
 Telefax +49-(0) 89-23 703-727

- 166 Zimmer mit Bad/Dusche, WC, Fön, Telefon, Radio, TV, Minibar und Klimaanlage
- 1 bayerische Suite
- Erholungsbereich „Maurischer Kiosk“ mit Fitnessraum, Solarium, Aroma-Dampfbad, Erlebnisduschen, Sauna, Ruhebereich mit Lichttherapie
- Hotelbar
- Sieben Veranstaltungsräume für 5 bis 140 Personen
- Restaurant Pfistermühle in den historischen Gewölben von 1573 mit gehobener Bayerischer Gastronomie.
- Wirtshaus Ayingers am Platzl la lebendige Wirtshauskultur an traditionsreicher Stätte

Description	Date	Debit EURO	Credit EURO
Telephone	28.07.	1.10	→ = 1.44
Room Charge	28.07.	146.00	} 164 = 214.99
Service charge	28.07.	18.00	
Room Charge	29.07.	146.00	} 164 = 214.99
Service charge	29.07.	18.00	
High Speed Internet ->#343 : 13MB/0026B9C	29.07.	16.50	→ = 21.63
Room Charge	30.07.	146.00	} 164 = 214.99
Service charge	30.07.	18.00	
Manual American Express	31.07.		509.60
Total:		509.60	509.60 → 7668.04
Balance:		0.00 EUR	= 1.3109

Total taxable		509.60 EUR	
Revenue net 19.00 %		60.17 EUR	
Revenue net 7.00 %		409.35 EUR	
Tax 19.00 %		11.43 EUR	(71.60)
Tax 7.00 %		28.65 EUR	(438.00)

7/22 ✓

Lunch

Renaissance Chancery Court  
Lounge

VAT No: 225858540

53 Shruti 1

TBL 4/1 CHK 3829 GST 3  
22JUL'10 14:57

1 Ploughman Baguet	13.75
1 Onion Soup	9.50
1 Scotch Broth	9.50
1 Coffee	4.75
1 Tea	4.75
1 Cream Tea	10.95
SUBTOTAL	53.20
12.5% Svc Chg	6.65
TOTAL DUE	<b>59.85</b>

GRATUITIES AT YOUR DISCRETION

gratuity: 10 - TOTAL 69.85

AME: \_\_\_\_\_ = \$108.84  
(ON HOTEL BILL)

ROOM No: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

52 High Holborn, London WC1V 7EN  
Tel No: 020 7829 9888

7/23 Dinner ✓

\* BACCO RESTAURANT  
\*\*  
25 RED LION STREET  
HOLBORN  
LONDON WC1R 4PS  
TEL- 0207 242 7900  
FAX: 0207 242 8400

Table #10  
Persons: 3

\*\*\*\*\*

<del>_____</del>	<del>27</del>
Tip x 4.00	
MIXED SALAD	8.00
< 6.95	
NETTA ARRABBIATA	13
SCHEI POMODORO	6
MIXED SALAD	4
IN AWAY	0
% SERVICE CHARGE	6
*****	
Sub Total	66.3
49 PM 23/07/2010 MUNARA	- 27.50

THANK YOU FOR CALL: 38.89  
10% SERVICE CHAR: - 2.75 - 10% SVC  
ADDED TO YOUR BI 36.14

www.baccolondon.co.uk X 1.545% = \$108.84  
VAT NO: 810 3156 77

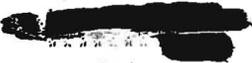
Includes Staff: Brent Burns  
Hampton Bawn



7/24 ✓

IGO RESTAURANT  
JON WC2B  
421972175  
:27471500  
DSET:01

S12



02/14  
PED

AMOUNT  
AL

£45.00  
£45.00  
= 10.12

SIGNATURE VERIFIED  
THANKYOU FOR YOUR CUSTOM

07/10 21:55  
H CODE: 14  
0385

1,845%

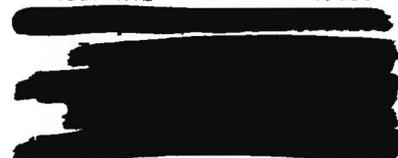
7/24 Dinner

One Aldwych  
Indigo Restaurant  
VAT. GB 709 9178 95

1044 Peter 2

TBL 43/1 CHK 1800 GST 3  
24JUL '10 20:00

1 Belu Spark 75cl	3.95
1 Sweetcorn Soup	6.50
2 @ 6.50	
Tomato consomme	13.00
1 Sm Own Salad	9.50
2 Salmon @ 22.00	44.00
1 Beef Rib	19.50



1 English Tea 4.00

FOOD	96.50
BEVERAGE	25.90
SVC Charge 12.5%	15.30
TOTAL DUE	137.70

18.23 VAT Included In 122.40

ROOM No: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TEL: 020 7300 1000  
FAX: 020 7300 1001  
www.onealdwych.co.uk

1  
3.95  
9.50  
19.50  
4.00  
36.95  
4.62  
40.57  
x 1.845  
\$62.68

7/25  
DINNER



\*\*\* Trafalgar Tavern \*\*\*  
Park Row, Greenwich  
Tel: 020 8858 2909  
VAT#: 627 2958 13

Server: Vinroy 25/07/201  
Server: Louisa  
25/2 4:36 P  
Seating: 5 1009  
Party #: 1

Fish&Chips 13.2  
~~4.0~~  
~~3.2~~

Total 20.4  
Tax 0.00

Service Charge 13.25 20.4  
1.66 2.5  
14.91 23.0

Balance Due 23.01

We thank you for your custom

14.91  
x 1.55%  
\$23.23

7/26 LUNCH

Renaissance Chancery Court  
Lounge  
VAT No: 225858540  
506 Stephani

6/2 CHK 3950  
26JUL '10 15:27

1 BLT 12.50  
1 Cream Tea 10.95  
SUBTOTAL 23.45  
12.5% Svc Chg 2.93  
SUBTOTAL 26.38  
GRATUITIES AT YOUR DISCRETIO

Gratuity: \$4.11 TOTAL 1.55  
(ON HOTEL BILL)

NAME: \_\_\_\_\_

ROOM No: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

252 High Holborn, London WC1V  
Tel No: 020 7829 9888

7/26 DINNER



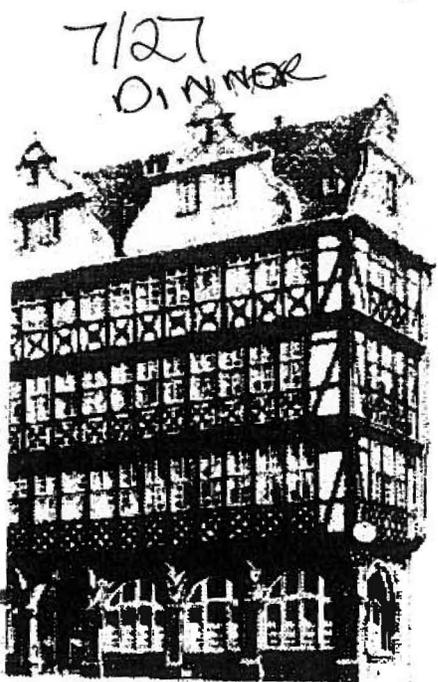
High Holborn  
99 High Holborn  
WC1V 6LF  
Tel. 0207 8315305

PIZZA EXPRESS  
NO: 627 0767 30  
YOU 26/07/2010 22:56 T617Q1YX

1 sale 154027 Table 61 Covers

San Pellegrino 50cl 2.30  
American Hot 8.85  
TOTAL 11.15  
CASH 20.00  
CHANGE 8.85

11.15  
x 1.55%  
\$17.38



ant  
warzen Stern  
erg  
warzerstern.de

27.07.2010 Tisch: 10

**NUNG 7710**

erfilet 21,50 EUR 21,50  
Strudel 7,40 EUR 7,40

**Summe: 28,90 EUR**

netto: 24,29  
10% MwSt: 4,61

37.71

7/28

WÄHLEN SIE DIE RICHTIGE ANZAHL AN MEßGERÄTEN

OHNE  
Gewicht Preis Betrag  
kg €/kg €

PROFIT + 4,

SAMT (w 2) 4,

t 1 Datum 03-02-

x 1.468%

46.68

Kuffler 7/28 ✓



DINNER

SPATENHAUS  
an der Oper

Rechnung

Seite 01  
28.07.10 R-Nr.: 519  
Ust. -ID Nr. DE221047804 Tisch 242/-

1x Käsespätzle 13,90(1)  
1x Bratkartoffeln 2,60(1)  
[REDACTED] 7,50(1)

Netto(1) Eur: 20,17  
+ 19,0% MwSt: 3,83

**Summe: 1.468% Eur 24,00**

Es bediente Sie: Hr. Ilicic

\$ 4.40 = + 3.00 TIP  
12.5%

35.22

Reservierung:  
Fon 089. 290 706-0  
Fax 089. 291 305 4  
spatenhaus@kuffler.de

16,50  
+ 19% 3,14  
+ tip 19,64  
246  
2910 x 1.468%

7/28  
Breakfast  
**THE WESTIN**  
GRAND  
FRANKFURT

Konrad-Adenauer-Strasse 7  
60313 Frankfurt am Main  
Tel 0049/(0)69 29810

ZZMotions

Datum: 08:34:45 28.07.10  
Rechnung: 4011189  
Tisch: 423/1  
Service: Uwe Griga

-----  
Mahlstück ( 31.00) 31.00

**Summe: 31.00 EUR**

ON HOTEL BILL

Zimmer: 31.00 EL  
Zimmernummer: 423  
Gastname: Bowens #40.43  
Gästeanzahl: 1

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

\_\_\_\_\_  
Name des Gastes in Druckbuchstaben/  
Name

\_\_\_\_\_  
Nr. / Room No

\_\_\_\_\_  
Schrift des Gastes / Signature

7/28

LUNSCH  
DB FERNVERKEHR AG  
STEPHENSONSTR. 1  
60326 FRANKFURT AM MAIN  
NR. : DE 260656754



nummer: ICE3N 000721  
stnummer: 020249  
nummer: 938054033056

MC #01  
EZZAHRAO 28-07-2010 17:18 000020  
ZZAHRAOUI

RECHNUNG

RECHNUNGSNUMMER. 3  
1 CROISSANT EUR1,20  
1 MAGNUM CLASSIC EUR2,10  
TOTAL EUR3,30  
KREDITCARD RG EUR3,30  
UMSATZ 7% EUR3,08  
MWST 7% EURO,22

AMERICAN EXPRESS  
Kreditverkauf

te  
trag = EUR3,30  
gültig bis : 02/14

4.33  
1.312%

unterschrift

bediente Sie: HERR EZZAHRAOUI

T-AUSWEIS: LEISTUNGORT GEMÄß  
D. 57 COUNCIL DIRECTIVE 2008/8 EC

WENN SIE SCHON UNSER FRÜHSTÜCKSANGEBOT  
BEI UNS KÖNNEN SIE  
DIE FRÜHSTÜCKEN.

7/29  
Lunsch

OBERPOLLINGER

eine Betriebsstätte der  
KARSTADT Warenhaus GmbH  
Neuhauser Straße 18  
80331 München

Geöffnet: MO-SA 09:30 bis 20:00 Uhr  
Guten Appetit wünscht Le Buffet

EUR  
1 PASTA STATIO  
197 3066 7,50 v  
2. SPEZIALBR?TC  
197 0555 0,80 v  
3 GINGER ALE/T  
197 0885 2,00 v

Zu zahlen: EUR 10,30  
Gegeben:  
Bar: EUR 50,00  
Zurück: EUR 39,70

MwKz MwSt St. Betrag Nettobetrag  
v 19.0% 1,64 8,66  
Steuernummer: 112/5700/1123

Wir hoffen es hat Ihnen geschmeckt.  
Vielen Dank  
für Ihren Besuch  
und bis zum nächsten Mal.



80002746304240102384

Rechnungs-/  
Buchnummer Filiale Kasse Lieferdatum  
14010238 146 304 29-07-2010 17:18

7/29 Dinner ✓  
w/stoff, Hampton Beach

**RIUL-GASTST. GMBH  
DER KATZLMÄCHER**

Bräuhausstr. 6 80331 München  
Tel. 089/333360 Fax. 089/24205538  
StNr. 143/138/60532

Rechnungs Nr.: 17

Fisch 13	29.07.2010
Netto	16,50
Wata	14,50
[REDACTED]	10,00

REVUE  
19% Netto 34,45 €  
19% 6,55 €  
r 41,00 €

20:16

81 x 1.566% = 1.268,76

7/29 Dinner ✓  
N-D-E-N-B-E-L-E-I

Der Katzimacher  
Bräuhausstr. 6  
80331 Muenchen

Final-ID 5430  
026276 BNr C

Kartenzahlung  
AMERICAN EXPRESS

EUR 41,00

EUR 19.5% 8.00  
EUR 44.00

gültig bis 0

9506883859

hmigungs-Nr 87

um 29.07.10 20:20

7/29 other ✓



**AM MARIENPLATZ**

Kaufingerstraße 1-5  
80331 München  
Tel.: 089/23185-0

ss still 0,850L 2,49  
04260115711062  
wegpfand 0,25  
0000000055055

Total EUR 2,74  
2,74 x 1.566 = 4.29  
EUR 3,00  
Kaufgeld EUR 0,26-  
Nettowarenwert EUR 2,30  
MwSt 19,00% EUR 0,44

diesen Einkauf hätten Sie mit der  
MYBACK Karte 2 Punkt(e) erhalten!  
(außer für Bücher)

Wir haben für Sie geöffnet:  
Montag - Samstag 9:00 - 20:00 Uhr

Bitte den Kassenbon für  
Umtausch aufbewahren!  
WEEE-Reg.-Nr. DE80848693

UST-ID: DE 811142395



7/30  
Lunch ✓

# OBERPOLLINGER

eine Betriebsstätte der  
KARSTADT Warenhaus GmbH  
Neuhauser Straße 18  
80331 München

Geöffnet: MO-SA 09:30 bis 20:00 Uhr  
Guten Appetit wünscht Le Buffet



AS-Prüfungs-Code 90 303 10  
Capt.-Ref. = 0731  
AID59: 45  
00 GEN.NR: 45

\*\* Zahlung erfolgt \*\*

MwSt	MwSt	St Betrag	Nettobetrag
✓	19.0%	1.66	8.74

Steuernummer: 112/5700/1123

		EUR
1 PASTA STATIO		
197 3066	7.50	V
2 SPEZIALBR?TC		
197 0555	0.80	V
3 POS-COLA 0.3		
197 0811	2.10	V

Wir hoffen es hat Ihnen geschmeckt.  
Vielen Dank  
für Ihren Besuch  
und bis zum nächsten Mal.



Zu zahlen: EUR 10,40  
Geseben: EUR 10,40  
AMEX.

Rechnungs-/  
Rechnummer Filiale Kasse Lieferdatum  
80020366 746 303 30.07.2010 15 48

K-U-N-D-E-N-B-E-L-E-G-  
13.63

B+S Card-Service 1,31%

Bezahlung American Express

Betrag 10,40 EUR  
30.07.2010 15:47  
Terminal-ID 60213064  
TA-Nr 001076 Beleg-Nr. 0378  
Kartennr. #####  
gültig bis (MM/JJ) 02/14  
VU-Nummer 9508448339  
Autorisierungsantwortcode 0  
Autorisierungsnummer 949196  
AID 0002

7/30  
other

HÄAGEN DAZS CAFE  
Tal 4  
80331 München  
Tel.  
Rechnung  
1. Kopie

3 Affogatto 1.31 x €  
~~x 2 Scoops à € 4,50 €~~

31 € 1  
Umsatz € 13,28  
t 19% € 0,93  
t 7% € 0,59

IR € 20,  
ück €

27 30.7.2010 3 Bed. 3

CONTINUED

47/10 2

7/31 DINNER ✓



273

SAT JULY 31, 2010  
CHECK #1180056-1

1 BLT		\$7.95
1 BOTTLE DRINK		\$2.45
SUB-TOTAL	:	\$10.40
TAX	:	\$0.98
<b>TOTAL</b>		<b>\$11.38</b>

DISCOUNT #: \_\_\_\_\_

Time: 16:45    1 CUSTOMER

Welcome to  
Lori's Diner

YOU HAVE BEEN SERVED  
BY : Elizabeth G 57

\_\_\_\_\_ : \$11.38  
SAN FRAN.

# 7/22 Currency Exchange



AMERICAN EXPRESS EUROPE LTD  
TERMINAL 3 AIRSIDE ARRIVALS  
HEATHROW AIRPORT, HOUNSLOW  
MIDDX TW6 1QG, VAT190198548, GB  
TEL:0208 990 9826

=====

2 JUL 2010	TIME: 12:47
TIME: 01	TRANS: 080

BUY		NOTES
CURRENCY:	UNITED STATES DOLLAR	
AMOUNT:	110.00	
EXCHANGE RATE:	1.703300	
LOCAL EQUIVALENT:	-64.58	
COMMISSION:	3.00	
TOTAL:	-61.58	

LOCAL COMMISSIONS:	3.28	3.00
TOTAL TO CUSTOMER:		61.58

ON AMEX BILL

=====

EXPIRES DATE:	22 JUL 2010
---------------	-------------

EXCHANGE OVER 0300 (STERLING EQUIVALENT) OF FOREIGN CURRENCY INTO STERLING AND BENEFIT FROM COMMISSION  
EXCHANGE UP TO ORIGINAL PURCHASE  
AMERICAN EXPRESS DEPARTURE LOCATIONS  
A.B. DEAL DOES NOT GUARANTEE SAME RATE. THANK YOU FOR YOUR CUSTOM.

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

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

TRAVELER: Thella Bowens DEPT. NAME & NO. Executive Office / #6  
 DEPARTURE DATE: 7/8/2010 RETURN DATE: 7/9/2010 REPORT DUE: 8/8/10  
 DESTINATION: Monterey, CA

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

	Authority Expenses (Prepaid by Authority)	Employee Expenses							TOTALS
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	479.80					7/8/10	7/9/10		0.00
Conference Fees (provide copy of flyer/registration expenses)									0.00
Rental Car*									0.00
Gas and Oil*									0.00
Garage/Parking*									0.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare (include tips pd.)*									0.00
Hotel*	185.98					25.00			25.00
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)									0.00
Meals (include tips pd.)	Breakfast*					9.41			9.41
	Lunch*								0.00
	Dinner*								0.00
	Other Meals*						2.50		2.50
<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>665.78</b>	0.00	0.00	0.00	0.00	34.41	2.50	0.00	<b>36.91</b>

Explanation:  
 Thella to reimburse \$185 in air fare due to decision to extend stay.

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

Total Expenses Prepaid by Authority	665.78
Total Expenses Incurred by Employee (including cash advances)	36.91
<b>Grand Trip Total</b>	<b>702.69</b>
Less Cash Advance (attach copy of Authority ck)	
Less Expenses Prepaid by Authority	665.78
<b>Due Traveler (positive amount)<sup>2</sup></b>	
<b>Due Authority (negative amount)<sup>3</sup></b>	<b>36.91</b>

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

I as traveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expense Reimbursement 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: Dianne Berg  
 Traveler Signature:   
 Approved By: \_\_\_\_\_

Ext.: 2445  
 Date: \_\_\_\_\_  
 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: #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: 4/29/10 PLANNED DATE OF DEPARTURE/RETURN: 7/8/10 / 7/9/10

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

Destination: Monterey, CA Purpose: California Airports Council Meeting  
 Explanation:

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

<b>A. TRANSPORTATION COSTS:</b>	
• AIRFARE	\$ 250
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 50
<b>B. LODGING</b>	\$ 300
<b>C. MEALS</b>	\$ 100
<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>	\$ 700

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

Travelers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

By my signature below, I certify the following:

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

Administrator's Signature: Thella A. Bowens Date: 3 April 2010

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

I, Sara B. Re, hereby certify that this document was approved  
 (Please leave blank. Whoever clerk's the meeting will insert their name and title.)  
 by the Executive Committee at its 5/24/10 meeting.  
 (Leave blank and we will insert the meeting date.)

**Berg Dianne**

---

**From:** Scott Mackerley [smackerley@traveltrust.com]  
**Sent:** Wednesday, June 30, 2010 12:29 PM  
**To:** Berg Dianne; Harris Matt; SMACKERLEY@TRAVELTRUST.COM  
**Subject:** Travel Itinerary 08JUL SAN BOWENS  
**Attachments:** 44907911.PDF; 44907911.HTM

BOWENS/THELLA                      DEPT 6                      30Jun10 12:28pm

YOUR UNITED ETICKET CONFIRMATION IS \*\* NCQG1M \*\*  
-----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  
\*\*\*\*\*

08Jul10 06:18am Thursday  
Air United Airlines Flight# 6100 Class:S Seat:4B  
From: San Diego CA, USA 08Jul10 06:18am Thursday  
To: Los Angeles CA, USA 08Jul10 07:09am Thursday  
Meal: None Equip: CRJ-700 Canadair Regional Jet Status: Confirmed  
Stops: 0

SAN-LAX OPERATED BY /UNITED EXPRESS/SKYWEST AIRLINES  
Depart - COMMUTER TERMINAL  
Arrive - TERMINAL 8  
United Airlines locator: NCQG1M  
UA Frequent Flyer# ██████████-BOWENS/THELLA

\*\* ECONOMY PLUS AISLE SEAT CONFIRMED \*\*  
Flight Duration: 51 minutes  
Class of Service: Coach

08Jul10 07:57am Thursday  
Air United Airlines Flight# 6290 Class:S Seat:2B  
From: Los Angeles CA, USA 08Jul10 07:57am Thursday  
To: Monterey/Carmel CA, U 08Jul10 09:08am Thursday  
Meal: None Equip: CRJ-Canadair Regional Jet Status: Confirmed  
Stops: 0

LAX-MRY OPERATED BY /UNITED EXPRESS/SKYWEST AIRLINES

BOWENS THELLA  
Ticket#:7895729909      Ticket Base Fare:      206.50  
Invoice#:1175860      Ticket Tax:      58.30  
Total Ticket Amount:      264.80

Electronic: YES

BOWENS THELLA  
Ticket#:7899037246      Ticket Base Fare:      159.31  
Invoice#:1175860      Ticket Tax:      0.69  
Total Ticket Amount:      160.00

Electronic: YES

SERVICE FEE DOCUMENT #: 0524769513      FEE AMOUNT: 30.00  
SERVICE FEE DOCUMENT #: 0525245783      FEE AMOUNT: 25.00 - change fee

BILLED TO: AMERICAN EXPRESS      ENDING IN 1006      479.80

} changed return date

} \$185 -  
CThells to  
pay

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

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

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

\*\*\*ResFAX Message ID 674990\*\*\*  
\*\*\*ResFAX Itinerary E-Mail\*\*\*



MONTEREY PLAZA  
HOTEL & SPA

Thella Bowens  
3225 North Harbor Dr  
San Diego CA 92101  
United States

Room Number: 1426  
Arrival Date: Jul 08, 2010  
Departure Date: Jul 11, 2010  
Conf. No: 2524133  
Page No: 1 of 1  
Folio No: 2867887

INFORMATION INVOICE

A/R Number :  
Group Name : CA Aiports Coun  
Company Name : California Aiports Council

Thank you for choosing the Monterey Plaza Hotel & Spa

Date	Description	Charges	Payments
Jul 08, 2010	Advance Deposit		185.98
Jul 08, 2010	Room	168.00	
Jul 08, 2010	Room Tax	16.80	
Jul 08, 2010	Monterey County Assessment Fee	1.00	
Jul 08, 2010	CA Tourism Assessment Fee	0.18	
Jul 08, 2010	Resort Fee	25.00	
Jul 09, 2010	Room	168.00	
Jul 09, 2010	Room Tax	16.80	
Jul 09, 2010	Monterey County Assessment Fee	1.00	
Jul 09, 2010	CA Tourism Assessment Fee	0.18	
Jul 09, 2010	Resort Fee	25.00	
Jul 10, 2010	Room	168.00	
Jul 10, 2010	Room Tax	16.80	
Jul 10, 2010	Monterey County Assessment Fee	1.00	
Jul 10, 2010	CA Tourism Assessment Fee	0.18	
Jul 10, 2010	Resort Fee	25.00	
<b>Total</b>		<b>647.93</b>	<b>185.98</b>
<b>Balance</b>		<b>461.95</b>	

7/8-Breakfast

7/9-Other

HISHOBT  
A ROADHOUSE T-8  
100 AIRTEL TO INT'L AIRPORT

Monterey Plaza Hotel & Spa  
\*La Strada\*  
400 Cannery Row  
Monterey, CA 93940  
(831) 646-1700  
(831) 646-5937 Fax

5934 1111

1 2 3 4 5 6 7 8 9 0 4 8 3 7 GST 2  
JUL 10 7:26AM

7535 Tarah B

\*\*\* SEAT 1 \*\*\*  
2 OMELETTE 4.58  
1 SIDE FRIED 3.99  
SUBTOTAL 8.57  
TAX C.B.T. AMOUNT 9.41  
\*\*\*\*\*  
SUBTOTAL 8.57  
TAX 0.84  
AMOUNT \$ 9.41

-----  
Chk 7848 T GST  
Ju109'10 08:26AM  
-----  
1 MD Cafe au Lait 2.50  
2419796  
9510/F&B Cash 5.50  
CASH  
Subtotal 2.5  
Payment 2.5  
Change Due 3.0

**BRUCE BOLAND**



**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**

**TRAVEL EXPENSE REPORT - Board Members**

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

Board member name: Bruce R. Boland  
 Departure Date: 6/18/2010 Return Date: 6/23/2010 Report Due: 7/23/10  
 Destination: New Orleans, LA

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.

<sup>3</sup> Business Expense Reimbursement Policy 3.30

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

	Authority Expenses (Prepaid by Athty)	Board Member Expenses							TOTALS	
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
		6/20/10	6/21/10	6/22/10	6/23/10		6/18/10	6/19/10		
<b>Daily PerDiem Limitations:</b>										
**GSA Daily Hotel Rate or Conference Hotel Rate		161.20	161.20	161.20				161.20	161.20	
**GSA Daily Meals, Entertainment & Incidentals (ME&I)		71.00	71.00	71.00	53.25			53.25	71.00	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	428.14									0.00
Conference Fees (provide copy of flyer/registration expenses)	800.00									0.00
Rental Car					165.55					165.55
Gas and Oil					5.13					5.13
Garage/Parking		13.42	13.42	13.42				13.42	13.42	67.10
Mileage - attach mileage form					5.50			5.50		11.00
Taxi/Shuttle Fare (include tips pd.) To/From meetings, airport, etc.										0.00
Hotel - Actual Expense Paid - Excluding Taxes		140.00	140.00	140.00				140.00	140.00	
Allowable Hotel (Lessor of Actual or GSA Allowance)		140.00	140.00	140.00	0.00	0.00		140.00	140.00	700.00
Hotel Taxes Paid		21.20	21.20	21.20				21.20	21.20	106.00
Telephone, Internet and Fax										0.00
Laundry										0.00
<b>Meals, Entertainment &amp; Incidentals (M,E&amp;I):</b>										
Meals (include tips pd.)	Breakfast									
	Lunch				13.16			8.79		
	Dinner							44.00		
	Other Meals									
Entertainment (Hospitality) <sup>1</sup>										
Tips Paid to Maids, Bellhops and other hotel servers					10.00					
Taxi/Shuttle Fare (include tips pd.) To/From meal destinations										
<b>Total Meals, Entertainment &amp; Incidentals</b>		0.00	0.00	0.00	23.16	0.00		52.79	0.00	
<b>GSA Allowance for M,E&amp;I (from above)</b>		71.00	71.00	71.00	53.25	0.00		53.25	71.00	
<b>Allowable M,E&amp;I (Lessor of Actual or GSA Allowance)</b>		0.00	0.00	0.00	23.16	0.00		52.79	0.00	75.95
Alcohol is a non-reimbursable expense										0.00
Miscellaneous: Baggage handling tip @ NO airport					3.00					3.00
American Airlines baggage fee					25.00			25.00		50.00
										0.00
<b>Total Expenses</b>	1,228.14	174.62	174.62	174.62	227.34	0.00		257.91	174.62	1,183.73

Add any additional details as needed for explanation (attach add'l sheet if needed):

<b>Grand Trip Total</b>	2,411.87
Less Cash Advance (attach copy of Authority ck)	
Less Expenses Prepaid by Authority	1,228.14
<b>Due Traveler</b> - if positive amount, prepare check request	
<b>Due Authority</b> - if negative, attach check payable to SDCRAA	1,183.73
<i>Note: Send this report to Accounting even if the amount is \$0.</i>	

Alcohol is a non-reimbursable expense  
<sup>1</sup> Give names and business affiliations of all persons whose meals were paid by traveler.  
 Failure to attach required documentation will result in the delay of processing reimbursement. If you have any

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.

Prepared By: Anne Warren  
 Traveler Signature: [Signature]  
 Administrator's signature: [Signature]

Ext.: 2408  
 Date: \_\_\_\_\_  
 Date: 7.12.10

**AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE (To be completed by Clerk)**

I, \_\_\_\_\_ hereby certify that this document was approved by the Executive Committee at it's meeting on \_\_\_\_\_  
 Clerk 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: Bruce R. Boland Dept: Board  
 Position:  Board Member  President/CEO  Gen. Counsel  Chief Auditor  
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 5/18/10 PLANNED DATE OF DEPARTURE/RETURN: 6/18/10 / 6/23/10

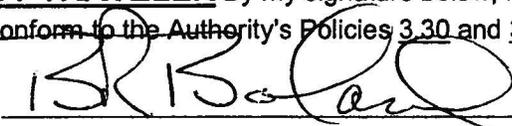
**3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip– continue on extra sheets of paper as necessary):**

Destination: New Orleans, LA Purpose: Attend conference  
 Explanation: Board Member Bruce Boland will be the Authority's Board representative at the Airport Minority Advisory Council's Airport Business Diversity Conference

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

<b>A. TRANSPORTATION COSTS:</b>	
• AIRFARE	\$ <u>400</u>
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ <u>235</u>
<b>B. LODGING</b>	\$ <u>815</u>
<b>C. MEALS</b>	\$ <u>250</u>
<b>D. SEMINAR AND CONFERENCE FEES</b>	\$ <u>800</u>
<b>E. ENTERTAINMENT (If applicable)</b>	\$ <u>        </u>
<b>F. OTHER INCIDENTAL EXPENSES</b>	\$ <u>200</u>
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	\$ <u>2700</u>

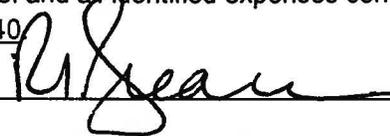
**CERTIFICATION BY TRAVELER** By my signature below, I certify that the above listed out-of-town travel and associated expenses conform to the Authority's Policies 3.30 and 3.40 and are reasonable and directly related to the Authority's business.

Travelers Signature:  Date: 5/19/10

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

By my signature below, I certify the following:

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

Administrator's Signature:  Date: 5.19.10

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

, hereby certify that this document was approved  
 (Please leave blank. Whoever clerk's the meeting will insert their name and title.)  
 by the Executive Committee at its 5/24/10 meeting.  
 (Leave blank and we will insert the meeting date.)



TravelTrust  
 3/4 North Coast Highway 101  
 Encinitas, Ca. 92024  
 Tel: 760-635-1700  
 Fax: 760-635-1720  
 Website: www.traveltrust.com

BOLAND/BRUCE R

19-May-2010 11:50 am

Page 1 of 2

AMERICAN E-TICKET CONFIRMATION \*\*\* G F S Q R R \*\*\*  
 PLEASE CHECK NEW CARRY-ON RESTRICTIONS DIRECT WITH  
 YOUR CARRIER OR CALL US AT 800-792-4662

-----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 US 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

\*\*\*\*\*

  
 18-Jun-2010  
 09:50am  
 Friday

Air American Airlines Flight# 1631 Class: S  
 From: San Diego CA, USA To: Dallas/Ft Worth TX, USA  
 Meal: Food For Purchase Seats: Seat:12B  
 Equip McDonnell Douglas MD Status: Confirmed  
 Depart: 18-Jun-2010 Friday 09:50am Stops: 0  
 Arrival: 18-Jun-2010 Friday 02:55pm  
 Depart - TERMINAL 2  
 Arrive -  
 American Airlines locator: GFSQRR  
 AA Frequent Flyer# [REDACTED]-BOLAND/BRUCE R  
 Flight Duration: 3 hour(s) and 05 minutes  
 Class of Service: Coach

  
 18-Jun-2010  
 04:50pm  
 Friday

Air American Airlines Flight# 1489 Class: S  
 From: Dallas/Ft Worth TX, USA To: New Orleans LA, USA  
 Meal: None Seats: Seat:22B  
 Equip McDonnell Douglas MD Status: Confirmed  
 Depart: 18-Jun-2010 Friday 04:50pm Stops: 0  
 Arrival: 18-Jun-2010 Friday 06:15pm  
 American Airlines locator: GFSQRR  
 AA Frequent Flyer# [REDACTED]-BOLAND/BRUCE R  
 Flight Duration: 1 hour(s) and 25 minutes  
 Class of Service: Coach

  
 18-Jun-2010  
 Friday

Car Hertz Rent A Car Type: Inter Car Auto A/c  
 Pick Up: New Orleans LA, USA  
 Confirmation: E7480907572 Rate: 28.48USD  
 Return: 23-Jun-2010 New Orleans LA, USA  
 Approximate Price: 233.23USD  
 Rate Info: USD28.48 ulmtd WD Xtra Day42.73 ulmtd Xtra Hr42.73 ulmtd  
 Approximate Price: USD233.23 UNL 5DY OHR 76.58MC  
 Arrival Time: 06:15pm  
 Dropoff : New Orleans LA, USA  
 Dropoff Time: 04:26pm  
 HERTZ.....800-654-3131  
 CD-1421398

  
 23-Jun-2010  
 04:26pm  
 Wednesday

Air American Airlines Flight# 1057 Class: O  
 From: New Orleans LA, USA To: Dallas/Ft Worth TX, USA  
 Meal: None Seats: Seat:21B  
 Equip McDonnell Douglas MD Status: Confirmed  
 Depart: 23-Jun-2010 Wednesday 04:26pm Stops: 0  
 Arrival: 23-Jun-2010 Wednesday 06:01pm  
 American Airlines locator: GFSQRR  
 AA Frequent Flyer# [REDACTED]-BOLAND/BRUCE R  
 Flight Duration: 1 hour(s) and 35 minutes  
 Class of Service: Coach



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

BOLAND/BRUCE R

19-May-2010 11:50 am

Page 2 of 2

  
23-Jun-2010  
07:10pm  
Wednesday

Air: American Airlines  
From: Dallas/Ft Worth TX, USA  
Meal: Food For Purchase  
Equip: McDonnell Douglas MD  
Depart: 23-Jun-2010 Wednesday 07:10pm  
Arrival: 23-Jun-2010 Wednesday 08:05pm  
Depart -  
Arrive - -TERMINAL 2  
American Airlines locator: GFSQRR  
AA Frequent Flyer# [REDACTED] -BOLAND/BRUCE R  
Flight Duration: 2 hour(s) and 55 minutes  
Class of Service: Coach

Flight# 1121 Class: O  
To: San Diego CA, USA  
Seats: Seat:11B  
Status: Confirmed  
Stops: 0

Other

20-Dec-2010  
Monday

San Diego CA, USA  
RESERVATION RETAINED FOR 180 DAYS

WE ARE MONDAY - FRIDAY FROM 5AM-530PM PST  
AND SATURDAY FROM 9AM-1PM PST - 760-635-1700.  
FOR EMERGENCY AFTERHOURS SERVICE IN THE US  
PLEASE CALL 888-221-6043 AND USE YOUR VIT CODE - SJE72  
PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER  
EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00  
THANK YOU

Ticket Information

BOLAND BRUCE	
Ticket#:7890358115	Ticket Base Fare: 330.55
Invoice#:5197144	Ticket Tax: 67.59
	Total Ticket Amount: 398.14

Electronic: YES

SERVICE FEE DOCUMENT #: 0524045440 FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS ENDING IN 1006

[Back to Original](#)



U.S. General Services Administration

## Domestic Perdiem Rates

### Louisiana - FY 10

(October 1, 2009 through September 30, 2010)

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, [visit the National Association of Counties \(NACO\) website](#) (a non-federal website).

NOTE: If neither the city nor the county is listed, the location is a standard CONUS destination with a rate of \$70.00 for lodging and \$46.00 for meals and incidental expenses (M&E).

State Tax Rates & Exemption Forms

Properties at Per Diem (FedRooms)

Primary Destination (1)	County (2, 3)	Max Lodging (exc. taxes)	x	M&E Rate	=	Max Per Diem Rate (4)	First & Last Day (75% of M&E)
Baton Rouge	East Baton Rouge Parish	103		56		159	42.0
Covington / Slidell	St. Tammany Parish	99		56		155	42.0
Lafayette	Lafayette Consolidated Government	89		56		145	42.0
Lake Charles	Calcasieu Parish	82		61		143	45.75
New Orleans (October 1 - June 30)	Orleans, St. Bernard, Jefferson and Plaquemine Parishes	133		71		204	53.25
New Orleans (July 1 - September 30)	Orleans, St. Bernard, Jefferson and Plaquemine Parishes	104		71		175	53.25

48

SHERATON NEW ORLEANS HOTEL  
500 Canal Street  
New Orleans, Louisiana 70130

t - 504 525 2500  
f - 504 595 5552



GUEST CLIENT

TRAVEL AGENT CHARGE TO

Bruce Boland  
  
At Checkin  
San Diego, CA 92101  
USA

ROOM 2331  
RATE 140.00  
# PERS 2  
FOLIO 2753949 EX-A  
PAGE 1  
ARRIVE 18-JUN-10 23:33  
DEPART 23-JUN-10  
PAYMENT VM

AIF18A

DATE	REFERENCE	DESCRIPTION	CHARGES / CREDITS
18-JUN-10	RT2331	Room Chrg Grp Association	140.00
18-JUN-10	RT2331	Room Tax	18.20
18-JUN-10	RT2331	Occupancy/Tourism Tax	3.00
18-JUN-10	RT2331	Parking One Car	33.54
19-JUN-10	RT2331	Room Chrg Grp Association	140.00
19-JUN-10	RT2331	Room Tax	18.20
19-JUN-10	RT2331	Occupancy/Tourism Tax	3.00
19-JUN-10	RT2331	Parking One Car	33.54
20-JUN-10	RT2331	Room Chrg Grp Association	140.00
20-JUN-10	RT2331	Room Tax	18.20
20-JUN-10	RT2331	Occupancy/Tourism Tax	3.00
20-JUN-10	RT2331	Parking One Car	33.54
21-JUN-10	RT2331	Room Chrg Grp Association	140.00
21-JUN-10	RT2331	Room Tax	18.20
21-JUN-10	RT2331	Occupancy/Tourism Tax	3.00
21-JUN-10	RT2331	Parking One Car	33.54
22-JUN-10	RT2331	Room Chrg Grp Association	140.00
22-JUN-10	RT2331	Room Tax	18.20
22-JUN-10	RT2331	Occupancy/Tourism Tax	3.00
22-JUN-10	RT2331	Parking One Car	33.54
23-JUN-10	VM	Visa/Mastercard	973.70-
		Balance Due	0.00

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

SIGNATURE 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

Bruce Boland ROOM DEPART AGENT  
FOLIO 2753949 18-JUN-10 2331

SHERATON NEW ORLEANS HOTEL  
 500 Canal Street  
 New Orleans, Louisiana 70130

1 - 504 525 2500  
 1 - 504 595 5552



GUEST CLIENT

TRAVEL AGENT CHARGE TO

Bruce Boland  
 At Checkin  
 San Diego, CA 92101  
 USA  
 AIF18A

ROOM 2331  
 RATE 140.00  
 # PERS. 2  
 FOLIO 2753949 EX-A  
 PAGE 2  
 ARRIVE 18-JUN-10 23:33  
 DEPART 23-JUN-10  
 PAYMENT VM

**DATE REFERENCE DESCRIPTION CHARGES / CREDITS**

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

EXPENSE REPORT SUMMARY

Date	Rm/Tax	Food/Bev	Telephone	Parking	Other	Total	Payment
18-JUN-10	161.20	0.00	0.00	33.54	0.00	194.74	0.00
19-JUN-10	161.20	0.00	0.00	33.54	0.00	194.74	0.00
20-JUN-10	161.20	0.00	0.00	33.54	0.00	194.74	0.00
21-JUN-10	161.20	0.00	0.00	33.54	0.00	194.74	0.00
22-JUN-10	161.20	0.00	0.00	33.54	0.00	194.74	0.00
Total	806.00	0.00	0.00	167.70	0.00	973.70	0.00

Thank you for choosing Starwood Hotels. We look forward to welcoming you back soon!

Upgrade to Sheraton Club on your next stay. Enjoy a higher level of comfort and convenience in Sheraton Club and discover your place to be more productive, catch up with friends and enjoy complimentary breakfast and all-day snacks.

SIGNATURE 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.

As a Starwood Preferred Guest, you could have earned 1430 Starpoints for this visit. Please provide your member number or enroll today.

Bruce Boland ROOM DEPART AGENT  
 FOLIO 2753949 18-JUN-10 2331

2

972-574 442

92 JUPITIN

Tbt 12/1

CRK 512

Jun 18 '10 03:03PM

2 BODA PEP

1 PEP ON 2 PLATES

\*\*\*\*\*  
 visit [www.tgifsurvey.com](http://www.tgifsurvey.com) within  
 48 hours, tell us about your  
 visit, and get any appetizer up  
 to \$6 free on your next visit.  
 Plus, play our instant win game!

Survey Code:  
 04HXQC0CAU5LU

Thank you for participating!  
 This receipt with valid code  
 required to redeem coupon  
 and prizes. Write the Coupon  
 Code from the survey here:

\*\*\*\*\*  
 participating FRI.  
 Friday, restaurants only.  
 No valid in conjunction with  
 any other offer, discount or  
 promotion. No Purchase  
 Necessary. 50 US 18+. Ends  
 12/31/10. Complete details:  
[www.tgifsurvey.com/rules/  
 instantfreeapp.html](http://www.tgifsurvey.com/rules/instantfreeapp.html)  
 \*\*\*\*\*

Food 13.47  
 Tax 1.11  
 CR 15PM Amt. Due 14.58

THANK YOU FOR VISITING FRIDAY'S!

Do you like FREE STUFF?  
 Join Give Me More Stripes!  
 Ask your server for more details  
 Thank you, enjoy your flight!

7.58 Tip

17.58 ÷ 2 =

\$ 8.79

③ **Brigtsen's** DINNER  
 RESTAURANT 4/18 DW  
 ORLEANS

DATE	SERVER	TABLE NO.	PERSONS	CHECK NO.
	P	15	3	94312
APPETIZERS	1 c. gumbo			7.50
	1 c. bisque			7.50
	1 c. crdb			7.50
ENTREE	1 platter > AB			32 - 2 = 18
	1 group D			29 -
DESSERT	1 w.c.c. brulee > AB			7 - 2 = 3.50
	1 leches D			7 -
MISCELLANEOUS				
				FOOD 97.50
				BEVERAGES 56.50
				SUBTOTAL 154 -
				TAX 15.02 - 5
				PAY THIS TOTAL 169.02 - 5
				TIP

DND Travel Hospitality Services  
 \*\* New Orleans Airport \*\*  
 \*\*\* Pizza to Go \*\*\*

1057 Shanoura P.

CHK 7406 JUN23'10 3:28PM

1 Pep Pizz 9.20  
 1 Soda lg 2.60  
 Subtotal 11.80  
 Total Tax 1.36  
 Total Paid.... 13.16  
 Cash (PRT) 20.00  
 Change Owed 6.84

# Hertz

#01RN RR 189106956

BRUCE R BOLAND

CC

VEHICLE 01489/8651473

CLS YF 09ALTM LIC: LA A513198

FUEL: 8/8 OUT 8/8 IN

CDP: 00004 - AUTO CLUB OF SOUTH CALIFOR

7

PETRO SAVE  
3201 GENTILLY BLVD  
NEW ORLEANS, LA

STATION NUMBER  
22854498001

06/23/10 14:15  
BRUCE BOLAND

PUMP# 4 REGULAR  
GALLONS 5.135  
@ \$2.499/GAL  
FUEL \$12.83  
TOTAL \$12.83

SEQ NUM 26347  
AUTH# 70009P

THANK YOU....

RES E7480907572/TMDE /C  
PREPARED BY: 2355/LANEW13  
COMPLETED BY: 0616/LANEW13

RENTED: 06/18/10 18:54 @ NEW ORLEANS INT'L AIRPORT  
RETURN: 06/23/10 14:53 @ NEW ORLEANS INT'L AIRPORT

PLAN IN:	TMDE	RATE CLASS:	C
PLAN OUT:	TMDE		
MILEAGE IN	35270	TR-X MILES	
MILEAGE OUT	35139	MILES ALLOWED	
MILES DRIVEN	131	MILES CHARGED	

DAYS	4 @ \$	31.65/ DAY	\$	126.60
EX DAYS	1 @ \$	47.48/ DAY	\$	47.48
SUBTOTAL 1			\$	174.08
DISCOUNT - R 10%			\$	17.41
SUBTOTAL 2			T\$	156.67
CONCESSION FEE RECOVERY		11.10%	T\$	27.88
LDW ACCEPTED @ \$	27.99 DAY		T\$	139.95
LIS * ACCEPTED @ \$	12.95 DAY		\$	64.75
PAI, PEC ACCEPTED @ \$	5.95 DAY		\$	29.75
CUST FAC CHG			T\$	31.00
TAX 13.750% ON TAXABLE TTL OF \$	355.50		\$	48.87
MISCELLANEOUS ADJUSTMENTS			\$-	85.00
			\$	413.87

*how*  
*that is*  
HOW WAS YOUR EXPERIENCE?  
WE'D LIKE YOUR FEEDBACK.

- 1) Call 1-800-278-1595, or  
Visit [WWW.HERTZSURVEY.COM](http://WWW.HERTZSURVEY.COM)
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①

PASSENGER AND BAGGAGE CHECK IN

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PASSENGER RECEIPT 1

DATE OF ISSUE 18 JUN 10 ISSUING OFFICE CODE 05105100

ISS AGENT ID SAN ENC PLACE OF ISSUE /SAN DIEGO

NAME OF PASSENGER (NOT TRANSFERABLE)

BOLAND/BRUCE R

FROM \*\*NOT VALID FOR\*\*

TO \*\*TRANSPORTATION\*\*

PSGR TICKET 0017890358115

ENDORSEMENTS/RESTRICTIONS

SANDFW-AA DFWMSY-AA

01 CHECKED BAGGAGE FEE

25.00

USD 25.00

NA

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USD 25.00

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DO NOT MARK OR WRITE IN THE WHITE AREA ABOVE

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REFUNDABLE ONLY WITH

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CONTRACT SEE

PASSENGER TICKET AND BAGGAGE CHECK

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PASSENGER RECEIPT 1

DATE OF ISSUE 23 JUN 10 ISSUING OFFICE CODE 19101106

ISS AGENT ID MSY ENC PLACE OF ISSUE /NEW ORLEANS

NAME OF PASSENGER (NOT TRANSFERABLE)

BOLAND/BRUCE R

FROM \*\*NOT VALID FOR\*\*

TO \*\*TRANSPORTATION\*\*

PSGR TICKET 0017890358115

ENDORSEMENTS/RESTRICTIONS

MSYDFW-AA DFWSAN-AA

01 CHECKED BAGGAGE FEE

25.00

USD 25.00

NA

NA

NA

USD 25.00

FP IKXXXXXXXXXXXX6510 59836P

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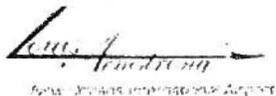
FOR CONDITIONS OF

CONTRACT SEE

PASSENGER TICKET AND BAGGAGE CHECK

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**26th Annual Airport Business Diversity Conference**  
**NEW ORLEANS**  
**JUNE 19 - 22, 2010**  
**JAZZED UP AND READY FOR BUSINESS!**



Thanks for your order, Bruce!

Print **Please print this page and keep it for your records.**

Publish to Facebook  
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**Order Detail**

**26th Annual Airport Business Diversity Conference**

**Standard Registration (May 1, 2010 through Onsite) - Members**

1 registration for Bruce Boland ( [REDACTED] ) at	\$800.00
\$800.00 each	

<b>Total:</b>	<b>\$800.00</b>
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**Credit Card Confirmation Number: 067712**

**Transaction Number: 4187017**

**Reminder:** Hotel Reservations Link : [www.starwoodmeeting.com/Book/amac](http://www.starwoodmeeting.com/Book/amac)

Bring a photo ID and your confirmation number, and we'll check you in at the door.

**\*\*Note:** Acteva does not mail a hard copy confirmation of your transaction; however, you will receive a system generated email confirmation that contains your order information.

**Your order will appear as a purchase from AMAC your credit card statement.**

Invite a friend!

**Activity Information**

**Organizer Contact:**

Gene Roth  
gene.roth@amac-org.com  
703-414-2622

AMAC Educational and Scholarship Program, Inc.

**The Airport Business Diversity  
 Conference  
 June 19-22, 2010**

**FRIDAY, JUNE 18**

8:00 AM	12:00 PM	DBELO Certification Training Module 1
12:00 PM	1:00 PM	DBELO Certification Training Lunch
1:00 PM	6:00 PM	DBELO Certification Training Module 2

**SATURDAY, JUNE 19**

7:00 AM	5:00 PM	Registration
8:00 AM	4:00 PM	Bill Walker Memorial Golf Tournament
8:00 AM	12:00 PM	DBELO Certification Training Module 3
11:30 AM	1:30 PM	AMAC Board and ACI/AAAE Diversity Committee Luncheon
12:00 PM	1:00 PM	DBELO Certification Training Lunch
1:00 PM	3:00 PM	DBELO Certification Training Module 4
3:00 PM	5:00 PM	AMAC Board of Directors Meeting
3:00 PM	5:00 PM	Business Valuation Workshop for DBEs and DBELOs
3:00 PM	5:00 PM	Sustainability: It Isn't Easy Being Green, or Is It?
6:00 PM	9:00 PM	VIP/Sponsors Party (Invitation Only)

**SUNDAY, JUNE 20**

7:00 AM	5:00 PM	Registration
8:00 AM	10:00 AM	DBELO and Construction Workshop
10:00 AM	12:00 PM	Airports in Year 2030 - Leaders' Visions and Predictions for Airports Well Beyond Today and Tomorrow
12:00 PM	2:00 PM	DBELO Networking Luncheon (Invitation Only)
1:30 PM	5:00 PM	Speed Dating For ACDBEs (Advanced Registration Required)
1:00 PM	3:00 PM	Airport Director Roundtable (Invitation Only)
2:00 PM	11:59 PM	Exhibit Hall Setup
3:00 PM	5:00 PM	Airport Commissioners Roundtable (Invitation Only)
6:00 PM	9:00 PM	Welcome To New Orleans Reception

**MONDAY, JUNE 21**

7:00 AM	5:00 PM	Registration
7:00 AM	9:30 AM	Breakfast In The Exhibit Hall
8:00 AM	9:30 AM	Meet Your FAA Civil Rights Staff
8:00 AM	9:30 AM	How To Do Business With USDOT- With You - We "CAN"
8:00 AM	10:00 AM	Partners Breakfast (Invitation Only)

*The Conference Schedule and Workshops Are Subject To Change*

**MONDAY, JUNE 21 (CONTINUED)**

10:00 AM	10:45 AM	FAA Update (General Session)
10:45 AM	12:00 PM	AMAC Update Including Government Affairs (General Session)
12:00 PM	1:30 PM	General Session Luncheon/Keynote Speaker (Soledad O'Brien)
1:30PM	2:00 PM	FAA Awards Ceremony
2:00 PM	7:00 PM	Exhibit Hall Open
2:15 PM	3:30 PM	Airport Joint Ventures - Understanding the Operations, Agreements and Fine Print
2:15 PM	3:30 PM	Financing in the New Arena, the Good, Bad, and the Ugly
3:45 PM	5:00 PM	Business Legal Structures- What You Need To Know
3:45 PM	5:00 PM	Getting On A Team – Will It Work For Me?
5:00 PM	7:00 PM	Dallas/Fort Worth 2011 Preview Networking Reception
9:00 PM	1:00 AM	AMAC After Dark Scholarship Fund-raising Party With Karaoke

**TUESDAY, JUNE 22**

7:00 AM	2:00 PM	Registration
7:00 AM	2:00 PM	Exhibit Hall Open
7:00 AM	9:00 AM	Breakfast With The Exhibitors
8:00 AM	10:00 AM	AMAC Board of Directors Meeting (Old Board and New Board)
8:00 AM	9:45 AM	FAA DBELO Training (Presented By FAA)
8:00 AM	9:45 AM	Rebuilding The Levees
8:00 AM	9:45 AM	The ABCs of CBAs for DBEs
10:00 AM	12:00 PM	DOT DBELO Training (Presented By USDOT)
10:00 AM	12:00 PM	Building a Stellar Team to Sustain Your Airport Business
10:00 AM	12:00 PM	Lowering Insurance Costs For Airports And Businesses
10:00 AM	12:00 PM	Doing Business Overseas: Grow Your Business by Expanding Horizons Abroad
11:30 AM	1:30 PM	Lunch With The Exhibitors
1:30 PM	4:30 PM	Franchise Seminar and Exposition
1:30 PM	3:00 PM	Best Practices In Airport Contracting
1:30 PM	3:00 PM	Preparing Winning Proposals
2:00 PM	12:00 AM	Exhibit Hall Teardown
3:15 PM	5:00 PM	Speed Dating Part II- AEC Presented by ACC (Advance Registration Required)
3:15 PM	5:00 PM	Achieving Your Airport Goals- Eugene Walker
6:00 PM	7:00 PM	Business Networking Reception
7:00 PM	9:00 PM	Closing Awards Dinner and Scholarship Program

*The Conference Schedule and Workshops Are Subject To Change*

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

P.O. BOX 82776, SAN DIEGO, CA 92138-2776  
3225 NORTH HARBOR DRIVE, THIRD FLOOR, COMMUTER TERMINAL, SAN DIEGO, CA 92101  
619.400.2405 619.400.2406 FAX WWW.SAN.ORG

## Board Communication

Date: June 30, 2010  
To: Board Members  
From: Bruce R. Boland, Board Member  
Cc: Thella Bowens, President/CEO  
Subject: Board Member Report on June 19–22, 2010 attendance at the 2010 AMAC Conference in New Orleans, Louisiana



### BOARD MEMBERS

LAURIE BERMAN\*\*  
BRUCE R. BOLAND  
GREG COX  
JIM DESMOND  
RAMONA FINNILA  
ROBERT H. GLEASON  
JIM PANKNIN  
COL. FRANK A. RICHIE\*\*  
PAUL ROBINSON  
TOM SMISEK  
ANTHONY K. YOUNG

\*\* EX OFFICIO BOARD MEMBERS

PRESIDENT/CEO  
THELLA F. BOWENS

From Saturday 6/19 until Tuesday 6/22, I represented the SDCRAA Board of Directors at the 2010 Airport Minority Advisory Council (AMAC) and the Federal Aviation Administration (FAA) Annual Business Diversity Conference. The Conference had over 1100 attendees, and all the major airports in the United States were represented by both Commissioners/Board Members and staff.

The conference included joint committee meetings and training sessions by both the AMAC representatives and FAA staff. The focus at these sessions was on updating and training attendees in providing maximum access for minority and women-owned businesses to the broad range of airport business available. This included opportunity in the construction and concession businesses. Emphasis was placed on the various requirements through the FAA authorization bills and regulations. There was much anticipation as to what the 2010 FAA reauthorization might bring in relief of outdated financial requirements that have been in place on DBE and WBE businesses since the early 1990's.

The extensive exhibits displayed throughout the Exhibit Hall gave me the opportunity to learn of the range and depth of concession opportunities that might be available to SDIA as we look forward to opening our new terminal expansion and the upcoming issuing of our new Concession RFP.

The conference's full agenda of workshops also gave me the opportunity to get a wide range of information relative to DBE/WBE issues. Workshops were designed for small businesses to learn how to improve their effectiveness in partnering and preparing winning business proposals.

The conference also had a range of social events that provided opportunities to network with attendees from other Airport Boards, AMAC, and the FAA.

Saturday 6/19 during the day was set aside for workshop and certification training. Saturday evening I attended the VIP/Sponsor Reception representing SDCRAA/SDIA as we were among the sponsors of the conference.

Sunday 6/20 I attended a morning session on "Airports in the Year 2030" at which our CEO was a principal panel speaker. That afternoon I participated in a roundtable panel with about 30 other Commissioners/Board Members from major US airports which was enlightening. I was pleased to learn how far ahead we are in our efforts with respect to diversity and opportunity surrounding our "Green Build" project. Sunday night was devoted to the "Welcome to New Orleans" reception.

Monday 6/21 was devoted to FAA update sessions and the AMAC Government Affairs General Session. The luncheon speaker was CNN correspondent Soledad O'Brien who gave a most uplifting speech centered on the continuing need for efforts in supporting business diversity. Monday afternoon was devoted to additional workshops surrounding business issues.

Tuesday 6/21 I attended a most interesting session presented by New Orleans (Louis Armstrong) airport senior staff on the challenges they had to meet in the aftermath of Hurricane Katrina (Aug/Sept 2005). No amount of training could prepare them to handle the demands for evacuation and triage that was presented to them by that storm. It was interesting and very sobering to realize what a major airport went through to keep the vital community communication link operating in the days after that storm.

Tuesday evening I attended the Closing Scholarship and Awards Dinner at which I was honored to receive an award given to San Diego International Airport for Excellence in Airport Operations and Contracting.

Upon returning to San Diego, I recommended to Chair Gleason and our President/CEO Thella Bowens that we conduct a workshop concerning "Concessions" in anticipation of issuing the new RFP for SDIA. In my view the Board needs to ensure it has an in-depth understanding of the myriad of potential issues surrounding that awarding prior to issuing the new RFP.

2 July 2010

Travel claim for Bruce R. Boland official trip to New Orleans LA, to Represent SDCRAA at the Airport Minority Advisory Council (AMAC) Business Diversity Conference 19-22 June 2010. Travelling 6/18 and 6/23.

Note: I rented a mid-size car for the duration of the conference...Car used for official business 40% of the time (travel from /to Airport and other official business) and the remaining 60% was personal...I calculated costs for reimbursement by the authority for the car rental based on the 40% for official business. The rest I paid personally.

I also purchased the "Damage Waiver" insurance and "Personal Property Loss" insurance from Car Rental Agency (Hertz) as well. I did this to protect the Authority in the case of an accident which resulted in Damage to the rental car. I did not purchase "Liability Insurance" as I believed we were covered separately for Liability. Hertz agent incorrectly included the liability coverage and I had them "back-out" that cost. Note: the \$85 adjustment on the Hertz bill indicated as the #8 receipt. I do not know of a policy we have at the authority for additional insurance coverage on rental cars...thus I purchased the stated coverage to "be sure" we were covered.

Details and necessary documentation attached.

1. Check baggage (1) piece American Airlines SD to New Orleans Receipt attached.....	\$25.00 ✓
2. Lunch at Dallas/Fort Worth airport during layover.... Receipt attached...Item spilt with another traveler \$17.58 / 2	8.79 ✓
3. Dinner 6/18 on arrival at New Orleans...Bill split between 3 persons No Alcohol included.	
Soup	7.50
Entree	18.00
Desert	3.50
TAX Portion	5.00
Tip	10.00
Receipt attached...Total Dinner 6/18	\$44.00 ✓
4. Hotel Including Occupancy and Room TAX 5 nights 18-22 June X \$161.20/night.	\$806.00 ✓
Rental Car parking at hotel 40% of total cost \$33.54 X 2 nights	67.08 ✓ +.02
Receipt Attached... Total Hotel costs...	\$873.08\
Baggage Handling tips at Sheraton Hotel New Orleans 6-18-6-23	10.00 ✓

- |  |          |
|--|----------|
| Baggage handling Tip New Orleans Airport 6/23                          | 3.00 ✓   |
| 5. Receipt attached...Lunch at N.O Airport while waiting for Departure | 13.16 ✓  |
| 6. Receipt attached...Check Baggage at N.O Airport American Airlines   | 25.00 ✓  |
| 7. Receipt attached...Gas for rental car...40%...\$12.83 X .4 =        | 5.13 ✓   |
| 8. Receipt attached...Rental Car... \$413.87 X .4 =                    | 165.55 ✓ |

Total \$1172.71

+ 1100 mileage

Attached also is the Airline Ticket itinerary SAN – MSY SAN



Bruce R. Boland

**BRETON LOBNER**



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

May  
Period Covered

DATE	G/L Account	Description	AMOUNT
5/27/10	66240	Parking - Historical Resources Board - Salt Plant Matter Hearing	\$12.00
TOTAL			\$12.00

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

*Bret K. Allen*

APPROVED: By the Executive Committee at its August 23, 2010 meeting

NAME

AUG 11 2010

NAME

DATE

DATE

DASH

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ACE PARKING  
LOT 28 PARKING  
PERMIT EXPIRES 6PM

Meter# 00000028  
Trans# 032183  
Stall# 40  
PURCHASE TIME:  
12:20PM May 27 2010  
PURCHASE PRICE:  
\$12.00  
Card: VISA 1444  
Auth: 01132D  
PERMIT EXPIRES:

May27 2010  
6:00PM Thu

THANKS FOR PARKING  
QUESTIONS? CALL  
800-925-7275

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# May 27, 2010

Thursday

May 2010

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16	17	18	19	20	21	22
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30	31					

June 2010

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27	28	29	30			

27 Thursday		Notes
<p>◀ From May 26      <b>Tentative - Argonaut status conference - Judge So</b></p>		
7 am		
8 <sup>00</sup>		
9 <sup>00</sup>		
10 <sup>00</sup>		
11 <sup>00</sup>		
12 pm		
1 <sup>00</sup>	<p><b>HRB Hearing re Salt Works</b>            202 C Street, 12th Floor, City Administration Bldg            Gonzalez Amy</p>	
2 <sup>00</sup>		
3 <sup>00</sup>		
4 <sup>00</sup>		
5 <sup>00</sup>		
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