



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

**Item No.**

**5**

**Meeting Date: FEBRUARY 25, 2013**

**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 2012 Budget.

**Environmental Review:**

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

Page 2 of 2

**Equal Opportunity Program:**

Not applicable

**Prepared by:**

TONY RUSSELL  
DIRECTOR, CORPORATE SERVICES/AUTHORITY CLERK

# TRAVEL REQUESTS

**ROBERT GLEASON**

**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: Robert H. Gleason 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: 1/31/13 PLANNED DATE OF DEPARTURE/RETURN: 4/10/13 / 4/16/13

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

Destination: Biloxi, MI Purpose: Attend conference  
Explanation: Attending ACI Airport Board and Commissioners Conference April 14-16 (personal travel prior to conference)

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES****A. TRANSPORTATION COSTS:**

• AIRFARE \$ 515  
• OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 50

B. LODGING \$ 280

C. MEALS \$         

D. SEMINAR AND CONFERENCE FEES \$ 690

E. ENTERTAINMENT (If applicable) \$         

F. OTHER INCIDENTAL EXPENSES \$ 50

**TOTAL PROJECTED TRAVEL EXPENSE** \$ 1555

**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: 2.1.13

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

By my signature below, I certify the following:

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

Administrator's Signature: [Signature] Date: 2/11/13

**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.)

As of February 7, 2013

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## ACI-NA Airport Board Members & Commissioners Conference

### -AGENDA-

**April 14-16, 2013 • Beau Rivage Resort • Biloxi, MS**

*ACI-NA would like to thank the Gulfport/Biloxi International Airport for their support of our 2013 Airport Board Members & Commissioners Conference in Biloxi, MS.*



**Gulfport-Biloxi  
International Airport**  
*We Make Flying Easier.*

As of February 7, 2013

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Sunday, April 14, 2013

- 9:00am-4:00pm      **Registration Open**  
Magnolia Foyer, Beau Rivage Resort
- 11:00am-12:00pm    **Commissioners Full Committee Meeting & Lunch**  
Magnolia F, Beau Rivage Resort
- 1:30pm-1:45pm      **Opening and Welcome Remarks**  
Greg Principato, President; ACI-NA  
Sylvia Stewart, Chair; ACI-NA Commissioners Committee  
Frank Gentzer, Commissioner; Gulfport/Biloxi Regional Airport Authority  
Clay Williams, Executive Director; Gulfport/Biloxi International Airport
- 1:45pm-2:15pm      **Airport Industry, Policy and Government Affairs Update**  
Debby McElroy, Executive Vice President, Policy and External Affairs; ACI-NA
- 2:15pm-3:15pm      **ACI-NA Policy Campaign to Empower Airports for the Future**  
Trevor J. Francis, Senior Vice President; Fleishman-Hillard
- 3:15pm-3:30pm      **Refreshment Break**
- 3:30pm-4:15pm      **Financial Five Year Forecast and Airport Preparation**  
Speaker TBA
- 5:00pm-6:00pm      **Welcome Reception**  
Azalea BCD, Beau Rivage Resort

Monday, April 15, 2013

- 7:30am-4:00pm      **Registration Open**  
Magnolia Foyer, Beau Rivage Resort
- 7:30am-8:30am      **Continental Breakfast**  
Magnolia Foyer, Beau Rivage Resort
- 8:30am-9:15am      **FAA Office of Airports Presentation**  
Catherine Lang, Deputy Associate Administrator for Airports; FAA
- 9:15am-10:00am     **Air Service Development: What Drives Airlines Decisions and How Airports Can Impact Those Decisions**  
Kevin Schorr, Vice President; Campbell Hill Aviation Group
- 10:00am-10:15am    **Morning Refreshment Break**
- 10:15am-11:00am    **Understanding the Ins and Outs of an NTSB Investigation**  
Peter Knudson, Public Affairs Officer, National Transportation Safety Board (Invited)
- 11:00am-11:45am    **Succession Planning for Airport Staff**  
Eric Mercado, Managing Director; Aviation Career Services  
Nedra Farrar Swift, Recruitment & Human Resources Associate; Aviation Career Services

As of February 7, 2013

follow us on  
**twitter**

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- |                 |  |
|-----------------|--|
| 11:45am-12:00pm | <b>ACI-NA Commissioners Spring Scholarship Award Announcement</b><br>Sylvia Stewart, Commissioner; Jackson Municipal Airport Authority<br>Chair, ACI-NA Commissioners Committee  |
| 12:00pm-1:30pm  | <b>Lunch</b><br>Camellia A, Beau Rivage Resort   |
| 1:30pm-2:15pm   | <b>New Concession and Retail Trends</b><br>Speaker TBA   |
| 2:15pm-3:15pm   | <b>Building Bridges for Airport Customer Service &amp; Enhancing the Customer Experience</b><br>Becky Huckaby, Director of Public Relations; Knoxville McGhee Tyson Airport (Invited)<br>Karen Ellis, Assistant Director of Customer Service; Houston Airport System |
| 3:15pm-3:30pm   | <b>Afternoon Refreshment Break</b>   |
| 3:30pm-4:15pm   | <b>Airport Sustainability Practices: Tools for Evaluating, Measuring, and Implementing</b><br>Carol Lurie, Principal; Vanasse Hangen Brustlin, Inc. (Invited)  |
| 5:30pm-7:00pm   | <b>Evening Reception: Hosted by Gulfport/Biloxi Regional Airport Authority and Harrison County Tourism Commission</b><br>The Ohr-O'Keefe Museum of Art   |

Tuesday, April 16, 2013

- |                 |   |
|-----------------|---|
| 8:00am-10:00am  | <b>Registration</b><br>Magnolia Foyer, Beau Rivage Resort   |
| 8:00am-9:00am   | <b>Continental Breakfast</b><br>Magnolia Foyer, Beau Rivage Resort  |
| 9:00am-9:45am   | <b>Business Information Technology Presentation</b><br>Speaker TBA  |
| 9:45am-10:30am  | <b>Non-Aeronautical Regulatory Burdens Facing Airports</b><br>James Briggs, Vice President, Legal Affairs; ACI-NA |
| 10:30am-11:00am | <b>Airport Security Policy Presentation</b><br>Chris Bidwell, Vice President, Security and Facilitation; ACI-NA   |
| 11:00am         | <b>Conference Wrap-Up</b>   |

**Mark Your Calendars!**  
ACI-NA Airport Board Members & Commissioners Conference  
The Lodge at Whitefish Lake – Whitefish, MT  
June 9-11, 2014



**BRET LOBNER**

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

**GENERAL INSTRUCTIONS:**

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

**1. TRAVELER:**

Travelers Name: Breton K. Lobner Dept: 15  
Position: ☐ Board Member ☐ President/CEO ☒ Gen. Counsel ☐ Chief Auditor  
☐ All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 2-12-13 PLANNED DATE OF DEPARTURE/RETURN: 5/14/2013 / 5/18/2013

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

Destination: Seattle, WA Purpose: 2013 Spring Legal Affairs Conference  
Explanation: \_\_\_\_\_

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

**A. TRANSPORTATION COSTS:**

- AIRFARE \$ 420.00
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 80.00

B. LODGING \$ 1,200.00

C. MEALS \$ 200.00

D. SEMINAR AND CONFERENCE FEES \$ 825.00

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

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

**TOTAL PROJECTED TRAVEL EXPENSE** \$ 2,725.00

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

Travelers Signature:  Date: 2-13-13

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

By my signature below, I certify the following:

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

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

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

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

# **EXPENSE REPORTS**

**THELLA F. BOWENS**

## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## TRAVEL EXPENSE REPORT

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

TRAVELER: Thella F. Bowens DEPT. NAME & NO. Exec Office BU6  
 DEPARTURE DATE: 1/15/2013 RETURN DATE: 1/17/2013 REPORT DUE: 2/16/13  
 DESTINATION: New York, New York

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)	649.60			1/15/13	1/16/13	1/17/13			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*				422.33	422.33				844.66
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)									0.00
Meals (include tips pd.)	Breakfast*			13.03		27.25			40.28
	Lunch*				39.64				39.64
	Dinner*								0.00
	Other Meals*								0.00
Alcohol is a non-reimbursable expense									
Hospitality <sup>1</sup> *									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority		649.60	0.00	0.00	435.36	461.97	27.25	0.00	924.58

Explanation:

Total Expenses Prepaid by Authority	649.60
Total Expenses Incurred by Employee (including cash advances)	924.58
Grand Trip Total	1,574.18
Less Cash Advance (attach copy of Authority ck)	
Less Expenses Prepaid by Authority	649.60
Due Traveler (positive amount) <sup>2</sup>	
Due Authority (negative amount) <sup>3</sup>	924.58
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:

Traveler Signature:

Approved By:

Ext.:

Date:

Date:

2445

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.



**TRAVELTRUST SCRIPPS RANCH**  
Phone: 1-800-792-4662

## Electronic Invoice

**Prepared For:**  
**BOWENS/THELLA**

SALES PERSON	E4
INVOICE NUMBER	1200299
INVOICE ISSUE DATE	08 Jan 2013
RECORD LOCATOR	IZCXEF
CUSTOMER NUMBER	0000SDCRAA

**Client Address**

SAN DIEGO COUNTY REG AIRPORT AUTHORITY  
PO BOX 82776  
SAN DIEGO CA 92138-2776

**DATE: Tue, Jan 15**

**Flight: UNITED AIRLINES 5608**

From	SAN DIEGO, CA	Departs	6:25am
To	LOS ANGELES, CA	Arrives	7:24am
Departure Terminal	R	Arrival Terminal	8
Duration	0hr(s) :59min(s)	Class	United Economy
Type	CRJ-700 CANADAIR REGIONAL JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA		

**DATE: Tue, Jan 15**

**Flight: UNITED AIRLINES 283**

From	LOS ANGELES, CA	Departs	8:30am
To	NEW YORK JFK, NY	Arrives	4:45pm
Departure Terminal	7	Arrival Terminal	7
Duration	05hr(s) :15min(s)	Class	United Economy
Type	BOEING 757 JET	Meal	Food for Purchase
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA		

**DATE: Thu, Jan 17**

**Flight: UNITED AIRLINES 535**

From	NEW YORK JFK, NY	Departs	5:53pm
To	LOS ANGELES, CA	Arrives	9:05pm
Departure Terminal	7	Arrival Terminal	7
Duration	06hr(s) :12min(s)	Class	United Economy
Type	BOEING 757 JET	Meal	Food for Purchase
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA		

**DATE: Thu, Jan 17**

**Flight: UNITED AIRLINES 6344**

From	LOS ANGELES, CA	Departs	10:51pm
------	-----------------	---------	---------

<b>To</b>	SAN DIEGO, CA	<b>Arrives</b>	11:39pm
<b>Departure Terminal</b>	8	<b>Arrival Terminal</b>	R
<b>Duration</b>	0hr(s) :48min(s)	<b>Class</b>	United Economy
<b>Type</b>	CRJ-700 CANADAI REGIONAL JET	<b>Meal</b>	

---

<b>Stop(s)</b>	Non Stop	
<b>Seat(s) Details</b>	BOWENS/THELLA	UA - XXXXXX 58

## Ticket Information

<b>Ticket Number</b>	UA 1963601857	<b>Passenger</b>			
		<b>Billed to:</b>	[REDACTED]	USD	* 619.60
<b>Service Fee</b>	XD 0585425719	<b>Passenger</b>	BOWENS THELLA		
		<b>Billed to:</b>	[REDACTED]	USD	* 30.00
				<b>SubTotal</b>	USD 649.60
				<b>Net Credit Card Billing</b>	* USD 649.60
				<b>Total Amount Due</b>	USD 0.00

649.1

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.

**RECEIPTS FROM TRAVEL TO NEW YORK, NEW YORK**  
**January 15 - 17, 2013—THELLA F. BOWENS**



GUEST FOLIO

1425	BOWENS/THELLA	365.00	01/17/13	12:58	1300																																																																	
Room	Name	Rate	Depart	Time	ACCT#																																																																	
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Type			Arrive	Time																																																																		
69	XXX		PASSPORT: [REDACTED]																																																																			
Room Clerk	XXX	NE 11111	Payment	RWD#:																																																																		
<table border="1"> <thead> <tr> <th>DATE</th> <th>REFERENCE</th> <th>CHARGES</th> <th>CREDITS</th> <th>BALANCE DUE</th> </tr> </thead> <tbody> <tr> <td>01/15</td> <td>ROOM TR</td> <td>1425, 1</td> <td>365.00</td> <td></td> </tr> <tr> <td>01/15</td> <td>RM TX</td> <td>1425, 1</td> <td>32.39</td> <td></td> </tr> <tr> <td>01/15</td> <td>NYC TAX</td> <td>1425, 1</td> <td>21.44</td> <td></td> </tr> <tr> <td>01/15</td> <td>OCC/JAV</td> <td>01/15/13</td> <td>3.50</td> <td></td> </tr> <tr> <td>01/16</td> <td>LOBBY</td> <td>66061425</td> <td>39.64</td> <td></td> </tr> <tr> <td>01/16</td> <td>ROOM TR</td> <td>1425, 1</td> <td>365.00</td> <td></td> </tr> <tr> <td>01/16</td> <td>RM TX</td> <td>1425, 1</td> <td>32.39</td> <td></td> </tr> <tr> <td>01/16</td> <td>NYC TAX</td> <td>1425, 1</td> <td>21.44</td> <td></td> </tr> <tr> <td>01/16</td> <td>OCC/JAV</td> <td>01/16</td> <td>3.50</td> <td></td> </tr> <tr> <td>01/17</td> <td>525LEX</td> <td>37821425</td> <td>27.25</td> <td></td> </tr> <tr> <td>01/17</td> <td>CCARD-AX</td> <td></td> <td>911.55</td> <td></td> </tr> <tr> <td colspan="5">PAYMENT RECEIVED BY AMERICAN EXPRESS XXXXXXXXXXXX [REDACTED]</td> </tr> </tbody> </table>						DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE	01/15	ROOM TR	1425, 1	365.00		01/15	RM TX	1425, 1	32.39		01/15	NYC TAX	1425, 1	21.44		01/15	OCC/JAV	01/15/13	3.50		01/16	LOBBY	66061425	39.64		01/16	ROOM TR	1425, 1	365.00		01/16	RM TX	1425, 1	32.39		01/16	NYC TAX	1425, 1	21.44		01/16	OCC/JAV	01/16	3.50		01/17	525LEX	37821425	27.25		01/17	CCARD-AX		911.55		PAYMENT RECEIVED BY AMERICAN EXPRESS XXXXXXXXXXXX [REDACTED]				
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#422.33  
 - See page 2 of 3  
 #422.33  
 - See page 3 of 3  
 911.55

----- EXP. REPORT SUMMARY -----		.00
01/15	ROOM&TAX	422.33
01/16	LOBBY	39.64
	ROOM&TAX	422.33
01/17	525LEX	27.25

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



# RECEIPTS FROM TRAVEL TO NEW YORK, NEW YORK

January 15 - 17, 2013—THELLA F. BOWENS

WELCOME

ORDER # 66

Name : T. BOWENS

Location: LAXWOLF1  
 Mask: THSLAXWGPKSK01  
 Order ID: 046589  
 POS Order Id: 5566  
 Date: 01/15/2013 ✓  
 Time: 07:53 AM ✓  
 Dine In

Classic Breakfast \$11.95  
 + No Potatoes  
 + Pecan Bread  
 Sub-Total \$11.95  
 Sales Tax \$1.08  
 TOTAL \$13.03  
 Customer Name: THELLA F BOWENS  
 Paid - Card#:   
 AMEX  
 Balance \$13.03  
 \$0.00

1/15 Breakfast

Thank You



1/16 Lunch

& & & 403 & & &  
 \*\*\*\*\* LOBBY LOUNGE\*\*\*\*\*  
 414 ENZO

TBL 15/1 ✓ 6606 GST 1  
 16JAN'13

1 ICED TEA 5.00  
 1 ARUGLA SAL 12.00

=====

1 EGG HAM CHZ SAND 15.00  
 NO  
 EGG

Sub-Total: 32.00  
 GRATUITY 4.80  
 Tax 2.84 ✓

10:49 TOTAL DUE: \$39.64 ✓

\*\*\* 15% GRATUITY INCLUDED \*\*\*  
 ADDITIONAL GRATUITY

TOTAL

ROOM NUMBER 1426

PRINT LAST NAME BOWENS

SIGNATURE Thella F Bowens

\*\*\*\* 15% GRATUITY INCLUDED \*\*\*\* ✓

**RECEIPTS FROM TRAVEL TO NEW YORK, NEW YORK**  
**January 15 - 17, 2013—THELLA F. BOWENS**

& & & 401 & & &  
\*\*\*\*\*525LEX RESTAURANT\*\*\*\*\*  
33 JOHN 1  
-----  
TBL 34/1 3782 GST 1  
✓17JAN'13 10:30AM ✓  
-----  
1 FRUIT PLATTER ✓ 11.00  
1 SIDE BACON ✓ 6.00  
1 COFFEE ✓ 5.00  
Sub-Total: 22.00  
GRATUITY ✓ 3.30  
Tax 1.95  
:01 TOTAL DUE: \$27.25  
  
ADDITIONAL GRAT \_\_\_\_\_  
TOTAL \_\_\_\_\_  
  
ROOM NUMBER \_\_\_\_\_  
  
PRINT LAST NAME \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
  
\*\*\* 15% GRATUITY INCLUDED \*\*\*

*1/17 Breakfast*

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

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

TRAVELER: Thella F. Bowens DEPT. NAME & NO. Exec Office BU6  
DEPARTURE DATE: 1/30/2013 RETURN DATE: 1/31/2013 REPORT DUE: 3/2/13  
DESTINATION: Chicago, IL

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)	438.80			1/30/13	1/31/13				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.)*				7.31					7.31
Hotel*				289.84					289.84
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel svcs.)									0.00
Meals (include tips pd.)									0.00
Breakfast*									0.00
Lunch*				27.21	26.68				53.89
Dinner*				22.89	33.63				56.52
Other Meals*									0.00
Alcohol is a non-reimbursable expense									
Hospitality <sup>1</sup> *									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	438.80	0.00	0.00	347.25	60.31	0.00	0.00	0.00	407.56

Explanation:	Total Expenses Prepaid by Authority	438.80
	Total Expenses Incurred by Employee (including cash advances)	407.56
	Grand Trip Total	846.36
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	438.80
	Due Traveler (positive amount) <sup>2</sup>	
	Due Authority (negative amount) <sup>3</sup>	407.56
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: <u>Amy Caldera</u> Traveler Signature: <u>Thella F. Bowens</u> Approved By: _____ Ext.: <u>2445</u> Date: <u>18 Feb 2013</u> 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.

12/18/12 Travel dates corrected

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

**GENERAL INSTRUCTIONS:**

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

**1. TRAVELER:**

Travelers Name: Thella F. Bowers Dept: Exec Off BU6

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

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

2. DATE OF REQUEST: 12/11/12 PLANNED DATE OF DEPARTURE/RETURN: 01/30/13 / 01/31/13

**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: Meeting with United Airlines

Explanation:

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

**A. TRANSPORTATION COSTS:**

- AIRFARE
- OTHER TRANSPORTATION (Taxi, Train, Car Rental)

**B. LODGING**

**C. MEALS**

**D. SEMINAR AND CONFERENCE FEES**

**E. ENTERTAINMENT (If applicable)**

**F. OTHER INCIDENTAL EXPENSES**

**TOTAL PROJECTED TRAVEL EXPENSE**

\$	150.00
\$	100.00
\$	350.00
\$	75.00
\$	
\$	
\$	100.00
\$	775.00

\* 1st leg of travel only - remainder on 1/31/12 Atlanta, GA out-of-town travel request.

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

Travelers Signature: Thella F. Bowers

Date: 11 Dec 2012

**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 F. Bowers

Date: \_\_\_\_\_

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

Tony R. Russell, Authority Clerk  
(Please leave blank. Whoever clerk's the meeting will insert their name and title.)

by the Executive Committee at its 12/20/2012 meeting.

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



TRAVELTRUST SCRIPPS RANCH  
Phone: 1-800-792-4662

## Electronic Invoice

Prepared For:  
BOWENS/THELLA

Ref: DEPT 6

SALES PERSON	E4
INVOICE NUMBER	1200579
INVOICE ISSUE DATE	17 Jan 2013
RECORD LOCATOR	DIIXWM
CUSTOMER NUMBER	0000SDCRAA

### Client Address

SAN DIEGO COUNTY REG AIRPORT AUTHORITY  
PO BOX 82776  
SAN DIEGO CA 92138-2776

### Notes

YOUR UNITED ETICKET CONFIRMATION IS \*\* QNB0QV \*\*

### DATE: Wed, Jan 30

#### Flight: UNITED AIRLINES 656

From	SAN DIEGO, CA	Departs	6:18am
To	CHICAGO OHARE, IL	Arrives	12:12pm
Departure Terminal	1	Arrival Terminal	1
Duration	03hr(s) :54min(s)	Class	United Economy
Type	BOEING 757 200 SERIES JET	Meal	Food for Purchase
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA		UA - XXXXXX 58

### DATE: Thu, Jan 31

#### Flight: UNITED AIRLINES 395

From	CHICAGO OHARE, IL	Departs	5:30pm
To	SAN DIEGO, CA	Arrives	7:53pm
Departure Terminal	1	Arrival Terminal	1
Duration	04hr(s) :23min(s)	Class	United Economy
Type	AIRBUS INDUSTRIE A320 JET	Meal	Food for Purchase
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA		UA - XXXXXX 58

## Ticket Information

Ticket Number	UA 1963601867	Passenger			
		Billed to:	[REDACTED]	USD	* 408.80
Service Fee	XD 0585801164	Passenger	BOWENS THELLA		
		Billed to:	[REDACTED]	USD	* 30.00
				SubTotal	USD 438.80
				Net Credit Card Billing	* USD 438.80
				Total Amount Due	USD 0.00

Room 829 Name BOWENS/THELLA Rate 249.00 Depart 01/31/13 Time 10:33 19931  
Type GD Arrive 01/30/13 Time 13:05 ACCT#  
91 [REDACTED]  
Room Clerk [REDACTED] Address [REDACTED] Payment XXXXXXXXXXXXXXX [REDACTED]  
DATE | FISCAL YEAR | CHARGES | CREDITS | BALANCE DUE

**.00**

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

To secure your next stay, go to [jwmarriott.com](http://jwmarriott.com) 

**RECEIPTS FROM TRAVEL TO CHICAGO, IL  
January 30-31, 2013—THELLA F. BOWENS**

\*\*\*\*\* 401 \*\*\*\*\*  
51 MORGAN 1

TBL 80/2 9465  
30JAN'13 1:24PM

1 ARNOLD PALMER 5.00  
1 CHICK BITES 12.00  
1 SIDE SWEET FRIES 4.00  
Sub-Total: 21.00  
Tax: 2.21  
2:08 TOTAL DUE: \$23.21

PLEASE COMPLETE FOR ROOM CHARGES

GRATUITY 4.00

TOTAL

ROOM NUMBER

PRINT LAST NAME

SIGNATURE \$27.21

Chicago, IL 60602  
(312)984-1718

Server: Jamal 01/30/2013  
Table 54/2 8:26 PM  
Guests: 3 10047

1/2 Asparagus Ravioli 10.00  
Organic Beet Salad 6.00

Complete Subtotal 18.00 30.00

3 Items

Subtotal 10.52 18.00 30.00  
Tax 1.99 3.15

Total (See next page) 33.15

Balance Due 33.15

Special Occasion Club! 19.89  
Give us your email AND 3.00  
We will send you a \$10 cert.  
AND here's another \$10.00 22.89

1/30/13 lunch

1/30/13 dinner

(See receipt next page)



**RECEIPTS FROM TRAVEL TO CHICAGO, IL**  
**January 30-31, 2013—THELLA F. BOWENS**

17 North Dearborn  
Chicago, IL 60602  
(312)984-1718

THE FLORENTINE  
151 W Adams St  
Chicago, IL 60604  
312-660-8866

Server: Jamal  
08:32 PM  
Table 54/2

DOB: 01/30/2013  
01/30/2013  
1/10047

AMEX  
Card #XXXXXXXXXX  
Magnetic card present: BOWENS THELLA F  
Approval: 506783

Amount: \$ 33.15

+ Tip:

Total:

Special Occasion Club!

Give us your email AND

We will send you a \$10 cert.

AND buy dinner for your B DAY!

Server: Cash 129  
Table 41/2  
Guests: 4

01/31/2013  
10:04 AM

#60011

Reprint #: 2

Two Eggs 13.00  
Coffee 4.00  
Side Fruit 6.00

Complete Subtotal 23.00

3 Items

Subtotal 23.00  
Tax 2.68

15% Guest -2.85  
Total 22.68

ROOM CHRG #R829 22.68  
Auth:

+ Tip::

= Total:

X

Balance Due 0.00

JOIN US AFTER WORK!!  
FREE PIZZA HAPPY HOUR!!  
w/ alcoholic beverage purchase  
4pm-6pm Monday-Friday

1/31/13 Breakfast



RECEIPTS FROM TRAVEL TO CHICAGO, IL  
January 30-31, 2013—THELLA F. BOWENS



1/31/13 1:17 PM  
Carmen Table:201 Check:528

1 Iced Tea @1.95	\$1.95
1 Fish @19.95	\$19.95
-----	
Sub-Total	\$21.90
Sales Tax	\$2.35
20% Gratuity	\$4.38
-----	
Total	\$28.63

Thank You  
www.pazzoscucina.com  
312.913.1600

1/31  
Lunch



1/31/13 1:23 PM  
Charge Receipt

Server:	Carmen
Table No:	201
Check No:	528
Trans Type:	Sale
Auth No:	584615
Account No:	*****
Card:	
Card Member:	BOWENS/THELLA F
Amount:	\$24.25
Gratuity:	\$4.38
Total:	\$28.63

Tip: \$ 5.00  
Total: \$ \_\_\_\_\_

X.....

Customer Copy

Thank You  
www.pazzoscucina.com  
312.913.1600

**RECEIPTS FROM TRAVEL TO CHICAGO, IL**  
**January 30-31, 2013—THELLA F. BOWENS**

*Thank you for riding with us!*

#6<sup>31</sup> + tip #1      1/30  
\$                      Time                      Date

Received from:

JW Marriott

Cab fare from:

Restaurant

To:

Driver:

Cab#:

Account #:



312-829-4222  
yellowcabchicago.com



312-243-2537  
checkertaxichicago.com



AMERICAN UNITED  
TAXI

773-248-7600  
americanunitedtaxiaffiliation.com

312-226-8880  
bluediamondtaxi.com

1/30 taxi from hotel to  
restaurant.

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

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

TRAVELER: Thella F. Bowens DEPT. NAME & NO. Executive Office BU6  
DEPARTURE DATE: 2/4/2013 RETURN DATE: 2/9/2013 REPORT DUE: 3/11/13  
DESTINATION: Miami, FL

*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)	533.60		2/4/13	2/5/13	2/6/13	2/7/13	2/8/13	2/9/13	0.00
Conference Fees (provide copy of flyer/registration expenses)	425.00								0.00
Rental Car*									0.00
Gas and Oil*									0.00
Garage/Parking*									0.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare (include tips pd.)*			34.50					36.80	71.30
Hotel*			315.27	315.27	315.27	315.27	315.27		1,576.35
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)									0.00
Meals (include tips pd.)									0.00
Breakfast*									0.00
Lunch*									0.00
Dinner*			55.30	25.87					81.17
Other Meals*			22.27						22.27
Alcohol is a non-reimbursable expense									
Hospitality *									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
									0.00
*Provide detailed receipts									0.00
<b>Total Expenses prepaid by Authority</b>	<b>958.60</b>	<b>0.00</b>	<b>427.34</b>	<b>341.14</b>	<b>315.27</b>	<b>315.27</b>	<b>315.27</b>	<b>36.80</b>	<b>1,751.09</b>

Explanation:	Total Expenses Prepaid by Authority	958.60
	Total Expenses Incurred by Employee (including cash advances)	1,751.09
	Grand Trip Total	2,709.69
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	958.60
	Due Traveler (positive amount) <sup>1</sup>	
	Due Authority (negative amount) <sup>2</sup>	1,751.09
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: Amy Caldera  
 Traveler Signature: Thella F. Bowens  
 Approved By: \_\_\_\_\_

Ext.: 2445  
 Date: 15 Feb 2013  
 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.

12/18/12 Travel Dates corrected  
**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
**OUT-OF-TOWN TRAVEL REQUEST**

**GENERAL INSTRUCTIONS:**

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

**1. TRAVELER:**

Travelers Name: Thella F. Bowens

Dept: Exec Office BU6

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

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

2. DATE OF REQUEST: 12/07/12 PLANNED DATE OF DEPARTURE/RETURN: 02/04/13 / 02/10/13

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

Destination: Miami, FL

Purpose: Attend ACI World Governing Board meeting and ACI-NA CEO Forum

Explanation: Attend ACI World Governing Board meeting and ACI-NA CEO Forum

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

**A. TRANSPORTATION COSTS:**

- AIRFARE \$ 450.00
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 100.00

**B. LODGING**

\$ 1900.00

**C. MEALS**

\$

**D. SEMINAR AND CONFERENCE FEES**

\$ 425.00

**E. ENTERTAINMENT (If applicable)**

\$

**F. OTHER INCIDENTAL EXPENSES**

\$ 100.00

**TOTAL PROJECTED TRAVEL EXPENSE**

\$ 2975.00

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

Travelers Signature: Thella F. Bowens

Date: 11 Dec 2012

**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

(Please leave blank. Whoever clerk's the meeting will insert their name and title.)

by the Executive Committee at its

12/20/2012

meeting.

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



TRAVELTRUST SCRIPPS RANCH

Phone: 1-800-792-4662

## Electronic Invoice

**Prepared For:**  
BOWENS/THELLA

Ref: DEPT 6

SALES PERSON	E4
INVOICE NUMBER	1200444
INVOICE ISSUE DATE	11 Jan 2013
RECORD LOCATOR	AUBCSX
CUSTOMER NUMBER	0000SDCRAA

**Client Address**

SAN DIEGO COUNTY REG AIRPORT AUTHORITY  
PO BOX 82776  
SAN DIEGO CA 92138-2776

**Notes**

YOUR UNITED ETICKET CONFIRMATION IS \*\* I870GC \*\*

### DATE: Mon, Feb 04

**Flight: UNITED AIRLINES 1621**

From	SAN DIEGO, CA	Departs	6:15am
To	HOUSTON GEO BUSH, TX	Arrives	11:26am
Departure Terminal	2	Arrival Terminal	C
Duration	03hr(s) :11min(s)	Class	United Economy
Type	BOEING 737-900 JET	Meal	Food for Purchase
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA	Seat(s) - 11A	UA - XXXXXX 58

### DATE: Mon, Feb 04

**Flight: UNITED AIRLINES 1158**

From	HOUSTON GEO BUSH, TX	Departs	1:42pm
To	MIAMI INTERNTNL, FL	Arrives	5:05pm
Departure Terminal	C		
Duration	02hr(s) :23min(s)	Class	United Economy
Type	BOEING 737-900 JET	Meal	Food and Beverage for Purchase
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA	Seat(s) - 10D	UA - XXXXXX 58

### DATE: Sat, Feb 09

**Flight: UNITED AIRLINES 1412**

From	MIAMI INTERNTNL, FL	Departs	6:00pm
To	HOUSTON GEO BUSH, TX	Arrives	7:58pm
		Arrival Terminal	C
Duration	02hr(s) :58min(s)	Class	United Economy
Type	BOEING 737-900	Meal	Food and Beverage

Stop(s)	JET		for Purchase
Seat(s) Details	Non Stop BOWENS/THELLA	Seat(s) - 09D	UA - XXXXXX 58

**DATE: Sat, Feb 09**

**Flight: UNITED AIRLINES 315**

From	HOUSTON GEO BUSH, TX	Departs	9:10pm
To	SAN DIEGO, CA	Arrives	10:44pm
Departure Terminal	C	Arrival Terminal	2
Duration	03hr(s) :34min(s)	Class	United Economy
Type	AIRBUS INDUSTRIE A320 JET	Meal	Food and Beverage for Purchase
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA	Seat(s) - 08C	UA - XXXXXX 58

**Ticket Information**

<b>Ticket Number</b>	UA 1963601864	<b>Passenger</b>			
		<b>Billed to:</b>	[REDACTED]	USD	* 503.60
<b>Service Fee</b>	XD 0585617635	<b>Passenger</b>	BOWENS THELLA		
		<b>Billed to:</b>	[REDACTED]	USD	* 30.00
				<b>SubTotal</b>	USD 533.60
				<b>Net Credit Card Billing</b>	* USD 533.60
				<b>Total Amount Due</b>	USD 0.00

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.



## Caldera Amy

**From:** cgroup@aci-na.org  
**Sent:** Friday, January 11, 2013 8:01 AM  
**To:** Bowens Thella; Caldera Amy  
**Subject:** 2013 CEO Forum & Winter Board of Directors Meeting - Confirmation

01/11/2013



### Meeting Confirmation Notice

Please review your **CONTACT** information below as it will be used for rosters and badges. Any changes should be sent to [cgroup@aci-na.org](mailto:cgroup@aci-na.org) immediately.

**Please note: The company name listed is per your Official Representative to ACI-NA. No changes to Company name is permitted.**

Ms. Thella F. Bowens  
President/CEO  
Nick Name: Thella  
San Diego County Regional Airport Authority  
PO Box 82776 San Diego, CA 92138

PH: (619) 400-2445  
FX: (619) 400-2448  
EM: [tbowens@san.org](mailto:tbowens@san.org)

You are registered for the following:

**2013 CEO Forum & Winter Board of Directors Meeting**  
From Wednesday, February 06, 2013 through Friday, February 08, 2013

Description	UnitPrice	Quantity	Price
		Total	425.00
		Payments	425.00 ✓
		Balance	0.00

Thank you for registering for the 2013 CEO Forum & Winter Board of Directors Meeting, February 6-8, 2013. The meeting will be held at the InterContinental Miami, Miami, FL.

#### HOTEL RESERVATIONS

Please call the InterContinental Miami directly at (305) 577-1000 or, toll free at (877) 834-3613. Be sure to identify yourself as being with the ACI-NA meeting to receive the discounted rate of \$279.00 USD single/double occupancy per night, plus applicable taxes.

The last day to receive this rate is January 7, 2013. Rooms may sell out before this date. Make your reservations early.

#### CANCELLATION REFUND POLICY

Cancellations must be submitted in writing to [meetings@aci-na.org](mailto:meetings@aci-na.org) by January 7, 2013. Cancellations received by January 7, 2013 are eligible to receive a refund, less \$100



# INTERCONTINENTAL.

MIAMI

100 Chopin Plaza, Miami, Florida 33131-2305 USA

Tel: (305) 577-1000 Fax: (305) 577-0384 www.icmiamihotel.com • miami@interconti.com

02-09-13

**Ms. Thella Bowens**

Folio No. : **1061863**

Room No. : **2905**

A/R Number :

Arrival : **02-04-13**

Group Code : **OEJ**

Departure : **02-09-13**

Company : **Airports Council International - North**

Conf. No. : **67681398**

Membership No. :

Rate Code :

Invoice No. :

Page No. : **1 of 2**

Date	Description	Charges	Credits
02-04-13	Toro Toro Dinner - Food CHECK# 1279	55.30	see pg 1
02-04-13	Room Service Dinner -Food CHECK# 1225	22.27	see pg 2
02-04-13	*Accommodation	279.00	
02-04-13	State Tax	19.53	315.27
02-04-13	City Tax	16.74	
02-05-13	Toro Toro Bar Dinner -Food CHECK# 1356	25.87	- See page!
02-05-13	*Accommodation	279.00	
02-05-13	State Tax	19.53	315.27
02-05-13	City Tax	16.74	
02-06-13	*Accommodation	279.00	
02-06-13	State Tax	19.53	315.27
02-06-13	City Tax	16.74	
02-07-13	*Accommodation	279.00	
02-07-13	State Tax	19.53	315.27
02-07-13	City Tax	16.74	
02-08-13	*Accommodation	279.00	
02-08-13	State Tax	19.53	315.27
02-08-13	City Tax	16.74	
02-09-13	American Express	<del>1,707.59</del>	1679.79

Billing miamibilling@interconti.com

InterContinental Miami  
100 Chopin Plaza, Miami Florida 33131-2305 USA  
Tel: (305) 577.1000 Fax: (305) 577.0384  
www.intercontinental.com • miami@interconti.com



# **INTERCONTINENTAL.** MIAMI

100 Chopin Plaza, Miami, Florida 33131-2305 USA

Tel: (305) 577-1000 Fax: (305) 577-0384 www.icmiamihotel.com • miami@interconti.com

02-09-13

**Ms. Thella Bowens**

Folio No. : **1061863**

Room No. : **2905**

A/R Number :

Arrival : **02-04-13**

Group Code : **OEJ**

Departure : **02-09-13**

Company : **Airports Council International - North**

Conf. No. : **67681398**

Membership No. :

Rate Code :

Invoice No. :

Page No. : **2 of 2**

US

Date	Description	Charges	Credits
		<b>Total</b> 1679.79	
		<del>4,707.59</del>	<del>1,707.59</del>
		<b>Balance</b>	<b>0.00</b>
			1679.79

## Guest Signature: \_\_\_\_\_

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

InterContinental Miami  
 100 Chopin Plaza, Miami Florida 33131-2305 USA  
 Tel: (305) 577.1000 Fax: (305) 577.0384  
 www.intercontinental.com \* miami@interconti.com

**RECEIPTS FROM TRAVEL TO MIAMI, FL**  
**February 5 - 19, 2013—THELLA F. BOWENS**

**YELLOW CAB 444-4444**

Date 2/19/13 Taxicab # 1254

Customer \_\_\_\_\_

From MIA (340)

To CHOPIN PLAZA

Amount \$ 20.00 + 4.50 tip Driver M. O. U.

Air Conditioned



**JUNGLE ISLAND**  
 www.jungleisland.com

**\$3 discount**  
 PLU# 8853

Cannot be combined with any other offer.

**SUPER YELLOW Cab**  
 (305) 888-7777 **Receipt**

Date: 2/19/13 Time: \_\_\_\_\_ Cab # (340)

From Intercontinental

To: Airport

Driver: \_\_\_\_\_ Amount \$20.00 + 4.80 tip

Complaint or Compliment. (305) 885-0000. P.T.R.D. (305) 975-2460

Miami InterContinental Hotel  
 Toro Toro  
 127 AURELIO 1

TBL 10/1 CHK 1279 GST 1  
 FEB04'13 9:00PM

1 RSTD GROUPER 28.00  
 1 ASPARGUS 8.00  
 Subtotal 36.00  
 18% Serv Charge 6.48  
 Tax 3.82  
 Total Due **\$46.30**  
 Tip: 9.00

A 18% Service Charge  
 has been included.

Please feel free to raise it or  
 lower it at your discretion.

Total: \$55.30

Guest Name: \_\_\_\_\_

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

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

Miami InterContinental Hotel  
 Toro Toro Bar  
 407 PATRICIA 2

TBL 202/3 CHK 1356  
 FEB05'13 2:01PM

1 CLASSIC BURGER 14.00  
 1 ICED TEA 3.00  
 Subtotal 17.00  
 18% Serv Charge 3.06  
 Tax 1.81  
 Total Due **\$21.87**  
 Tip: 4.00

A 18% Service Charge  
 has been included.

Please feel free to raise it or  
 lower it at your discretion.

Total: \$25.87

Guest Name: \_\_\_\_\_

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

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

**RECEIPTS FROM TRAVEL TO MIAMI, FL**  
**February 5 - 19, 2013—THELLA F. BOWENS**

Miami Intercontinental Hotel  
PRIVATE DINING  
728 NIGHT1 2

---

2905/1      CHK 1225   GST 1  
✓ FEB04'13 10:07PM ✓

---

1 KEY LIME PIE	6.00
1 TEA SML GREEN TEA	6.00
SPECL PREP	
1 RS DELIVERY CHRG	3.50
FOOD SALES	12.00
MISC SALES	3.50
Service Charges	2.00
SERVICE CHRG 20%	3.10
Tax	1.67
Total Paid	22.27
\$ Serv CHARGE	2.00
2905/Bowens	
Room Charge	22.27 ✓

-----737 CLOSED FEB04 10:57PM-----

**BRET LOBNER**

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

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.

<b>Explanation:</b>        <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"><i>Give names and business affiliations of any persons whose meals were paid by traveler.</i> <i>Prepare Check Request</i> <i>Attach personal check payable to SDCRAA</i></div>	<table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 80%;"><b>Total Expenses Prepaid by Authority</b></td><td style="width: 20%; text-align: right;"><b>718.60</b></td></tr><tr><td><b>Total Expenses Pd. by Employee (including cash advances)</b></td><td style="text-align: right;"><b>744.03</b></td></tr><tr><td><b>Grand Trip Total</b></td><td style="text-align: right;"><b>1,462.63</b></td></tr><tr><td><b>Less Cash Advance (attach copy of Authority ck)</b></td><td></td></tr><tr><td><b>Less Expenses Prepaid by Authority</b></td><td style="text-align: right;"><b>718.60</b></td></tr><tr><td><b>Due Traveler (positive amount)<sup>2</sup></b></td><td></td></tr><tr><td><b>Due Authority (negative amount)<sup>3</sup></b></td><td style="text-align: right;"><b>744.03</b></td></tr><tr><td colspan="2" style="text-align: center; padding: 5px;"><b>Note: Send this report to Accounting even if the amount is \$0.</b></td></tr></table>	<b>Total Expenses Prepaid by Authority</b>	<b>718.60</b>	<b>Total Expenses Pd. by Employee (including cash advances)</b>	<b>744.03</b>	<b>Grand Trip Total</b>	<b>1,462.63</b>	<b>Less Cash Advance (attach copy of Authority ck)</b>		<b>Less Expenses Prepaid by Authority</b>	<b>718.60</b>	<b>Due Traveler (positive amount)<sup>2</sup></b>		<b>Due Authority (negative amount)<sup>3</sup></b>	<b>744.03</b>	<b>Note: Send this report to Accounting even if the amount is \$0.</b>	
	<b>Total Expenses Prepaid by Authority</b>	<b>718.60</b>															
	<b>Total Expenses Pd. by Employee (including cash advances)</b>	<b>744.03</b>															
	<b>Grand Trip Total</b>	<b>1,462.63</b>															
	<b>Less Cash Advance (attach copy of Authority ck)</b>																
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	<b>Due Traveler (positive amount)<sup>2</sup></b>																
	<b>Due Authority (negative amount)<sup>3</sup></b>	<b>744.03</b>															
<b>Note: Send this report to Accounting even if the amount is \$0.</b>																	

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

S:\Attorney Files\Bret Travel\2013 Travel\Miami 2013\Miami Travel Expense 1-24-13

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

**GENERAL INSTRUCTIONS:**

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

**1. TRAVELER:**

Travelers Name: Breton K. Lobner

Dept: 15

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

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

2. DATE OF REQUEST: 11-26-12 PLANNED DATE OF DEPARTURE/RETURN: 1/24/2013 / 1/25/2013

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

Destination: Miami, FL

Purpose: 2013 Legal Steering Group Meeting

Explanation:

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

**A. TRANSPORTATION COSTS:**

- AIRFARE

\$ 600.00

- OTHER TRANSPORTATION (Taxi, Train, Car Rental)

\$           

**B. LODGING**

\$ 300.00

**C. MEALS**

\$ 50.00

**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: Breton K. Lobner

Date: 11-14-12

**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

11/26/12

meeting.

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





TRAVELTRUST CORPORATION  
Phone: 1-800-792-4662  
CHERYL@TRAVELTRUST.COM

Air

## Electronic Invoice

Prepared For:  
LOBNER/BRETON

Ref: DEPT 15

SALES PERSON	CH
INVOICE NUMBER	5257768
INVOICE ISSUE DATE	04 Jan 2013
RECORD LOCATOR	HDJNYS
CUSTOMER NUMBER	0000SDCRAA

### Client Address

SAN DIEGO COUNTY REG AIRPORT AUTHORITY  
PO BOX 82776  
SAN DIEGO CA 92138-2776

### Notes

PLEASE CHECK NEW CARRY-ON RESTRICTIONS DIRECT WITH  
YOUR CARRIER OR CALL TRAVELTRUST 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 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

### DATE: Thu, Jan 24

<b>Flight: UNITED AIRLINES 1598</b>			
From	SAN DIEGO, CA	Departs	6:15am
To	HOUSTON GEO BUSH, TX	Arrives	11:26am
Departure Terminal	2	Arrival Terminal	C
Duration	03hr(s) :11min(s)	Class	UNITED_ECONOMY
Type	BOEING 737-900 JET	Meal	Food for Purchase
Stop(s)	Non Stop		
Seat(s) Details	LOBNER/BRETON	Seat(s) - 26A	UA - XXXXXX 28

### DATE: Thu, Jan 24

<b>Flight: UNITED AIRLINES 1158</b>			
From	HOUSTON GEO BUSH, TX	Departs	1:30pm
To	MIAMI INTERNTNL, FL	Arrives	4:53pm
Departure Terminal	C		
Duration	02hr(s) :23min(s)	Class	UNITED_ECONOMY
Type	BOEING 737-900 JET	Meal	Food and Beverage for Purchase
Stop(s)	Non Stop		

**DATE: Sat, Jan 26**

<b>Flight: UNITED AIRLINES 1282</b>			
From	MIAMI INTERNTNL, FL	Departs	2:54pm
To	HOUSTON GEO BUSH, TX	Arrives	4:52pm
Duration	02hr(s) :58min(s)	Arrival Terminal	C
Type	BOEING 737-900 JET	Class	UNITED_ECONOMY
Stop(s)	Non Stop	Meal	Food and Beverage for Purchase
Seat(s) Details	LOBNER/BRETON	Seat(s) - 36E	UA - XXXXXX 28

**DATE: Sat, Jan 26**

<b>Flight: UNITED AIRLINES 1485</b>			
From	HOUSTON GEO BUSH, TX	Departs	6:11pm
To	SAN DIEGO, CA	Arrives	7:43pm
Departure Terminal	C	Arrival Terminal	2
Duration	03hr(s) :32min(s)	Class	UNITED_ECONOMY
Type	BOEING 737-800 JET	Meal	Food for Purchase
Stop(s)	Non Stop		
Seat(s) Details	LOBNER/BRETON	Seat(s) - 37C	UA - XXXXXX 28

**DATE: Thu, Jul 25**

<b>Others</b>	
RESERVATION RETAINED FOR 180 DAYS	

## Ticket Information

<b>Ticket Number</b>	UA 7196002075	<b>Passenger</b>	LOBNER BRETON		
		<b>Billed to:</b>	AX XXXXXXXXXXXX1012	USD	* 688.60
<b>Service Fee</b>	XD 0585350809	<b>Passenger</b>	LOBNER BRETON		
		<b>Billed to:</b>	AX XXXXXXXXXXXX1012	USD	* 30.00
				<b>SubTotal</b>	USD 718.60
				<b>Net Credit Card Billing</b>	* USD 718.60
				<b>Total Amount Due</b>	USD 0.00

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 888-221-6043 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	
--	--

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.	
---	--



# SHELBORNE

south beach

## Guest Folio (Individual)

Bret Lobner

Folio # 430441

---

Arrival Thursday Jan 24, 2013  
Departure, Saturday Jan 26, 2013

---

Nights 2

---

People 1 0 0 0  
Room Type MEZZANINE EXEC.SUITE  
Room # M3  
Group Steering Committee Meeti

### Charge Summary

Total Charges	\$488.00
Taxes	\$63.44
Payments	-\$551.44
<u>Total Due</u>	<u>\$0.00</u>

<u>Date</u>	<u>Description</u>	<u>Price</u>	<u>Qty</u>	<u>Extended</u> <u>Cost</u>	<u>Tax 1</u>	<u>Tax 2</u>	<u>Total</u> <u>Charge</u>	<u>Balance</u>	
Thu 1/24/13	REDUCED RESORT FEE	15.00	1	15.00	1.95	0.00	16.95	16.95	I
Thu 1/24/13	Room & Tax	229.00	1	229.00	29.77	0.00	258.77	275.72	I
Fri 1/25/13	REDUCED RESORT FEE	15.00	1	15.00	1.95	0.00	16.95	292.67	I
Fri 1/25/13	Room & Tax	229.00	1	229.00	29.77	0.00	258.77	551.44	I
Sat 1/26/13	Guest Payment AMEX	-551.44	1	-551.44	0.00	0.00	-551.44	0.00	I

*We hope you have enjoyed your stay with us.*

*We will keep your guest information on file for 2 years and send you reminders of our summer packages.*

*We look forward to seeing you again!!*

Shelborne Beach Resort ~ 1801 Collins Ave Miami Beach, FL 33139 ~ (305) 531-1271 ~ www.shelborne.com

1/24  
BreakFast

1/24  
Lunch

HMSHOST  
GOURMET MARKET T2W FC  
SAN DIEGO AIRPORT

6197 EMMABELL

1010 JAN24'13 5:35AM

1 SG STRW BLUBRY P	4.19
10 %	
ARPT DISC 10%	0.42-
CASH	5.00
SUBTOTAL	3.77
TAX	0.30
AMOUNT	4.07
CHANGE	0.93

HOW DID WE DO?  
JOE NIKNAM

Joe.Niknam@hmshost.com

FRESH GOURMET

Check#: 284852

Date: 01/24/13

Time: 01:39pm

« ToGo 1 »  
1 Bottled Juice \$2.89

Subtotal:	\$2.89
Tax::	\$0.24
Sub w/ Tax	\$3.13
Amt Due:	\$3.13

Cash \$4.00

Change Due: \$0.87

Thanks For Dining with us  
Have a Great Day!

Dulce

1/24  
Taxi

FLAMINGO TAXI  
PHONE: (305) 599-9999

FARE:

\$ 36

DATE 1/24/13 CAB# 3257

FROM Miami International Airport  
TO Shelburn Hotel

DRIVER'S NAME

COMMENTS: PTRD (305) 375-2460

PASSENGER SIGNATURE *[Signature]*

1/24  
Lunch

=====

Yogen Fruz/Einstein Bros. Bagels  
2800 North Terminal Road  
Houston  
77032  
(713) 594-3347

=====

CHECK	TABLE	GUEST	01/24/13
72044	BRET		12:04

=====

1	Bagel w/ Cream Cheese	2.89
1	REG Coffee	2.19

=====

FOOD TOTAL	5.08
------------	------

=====

SUB TOTAL	5.08
Tax	0.42

=====

CHECK TOTAL	5.50
-------------	------

=====

CASH payment 5.50	-5.50
CASH RECEIVED	20.00
CHANGE	14.50

=====

You have been served by Erica

**THANK YOU**

\*\*\*\*\* REWARD POINTS \*\*\*\*\*

\* You could have earned 508 points. \*

\* with our rewards card. \*

\* See our sales associate for details. \*

\*\*\*\*\*

72044

110  
Bret's  
share  
\$ 45.00

LUCANDA SIBILLA  
833 LINCOLN RD.  
305-695-1654

THU JANUARY 24, 2013  
CHECK #103492-1  
TABLE #507

[REDACTED]

2 Coffee \$6.00

[REDACTED]

1 Primitivo \$45.00

[REDACTED]

25% FOOD

\$1201.50  
~~\$83.25~~

TAX : \$1118.25  
SUB-TOTAL : \$100.64  
17% GRATUITY : \$1218.89  
: \$190.10

TOTAL \$1408.99

thank you  
Time: 21:58 18 CUSTOMERS

17% Gratuity has been added  
valid as 20% off all next visit

YOU HAVE BEEN SERVED  
BY : G ANTONINO

1/25  
Taxi \$ 10

**SUPER**

**YELLOW Cab**  
**(305) 888-7777**

**RECEIPT**

Date: Jan 25 Time: 6 Cab # 3065

From: Shelburne Hotel

To: Rest.

Driver's Name: Amount: 10-

Complaint or Compliment (305) 885-0000 P. T. R. D. (305) 375-2460

1/25  
Bret's share  
\$45

Dinner

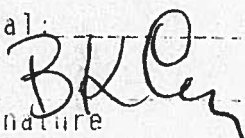
\* \* \* Joe's Stone Crab \* \* \*  
\* \* \* \* Restaurant \* \* \* \*

Date: Jan25'13 08:19PM  
Card Type: Amex  
Acct #: XXXXXXXXXXXX4195  
Card Entry: SWIPED  
Trans Type: PURCHASE  
Trans Key: EIE007291431877  
Auth Code: 345192  
Check: 8015  
Server: 4 Tatyana

Subtotal: 57.03

Tip: 11 —

Total: 68.03

Signature 

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

"GRATUITY IS NOT INCLUDED"

Customer Copy

1/26  
Lunch

**BURGER KING-F**  
Miami International Airport  
Concourse F

SAT JANUARY 26, 2013  
**CHECK #858133-1**

1 TENDER ~~CHICKEN~~ \$5.29  
1 SMALL SODA \$2.09  
SUB-TOTAL \$7.38  
TAX \$0.52  
**TOTAL \$7.90**

General Manager:  
Guillermo Del Calvo  
Email: gdelcalvo@mcawwc.com  
305.870.0581  
Time: 12:45 1 CUSTOMER

"COME ON OVER...  
THE FIRE IS READY"

YOU HAVE BEEN SERVED  
BY : #30 ZUNIGA LUIS

**ORDER 212**

CASH : \$7.90  
CHANGE : \$12.10

1/26  
Dinner

SSP America  
Einstein's Bagel  
IAH Bush International  
281-233-7621

80 Barbara

Chk 4801 Jan26'13 04:57P Gst 0

**\*\*TO GO\*\***

1 Cup Soup	3.99
Cash	10.00
Food	3.99
Tax	0.33
Payment	4.32
Change Due	5.68

Feedback:  
Dish Up Your Experience.

We appreciate feedback  
about your visit.

Please call us 1 877 325 8777  
Or email  
feedback@foodtravelexperts.com

1/26 - Taxi

**YELLOW CAB 444-4444**

Date 1/26/13 Taxicab # 1313

Customer \_\_\_\_\_

From Shesbore

To MIA

Amount \$ 31 Driver \_\_\_\_\_

*Air Conditioned*

**TUNGLE ISLAND** \$3 discount



**"PRELIMINARY AGENDA"**

**MEETING OF ACI-NA LEGAL AFFAIRS STEERING GROUP**

**Shelborne South Beach Hotel, Boardroom**

**Miami Beach, Florida**

**Friday, January 25, 2013**

**9:30 a.m. – 4 p.m.**

**Greetings from In-coming Chair, Helen Berkman**

**Greetings from In-coming Vice-Chair, Robert Watson**

**I. Fall 2012 Legal Conference----- Comments and Concern**

**II. New Business: Issues for Consideration of the Steering Committee**

**A. Open Positions on the Legal Steering Group**

**B. Planning for Spring Legal Conference in Seattle, Washington, May 15 – 18, 2013 <http://www.aci-na.org/event/2416> Hyatt Olive at 8 Hotel, 1635 8<sup>th</sup> Avenue, Seattle, Washington 98101**

**a. Themes: Rates and Charges and Grant Assurances**

- i. Check Anchorage agenda and draw ideas from that without duplicating (Lee Thomson, Nancy McNair, Tim Abbott, Tom Anderson, among others.)
- ii. RFP compliance provisions template (Peter Pierotti's request)
- iii. Revenue diversion (Ray Ilgunas)
- iv. Include at least one session on incentives – both US and Canada.
- v. Grant Assurances re Advisory Circulars, such as Buy American Act and others. ACRP just finished a paper on Buy American, per Tim K.
- vi. Panel discussion of U.S. Supreme Court Health Care ruling on Medicaid expansion and its applicability to other federal grants?
- vii. Suggested Titles: "Your Money Comes with a Price"; "What the Heck are you Signing?"

**b. Other Possible Sessions (from January 2012 meeting notes)**

- i. Car Rental Issues
- ii. E-Discovery and Records Retention Policies for E-Mail and other electronic records
- iii. Public Finance Update – a. pending Congressional changes, b. Continuing Disclosure changes (10 day notice and compliance certificates), c. Rating Agencies – how bond ratings are set.

**c. Process Ideas**

- i. Interactive tools – Q&A, voting remotes, other
- ii. Room set-up
- iii. Keynote speaker

**III. Old Business (Updates):**



- A. Joint Working Group of the Finance and Legal Committees on the FAA/DOT's Upcoming Amended Rates and Charges Policy (3 Steering Group volunteers and 3 associate law firm volunteers for the Joint Working Group) [current status]
- B. Joint Working Group of the Finance, Marketing Communications and Legal Committees on the FAA's Air Incentives Guidebook (4 to 5 Legal Committee Members) [status update]
- C. Working Group to follow up on Peter Pierotti (Albuquerque) suggestion that we develop exemplary grant assurance compliance provisions in RFPs .
- D. ACI-NA / TSA Legal Working Group (recently discussed topics and potential topics of interest)
- E. 2014 Joint Conference-Legal, Finance , HR: Date and Location are set: April 6-9, 2014, Dallas TX (Westin Galleria)
- F. Liaisons from Legal Steering Group to Industry and ACI-NA Groups  
Aviation/Transportation Groups

- ABA Air and Space Law Forum (Monica/Bret Lobner)
  - featured an Airport General Counsels Panel during the Annual Conference in New Orleans on October 25 and 26, 2012 [Louisa and other panelists to provide the update]
- Transportation Research Board 92<sup>nd</sup> Annual Meeting, January 13 – 17, 2013 ( Meetings in Washington, DC at the Marriott Wardman Park and Omni Shoreham Hotels) [ Monica, others?]  
<http://www.trb.org/AnnualMeeting2013/AnnualMeeting2013.aspx>
- ACRP Legal Research Panel: Tim Karaskiewicz, E. Lee Thomson, and Tom Anderson (also Monica Hargrove) [Marco Kunz of Salt Lake city and Marjorie Perry of Tucson]
- Other TRB Updates?
- Federal Bar Association Transportation and Transportation Security Law Section [Monica is Chair, effective November 1, 2012]
- AMAC/FAA Updates (Monica)

**F. Liaisons to ACI-NA Committees/Working Groups**

- Business Diversity (OPEN)
- Environmental Affairs Committee (Bret Lobner)
- Finance Committee (Emily Neuberger)
- Insurance and Risk Management Committee (Tim Karaskiewicz and Nancy McNair)
- ASSIST-Sustainability Working Group (Tim Karaskiewicz)
- Safety and Security (Lee Thomson)

- **Government Affairs (Jeff Letwin)**
- **Human Resources (Carlene McIntyre)**

**G. Pending Litigation (Updates)**

- a. **Las Vegas Takings Litigation and Kiosk litigation brought by National Federal for the Blind- Lee Thomson (awaiting ruling)**
- b. **Tinicum Township lawsuits – Joe Messina**
- c. **Port of Seattle – Awaiting ruling**
- d. **FEMA Litigation– John Leach**
- e. **Other**

**B. Other pending issues of importance**

- a. **Update on ACI-NA Airport Finance Policy Campaign**
- b. **Part 16 NPRM -- ACI-NA filed comments, awaiting issuance of Final Rule**

**V. Other Issues**

**VI. Adjourn**

# **BUSINESS EXPENSE**

**BRET LOBNER**

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## BUSINESS EXPENSE REIMBURSEMENT REPORT

October and November

Period Covered

DATE	G/L Account	Description	AMOUNT
1/16/13	66290	Parking - Modadam v. SDCRAA	\$15.00
1/31/13	66290	Parking - Meeting with Councilman David Alvarez, Briefing	\$12.00
TOTAL			\$27.00

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

*Brock Johnson*

2.13.13

**Approved by the Executive  
Committee at its  
\_\_\_\_\_ meeting.**

*2*

NAME

NAME

DATE

DATE

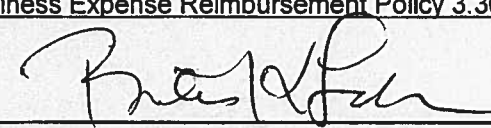
# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

**2013**

## MONTHLY MILEAGE and PARKING FEE REIMBURSEMENT REPORT

EMPLOYEE NAME <b>Bret Lobner</b>			PERIOD COVERED <b>1-Jan-13</b>	
DEPARTMENT/DIVISION <b>General Counsel</b>				
DATE	MILES DRIVEN	DESTINATION AND PURPOSE OF TRIP	PARKING FEES & OTHER TRANSPORTATION COSTS	\$\$\$
1/16/13		Parking - Mojadam v. SDCRAA		15.00
1/31/13		Parking - Meeting with Councilman David Alvarez - Briefing		12.00
<b>SUBTOTAL</b>			<b>SUBTOTAL</b>	<b>27.00</b>

### Computation of Reimbursement

TOTAL MILEAGE DRIVEN (LIMITED TO 200 MILE MONTHLY AVERAGE PER YEAR)		-
REIMBURSEMENT RATE: (see below) *	Rate as of January 2013	X 0.565
TOTAL MILEAGE REIMBURSEMENT		-
PARKING FEES/TOLL CHARGES (ATTACH RECEIPTS)		27.00
TOTAL REIMBURSEMENT REQUESTED		\$ 27.00
I acknowledge that I have read, understand and agree to *Authority Policy 3.30 - Business Expense Reimbursement Policy and that any purchases/claims 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. <u>Business Expense Reimbursement Policy 3.30</u>		
		DEPT./DIV. HEAD APPROVAL
SIGNATURE OF EMPLOYEE		

**PARKING RECEIPT \$ 15.00**

JANUARY 16, 2013

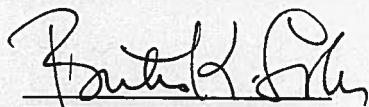
SAN DIEGO SUPERIOR COURTHOUSE

HEARING ON DEMURER

JUDGE HAYES, DEPT. 68

MOJADAM V. SDCRAA

CASE NO. 37-2012-00098040-CU-MC-CTL



BRETON K. LOBNER

GENERAL COUNSEL

**PLACE FACE UP ON DASH**

**SOFIA  
SUNSET PARKING**

Expiration Date/Time

**04:55 PM  
JAN 16, 2013**

Purchase Date/Time: 07:55am Jan 16, 2013  
Total Due: \$15.00 Rate: 0-9 HOURS = \$15.00  
Total Paid: \$15.00 Payment Type: Card  
Ticket #: 50665102  
S/N #: 500012130230  
Setting: Sofia 1  
Mach Name: Sofia 1

**PLACE FACE UP  
ON DASH  
NO IN & OUT PRIVILEGES**

**RECEIPT**

**SOFIA  
SUNSET PARKING**

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Ticket #: 50665102  
Setting: Sofia 1  
Mach Name: Sofia 1

CEIPT

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT



# January 16, 2013

## Wednesday

January 2013						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2013						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

16	Wednesday	Notes
7 am		
8 <sup>00</sup>	Hearing on Demurer - Mojadam v. SDCRAA; Judge Hayes, Dept. 68	
9 <sup>00</sup>		
10 <sup>00</sup>		
11 <sup>00</sup>		
12 pm		
1 <sup>00</sup>		
2 <sup>00</sup>		
3 <sup>00</sup>		
4 <sup>00</sup>		
5 <sup>00</sup>		
6 <sup>00</sup>		

**PARKING RECEIPT \$ 12.00**

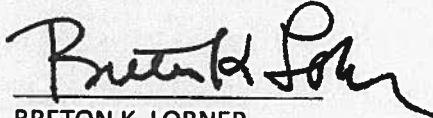
JANUARY 31, 2013

SAN DIEGO CITY HALL

MEETING WITH COUNCILMAN DAVID ALVAREZ,

LISA SCHMIDT AND GABRIEL SOLMER

AUTHORITY ACADEMY 101 - BRIEFING



BRETON K. LOBNER

GENERAL COUNSEL

01.31.13

11:54 ET

13:41 EX

01:47

1 1200

1 Q

1200 C

13:41 1

10 4911

# January 31, 2013

## Thursday

January 2013						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2013						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

31	Thursday	Notes
7 am		
8:00	[REDACTED]	
9:00	[REDACTED]	
10:00		
11:00		
12 pm	Meeting with David Alvarez-new board member City Hall - Councilman Alvarez Office Gonzalez Amy	
1:00		
2:00	[REDACTED]	
3:00	[REDACTED]	
4:00		
5:00		
6:00		