SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY

EXECUTIVE COMMITTEE

Item No.
5

Meeting Date: **NOVEMBER 26, 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.

Equal Opportunity Program:

Not applicable

Prepared by:

TONY RUSSELL
DIRECTOR, CORPORATE SERVICES/AUTHORITY CLERK

TRAVEL REQUESTS

THELLA F. BOWENS

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:

Travelers Name: Thella F. Bowens Dept: 6 Exec Office

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

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

2. DATE OF REQUEST: 11/06/12 PLANNED DATE OF DEPARTURE/RETURN: 12/05/12 / 12/07/12

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

Destination: Washington, DC Purpose: Attend Special Executive Committee Mtg and International Aviation Issues Seminar

Explanation: Attend Special meeting of ACI-NA Executive Committee and 2012 ACI-NA International Aviation Issues Seminar.

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:		
• AIRFARE	$	835.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	$	150.00
B. LODGING	$	550.00
C. MEALS	$	150.00
D. SEMINAR AND CONFERENCE FEES	$	485.00
E. ENTERTAINMENT (If applicable)	$	
F. OTHER INCIDENTAL EXPENSES	$	100.00
TOTAL PROJECTED TRAVEL EXPENSE	$	2270.00

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

Travelers Signature: Thella F. Bowens Date: _____

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

By my signature below, I certify the following:

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

Administrator's Signature: _____ Date: 11.7.12

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

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

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:

Travelers Name: Thella F. Bowens Dept: 6/Exec Office

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

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

2. DATE OF REQUEST: 10/10/12 PLANNED DATE OF DEPARTURE/RETURN: 01/05/13 / 01/10/13

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

Destination: Maui, Hawaii

Purpose: Attend AAAE Policy Review Committee Meeting and AAAE 27th Annual Aviation Issues Conference

Explanation:

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:		
• AIRFARE	$	800.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	$	100.00
B. LODGING	$	1600.00
C. MEALS	$	250.00
D. SEMINAR AND CONFERENCE FEES	$	680.00
E. ENTERTAINMENT (If applicable)	$	
~~F. OTHER INCIDENTAL EXPENSES~~	~~$~~	~~100.00~~
TOTAL PROJECTED TRAVEL EXPENSE	$	3530.00

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

Travelers Signature: Thella F. Bowens Date: 14 Nov 2012

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

By my signature below, I certify the following:

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

Administrator's Signature: _____ Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

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

BRET LOBNER

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:

Travelers Name: Breton K. Lobner Dept: 15

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

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

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

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

Destination: Miami, FL Purpose: 2013 Legal Steering Group Meeeting

Explanation:

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:	
• AIRFARE	$ 600.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	$
B. LODGING	$ 300.00
C. MEALS	$ 50.00
D. SEMINAR AND CONFERENCE FEES	$
E. ENTERTAINMENT (If applicable)	$
F. OTHER INCIDENTAL EXPENSES	$
TOTAL PROJECTED TRAVEL EXPENSE	$

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

Travelers Signature: Breton K. Lobner Date: 11-14-12

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

By my signature below, I certify the following:

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

Administrator's Signature: _____ Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

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

EXPENSE REPORTS

THELLA F. BOWENS

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

TRAVEL EXPENSE REPORT

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

TRAVELER: Thella F. Bowens **DEPT. NAME & NO.** Executive Office BU6

DEPARTURE DATE: 10/26/2012 **RETURN DATE:** 10/30/2012 **REPORT DUE:** 11/29/12

DESTINATION: Dallas, TX

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

	Authority Expenses (Prepaid by Authority)	Employee Expenses							
		SUNDAY 10/28/12	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS
Air Fare, Railroad, Bus *(attach copy of itinerary w/charges)*	449.70								0.00
Conference Fees *(provide copy of flyer/registration expenses)*									0.00
Rental Car*									0.00
Gas and Oil*									0.00
Garage/Parking*									0.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare *(include tips pd.)**									0.00
Hotel*		234.08							234.08
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - *separately paid (maids,bellhop,other hotel srvs.)*									0.00
Meals *(include tips pd.)* Breakfast*									0.00
Lunch*									0.00
Dinner*									0.00
Other Meals*									0.00
Alcohol is a non-reimbursable expense									
Hospitality [1] *									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
									0.00
**Provide detailed receipts*									0.00
Total Expenses prepaid by Authority	449.70	234.08	0.00	0.00	0.00	0.00	0.00	0.00	234.08

Explanation:

~~Total Expenses Prepaid by Authority~~	~~449.70~~
Total Expenses Incurred by Employee (Including cash advances)	234.08
Grand Trip Total	683.78
Less Cash Advance (attach copy of Authority ck)	
Less Expenses Prepaid by Authority	449.70
Due Traveler (positive amount)[2]	
Due Authority (negative amount)[3]	234.08

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

[1]Give names and business affiliations of any persons whose meals were paid by traveler.
[2] Prepare Check Request
[3]Attach personal check payable to SDCRAA

I as traveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expense Reimbursement Policy[4] and 3.30 - Business Expense Reimbursement Policy[5] and that any purchases/claims that are not allowed will be my responsibility. I further certify that this report of travel expenses were incurred in connection with official Authority business and is true and correct.

[4] Travel and Lodging Expense Reimbursement Policy 3.40 [5] Business Expense Reimbursement Policy 3.30

Prepared By: A. Caldera (Print Name) Ext.: 2445

Traveler Signature: Thella F Bowens Date: 15 Nov 2012

Approved By: Date:

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

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

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

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

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:

Travelers Name: Thella F. Bowens Dept: 6/Exec Office

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

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

2. DATE OF REQUEST: 10/10/12 PLANNED DATE OF DEPARTURE/RETURN: 10/28/12 / 10/29/12

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

Destination: Dallas, TX

Purpose: ACI-NA Executive Committee Strategic Business Session Mtg

Explanation:

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:		
• AIRFARE	$	450.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	$	150.00
B. LODGING	$	350.00
C. MEALS	$	150.00
D. SEMINAR AND CONFERENCE FEES	$	
E. ENTERTAINMENT (If applicable)	$	
F. OTHER INCIDENTAL EXPENSES	$	
TOTAL PROJECTED TRAVEL EXPENSE	$	1100.00

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

Travelers Signature: Thella F. Bowens Date: 10/11/12

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

By my signature below, I certify the following:

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

Administrator's Signature: [illegible] Date: 10.11.12

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, Tony R. Russell, Authority Clerk, hereby certify that this document was approved
(Please leave blank. Whoever clerk's the meeting will insert their name and title.)
by the Executive Committee at its October 22, 2012 meeting.
(Leave blank and we will insert the meeting date.)

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

Electronic Invoice

Prepared For:
BOWENS/THELLA

Ref: DEPT 6

SALES PERSON	E4
INVOICE NUMBER	1198000
INVOICE ISSUE DATE	11 Oct 2012
RECORD LOCATOR	IBBBYB
CUSTOMER NUMBER	0000SDCRAA

Client Address

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

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

DATE: Fri, Oct 26

Flight: UNITED AIRLINES 491

From	SAN DIEGO, CA	Departs	7:29am
To	HOUSTON GEO BUSH, TX	Arrives	12:33pm
Departure Terminal	2	Arrival Terminal	C
Duration	03hr(s) :04min(s)	Class	UNITED_ECONOMY
Type	BOEING 757 200 SERIES JET	Meal	Food for Purchase
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA	Seat(s) - 10F	UA - XXXXXX 58
Notes	** WINDOW SEAT CONFIRMED **		

DATE: Fri, Oct 26

Flight: UNITED AIRLINES 5172

From	HOUSTON GEO BUSH, TX	Departs	2:15pm
To	DALLAS LOVE FLD, TX	Arrives	3:20pm
Departure Terminal	B	Arrival Terminal	1
Duration	01hr(s) :05min(s)	Class	UNITED_ECONOMY
Type	CRJ-700 CANADAIR REGIONAL JET	Meal	

Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA	Seat(s) - 04B	UA - XXXXXX 58
Notes	** AISLE SEAT CONFIRMED **		

DATE: Tue, Oct 30

Flight: UNITED AIRLINES 5908

From	DALLAS LOVE FLD, TX	Departs	9:03am
To	DENVER, CO	Arrives	10:08am
Departure Terminal	1		
Duration	02hr(s) :05min(s)	Class	UNITED_ECONOMY
Type	ERJ-145 JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA	Seat(s) - 03A	UA - XXXXXX 58
Notes	** AISLE SEAT CONFIRMED **		

DATE: Tue, Oct 30

Flight: UNITED AIRLINES 763

From	DENVER, CO	Departs	11:29am
To	SAN DIEGO, CA	Arrives	12:45pm
		Arrival Terminal	1
Duration	02hr(s) :16min(s)	Class	UNITED_ECONOMY
Type	AIRBUS INDUSTRIE A320 JET	Meal	Food and Beverage for Purchase
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA	Seat(s) - 10A	UA - XXXXXX 58
Notes	** WINDOW SEAT CONFIRMED **		

DATE: Sun, Apr 28

Others

RESERVATION
RETAINED FOR
180 DAYS

Ticket Information

Ticket Number	UA 7139169801	**Passenger**	BOWENS THELLA		
		Billed to:	AX XXXXXXXXXX[redacted]	USD	* 419.70
Service Fee	XD 0579874245	**Passenger**	BOWENS THELLA		
		Billed to:	AX XXXXXXXXXX[redacted]	USD	* 30.00

SubTotal	USD 449.70
Net Credit Card Billing	* USD 449.70
Total Amount Due	USD 0.00

TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST
AND SATURDAY FROM 9AM-1PM PST - 760-635-1700.
FOR EMERGENCY AFTERHOURS SERVICE IN THE US
PLEASE CALL 888-221-6062 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

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

GRAND HYATT DFW
DALLAS/FORT WORTH AIRPORT
INTERNATIONAL TERMINAL D

GRAND HYATT DFW
2337 SOUTH INTERNATIONAL PKWY
DALLAS, TX 75261
Tel: 1-972-973-1234
Fax: 1-972-973-1299

INFORMATION INVOICE

Payee	Thella Bowens 2337 South International Pkwy Dallas, TX 75261	Room No.	0423
		Arrival	10-28-12
Confirmation No.	1252697601	Departure	10-29-12
		Page No.	1
		Folio Window	1
		Folio	

Date	Description	Charges	Credits
10-28-12	Guest Room	209.00	
10-28-12	State Occupancy Tax 6%	12.54	
10-28-12	City Occupancy Tax 6%	12.54	
10-29-12	American Express		234.08

No frequent traveler account has been credited for this stay. To enroll in Gold Passport, call 1-800-51-HYATT, or visit www.GoldPassport.com.

Total	234.08	(234.08)
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.

Thank you for choosing GRAND HYATT DFW. Our goal is to provide every guest with an exceptional stay and we are interested in hearing any comments you may have. Please contact us through one of the following options.

Customer Service number: 1-888-472-2870
Customer Service email: Na.CustomerService@Hyatt.com

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
TRAVEL EXPENSE REPORT
(To be completed within 30 days from travel return date)

TRAVELER: Thella F. Bowens **DEPT. NAME & NO.** Executive Office BU6

DEPARTURE DATE: 10/16/2012 **RETURN DATE:** 10/18/2012 **REPORT DUE:** 11/17/12

DESTINATION: Washington, DC

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

	Authority Expenses (Prepaid by Authority)	Employee Expenses							
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS
				10/16/12	10/17/12	10/18/12			
Air Fare, Railroad, Bus *(attach copy of itinerary w/charges)*	835.60								0.00
Conference Fees *(provide copy of flyer/registration expenses)*									0.00
Rental Car*									0.00
Gas and Oil*									0.00
Garage/Parking*									0.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare *(include tips pd.)**				18.00	28.05	16.00			62.05
Hotel*				418.16	418.16				836.32
Telephone, Internet and Fax*				10.95					10.95
Laundry*									0.00
Tips - *separately paid (maids,bellhop,other hotel srvs.)*									0.00
Meals *(include tips pd.)* Breakfast*						2.28			2.28
Lunch*				27.17	39.33				66.50
Dinner*									0.00
Other Meals*									0.00
Alcohol is a non-reimbursable expense									
Hospitality [1] *									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
									0.00
**Provide detailed receipts*									0.00
Total Expenses prepaid by Authority	835.60	0.00	0.00	474.28	485.54	18.28	0.00	0.00	978.10

Explanation:

~~Total Expenses Prepaid by Authority~~	~~835.60~~
Total Expenses Incurred by Employee (including cash advances)	978.10
Grand Trip Total	1,813.70
Less Cash Advance (attach copy of Authority ck)	
Less Expenses Prepaid by Authority	835.60
Due Traveler (positive amount)[2]	
Due Authority (negative amount)[3]	978.10

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

[1]Give names and business affiliations of any persons whose meals were paid by traveler.
[2] Prepare Check Request
[3]Attach personal check payable to SDCRAA

I as traveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expense Reimbursement Policy[4] and 3.30 - Business Expense Reimbursement Policy[5] and that any purchases/claims that are not allowed will be my responsibility. I further certify that this report of travel expenses were incurred in connection with official Authority business and is true and correct.

[4] Travel and Lodging Expense Reimbursement Policy 3.40 [5] Business Expense Reimbursement Policy 3.30

Prepared By: A. Caldera (Print/Type Name) Ext.: 2445

Traveler Signature: Thella F. Bowens Date: 14 Nov 2012

Approved By: Date:

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

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

_____ meeting.
(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.

RECEIPTS FROM TRAVEL TO WASH DC
October 16 - 18, 2012—THELLA F. BOWENS

THE WILLARD INTERCONTINENTAL
PRIVATE DINING
WASHINGTON, DC USA
6003 WINSOME

dinner

TBL 227/1 5362 GST 1
OCT16'12 10:24PM

1	RoomSvc Delivery	4.00
1	MESCLUN GREENS	10.00
1	MAC/CHEESE	6.00
	Subtotal.....	20.00
	18% SVC CHARGE	2.88
	Food Tax	2.29
	Payment Due.	$25.17

Gratuity: _____

Total: 2.00 tip
$27.17

Guest Name: Bowens

Room Number: 227

Signature: _____

Thank you for dining
with Private Dining
ext 6120

ADDIE'S
1100 ROCKVILLE PIKE
ROCKVILLE, MD. 20852
(301) 881-0081

dinner

[redacted]

Empl: Sarah Chk#: 000006
Open: October 17, 2012 06:33 PM
Station: 1 Guest: 2 Table: 000

Qty	Description	Price	Amount
	** DINE IN **		
1	[redacted]		
1	Roasted Beet Salad	12.00	12.00
	[redacted]		
1	Rockfish	29.00	29.00
	[redacted]		
1	Ice Cream	8.00	8.00

Item Count: 9

Sub total $49
tax 2.33
~~tip~~ Open (20)
tip 8.00
39.33

Sub Total	[redacted]
Sales Tax	[redacted]
[redacted]	
Total	[redacted]
Living Social 20	~~40.00~~
Total Due	~~98.10~~

Thank you for dining with us!
We hope to see you again soon.

www.addiesrestaurant.com
Follow us on Facebook and twitter
#letsfindaddie.

TAG # H-69086
10/17/12 TR 1109
START END MILES
15:13 15:21 1.2
FARE FOR LA RATE
RATE 1: $ 7.05
EXTRA: $ 0.00
TOTAL: $ 7.05
THANKS
DC TAXICAB COMM
TEL 202 645-6018

TO FAA office
From Nelle

10/17/12
Taxi
$7.05 + $1
$8.05

10/17 lunch total 59.33
Minus $20 coupon
$39.33

RECEIPTS FROM TRAVEL TO WASH DC
October 16 - 18, 2012—THELLA F. BOWENS

Dunkin Donuts
Washington Reagan National Ai
port
North Pier
708-531-1694

Till # : 2250102
Date/Time : 10/18/2012 7:08 AM
Operator : BEGNA S
Receipt# : SALE 35448

Coffee Med
$2.09

SUB TOTAL
$2.09
Virginia Sales Tax
$0.19
SUB TOTAL INC TAX
$2.28
AMEX
$2.28
CHANGE
$0.00

Taxi Cab Receipts

DATE: 10/17/12 TIME: _____

TRIP ORIGIN: Capital Hilton

DESTINATION: Willard

FARE: $ 9+1=$10 SIGNATURE _____

RECEIPTS FROM TRAVEL TO WASH DC
October 16 - 18, 2012—THELLA F. BOWENS

TAXICAB RECEIPT

Time: 10/17
Date:
Origin of trip: Hotel - Willard
Destination: Capital Hilton
Fare: $10 -
Sign:

TAXICAB RECEIPT

Time:
Date: 10/18
Origin of trip: Hotel ~~[illegible]~~ Willard
Destination: airport
Fare: 14 + 2+4 = 16
Sign:

ALEXANDRIA UNION CAB

(703)683-1200 - 24 Hr. Dispatch Service

FROM airport
TO Hotel
DATE 10/16 FARES $15 + 3+4 = $18.00
DRIVER'S NAME CAB#

By Request, We Accept

Each Cab Independently Owned & Operated

TRAVELTRUST SCRIPPS RANCH
THANK YOU FOR USING TRAVELTRUST
Phone: 1-800-792-4662

Electronic Invoice

Prepared For:
BOWENS/THELLA

Ref: DEPT 6

SALES PERSON	E4
INVOICE NUMBER	1197933
INVOICE ISSUE DATE	09 Oct 2012
RECORD LOCATOR	KROZYL
CUSTOMER NUMBER	0000SDCRAA

Client Address

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

Notes
YOUR USAIRWAYS ETICKET CONFIRMATION IS ** ACBXW3 **
--------INVOICE/ITINERARY ACCOUNTING DOCUMENT--------
**********TICKETLESS TRAVEL INSTRUCTIONS**********
THIS IS AN E-TICKET RESERVATION.
A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN
THIS TICKET IS NON-REFUNDABLE AND MUST BE USED FOR
THE FLIGHTS BOOKED. IF THE RESERVATION IS NOT USED
OR CANCELLED BEFORE THE DEPARTURE OF YOUR FLIGHTS
IT MAY HAVE NO VALUE. CONTACT TRAVELTRUST BEFORE
YOUR OUTBOUND FLIGHT IF CHANGE IS NECESSARY.
****
**********TSA GUIDANCE FOR PASSENGERS**********
PLEASE ALLOW EXTRA TIME FOR SCREENING AND BOARDING
INTERNATIONAL-MINIMUM 3 HOUR CHECK-IN PRIOR TO DEPARTURE
DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE
FOR ADDITIONAL SECURITY INFORMATION VISIT WWW.TSA.GOV
****

DATE: Tue, Oct 16

Flight: US AIRWAYS 66

From	SAN DIEGO, CA	Departs	12:30pm
To	WASHINGTON REAGAN, DC	Arrives	8:14pm
Departure Terminal	2	Arrival Terminal	C
Duration	04hr(s) :44min(s)	Class	Coach
Type	AIRBUS INDUSTRIE A320 JET	Meal	Food for Purchase
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA	Seat(s) - 08C	UA - XXXXXX 58
Notes	** AISLE SEAT CONFIRMED **		

DATE: Thu, Oct 18

Flight: US AIRWAYS 65

From	WASHINGTON REAGAN, DC	Departs	8:55am
To	SAN DIEGO, CA	Arrives	11:27am
Departure Terminal	C	Arrival Terminal	2
Duration	05hr(s) :32min(s)	Class	Coach
Type	AIRBUS INDUSTRIE A320 JET	Meal	Food for Purchase
Stop(s)	Non Stop		

Seat(s) Details	BOWENS/THELLA	Seat(s) - 04C	UA - XXXXXX 58
Notes	** AISLE SEAT CONFIRMED **		

DATE: Tue, Apr 16

Others

RESERVATION
RETAINED FOR
180 DAYS

Ticket Information

Ticket Number	US 7136424491	**Passenger**	BOWENS THELLA		
		Billed to:	AX XXXXXXXXXXX1012	USD	* 805.60
Service Fee	XD 0579799974	**Passenger**	BOWENS THELLA		
		Billed to:	AX XXXXXXXXXXX1012	USD	* 30.00

SubTotal	USD 835.60
Net Credit Card Billing	* USD 835.60
Total Amount Due	USD 0.00

TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST
AND SATURDAY FROM 9AM-1PM PST - 760-635-1700.
FOR EMERGENCY AFTERHOURS SERVICE IN THE US
PLEASE CALL 888-221-6062 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

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

WILLARD
INTERCONTINENTAL.
WASHINGTON D.C.

90 10/18/12

Ms Thella Bowens	Folio No. : **656666**	Room No. : **0227**
[redacted]	A/R Number :	Arrival : **10/16/12**
[redacted]	Group Code :	Departure : **10/18/12**
US	Company :	Conf. No. : **60471745**
	Membership No. : **PC 148907700**	Rate Code : **IGBBB**
	Invoice No. :	Page No. : **1 of 1**

Date	Description		Charges	Credits
10/16/12	Private Dining Dinner Food	Line# 227 : CHECK# 5362 (See page 1 of 3) →	27.17	
10/16/12	High Speed Internet	23:42 Line# 227 : 24hrs Internet Acces	10.95	
10/16/12	Package Rate		369.00	
10/16/12	Room Tax		49.16	
10/17/12	Package Rate		369.00	
10/17/12	Room Tax		49.16	
10/18/12	American Express	XXXXXXXXXXX[redacted]		874.44
		Total	**874.44**	**874.44**
		Balance	**0.00**	

Priority Club Worldwide account will be credited for this stay.

Guest Signature: _____

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

BRET LOBNER

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

TRAVEL EXPENSE REPORT

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

TRAVELER: Breton Lobner **DEPT. NAME & NO.** General Counsel

DEPARTURE DATE: 10/24/2012 **RETURN DATE:** 10/26/2012 **REPORT DUE:** 11/25/12

DESTINATION: New Orleans, LA

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

	Authority Expenses (Prepaid by Authority)	Employee Expenses							
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY 10/24/12	THURSDAY 10/25/12	FRIDAY 10/26/12	SATURDAY	TOTALS
Air Fare, Railroad, Bus *(attach copy of itinerary w/charges)*	513.70								0.00
Conference Fees *(provide copy of flyer/registration expenses)*	200.00								0.00
Rental Car*									0.00
Gas and Oil*									0.00
Garage/Parking*									0.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare *(include tips pd.)**					30.00	7.00	20.00		57.00
Hotel*					244.95	244.95			489.90
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - *separately paid (maids,bellhop,other hotel srvs.)*					5.00	2.00	3.00		10.00
Meals *(include tips pd.)* Breakfast*									0.00
Lunch*					8.12				8.12
Dinner*						45.00	10.59		55.59
Other Meals*									0.00
Alcohol is a non-reimbursable expense									
Hospitality [1] *									0.00
Miscellaneous: Travel trust fee	30.00								0.00
Luggage fee									0.00
									0.00
**Provide detailed receipts*									0.00
Total Expenses prepaid by Authority	743.70	0.00	0.00	0.00	288.07	298.95	33.59	0.00	620.61

Explanation:

Total Expenses Prepaid by Authority	743.70
Total Expenses Pd. by Employee (including cash advances)	620.61
Grand Trip Total	1,364.31
Less Cash Advance (attach copy of Authority ck)	
Less Expenses Prepaid by Authority	743.70
Due Traveler (positive amount)[2]	
Due Authority (negative amount)[3]	620.61

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

[1] Give names and business affiliations of any persons whose meals were paid by traveler.
[2] Prepare Check Request
[3] Attach personal check payable to SDCRAA

I as traveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expense Reimbursement Policy[4] and 3.30 - Business Expense Reimbursement Policy[5] and that any purchases/claims that are not allowed will be my responsibility. I further certify that this report of travel expenses were incurred in connection with official Authority business and is true and correct.

[4] Travel and Lodging Expense Reimbursement Policy 3.40 [5] Business Expense Reimbursement Policy 3.30

Prepared By: Kendy Rios (Print/Type Name) Ext.: x2424

Traveler Signature: Breton Lobner Date: 11-7-12

Approved By: Date:

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

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

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

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

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:

Travelers Name: Breton K. Lobner Dept: 15

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

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

2. DATE OF REQUEST: 5/9/12 PLANNED DATE OF DEPARTURE/RETURN: 10/24/12 / 10/24/12

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

Destination: New Orleans, LA Purpose: ABA - Air and Space Law Annual Conference

Explanation: Attending the ABA conference in New Orleans and serving as a panelist with other selected airport counsels general.

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:		
• AIRFARE	$	400
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	$	100
B. LODGING	$	700
C. MEALS	$	300
D. SEMINAR AND CONFERENCE FEES	$	600
E. ENTERTAINMENT (If applicable)	$	
F. OTHER INCIDENTAL EXPENSES	$	
TOTAL PROJECTED TRAVEL EXPENSE	$	2100

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

Travelers Signature: [signature] Date: 5.9.12

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

By my signature below, I certify the following:

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

Administrator's Signature: [signature] Date: 5.16.12

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, Tony R. Russell, Authority Clerk, hereby certify that this document was approved
(Please leave blank. Whoever clerk's the meeting will insert their name and title.)
by the Executive Committee at its 5/29/12 meeting.
(Leave blank and we will insert the meeting date.)

American Bar Association
321 N. Clark St.
Chicago, Illinois 60654
Service Center (800) 285-2221

SHIP TO:
01215824
Breton Kneeland Lobner
San Diego County Airport Authority
Fl 3
3225 N Harbor Dr
San Diego, CA 92101-1045

ORDER/CONFIRMATION NO: 3001202891

MEETING INFORMATION	FEES/BALANCE DUE	
10/25/2012 08:00 AM to 10/26/2012 08:00 PM Forum on Air & Space Law Annual Meeting New Orleans, LA	MEETING FEES	: $200.00
	EVENT FEES	: $0.00
	PAID/ADJ	: $200.00
	BALANCE DUE:	: $0.00

EVENT INFORMATION

Description	Date/Time: Start	Date/Time: End	No.	Fees
Thursday Luncheon	10/25/2012 12:00 PM	10/25/2012 02:00 PM	1	$0.0
Thursday Reception	10/25/2012 06:30 PM	10/25/2012 08:00 PM	1	$0.0
Friday Luncheon	10/26/2012 12:00 PM	10/26/2012 02:00 PM	1	$0.0
Closing Reception	10/26/2012 06:00 PM	10/26/2012 08:00 PM	1	$0.0

THE RITZ-CARLTON®
NEW ORLEANS

Mr. Breton Lobner
Po Box 82776
San Diego, CA 92138
United States

Room Number:	0430
Arrival Date:	10/24/12
Departure Date:	10/26/12
CRS Number:	87199786
Rewards No:	
Page No:	1 of 1

INVOICE

Folio No: 388975

10/26/12

Date	Description			Charges	Credits
10/24/12	Group Room Charge			215.00	
10/24/12	Room Tax City 4 Percent			8.60	
10/24/12	Room Tax State 9 Percent			19.35	
10/24/12	Occupancy Tax			2.00	
10/25/12	Group Room Charge			215.00	
10/25/12	Room Tax City 4 Percent			8.60	
10/25/12	Room Tax State 9 Percent			19.35	
10/25/12	Occupancy Tax			2.00	
10/26/12	American Express	XXXXXXXXXXXX4314	XX/XX		489.90
		Total		**489.90**	**489.90**
		Balance		**0.00**	

TRAVELTRUST CORPORATION
THANK YOU FOR CHOOSING TRAVELTRUST
Phone: 1-800-792-4662
CHERYL@TRAVELTRUST.COM

Electronic Invoice

Prepared For:
LOBNER/BRETON

SALES PERSON	CH
INVOICE NUMBER	5251203
INVOICE ISSUE DATE	26 Sep 2012
RECORD LOCATOR	DIWZHR
CUSTOMER NUMBER	0000SDCRAA

Client Address

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

Notes
PLEASE CHECK NEW CARRY-ON RESTRICTIONS DIRECT WITH
YOUR CARRIER OR CALL TRAVELTRUST AT 800-792-4662
---------INVOICE/ITINERARY ACCOUNTING DOCUMENT---------
**********TICKETLESS TRAVEL INSTRUCTIONS**********
THIS IS AN E-TICKET RESERVATION.
A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN
THIS TICKET IS NON-REFUNDABLE AND MUST BE USED FOR
THE FLIGHTS BOOKED. IF THE RESERVATION IS NOT USED
OR CANCELLED BEFORE THE DEPARTURE OF YOUR FLIGHTS
IT MAY HAVE NO VALUE. CONTACT TRAVELTRUST BEFORE
YOUR OUTBOUND FLIGHT IF CHANGE IS NECESSARY.
****
**********TSA GUIDANCE FOR PASSENGERS**********
PLEASE ALLOW EXTRA TIME FOR SCREENING AND BOARDING
INTERNATIONAL-MINIMUM 3 HOUR CHECK-IN PRIOR TO DEPARTURE
DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE
FOR ADDITIONAL SECURITY INFORMATION VISIT WWW.TSA.GOV
****

DATE: Wed, Oct 24

Flight: UNITED AIRLINES 1246

From	SAN DIEGO, CA	Departs	10:33am
To	HOUSTON GEO BUSH, TX	Arrives	3:43pm
Departure Terminal	2	Arrival Terminal	C
Duration	03hr(s) :10min(s)	Class	UNITED_ECONOMY
Type	BOEING 737-800 JET	Meal	Food for Purchase
Stop(s)	Non Stop		
Seat(s) Details	LOBNER/BRETON	Seat(s) - 32F	UA - XXXXXX 28

DATE: Wed, Oct 24

Flight: UNITED AIRLINES 256

From	HOUSTON GEO BUSH, TX	Departs	4:46pm
To	NEW ORLEANS, LA	Arrives	5:59pm
Departure Terminal	C		
Duration	01hr(s) :13min(s)	Class	UNITED_ECONOMY
Type	AIRBUS INDUSTRIE A320 JET	Meal	Refreshment - Complimentary
Stop(s)	Non Stop		

Seat(s) Details	LOBNER/BRETON	Seat(s) - 36C	UA - XXXXXX 28

DATE: Fri, Oct 26

Flight: UNITED AIRLINES 263

From	NEW ORLEANS, LA	Departs	7:33pm
To	LOS ANGELES, CA	Arrives	9:43pm
		Arrival Terminal	7
Duration	04hr(s) :10min(s)	Class	UNITED_ECONOMY
Type	AIRBUS INDUSTRIE A320 JET	Meal	Food for Purchase
Stop(s)	Non Stop		
Seat(s) Details	LOBNER/BRETON	Seat(s) - 31D	UA - XXXXXX 28

DATE: Fri, Oct 26

Flight: UNITED AIRLINES 6344

From	LOS ANGELES, CA	Departs	11:05pm
To	SAN DIEGO, CA	Arrives	11:58pm
Departure Terminal	8	Arrival Terminal	R
Duration	0hr(s) :53min(s)	Class	UNITED_ECONOMY
Type	CRJ-CANADAIR REGIONAL JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	LOBNER/BRETON	Seat(s) - 11B	UA - XXXXXX 28

DATE: Wed, Apr 24

Others

RESERVATION
RETAINED FOR
180 DAYS

Ticket Information

Ticket Number	UA 7135062714	**Passenger**	LOBNER BRETON		
		Billed to:	AX XXXXXXXXXXX1012	USD	* 513.70
Service Fee	XD 0579356540	**Passenger**	LOBNER BRETON		
		Billed to:	AX XXXXXXXXXXX1012	USD	* 30.00
				SubTotal	USD 543.70
				Net Credit Card Billing	* USD 543.70
				Total Amount Due	USD 0.00

TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST
AND SATURDAY FROM 9AM-1PM PST - 760-635-1700.
FOR EMERGENCY AFTERHOURS SERVICE IN THE US
PLEASE CALL 888-221-6043 AND USE YOUR VIT CODE - SJE72
PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER
EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00
THANK YOU FOR CHOOSING TRAVELTRUST...CHERYL HARLOFF

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

Taxi
10/24 $5

Lunch $8.12
10/24

Telephone #_____

CAB COMPANY

PASSENGER'S RECEIPT, TAXICAB FARE

Date 10/24, 20 12

Amount of Fare..... $ 30

Other Charges..... $ _____

Total..... $ _____

Driver's Name _____

Cab Number _____

Store # 5360
Sale Number 42488164

DRW 1 Register # 1
* * Here *** Empl # 22
Wed Oct 24, 2012 03:37:15 pm

1	2pc COMBO D	7.50
*	Spicy Ck	
*	White	
*	RG FRIES	
*	22oz COKE	
*	BISCUIT	
Tax		0.62
Grand Total ==========		8.12
Cash		20.00
	Change	11.88

For Comments Please Call (281) 209-9593

Order Number: 140

Dinner 10/25
Bret's share $45.00

Taxi
10/25 $7.00

WE'RE JAZZED YOU'RE HERE!

CAB COMPANY _____

TELEPHONE # _____

PASSENGER RECEIPT, TAXI FARE

DATE 10-25

Amount..... $ 7

Other Charges ..... $ _____

Total..... $ 7

Driver's Name _____ Cell _____

Cab Number _____

NEW ORLEANS & COMPANY

HERBSAINT
BAR AND RESTAURANT

0138 Table 21 #Party 4
TEAM 2 T SvrCk: 23 9:01p 10/25/12

1 Mohua*	45.00
[redacted]	[redacted]
2 DECAF COFFEE	7.00
[redacted]	[redacted]

Sub Total: 148.00
Tax: 14.43
Sub Total: 162.43
10/25 10:00p TOTAL: 162.43

*** THANK YOU ***
FOR DINING WITH US.

Taxi
10/26 $20.00

Dinner 10/26
$ 10.59

Compliments of:
Taxicab Insurance Store
3300 Bienville Street
New Orleans, LA 70119

Telephone #_____

CAB COMPANY _____ CPNC # _____

PASSENGER'S RECEIPT, TAXICAB FARE

Date Oct 26, 2012

Amount of Fare $_____

Other Charges $_____

Total..... $ 20

Driver's Name _____

DNC Travel Hospitality Services
** New Orleans Airport **
** Mobile D1 **

1033 O. Coston

CHK 3226 OCT26'12 6:24PM

1 BBQ Brisket Sand	9.50
Subtotal	9.50
Total Tax	1.09
Total Paid....	10.59
XXXXXXXXXXX4314	XX/XX
Amex	10.59

****
PROVIDING CARE AND COMFORT
TO PEOPLE AWAY FROM HOME
****

AMERICAN BAR ASSOCIATION
THE FORUM ON
AIR & SPACE LAW

FORUM ON AIR & SPACE LAW

Annual Meeting

October 24-26, 2012

THE RITZ-CARLTON HOTEL
NEW ORLEANS, LA

DEAR COLLEAGUES

The American Bar Association's Forum on Air & Space Law cordially invites you to attend its 2012 Annual Conference in the historic and festive city of New Orleans, Louisiana, which will take place on October 25 and 26, 2012. We hope that you will join us for the industry's premier conference for aviation and space lawyers, which will feature a series of engaging and informative panel discussions by industry experts, dynamic keynote speakers from the public and private sectors, ample opportunities for networking, and exceptional social events.

In keeping with our tradition of being the one-stop shop for aviation and space lawyers, conference panels will discuss issues as diverse as airline consolidation, litigation developments, airport operations, emissions, passenger rights, unmanned aircraft, social media, aircraft finance, and space flight waivers. As the final panel of the conference, general counsels will describe how they establish and maintain an ethical atmosphere in their organizations. In addition to learned panelists, you will hear remarks of esteemed keynote speakers, such as The Honorable John S. Pistole, Administrator of the Transportation Security Administration (TSA), Ben Baldanza, CEO of Spirit Airlines, and Iftikhar Ahmad, Director of Aviation of the Louis Armstrong New Orleans International Airport.

You will not want to miss this incredible opportunity to hear illuminating discussions on a wide range of essential topics that are fundamental to aviation and space practitioners and mingle with professionals from around the world, all while earning Continuing Legal Education (CLE) credits. We also hope that you will choose to join us for our social activities, which include a reception in the impressive World War II Museum and a cocktail party honoring our young lawyers. All of this will take place in New Orleans, a city with unforgettable mystique and a unique flair, from the distinct notes of jazz to the world famous beignets and Creole and Cajun cuisine.

Laissez les bons temps roulez!

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National Endowment for the Arts

Evelyn D. Sahr
Eckert Seamans Cherin & Mellott, LLC

FORUM CHAIR

Steven H. Taylor
Fed Ex Express

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WILMERHALE

PROGRAM SCHEDULE

Wednesday, October 24, 2012

3:00 - 6:00 PM
REGISTRATION

7:00 PM
DINE-A-ROUND

Thursday, October 25, 2012

7:00 - 8:00 AM
REGISTRATION AND NETWORKING CONTINENTAL BREAKFAST

8:00 - 8:15 AM
WELCOME AND INTRODUCTORY REMARKS

8:15 - 8:30 AM
KEYNOTE SPEAKER: **Iftikhar Ahmad**
Director of Aviation, Louis Armstrong New Orleans International Airport

8:30 - 9:45 AM
RESHAPING THE AIRLINE INDUSTRY: A LOOK AT CONSOLIDATION AND CHANGE

The recent wave of airline consolidation has had a profound impact on both the US and international airline markets. This panel will address the resulting structural changes to the industry and the evolution of the regulatory review of such changes.

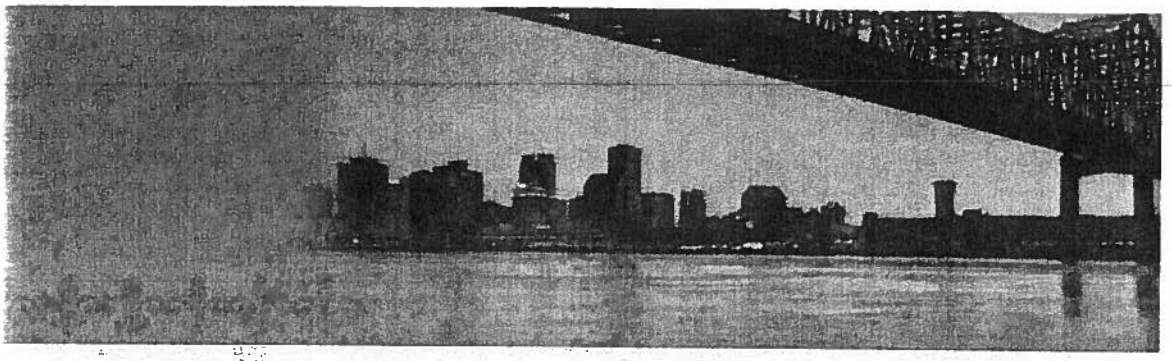
MODERATOR: **Anita Mosner**
Partner, Holland & Knight, LLP, Washington, DC

SPEAKERS: **Russell Bailey**
Senior Attorney, Air Line Pilots Association, Washington, DC

Howard Kass
Vice President, Legal and Government Affairs, US Airways, Washington, DC

Niamh McCarthy
Head of Competition Law, International Airlines Group, London, England

William Swelbar
Research Engineer, MIT International Center for Transportation, Cambridge, MA



9:45 – 10:45 AM

US V. INTERNATIONAL SECURITY REGIMES – CAN THE TWO BE HARMONIZED?

Security experts for both passenger and cargo operations will discuss TSA risk-based security initiatives and international security cooperation, including the role of international organizations such as ICAO. Other topics include whether 100% screening is achievable and desirable as well as new and upcoming security technologies.

MODERATOR: **Steve Alterman**
President, Cargo Airline Association, Washington, DC

SPEAKERS: **Chris Bidwell**
Vice President, Security and Facilitation, Airports Council International-North America, Washington, DC

Scott Boylan
General Counsel, Morpho Trust USA, Inc., Arlington, VA

Doug Brittin
Director Air Cargo, Transportation Security Administration, Washington, DC

Randy Harrison
Managing Director Security, Delta Airlines, Atlanta, GA

10:45 – 11:00 AM

NETWORKING BREAK

11:00 – 12:15 PM

KEY LITIGATION DEVELOPMENTS IMPACTING AIRLINES AND AIRPORTS

Industry lawyers will discuss significant new developments in aviation litigation, including cases and laws involving airports, airline voluntarily reported information, electronic discovery, and international law.

MODERATOR: **Doug Mullen**
Assistant General Counsel, Airlines for America, Washington, DC

SPEAKERS: **Uwe Erling**
Partner, Noerr, Munich, Germany

John Goetz
Partner, Jones Day, Pittsburgh, PA

Roy Goldberg
Partner, Sheppard Mullin, Washington, DC

Eric Pilsk
Partner, Kaplan Kirsch & Rockwell LLP, Washington, DC

Ken Sansom
Partner, Spotswood Sansom & Sansbury LLC, Birmingham, AL

12:30 – 1:45 PM

LUNCH

KEYNOTE SPEAKER:

Ben Baldanza
CEO, Spirit Airlines

2:00 – 3:00 PM
CURRENT LEGAL ISSUES FOR AIRPORT OPERATORS

The airport specialists on this panel will provide an overview of current legal issues for airport operators, including the impact of proposed FAA guidance on airport sound proofing programs, the use of public-private partnerships for airport development and incentive agreements.

MODERATOR: **Louisa H. Goldstein**
Counsel, Maryland Aviation Administration – BWI Marshall Airport

SPEAKERS: **Pierre Gagnon**
Vice President, Legal Affairs and Secretary,
Aéroports de Montréal, Montreal, Quebec

Monica Hargrove
General Counsel, ACI-NA, Washington, DC

Breton Lobner
General Counsel, San Diego County Regional Airport
Authority, San Diego, CA

Emily K. Neuberger
Senior Vice President & General Counsel, Wayne County Airport
Authority, Detroit Metro Airport, Detroit, MI

3:00 – 3:15 PM
REFRESHMENT BREAK

3:15 – 4:30 PM
EMISSIONS REGULATION: WHAT'S THE RIGHT ANSWER?

In 2012, the emissions trading obligation under the European Union's Emission Trading Scheme was extended to include the aviation industry, a move that has angered nations and resulted in calls to boycott the program. In the meantime, ICAO continues to work on its own proposals for emissions regulation under a global approach. This panel will describe the various initiatives and analyze the impact and viability of each of them.

MODERATOR: **Renee Martin-Nagle**
Visiting Scholar, Environmental Law Institute, Washington, DC

SPEAKERS: **Alan Epstein**
VP Technology and Environment, Pratt & Whitney, Hartford, CT

Timothy Johnson
Director, Aviation Environment Federation, London, England

Dr. Felix Leinemann
First Secretary, Transport Energy and Environment Section,
European Union, Washington, DC

Julie Oettinger
Assistant Administrator for Policy International Affairs and
Environment, Federal Aviation Administration, Washington, DC

Nancy Young
VP of Environmental Affairs, Airlines for America, Washington, DC

4:30 – 5:30 PM

UNMANNED AIRCRAFT: THE NEW FRONTIER OF CIVIL AVIATION

Legal, regulatory and policy issues have arisen from the rapidly emerging use of unmanned aerial vehicles or drones in civilian airspace. The panel will discuss how the use of drones in civilian airspace should be regulated and how to address privacy and liability issues.

MODERATOR: **David Heffernan**
Partner, WilmerHale, Washington, DC

SPEAKERS: **Ben Gielow**
General Counsel, Association for Unmanned Vehicle Systems International, Arlington, VA

Gary A. Michel
Manager, Advanced Aircraft and Commercial Space Law Branch, Office of the Chief Counsel, Federal Aviation Administration, Washington, DC

Leslie Ravestein
Vice President & Corporate Counsel, AeroVironment, Inc., Monrovia, CA

Joseph J. Vacek
Assistant Professor, University of North Dakota Aerospace, Grand Forks, North Dakota

6:00 – 8:00 PM

COCKTAIL RECEPTION

The National WW II Museum - 945 Magazine Street ~ Louisiana Pavilion

Friday October 26, 2012

7:30 – 8:30 AM

NETWORKING CONTINENTAL BREAKFAST

8:30 – 9:00 AM

KEYNOTE SPEAKER:

The Honorable John S. Pistole
Administrator, Transportation Security Administration (TSA)

9:00 – 10:15 AM

SOCIAL MEDIA TAKES OFF

With over 4 million companies now boasting Facebook pages and terms like Twitter, Pinterest and Instagram becoming household words, there is little doubt that social media has solidified its role in the marketing, brand identity and consumer relationship strategies of business throughout the world. This panel will provide an overview of the range of social media issues facing attorneys advising aviation clients on their evolving social media presence, from compliance with DOT regulations, to crisis communication and consumer protection concerns, to privacy and right of publicity issues, to intellectual property questions.

MODERATOR: **Ellie Boragine**
Advertising and Commercial Counsel, JetBlue Airways, New York, NY

SPEAKERS: **Paula Berg,**
Digital Media Leader, Linhart Public Relations, Denver, CO

Jeffrey Greenbaum,
Partner, Frankfurt Kurnit Klein & Selz PC, New York, NY

Blane Workie
Deputy Assistant General Counsel, US Department of Transportation, Washington, DC

Pim Neijenhuizen
Manager Legal Issues, KLM Royal Dutch Airlines

10:15 – 10:30 AM
NETWORKING BREAK

10:30 – 11:45 AM
DOT PASSENGER RIGHTS: UNFAIR AND DECEPTIVE OR A RE-REGULATION OF THE AIRLINE INDUSTRY

The DOT has been increasingly exercising authority to regulate the relationships that airlines have with their passengers. These experts will debate whether DOT's existing statutory authority allows it the discretion to impose the mandates in Consumer Rules 1 and 2 and the likelihood of adoption of Consumer Rule 3.

MODERATOR: **Doug Lavin**
Regional Vice President, International Air Transport Association, Washington, DC

SPEAKERS: **Alec Bramlett**
Senior Litigation Attorney, American Airlines, Dallas, TX

Samuel Podberesky
Assistant General Counsel, U.S. Department of Transportation, Washington, DC

Paul Ruden
Senior Vice President, Legal & Industry Affairs, American Society of Travel Agents, Alexandria, VA

David Berg
Senior Vice President, General Counsel and Corporate Secretary, Airlines for America, Washington, DC

12:00 – 1:15 PM
LUNCH

1:30 – 2:30 PM
AIRCRAFT FINANCE: BUY, LEASE OR BORROW?

When acquiring an aircraft, an airline has several financing options, such as whether to pay cash, to borrow the money or to lease the equipment. These lawyers will explore the questions and issues faced by an airline as it seeks to expand its fleet in the most cost-effective manner.

MODERATOR: **Andrea Brantner**
SVP & Counsel, GE Capital Aviation Services, Stamford, CT

SPEAKER: **Fred Bass**
Partner, Holland & Knight LLP, New York, NY

Dean Gerber
Shareholder, Vedder Price P.C., Chicago, IL

Emily DiStefano
Counsel, Debevoise & Plimpton LLP, New York, NY

Timothy Lynes
Partner, Katten Muchin Rosenman LLP, Washington, DC

2:30 – 2:45 PM
NETWORKING BREAK

2:45 – 3:45 PM

THE WAIVERS AND WAIVER SYSTEM CONTAINED IN THE U.S. COMMERCIAL HUMAN SPACE FLIGHT REGULATIONS

An important aspect of the regulations for Human Space Flight Requirements for Crew and Space Flight Participants is the waiver system they contain. The system requires the operator, crew members, and space flight participants (SFP) to hold harmless and indemnify the US and its entities for loss or damage arising from licensed or permitted activities. In exchange, the operator must provide the SFP with risk information before receiving compensation. This panel will address the waiver and reciprocal cross waivers required by the regulations, their scope, the legal relationships between and among the crew, the operator and the SFPs, and what constitutes informed consent.

MODERATOR: **Prof. Joanne I. Gabrynowicz**
NCRSASL, University of Mississippi School of Law, Oxford, MS

SPEAKERS: **Michael L. Dworkin**
Michael L. Dworkin and Associates, San Francisco, CA

Diane Howard
McGill University Faculty of Law Institute of Air and Space Law, Montreal, Quebec

Pamela L. Meredith
Zuckert, Scoutt & Rasenberger, Washington, DC

Laura Montgomery
Senior Attorney for Commercial Space Transportation, Office of the Chief Counsel, Federal Aviation Administration, Washington, DC

3:45 – 5:00 PM

GENERAL COUNSELS' PERSPECTIVES: BUILDING AND MAINTAINING AN ETHICAL CORPORATE AND AGENCY CULTURE

General Counsels must often balance their roles as business and legal advisor to the company and the board of directors with their role of ensuring compliance with the letter and spirit of the law. This panel will focus on how the General Counsel develops, maintains, and encourages an ethical culture in an organization and whether the aviation industry presents unique ethical challenges.

MODERATOR: **Gary Allen**
Attorney, Former Director, Torts Branch, US Department of Justice, Washington, DC

SPEAKERS: **Thomas P. Dale**
Executive Vice President & General Counsel, Rolls-Royce North America Inc., Reston, VA

Tony Jobe
Attorney (formerly President/CEO of Air New Orleans), Law Offices of Tony Jobe, New Orleans, LA

Madeleine Johnson
Vice President and General Counsel, Southwest Airlines, Inc., Dallas, TX

M. Rush O'Keefe
Senior Vice President & General Counsel, FedEx Express, Memphis, TN

Kathryn B. Thomson
Chief Counsel, Federal Aviation Administration, Washington, DC

Honorable David Tochen
General Counsel, National Transportation Safety Board, Washington, DC

5:30 PM

CLOSING COCKTAIL RECEPTION

Ritz Carlton Courtyard

CONFERENCE INFORMATION

1. LOCATION INFORMATION:
The conference will be held at the Ritz-Carlton, New Orleans located at 921 Canal Street, New Orleans, LA 70112, Phone: 504-524-1331

HOTEL RESERVATIONS:
To make your hotel reservations, please contact the hotel directly for availability at (800-241-3333). Please refer to the ABA Forum on Air and Space Law Conference when calling. The Forum on Air and Space Law has negotiated special room rates beginning at $215++ per night plus 14% tax will be added. We have reserved a limited block of rooms until September 28, 2012, or the block has sold out. After this date, the hotel will accept reservation on a space available basis. All changes to and cancellations of hotel reservations must be made 24 hours prior to your arrival date to avoid a one-night cancellation charge. Rooms shall be available for check-in no later than 4:00 p.m. with a checkout time of Noon.

3. AIR TRAVEL:
Discounted airfares are available from ABA Orbitz for Business including ABA negotiated discounts on American, United and Virgin America Airlines. To book online, go to www.americanbar.org/travel > click on the Orbitz for Business logo at the top of the page > read the instructions under the Travel Paid by Self box. For assistance with online or offline reservations using the ABA Orbitz for Business website, call toll free 877-222-4185. Discounts can also be obtained directly from the airlines. American: Call 800-433-1790 code A7112TT; United: Call 800-521-4041 code 578IG or United.com, Virgin America Airlines www.virginamerica.com use promo code VXABA.

4. PROGRAM REGISTRATION:
To register for all programs and events described in this brochure, please visit our website at www.abanet.org/forums/airspace or you may mail or fax your completed form to the ABA Forum on Air & Space Law, 321 N. Clark, Street, MS 18.2 Chicago, IL 60654; fax 312-988-5677. Registrations that do not include payment information will not be processed. Confirmations will be mailed to you at the address provided. In order to be included in the list of program attendees, you must register before September 28, 2012 (5:00 pm – CST).

5. ON-SITE REGISTRATION:
On-site registration is available for those persons who miss the registration deadline. If you plan to register at the door, please call Christianna Tucker at 312-988-6319 to confirm that space is still available. Failure to call in advance may preclude admission to a sold out conference. On-site registrants must pay the registration fees by check, Visa, MasterCard, or American Express.

6. REGISTRATION FEES:
Registration Fees: Includes admission to the two-day program, continental breakfasts, coffee breaks, lunches, the Welcome and Closing Cocktail Receptions and the course materials (cd-rom).

7. CANCELLATION POLICY:
Registrants who are unable to attend the conference will receive a refund less a $100 administrative fee if written cancellation is received by September 28, 2012 – 5:00 (CST). Cancellations must be faxed to 312-988-5677. No refunds will be granted after September 30, 2012. Substitutions are acceptable, or conference materials will be sent in lieu of a refund after the program. The ABA reserves the right to cancel any programs and assumes no responsibility for personal expenses (including lodging, transportation or meals).

8. CLE CREDIT:
CLE accreditation has been requested for this conference from every state with mandatory continuing legal education requirements for lawyers. Please be aware that each state has its own rules and regulations, including its definition of CLE. Check with your state agency for confirmation of this program's approval and for additional requirements. Attorneys seeking to obtain MCLE credit in Louisiana and/or Pennsylvania will be required to pay state accreditation fees directly to these states. Certificates of attendance will be available at the conclusion of the conference.

9. COURSE MATERIALS:
Will be provided on CD-ROM as part of the registration fee. Materials will be available for purchase 30 days after the conference.

10. TAX DEDUCTION FOR EDUCATION PURPOSES
In the United States, an income tax deduction may be allowed for education expenses undertaken to maintain or improve professional skills. This includes registration, travel, meals and lodging, subject to applicable limitations (see Treas. Reg.1.162-5; Coughlin v. Commissioner, 203 F.2d 307 (2d Cir.1953)).

11. AMERICANS WITH DISABILITIES ACT:
If special arrangements are required for disabled individuals to attend this program, contact Dawn R. Holiday in writing by September 28, 2012 at the American Bar Association, 321 N. Clark St., Chicago, IL, 60654 or Fax: 312/988-5677.

12. DRESS:
Business Attire.

13. FOR LATEST PROGRAM INFORMATION:
Please visit the Forum on Air and Space Law Website: http://www.americanbar.org/groups/air_space.html

14. QUESTIONS:
If you have questions or require additional conference information, contact: Dawn R. Holiday at 312/988-5660 or e-mail: dawn.holiday@americanbar.org

15. FINANCIAL SCHOLARSHIPS:
Financial scholarship applications are available for this program. To request an application or receive additional information, contact Dawn R. Holiday via email at dawn.holiday@americanbar.org