### **Revised 2/17/12**



Item No.

Meeting Date: FEBRUARY 21, 2012

### 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

# THELLA F. BOWENS

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

- 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 <u>3.30</u> and <u>3.40</u>, use the most economical means available to affect the travel.

1. TRAVELER:			
Travelers Name: Thella	F. Bowens		Dept: <u>06</u>
Position:	ber President/CEO	Gen. Counsel	Chief Auditor
All other Au	ithority employees (does not i	require executive commi	ttee administrator approval)
2. DATE OF REQUEST: 2/1	0/12 PLANNED DATE OF	DEPARTURE/RETURN:	04/16/12 / 4/19/12
3. DESTINATIONS/PURPOS	E (Provide detailed explanation	on as to the purpose of	the trip- continue on extra sheets
of paper as necessary):			
Destination:Las Vegas, N		Purpose: ACI-NA Oper Affairs/Environmental A	rations and Technical ffairs Conference
Explanation:			
B. LODGING C. MEALS D. SEMINAR AND CO E. ENTERTAINMENT F. OTHER INCIDENT TOTAL PROJ	N COSTS:  SPORTATION (Taxi, Train, Conference FEES (If applicable) AL EXPENSES ECTED TRAVEL EXPENSE	\$ \$ \$ \$ \$	450.00 433.44 150.00 695.00 0.00 0.00 1728.44
associated expenses conform Authority's business. Travelers Signature:	AVELER By my signature be a tyle Authority's Policies 8.30	) and <u>3.40</u> and are reas	bove listed out-of-town travel and sonable and directly related to the ate:
CERTIFICATION BY ADI	INISTRATOR (Where A	dministrator is the Ever	cutive Committee the Authority
Clerk's signature is required).	(MINIOR		wave committee, the Authority
By my signature below, I certify	the following:		
<ol> <li>I have conscientiously</li> <li>The concerned out-of-t Authority's business an</li> </ol>	reviewed the above out-of-tovo own travel and all identified e d reasonable in comparison to own travel and all identified e	xpenses are necessary to the anticipated benef	it to the Authority.
Administrator's Signature: _			Date:
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by the Executive Committee a	. *A		eting.
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## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY <u>OUT-OF-TOWN TRAVEL REQUEST</u>

#### **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 <u>3.30</u> and <u>3.40</u>, use the most economical means available to affect the travel.

1. TRAVELER:						
Travelers Name:	Thella F. Bow	ens			Dept:	06/Executive Office
Position:	ard Member		☐ Ger	n. Counsel		Chief Auditor
□ All e	other Authority	employees (does not	require execu	ıtive commi	ittee admir	istrator approval)
2. DATE OF REQUES	T: <u>02/14/12</u>	_ PLANNED DATE O	F DEPARTUR	E/RETURN:	04/24/	<u>12 / 04/28/12</u>
3. DESTINATIONS/PU of paper as necessary Destination: Charles Explanation:	ery):					ontinue on extra sheets
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TOTAL	. PROJECTED	TRAVEL EXPENSE		\$	2895.00	
CERTIFICATION B	Y TRAVELE	R By my signature b	elow, I certify	that the a	bove listed	d out-of-town travel and
associated expenses co	onform to the A	thority's Poligies 3.3	<u>0</u> and <u>3.40</u> a	nd are reas	sonable ar	d directly related to the
Authority's business. Travelers Signature:		U SEO	Well	<u> </u>	ate:	2/16/12
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Clerk's signature is requ By my signature below, 1. I have conscien 2. The concerned Authority's busi	uired). I certify the follotiously reviewed out-of-town traviness and reaso out-of-town traviout-of-town traviout-of-town travious	owing: If the above out-of-to rel and all identified e hable in comparison rel and all identified e	wn travel req expenses are to the anticip	uest and the necessary	ne details p of for the ad fit to the A	provided on the reverse. Ivancement of the Juthority.
Administrator's Signa	ture:				Date:	
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by the Executive Comr	nittee at its			mee	etina.	

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

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1. TRAVELER:					
Travelers Name:	Thella F. Bow	ens		Dept	06/Executive Office
Position:	Board Member		☐ Gen. 0	Counsel	Chief Auditor
Г	All other Authority e	mployees (does not i	equire executiv	e committee adm	inistrator approval)
2. DATE OF REQU	EST: <u>02/16/12</u>	_ PLANNED DATE OF	DEPARTURE/F	RETURN: <u>05/21</u>	/12 / 05/25/12
of paper as nece		ngapore	Purpose: 7 <sup>th</sup> A0	CI Asia-Pacific R	continue on extra sheets egional Assembly,
Explanation:			Conference & E	xnibition an	
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## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY <u>OUT-OF-TOWN TRAVEL REQUEST</u>

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1. TRAVELER:						
Travelers Name	: Thella F. Bow	ens			Dept:	06/Executive Office
Position:	Board Member		☐ Ger	n. Counsel		Chief Auditor
Γ	All other Authority e	mployees (does not r	equire execu	itive commi	ttee admir	nistrator approval)
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B. LODG	THER TRANSPORTA BING	.HON (Taxi, Train, C	ar Rental)	\$	100.00 500.00	
C. MEAL				\$	200.00	_
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т	OTAL PROJECTED	TRAVEL EXPENSE		\$	2285.00	
CERTIFICATION  associated expension  Authority's busine  Travelers Signat	ses conform to the Au	R By my signature be thoutty's Policies 3.30	elow, I certify and <u>3.40</u> and	nd are reas	onable ar	d out-of-town travel and ad directly related to the
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Authority's	3 Policies <u>3.30</u> and <u>3.4</u>	<u>10</u> .				
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1. TRAVELE	R:					
Travelers N	lame:]	Thella F. Bow	vens		Dept:	06/Executive Office
Position:	Board	Member		Gen. Counsel	_	Chief Auditor
	All oth	er Authority	employees (does not red	uire executive commit	tee admir	nistrator approval)
2. DATE OF	REQUEST:	02/14/12	PLANNED DATE OF D	EPARTURE/RETURN:	04/29/	/12 / 05/2/12
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by the Execu			Leave blank and we will insert	•	ing.	
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## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY <u>OUT-OF-TOWN TRAVEL REQUEST</u>

19 - Corporate Services/
FAUTHORITY Email

#### **GENERAL INSTRUCTIONS:**

A. All travel requests must conform to applicable provisions of Policies 3.30 and 3.40.

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1. IRAVELE	K:					
Travelers Na	ame: _	Thella F. Bow	ens ens		_ Dept:	6/Executive Office
Position:	☐ Board	Member		Gen. Counsel		Chief Auditor
	All oth	er Authority	employees (does not req	uire executive commit	tee admir	istrator approval)
2. DATE OF	REQUEST:	01/31/12	PLANNED DATE OF D	EPARTURE/RETURN:	02/23/	12 / 02/24/12
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	on: Dallas, T		<u>Pu</u>	rpose: Meeting with	Southwes	t Airlines
Explanati	ion: Meeting	with Southy	est Airlines Headquarte	ers	-	
4. PROJECT A. TF	ED OUT-OF	-TOWN TRA	AVEL EXPENSES FS:			
•	AIRFARE		. •.	\$	850	00
•	OTHER TI	RANSPORTA	ATION (Taxi, Train, Car	Rental) \$	100.	<del></del>
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CERTIFICA	TION BY	TRAVELE	R By my signature belo	w I cortify that the ab	ove lietec	Lout of town troval and
associated ex	penses conf	orm to the A	thority's Policies 3.30 a	nd 3 40 bnd are reas	onable es	d directly related to the
Authority's bus Travelers Sig	siness.	Till	L A Powen	21/	ate: 2	Selv 2012
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Clerk's signatu	re is require	ed).	,			minutes, the reading ty
By my signatu	re below, I d	ertify the foll	owing:			
			d the above out-of-town	travel request and the	e details r	provided on the reverse
2. The co	oncerned ou	t-of-town trav	el and all identified exp	enses are necessary	for the ad	vancement of the
Author	rity's busines	s and reaso	nable in comparison to t	he anticipated benefit	to the A	thority
3. The co	oncerned ou	t-of-town traves 3.30 and 3.	el and all identified exp	enses conform to the	requirem	ents and intent of
Administrato			14/200	u	Date:	2-9-12
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by the Execut	tive Committ			meet	tina.	
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1. TRAVELER:			
Travelers Name: Thella F. Bowen		Dept:	6/Executive Office
Position: Board Member	President/CEO	n. Counsel	Chief Auditor
All other Authority em	ployees (does not require exec	utive committee adm	inistrator approval)
2. DATE OF REQUEST: 01/24/12	PLANNED DATE OF DEPARTUI	RE/RETURN: 01/26	5/12 / 01/26/12
<ol> <li>DESTINATIONS/PURPOSE (Provide of paper as necessary): Destination:Long Beach, CA</li> </ol>	Purpose: A	purpose of the trip- CI Media Relations a tions Seminar	
Explanation:	Communica	idona Genninai	
4. PROJECTED OUT-OF-TOWN TRAVE A. TRANSPORTATION COSTS:  • AIRFARE • OTHER TRANSPORTATI B. LODGING C. MEALS D. SEMINAR AND CONFERENCE: ENTERTAINMENT (If application of the conference of the co	ON (Taxi, Train, Car Rental) CE FEES ble) ISES	\$ 131.6 \$ 25.0 \$ 3	00
		\$ 165.0	
CERTIFICATION BY TRAVELER	By my signature below, I certi	fy that the above list	ed out-of-town travel and
associated expenses conform to the Auth Authority's business. Travelers Signature:	onty's Policies 3.30 and 3.40	and are reasonable a	and directly related to the
CERTIFICATION BY ADMINISTR	ATOR (Where Administrate	or is the Executive Co	ommittee the Authority
Clerk's signature is required).			and the state of the
By my signature below, I certify the follow			
<ol> <li>I have conscientiously reviewed t</li> <li>The concerned out-of-town travel Authority's business and reasona</li> </ol>	and all Identified expenses ar	e necessary for the	advancement of the
<ol> <li>The concerned out-of-town travel Authority's Policies 3.30 and 3.44</li> </ol>	and all-identified expenses co	onform to the require	ments and intent of
Administrator's Signature:	ysean	Dat	e: 1. 83.17
AUTHORITY CLERK CERTIFICA	TION ON BEHALF OF E	XECUTIVE COM	<u>IMITTEE</u>
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by the Executive Committee at its	we blank and we will insert the moeth	meeting.	

# **EXPENSE REPORTS**

# THELLA F. BOWENS

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

TRAVELE	ER:	Thella F. Bowens		_ i	DEPT. NA	ME & NO.	·	Exe	cutive Of	ffice BU6	
DEPART	JRE DATE:	11/29/2011	RETUR	N DATE:		12/12/201	1	REPO	RT DUE:	1.	/11/12
DESTINA	TION:	Washington DC									
expenses	and approvals.	rity Travel and Lodging Expense R Please attach all required supports s should be explained in the space	ting documents	ation. All r	ticle 3, Par eceipts mu	t 3.4, Secust be dete	tion 3.40, c ailed, (cred	outlining a lit card red	ppropriate eipts do r	reimburse ot provide	able sufficient
B All Tra			Authority Expenses				Employe	e Expens	:08	iii	
			(Prepaid by Authority)	SUNDAY	MONDAY	TUESDAY 11/29/11	WEDNESDAY 11/30/11	THURSDAY 12/1/11	FRIDAY 12/2/11	SATURDAY	TOTALS
		ttach copy of itinerary w/charges)	988.80					0000			0.0
Conference	e Fees (provide	copy of flyer/registration expenses)	EXERCISE VIEW								0.0
Rental Car										10 TO	0.0
Gas and C	Oil*								"		0.0
Garage/Pa	arking*				5 dS - 5 2			***************************************			0.0
Vileage - a	attach mileage	form*			100			1900	*		0.0
Taxi and/o	r Shuttle Fare (	(include tips pd.)*	Park State	233.50.50	144400	73.00	16.00		89.00		178.0
lotel*						445.41	267.93	267.93			981.2
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aundry*											0.0
Tips - sepa	arately paid (me	aids,bellhop,other hotel srvs.)	VE SENIOR	100000							0.0
Vieals	Breakfast*			0 <del>00 (000 (000 )</del>			Sales	38.00			38.0
include	Lunch*								9.74		9.7
tips pd.)	Dinner*					27.22	777	36.70	-		63.9
	Other Meals	3*									0.0
licohol is a	non-reimbursa	ble expense					40(20)	が設計が記	de entre	Sept. 1465	
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			是四次 地名								0.0
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WART TO	То	tal Expenses prepaid by Authority	988.80	0.00	0.00	545.63	283.93	342.63	98.74	0.00	1,270.9
xplanatio	n:				Total Exp	enses Pre	paid by Au	thority			988.8
•							urred by E				200.0
					(including	cash adv					1,270.9
					<b>Grand Tri</b>	p Total	Legit Sile is in	1.700	166526	/11.20 - N + N	2,259.7
					Less Casi	h Advance	(attach cop	of Authority	ck)		
							paid by Au		1000		988.80
¹Give name	s and business a	filiations of any persons whose meats w	ere nald by trave	ler.	Due Trave	eler (posit	ive amoun	t) <sup>2</sup>			
<sup>2</sup> Prepare C	check Request sonal check paya				Due Auth		ative amo		ng even if t	he amount i	1,270.93
an travel	or or administ	rotor poknowledge that I have			-	-		-			
as travei	er or administi	rator acknowledge that I have re	ead, understa	ind and a	gree to A	uthority p	olicies 3	.40 - Trav	ei and L	odging Ex	pense
Reimburse	ement Policy	and 3.30 - Business Expense R	Reimburseme	nt Policy	and that	any purc	hases/cla	ims that	are not a	llowed wi	l be my
	ility. I further o	certify that this report of travel ex	xpenses were	incurred	in conne	ction with	n official A	Authority	business	and is tru	e and
orrect.	7 Travel and I	odging Expense Reimbursement P	alian 2.40		Distance I		S. 1				
		Jodnig Expense Reimbursement P	Olicy 3.40		Business I	<u>Expense</u> r	<del>(elmburse</del>	ment Polic	χ 3.30		
repared B	- y:	Anna Min	ny Caldera	11.			I	Ext.:		2445	
raveler Sig	gnature:			///	7		1	Date:	21	3/12_	
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		meeting.	•								
eave blank	and we will inser	rt 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

GENE	RAL	INSTRI	JCTIC	NS:

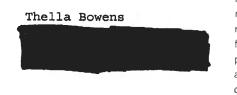
- A. All travel requests must conform to applicable provisions of Policies 3.30 and 3.40.
- B. Personnel traveling at Authority expense shall, consistent with the provisions of Policies 3.30 and 3.40, use the most economical means available to affect the travel.

1.	TRAVELER:					
•	Travelers Name:	Thelia F. Box	wens		_ Dept	6/Executive Office
Р	osition:	Board Member	President/CEO	Gen. Counsel		Chief Auditor
	Г	All other Authority	employees (does not rea	uire executive commi	ttee admir	nistrator approval)
2	. DATE OF REQ	UEST: 10/24/11	PLANNED DATE OF I	DEPARTURE/RETURN	11/30	/11 / 12/02/11
3.	DESTINATION	S/PURPOSE (Prov	ride detailed explanation	as to the purpose of	the trip- c	ontinue on extra sheets
	of paper as nec	<b>&gt;ess</b> ary);			•	
		ashington DC	Se	irpose: 2011 ACI-NA eminar	Internation	onal Aviation Issues
	Explanation: 2	2011 ACI-NA Inter	national Aviation Issues	Seminar	<del></del>	
	•			P GOTTING		
4.	PROJECTED C	OUT-OF-TOWN TR	AVEL EXPENSES			
	A. TRANS	SPORTATION COS	STS:			
		RFARE		<u>\$</u>	1100.00	)
			ATION (Taxi, Train, Car		100.0	<u> </u>
	B. LODGI			\$ \$ \$ \$	600.0	5
	C. MEALS			\$	400.00	5
		IAR AND CONFER		\$		_
		TAINMENT (if app		\$		_
		R INCIDENTAL EX		\$		
	π	OTAL PROJECTED	TRAVEL EXPENSE	\$	2200.00	
_	EDTIELOATIO	AL DAY WO ALCOH	- · · · · · ·		2	<del></del>
¥	EKTIFICATIO	N BY IKAVEL	ER By my signature bel	ow, I certify that the a	bove liste	d out-of-town travel and
as	sociated expens	es conform to the	uthority's Bolicies 3.30	and <u>3.40</u> and are rea	sonable a	nd directly related to the
Αl	ithority's busines	18.	a Alas	Man	_	11 ALABAIL
7	ravelers Signatu	ine: <u>/////ee</u>	U-IVW	MINES D	ate:	XI
_					-	- Weight
C	ERTIFICATIO	N BY ADMINIS	TRATOR (Where Ad	ministrator is the Exe	cutive Co	mmittee, the Authority
CI	erk's signature is	required).				•
B		elow, I certify the fo				
	1. I have cons	scientiously review	ed the above out-of-town	travel request and ti	ne details	provided on the reverse.
	2. The conce	med out-of-town to	<b>avel and all identified ex</b> i	oenses are necessar	for the a	ivancement of the
	Authority's	business and reas	onable in comparison to	the anticipated hene	fit to the A	uthority
	3. The concer	med out-of-town tra	avel and all-lidentified exp	senses conform to the	nontilinom	autority.
	Authority's	Policies 3.30 and	340) [ ]	AND COMOTTI CO UN	a reduneri	ieries and illient of
						10011
	Administrator's S	Signature:	Unea		Date	10.24.11
	11		' '/	1991 8.1		
A	UTHORITY C	LERK CERTIFIC	CATION ON BEHAL	F OF EXECUTIV	E COM	AITTEE
			A Mercuna separa di Salamana di Salama		112	100 NO
ļ,	Name to a series his at the	<b>A</b>		, hereby certif	y that this	document was approved
			ding will insert their name and	##a.)		
D	y the Executive (	committee at its	(I eave block and un sell inne	me	eting.	
			II GRUD BIOGN ONE WAS WILL INCO	of the management of the territories of the territo		

the fairfax at embassy row, washington d.c. 2100 massachusetts avenue north west - washington, district of columbia 20008 phone 202.293.2100 - fax 202.293.0641

guest

travel agent/charge to



room 400 rate 389.00 no. pers. 1 folio 612391 page arrive 29-NOV-11 16:53 depart 30-NOV-11 07:31 payment

date reference description charges/credits

29-NOV-11 RT400 Room Charge Retail
29-NOV-11 RT400 Room Tax
29-NOV-11 7578 Room Service
30-NOV-11 AX American Express
\*\*\*For Authorization Purposes Only\*\*\*

389.00 \ 445, 56.41 \\
See page 1 of 4 \ -27.22 \\
472.63-

Auth Date Code Authorized 29-NOV-11 567530 544.60

Balance Due

0.00

#### EXPENSE REPORT SUMMARY

Date	Room/Tax	Food/Bev	Telephone	Other	Total	Payment
29-NOV-11	445.41	27.22	0.00	0.00	472.63	0.00
30-NOV-11	0.00	0.00	0.00	0.00	0.00	472.63-
Total	445.41	27.22	0.00	0.00	472.63	472.63-

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

I agree to remain personally liable for the payment of this account if the corporation or other third party billed fails to pay part or all of these charges.

signature\_\_\_\_

### As a Starwood Preferred Guest you have earned at least 814 Starpoints for this visit A50768218495

Thella	Bowens		ROOM	DEPART	AGENT
FOLIO	612391	29-NOV-11	400	30-NOV-11	<b>JENNIFER</b>



the fairfax at embassy row, washington d.c. 2100 massachusetts avenue north west washington, district of columbia 20008 phone 202.293.2100 fax 202.293.0641

guest travel agent/charge to room 400 rate Thella Bowens 234.00 no. pers. 1 folio 608832 Α page arrive 30-NOV-11 07:31 depart 02-DEC-11 12:30 payment ACK30A description reference Charges/credits 30-NOV-11 RT400 Room Grp Association 234.00 30-NOV-11 RT400 Room Tax 33.93 01-DEC-11 **RT400** Room Grp Association 234.00 01-DEC-11 RT400 Room Tax See page 1 of 4 -01-DEC-11 7672 Room Service 02-DEC-11 AX American Express \*\*\*For Authorization Purposes Only\*\*\* Auth Date Code Authorized 30-NOV-11 183230 655.20 Balance Due 0.00 EXPENSE REPORT SUMMARY Food/Bev Date Room/Tax Telephone Other Total Payment 30-NOV-11 267.93 0.00 0.00 0.00 267.93 0.00

0.00

0.00

0.00

305.93

573.86

0.00

signature.

0.00

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

0.00

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I agree to remain personally liable for the payment of this account if the corporation or other third party billed fails to pay part or all of these charges.

01-DEC-11

02-DEC-11

Total

267.93

535.86

0.00

As a Starwood Preferred Guest you have earned at least 1012 Starpoints for this visit A50768218495

38.00

38.00

0.00

Thella Bowens ROOM DEPART AGENT FOLIO 608832 30-NOV-11 400 02-DEC-11 RAHEL





Traveltrust 274 North Coast Fighway 101 Encintas, Ca 92024 Tol: 760-635-1700 Fax 760-635-1720 Website www.travetrust.com

BOWENS/THELLA	DEPT 6			07-N	lov-2011 2:52 p
					Page 1 of
	YOUR UNITED ETICKET CONFIRMATION	ON IS ** TF	** MCNV-		
30-Nov-2011 06:18am Wednesday	Air United Airlines From: San Diego CA, USA Meal: None Equip: CRJ-Canadair Regiona Depart: 30-Nov-2011 Wednesday Arrival: 30-Nov-2011 Wednesday SAN-LAX OPERATED BY /UNITED EXI Depart - COMMUTER TERMINAL Arrive - TERMINAL 8 United Airlines locator: TFVNJI UA Frequent Flyer####################################		Flight# To: Seats: Status: Stops:	5325 Class: I Los Angeles CA, USA Seat:5B Confirmed 0	<b>H</b>
30-Nov-2011 07:48am Wednesday	Air United Airlines From: Los Angeles CA, USA Meal: Food For Purchase Equip: Boeing 777 Jet Depart: 30-Nov-2011 Wednesday Arrival: 30-Nov-2011 Wednesday Depart ~ TERMINAL 7 Arrive ~ United Airlines locator: TFVNJN UA Frequent Flyer# ** ECONOMY PLUS AISLE SEAT CONF Flight Duration: 4 hour(s) and Class of Service: Coach	IRMED **	Flight# To: Seats: Status: Stops:	950 Class: V Washington Dulles DC, U Seat:25H Confirmed 0	-
2-Dec-2011 5:29pm riday	Air United Airlines From: Washington Dulles DC, USA Meal: Food For Purchase Equip: Boeing 777 Jet Depart: 02-Dec-2011 Friday Arrival: 02-Dec-2011 Friday Depart - Arrive - TERMINAL 7 United Airlines locator: TFVNJM UA Frequent Flyer# ** AISLE SEAT CONFIRMED ** Flight Duration: 5 hour(s) and Class of Service: Coach		Filght# To: Seats: Status: Stops:	951 Class: V Los Angeles CA, USA Seat:40B Confirmed 0	V
2-Dec-2011 0:59pm nday	Air United Airlines From: Los Angeles CA, USA Meal: None Equip: CRJ-Canadair Regiona Depart: 02-Dec-2011 Friday		Flight# To: Seats: Status: Stops:	6344 Class: H San Diego CA, USA Seat:6C Confirmed 0	
D-May-2012 /ednesday	Other  San Diego CA, USA RESERVATION RETAINED FOR 180 DAY	rs			



Traveitrust
374 North Coest Highwey 101
Encintas, Ca 92024
Tel: 760-635-1700
Fax 760-635-1720
Website www.travetrust.com

BOWENS/THELLA	DEPT	6					22	-Nov-2	011 3:18 p
									Page 1 of
	YOUR U	NITED ETICKE	T CONFIRMAT	ION IS **	TFVNJM **				
29-Nov-2011 06:18am Fuesday	Depart Arrive United UA Frec ** EXII	United Airlines San Diego CA None CRJ-Canadair 29-Nov-2011 29-Nov-2011 COPERATED BY COMMUTER TERMINAL SAIrlines Torquent Flyer# TROW WINDOW DURATION: 48 of Service: U	Regiona Tuesday Tuesday Y /UNITED E) TERMINAL Cator: TFVN:	М	Flight# To: Seats: Status: Stops:	5445 Los Angeles C Seat:8A Confirmed 0	Class: A, USA	U	
29-Nov-2011 07:48am ruesday	Air From: Meal: Equip: Depart: Arrival: Depart Arrive United UA Freq ** ECON Flight	United Airlines Los Angeles C Food For Purc Boeing 777 Je 29-Nov-2011 - TERMINAL 7	A, USA hase t Tuesday Tuesday  ator: TFVN) DDLE - WE WI hour(s) and	03:32pm	Flight# To: Seats: Status: Stops:	950 Washington Do Seat:23F Confirmed 0	Class: ulles DC,		,
02-Dec-2011 05:29pm Friday	Air From: Meal: Equip: Depart: Arrival: Depart Arrive United UA Freq ** AISL Flight	United Airlines Washington Du Food For Purch Boeing 777 Jet 02-Dec-2011 02-Dec-2011	ulles DC, USA hase Friday Friday ator: TFVNJ			951 Los Angeles C Seat:40B Confirmed 0	Class: A, USA	W	
2-Dec-2011 0:59pm riday	Air From: Meal: Equip: Depart: Arrival: LAX-SAN Depart Arrive United ** EXIT Flight	United Airlines Los Angeles C/ None CRJ-Canadair 02-De@2011	A, USA Regiona Friday Friday /UNITED EX ERMINAL ator: TFVNJ	M	Flight# To: Seats: Status: Stops:	6344 San Diego CA, Seat:8B Confirmed 0	Class: USA	U	
0-May-2012 /ednesday	San Diego	CA, USA ATION RETAINE	D FOR 180 DA						



Traveltrust 374 North Coast Faghway 101 Encinitas, Ca 92024 Tol: 760-635-1700 Fax 760-635-1720 Website www.travetrust.com

**BOWENS/THELLA** 

**DEPT 6** 

22-Nov-2011 3:18 pm

Page 2 of 2

Ticket Information

BOWENS THELLA Ticket#:8724911310

Invoice#:1189778

Ticket Base Fare: Ticket Tax: Total Ticket Amount:

196.52

3.48 200.00

Electronic: YES

SERVICE FEE DOCUMENT #: 0569305066

FEE AMOUNT: 25.00

BILLED TO: AMERICAN EXPRESS ENDING IN 1012

Fy: Changed ithreray duc to request to atknd. Flight Diversion Forum

4,

763.80

### FLIGHT DIVERSION PLANNING FORUM DRAFT AGENDA

### November 30, 2011

9:00-9:45am

Forum Opening in the DOT Atrium

Opening remarks: Secretary of Transportation Ray LaHood

High level review of October 29, 2011 operation

FAA Administrator Randy Babbitt

FAA initial recommendations to improve diversion management

**FAA Deputy Administrator Michael Huerta** 

Open session for comments/questions Secretary of Transportation Ray LaHood

9:45am

Break

10:00am

Concurrent break-out sessions:

- 1) Airport Operations -- Kate Lang
- 2) Airline Operations David Grizzle
- 3) Customer Experience Bob Rivkin

11:45am

Break

12:00pm

Plenary Session: Reports from Break-Out Sessions and Discussion

**Administrator Babbitt** 

1:00pm

Close-out

**Administrator Babbitt** 

# RECEIPTS FROM TRAVEL TO WASHINGTON DC NOVEMBER 29 - DECEMBER 2, 2011—THELLA F. BOWENS

DATE 11/29 AMOUNT \$ 73°	<u> </u>
RECEIVED FROM airport (dules)	
FROMhotel	<del></del>
DESTINATION	_
CAB # DRIVER I.D. #	_ 1
DRIVERS NAME	
Ro THE F/ อลัยคงอง .UW nington, D.C.	Room Service At THE FAIRFAX EMBASSY ROW Washington, D.C. / K
179 M	174 SERRY
Tb1 400/1 Chk 757 Gst 1 B0WENS Nov29'11 07:38PM	Tb'l 400/1 Chk 7672 Gst 1 BOWENS Dec01'11 10:29AM
	1 SIDE TOAST ( 4.00 ,
1 TOMATO SOUP 1 60 APPL COBBLER 1 Jan Food 3,00 AC ICE CREAM	Wheat Tst 1 APPLEWOOD BACON 6.00 1 COFFEE SM 5.00
epecial Prep Pul of HCT WATER Special Prep	Cream 1 SEASONAL BERRIES 9.00 PAT OF HOT WATER Special Prep
\$3.50 Deliv 3.50	\$3.50 Deliv 3.50
Subtotal 18.00 Sales Tax 2.43 Service Chrg 3.50 R/S Auto Grt 3.24 07:40PM Total 27 22	Subtotal 24.00 Sales Tax 3.18 Service Chrg 3.50 R/S Auto Grt 4.32 10:31AM Total 35.00
#ODITONAL TIP:	ADDITONAL TIP: (3.00)
TO FAL.	TOTAL: 38,00
ROOM #:	ROOM #:
NAME	NAME DE DO DE DESTULLA
SIGNATURE	SIGNATURE
Pana	OF L

## RECEIPTS FROM TRAVEL TO WASHINGTON DC NOVEMBER 29 - DECEMBER 2, 2011—THELLA F. BOWENS

THE FAIRFAX HOTEL 2100 Massachusetts Avenue N.W. Washington D.C. 20008 202-293-2100

IORGE		
/4	Chk 3204 Dec01'11 09:19Pl	Gst 1
3IMPLE 3IMPLE ******* CRAB C/ , C. ONIO 1/5 WILD S/ 1/5 STRIP 6 PORK TI Med FIRE MAIN	SOUP SALAD POR SIDE SALAD SALAD POR	2.00 2.00 1.60 1.60 0.00 3.20 2.40 4.80 4.40 4.40

Subtotal Sales Tax :43PM = :al	#2900 34.80 2.90 3.18 34.98 #31.90
R00k #:	1:04.80 top
TOTAL:	(\$3670)
NAME	
SIGNATUR	

THE LATIVIAN HOLLE 2100 Massachusetts Avenue N.W. washington D.C. 20006 202-293-2100 Dec01'11 10:45PM Date: Card Type: Amex Acct #: XXXXXXXXXXX1003 Card Entry: SWIPED Trans Type: PURCHASE Auth Code: 569993 Check: 3204 Table: 8/4 138 JOR & E Server: Bubtctal: agree to pay above total according to my card issuer agreement. 

dinner (receipt shows 1/5 of total - split amongst attendees)

Page OF 4

# RECEIPTS FROM TRAVEL TO WASHINGTON DC NOVEMBER 29 - DECEMBER 2, 2011—THELLA F. BOWENS

TAXICAB RECEIPT  Time: Date: 11/30  Origin of trip: Hotel  Destination: DOT HeadQuartu3  Fare: Sign:	TAXICAB RECEIPT  Time: Date: _12/2  Origin of trip: _ACI _ NA _ Townhouse  Destination:hdel  Fare: Sign:
TAXICAB RECEIPT  Time: Date: 11/30  Origin of trip: DOT He ad Quarturo  Destination: hotel  Fare: 800 Sign:	

TA	XICAB REC	CEIPT
	Time:	
Origin of trip: hote		
Destination: ACI- N	A Touthouse	136 D
Fare: #CVD	Sign:	Street

# RECEIPTS FROM TRAVEL TO WASHINGTON DC NOVEMBER 29 - DECEMBER 2, 2011—THELLA F. BOWENS

Save Time - Order ON LINE sweetgreen.com 1512 Connecticut Ave. Washington, DC P: 202-387-9338

33	Elsie A			
hk	1883	Dec02'11 12:57P	3:	0
	CUSTOM SALAD		6.1	
1	HOUSE DRINK Cash	(iced tea)	2.5 20.0	
	Subtotal Sales Tax Payment Change Due		8.8: 0.85 <b>74</b>	

TAXICAB RECEIPT

Time:
Date: 12/2/11

Origin of trip: hotel

Destination: APPOP

12/2 Lunch

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

TRAVELE	R:	Thella F. Bowens			DEPT. NAME & NO			Executive Office BU6				
DEPARTU	IRE DATE:	1/26/2012	RETUR	N DATE:		1/26/2012	2		RT DUE:		2/25/12	
DESTINA"	TION:	Long Beach, CA			8							
expenses	and approvals.	ority Travel and Lodging Expense R Please attach all required support s should be explained in the space	ing documente	ation. Ali r	ticle 3, Par eceipts mo	rt 3.4, Sec ust be dete	tion 3.40, c ailed, (cred	outlining a lit card red	ppropriate eipts do r	reimburs ot provide	able sufficient	
			Authority Expenses				Employe	e Expens	ies			
			(Prepaid by	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
Air Fore	ailmad Bus (a	nttach copy of itinerary w/charges)	Authority)		100-20			1/26/12			TOTALS	
		copy of flyer/registration expenses)	CENTER OF THE	A 177 S							0.00	
Rental Car		copy of hyernegistration expenses)					- 23				0.00	
Gas and O				-				- 19			0.00	
Garage/Pa			ないでは全年の出場で								0.00	
	ttach mileage	form*			-			400.04			0.00	
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Hotel*	Sueme i aic	morado upo pu.)									0.00	
	Internet and F	ax*		<del></del>		-					0.00	
Laundry*			ACCOUNT TO								0.00	
	rately paid (ma	aids,bellhop,other hotel srvs.)	STATE OF THE								0.00	
Meals	Breakfast*	and of the second of the secon									0.00	
(include tips pd.)	Lunch*		STEP BENETITY								0.00	
	Dinner*		CHARTE								0.00	
	Other Meals	•	ESPASSON.								0.00	
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	ous: Baggage	Fees	GALLEY CATE								0.00	
			THE SECTION									
	~~~~~		Easy Tolk Stall								0.00	
*Provide de	tailed receipts					20					0.00	
2. 市业市上		otal Expenses prepaid by Authority	0.00	0.00	0.00	0.00	0.00	123.21	0.00	0.00	123.21	
				0.00					0.00	0.001	123.21	
Explanation	1:			ñ			paid by Au			600000	0.00	
					(including		arred by E	mployee			400.04	
					Grand Tri		ances)	are we want	4-30" (No./16)		123.21 123.21	
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							paid by Au		CA SPIRATEIR		0.00	
101							ive amoun				0.00	
<sup>1</sup> Give name <sup>2</sup> Prepare C	s and business a heck Request	filiations of any persons whose meals w	ere paid by travel	le <i>r.</i>	Due Authority (negative amount) <sup>3</sup>					123.21		
<sup>3</sup> Attach pen	onal check paya	ble to SDCRAA					his report t		ng even if t	he amount		
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aa uavok Soimbumo	mont Police	rator acknowledge that I have re	au, understa	no ano a	gree to A	utnonty p	olicies 3	.40 - Trav	el and L	odging Ex	rpense	
renoneihi	lity I further	and 3.30 - Business Expense R	eimburseme	nt Policy	and that	any purc	nases/cla	ims that	are not a	llowed wi	ll be my	
coporision correct.	ity. Truitile:	certify that this report of travel ex	cpenses were	Incurred	in conne	ction with	n omiciai /	Authority	business	and is tru	ue and	
, , , , , , , , , , , , , , , , , , ,	" Travel and L	odging Expense Relmbursement P	olicy 3.40	J	Business	Expense F	?eimhurse	ment Polic	w 3 30			
Prepared By		1 20			<u> </u>	EAST 190 I			A 2.20			
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raveler Sig	ınature:	JULIU KOUN		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			ı	Date:	2100	UK		
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(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

### MONTHLY MILEAGE and PARKING FEE REIMBURSEMENT REPORT

Theila F. Bowens  DEPARTMENT/DIVISION  DATE MILES DRIVEN DESTINATION AND PURPOSE OF TRIP PARKING FEES & OTHER TRANSPORTATION COSTS \$\$\$  1/26/12 111.00 Drive to Long Beach, CA  1/26/12 111.00 Drive to San Diego, CA	EMPLOYEE	NAME		PERIOD COVERED	
DEPARTMENT/DIVISION  DATE MILES DRIVEN  1/26/12 111.00 Drive to Long Beach, CA  1/26/12 111.00 Drive to San Diego, CA  IIII DESTINATION AND PURPOSE OF TRIP PARKING FEES & OTHER TRANSPORTATION COSTS \$\$\$					
DATE DRIVEN DESTINATION AND PURPOSE OF TRIP PARKING FEES & OTHER TRANSPORTATION COSTS \$\$\$  1/26/12 111.00 Drive to Long Beach, CA  1/26/12 111.00 Drive to San Diego, CA				26-Jan-12	
1/26/12 111.00 Drive to Long Beach, CA 1/26/12 111.00 Drive to San Diego, CA	DEPARTMEN	NT/DIVISION			
1/26/12 111.00 Drive to Long Beach, CA 1/26/12 111.00 Drive to San Diego, CA					
1/26/12 111.00 Drive to San Diego, CA	DATE		DESTINATION AND PURPOSE OF TRIP	PARKING FEES & OTHER TRANSPORTATION COSTS	\$\$\$
	1/26/12	111.00	Drive to Long Beach, CA		
SUBTOTAL SUBTOTAL SUBTOTAL -	1/26/12	111.00	Drive to San Diego, CA		
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### Computation of Reimbursement

TOTAL MILEAGE DRIVEN (LIMITED TO 200 MILE MONTHLY AVERAGE	SE PER YEAR)		222.00
REIMBURSEMENT RATE: (see below) *	Rate for 7/1/11 - 12/31/12	Х	0.555
TOTAL MILEAGE REIMBURSEMENT			123.21
PARKING FEES/TOLL CHARGES (ATTACH RECEIPTS)			-
TOTAL REIMBURSEMENT REQUESTED			\$ 123.21
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.  Business Expense Reimbursement Policy 3.30			
SIGNATURE OF EMPLOYEE	DEPT./DIV. HEAD APPRO	VAL	



Directions to 200 S Pine Ave, Long Beach, CA 90802

111 ml - about 1 hour 55 mins



	1	. Head south on Restricted usage road	go 52 ft total 52 ft
4	2	Restricted usage road	go 187 ft total 240 ft
4	3	Partial restricted usage road About 1 min	go 0.3 mi total 0.3 mi
4	4	. Take the 2nd right onto	go 1.8 mi total 2.1 mi
7	5	. Take the California 163 N ramp to Escondido	go 0.4 mi total 2.5 mi
163	6.	Merge onto CA-163 N About 2 mins	go 1.9 mi total 4.5 mi
805	7.	Take exit <b>7A</b> to merge onto <b>I-805 N</b> toward <b>Los Angeles</b> About 8 mins	go 8.8 mi total 13.2 mi
5	8.	Merge onto I-5 N About 50 mins	go 53.5 mi total 66.7 mi
73	9.	Take exit <b>85A</b> to merge onto <b>CA-73 N</b> toward <b>Long Beach</b> Partial toll road About 18 mins	go 17.6 mi total 84.3 mi
405	10.	Take exit 18A on the left to merge onto I-405 N toward Long Beach About 22 mins	go 21.3 mi total 106 mi
710	11.	Take exit 32B to merge onto I-710 S About 4 mins	go 3.5 mi total 109 mi
5	12.	Take exit 1C on the left toward Downtown Long Beach/Convention Center/ Aquarium About 1 min	go 0.3 mi total 110 mi
	13.	Merge onto W Shoreline Dr About 3 mins	go 1.6 mi total 111 mi
4	14.	Turn left onto S Pine Ave Destination will be on the right	go 302 ft total 111 mi
	200	S Pine Ave, Long Beach, CA 90802	

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2012 Google, INEGI

Directions weren't right? Please find your route on maps.google.com and click "Report a problem" at the bottom left.

\$ 123,21

//31/2012 7113pm → T. Russell (Email) 5. Real UTHORITY L. Gebilea

## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY <u>OUT-OF-TOWN TRAVEL REQUEST</u>

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			All other Au	thority en	nployees (	does not	require e	executive	e commil	itee admi	nistrato	approv	al)
2.	DATE O	F REQU	EST: 01/	24/12	PLANNE	DATE O	F DEPAR	RTURE/F	RETURN:	01/26	/12	/ 01/2	26/12
3.	DESTIN of paper	ATIONS as nece	/PURPOSE SSBRY):	(Provide	detalled o	explanation	on as to	the pur	pose of t	the trip- o	ontinue	on ext	ra sheets
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(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 <u>3.30</u> and <u>3.40</u>, use the most economical means available to affect the travel.

TRAVELER:     Travelers Name: Thella F. Bowens			Dont	C/F
□ Roard Member □ Preside	ent/CEO F G	en. Counsel	_ Dept: .	6/Executive Office Chief Auditor
Position:	, ,			•
All other Authority employees (d	oes not require exe	cutive commit	tee admin	istrator approval)
2. DATE OF REQUEST: 01/24/12 PLANNED	DATE OF DEPARTU	JRE/RETURN:	01/26/	12 / 01/26/12
DESTINATIONS/PURPOSE (Provide detailed e of paper as necessary):     Destination:Long Beach, CA  Explanation:	Purpose: /	e purpose of t ACI Media Re ations Semina	elations an	
4. PROJECTED OUT-OF-TOWN TRAVEL EXPEN A. TRANSPORTATION COSTS:  • AIRFARE  • OTHER TRANSPORTATION (Taxi, B. LODGING C. MEALS D. SEMINAR AND CONFERENCE FEES E. ENTERTAINMENT (If applicable) F. OTHER INCIDENTAL EXPENSES  TOTAL PROJECTED TRAVEL EX	Train, Car Rental)	\$ \$ \$ \$ \$ \$	131.54 25.00 165.00	
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CERTIFICATION BY TRAVELER By my sign associated expenses conform to the Authority's Poli	icies 3 30 and 3 40	iny that the ab	onable an	d directly related to the
Authority's business. Travelers Signature:	DOWLAND		ate:	1/85/A012
CERTIFICATION BY ADMINISTRATOR (	Where Administrat	or is the Exec	utive Con	mittee the Authority
Clerk's signature is required).	7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	or io are exce	244C 0011	minutes, the Addionty
By my signature below, I certify the following:				
1. I have conscientiously reviewed the above of	out-of-town travel re	equest and the	e details p	provided on the reverse.
2. The concerned out-of-town travel and all ide	entified expenses a	re necessary	for the ad	vancement of the
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(Leave blank and we will insert the meeting date.)



### **Media Relations and Crisis Communications Seminar**

January 25-27, 2012 • Hyatt Regency • Long Beach

As of 1-19-12

On Twitter #12acimr

#### Thanks to Our Sponsors!





#### Wednesday, January 25, 2012

5:00pm - 7:00pm

Registration

6:00pm - 7:00pm

**Welcome Reception** 

#### Thursday, January 26, 2012

7:30am - 8:15am

Registration

7:30am - 8:15am

**Continental Breakfast** 

8:15am - 8:30am

**Welcome & Opening Remarks** 

Aviation Update: Just The Facts & News You Can Use 8:30am - 9:00am

Speaker: Debby McElroy, ACI-NA

10:00am - 11:30am Crisis Communications Training: Managing Communications in the Aftermath of an

Speakers: Lucinda Harshman, Pittsburgh; Mario Rodriguez, Director, Long Beach Airport

Aircraft Accident

Learn about the NTSB investigation process and how they work with the media when disaster strikes, as well as how the family assistance process could impact airport media relations.

Speaker: Peter Knudson, National Transportation Safety Board

11:30am - 11:45am Networking Break

11:45am - 12:30pm Translating Public Opinion Into More Effective Airport Messaging

Working with Fleishman Hillard, ACI-NA conducted focus groups among frequent business travelers, community leaders, and business leaders/owners to better understand public views about airports. Come hear what we learned and how you can use this inside knowledge to better market your airport's message in the local and national press.

Speaker: Trevor Francis, Fleishman Hilliard

12:30pm - 1:30pm Luncheon Keynote: Brett Snyder, The Cranky Flier

1:30pm - 2:30pm Social Media: Getting it Right and Measuring Success

A panel of well known, non-airport professionals will discuss how 'they' do it.

Moderator: Pat Hogan, Minneapolis-St. Paul International Airport

Speakers: Morgan Johnston, JetBlue; TBD

2:30pm - 2:45pm Networking Break

2:45pm – 5:15pm Developing The National Airport Media Strategy

In small groups followed by an all-In discussion, meeting participants will roll up their sleeves and develop critical components of the earned media plan in support of America's airports and ultimately our policy campaign.

Moderator: Myrna White, Hartsfield-Jackson Atlanta International Airport

**Open Evening** 

#### Friday, January 27, 2012

7:30am - 8:30am Registration

7:30am – 8:15am Continental Breakfast

8:15am – 9:00am Report Out from Airport Media Strategy Roundtable Discussion

9:00am - 10:00am Partnering with the Government

Moderator: Scott Armstrong, Toronto Pearson International Airport

Speakers: Ian Gregor, Federal Aviation Administration; Laura Eimiller, Federal Bureau of

Investigation

10:00 – 10:45am It's Your Sound Bite, Even When It Isn't -- Roundtable Discussion

From responding to extended tarmac delays to TSA passenger confrontations, to FAA or CBP equipment outages – in the media's eyes, it's the airport's job to respond. This

roundtable will offer best practices and effective educational messages that inspire public confidence in the airport and promote a positive image of air travel without disparaging the airlines or federal agencies.

Moderator: Carolyn Fennell, Orlando International Airport

10:45am - 11:00am Networking Break

11:00am - 12:00pm Media Training: Crisis Communications Critique for the Pros

Back by popular demand, Dr. Joseph Trahan, President & CEO of Trahan & Associates will share the dos and don'ts that every PR professional should know to effectively engage with the media. Participants will learn techniques on how to give a flawless interview with real-life scenarios and can participate in mock on-camera interviews to be critiqued by our seminar's PR personal trainer.

Speaker: Dr. Joseph Trahan, Trahan & Associates

12:00pm - 1:00pm Lunch - Networking Opportunity

1:00pm - 2:00pm Airport Social Media Panel

It's no secret; airports are taking their social media efforts to the next level. Hear best practices and lessons learned as industry leaders discuss effective use of social media as a customer service, media relations and marketing tool.

Moderator: Cheryl Brown, San Diego

Speakers: Richard Walsh, Massport - Logan Airport; Alex Ryan, Distill/Oakland

International Airport

2:00pm - 2:15pm Networking Break

2:15pm – 4:00pm On-Camera Interview Critique and Peer Reviews

# **BRETON LOBNER**

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

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

	ton Lobner		D	EPT. NAN	1E & NO.		Ge	eneral Co	unsel	
EPARTURE DATE: 1/2	26/2012	RETURN	N DATE:		1/27/2012		REPOR	T DUE:	2/:	26/12
Denver CO										
to the Authority Trougland	Lodging Expense Re	imbursement l	Policy, Arti	cle 3. Part	3.4, Sect	ion 3.40, o	utlining ap	propriate	reimbursa	ble
voenses and approvals. Please attach	all required supportii	ng documenta:	tion. Ali re	ceipts mu	st be deta	iled, (cred	it card rec	eipts do no	ot provide	sufficient
letail). Any special items should be exp	plained in the space p	rovided below								
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		Authority)	0				1/26/12	1/27/12	1/28/12	TOTALS
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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, CA 92101 US

Hotel Monaco 1717 Champa Street Denver, CO 80202

Telephone: (303) 296.1717

Facsimile: (303) 296.1818 Reservations: (800) 397.5380

www.monaco-denver.com



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1

Lobner, Breton

Room Number: 325

Daily Rate: 175.00

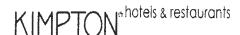
Room Type: MCST

No. of Guests: 1/0

01/26/12         01/27/12         XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX						
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	01/27/12	325	AMERICAN EXPRESS	AMERICAN EXPRESS		(\$200.81)

**TOTAL DUE:** 

\$0.00



### Bret's share \$50

2

1st ABC Transportation **Cash Receipt** 

Date

One way fare \$3100

Round trip fare\_

Driver van # 101

12 hour reservation required

1-800-288-0668 or 303-696-9559 303-506-6149

Le Grand Bistro & Oyster Bar 1512 Curtis St Denver, CO 80202 303.534.1155

Server: Dana Table 32/9 Guests: 7		01/26/2012 9:20 PM 10081
	12	
Arugula Salad 1 Eagle Rock Oysters 1 Malpaque Oysters 1 Fire River		9.00 3.00 2.50 3.00 3.50
1 Kumomotos 1 Lasquitis		2.50
1 Bar Cats Lamb Shank		2.00 25.00

Lamb Shank

10 Items	5		
Subtotal Tax		6	8.50 5.55
Total Gratuity Total	18.00%	1	4.05 2.33 86.38

Balance Due

86.38

Thank You!!! www.LeGrandDenver.com



Traveltrust

374 North Coast Fighway 101 Encinitas, Ca 92024 Tel: 760-635-1700

Fax 760-635-1720 Website www.travetrust.com

LOBNER/BRETON DEPT 15 09-Jan-2012 11:45 am Page 1 of 2 \*\*\*\*\*\*\*\*\*\*\*\*\* SOUTHWEST E-TICKET CONFIRMATION \*\*\* I7RO4Z \*\*\* 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 A PORTION OF THIS TRIP MAY BE REFUNDABLE. PLEASE RETURN UNUSED PORTIONS TO TRAVELTRUST FOR POSSIBLE REFUND. 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 Air Southwest Airlines Flight# 1695 Class: R Denver CO, USA From: San Diego CA, USA To: 26-Jan-2012 Meal: None 03:15pm Boeing 737-700 Jet Status: Confirmed Equip: Thursday 03:15pm Depart: 26-Jan-2012 Thursday Stops: 06:40pm 26-Jan-2012 Thursday Arrival: Depart - TERMINAL 1 Arrive -Flight Duration: 2 hour(s) and 25 minutes Class of Service: Coach Class: Air Southwest Airlines Flight# 3338 Denver CO, USA To: San Diego CA, USA From: 27-Jan-2012 Meal: None 04:40pm Status: Confirmed Boeing 737-300 Jet Equip: 04:40pm Depart: Friday 27-Jan-2012 Friday Stops: 27-Jan-2012 Friday 06:05pm Arrival: Depart -Arrive - TERMINAL 1 Flight Duration: 2 hour(s) and 25 minutes Class of Service: Coach Other 25-Jul-2012 San Diego CA, USA **RESERVATION RETAINED FOR 180 DAYS-A** Wednesday 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 Ticket Information LOBNER BRETON Ticket#:2412937452 Ticket Base Fare: 193.48 Ticket Tax: Total Ticket Amount: 36.12 Invoice#:5228788 229.60 Electronic: YES SERVICE FEE DOCUMENT #: 0570413792 FEE AMOUNT: 30.00 BILLED TO: AMERICAN EXPRESS ENDING IN 1012



Traveltrust
374 North Coast Highway 101
Encinitas, Ca. 92024
Tol: 760-635-1700
Fax. 760-635-1720
Wobsite www.travetrust.com

LOBNER/BRETON	DEPT 15	09-Jan-2012 11:45 am Page 2 of 2
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