### **Revised 5/23/12**



Item No.

Meeting Date: MAY 29, 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 <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 3.30 and 3.40, use the most economical means available to affect the travel.

1. TRAVELER	₹:						
Travelers Na	ıme: _]	hella F. Bow	vens			_ Dept:	Exec Office BU6
Position:	☐ Board	Member	▼ President/CEO	Г Ge	n. Counsel		Chief Auditor
	All other	er Authority er	nployees (does not requ	ire executiv	e committee	administra	itor approval)
2. DATE OF R	REQUEST:	05/23/12	PLANNED DATE OF	DEPARTUR	RE/RETURN:	_06/27/	/12 / 06/28/12
of paper as	necessary n:San Fran	):					ontinue on extra sheets Airport Directors
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Clerk's signatur By my signatur 1. I have of 2. The co Authori 3. The co	re is require re below, I o conscientio incerned ou ity's busines incerned ou	ed). certify the folusly reviewe t-of-town trans s and reaso	d the above out-of-town rel and all identified ex nable in comparison to rel and all identified ex	n travel rec penses are the anticip	quest and the necessary pated benefit	e details p for the ad t to the Au	provided on the reverse. Ivancement of the authority.
Administrator	r's Signatur	e:		_		Date:	
AUTHORITY	CLERK	CERTIFIC	ATION ON BEHAL	F OF EX	KECUTIVE	E COMM	IITTEE
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by the Executi	ve Commit	ee at its	Leave blank and we will inse		mee	ting.	
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#### 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 Na	•	ene			Dept:	Evac Office PLIS
	Board Member	✓ President/CEC	☐ Ge	n. Counsel	_ <del>De</del> pt	Exec Office BU6  Chief Auditor
Position:			-	-		•
	All other Authority en	nployees (does not re	equire executiv	e committee a	administra	ator approval)
2. DATE OF R	EQUEST: 05/21/12	_ PLANNED DATE	OF DEPARTUR	RE/RETURN:	07/15/	/12 / 07/17/12
of paper as	IONS/PURPOSE (Providencessary): n:Washington, D.C. n:	de detailed explana	Purpose: A		Roundtab	ole Meeting and
A. TRA  B. LOI C. ME D. SEI E. EN' F. OTH	ALS MINAR AND CONFERE TERTAINMENT (If appli HER INCIDENTAL EXPI TOTAL PROJECTED	TS: ATION (Taxi, Train, NCE FEES cable) ENSES TRAVEL EXPENSI	Ē	\$ \$ \$ \$ \$ \$	650.00 200.00 750.00 200.00 420.00	
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associated exp Authority's busi	enses conform to the Au	ithority's Policies <u>3.</u>	30 and <u>3.40</u> a	ind are reaso	onable an	d directly related to the
Travelers Sign		MI FOT	UL F. RS	wy Da	te.	5/23/12
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Clerk's signatur		TO TO TE	Administrator	13 BIC LACC	auve Con	minutes, the Authority
_	e below, I certify the foll	owing:				
1. I have d	conscientiously reviewed	the above out-of-t	own travel rec	uest and the	e details p	provided on the reverse.
2. The cor	ncerned out-of-town trav	el and all identified	expenses are	necessary f	for the ad	vancement of the
	ty's business and reason					
3. The cor	ncerned out-of-town trav	el and all identified	expenses coi	nform to the	requirem	ents and intent of
	ty's Policies <u>3.30</u> and <u>3.</u>					
Administrator	's Signature:				_ Date:	
AUTHORITY	CLERK CERTIFIC	ATION ON BEH	ALF OF EX	<b>(ECUTIVE</b>	COMN	NITTEE
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	ve Committee at its		•	meet		

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meeting.

# **EXPENSE REPORTS**

# JIM PANKNIN

#### SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

#### TRAVEL EXPENSE REPORT - Board Members

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

Board member name:

Departure Date:	4/22/2012	Ret	um Date:		4/24/2012		Repo	ort Due: _	5/2	24/12
Destination:			a dala	Dod 3 d	Sactor 2	10 outlining	ennmodel	o rolmhurs	ehle erner	ses and
Please refer to the Authority	y Travel and Lodging Expense Reimb Il required supporting documentation.	oursement Poli <b>All receipts n</b>	nust be date	ailed. (credi	t card rece	ipts do not	provide suffi	icient detai	i). Any sp	ecial items
should be explained in the	space provided below.	74								
5 <u>6</u>	usiness Expense Reimbursement Po	licy 3.30	4	Travel and	Lodging E	xpense Re	imbursemer	t Policy 3,4	40	
60.3	and the second second second second by	Authority		100000000000000000000000000000000000000	E	loard Mem	ber Expens	08		
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		Athty)	4/22/12	4/23/12	4/24/12				OCCUPA-	TOTALS
Daily PerDiem Limitations	:									
**GSA Daily Hotel Rate o			170.00	170.00						
	tainment & Incidentals (ME&I)		39.94	53.25	39.94			$\rightarrow$		0.00
	nch copy of ltinerary w/charges)	<u> </u>								0.00
Conference Fees (provide a	opy of flyer/registration expenses)	650,00								0.00
Rental Car			<del> </del>	-						0.00
Gas and Oil					18.00					18.00
Garage/Parking			94 50		81.59	-			-	163.18
Mileage - attach mileage fo			81.59		01.38			$\overline{}$		0.00
	ips pd.) To/From meetings, airpert, etc.	-	170.00	170.00		-				
Hotel - Actual Expense Pak			170.00		0.00	0.00	0.00	0.00	0.00	340.00
THE RESERVE OF THE PERSON NAMED IN COLUMN TO PERSON.	of Actual or GSA Allowance)		25.61	25.61	0.00	0.00	0.00	3.00	0.00	51.22
Hotel Taxes Paid		-	20.01	۵.0۱						0.00
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Meals, Entertainment & In Meals (include tips pd.)	Breakfast			100		1.	12 m	1.5		THE PERSON NAMED IN
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GSA Allowance for M,E		TOP THE PROPERTY	39.94	53.25	39.94	0.00	0.00	0.00	0.00	
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Alcohol is a non-reimbursabl							1			0.00
Miscellaneous:										0.00
(VISCORE) COUC.										0.00
										0.00
	Total Expense	8 650.00	277.20	195.81	99.59	0.00	0.00	0.00	0.00	572,40
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3							W In 19	75		
				Less Cash	Advance	attach copy o	Authority ck)			
Alcohol is a non-reimburs	able expense	7-11-20-20-20-20-20-20-20-20-20-20-20-20-20-		Less Expe	nses Prep	aid by Auth	ority	8-19-19-19-19-19-19-19-19-19-19-19-19-19-		650.00
	dfiliations of all persons whose meals	ware paid by tr	aveler.	Due Trave	ler - if post	tive amount	prepare che	ck request		= 38%
	ation will result in the delay of processing reimbu			Due Autho	ortty - if ne	gative, attacl	n check paya	ble to SDCR	ZAA	572.40
Fullure to attach requires socuments overtions, please see your Separtm	ent Administrative Assistant or cell Accounting of	est, 2805.			Note: Sen	d this report t	o Accounting	even if the a	mount is \$0	
Les temples es administrate	r acknowledge that I have read, unde	estand and ac	ree to Autho	prity policie:	3.40 - Ti	avel and Lo	odging Expe	nse Relmb	ursement	Policy <sup>4</sup> and
2 20 - Rueineer Evnense R	eimbursement Policy <sup>5</sup> and that any p	urchases/claim	s that are r	ot allowed	will be my	responsibili	ty. I further	certify that	this repor	t of travel
expenses were incurred in (	connection with official Authority busin	ess and is tru	e and corre	ct.						
- W	~~				Ext.:		2408			
Prepared By:	Anne Warren Print/Type/ Name			•			-/10/10	1		
Traveler Signature:	THE COLUMN				Date:		71777			8
Administator's signature:	1) Dey C	<b>~</b> .			Date:					82
	AUTHORITY CLERK CENTIFICATIO	N ON BEHAL	F OF EXEC	CUTIVE CO	MMITTEE	(To be co	npleted by	Clerk)		
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## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY <u>OUT-OF-TOWN TRAVEL REQUEST</u>

#### **GENERAL INSTRUCTIONS:**

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1. TRAVELER:	
Travelers Name: Jim Panknin	Dept: Board/02
Position: President/CEO	☐ Gen. Counsel ☐ Chief Auditor
☐ All other Authority employees (does not represent the content of the conte	equire executive committee administrator approval)
2. DATE OF REQUEST: 4/3/12 PLANNED DATE OF	DEPARTURE/RETURN: 4/21/12 / 4/24/12
DESTINATIONS/PURPOSE (Provide detailed explanation of paper as necessary):     Destination: Pasadena, CA     Explanation: ACI-NA 2012 Airport Board and Commiss	Purpose: Attend conference
4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES  A. TRANSPORTATION COSTS:  • AIRFARE  • OTHER TRANSPORTATION (Taxi, Train, C B. LODGING  C. MEALS  D. SEMINAR AND CONFERENCE FEES  E. ENTERTAINMENT (If applicable)  F. OTHER INCIDENTAL EXPENSES  TOTAL PROJECTED TRAVEL EXPENSE  CERTIFICATION BY TRAVELER By my signature b associated expenses conform to the Authority's Policies 3.3  Authority's business.  Travelers Signature:	\$ 600.00 \$ 100.00 \$ 650.00 \$ \$ 50.00 \$ 1566.50  elow, I certify that the above listed out-of-town travel and 0 and 3.40 and are reasonable and directly related to the Date:
Clerk's signature is required).  By my signature below, I certify the following:  1. I have conscientiously reviewed the above out-of-to 2. The concerned out-of-town travel and all identified of Authority's business and reasonable in comparison 3. The concerned out-of-town travel and all identified of Authority's Policies 3.30 and 3.40.  Administrator's Signature:  AUTHORITY CLERK CERTIFICATION ON BEHALLOW AND AUTHORITY CLERK CERTIFICATION ON BEHALLOW AND AUTHORITY CLERK CERTIFICATION ON BEHALLOW AUTHORITY CLERK CERTIFICATION CON BEHALLOW AUTHORITY CLERK CERTIFICA	wn travel request and the details provided on the reverse. expenses are necessary for the advancement of the to the anticipated benefit to the Authority. expenses conform to the requirements and intent of
I, Tony & Russell, Authority C.  (Please leave blank. Whoever clerk's the meeting will insert their name at the state of t	meeting.



April 3, 2012

#### **Meeting Confirmation**

(619) 400-2408

(619) 400-2406

awarren@san.org

PH: FX:

EM:

Please review your <u>CONTACT</u> information below as it will be used for rosters and badges. Any changes should be sent to <u>meetings@aci-na.org</u> immediately.

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

Mr. Jim Panknin Board Vice Chair Nickname: Jim San Diego County Regional Airport Authority PO Box 82776

You are registered for the following:

San Diego, CA 92138-2776

**2012 ACI-NA Airport Board Member & Commissioners Annual Conf** Sunday, April 22, 2012 through Tuesday, April 24, 2012

Westin Pasadena 191 North Los Robles Avenue Pasadena, CA 91101

Function	Quantity	Rate	Amount
Conference Registration Fee	1	\$650.00	\$650.00
		Total	\$650.00
		Payment	\$650.00
		Balance	\$0.00

Thank you for registering for the 2012 Airport Board Member & Commissioners Annual Conference, April 22-24, 2012. Registration fees for the conference include the welcome reception, all food functions including breakfast, lunch, and breaks, and all educational materials. Dress for the meeting is business casual. All events will take place at The Westin Pasadena, 191 North Robles Avenue, Pasadena, CA 91101.

#### HOTEL RESERVATIONS:

Please call The Westin Pasadena at (626) 304-1442 and request the Airports Council International group rate of \$170 USD single/double occupancy, plus additional taxes. The hotel cut-off date is 5 pm EST, Thursday, March 29, 2012. Reservations made after this date can only be accepted on a space and rate available basis. The hotel may sell out of rooms or the conference rate before the cut-off date. Make your reservations early!

#### CANCELLATION POLICY:

If you need to cancel your registration, please send written notice as soon as possible to meetings@aci-na.org. A full refund, minus the cancellation fee of \$100, if written notice is received at ACI-NA by March 29, 2012. No refunds will be issued, for any reason, for cancellations received after Thursday, March 29, 2012. Substitutions will be honored at any time.

We look forward to seeing you in Pasadena, California for the 2012 ACI-NA Airport Board Member & Commissioners Conference.

Jim Panknin	67 040	e e	429 170.00 1	
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San Diego, CA 92101			22-APR-12	13:00
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22-APR-12 RT429	Room Charge 13	170.00
22-APR-12   JERT429-A.J.	Occupancy Tax	25.50
22-APR-12 RT429	CA Tourism Tax	0.11
23-APR-12 RT429	Room Charge 13	170.00
23-APR-12 RT429	Occupancy Tax	25.50
23-APR-12 RT429	CA Tourism Tax	0.11
24-APR-12 VM	Visa/MasterCard	391.22-

Balance Due

0.00

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

#### EXPENSE REPORT SUMMARY

Date	Room/Tax	Food/Bev	Telephone	Other	Total	Payment
22-APR-12	195.61	0.00	0.00	0.00	195.61	0.00
23-APR-12	195.61	0.00	0.00	0.00	195.61	0.00
Total	391.22	0.00	0.00	0.00	391.22	0.00

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

As a Starwood Preferred Guest, you could have earned 782 Starpoints for this visit. Please provide your member number or enroll today.

Jim Panknin ROOM DEPART AGENT FOLIO 703541 22-APR-12 429

## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## MONTHLY MILEAGE and PARKING FEE REIMBURSEMENT REPORT Board Members Only

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	101/412 0.00

### Computation of Reimbursement

TOTAL MILEAGE DRIVEN (LIMITED TO 200 MILE MONTHLY AVERAGE PE	ER YEAR)	0.00				
REIMBURSEMENT RATE: (see below) *	X _	0.555				
ARKING FEES/TOLL CHARGES (ATTACH RECEIPTS)		\$ 18,00				
TOTAL REIMBURSEMENT REQUESTED						
I HEREBY CERTIFY THAT THIS REPORT OF MILEAGE TRAVELED ON OFFICIAL AIRPORT AUTHORITY BUSINESS IS TRUE AND CORRECT:						
R	Dea Cox					
SIGNATURE	APPROVAL .					

# THELLA F. BOWENS

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

TRAVELER:		Thella F. Bowens				DEPT. NAME & NO.			cutive Of	ffice BU6	
DEPART	URE DATE:	3/12/2012	RETUR	N DATE:		3/17/2012			RT DUE:		4/16/12
DESTINA	TION:	Washington, DC				,					10/12
expenses	and approvals	ority Travel and Lodging Expense is s. Please attach all required suppo s should be explained in the space	rtina documents	tion. All r	ticle 3, Par receipts mu	t 3.4, Seci st be deta	tion 3.40, d ailed, (cred	outlining a	ppropriate eipts do r	reimbursa not provide	ble sufficient
			Authority		100		Employe	e Expens	es	* Deltasyther was	
			(Prepaid by Authority)	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
Air Fare, F	Rallroad, Bus (	attach copy of itinerary w/charges)	893.00		3/12/12	3/13/12	3/14/12	3/15/12	3/16/12	3/17/12	TOTALS
		e copy of flyer/registration expenses)	825.00								0.0
Rental Ca		AND									0.0
Gas and C	Oil*										0.0
Garage/Pa	arking*		WEST TO SERVICE THE							700 V.9	0.0
Mileage -	attach mileage	form*	69年3月4日								0.0
Taxi and/o	r Shuttle Fare	(include tips pd.)*			75.00	52.00	24.00	14.00		78.00	243.0
Hotel*		100			422.51	342.46	342.46	342.46	227.86		1,677.7
	, Internet and	Fax*						CENTRAL CONTRACTOR			0.0
_aundry*											0.0
lips - sept	arately paid (m	aids,bellhop,other hotel srvs.)									0.0
Meals	Breakfast*				2.69			36.90		34.70	74.2
include	Lunch*					29.52			16.06		45.5
ips pd.)	Dinner*				32.63	28.75					61.3
	Other Mea					3.17			6.65		9.83
	non-reimburs	able expense	<b>医原质</b>	HI WOOD BY	PER ST			<b>经产程</b> 经			
lospitality											0.00
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	7.00							1.0 91			0.00
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Piovide di	etailed receipts	Distriction of the second seco		-							0.00
PARTY OF THE PARTY	ACCUPATION OF THE PARTY OF THE	otal Expenses prepaid by Authority	1,718.00	0.00	532.83	455.90	366.46	393.36	250.57	112.70	2,111.82
xplanatio	n:			1	Total Expe	enses Prei	paid by Au	thority		Т	1,718.00
					Total Expe	enses Incu	rred by Er	nployee	0.0		1,7 10.00
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					Grand Tri	The state of the s			The state		3,829.82
					Less Cash				ck)		
					Less Expe						1,718.00
¹Give name	s and business a	iffiliations of any persons whose meals t	vere paid by travek	97. II	Due Trave	**		' .			
	heck Request sonal check pays	able to SDCRAA		- 11	Due Autho	ority (nega	ative amou	int) <sup>3</sup>			2,111.82
-										he amount is	
as travel	er or administ	trator acknowledge that I have r	ead, understai	nd and a	gree to Au	uthority p	olicies 3.	40 - Trav	el and Lo	odaina Ex	oense
eimburse	ement Policy	and 3.30 - Business Expense	Reimbursemer	nt Policy <sup>5</sup>	and that	any purd	nases/da	ims that a	are not a	llowed will	he my
esponsibi orrect.	iity. I turtner	certify that this report of travel e	expenses were	incurred	in conne	ction with	official A	uthority b	ousiness	and is true	e and
	Travel and I	odging Expense Reimbursement	Policy 3.40	٠,	Business E	xpense R	eimburser	nent Polic	y 3.30		
repared B	y: _	A	my Caldera					xt.:		2445	
raveler Signature: Date: 5					1221	2	· · · · · · · · · · · · · · · · · · ·				
pproved B	y:							ate:	331.		
UTHORIT	Y CLERK CEF	RTIFICATION ON BEHALF OF EX	ECUTIVE COMI	WITTEE	(To be cert	lified if use	ed by Presi	 .dent/CEO	Gen. Cou	nsel, or Chi	ef Auditor)
			h							tive Commi	
lease leave	e blank. Whoeve	er clerk's the meeting will insert their na	ime and title.)	y 0011	y w. w. t. 116	. 300011161	was app	. oveu by t	IIG EXACU	naa comu	hee at as
anya bissi	and	meeting.									
		rt the meeting date.)	_								
wure to at	tecn required	documentation will result in the del	ay of processing	reimburs	ement. If y	you have a	any quest	ons, pleas	se see		

your department Administrative Assistant or call Accounting at ext. 2806.

## 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. Bowens	Dept: 6/Executive Office							
Position: President/CEO Gen.	Counsel Chief Auditor							
All other Authority employees (does not require executive committee administrator approval)								
2. DATE OF REQUEST: 12/13/11 PLANNED DATE OF DEPARTURE/	RETURN: 03/13/12 / 03/17/12							
<ol> <li>DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip         — continue on extra sheets         of paper as necessary):</li></ol>								
Explanation: 2012 ACI-NA/AAAE Spring Washington Conference								
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	\$ 600.00 \$ 150.00 \$ 1300.00 \$ 200.00 \$ 600.00 \$ 2850.00							
CERTIFICATION BY TRAVELER By my signature below, I certify to	hat the above listed out-of-town travel and							
associated expenses conform to/the Authority's Policies 3.30 and 3.40 and Authority's business.  Travelers Signature:	are reasonable and directly related to the							
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 reque  2. The concerned out-of-town travel and all identified expenses are n Authority's business and reasonable in comparison to the anticipat  3. The concerned out-of-town travel and all identified expenses conformation and all identified expenses conformation and all identified expenses conformation is a signature in the concerned out-of-town travel and all identified expenses conformation is a signature is required.	est and the details provided on the reverse. ecessary for the advancement of the ed benefit to the Authority.							
Administrator's Signature:	Date:							
AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXE	CUTIVE COMMITTEE							
	eby certify that this document was approved meeting.							



Traveltrust
3/4 North Coast Fighway 101
Encintas, Ce 92024
Tel: 760-635-1700
Fax 760-635-1720
Website www.travetrust.com

**BOWENS/THELLA DEPT 6** 20-Jan-2012 1:40 pm Page 1 of 1 YOUR UNITED ETICKET CONFIRMATION IS \*\* ZO4K14 \*\* 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. INTERNATIONAL-MINIMUM 3 HOUR CHECK-IN PRIOR TO DEPARTURE DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE FOR ADDITIONAL SECURITY INFORMATION VISIT NWW.TSA.GOV Air **United Airlines** Flight# Class: В From: San Diego CA, USA Washington Dulles DC, USA To: 13-Mar-2012 Meal: Food For Purchase Seat:21D Seats: 08:26am Equip: Boeing 757 200 Jet Status: Confirmed Tuesday 13-Mar-2012 Depart: Tuesday 08:26am Stops: Arrival: 13-Mar-2012 Tuesday Q4:12pm Depart - TERMINAL 1 Arrive United Airlines locator: ZO4K14 UA Frequent Flyer

\*\* ECONOMY PLUS EXIT ROW MISLE SEAT CONFIRMED \*\* Flight Duration: 4 hour (4) and 46 minutes Class of Service: Coach Other 09-Sep-2012 San Diego CA, USA RESERVATION RETAINED FOR 180 DAYS Sunday TRAVELTRUST IS SPEN MONDAY - FRIDAY FROM 5AM-530PM PST AND SATURDAY FROM 9AM-1PM PST - 760-635-1700. FOR EMERGENCY AFTERHOURS SERVICE IN THE US PLEASE CALL 888-221-6062 AND USE YOUR VIT CODE - S7NS0 PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00 THANK YOU FOR CHOOSING TRAVELTRUST...SCOTT MACKERLEY Ticket Information BOWENS THELLA Ticket#:8737910507 Ticket Base Fare: Ticket Tax: 680.23 Invoice#:1191141 Total Ticket Amount: 688.00 Electronic: YES SERVICE FEE DOCUMENT #: 0570867100 FEE AMOUNT: 25.00 BILLED TO: AMERICAN EXPRESSION



Traveltrust
374 North Coast Fighway 181
Encinities, Ca 92024
Tol: 760-635-1700
Fax 760-635-1720
Website: www.travetrust.com

**BOWENS/THELLA DEPT 6** 14-Feb-2012 1:04 pm Page 1 of 1 YOUR UNITED ETICKET CONFIRMATION IS \*\* ZQ4K14 \*\* -----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. 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 **United Airlines** Flight# Class: B From: San Diego CA, USA To: Washington Dulles DC, USA 12-Mar-2012 Meal: Food For Purchase Seats: Seat:31C 08:28am Equip: Boeing 757 200 Jet Status: Confirmed Monday 12-Mar-2012 Monday 12-Mar-2012 Monday Depart: 08:28am Stops: 0 Arrival: 04:14pm Depart - TERMINAL 1 Arrive -United Airlines locator: ZO4K14 UA Frequent Flye \*\* AISLE SEAT CONFIRMED \*\* Flight Duration: 4 hour(s) and 46 minutes Class of Service: Coach Other 09-Sep-2012 San Diego CA, USA **RESERVATION RETAINED FOR 180 DAYS** Sunday TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST AND SATURDAY FROM 9AM-1PM PST - 760-635-1700. FOR EMERGENCY AFTERHOURS SERVICE IN THE US PLEASE CALL 888-221-6062 AND USE YOUR VIT CODE - S7NS0 PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00 THANK YOU FOR CHOOSING TRAVELTRUST...SCOTT MACKERLEY Ticket Information **BOWENS THELLA** Ticket#:8744271535 Ticket Base Fare: 154.65 Invoice#:1191773 Ticket Tax: 0.35 Total Ticket Amount: Electronic: YES SERVICE FEE DOCUMENT #: 0571677265 FEE AMOUNT: 25.00 BILLED TO: AMERICAN EXPRESS ENDING IN 1012 \* Changed flight due to
White House Briefing invite;
recoursed one additional



Hyatt Regency Washington on Capitol Hill 400 New Jersey Avenue, NW Washington, DC 20001 Telephone: 1 202 737 1234 Fax: 1 202 737 5773

www.hyattregencywashington.com

#### INVOICE

Payee Thella Bowens

United States

Membership

**Bonus Code** 

Confirmation No.

Group Name

American Assn. Airport Executives

Room No. 0509
Arrival 03-12-12
Departure 03-17-12
Page No. 1 of 2
Folio Window 1
Folio 487189
Invoice

Date	Description		Charges Credits
03-12-12	- In-Room Dining Dinner Food	Room# 0509 : CHECK# 294590	Sec 21.00)
03-12-12	- IRD Dinner Service Charge	Room# 0509 : CHECK# 294590	page 8.66 \ 32.63
03-12-12	- IRD Dinner Tax	Room# 0509 : CHECK# 294590	3 of 2 2.97
03-12-12	Guest Room		369.00 7 412.51 3/12
03-12-12	Occupancy Tax		53.51 3 422.51 3/12
03-13-12	Group Room		299.00}
03-13-12	Occupancy Tax		43.36 \ 342,40 31.
03-14-12	Group Room		299.00 \\ 43.36 \\ 342.46 3/15 299.00 \\ 299.00 \\ 342.46 3/16
03-14-12	Occupancy Tax		43.36
03-15-12	Valet / Dry Cleaning		19.14
03-15-12	Group Room		299.00 3 342.46 3/15
03-15-12	Occupancy Tax		43.36
03-16-12	Group Room		199.00 7 227 81 - 2111
03-16-12	Occupancy Tax		199.00 4 227.86 3/1L 28.86
03-17-12	American Express	XX/XX	1,729.22



Hyatt Regency Washington on Capitol Hill 400 New Jersey Avenue, NW Washington, DC 20001 Telephone: 1 202 737 1234 Fax: 1 202 737 5773

rax: 1 202 /3/ 5//3 www.hyattregencywashington.com

#### INVOICE

Payee Thella Bowens

United States

Membership

**Bonus Code** 

Confirmation No.

Group Name

American Assn. Airport Executives

 Room No.
 0509

 Arrival
 03-12-12

 Departure
 03-17-12

 Page No.
 2 of 2

Folio Window 1

Folio 487189

Invoice

Your Gold Passport account will be created.	redited for this <b>Total</b>	1,729.22	1,729.22
	Balance		0.00

#### **Guest Signature**

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

I accept delivery of The Wall Street Journal M-F (Gold Passport, Concierge, and VIP Rooms only). If refused, a refund of \$1 will be provided.

Was your stay exceptional? Please let us know what you think... Simply e-mail us at QualityWasrw@hyatt.com

For more information on the Hyatt Regency Washington on Capitol Hill or other Hyatt Hotels and Resorts, visit us on the web at WWW.HYATT.COM

Lost & Found questions, please email Lost@hyatt.com

Please remit payment to: Hyatt Regency Washington on Capitol Hill PO Box 6012 Washington, DC 20042

Customer Service number: 1-888-863-3020 Customer Service email: Na.CustomerService@Hyatt.com

## **RECEIPT**

Washington Dulles International Airport
Washington Flyer, Taxi

Date: Mar 12-12

Name:

\$: \_\_\_\_\_\_\_\_

From: DA/IN

To: N.W D.C

Driver: Nady

TAXICAB # \_\_\_\_\_

TO COMTO Briefing Tale Jackson Place 3/12 From alp to hotel

TA	XICAB RECEIPT
	Time:
Origin of trip: Hy	Let Regency
Destination:	White House
Fare: 14 00	Sign:

TAXICAB RECEIPT
Time:
Origin of trip: Time:
Destination: Hyatt Regency
Fare: 4/14 Sign:

From COMTO Oriefing
TO hotel

rageOr	Page		OF	8
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TAXICAB RECEIP  Time: Date: 3/13  Origin of trip: Hyall Regency  Destination: Bibiana Restaurant  Fare: 1300  Sign:	T From hotel to denner  1100 N.Y. Aue, NW.
3/13 Return trip	TAXICAB RECEIPT  Time: Date: 3//3  Origin of trip: Bibidra  Destination: Hyatt Regrey  Fare: / 3 Sign:
TAXICAB RECEIPT  Time: Date: 3/14  Origin of trip: Hyat Rignuy  Destination:	
Fare:	TAXICAB RECEIPT  Time: Date: 3/14  Origin of trip:  Destination: Hyan legnag  Fare: Sign:
Page	of <u>8</u>

TAXICAB R		HYA  ON CAPTION HILL  IN ROOM DINING  3/12/2012	19:15	
Origin of trip: Hy as legency  Destination: A'CI-NA Townhow	5	In Room Dining Check: 294590 Table: 509 Server: Getachew Guests: 1 Terminal: 29		
Pare: #/4 Sign:		IRD 1 Avo&Tom Salad 1 Senate Bean 1 Ice Tea	8.00 8.50 4.50	
		Subtotal: 21.00 Service Charge: 4.41 Delivery Fee: 4.25 Tax: 2.97 Total: 32.63		
SAN DIEGO AIRPORT  1228 Adriana CHK 8795 MAR12'12 7:43AM	GST	Payments  Rosm Charge 509 Bowens, Thella  Conner  Total Payments	0.00 3/12 0.00	
MISTO T 2	.50	Remaining Balance	32.63	
SUBTOTAL 2 TAX 0 AMOUNT PAID 2.6 CASH 5	.50 .19	Additional Payment Required  ===================================	======	
HOW DID WE DO?		TIP:		
619-231-5100 EXT:157 Joe.Niknam@hmshost.com	m	TOTAL:		
		** BELOW IS FOR ROOM CHARG		
		PRINT NAME		
alialia Breakfast		SIGNATURE		

Page \_\_\_\_\_\_ OF \_\_\_\_\_\_



Tbl 62/1 Chk 5504 Gst 2 Mar13'12 12:54PM  Beverage 1 Goronzola Sal 7,50 1 Catfish Sandwich Coffee 2.90 5.80  Subtotal Tax 01:55PM Total  You can beek your next reservation with us quickly and easily at www.EBBITT.com. Let us have a table ready and waiting for your next visit!	3/13/12 Lunc	h
Coffee 2,90 5.80  Subtotal 3552 232 38.90  Subtotal 755PM Total 41P  You can beek your next reservation with us quickly and easily at www.EBBITT.com. Let us have a table ready and	Tb1 62/1 Chk 5504 Mar13'12 12:54PM	Gst 2
•	Subtotal Tax 2552 232 O1:55PM Total 41P 42 You can beek your next reservation with us quickly a easily at www.EBBITT.com. Let us have a table ready and	7.50 19.90 5.80 38.90 3.89 3.89



Date: Card Type: Acct #: Card Entry: Trans Type: Auth Code: Check: Table: Server:	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	M
Subtotal: 6	4 thp 2 1958	0_
according to agreement.	pay above total o my card issuer Guest Copy * * *	
,	₩ashir 20 Date: Card Type:	New York Ave NW ngton DC 20005 D2-216-9550 Mar13'12 07:42PM
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2,50	Subtotal:	30.38

	Wastg.on DC 20005 202-216-9550		
47	eric d		
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4		.00	
•	Upc. ICL ICC	.00 .50	
07:	Sales Tax 225 5	.50 .55 .75	
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110i

# 300 700 12.50
22.50 2.25 tx
24.75 4.00 to 2875

Trans Type: Trans Key: Auth Code: Check: Table: Server:	PURCHASE AIA006837398038 504201 805 34/1 47 eric d
Tip:	
Total:	
Signature I agree to according t agreement.	pay above total o my card issuer

Other meal	2.99 T 🖊
SUBTOTAL	2.99
TAX	0.18
TOTAL	3.17
CASH	(20.00)
CHANGE	16. <b>8</b> 3

Csbr 4192: dary1 frazier 851 # 142 Resester: REG2 Mar 13 2012 8:32 FM Thank You Beturns require original receipt Returns need to be made within 30 days

3/13/12 Other MEDL

HYATT ON CAPTION DIEL ARTICLE ONE 7:54 3/15/2012 . ======= Article One Check: 268172 Table: 70

Guests: 9 Server: P.D.

Terminal: 26

Rest Large Party 1 Cage Free Eggs 1 Toast 1 Seasonal Fruits Coffee

	Total	1	161.28	34		
* SERVICE		NOT	INCLUDED	**		

Subtotal Gratuity Tax

\*\* BELOW IS FOR ROOM CHARGE ONLY \*\*

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

PRINT NAME\_\_\_\_\_

SIGNATURE\_

TOTAL:\_\_\_\_\_

Receive 15% off In Room Dining Breakfast Or Lunch with this receipt. Please surrender receipt to your server upon delivery of your meal. Discount does not apply to alcoholic beverages.

art and Soul

Date: Card T Acct # Card E Trans Auth C Check: Table:	ype: Amex XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	ve 001		3/17	
Subtota Tip: Total:		90		Lund	<b>壮</b>
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agreement.  * * * * Merchant Copy	* * * *			*	All Special Sp

## - Lunch -

Nat'l Museum of American Indian Smithsonian Institution Mitsitam Cafe

59 Perla	
CHK 15 (16MAR'12)	14:07 GST 1
1 Pinto Bean Tlac 1 Si Water	y 11.65 2.95 V
Food Sales Tax Total Paid XXXXXXXXXXXX AMEX	14.60 1.46 16.06 XX/XX 16.06

Signature:

Thank you for your purchase.
your purchase helps support the
educational mission of the
Smithsonian Institution"
www.Mitsitamcafe..om

## 3/16 Other Med

CIFT SHOP # 200 9518'67 DASANI WATER 20 955/77 RITZ CRKR SNDWCH 93680 BANANA 904599 BAG FEE- DC LAW	2.99 T 1.49 T 1.75 T 0.05
SUBTOTAL TAX TOTAL CASH CHANGE	6.28 0.37 6.65 (20.00) 13.35
Csir 2/4: Kevin Retrister: REG2 Mar 16 2012 Thank You Returns require origina Returns read to be made with	l receipt

3/14/12 Lunch

Page \_\_\_\_\_ OF \_\_\_\_\_

Date _ 3/1	X 1111 C
Pickup	jast Regency
Destination_	Dulles arport
Cab No	Amt. of Fares 6975+ hp
Signature	178

Page <u>{</u> OF <u>{</u>



## American Association of Airport Executives

AAAE | FEDERAL AFFAIRS | MEETINGS | TRAINING/PROFESSIONAL DEVELOPMENT | PRODUCTS/SERVICES | NEWS/PU

- Whith for inferingerenth
- Register for a Meeting
- My Meetings History
- Join the Certified Member Program
- Join the AAAE Accreditation Program
- Purchase Accred/CM Program Body of Knowledge Modules
- Purchase AAAE Study Guide
- Join the AAAE ACE Program
- Purchase AAAE Subscriptions
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- FAQs
- Contact Us
- View Cart
- Log Out

### Thank You For Shopping

• Receipt

Please print this for your records. A copy has been emailed to you.

Item	Desc	Qty	Subtotal
Meeting Registration	(120304) AAAE/ACI-NA WASHINGTON LEGISLATIVE CONFERENCE BOTH AAAE MEMBER AND ACI-NA MEMBER Ms. Thella F Bowens	1	\$650.00
Total			\$650.00

Note: A formal confirmation letter will be emailed to you within two weeks from the date of this meeting registration.

Customer ID:

Date: Order No:

Name On Card:

(P-card)

#### Caldera Amy

From:

cgroup@aci-na.org

Sent:

Monday, February 13, 2012 1:01 PM

To:

Bowens Thella; Caldera Amy

Subject:

2012 ACI-NA Commissioners Congressional Reception - Confirmation

02/13/2012



### **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 immediately.

PH: (619) 400-2445

FX: (619) 400-2448

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 NickName: Thella

San Diego County Regional Airport Authority

PO Box 82776 San Diego, CA 92138

You are registered for the following:

### 2012 ACI-NA Commissioners Congressional Reception

From Wednesday, March 14, 2012 through Wednesday, March 14, 2012

Description		JnitPrice	Quantity		Price
Main Registration	\$	175.00	1	\$	175.00
			Tota	1	175.00
(D-1	(p-card)			S	175.00
(1,			Balance	e	0.00

Thank you for your ticket purchase to the 2012 ACI-NA Commissioners Congressional Reception. The event will be held Wednesday, March 14, 2012 from 6:00 - 8:00 pm in Washington, DC. Dress for the reception is business attire.

## SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY TRAVEL EXPENSE REPORT

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

TRAVELER:		Thella F. Bowens	hella F. Bowens DEPT. NAME & NO				Exe	cutive O	ffice BU6		
DEPART	URE DATE:	4/28/2012	RETUR	N DATE:		5/2/2012			RT DUE:		/1/12
DESTINA	TION:	Phoenix, AZ									
expenses	and approvals	ority Travel and Lodging Expense Ross. Please attach all required supported supported should be explained in the space p	ing documents	ition. Ali n	icle 3, Par ecelpts mu	t 3.4, Secust be deta	tion 3.40, d ailed, (cred	outlining a	ppropriate eipts do r	reimbursa not provide :	b <b>le</b> sufficient
			Authority				Employe	e Expens	108		
			Expenses (Prepaid by Authority)	SUNDAY 4/29/12	MONDAY 4/30/12	TUESDAY 5/1/12	- Matteriore	THURSDAY	FRIDAY	8ATURDAY 4/28/12	TOTALS
Air Fare, F	Railroad, Bus (	(attach copy of itinerary w/charges)	454.60								0.00
Conference	ce Fees (provid	le copy of flyer/registration expenses)	750.00			(					0.00
Rental Ca		Name of the state									0.00
Gas and C			NEXT AND BY								0.00
Garage/Pa			<b>"</b> "是连接数								0.00
	attach mileage										0.00
	or Shuttle Fare	(include tips pd.)*	The state of the s						S.11451S.100		0.00
Hotel*	1			248.06	248.06	248.06	1			248.06	992.24
	e, internet and	Fax*			4.95	4.95				4.95	14.85
Laundry*			And the second								0.00
		naids,bellhop,other hotel srvs.)	<b>电影影响</b>								0.00
Meals	Breakfast*		加强阿尔福	3.72	15.94					23.12	42.78
(include   tips pd.)	Lunch*			35.27		9.05					44.32
aps pu.)	Dinner*			51.63	20 SV		_				51.63
	Other Mea			3.05						5.94	8.99
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					(including	cash adv	ances)	,,			1,154.81
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					Less Cast	Advance	(attach cop	y of Authority	ck)		
				[	Less Expe	nses Pre	paid by Au	thority			1,204.60
¹Give name	es and business	affiliations of any persons whose meals w	are naid by travel		Due Trave	eler (posit	ive amoun	t) <sup>2</sup>			
<sup>2</sup> Prepare C	Check Request		oro pero by traver	.	Due Autho						1,154.81
'Attach per	rsonal check pay	able to SDCRAA			No	ote: Send ti	his report to	Accountir	ng even if t	he amount is	\$0.
as travel	er or adminis	trator acknowledge that I have re	ad. understa	nd and a	aree to A	uthority n	olicies 3	40 - Trav	el and l	odaina Evr	noneo.
?eimhure	ement Policy	<sup>4</sup> and 3.30 - Business Expense R	eimbureeme	ot Dollar	and that		bassa/sla	ina a Ab A		ouging Ex	
esponsib correct.	ility. I further	certify that this report of travel ex	cpenses were	incurred	in conne	ction with	nases/cial /	Authority	are not a business	and is true	e and
	Travel and	Lodging Expense Reimbursement P	olicy 3.40	•	Business E	Expense F	Reimburse	ment Polic	v 3.30		
Prepared B	Bv:	An	ny Caldera						.,	0445	
raveler Si		Willtomez for	Print/Dape Name	. BUN	NS.			Ext.: _ Date:	5/22/1	2445	
pproved E	Зу:				5			Date:			
UTHORIT	Y CLERK CE	RTIFICATION ON BEHALF OF EXE	CUTIVE COM	MITTEE	(To be cer	tified if us		-	Gen. Cou	nsel, or Chir	ef Auditor)
			t t							tive Commi	
Please leav	e blank. Whoev	ver clerk's the meeting will insert their nar meeting.	ne and title.)	.5.50y 00II	y urat uni	- accumb	was app	PIONEU DY	uio execu	uve Commi	u <del>ce</del> ai iis
eave blank	and we will inse	ert the meeting date.)									
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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 COUNTY REGIONAL AIRPORT AUTHORITY <u>OUT-OF-TOWN TRAVEL REQUEST</u>

#### **GENERAL INSTRUCTIONS:**

by the Executive Committee at its

- 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. Bow	ens		Dept:	06/Executive Office
Position:	Board Member		Gen. Counsel	_ Dobt	Chief Auditor
	All other Authority e	employees (does not req	Uira avacutiva commit	too adminis	
2. DATE OF REQU					• • •
		_ PLANNED DATE OF D			
DESTINATIONS     of paper as nece     Destination: Ph  Explanation:	essary):	de detailed explanation a Pui and	as to the purpose of the pose: 84 <sup>th</sup> Annual AA Policy Review Comm	AE Confe	rence & Exposition
A. TRANSI  AIRF  OTH  B. LODGIN  C. MEALS  D. SEMINA  E. ENTERT  F. OTHER	UT-OF-TOWN TRAY PORTATION COST FARE HER TRANSPORTAT NG AR AND CONFERENTAINMENT (If application in the conference of the	S: TION (Taxi, Train, Car F NCE FEES cable) :NSES	Rental)	450.00 100.00 675.00 150.00 750.00 0.00 100.00 2225.00	
CERTIFICATION	N BY TRAVELER	By my signature below	V I cortify that the abo	ava liatad a	
associated expense	s conform to the Au	thority's Policies <u>3.30</u> ar	nd 3.40 and are reaso	nable and	directly related to the
Authority's business	1011/1	A Boull	7 4		
Travelers Signature	3: MULLU	True	Dat	te: A/	16/12
CERTIFICATION	BY ADMINISTI	RATOR (Where Adm	inistrator is the Evecu	itiva Comm	nitton the Authority
By my signature is r By my signature bel  1. I have conso 2. The concern Authority's b 3. The concern	required).  low, I certify the follocientiously reviewed ned out-of-town travents and reasons	wing: the above out-of-town tel and all identified expended in comparison to the and all identified expended in all identified expended.	ravel request and the nses are necessary for ne anticipated benefit	details pro or the adva	ovided on the reverse.
Administrator's Sig	nature:			Date:	
A	ERK CERTIFICA	TION ON BEHALF	OF EXECUTIVE	COMMIT	
(Please leave blank, Wh	noever clerk's the meeting	g will insert their name and titl	, nereby certify to the contract of the c	nat this do	cument was approved

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

meeting.



Traveltrust
374 North Coast Fighway 101
Encintes, Ca 92024
Tol: 760-635-1700
Fax 760-635-1720
Website www.traveltrust.com

**BOWENS/THELLA DEPT 6** 04-Apr-2012 2:54 pm Page 1 of 1 YOUR SOUTHWEST ETICKET CONFIRMATON IS \*\* 422184 \*\* -----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# 1656 Class: K From: San Diego CA, USA To: Phoenix AZ, USA 29-Apr-2012 12:30pm Meal: None Equip: Boeing 737-700 Jet Status: Confirmed Sunday Depart: 29-Apr-2012 Sunday 12:30pm Stops: 0 Arrival: 29-Apr-2012 Sunday 01:40pm Depart - TERMINAL 1 Arrive - TERMINAL 4 Southwest Airlines locator: 422IB4
Flight Duration: 1 hour(s) and 10 minutes
Class of Service: Business Select Air Southwest Airlines Flight# Class: From: Phoenix AZ, USA To: San Diego CA, USA 02-May-2012 Meal: None 12:30pm Boeing 737-300 Jet Equip: Status: Confirmed Wednesday Depart: 02-May-2012 Wednesday 12:30pm Stops: 02-May-2012 Wednesday Arrival: 01:40pm Depart - TERMINAL 4 Arrive - TERMINAL 1 Southwest Airlines locator: 422IB4
Flight Duration: 1 hour(s) and 10 minutes Class of Service: Business Select Other 29-Oct-2012 San Diego CA, USA RESERVATION RETAINED FOR 180 DAYS-A Monday TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST AND SATURDAY FROM 9AM-1PM PST - 760-635-1700. FOR EMERGENCY AFTERHOURS SERVICE IN THE US PLEASE CALL 888-221-6062 AND USE YOUR VIT CODE - S7NS0 PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00 THANK YOU FOR CHOOSING TRAVELTRUST...SCOTT MACKERLEY Ticket Information **BOWENS THELLA** Ticket#: 2432612737 Ticket Base Fare: 399.60 Invoice#:1193095 Ticket Tax: 0.00 Total Ticket Amount: 399.60 / 42960 Electronic: YES SERVICE FEE DOCUMENT #: 0573436799 FEE AMOUNT: 30.00



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

**BOWENS/THELLA** DEPT 6 23-Apr-2012 3:09 pm Page 1 of 1 YOUR SOUTHWEST ETICKET CONFIRMATON IS \*\* 422184 \*\* -----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# 3156 Class: From: San Diego CA, USA To: Phoenix AZ, USA 28-Apr-2012 Meal: None 08:30am Equip: Boeing 737-700 Jet Status: Confirmed Saturday Depart: 28-Apr-2012 Saturday 08:30am Stops: 0 Arrival: 28-Apr-2012 Saturday 09:40am Depart - TERMINAL 1 Arrive - TERMINAL 4 Flight Duration: 1 hour(s) and 10 minutes Class of Service: Business Select Air Southwest Airlines Fliaht# 12 Class: From: Phoenix AZ, USA To: San Diego CA, USA 02-May-2012 Meal: None 12:30pm Equip: Boeing 737-300 Jet Confirmed Status: Wednesday Depart: 02-May-2012 Wednesday 12:30pm Stops: Arrival: 02-May-2012 Wednesday 01:40pm Depart - TERMINAL 4 Arrive - TERMINAL 1 Southwest Airlines locator: 422IB4
Flight Duration: 1 hour(s) and 10 minutes Class of Service: Business Select Other 29-Oct-2012 San Diego CA, USA RESERVATION RETAINED FOR 180 DAYS-B Monday TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST AND SATURDAY FROM 9AM-1PM PST - 760-635-1700 FOR EMERGENCY AFTERHOURS SERVICE IN THE US PLEASE CALL 888-221-6062 AND USE YOUR VIT CODE - S7NS0 PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00 THANK YOU FOR CHOOSING TRAVELTRUST...SCOTT MACKERLEY Ticket Information **BOWENS THELLA** Ticket Base Fare: Ticket Tax: Total Ticket Amount: Ticket#:2436324942 0.00 Invoice#:1193096 0.00 0.00 Electronic: YES SERVICE FEE DOCUMENT #: 0574078291 FEE AMOUNT: \* change made to accommodate uty on 4/28/12

## AMERICAN ASSOCIATION



## **American Association of Airport Executives**

AAAE | FEDERAL AFFAIRS | MEETINGS | TRAINING/PROFESSIONAL DEVELOPMENT | PRODUCTS/SERVICES | NEWS/PU

- What in infilling such
- Register for a Meeting
- My Meetings History
- Join the Certified Member Program
- Join the AAAE Accreditation Program
- Purchase Accred/CM Program Body of Knowledge Modules
- Purchase AAAE Study Guide
- Join the AAAE ACE Program
- Purchase AAAE Subscriptions
- My Invoices/Receipts
- FAOs
- Contact Us
- View Cart
- Log Out

### Thank You For Shopping

• Receipt

Please print this for your records. A copy has been emailed to you.

Item	Desc	Qty	Subtotal
Meeting Registration	(120501) 84TH ANNUAL AAAE CONFERENCE & EXPOSITION AAAE AIRPORT MEMBER Ms. Thella F Bowens	1	\$750.00
Event Registration	(120501) PHX AIRFIELD TOUR Ms. Thella F Bowens	1	\$0.00
Total			\$750.00

Note: A formal confirmation letter will be emailed to you within two weeks from the date of this meeting registration.

Customer ID:

Date:

03/21/12

Order No:

3792A8E7

Sheraton Phoenix Downtown Hotel 340 North 3rd Street Phoenix, AZ 85004 (602) 262-2500 / (602) 262-2501 http://www.starwood.com/



Ms Bowens, Thella	Page Number	1	Invoice Nbr	1000136231
Aad23c/Speaker VIP	Conf. Number	419345	Arrival Date	04-28-2012
	Folio ID	A	Depart Date	05-02-2012
	Guests	1		
	Room Number	2213		10
	SPG Account			
	Time	05-02-2012	10:43	

Invoice			
Date	Reference	Description	Charges Credits
04-28-2012	514743880	District Restaurant	\$23.12 V
04-28-2012	1	Internet In Room / Printing	\$4.95 — Internet
04-28-2012	RT2213	Room Charge	\$219.00
04-28-2012	RT2213	County Tax	\$18.11 ( 248
04-28-2012	RT2213	City/Local Tax	\$10.95)
04-29-2012	503753330	Link Cafe	\$3.72 \ See page 5 of 6 \$35.27 \ See page 1 of 6 \$51.63 \ See pq 4 of 6
			C. no laft
04-29-2012	35753880	In Room Dining / Breeze	\$35.27 See page 101
04-29-2012	514757740	District Restaurant	\$51.63 V Sec pg 4 of 4
04-29-2012	RT2213	Room Charge	\$219.00)
04-29-2012	RT2213	County Tax	\$18.11\ 2480
04-29-2012	RT2213	City/Local Tax	\$10.95
04-30-2012	508760556	District Restaurant	\$219.00) \$18.11\\24\806 \$10.95\\\$15.94\\\4\\pa\\pa\\\ep\\\\\\\\\\\\\\\\\\\\\\
04-30-2012	1	Internet In Room / Printing	\$4.95 - Internet
04-30-2012	RT2213	Room Charge	\$219.007 21006
04-30-2012	RT2213	County Tax	\$18.112
04-30-2012	RT2213	City/Local Tax	\$10.95
05-01-2012	1	Internet In Room / Printing	\$4.95 — Internet
05-01-2012	RT2213	Room Charge	\$219.00
05-01-2012	RT2213	County Tax	\$18.11 \ 24800
05-01-2012	RT2213	City/Local Tax	\$10.95
05-02-2012	AX	American Express	<b>\$-1,139.82</b>
		** Total	\$1,139.82 \$-1,139.82
		** Balance	\$0.00

Continued on the next page

Sheraton Phoenix Downtown Hotel 340 North 3rd Street Phoenix, AZ 85004 (602) 262-2500 / (602) 262-2501 http://www.starwood.com/

**1**2000



8

Ms Bowens, Thella Page Number 2 Invoice Nbr 1000136231 Aad23c/Speaker VIP Conf. Number 419345 Arrival Date 04-28-2012 Folio ID Depart Date 05-02-2012 A Guests 1 Room Number 2213 SPG Account Time 05-02-2012 10:43

#### Invoice

Your SPG Account seamed at least 1938 Starpoints. Get 10,000 more with the SPG Credit Card. spg.com/axpcard

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

#### RECEIPTS FROM TRAVEL TO PHOENIX, AZ April 28 – May 2, 2012—THELLA F. BOWENS

HMSHOST T4 EL STARBUCKS COFFEE SKY HARBOR INTERNATIONAL AIRPORT 264150 Megan Other Mual CHK 3294 APR28'12 9:38AM TO GO 3.29 1 LATTE ADD SHOT 0.89 1 COOKIE SHRBRD 1.25 5.43 SUBTOTAL TAX 0.51 AMOUNT PAID 5.94 20.00 CASH CHANGE 14.06 THANK YOU FOR YOUR BUSINESS! TELL US ABOUT YOUR EXPERIENCE DEREK BOETTCHER 602-275-1721 DEREK.BOETTCHER@HMSHOST.COM

4/29/12 Lund>>

## SHERATON PHOENIX

DOWNTOWN
340 NORTH 3RD STREET
PHOENIX', AZ 85004
602-262-2500

VEN SAMUEL Sun 04/29/12 12:12 PM Guest Num: 1	357538 V Table Guests	38.1 802 1 IRD
1 DELIVERY CHG 1 FIELD OF GREENS 1 TUNA SALAD SAND	3.50 8.00 14.00	
2213	SubTotal	25.50
2213/BOWENS, THE Serv	ice Charge Sales Tax	4.40 2.37
Plo To	ease pay this	s amount 2.27
EOR ROOM C	HARGES ONLY!	
POR ROOM O	INITIALO GILLI	. 00
Gratuity		3
Total Charge	\$ 3°	5.27
Total Charge Room Number	# 38	5.27
	# 35	5.27

A 20% service charge and a \$3.50 delivery charge have been added to your bill. The entire service charge is distributed to employees.

Acthing is more than \$9 at noon in District American Kitchen & Wine Bar! Enjoy a delicious lunch at an affordable price.

			6
Page	-	OF	

#### RECEIPTS FROM TRAVEL TO PHOENIX, AZ April 28 – May 2, 2012—THELLA F. BOWENS

SOO3O - THE PHOENIX
SHERATON DOWNTOWN HOTEL
PHOENIX, AZ 85004
(602) 8175333
Donald K. Wade - Area Manager
dwade@lstrna.com

Customer Copy

/#6162200433 SMARI WATER \$2.99 |
Subfotal \$2.99 |
2.00% City (Food) Tax \$0.06 |
TOTAL \$3.05

HUNISE Acct \$3.05
#XXX0296 |
SHERATON ROOM CHARGES BOWENS

ITEMS 1

Room #: 2213

Store: 0030 | Terminal: 00002 | Tran: 2083 | Oper: 04145 | 4/29/2012 | 11:20:55 AM

Tax # 20340215-E Thank you for shopping Visit our website: www.lstrna.com

1 4 29 12 Other Meal

5/1/12 Lungh \_\_\_ Corner Bakery Cafe # 1525

455 N. 3rd Street Phoenim AZ 85004 (602) 272-1346

## Dine In # 112

5/1/2012 Order 121642

4:23:24 PM Cashier: BRITTANY C

1 Cafe Spinach Sweet Crisp 6.29 1 Old Fashioned Lemonade 1.99

 SubTotal
 8.28

 Tax
 0.77

Your opinion is important!
Go to www.cbcfeedback.com within 72 hours and tell us about your visit.
You could win \$5,000.00 in our quarterly drawing!

Code: 05012161525164203

Total

9.05

9.05

American Express

Acct:XXXXXXXXX

Approva 1:502895

Corner Bakery Corporate Office 1 (800) 309-4642

Visit us at : www.CornerBakeryCafe.com

Page \_\_\_\_\_ OF \_\_\_\_(\_\_\_\_

### RECEIPTS FROM TRAVEL TO PHOENIX, AZ April 28 - May 2, 2012—THELLA F. BOWENS

602-817-5394

Profit Series Administration ver: 8.06.06 Date:05-22-2012 Time01:15p

SHERATON PHOENIX

01:25:4

REPORT DATE:04-28-2012

Internal Tracking Number (51474388)

Table: 133

Dining Room: DISTRICT

Guests:

Guests: 1
Started By :VEN.GLEN VENTURA
Closed By :VEN.GLEN VENTURA

11:02 11:07

Action Item Name

Qty

**Amount** 

Change Price/Remove Tax Comps/Voids/Discounts Reason/Authorization

Sale: MORNING BAR

\$17.95

Payment Summary: Pymt: RM CHRG

Amount Gratuity Add'i Tip \$0.00 \$3.50

Total

Tendered:

\$19.62 \$23.12

\$23.12

Card #: (

)

Exp:

Token:

Settlement Summary:

SubTotal

\$17.95

Tax:

\$1.67

Tax2:

\$0.00

Tip

\$3.50

**Auto Gratuity:** 

\$0.00

Total

\$23.12

4/28/12 Brakfast

Page 3 OF

### RECEIPTS FROM TRAVEL TO PHOENIX, AZ April 28 - May 2, 2012—THELLA F. BOWENS

602-817-5394

01:26:

Profit Series Administration ver: 8.06.06 Date:05-22-2012 Time01:16p

#### SHERATON PHOENIX

REPORT DATE:04-29-2012

Internal Tracking Number (51475774)

Table: 112 Dining Room: DISTRICT

Guests:

Started By :LAN.AARON LANGBEHN Closed By :LAN.AARON LANGBEHN 21:31 22:11

Change Price/Remove Tax
Comps/Voids/Discounts
Reason/Authorization

Action Item Name	Qty	Amount	Reason/Authorization
Sale: TOMATO SOUP	1	\$6.00	
Sale: ************************************	1	\$0.00	
Sale: CATFISH	1	\$22.00	
Sale: ICED-TEA	1	\$3.00	
Sale: ****** FIRE 2 ******	1	\$0.00	
Sale: SINGLE SCOOP	1	\$2.00	
Sale: ADD SCOOP	1	\$2.00	
Sale: ADD SCOOP	1	\$2.00	
Sale: ADD SCOOP	1	\$2.00	
Sale: ?KEYBOARD	1	\$0.00	
TOGO			

Payment Summary: Pymt: RM CHRG

Amount

Gratuity Add'i Tip

Total \$51.63

Tendered:

\$51.63

\$42.63 )

\$0.00 \$9.00

Card #:

Exp:

Token:

#### Settlement Summary:

SubTotal

\$39.00

Tax: Tax2: \$3.63

Tip

\$0.00

Auto Gratuity:

\$9.00 \$0.00

Total

\$51.63

1 4/29/12 dimed

#### RECEIPTS FROM TRAVEL TO PHOENIX, AZ APRIL 28 – MAY 2, 2012—THELLA F. BOWENS

602-817-5394 Profit Series Administration ver: 8.06.06 01:25 SHERATON PHOENIX Date:05-22-2012 Time01:15p REPORT DATE:04-29-2012 Internal Tracking Number (50375333) Table: 90 Dining Room: LINK Guests: 1 Guesis: 1
Started By :MAR.MELINDA MARTIN
Closed By :MAR.MELINDA MARTIN 11:22 11:24 Change Price/Remove Tax Action Item Name Comps/Voids/Discounts Qty **Amount** Reason/Authorization Sale: SM. AU LAIT \$2.95 Payment Summary: Amount Gratuity Add'l Tip Total Pymt: RM CHRG \$3.22 \$0.00 \$0.50 \$3.72 Tendered: \$3.72 Card #: Exp: Token: Settlement Summary: SubTotal \$2.95 Tax: \$0.27 4/29/12-85954 Tax2: \$0.00 Πp \$0.50 Auto Gratuity: \$0.00 Total \$3.72

Page \_\_\_\_\_\_\_ OF \_\_\_\_\_(\_\_\_\_

#### RECEIPTS FROM TRAVEL TO PHOENIX, AZ APRIL 28 – MAY 2, 2012—THELLA F. BOWENS

01:26: 602-817-5394 SHERATON PHOENIX Profit Series Administration ver: 8.06.06 Date:05-22-2012 Time01:16p REPORT DATE:04-30-20121 Internal Tracking Number (50876055.6) Table: 507 Dining Room: DIST PDR 2 Guests: 1 Started By :PIE.ADRIENNE PIERLAL 08:48 Closed By :PIE.ADRIENNE PIERLAL 09:29 Change Price/Remove Tax Comps/Voids/Discounts Reason/Authorization <u>Amount</u> Qty Action Item Name \$10.95 Sale: FRUIT PLATTER Amount Gratuity Add'l Tip Total Payment Summary: \$15.94 \$2.00 \$11.97 \$1.97 Pyrnt: RM CHRG \$15.94 Tendered: Token: Exp: Card #: ( Settlement Summary: \$10.95 SubTotal \$1.02 Tax: \$0.00 Tax2:

Page ()

\$2.00

\$1.97 \$15.94

Tip

Total

Auto Gratuity:

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY TRAVEL EXPENSE REPORT

(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 suit detail). Any special items should be explained in the space provided below.    Authority   Employee Expenses	TRAVELE	ER:	Thella F. Bowens		_	DEPT. NA	ME & NO	·	Ex	ecutive O	ffice BU6	
DESTINATION: Pasadena, CA Press refer to the Authority Treat and Lodging Expense Reimbursament Policy, Article 3, Part 3.4, Section 3.40, outfining appropriate reimbursable aspeciases and approveds. Please attach all required supporting documentation. All receipts must be detailed, (credit card receipts do not provide sudetall). Any special flems should be explained in the appece provided balow.    Authority	DEPART	URE DATE:	4/22/2012	RETUR	N DATE:		4/24/201	2	REPO	RT DUE:	5	/24/12
Authority Expenses and approvals. Please attach all required supporting documentation. All receipts must be detailed, (credit card receipts do not provide subtainal), Any appocial items should be explained in the space provided balow.    Authority   Expenses   Exp	DESTINA	TION:	Pasadena, CA									
Expenses   Property	expenses	ana approval	s. Please attach all required suppo	rting documents	ation. All r	icle 3, Par eceipts mu	t 3.4, Sec ist be det	tion 3.40, ailed, (cred	outlining a dit card re	ppropriati ceipts do l	e reimburs not provide	able sufficient
Air Fare, Railroad, Bus (ettach copy of thereary wicharges) Confirence Fees (provide copy of thereary wicharges) Confirence Fees (provide copy of thereary wicharges) Confirence Fees (provide copy of thereary wicharges) Rental Car' Caarsge(Parking' Tax) Rental Car' Caarsge(Parking' Tax) Tax) Rental Car' Caarsge(Parking' Tax) Tax) Tax) Tax) Tax) Tax) Tax) Tax)				BEDWINSSENSONS OF THE STATE OF				Employe	e Expen	ses		
Air Faire, Railfroad, Bus (attach copy of theorety wicharges) Conference Fees (provide copy of flyer/registration expenses) Rental Car' Gas and Oil' Garga(Parking' Mileage - attach mileage form' Taked and/or Shuttle Faire (include 8ps pd.)* Hotel' Telephone, Internet and Fax' Laundry Tips - separately paid (micks beling), other hotel sivs.) Mileage - attach mileage form' Tips - separately paid (micks beling), other hotel sivs.) Mileage - attach mileage form' Tips - separately paid (micks beling), other hotel sivs.) Mileage Report (micks beling), other hotel sivs.) Dinner' Dinner' Dinner' Dinner' Dinner' Dinner' Dinner' Dinner' Dinner' Mileage Report attached  Total Expenses prepaid by Authority Total Expenses prepaid by Authority Total Expenses Incurred by Employee (including cash advances) Grand Trip Total Less Cash Advance (attach copy of Authority ct) Less Expenses Prepaid by Authority Duer Traveler (positive amount)  10 Part of the Authority (negative amount)  10 Part of the Authority posicies 3, 40 - Travel and Lodging Expenses connect.  11 Tavel and Lodging Expense Reimbursement Policy 3 and that any purchases/claims that are not allowed will be seponsibility. I further certify that this report of travel expenses were incurred in connection with official Authority business and is true a orner.  12 Tavel and Lodging Expense Reimbursement Policy 3 and that any purchases/claims that are not allowed will be seponsibility. I further certify that this report of travel expenses were incurred in connection with official Authority business and is true a orner.  13 Tavel and Lodging Expense Reimbursement Policy 3 and that any purchases/claims that are not allowed will be seponsibility. I further certify that this expenses expense Reimbursement Policy 4 and 5 and				(Prepaid by			The state of the s	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	ille de
Conference Fees (provide copy of typerregistration expenses)  Bestall Car*  Gas and Oil*  Garega/Parking*  72.15 72.15	Air Fare, F	Railroad, Bus	(attach copy of itinerary w/charges)	Additionly	4122/12	4/23/12	4/24/12			-		TOTALS
Rental Car'  Sars and Oil'  Sarsge/Parking'  Total Expenses prepaid by Authority  Tot				650.00	-							0
Sarage/Parking*									700			0
Mileage Report attached  Total Expenses prepaid by Authority  Total Expenses prepaid by Authority  Total Expenses and business efficiency of any paranas whose meals were pold by travaler.  Takes promote frequent and business efficiency of and 3.30 - Business Expense Reimbursement Policy' and 4.30 - Travel and Lodging Expense Reimbursement Policy' and 5.30 - Business Expense Reimbursement Policy' and 3.30 - Business Expense Reimbursement Policy' and 4.30 - Travel and Lodging Expense Reimbursement Policy' and 5.30 - Business Expense Reimbursement Policy' and 3.30 - Business Expense Reimbursement Policy' and 4.30 - Travel and Lodging Expense Reimbursement Policy' and 5.30 - Business Expense Reimbursement Policy' and 4.30 - Travel and Lodging Expense Reimbursement Policy' and 4.30 - Business Expense Reimbursement Policy' and 4.40 - Business Expense Reimbursement Policy' and 4.40 - Busine	Gas and C	Oil*							200			0
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Total Expenses prepaid by Authority  Give names and business affiliations of any parsons whose meals were pold by traveler.  The part of the parsons in the connection with sparse to the	Vileage - a	attach mileage	e form*		72.15	72.15						144
Total Expenses Prepaid by Authority   Total Expenses affiliations of any persons whose meals were paid by traveler.   Travel and Lodging Expense Reimbursement Policy 3.30   Travel and Lodging Expense Reimbursement Policy 3.40   Travel and Lodging Expense Reimbursement Policy 3.40   Travel and Lodging Expense Reimbursement Policy 3.40   Business Expense Reimbursement Policy 4				A BANGKALLI				<del>                                     </del>				0
Total Expenses prepaid by Authority  Less Expenses Prepaid by Authority  Due Traveler (positive amount) <sup>3</sup> Note: Send this report to Accounting even if the amount is \$i  as traveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expenses prepaid by:  Travel and Lodging Expense Reimbursement Policy 3.40  Business Expense Reimbursement Policy 3.30  Business Expense Reimbursement Policy 3.3				<b>以</b>	209.61	209.61						419
Provide detailed receipts	Telephone	, Internet and	Fax*	10000000000000000000000000000000000000								0
Meals   Lunch*   Lunc				性為性理學的								0.
Meals   Lunch*   Lunc		arately paid (n	naids,bellhop,other hotel srvs.)	内型 AMESSES					n Elektronia			0.
Color   Colo		Breakfast*				104,50						0.
Cother Meals*   Cother Meals		Lunch*		No. of the latest								0.
Attach personal check payable to SDCRAA  Total Expenses and business affiliations of any persons whose meals were paid by traveler.  Propose Check Request as traveler or administrator acknowledge that I have read, understand and agree to Authority (negative amount) Note: Send this report to Accounting even if the amount is \$4.000 core.  Travel and Lodging Expenses Reimbursement Policy and that any purchases/claims that are not allowed will be seponsibility. I further certify that this report of travel expenses were incurred by authority business and is true a serveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expenses proposibility. I further certify that this report of travel expenses were incurred in connection with official Authority business and is true a serveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expenses proposibility. I further certify that this report of travel expenses were incurred in connection with official Authority business and is true a subject of the second proposition of the	aps pa.)	Dinner*			40.80							40.
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advertises the meeting date.)  allure to attack we will insert the meeting date.)  allure to attack 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.

S:\Executive office\Travel\Thelia 2012\04-22, Pasadena\Travel Expense Report (Pasadena, CA).xisx

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

# MONTHLY MILEAGE and PARKING FEE REIMBURSEMENT REPORT

<b>EMPLOYEE</b>	NAME		PERIOD COVERED	
Thella Box	wens		1-Apr	
	NT/DIVISION			<u> </u>
Executive	Office BU6			
DATE	MILES DRIVEN	DESTINATION AND PURPOSE OF TRIP	PARKING FEES & OTHER TRANSPORTATION COSTS	\$\$\$
4/22/12	130.00	Pasadena, CA		
		2012 Airport Board Members &		
		Commissioners Conference		
4/24/12	130.00	San Diego, CA		
	<u> </u>			
	- 19			
SUBTOTAL	260.00		SUBTOTAL	200

# Computation of Reimbursement

TOTAL MILEAGE DRIVEN (LIMITED TO 200 MILE MONTHLY AVERAGE	PER YEAR)		260.00
REIMBURSEMENT RATE: (see below) *	Rate for 7/1/11 - 12/31/12	X	0.555
TOTAL MILEAGE REIMBURSEMENT		17. 1	144.30
PARKING FEES/TOLL CHARGES (ATTACH RECEIPTS)			144.00
TOTAL REIMBURSEMENT REQUESTED			\$ 144.30
Tacknowledge that I nave 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	

# Google

Directions to 191 N Los Robles Ave, Pasadena, CA 91101 130 ml – about 2 hours 17 mins 4/24/12



3225 N Harbor Dr, San Diego, CA 92101

	1	. Head south	go 16 ft
r	2	. Turn right toward Airport Terminal Rd	total 16 ft go 463 ft total 479 ft
5	3	Slight left onto Airport Terminal Rd	go 0.2 mi total 0.3 mi
P	4	Keep right at the fork	go 443 ft total 0.4 mi
4	5.	Turn left onto N Harbor Dr About 2 mins	go 1.1 mi total 1.4 mi
4	6.	Turn left onto W Laurel St About 2 mins	go 0.4 mi total 1.9 mi
4	7.	Turn left onto India St About 3 mins	go 0.9 mi total 2.7 mi
5	8.	Slight left to merge onto I-5 N About 1 hour 11 mins	go 75.2 mi total 78.0 mi
5	9.	Slight left to stay on I-5 N (signs for Santa Ana) About 42 mins	go 39.4 mi total 117 mi
5	10.	Slight right to stay on I-5 N (signs for I-10 W/Santa Monica/Interstate 5 N/Sacramento) About 5 mins	go 3.9 mi total 121 mi
7	11.	Take exit 137B for California 110/Pasadena Freeway	go 0.4 mi total 122 mi
110	12.	Keep left at the fork, follow signs for CA-110 N/Pasadena Fwy/Pasadena and merge onto CA-110 N/Pasadena Fwy About 6 mins	go 6.2 mi total 128 mi
	13.	Continue onto S Arroyo Pkwy About 2 mins	go 0.9 mi total 129 mi
P	14.	Turn right onto E Del Mar Blvd About 1 min	go 0.3 mi total 129 mi
4	15.	Take the 3rd left onto S Los Robles Ave Destination will be on the right About 2 mins	go 0.5 mi total 130 mi
	191	N Los Robles Ave, Pasadena, CA 91101	

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

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

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY 3/28 -> Curporate OUT-OF-TOWN TRAVEL REQUEST

<b>GENER</b>	AL II	NSTRI	JCTI	ONS

- 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. Bow	ens		_ Dept:	6/Exec Office
Position:	pard Member		☐ Gen. Counsel		Chief Auditor
E A	l other Authority e	employees (does not red	quire executive commit	tee admir	nistrator approval)
2. DATE OF REQUE	ST: <u>3/28/12</u>	_ PLANNED DATE OF [	DEPARTURE/RETURN:	04/22/	/12 / 04/24/12
3. DESTINATIONS/F of paper as necess Destination: Pasa	sary):	Pi	rpose: 2012 Airport E	Board Mer	ontinue on extra sheets
Explanation: 201	2 Airport Board M	Co Members & Commission	ommissioners Confere	nce	
AIRFA     OTHE     B. LODGING     C. MEALS     D. SEMINAR     E. ENTERTA     F. OTHER IN     TOTA  CERTIFICATION	ORTATION COST RE R TRANSPORTA AND CONFERE INMENT (If appliant of the conference	S: TION (Taxi, Train, Car NCE FEES cable) ENSES TRAVEL EXPENSE	\$ \$ \$ \$ \$ \$ \$ \$ \$  www. I certify that the above the second control of the second contro	200.00 400.00 100.00 650.00 0.00 1350.00	d out-of-town travel and
associated expenses of Authority's business. Travelers Signature <i>x</i>	conform to the Au	othority's Policies 3.30	2		nd directly related to the B March 12
	BY ADMINIST	RATOR (Where Add			
Clerk's signature is red By my signature below 1. I have conscie 2. The concerned Authority's bus 3. The concerned Authority's Po	quired).  w, I certify the folkentiously reviewed out-of-town travisiness and reasond out-of-town travisicies 3.30 and 3.4 ature:	owing: I the above out-of-town ol and all identified exp nable in comparison to el and all identified exp	travel request and the enses are necessary the anticipated benefi- enses conform to the	e details p for the ad t to the At requiremand	provided on the reverse. Ivancement of the uthority. ents and intent of 3.28.12
		A SECLA			
	ever clerk's the meetil	ng will insert their name and	, hereby certify	that this	document was approved
by the Executive Con	nmittee at its	eave blank and we will inser	mee	ting.	

#### RECEIPTS FROM TRAVEL TO PASADENA, CA April 22 - 24, 2012—THELLA F. BOWENS



4/22/12 dunner

Tomato salad #12
calamai #12
121
121
32.00
2.80 tax
34.80
6.00 tip

Page \_\_\_\_ OF \_\_\_

Thella Bowens	1005	
Po Box 82776 San Diego, CA 92138-2776	1 706647 1	A
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Balance Due 0.00

419.22

419.22-

28.00

#### EXPENSE REPORT SUMMARY Date Room/Tax Food/Bev Telephone Other Total Payment 22-APR-12 195.61 0.00 0.00 14.00 209.61 0.00 23-APR-12 195.61 0.00 0.00 14.00 209.61 0.00 24-APR-12 0.00 0.00 0.00 0.00 0.00 419.22-

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

0.00

As a Starwood Preferred Guest you have earned at least 782 Starpoints for this visit

0.00

Total

391.22

Thella Bowens			ROOM	DEPART	AGENT
FOLIO	706647	22-APR-12	1005	24-APR-12	MARIVIL

FW Airports Council International - North America Purchase Confirmation.txt

From: Bowens Thella

Sent: Monday, April 02, 2012 1:40 PM

Caldera Amy To:

FW: Airports Council International - North America Purchase Subject:

Confirmation

----Original Message----

From: onlineservices@aci-na.org [mailto:onlineservices@aci-na.org] Sent: Friday, March 16, 2012 5:37 PM

To: Bowens Thella

Subject: Airports Council International - North America Purchase Confirmation

The following is a confirmation of your online purchase(s).

#### Attendee: Ms. Thella F. Bowens

Title: President/CEO

Company: San Diego County Regional Airport Authority Company ID: 10105

Registrant Class: MAP Product Freight: \$0.00 Product Ship Method:

Product Handling: \$0.00 Product Tax: \$0.00

#### \* Total Charges: \$650.00

\*Total charges include everything paid for in this transaction including dues, buying products, events, registering for multiple events and registering multiple people for events.

#### =Authorization=====

Authorization Code: 011354

Order-ID: 20120316193701THELLA4105VSJF8D635D07

#### 

Event Code: 12417

Event Title: 2012 ACI-NA Airport Board Member & Commissioners Annual Conf

Event Total: \$650.00

Function Code: 12417/REG

Function Title: Conference Registration Fee Function Description: To register for the conference, check the Conference Registration box to the left (and any other applicable categories) and proceed to check-out.

Begin Date: 04/22/2012

Begin Time: 05:00 PM End Date: 04/24/2012 End Time: 12:00 PM Quantity Ordered: 1 Function Price: 650.00

Function Total Price: 650.00

\*Event Notes: Thank you for registering for the 2012 Airport Board Member & Commissioners Annual Conference, April 22-24, 2012. Registration fees for the conference include the welcome reception, all food functions including breakfast, lunch, and breaks, and all educational materials. Dress for the meeting is business casual. All events will take place at The Westin Page 1