Meeting Date: APRIL 4, 2013

Subject:

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

Recommendation:

For information only.

Background/Justification:

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

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

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

Fiscal Impact:

Funds for Business and Travel expenses are included in the FY 2013 Budget.

Authority Strategies:

Thi	This item supports one or more of the Authority Strategies, as follows:								
\boxtimes	Community Strategy		Customer Strategy		Employee Strategy		Financial Strategy		Operations Strategy

Environmental Review:

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

Equal Opportunity Program:

Not applicable.

Prepared by:

TONY RUSSELL DIRECTOR, CORPORATE SERVICES/AUTHORITY CLERK

TRAVEL REQUESTS

THELLA F. BOWENS

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

GENERAL INSTRUCTIONS:

A. All ligate i equesis musi como mi lo applicable provisions or Policies 3.30 and 3.4	A.	All travel rec	uests must conform to applicable provisions	of Policies 3 30 and 3 4
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B. Personnel traveling at Authority expense shall, consistent with the provisions of Policies 3.30 and 3.40, use the most economical means available to affect the travel.

	n The second	Dept:	06 Exec Office
Position: Board Member President/CEO Gen.	Counsel		Chief Auditor
All other Authority employees (does not require executive	committee a	dministra	tor approval)
2. DATE OF REQUEST: 03/12/13 PLANNED DATE OF DEPARTURE			
		- Juli	
3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the professor as passages):	urpose of the	e trip- co	ontinue on extra sheet
of paper as necessary): Destination:Biloxi, MS Purpose: 201	(O Aim - u D -		
Destination:Biloxi, MS Purpose: 201 Commissione			nbers &
Explanation:	ora Connecen	, c	
DDO ITOTED OUT OF TOWN TO AVEL EVERY IOTO			
4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES A. TRANSPORTATION COSTS:			
AIRFARE	\$	550.00	
September 1 Septem		100.00	
B. LODGING	\$	565.00	
C. MEALS	\$ \$ \$ \$ \$ \$	200.00	_
D. SEMINAR AND CONFERENCE FEES	\$	690.00	_
E. ENTERTAINMENT (If applicable)	\$		
F. OTHER INCIDENTAL EXPENSES	\$	WEEK-T	
TOTAL PROJECTED TRAVEL EXPENSE	\$	2105.00	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
CERTIFICATION BY TRAVELER By my signature below, I certify	that the abo	ve listed	out-of-town travel and
ssociated expenses conform to the Authority's Policies 3.30 and 3.40 an	d are reasor	able an	d directly related to the
authority's business.			11. Mark
Travelers Signature:	Date	e: //	5 11/11/1/2012
		70	S POUR TO TO
ERTIFICATION BY ADMINISTRATOR (Where Administrator is	s the Execut	ive Com	mittee, the Authority
clerk's signature is required).			
Elerk's signature is required). By my signature below, I certify the following:			
Clerk's signature is required). By my signature below, I certify the following:	est and the	details p	rovided on the reverse
clerk's signature is required).gy my signature below, I certify the following:1. I have conscientiously reviewed the above out-of-town travel requ	est and the	details p	rovided on the reverse
Elerk's signature is required). By my signature below, I certify the following: 1. I have conscientiously reviewed the above out-of-town travel requ 2. The concerned out-of-town travel and all identified expenses are references.	necessary fo	r the ad	vancement of the
 Clerk's signature is required). By my signature below, I certify the following: I have conscientiously reviewed the above out-of-town travel required. The concerned out-of-town travel and all identified expenses are real Authority's business and reasonable in comparison to the anticipal 	necessary fo ited benefit t	r the ado	vancement of the thority.
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 Seleta's signature is required). By my signature below, I certify the following: I have conscientiously reviewed the above out-of-town travel requents. The concerned out-of-town travel and all identified expenses are reaction Authority's business and reasonable in comparison to the anticipation. The concerned out-of-town travel and all identified expenses confered Authority's Policies 3.30 and 3.40. Administrator's Signature: 	necessary fo ted benefit to orm to the re	r the addonate the Autority of	vancement of the thority. ents and intent of
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Service Signature is required). By my signature below, I certify the following: 1. I have conscientiously reviewed the above out-of-town travel requents: 2. The concerned out-of-town travel and all identified expenses are result of the Authority's business and reasonable in comparison to the anticipation of the concerned out-of-town travel and all identified expenses confered outhority's Policies 3.30 and 3.40. Administrator's Signature: UTHORITY CLERK CERTIFICATION ON BEHALF OF EXPENSES.	necessary for the decessary fo	r the adoptine the Augurement Date:	vancement of the thority. ents and intent of
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SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY <u>OUT-OF-TOWN TRAVEL REQUEST</u>

GENERAL	INSTRI	JCTI	ONS:
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A.	All travel rec	uests must d	conform to	applicable	provisions	of Policies	3.30 and 3.40.
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B. Personnel traveling at Authority expense shall, consistent with the provisions of Policies 3.30 and 3.40, use the most economical means available to affect the travel.

1. TRAVELER: Travelers Name: Thella F. Bowens		Dept:	06 Exec Office	ce
Position: President/CEO	Gen. Counsel		Chief	
All other Authority employees (does not require e	xecutive committee a	administra	ator approval)	
2. DATE OF REQUEST: 03/12/13 PLANNED DATE OF DEP				18/13
3. DESTINATIONS/PURPOSE (Provide detailed explanation as of paper as necessary): Destination: Seattle, WA Purpo Confe Explanation:	to the purpose of the second to the purpose of the second to the second			tra sheets
4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES A. TRANSPORTATION COSTS: • AIRFARE • OTHER TRANSPORTATION (Taxi, Train, Car Re B. LODGING C. MEALS D. SEMINAR AND CONFERENCE FEES E. ENTERTAINMENT (If applicable) F. OTHER INCIDENTAL EXPENSES TOTAL PROJECTED TRAVEL EXPENSE	s	450.00 100.00 800.00 250.00 825.00 100.00 2525.00		
CERTIFICATION BY TRAVELER By my signature below, associated expenses conform to the Authority's Policies 3.30 and Authority's business. Travelers Signature:	I certify that the abo 3.40 and are reaso	nable an	out-of-town to d directly related Mar	ted to the
CERTIFICATION BY ADMINISTRATOR (Miles Admin				
Clerk's signature is required). By my signature below, I certify the following: 1. I have conscientiously reviewed the above out-of-town tra 2. The concerned out-of-town travel and all identified expens Authority's business and reasonable in comparison to the 3. The concerned out-of-town travel and all identified expens Authority's Policies 3.30 and 3.40.	vel request and the ses are necessary for anticipated benefit	details por the adto	provided on the vancement of uthority.	e reverse the
Administrator's Signature:		_ Date:		
AUTHORITY CLERK CERTIFICATION ON BEHALF (F EXECUTIVE	COMM	ITTEE	
		101		
l, (Please leave blank. Whoever clerk's the meeting will insert their name and title.)	, hereby certify t	hat this o	document was	approve
by the Executive Committee at its	meeti	ng.		

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

MARK BURCHYETT

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

GEN	IERA	LINST	RUCT	IONS.

- 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.

TRAVELER: Travelers Name:	Dept: Chief Auditor
Position: Board Member President/CEO	Gen. Counsei ✓ Chief Auditor
	Over the committee administrates are all
All other Authority employees (does not require	가는 사람들이 많아 있다. 아니라 아이들은 사람들이 되는 사람들이 되었다. 그 아니라 나는 사람들이 되었다.
2. DATE OF REQUEST: 3/5/13 PLANNED DATE OF DEP	ARTURE/RETURN: 6/2/13 / 6/12/13
DESTINATIONS/PURPOSE (Provide detailed explanation as of paper as necessary): Destination:Kansas City, MO Purpo Explanation:	to the purpose of the trip- continue on extra sheets se: Attend AAIA (Airport Auditors) Conference
4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES A. TRANSPORTATION COSTS: • AIRFARE	\$ 360
OTHER TRANSPORTATION (Taxi, Train, Car Rei	
B. LODGING	\$ 700
C. MEALS	\$ 100
D. SEMINAR AND CONFERENCE FEES	\$ 550
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$ 110 22 10 22 10 22 10 2
TOTAL PROJECTED TRAVEL EXPENSE	\$ 1870
CERTIFICATION BY TRAVELER By my signature below,	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.	site and readenable and and only related to the
Travelers Signature:	Date: 3/5//3
CERTIFICATION BY ADMINISTRATOR (Where Admini	strator 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 tra-	vel request and the details provided on the reverse.
The concerned out-of-town travel and all identified expens Authority's business and reasonable in comparison to the	es are necessary for the advancement of the
 The concerned out-of-town travel and all identified expens Authority's Policies <u>3.30</u> and <u>3.40</u>. 	es conform to the requirements and intent of
Administrator's Signature:	Date:
AUTHORITY CLERK CERTIFICATION ON BEHALF C	F EXECUTIVE COMMITTEE
I, (Please leave blank. Whoever clerk's the meeting will insert their name and title.)	, hereby certify that this document was approved
by the Executive Committee at its	meeting.

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

ASSOCIATION OF AIRPORT INTERNAL AUDITORS 24th Annual Conference Kansas City, MO June 3 – 5, 2013

Sunday, June 2, 2013

6:00 - 9:00 p.m. Welcome Reception, Kansas City Marriott Downtown

Monday, June 3, 2013

7:00 - 8:00 a.m. Registration and Continental Breakfast - Conference Registrants Only

8:00 – 8:45 a.m. Opening Remarks and Attendee Introductions

- Robin Eng, AAIA President Director, Accounting Services The Calgary Airport Authority
- Dolly Daniell, AAIA Vice President Director of Internal Audit Greater Orlando Aviation Authority
- Kathy Whalen, Conference Chair Customer Service Officer Kansas City Water Services Department
- Attendee Introductions
- Housekeeping Items

8:45 – 9:15 a.m. Welcome to Kansas City International Airport

The Director of Aviation for the Kansas City International Airport will discuss the impact of the airline/aviation industry on its existing facilities and the effects on planning a 1.5 billion dollar terminal project to replace KCI's three existing terminals.

Presented by: Mark VanLoh, A.A.E., Director of Aviation, Kansas City Aviation Department

9:15 - 10:00 a.m. FAA: Future of the Industry

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The FAA Regional Administrator will discuss the future of the industry and how changes will affect airport owners with obtaining and administering Airport Improvement Program (AIP) grants for the planning and development of public-use airports.

Presented by Joe Miniace, Regional Administrator, FAA

ASSOCIATION OF AIRPORT INTERNAL AUDITORS 24th Annual Conference Kansas City, MO June 3 – 5, 2013

10:00 - 10:30 a.m. Break/Networking

10:30 - 12:00 p.m. Auditing Rental Car Agreements

Auditing rental car companies presents a continuing challenge. In this session Rick Shields will review significant provisions in rental car agreements including the definition of gross receipts, deductions, and exclusions. He will also discuss complexities in auditing unreported revenue and present practical methods to uncover these items with various examples as well.

Presented by: Rick Shields, CPA, CFE, Principal, Blue & Company, LLC

12:00 - 2:00 p.m. Lunch and Annual Business Meeting

2:00 – 3:15 p.m. Secrets, Conspiracies and Hidden Patterns

This presentation will discuss common fraud schemes encountered in forensic investigation with a focus on fraud schemes perpetrated by third party vendors. We will discuss the common red flags used to detect these schemes and how they can be detected and potentially prevented. Case studies taken from actual forensic investigations will be used as illustrations. The presentation will also highlight the use of data mining in fraud prevention and fraud detection. Attendees will be introduced to simple data mining concepts that can easily and inexpensively be utilized by any organization, as well as more advanced, cutting-edge data mining methodologies that are coming into vogue. The presentation will also cover an update on recent fraud trends and the effective internal controls for fraud prevention.

Presented by: Shauna Woody-Coussens, CFE, Director of Forensic & Valuation Services, BKD, LLP

3:15 - 3:30 p.m. Break/Networking

3:30 - 5:00 p.m. Secrets, Conspiracies and Hidden Patterns, continued