

**Revised 12/17/10**



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

**Item No.  
6**

Meeting Date: **DECEMBER 20, 2010**

Subject:

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

Recommendation:

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

Background/Justification:

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

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

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

Fiscal Impact:

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

Environmental Review:

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

**Page 2 of 2**

Equal Opportunity Program:

Not applicable

Prepared by:

TONY RUSSELL  
DIRECTOR, CORPORATE SERVICES/AUTHORITY CLERK

# **TRAVEL REQUEST**

**THELLA F. BOWENS**

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

**GENERAL INSTRUCTIONS:**

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

**1. TRAVELER:**

Travelers Name: Thella Bowens Dept: Executive Office / #8  
 Position:  Board Member  President/CEO  Gen. Counsel  Chief Auditor  
 All other Authority employees (does not require executive committee administrator approval)

**2. DATE OF REQUEST:** 12/2/10 **PLANNED DATE OF DEPARTURE/RETURN:** 2/15/10 / 2/19/10

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

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

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

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

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

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

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

By my signature below, I certify the following:

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

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

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

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

# **TRAVEL REQUEST**

**BRET LOBNER**



**THELLA F. BOWENS**

# **EXPENSE REPORTS**

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

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

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

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

	Authority Expenses (Prepaid by Authority)	Employee Expenses							TOTALS
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
		11/14/10	11/15/10	11/16/10	11/17/10				
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	469.40								0.00
Conference Fees (provide copy of flyer/registration expenses)									0.00
Rental Car*									0.00
Gas and Oil*									0.00
Garage/Parking*									0.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare (Include tips pd.)*		17.00	30.00	59.75	17.00				123.75
Hotel*		207.25		343.50					550.75
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)									0.00
Meals (include tips pd.)	Breakfast*		14.05	22.98	17.03				54.06
	Lunch*	9.98		13.13					23.11
	Dinner*	8.25			11.40				19.65
	Other Meals*								0.00
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality <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>469.40</b>	<b>242.48</b>	<b>44.05</b>	<b>439.36</b>	<b>45.43</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>771.32</b>

Explanation:	Total Expenses Prepaid by Authority	469.40
	Total Expenses Incurred by Employee (including cash advances)	771.32
	Grand Trip Total	1,240.72
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	469.40
	Due Authority (negative amount) <sup>3</sup>	771.32

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

I as traveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expense Reimbursement 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>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: \_\_\_\_\_ 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. 2808.*

**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: 9/23/10 PLANNED DATE OF DEPARTURE/RETURN: 11/14/10 / 11/15/10

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

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

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

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

**A. TRANSPORTATION COSTS:**

• AIRFARE	\$	300
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$	100
B. LODGING	\$	300
C. MEALS	\$	50
D. SEMINAR AND CONFERENCE FEES	\$	
E. ENTERTAINMENT (If applicable)	\$	
F. OTHER INCIDENTAL EXPENSES	\$	
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	\$	<b>750</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: 9/23/10

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

By my signature below, I certify the following:

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

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

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

*Tony R. Russell, Authority Clerk*, hereby certify that this document was approved  
 (Please leave blank. Whoever clerk's the meeting will insert their name and title.)  
 by the Executive Committee at September 27, 2010 meeting.  
 (Leave blank and we will insert the meeting date.)

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

**GENERAL INSTRUCTIONS:**

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

**1. TRAVELER:**

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

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

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

2. DATE OF REQUEST: 10/5/10 PLANNED DATE OF DEPARTURE/RETURN: 11/16/10 / 11/16/10

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

Destination: Chicago, IL

Purpose: SPEAKER AT Airports Green Council Presidents Roundtable

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

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

**A. TRANSPORTATION COSTS:**

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

**B. LODGING** \$ 200

**C. MEALS** \$ 50

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

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

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

**TOTAL PROJECTED TRAVEL EXPENSE** \$ \_\_\_\_\_

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

Travelers Signature: Thella A. Bowens Date: 10/6/10

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

By my signature below, I certify the following:

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

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

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

I, Tony Russell, Authority Clerk, hereby certify that this document was approved  
(Please leave blank. Whoever clerk's the meeting will insert their name and title.)  
by the Executive Committee at its October 25, 2010 meeting.  
(Leave blank and we will insert the meeting date.)

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

**GENERAL INSTRUCTIONS:**

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

**1. TRAVELER:**

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

2. DATE OF REQUEST: 10/25/10 PLANNED DATE OF DEPARTURE/RETURN: 11/16/10 / 11/17/10

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

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

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

**A. TRANSPORTATION COSTS:**

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

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

Travelers Signature: *Thella Bowens* Date: 26 Oct 2010

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

By my signature below, I certify the following:

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

Administrator's Signature: *M. Jean* Date: 10.26.10

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

I, Tony H. Russell, Authority Clerk, hereby certify that this document was approved  
 (Please leave blank. Whoever clerk's the meeting will insert their name and title.)  
 by the Executive Committee at its November 22, 2010 meeting.  
 (Leave blank and we will insert the meeting date.)

**Berg Dianne**

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

BOWENS/THELLA

DEPT 6

29Oct10 10:45am

YOUR UNITED ETICKET CONFIRMATION IS \*\* JQ8TZY \*\*  
-----INVOICE/ITINERARY ACCOUNTING DOCUMENT-----  
\*\*\*\*\*TICKETLESS TRAVEL INSTRUCTIONS\*\*\*\*\*  
THIS IS AN E-TICKET RESERVATION.  
A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN  
THIS TICKET IS NON-REFUNDABLE AND MUST BE USED FOR  
THE FLIGHTS BOOKED. IF THE RESERVATION IS NOT USED  
OR CANCELLED BEFORE THE DEPARTURE OF YOUR FLIGHTS  
IT MAY HAVE NO VALUE. CONTACT TRAVELTRUST BEFORE  
YOUR OUTBOUND FLIGHT IF CHANGE IS NECESSARY.  
\*\*\*\*\*  
\*\*\*\*\*TSA GUIDANCE FOR PASSENGERS\*\*\*\*\*  
PLEASE ALLOW EXTRA TIME FOR SCREENING AND BOARDING  
INTERNATIONAL-MINIMUM 3 HOUR CHECK-IN PRIOR TO DEPARTURE  
DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE  
FOR ADDITIONAL SECURITY INFORMATION VISIT WWW.TSA.GOV  
\*\*\*\*\*

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

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

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

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

Depart - TERMINAL 1  
Arrive - TERMINAL C

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

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

15Nov10 04:43pm Monday

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

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

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

16Nov10 07:05pm Tuesday

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

ORD-DCA OPERATED BY /UNITED EXPRESS/SHUTTLE AMERICA

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

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

17Nov10 05:24pm Wednesday

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

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

\*\* AISLE CONFIRMED

17Nov10 09:39pm Wednesday

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

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

\*\* AISLE CONFIRMED

15May11 Sunday  
Other San Diego CA, USA  
RESERVATION RETAINED FOR 180 DAYS

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

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

Electronic: YES

SERVICE FEE DOCUMENT #: 0528780553 FEE AMOUNT: 25.00

BILLED TO: AMERICAN EXPRESS ENDING IN 1006

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

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

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

\*\*\*ResFAX Message ID 706768\*\*\*  
\*\*\*ResFAX Itinerary E-Mail\*\*\*



## TAXICAB RECEIPT

Time: 3

Date: 11/14/10

Origin of trip: Airport

Destination: Hotel

Fare: \$17 Sign: \_\_\_\_\_



## TAXICAB RECEIPT

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

Date: 11/15

Origin of trip: Hotel

Destination: FAA Office

Fare: \$15 Sign: \_\_\_\_\_



## TAXICAB RECEIPT

Time: 11:15

Date: 11/15

Origin of trip: DOT

Destination: Airport (NAT)

Fare: \$15 Sign: \_\_\_\_\_

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

D

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

703-786-5859-YouSA#

**TAXICAB RECEIPT**



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

Date: 11/17

Origin of trip: Hotel

Destination: Airport

Fare: \$17 Sign: \_\_\_\_\_



**TAXICAB RECEIPT**



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

Date: 11/16

Origin of trip: Airport

Destination: Hotel

Fare: \$17 Sign: \_\_\_\_\_



Courtyard by Marriott  
 Washington Capitol Hill  
 Navy Yard

140 L St Se  
 Washington Dc 20003  
 T 202.479.0027

Thella/Ms Bowers		Room: 309	
Po Box 82776		Room Type: GENR	
San Diego CA 92158-2776		Number of Guests: 1	
Sd County Reg. Airport Authori		Rate: \$181.00	Clerk: WGM
Arrive: 14Nov10	Time: 07:15PM	Depart: 15Nov10	Time: 08:44AM
Phone Number: 60789			
Date	Description	Charges	Credits

14Nov10	Market Beverage	6.00	
14Nov10	Gross Receipts Tax	0.60	
14Nov10	Room Charge	181.00	} 207.25
14Nov10	Room Tax	26.25	
15Nov10	Restaurant Room Charge	14.05	
15Nov10			227.90

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

Balance: 0.00

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

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

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



Courtyard by Marriott  
Washington Capitol Hill  
Navy Yard

140 L St Se  
Washington Dc 20003  
T 202.479.0027

T. Bowens

Room: 309

Room Type: GENR

Number of Guests: 1

Rate: \$181.00

Clerk:

Arrive: 14Nov10

Time: 07:35PM

Depart: 15Nov10

Time:

Folio Number: 88738

Date

Description

Charges

Credits

14Nov10

Market Beverage

6.00

14Nov10

Gross Receipts Tax

0.80

14Nov10

Room Charge

181.00

14Nov10

Room Tax

26.25

15Nov10

213.85

Card #: AXXXXXXXXXXXXXXXXXXXXXXX

Amount: 213.85 Auth: 567437 Signature on File

This card was electronically swiped on 14Nov10

Balance: 0.00

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

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

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

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

**Thella Bowens**

, CA  
 US

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

Room: 0814  
 Cashier:8

Page: 1  
 Time:

11:27:09

Conf #: 432891

Sofitel Lafayette Square Washington DC, 11/17/10

Invoice NO. 257924

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

Handwritten annotations:  
 - A bracket groups the first four rows (8.00, 2.50, 1.44, 300.00) with a total of 343.50.  
 - A second bracket groups the last four rows (1.19, 11.00, 2.50, 1.98) with a total of 17.03.  
 - A third bracket groups the first three rows (8.00, 2.50, 1.44) with a total of 13.13.  
 - A fourth bracket groups the last three rows (1.19, 11.00, 1.98) with a total of 14.09.

**Balance: \$0**

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

11/14 Lunch

11/14 Dinner

**UNITED**

11/14/2010  
SAN CHU  
ID 0 XXXX1176

Receipt #: 0163  
Transaction: 10111411584881

Sale

Item	Price	Qty	Amount
Back Box	6.99	1	6.99
Straw	2.99	1	2.99
Tax	1.50		1.50
Total			11.48

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

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

Order #: 237

WOMAN BLACK JACKET

Server: Antonette 9

Eat In

Paid: Paid

COUNTER

Cardier: Antonette 9

Payment#: 33529

Auth. Code: 583253/1

Ref. No: 031901200407

Card#: XXXXXXXXXXXX Swiped

1 MOULTRIE \$7.50

Sub Total: \$7.50

Tax: \$0.75

Total: \$8.25

Amex \$8.25

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

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

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

Thank You  
Please Come Again

116 Breakfast

1115 Breakfast

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



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

51 41676

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

Restaurant

1 Bfst Buff Adult 10.95

Subtotal 10.95

Sales Tax 1.10

09:16AM Total 12.05

Gratuity: 2.00

Total: 14.05

Room # \_\_\_\_\_

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

Signature \_\_\_\_\_

Table 1

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

Reg. Coffee 2.50

Herbal Tea 1.50

Fruit Cup 2.95

Bacon 3.75

Biscuit 2.50

BUTTER

SIDE

1 Clara's Con Salsa 1.50

Sub/Ttl 20.70

Tax 2.28

Total Due 22.98

We \_\_\_\_\_

11/16/10 9:43

Check 30034

Table 1

Server Sale

Terminal 3

Server 15

Striped

Auth BOWENS/THELLA F

Card Typ XXXXXXXXXXXX

Auth 522770

Trans ID 41

Sale 22.98

Tip (.....)

Total (.....)

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

Customer Copy

# 11/16 Lunch

Sofitel Lafayette Square

In - Room Dining  
806 15th St. NW  
Washington, DC 20005  
(202) 730-9900

403 Late RI

CHK 5160      814 BOWENS      Gst 1  
Nov16'10 11:32PM

1 French Omelette	8.00
Delivery Chg	2.50
Food Total	8.00
Rm Delivery	2.50
SVC 18%	1.44
Tax	1.19
11:32PM Balance Due	<b>13.13</b>

Extra Tip \_\_\_\_\_

Total 13.13

Room # 814

Print Name TULLY BOWENS

Signature TULLY BOWENS

# 11/17 Breakfast

Sofitel Lafayette Square

In - Room Dining  
806 15th St. NW  
Washington, DC 20005  
(202) 730-9900

401 AM I

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

1 Smoothie	6.00
1 Hot Tea	5.00
Delivery Chg	2.50
Food Total	11.00
Rm Delivery	2.50
SVC 18%	1.98
Tax	1.55
10:06AM Balance Due	<b>17.03</b>

Extra Tip \_\_\_\_\_

Total 17.03

Room # 814

Print Name TULLY BOWENS

Signature TULLY 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: 10/17/2010 RETURN DATE: 10/20/2010 REPORT DUE: 11/19/10  
 DESTINATION: San Antonio, TX and Los Angeles, CA

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

	Authority Expenses (Prepaid by Authority)	Employee Expenses							TOTALS
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
		10/17/10	10/18/10	10/19/10	10/20/10				
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	538.81								0.00
Conference Fees (provide copy of flyer/registration expenses)									0.00
Rental Car*									0.00
Gas and Oil*									0.00
Garage/Parking*									0.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare (include tips pd.)*		27.00							27.00
Hotel*		220.66	220.66						441.32
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)									0.00
Meals (include tips pd.)	Breakfast*								0.00
	Lunch*			8.85					8.85
	Dinner*			67.07					67.07
	Other Meals*								0.00
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality <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>538.81</b>	<b>247.66</b>	<b>220.66</b>	<b>75.92</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>544.24</b>

Explanation:	Total Expenses Prepaid by Authority	538.81
	Total Expenses Incurred by Employee (including cash advances)	544.24
	<b>Grand Trip Total</b>	<b>1,083.05</b>
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	538.81
	Due Traveler (positive amount) <sup>2</sup>	
	<b>Due Authority (negative amount)<sup>3</sup></b>	<b>544.24</b>

*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.

<sup>4</sup> Travel and Lodging Expense Reimbursement Policy 3.40      <sup>5</sup> Business Expense Reimbursement Policy 3.30

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

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

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

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

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

**GENERAL INSTRUCTIONS:**

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

**1. TRAVELER:**

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

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

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

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

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

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

**A. TRANSPORTATION COSTS:**

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

**B. LODGING**

\$ 300

**C. MEALS**

\$ 100

**D. SEMINAR AND CONFERENCE FEES**

\$ \_\_\_\_\_

**E. ENTERTAINMENT (If applicable)**

\$ \_\_\_\_\_

**F. OTHER INCIDENTAL EXPENSES**

\$ \_\_\_\_\_

**TOTAL PROJECTED TRAVEL EXPENSE** \$ 850

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

Travelers Signature: Thella Bowens Date: 19 August 2010

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

By my signature below, I certify the following:

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

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

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

I, Tony Russell, Authority Clerk, hereby certify that this document was approved  
(Please leave blank. Whoever clerk's the meeting will insert their name and title.)  
by the Executive Committee at its August 23, 2010 meeting.  
(Leave blank and we will insert the meeting date.)

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

**GENERAL INSTRUCTIONS:**

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

**1. TRAVELER:**

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

2. DATE OF REQUEST: 5/17/10 PLANNED DATE OF DEPARTURE/RETURN: 10/19/10 / 10/20/10

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

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

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

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

**A. TRANSPORTATION COSTS:**

• AIRFARE	\$	1000
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$	100
<b>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: Thella Bowers Date: 5/17/10

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

By my signature below, I certify the following:

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

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

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

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

**Berg Dianne**

---

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

BOWENS/THELLA

DEPT 6

13Oct10 02:15pm

YOUR UNITED ETICKET CONFIRMATION IS \*\* J6M8T2 \*\*  
-----INVOICE/ITINERARY ACCOUNTING DOCUMENT-----  
\*\*\*\*\*TICKETLESS TRAVEL INSTRUCTIONS\*\*\*\*\*  
THIS IS AN E-TICKET RESERVATION.  
A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN  
THIS TICKET IS NON-REFUNDABLE AND MUST BE USED FOR  
THE FLIGHTS BOOKED. IF THE RESERVATION IS NOT USED  
OR CANCELLED BEFORE THE DEPARTURE OF YOUR FLIGHTS  
IT MAY HAVE NO VALUE. CONTACT TRAVELTRUST BEFORE  
YOUR OUTBOUND FLIGHT IF CHANGE IS NECESSARY.  
\*\*\*\*\*  
\*\*\*\*\*TSA GUIDANCE FOR PASSENGERS\*\*\*\*\*  
PLEASE ALLOW EXTRA TIME FOR SCREENING AND BOARDING  
INTERNATIONAL-MINIMUM 3 HOUR CHECK-IN PRIOR TO DEPARTURE  
DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE  
FOR ADDITIONAL SECURITY INFORMATION VISIT [www.tsa.gov](http://www.tsa.gov)  
\*\*\*\*\*

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

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

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

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

Depart -  
Arrive - TERMINAL 1

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

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

19Oct10 02:17pm Tuesday

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

SAT-LAX OPERATED BY /UNITED EXPRESS/SKYWEST AIRLINES

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

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

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

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

Ticket Information

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

SERVICE FEE DOCUMENT #: 0526976021 FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS ENDING IN 1006

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

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

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

\*\*\*ResFAX Message ID 702531\*\*\*

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

Room **2624** Name **BOWENS/THELLA/MS/VI** Rate **189.00** Depart **10/19/10** Time **12:00** **ACCT# GROUP**  
 GK SD COUNTY REG. AIRPO Arrive **10/17/10** Rate **23:00**  
**85**

Room Clerk

Address

Payment

MRW#: XXXX

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

TO BE SETTLED TO: AMERICAN EXPRESS CURRENT BALANCE .00

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

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

DESCRIPTION	TAXED AMOUNT	TAX
0 AUTOMATED PKG TAX	.00	.00
<b>NET CHARGES</b>	<b>.00</b>	<b>.00</b>
<b>441.32</b>		<b>441.32</b>

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

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

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

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

# Fare Receipt



Greater San Antonio Transportation Co.

Date 10/17/10

Received of \_\_\_\_\_  
 The Sum of \$23 + 4 tip = \$27  
 Pick Up Airport  
 Drop Off Hotel  
 Yellow Cab  
 No. \_\_\_\_\_ Driver \_\_\_\_\_

10/19  
DINNER

10/19  
LUNCH

Check #: 773759 Register #: 1  
 Date: 10/19/10 Time: 01:20pm  
 -----  
 at 1]-----  
 Pizza Com 2 \$  
 Bottle Water \$  
 -----  
 Subtotal: \$  
 Tax: \$  
 Sub w/ Tax \$  
 Amt Due: **\$8.1**  
 -----  
 Change Due: \$1

Name: Jessica 10/19/2010  
 Phone: 30/1 8:37 PM  
 Age: 3  
 #10C  
 Item #: 1  
 Item: 100m Tomato Salad  
 Item: 100m Seabass Entree  
 Total \$57.07  
 310-802-1973  
 Server: Jessica DOB: 10/19/1977  
 Phone: 7 PM 10/19/10  
 Age: 30/3 1/2  
 #XXXXXXXXXXXX  
 Credit card present: BOWENS THELLA I  
 Card #: 584932

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

To Find All of Our Locations  
 Visit [www.greatcabs.com](http://www.greatcabs.com)

Amount: 57.07  
 + Tip: 10.00  
 = Total: 67.07

# **TRAVEL REQUEST**

**MARK BURCHYETT**

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

**GENERAL INSTRUCTIONS:**

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

**1. TRAVELER:**

Travelers Name: Mark Burchyett Dept: Chief Auditor

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

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

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

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

Destination: Monterey, CA Purpose: SWAAAE Winter Conference

Explanation: Attend Accreditation Interview Workshop relating to AAEE accreditation and attended the conference.

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

**A. TRANSPORTATION COSTS:**

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

B. LODGING \$ 750

C. MEALS \$ 160

D. SEMINAR AND CONFERENCE FEES \$ 294

E. ENTERTAINMENT (If applicable) \$           

F. OTHER INCIDENTAL EXPENSES \$           

**TOTAL PROJECTED TRAVEL EXPENSE** \$ 1504

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

Travelers Signature:  Date: 12/17/10

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

By my signature below, I certify the following:

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

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

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

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

## SWAAAE BOARD MEMBERS

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

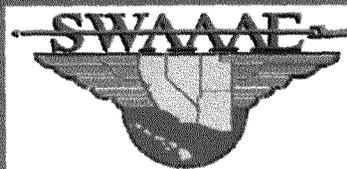
## AAAE BOARD MEMBERS

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

## CONFERENCE COMMITTEE

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

# Focus On The Essentials



## 51st Annual Airport Management Short Course

January 29, 2011 - February 2, 2011

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

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

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

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

Sincerely

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

## Saturday - January 29, 2011

## EXHIBITORS

8:30 am to 4:30 pm

❖ Accreditation Final Interview Workshop

8:30 am to 4:30 pm

❖ Airport Attorney Workshop

6:00 pm to 9:00 pm

❖ Board and Conference Committee Dinner (By Invitation Only)

## Sunday - January 30, 2011

9:00 am to 5:00 pm

❖ Registration

9:00 am to 5:00 pm

❖ Exhibitor Set-Up

10:00 am to 4:00 pm

❖ SWAAAE Board Meeting

6:00 pm to 8:00 pm

❖ Welcome Reception - Location TBD

## Monday - January 31, 2011 *Continued*

### 1:30 pm to 2:30 pm

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

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

### 2:30 pm to 3:00 pm

- ❖ Break with Exhibitors - Learning / Networking Opportunity

### 3:00 pm to 4:00 pm

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

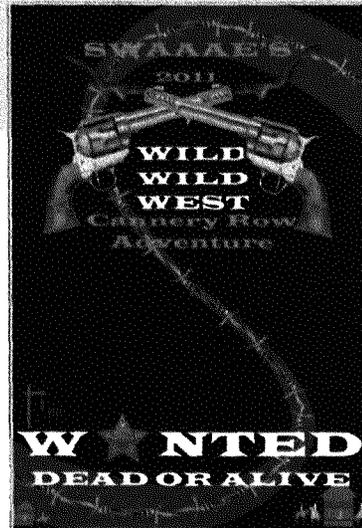
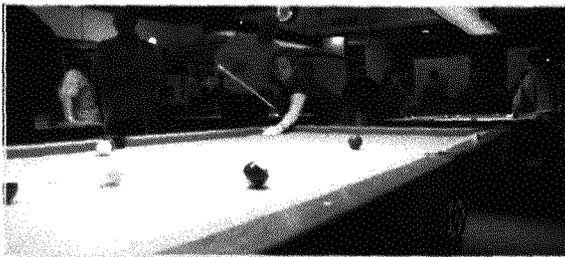
*The FAA Airport Disability Compliance Program is a new method of service delivery to ensure airport operators/sponsors are meeting their obligations with regards to non-discrimination of people with disabilities. The goal is to be the "go to" resource on airport accessibility for people with disabilities.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

### 4:00 pm to 4:30 pm

- ❖ Break with Exhibitors
- Learning / Networking Opportunity

### 6:00 pm to 9:00 pm

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



## Tuesday - February 1, 2011

### 7:30 am to 8:30 am

- ❖ Breakfast with Exhibitors - Learning / Networking Opportunity

### 8:30 am to 9:30 am

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

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

### 9:30 am to 10:30 am

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

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

### 10:30 am to 11:00 am

- ❖ Break with Exhibitors - Learning / Networking Opportunity

### 11:00 am to 12:00 pm

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

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

## Tuesday - February 1, 2011 *Continued*

### 12:00 pm to 1:30 pm

- ❖ Lunch on your own

### 1:30 pm to 2:30 pm

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

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

### 2:30 pm to 3:00 pm

- ❖ Break with Exhibitors - Learning / Networking Opportunity

### 3:00 pm to 4:00 pm

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

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

### 4:00 pm to 4:15 pm

- ❖ Conference Wrap Up

## Wednesday - February 2, 2011

### 8:30 am to 10:30 am

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

### 10:30 am to 11:00 am

- ❖ Summer Conference Committee Meeting

### 12:00 pm to 5:00 pm

- ❖ Past President's Golf Tournament

## Monday - January 31, 2011

### 7:30 am to 8:30 am

- ❖ Breakfast with Exhibitors - Learning / Networking Opportunity

### 8:30 am to 9:15 am

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

### 9:15 am to 10:30 am

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

*Update from the federal and state agencies.*

### 10:30 am to 11:00 am

- ❖ Break with Exhibitors - Learning / Networking Opportunity

### 11:00 am to 12:00 pm

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

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

### 12:00 pm to 1:30 pm

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



Southwest Chapter of the American Association of Airport Executives







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## Southwest Chapter of American Association of Airport Executives



**Presents**

### **51st Airport Management Short Course**

## **"Focus on the Essentials"**

MONTEREY - CALIFORNIA

SWAAAE will present the 51st Airport Management Short Course in the coastal city of Monterey, CA once again at the Monterey Plaza Hotel and Spa. This conference will focus on the essentials of Airport Management using core principals and values that will assist every level of airport professional. The social and networking opportunities afforded by this conference are outstanding especially in these trying economic times when people need to come together to brainstorm and resolve issues as it relates to airport management.

**January 29, 2011 - February 2, 2011**

First Name \*  
Mark

Last Name \*  
Burchyett

Certification:  
Please make a selection

Airport/Company  
San Diego County Regional Airport Auth

Title  
Chief Auditor

Name you would like on your badge \*  
Mark Burchyett

Address 1: \*  
PO Box 82776

Address 2:

City: \*

State: \*

San Diego

California

Zip Code: \*  
92138

Email \*



Phone:  
619-400-2435

Fax:

# Conference Registration

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

## Hotel Reservations

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

For reservations, call 1-800-334-3999 or click on [www.montereyplazahotel.com](http://www.montereyplazahotel.com)

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



Hotel Reservation Number  
131346578

## Registration Fees:

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

Conference Registration - Non Members  
Please make a selection

The Full Conference Registration includes the Tuesday night banquet.

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

Banquet Only  
Please make a selection

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

This one day conference will focus on :

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

The conference includes lunch and MCLE Credit is Available

Role of the Attorney Workshop

Please make a selection

## AAAE Final Interview Workshop

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

### DON'T MISS THIS OPPORTUNITY!

AAAE Final Interview Workshop

Member \$99.00

## Group Student Registration --\$350.00

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

Group Student Registration

No

Name of Student 2

Name of student 3

Name of student 4

Name of student 5

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

Complimentary Ticket

Please make a selection

### Summary

Update totals 

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

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

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

### Bill for Payment Due

Mark Burchyett

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

Transaction #: 592048086

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

Status: Receivable

Notes:

**AMOUNT DUE: \$294.00**

#### Details:

Name you would like on your badge: Mark Burchyett

Title: Chief Auditor

Airport/Company: San Diego County Regional Airport Authority

Certification::

Address 1:: PO Box 82776

Address 2::

City:: San Diego

State:: California

Zip Code:: 92138

Phone:: 619-400-2435

Fax::

Hotel Reservation Number: 131346578

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

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

Conference Registration - Non Members:

Banquet Only:

Role of the Attorney Workshop :

Group Student Registration: No (\$0.00)

Name of Student 2:

Name of student 3:

Name of student 4:

Name of student 5:

Complimentary Ticket:

**Total: \$294.00**