



**SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY**

Meeting Date: **JUNE 7, 2012**

Subject:

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

Recommendation:

For information only.

Background/Justification:

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

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

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

Fiscal Impact:

Funds for Business and Travel expenses are included in the FY 2012 Budget.

Authority Strategies:

This item supports one or more of the Authority Strategies, as follows:

- Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

Environmental Review:

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

- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.

Equal Opportunity Program:

Not applicable.

Prepared by:

TONY RUSSELL
DIRECTOR, CORPORATE SERVICES/AUTHORITY CLERK

TRAVEL REQUESTS

ROBERT GLEASON

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:

Travelers Name: Robert H. Gleason Dept: Board
Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 5/16/12 PLANNED DATE OF DEPARTURE/RETURN: 9/9/12 / 9/13/12

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

Destination: Calgary, Canada Purpose: Attend conference
Explanation: 2012 ACI-NA World Conference & Exhibition

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

- AIRFARE \$ 500
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 200

B. LODGING \$ 1200

C. MEALS \$ (per diem) 427

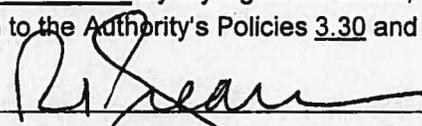
D. SEMINAR AND CONFERENCE FEES \$ 795

E. ENTERTAINMENT (If applicable) \$

F. OTHER INCIDENTAL EXPENSES \$ 100

TOTAL PROJECTED TRAVEL EXPENSE \$ 2972

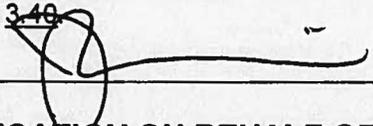
CERTIFICATION BY TRAVELER By my signature below, I certify that the above listed out-of-town travel and associated expenses conform to the Authority's Policies 3.30 and 3.40 and are reasonable and directly related to the Authority's business.

Travelers Signature:  Date: 5.16.12

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: 5/16/12

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.)

JIM PANKNIN

**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: Jim Panknin Dept: Board
Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 5/16/12 PLANNED DATE OF DEPARTURE/RETURN: 9/9⁷/12 / 9/13¹⁰/12

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

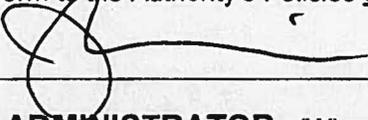
Destination: Calgary, Canada Purpose: Attend conference
Explanation: 2012 ACI-NA World Conference & Exhibition

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$	500
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$	200
B. LODGING	\$	1200
C. MEALS	\$	(per diem) 427
D. SEMINAR AND CONFERENCE FEES	\$	795
E. ENTERTAINMENT (If applicable)	\$	
F. OTHER INCIDENTAL EXPENSES	\$	100
TOTAL PROJECTED TRAVEL EXPENSE	\$	2972

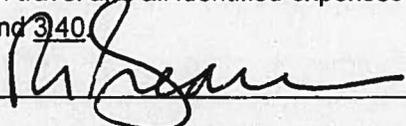
CERTIFICATION BY TRAVELER By my signature below, I certify that the above listed out-of-town travel and associated expenses conform to the Authority's Policies 3.30 and 3.40 and are reasonable and directly related to the Authority's business.

Travelers Signature:  Date: 5/16/12

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- 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: 5.16.12

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

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(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.)

BRUCE BOLAND

**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: Bruce R. Boland Dept: Board
 Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 5/16/12 PLANNED DATE OF DEPARTURE/RETURN: 9/9/12 / 9/13/12

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

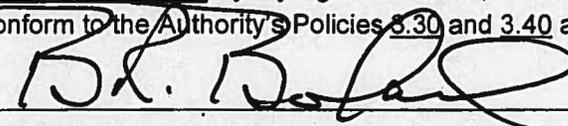
Destination: Calgary, Canada Purpose: Attend conference
Explanation: 2012 ACI-NA World Conference & Exhibition

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$	500
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$	200
B. LODGING	\$	1200
C. MEALS	\$	(per diem) 427
D. SEMINAR AND CONFERENCE FEES	\$	795
E. ENTERTAINMENT (If applicable)	\$	
F. OTHER INCIDENTAL EXPENSES	\$	100
TOTAL PROJECTED TRAVEL EXPENSE	\$	2972

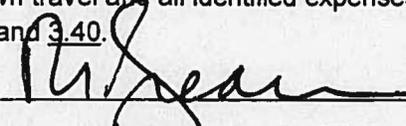
CERTIFICATION BY TRAVELER By my signature below, I certify that the above listed out-of-town travel and associated expenses conform to the Authority's Policies 3.30 and 3.40 and are reasonable and directly related to the Authority's business.

Travelers Signature:  Date: 5/16/12

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

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- 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: 5.16.12

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.)

PAUL ROBINSON

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: Paul Robinson Dept: Board/02
Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 5/16/12 PLANNED DATE OF DEPARTURE/RETURN: 9/8/12 / 9/12/12

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 Conference
Explanation: San Diego Regional Chamber of Commerce, One Region/One Voice - San Diego Mission to Washington, DC

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$	500
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$	200
B. LODGING	\$	900
C. MEALS	\$	300
D. SEMINAR AND CONFERENCE FEES	\$	1099
E. ENTERTAINMENT (If applicable)	\$	
F. OTHER INCIDENTAL EXPENSES	\$	100
TOTAL PROJECTED TRAVEL EXPENSE	\$	3099

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: Paul E. Kahn Date: 5/16/12

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, _____, 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.)

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: Exec Office BU6
 Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 05/23/12 PLANNED DATE OF DEPARTURE/RETURN: 06/27/12 / 06/28/12

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip- continue on extra sheets of paper as necessary):
Destination: San Francisco, CA Purpose: Meeting with Gateway Airport Directors
 Explanation:

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:	
• AIRFARE	\$ 300.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 150.00
B. LODGING	\$ 300.00
C. MEALS	\$ 100.00
D. SEMINAR AND CONFERENCE FEES	\$
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$
TOTAL PROJECTED TRAVEL EXPENSE	\$ 850.00

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: [Signature] for Thella F. Bowens Date: 5/23/12

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.
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Administrator's Signature: _____ Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, _____, hereby certify that this document was approved
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 by the Executive Committee at its _____ meeting.
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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 Name: Thella F. Bowens Dept: Exec Office BU6
Position: Board Member President/CEO Gen. Counsel Chief Auditor

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

2. DATE OF REQUEST: 05/21/12 PLANNED DATE OF DEPARTURE/RETURN: 07/15/12 / 07/17/12

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

Destination: Washington, D.C.

Purpose: Airport Policy Roundtable Meeting and Summer Legislative Issues Conference

Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

- AIRFARE \$ 650.00
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 200.00

B. LODGING \$ 750.00

C. MEALS \$ 200.00

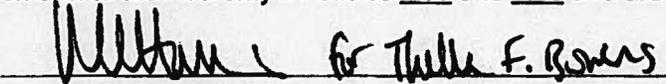
D. SEMINAR AND CONFERENCE FEES \$ 420.00

E. ENTERTAINMENT (If applicable) \$ _____

F. OTHER INCIDENTAL EXPENSES \$ _____

TOTAL PROJECTED TRAVEL EXPENSE \$ 2220.00

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

Travelers Signature:  Date: 5/23/12

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

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Administrator's Signature: _____ Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

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by the Executive Committee at its _____ meeting.

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

BRETON LOBNER

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:

Travelers Name: 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: 5/15/12 PLANNED DATE OF DEPARTURE/RETURN: 9/6/12 / 9/11/12

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

Destination: Calgary, AB Canada Purpose: 2012 ACI-NA/ World Conf. & Exhibition
Explanation: Conference - The ACI-NA World Conference is the premier event for aviation industry professionals. First class educational session with some of the best leaders in the industry.

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

- AIRFARE \$ 400.00
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 150.00

B. LODGING \$ 1400.00

C. MEALS \$ 250.00

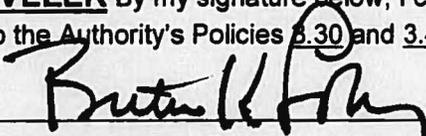
D. SEMINAR AND CONFERENCE FEES \$ 785.00

E. ENTERTAINMENT (If applicable) \$

F. OTHER INCIDENTAL EXPENSES \$ 50.00

TOTAL PROJECTED TRAVEL EXPENSE \$ 3,035.00

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

Travelers Signature:  Date: 5-16-12

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

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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

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(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**

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- A. All travel requests must conform to applicable provisions of Policies 3.30 and 3.40.
- B. Personnel travelling 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: Breton K. Lobner 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.
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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: R. Reagan Date: 5.11.12

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.)

EXPENSE REPORTS

ROBERT GLEASON

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

Board member name: Robert H. Gleason
 Departure Date: 4/21/2012 Return Date: 4/24/2012 Report Due: 5/24/12
 Destination: _____

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.

⁵ Business Expense Reimbursement Policy 3.30

⁴ Travel and Lodging Expense Reimbursement Policy 3.40

	Authority Expenses (Prepaid by Authority)	Board Member Expenses							TOTALS
		SUNDAY 4/22/12	MONDAY 4/23/12	TUESDAY 4/24/12	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
		Daily PerDiem Limitations:							
**GSA Daily Hotel Rate or Conference Hotel Rate		170.00	170.00						
**GSA Daily Meals, Entertainment & Incidentals (ME&I)		39.94	53.25	39.94					
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)									0.00
Conference Fees (provide copy of flyer/registration expenses)	650.00								0.00
Rental Car									0.00
Gas and Oil									0.00
Garage/Parking		9.00	9.00						18.00
Mileage - attach mileage form		72.15		72.15					144.30
Taxi/Shuttle Fare (include tips pd.) To/From meetings, airport, etc.									0.00
Hotel - Actual Expense Paid - Excluding Taxes		170.00	170.00						
Allowable Hotel (Lessor of Actual or GSA Allowance)		170.00	170.00	0.00	0.00	0.00	0.00	0.00	340.00
Hotel Taxes Paid		25.61	25.61						51.22
Telephone, Internet and Fax									0.00
Laundry									0.00
Meals, Entertainment & Incidentals (M,E&I):									
Meals (include tips pd.)	Breakfast								
	Lunch								
	Dinner								
	Other Meals								
Entertainment (Hospitality)									
Tips Paid to Maids, Bellhops and other hotel servers									
Taxi/Shuttle Fare (include tips pd.) To/From meal destinations									
Total Meals, Entertainment & Incidentals		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
GSA Allowance for M,E&I (from above)		39.94	53.25	39.94	0.00	0.00	0.00	0.00	
Allowable M,E&I (Lessor of Actual or GSA Allowance)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alcohol is a non-reimbursable expense									0.00
Miscellaneous:									0.00
									0.00
									0.00
Total Expenses	650.00	276.76	204.61	72.15	0.00	0.00	0.00	0.00	553.52

Add any additional details as needed for explanation (attach add'l sheet if needed):

Alcohol is a non-reimbursable expense
 Give names and business affiliations of all persons whose meals were paid by traveler.
 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.

Grand Trip Total	1,203.52
Less Cash Advance (attach copy of Authority ck)	
Less Expenses Prepaid by Authority	650.00
Due Traveler - if positive amount, prepare check request	
Due Authority - if negative, attach check payable to SDCRAA	553.52

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

I as traveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expense Reimbursement Policy⁴ and 3.30 - Business Expense Reimbursement Policy⁵ 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.

Prepared By: Anne Warren
 Print/Type Name
 Traveler Signature: [Signature]
 Administrator's signature: [Signature]

Ext.: 2408
 Date: 5.3.12
 Date: 5.5.12

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE (To be completed by Clerk)

I, _____ hereby certify that this document was approved by the Executive Committee at its meeting on _____

Clerk Signature: _____ 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: Robert H. Gleason Dept: Board/02
 Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 4/3/12 PLANNED DATE OF DEPARTURE/RETURN: 4/21/12 / 4/24/12

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

Destination: Pasadena, CA Purpose: Attend conference
 Explanation: ACI-NA 2012 Airport Board and Commissioners Conference

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

- AIRFARE \$ _____
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 166.50

B. LODGING \$ 600.00

C. MEALS \$ 100.00

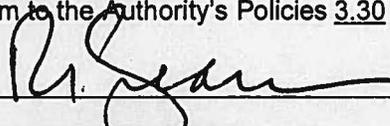
D. SEMINAR AND CONFERENCE FEES \$ 650.00

E. ENTERTAINMENT (If applicable) \$ _____

F. OTHER INCIDENTAL EXPENSES \$ 50.00

TOTAL PROJECTED TRAVEL EXPENSE \$ 1566.50

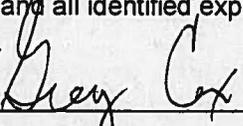
CERTIFICATION BY TRAVELER By my signature below, I certify that the above listed out-of-town travel and associated expenses conform to the Authority's Policies 3.30 and 3.40 and are reasonable and directly related to the Authority's business.

Travelers Signature:  Date: 4.9.12

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:  Date: 4.9.12

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 4/19/2012 meeting.
 (Leave blank and we will insert the meeting date.)

ACI-NA REGISTRATION FORM

2012 AIRPORT BOARDS AND COMMISSIONERS CONFERENCE
APRIL 22-24, 2012 — WESTIN PASADENA, PASADENA, CA

Please use one registration form for each attendee

Name: Robert H. Gleason
 Badge Name: Robert Title: Board Chair
 Organization: San Diego County Regional Airport Authority
 Address: P. O. Box 82776
 City: San Diego State: CA Zip/Postal Code: 92138 Country: USA
 Phone: 619-400-2408 Fax: 619-400-2406 *Email: awarren@san.org



If you want confirmation sent to an additional email address, please list here _____

For 1 attendee	Early Bird Rate (On/Before March 29)	Regular Rate (After March 29)	Onsite Rate
ACI-ACI-NA/CAC Member	<input checked="" type="checkbox"/> \$650 USD	<input type="checkbox"/> \$750 USD	<input type="checkbox"/> \$850 USD
Non Member	<input type="checkbox"/> \$925 USD	<input type="checkbox"/> \$1,065 USD	<input type="checkbox"/> \$1,165 USD
U.S. / Canadian / Federal / Government	<input type="checkbox"/> \$475 USD	<input type="checkbox"/> \$475 USD	<input type="checkbox"/> \$475 USD

FORM FOR PAYMENT

Please check the appropriate boxes.

Check made payable to ACI-NA enclosed
 OR
 Credit Card:

Master Card Visa Amex

Credit Card Number: [REDACTED]

Expiration Date: 08/13

Name on Card: Anne G. Warren

Signature: [Signature]

Card holder signature above authorizes ACI-NA to charge the credit card the total correct amount due and acknowledges there are no refunds after Thursday, March 29, 2012

ADA Please check here if you require assistance in order to fully participate in this meeting.

CONSENT TO USE OF PHOTOGRAPHIC IMAGES: Registration and attendance at, or participation in, ACI-NA's meetings and other activities constitutes an agreement by the registrant to ACI-NA's use and distribution (both now and in the future) of the registrant or attendee's name or voice in photographs, videotapes, electronic reproductions and audiotapes of such events and activities.

BADGES: Only individuals who register and present badges and/or tickets may attend conference events. A badge is required for all conference sessions.

PAYMENT: Full payment must accompany registration forms in order to complete a registration. Registrations will be processed as they are available when payment is received. Credit card payment must be included for online and faxed registrations. Check payment will only be accepted with mailed forms and onsite registration forms. The card holder's signature above authorizes ACI-NA to charge the credit card the total correct amount due and acknowledges there are no refunds after, Thursday, March 29, 2012.

CONFIRMATION OF REGISTRATION: Confirmation of registration will be e-mailed to conference attendees using the e-mail address listed above. If confirmation is not received within two weeks after sending in your registration form, please e-mail meetings@aci-na.org. Non-receipt of confirmation before the conference is not justification for seeking a refund.

OPT-OUT: By registering for the conference you are providing permission to receive e-mails, mailings and faxes related to the conference. If you do not wish to receive any further emails from ACI-NA, please send a reply email to: jweidlich@aci-na.org with the words "OPT-OUT" in the subject line with the original email in the body. You may notify us with your decision to opt-out within 30 days of receiving the email. Please note, if you opt-out of receiving email from ACI-NA, you will no longer receive ACI-NA e-newsletters, notices of upcoming meetings, sponsorship opportunities, etc. If you prefer to unsubscribe from certain electronic publications rather than opt-out from email communications entirely, please email communications@aci-na.org. It may take up to 10 days to process your request. The postal address for ACI-NA is 1775 K Street, N.W., Suite 520, Washington, DC 20006.

CANCELLATION/REFUND POLICY: Registrations and cancellations must be submitted in writing, please email meetings@aci-na.org. Cancellations requests received before Thursday, March 29, 2012 are subject to a \$100 processing fee and will be processed after the meeting takes place. There will be no refunds after this date. Substitutions will be honored at any time and all no-shows will be billed.

NOTE: ACI-NA reserves the right to cancel this program if the number of registrants is insufficient. In that event, we will notify registrants and refund the registration fee in full. However, any costs incurred by the registrant, such as hotel cancellation or airline penalties, are the responsibility of the registrant.

Fax this form to (202) 478-0889 or register online at www.aci-na.org.

Remit Payment to: ACI-NA · PO Box 79286 · Baltimore, MD 21279-0286 · PHONE: (202) 293-8500

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.

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

Mr. Robert H. Gleason
Board Chair
NickName: Robert
San Diego County Regional Airport Authority
PO Box 82776 San Diego, CA 92138-2776

PH: (619) 400-2408
FX: (619) 400-2406
EM: awarren@san.org

You are registered for the following:

2012 ACI-NA Airport Board Member & Commissioners Annual Conf

From Sunday, April 22, 2012 through Tuesday, April 24, 2012

Description	UnitPrice	Quantity	Price
Conference Registration Fee	\$ 650.00	1	\$ 650.00
		Total	650.00
		Payments	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.

Robert Gleason

██████████
3225 N Harbor Dr
SAN DIEGO, CA 92116-2104

D36FDZ

339
170.00
1
703535 A
1
22-APR-12 12:31
24-APR-12
VM

22-APR-12	RT339	Room Charge 13	170.00
22-APR-12	RT339	Occupancy Tax	25.50
22-APR-12	RT339	CA Tourism Tax	0.11
22-APR-12	RT339	Valet Parking (charge at self parking rate)	14.00 9.00
23-APR-12	RT339	Room Charge 13	170.00
23-APR-12	RT339	Occupancy Tax	25.50
23-APR-12	RT339	CA Tourism Tax	0.11
23-APR-12	RT339	Valet Parking	14.00 9.00
24-APR-12	VM	Visa/MasterCard	419.22
Balance Due			0.00

\$409.22

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	14.00	209.61	0.00
23-APR-12	195.61	0.00	0.00	14.00	209.61	0.00
Total	391.22	0.00	0.00	28.00	419.22	0.00

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

As a Starwood Preferred Guest you have earned at least 1173 Starpoints for this visit ██████████

Robert Gleason ROOM DEPART AGENT
FOLIO 703535 22-APR-12 339

As of April 11, 2012

follow us on
twitter #acinabur



ACI-NA Airport Board Members & Commissioners Conference

-AGENDA-



April 22-24, 2012 • The Westin • Pasadena, CA

ACI-NA would like to thank the Burbank/Glendale/Pasadena Airport Authority for their support of our 2012 Airport Board Members & Commissioners Conference in Pasadena, CA.



As of April 11, 2012

follow us on
twitter #acinabur

Sunday, April 22, 2012

- 9:00am-4:00pm **Registration Open**
- 11:00am-12:00pm **Commissioners Full Committee**
San Marino Room, Westin Pasadena
- 1:30pm-1:45pm **Opening and Welcome Remarks**
Greg Principato, President; ACI-NA
Dan Feger, Executive Director; Burbank-Glendale-Pasadena Airport Authority
- 1:45pm-2:15pm **Airport Industry, Policy and Government Affairs Update**
Debby McElroy, Executive Vice President, Policy and External Affairs; ACI-NA
- 2:15pm-3:15pm **Translating Public Opinion into Effective Results: ACI-NA Policy Campaign to Empower Airports for the Future**
Mark Reis, Managing Director, Aviation Division; Port of Seattle
Trevor J. Francis, Senior Vice President; Fleishman-Hillard
- 3:15pm-3:30pm **Refreshment Break**
- 3:30pm-4:15pm **New Commissioners Online Orientation Program**
Eddie Ragauskas, Manager, Online Learning Centre; ACI-World
- 5:00pm-6:00pm **Welcome Reception**
Plaza Room, The Westin Pasadena

Monday, April 23, 2012

- 7:30am-4:00pm **Registration Open**
- 7:30am-8:30am **Continental Breakfast**
Fountain Foyer, The Westin Pasadena
- 8:30am-9:15am **FAA Office of Airports Presentation**
Catherine Lang, Deputy Associate Administrator for Airports; FAA
- 9:15am-10:00am **Airport Contingency and Irregular Operations Planning**
Stephanie Ward, Manager, Aviation Planning; Mead & Hunt, Inc.
Paul Eubanks, Director, Center for Policy and Regulatory Affairs; ACI-NA
- 10:00am-10:15am **Morning Refreshment Break**
- 10:15am-11:00am **Air Service & Demographics: Finding & Tapping the Valuable Information about Your Community that Sets it Apart from All Others**
Hampton Brown, Director, Air Service Development; San Diego County Regional Airport Authority
- 11:00am-11:45am **Considerations for Revenue Opportunities for Excess Airport Land & Consequence of Airport Land Use Incompatibility**
Sharon Sarmiento, Principal; Unison Consulting, Inc.
Stephanie Ward, Manager, Aviation Planning; Mead & Hunt, Inc.

As of April 11, 2012

- 11:45am-12:00pm **ACI-NA Commissioners Spring Scholarship Award Announcement**
Herb Hilliard, Commissioner, Memphis Shelby County Airport Authority
Chair, ACI-NA Commissioners Committee
- 12:00pm-12:45pm **Lunch**
Fountain III and IV, The Westin Pasadena
- 12:45pm-1:30pm **Luncheon Address: NASA Jet Propulsion Laboratory (Invited)**
Speaker TBA
- 1:45pm-2:30pm **Understanding the Voluntary Pollution Prevention Program for Airport Deicing Discharge**
Philip Ralston, General Manager, Aviation Environmental and Safety; Port of Portland
- 2:30pm-3:15pm **Disadvantaged Business Enterprise (DBE): Federal and Local Program and Best Practices for Success**
Michael Freilich, Director, DBE Compliance; FAA Office of Civil Rights
Robert Silvas, Director, Small Business Development, San Diego County Regional Airport Authority and Chair, ACI-NA Business Diversity Committee
- Sylvia Stewart, Commissioner, Jackson Municipal Airport Authority
Ruby Wharton, Commissioner, Memphis Shelby County Airport Authority
- 3:15pm-3:30pm **Afternoon Refreshment Break**
- 3:30pm-4:15pm **The Latest and Greatest in Passenger Processing Technology**
Frank Barich, President; Barich, Inc.
- 5:30pm-7:00pm **Tour of Old Town Pasadena & Evening Reception: Hosted by Burbank, Glendale, Pasadena Airport Authority**
Tournament House Wrigley Mansion-Tournament of Roses Association

Tuesday, April 24, 2012

- 8:00am-10:00am **Registration**
- 8:00am-9:00am **Continental Breakfast**
Fountain Foyer, The Westin Pasadena
- 9:00am-9:45am **Facilitating Long-term Private Investment in On-Airport Facilities**
Clive Lowe, Vice President, Business Development; Atlantic Aviation
Member, General Aviation Infrastructure and Investment Coalition
- 9:45am-10:30am **Commissioners Roundtable Discussion**
- 10:30am-11:00am **Airport Security Policy Presentation**
Chris Bidwell, Vice President, Security and Facilitation; ACI-NA

Mark Your Calendars!
ACI-NA Airport Board Members & Commissioners Conference
Beau Rivage Resort – Biloxi, MS
April 14-16, 2013

JIM PANKNIN

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

Board member name: Jim Panknin
 Departure Date: 4/22/2012 Return Date: 4/24/2012 Report Due: 5/24/12
 Destination: _____

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.

³ Business Expense Reimbursement Policy 3.30

⁴ Travel and Lodging Expense Reimbursement Policy 3.40

	Authority Expenses (Prepaid by Auth)	Board Member Expenses							TOTALS
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
		4/22/12	4/23/12	4/24/12					
Daily Per Diem Limitations:									
**GSA Daily Hotel Rate or Conference Hotel Rate		170.00	170.00						
**GSA Daily Meals, Entertainment & Incidentals (M,E&I)		39.94	53.25	39.94					
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)									0.00
Conference Fees (provide copy of flyer/registration expenses)	650.00								0.00
Rental Car									0.00
Gas and Oil									0.00
Garage/Parking				18.00					18.00
Mileage - attach mileage form		81.59		81.59					163.18
Taxi/Shuttle Fare (include tips pd.) To/From meetings, airport, etc.									0.00
Hotel - Actual Expense Paid - Excluding Taxes		170.00	170.00						
Allowable Hotel (Lessor of Actual or GSA Allowance)		170.00	170.00	0.00	0.00	0.00	0.00	0.00	340.00
Hotel Taxes Paid		25.61	25.61						51.22
Telephone, Internet and Fax									0.00
Laundry									0.00
Meals, Entertainment & Incidentals (M,E&I):									
Meals (include tips pd.)	Breakfast								
	Lunch								
	Dinner								
	Other Meals								
Entertainment (Hospitality):									
Tips Paid to Maids, Bellhops and other hotel servers									
Taxi/Shuttle Fare (include tips pd.) To/From meal destinations									
Total Meals, Entertainment & Incidentals		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GSA Allowance for M,E&I (from above)		39.94	53.25	39.94	0.00	0.00	0.00	0.00	
Allowable M,E&I (Lessor of Actual or GSA Allowance)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<i>Alcohol is a non-reimbursable expense</i>									0.00
Miscellaneous:									0.00
									0.00
									0.00
Total Expenses	650.00	277.20	195.61	99.59	0.00	0.00	0.00	0.00	572.40

Add any additional details as needed for explanation (attach add'l sheet if needed):

Grand Trip Total	1,222.40
Less Cash Advance (attach copy of Authority ck)	
Less Expenses Prepaid by Authority	650.00
Due Traveler - if positive amount, prepare check request	
Due Authority - if negative, attach check payable to SDCRAA	572.40

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

I as traveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expense Reimbursement Policy⁴ and 3.30 - Business Expense Reimbursement Policy³ 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.

Prepared By: Anne Warren
 Traveler Signature: [Signature]
 Administrator's signature: [Signature]

Ext.: 2408
 Date: 5/19/12
 Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE (To be completed by Clerk)

I, _____ hereby certify that this document was approved by the Executive Committee at it's meeting on _____.

Clerk Signature: _____ 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: Jim Panknin Dept: Board/02
 Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 4/3/12 PLANNED DATE OF DEPARTURE/RETURN: 4/21/12 / 4/24/12

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

Destination: Pasadena, CA Purpose: Attend conference
 Explanation: ACI-NA 2012 Airport Board and Commissioners Conference

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$	
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$	166.50
B. LODGING	\$	600.00
C. MEALS	\$	100.00
D. SEMINAR AND CONFERENCE FEES	\$	650.00
E. ENTERTAINMENT (If applicable)	\$	
F. OTHER INCIDENTAL EXPENSES	\$	50.00
TOTAL PROJECTED TRAVEL EXPENSE	\$	1566.50

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: 4/3/12

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: 4-9-12

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 4/19/2012 meeting.
 (Leave blank and we will insert the meeting date.)



April 3, 2012

Meeting Confirmation

Please review your **CONTACT** information below as it will be used for rosters and badges. Any changes should be sent to meetings@aci-na.org 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
San Diego, CA 92138-2776

PH: (619) 400-2408
FX: (619) 400-2406
EM: awarren@san.org

You are registered for the following:

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 429 170.00
 Sdcraa 703541 EX-A
 3225 N Harbor Dr 1
 San Diego, CA 92101 22-APR-12 13:00
 D36FDZ 24-APR-12
 VM

22-APR-12	RT429	Room Charge 13	170.00
22-APR-12	RT429	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	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

Jim PANICINI
SELF PARKING
WESTIN PASADENA

Plaza Las Fuentes
USA-91101 Pasadena
BOOTH1 04/24/12 11121
Cashier 10
Receipt 007363
Short-term parking tkt
1 - No 044631
04/22/12 12152 -
04/24/12 11121 -
Period 1d22h30'
(V.A.T.) \$33.00
Overnight \$18.00
1 Qty @ \$18.00
(V.A.T.) \$18.00
HGVD 10 \$(< 33.00>
Sub Total \$18.00
V.A.T. \$0.00
Total \$18.00
Payment Received
Cash \$18.00
All Amounts in USD.
Deliv. Date=Receipt Date

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: 3/12/2012 RETURN DATE: 3/17/2012 REPORT DUE: 4/16/12
 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							TOTALS
		SUNDAY	MONDAY 3/12/12	TUESDAY 3/13/12	WEDNESDAY 3/14/12	THURSDAY 3/15/12	FRIDAY 3/16/12	SATURDAY 3/17/12	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	893.00								0.00
Conference Fees (provide copy of flyer/registration expenses)	825.00								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.)*			75.00	52.00	24.00	14.00		78.00	243.00
Hotel*			422.51	342.46	342.46	342.46	227.86		1,677.75
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel svcs.)									0.00
Meals (include tips pd.)	Breakfast*		2.69			36.90		34.70	74.29
	Lunch*			29.52			16.06		45.58
	Dinner*		32.63	28.75					61.38
	Other Meals*			3.17			6.65		9.82
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality ¹ *									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	1,718.00	0.00	532.83	455.90	366.46	393.36	250.57	112.70	2,111.82

Explanation:	Total Expenses Prepaid by Authority	1,718.00
	Total Expenses Incurred by Employee (including cash advances)	2,111.82
	Grand Trip Total	3,829.82
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	1,718.00
	Due Traveler (positive amount) ²	
	Due Authority (negative amount)³	2,111.82
<i>Note: Send this report to Accounting even if the amount is \$0.</i>		

I as traveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expense Reimbursement Policy⁴ and 3.30 - Business Expense Reimbursement Policy⁵ and that any purchases/claims that are not allowed will be my responsibility. I further certify that this report of travel expenses were incurred in connection with official Authority business and is true and correct.

Travel and Lodging Expense Reimbursement Policy 3.40

 Business Expense Reimbursement Policy 3.30

Prepared By: Amy Caldera Ext.: 2445
 Traveler Signature: [Signature] for Thella F. Bowens Date: 5/22/12
 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 _____ meeting.
 (Please leave blank. Whoever clerk's the meeting will insert their name and title.)
 (Leave blank and we will insert the meeting date.)

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

**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/Executive 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: 12/13/11 PLANNED DATE OF DEPARTURE/RETURN: 03/13/12 / 03/17/12

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: 2012 ACI-NA/AAAE Spring Washington Conference
 Explanation: 2012 ACI-NA/AAAE Spring Washington Conference

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$ 600.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 150.00
B. LODGING	\$ 1300.00
C. MEALS	\$ 200.00
D. SEMINAR AND CONFERENCE FEES	\$ 600.00
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$
TOTAL PROJECTED TRAVEL EXPENSE	\$ 2850.00

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 Dec 2011

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

By my signature below, I certify the following:

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

Administrator's Signature: _____ Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, Tony R. Russell, Authority Clerk, hereby certify that this document was approved
 (Please leave blank. Whoever clerk's the meeting will insert their name and title.)
 by the Executive Committee at its 12/21/2011 meeting.
 (Leave blank and we will insert the meeting date.)



TravelTrust
 3/4 North Coast Highway 101
 Encinitas, Ca 92024
 Tel: 760-635-1700
 Fax: 760-635-1720
 Website: www.traveltrust.com

BOWENS/THELLA

DEPT 6

20-Jan-2012 1:40 pm

Page 1 of 1

YOUR UNITED E-TICKET 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.

*****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

13-Mar-2012
 08:26am
 Tuesday

Air	United Airlines	Flight#	506	Class:	B
From:	San Diego CA, USA	To:	Washington Dulles DC, USA		
Meal:	Food For Purchase	Seats:	Seat:21D		
Equip:	Boeing 757 200 Jet	Status:	Confirmed		
Depart:	13-Mar-2012 Tuesday	08:26am			
Arrival:	13-Mar-2012 Tuesday	04:12pm			
Depart - TERMINAL 1					
Arrive -					
United Airlines locator: ZQ4K14					
UA Frequent Flyer# [REDACTED]					
** ECONOMY PLUS EXIT ROW MISLE SEAT CONFIRMED **					
Flight Duration: 4 hour(s) and 46 minutes					
Class of service: coach					

09-Sep-2012
 Sunday

San Diego CA, USA
 RESERVATION RETAINED FOR 180 DAYS

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#: 8737910507
 Invoice#: 1191141

Ticket Base Fare:	680.23
Ticket Tax:	7.77
Total Ticket Amount:	688.00

Electronic: YES

} \$713.00

SERVICE FEE DOCUMENT #: 0570867100 FEE AMOUNT: 25.00

BILLED TO: AMERICAN EXPRESS [REDACTED]



TravelTrust
 374 North Coast Highway 1C1
 Encinitas, Ca 92024
 Tel: 760-635-1700
 Fax: 760-635-1720
 Website: www.traveltrust.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.

*****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


 12-Mar-2012
 08:28am
 Monday

Air	United Airlines	Flight#	970	Class:	B
From:	San Diego CA, USA	To:	Washington Dulles DC, USA		
Meal:	Food For Purchase	Seats:	Seat:31C		
Equip:	Boeing 757 200 Jet	Status:	Confirmed		
Depart:	12-Mar-2012 Monday	08:28am			
Arrival:	12-Mar-2012 Monday	04:14pm			
Stops: 0					

Depart - TERMINAL 1
 Arrive -
 United Airlines locator: ZQ4K14
 UA Frequent Flyer # [REDACTED]
 ** AISLE SEAT CONFIRMED **
 Flight Duration: 4 hour(s) and 46 minutes
 Class of Service: Coach

09-Sep-2012
 Sunday

Other
 San Diego CA, USA
 RESERVATION RETAINED FOR 180 DAYS

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	} 180
Invoice#:1191773	Ticket Tax:	0.35	
	Total Ticket Amount:	155.00	
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;
 required one additional
 day.



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

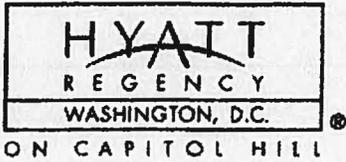
Payee Thella Bowens
 [REDACTED]
 [REDACTED]
 United States

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

Membership [REDACTED]
 Bonus Code [REDACTED]
 Confirmation No. [REDACTED]
 Group Name American Assn. Airport Executives

Date	Description		Charges	Credits
03-12-12	- In-Room Dining Dinner Food	Room# 0509 : CHECK# 294590	21.00	} 32.63
03-12-12	- IRD Dinner Service Charge	Room# 0509 : CHECK# 294590	8.66	
03-12-12	- IRD Dinner Tax	Room# 0509 : CHECK# 294590	2.97	
03-12-12	Guest Room		369.00	} 422.51 3/12
03-12-12	Occupancy Tax		53.51	
03-13-12	Group Room		299.00	} 342.46 3/12
03-13-12	Occupancy Tax		43.36	
03-14-12	Group Room		299.00	} 342.46 3/12
03-14-12	Occupancy Tax		43.36	
03-15-12	Valet / Dry Cleaning		19.14	} 342.46 3/15
03-15-12	Group Room		299.00	
03-15-12	Occupancy Tax		43.36	
03-16-12	Group Room		199.00	} 227.86 3/16
03-16-12	Occupancy Tax		28.86	
03-17-12	American Express	[REDACTED] XXXX		1,729.22

See page 3 of 8



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
 [REDACTED]
 [REDACTED]
 United States

Membership [REDACTED]
 Bonus Code [REDACTED]
 Confirmation No. [REDACTED]
 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

Date	Description	Charges	Credits
	Your Gold Passport account will be credited for this stay.		
	Total	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

RECEIPTS FROM TRAVEL TO WASHINGTON DC
March 12 - 17, 2012—THELLA F. BOWENS

RECEIPT

Washington Dulles International Airport
Washington Flyer Taxi

Date: Mar 12-12

Name: _____

\$: 75⁰⁰

From: DALLAS

To: N.W. DC

Driver: Nash

TAXICAB # 419

3/12 From a/p to hotel

TO
COMTU Briefing
726 Jackson Place



TAXICAB RECEIPT

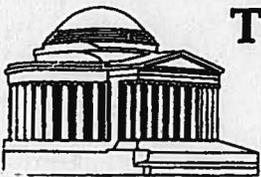
Time: _____

Date: 3/13/12

Origin of trip: Hyatt Regency

Destination: The White House

Fare: 14⁰⁰ Sign: _____



TAXICAB RECEIPT

Time: _____

Date: 3/13/12

Origin of trip: The White House

Destination: Hyatt Regency

Fare: \$14⁰⁰ Sign: _____

From COMTU Briefing
TO hotel

RECEIPTS FROM TRAVEL TO WASHINGTON DC
March 12 - 17, 2012—THELLA F. BOWENS



TAXICAB RECEIPT

Time: _____
Date: 3/13

Origin of trip: Hyatt Regency

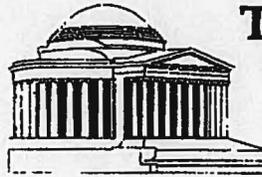
Destination: Bibiana Restaurant

Fare: 12⁰⁰ Sign: _____

3/13

From hotel to dinner

← 1100 N.Y. Ave, NW.



TAXICAB RECEIPT

Time: _____
Date: 3/13

Origin of trip: Bibiana

Destination: Hyatt Regency

Fare: 12⁰⁰ Sign: _____

3/13

Return trip



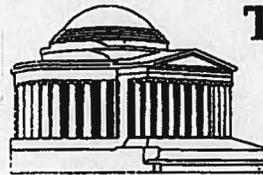
TAXICAB RECEIPT

Time: _____
Date: 3/14

Origin of trip: Hyatt Regency

Destination: Bistro Bi

Fare: \$12 Sign: _____



TAXICAB RECEIPT

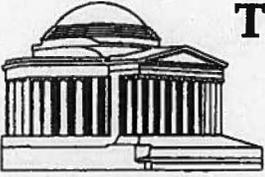
Time: _____
Date: 3/14

Origin of trip: Bistro Bio

Destination: Hyatt Regency

Fare: \$12 Sign: _____

RECEIPTS FROM TRAVEL TO WASHINGTON DC
March 12 - 17, 2012—THELLA F. BOWENS



TAXICAB RECEIPT

Time: _____
 Date: 3/15

Origin of trip: Hyatt Regency

Destination: AEI-NA Townhouse

Fare: \$14 Sign: _____

STARBUCKS COFFEE UAL
 SAN DIEGO AIRPORT

1228 Adriana ✓

 CHK 8795 MAR12'12 7:43AM GST 1

1 MISTO T	2.50 ✓
SUBTOTAL	2.50
TAX	0.19
AMOUNT PAID	2.69
CASH	5.00
CHANGE DUE	2.31

HOW DID WE DO?
 JOE NIKNAM
 619-231-5100 EXT:157
 Joe.Niknam@hmshost.com

3/12/12 Breakfast

HYA
 ON CAPITOL HILL
 IN ROOM DINING
 3/12/2012 ✓ 19:15 ✓

In Room Dining
 Check: 294590 Table: 509
 Server: Getachew Guests: 1
 Terminal: 29

IRD
 1 Avo&Tom Salad 8.00 ✓
 1 Senate Bean 8.50 ✓
 1 Ice Tea 4.50 ✓

Subtotal: 21.00
 Service Charge: 4.41
 Delivery Fee: 4.25
 Tax: 2.97
 Total: 32.63

Payments

Room Charge 0.00
 509 Bowens, Thella
dinner 3/12
 Total Payments 0.00
 Remaining Balance **32.63**

Additional Payment Required

** SERVICE CHARGE INCLUDED **
 TIP: _____

TOTAL: _____

** BELOW IS FOR ROOM CHARGE ONLY **

ROOM # _____

PRINT NAME _____

SIGNATURE _____

RECEIPTS FROM TRAVEL TO WASHINGTON DC
March 12 - 17, 2012—THELLA F. BOWENS



3/13/12 Lunch

11796 Jessica

Tbl 62/1 Chk 5504 Gst 2
 ✓ Mar13'12 12:54PM

1 Beverage ✓ 2.85 5.70
 1 Goronzola Sal ✓ 7.50
 2 Catfish Sandwich ✓ 9.95 19.90
 1 Coffee ✓ 2.90 5.80

Subtotal 38.90
 Tax 2.32 3.89
 01:55PM Total 41.22 42.79

You can book your next reservation with us quickly and easily at www.EBBITT.com. Let us have a table ready and waiting for your next visit!



Date: Mar13'12 02:04PM
 Card Type: Amex
 Acct #: XXXXXXXXXXXX
 Card Entry: SWIPED
 Trans Type: PURCHASE
 Auth Code: 583457
 Check: 5504
 Table: 62/1
 Server: 11796 Jessica

Subtotal: ~~25.52~~ 42.79
 Tip: 4.00
 Total: 46.79

Signature: *Thella F. Bowens*

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

***** Guest Copy *****

1100 Washington DC 20005
 202-216-9550

1100 New York Ave NW
 Washington DC 20005
 202-216-9550

47 eric d

Tbl 34/1 Chk 805 Gst 1
 ✓ Mar13'12 06:34PM

Bottle Sparkling ✓ 3.00 6.00
~~8.00 16.00~~
~~8.00 16.00~~
 D Carciofi ✓ 7.00
 1/2 RAVIOLI
 Open Rot Food 11.00
 HD Pascheri 12.50

Subtotal 22.50 55.50
 Sales Tax 2.25 5.55
 07:38PM Total 24.75 61.05

Thank you for dining with us

3/13 dinner
 ←

*\$ 3.00
 7.00
 12.50
 22.50
 2.25 tx
 24.75
 4.00 tp
 28.75*

Date: Mar13'12 07:42PM
 Card Type: Amex
 Acct #: XXXXXXXXXXXX
 Card Entry: SWIPED
 Trans Type: PURCHASE
 Trans Key: AIA006837398038
 Auth Code: 504201
 Check: 805
 Table: 34/1
 Server: 47 eric d

Subtotal: ~~30.53~~ 28.75
 Tip: _____
 Total: _____

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

***** Guest Copy *****

RECEIPTS FROM TRAVEL TO WASHINGTON DC

March 12 - 17, 2012—THELLA F. BOWENS

Art and Soul

Liaison Hotel
415 New Jersey Ave
Washington, DC 20001
202 638-1616

Date: Mar17'12 01:18PM
Card Type: Amex
Acct #: XXXXXXXX
Card Entry: SWIPED
Trans Type: PURCHASE
Auth Code: 549011
Check: 1394
Table: 62/1
Server: 47 Sarfraz

3/17

Lunch

Subtotal: 53.90

Tip: _____

Total: _____

Signature _____

Art and Soul
415 New Jersey Ave NW
Washington, DC 20001
202-638-7777
on Facebook
Twitter!!!

Liaison Hotel
415 New Jersey Ave
Washington, DC 20001
202-638-1616
Date: Mar17'12 01:18PM
Card Type: Amex
Acct #: XXXXXXXX
Card Entry: SWIPED
Trans Type: PURCHASE
Auth Code: 549011
Check: 1394
Table: 62/1
Server: 47 Sarfraz

Subtotal: 29.70 53.90

Tip: 5.00

Total: 34.70

Signature _____

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

*** Merchant Copy ***

47 Sarfraz
Tbl 62/1
Mar17 1:48AM
1 Coffee 4.00 8.00
2 Chicken entrees 18.00 36.00
1 Fruit 5.00 10.00
MAXX1003 \$27
90% Test 2.70 tax 63.90
Amex
Subtotal \$29.70 49.00
Sales 5.00 tip 4.90
Service Chrg 10.00
Pa. 34.70 63.90
-----47 Check Used-----
-----Mar17'12 01:25PM-----

RECEIPTS FROM TRAVEL TO WASHINGTON DC
March 12 - 17, 2012—THELLA F. BOWENS

- lunch -

Nat'l Museum of American Indian
 Smithsonian Institution
 Mitsitam Cafe

59 Perla

CRK 15 16MAR'12 14:07 GST 1

1 Pinto Bean Tlacy	11.65	✓
1 Si Water	2.95	✓
Food Sales	14.60	
Tax	1.46	
Total Paid	16.06	
XXXXXXXXXXXX	XX/XX	
AMEX	16.06	

Signature: _____

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

3/16 Other meal

GIFT SHOP # 200		
3518 67 DASANI WATER 20	2.99	T ✓
355/77 RITZ CRKR SNWCH	1.49	T ✓
33680 BANANA	1.75	T ✓
04599 BAG FEE- DC LAW	0.05	
SUBTOTAL	6.28	
TAX	0.37	
TOTAL	6.65	✓
CASH	(20.00)	
CHANGE	13.35	

Cs# 2 / 4: Kevin ✓ 862 # 170
 Register: REG2 Mar 16 2012 4:54 PM ✓
 Thank You
 Returns require original receipt
 Returns need to be made within 30 days

3/16/12 Lunch

RECEIPTS FROM TRAVEL TO WASHINGTON DC
March 12 - 17, 2012—THELLA F. BOWENS

Date 3/17 Time _____
Pickup Hyatt Regency
Destination Dulles Airport
Cab No _____ Amt. of Fares 69⁷⁵ + tip
Signature _____ 978

AMERICAN ASSOCIATION  OF AIRPORT EXEC

American Association of Airport Executives

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- [FAQs](#)
- [Contact Us](#)
- [View Cart](#)
- [Log Out](#)

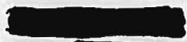
Thank You For Shopping

- [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:  (P-card)
 Date: 02/01/12
 Order No: 
 Name On 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.

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

PH: (619) 400-2445
FX: (619) 400-2448

You are registered for the following:

2012 ACI-NA Commissioners Congressional Reception
From Wednesday, March 14, 2012 through Wednesday, March 14, 2012

Description	UnitPrice	Quantity	Price
Main Registration	\$ 175.00	1	\$ 175.00
		Total	175.00
		Payments	175.00
		Balance	0.00

(p-card)

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 DEPT. NAME & NO. Executive Office BU6
 DEPARTURE DATE: 4/28/2012 RETURN DATE: 5/2/2012 REPORT DUE: 6/1/12
 DESTINATION: Phoenix, AZ

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
		4/29/12	4/30/12	5/1/12	5/2/12			4/28/12	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	454.60								0.00
Conference Fees (provide copy of flyer/registration expenses)	750.00								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.)*									0.00
Hotel*		248.06	248.06	248.06				248.06	992.24
Telephone, Internet and Fax*			4.95	4.95				4.95	14.85
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel svcs.)									0.00
Meals (include tips pd.)	Breakfast*		3.72	15.94				23.12	42.78
	Lunch*		35.27		9.05				44.32
	Dinner*		51.63						51.63
	Other Meals*		3.05					5.94	8.99
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality ¹									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	1,204.60	341.73	268.95	262.06	0.00	0.00	0.00	282.07	1,154.81

Explanation:	Total Expenses Prepaid by Authority	1,204.60
	Total Expenses Incurred by Employee (including cash advances)	1,154.81
	Grand Trip Total	2,359.41
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	1,204.60
	Due Traveler (positive amount) ²	
Due Authority (negative amount) ³	1,154.81	
<i>Note: Send this report to Accounting even if the amount is \$0.</i>		

I as traveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expense Reimbursement Policy⁴ and 3.30 - Business Expense Reimbursement Policy⁵ and that any purchases/claims that are not allowed will be my responsibility. I further certify that this report of travel expenses were incurred in connection with official Authority business and is true and correct.

Travel and Lodging Expense Reimbursement Policy 3.40 Business Expense Reimbursement Policy 3.30

Prepared By: Amy Caldera Ext.: 2445
 Traveler Signature: [Signature] Date: 5/2/12
 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 _____ meeting.

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

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

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:

Travelers Name: Thella F. Bowers Dept: 06/Executive 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: 02/14/12 PLANNED DATE OF DEPARTURE/RETURN: 04/29/12 / 05/2/12

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

Destination: Phoenix, AZ Purpose: 84th Annual AAAE Conference & Exposition and Policy Review Committee Meeting

Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$ 450.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 100.00
B. LODGING	\$ 675.00
C. MEALS	\$ 150.00
D. SEMINAR AND CONFERENCE FEES	\$ 750.00
E. ENTERTAINMENT (If applicable)	\$ 0.00
F. OTHER INCIDENTAL EXPENSES	\$ 100.00
TOTAL PROJECTED TRAVEL EXPENSE	\$ 2225.00

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. Bowers* Date: 2/16/12

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

By my signature below, I certify the following:

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

Administrator's Signature: _____ Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, Tony L. Lussery, 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 2/21/2012 meeting.
(Leave blank and we will insert the meeting date.)



TravelTrust
 374 North Coast Highway 101
 Encinitas, Ca 92024
 Tel: 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 CONFIRMATION IS ** 422IB4 **
 -----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.

 *****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


 29-Apr-2012
 12:30pm
 Sunday

Air Southwest Airlines Flight# 1656 Class: K
 From: San Diego CA, USA To: Phoenix AZ, USA
 Meal: None
 Equip: Boeing 737-700 Jet Status: Confirmed
 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


 02-May-2012
 12:30pm
 Wednesday

Air Southwest Airlines Flight# 12 Class: K
 From: Phoenix AZ, USA To: San Diego CA, USA
 Meal: None
 Equip: Boeing 737-300 Jet Status: Confirmed
 Depart: 02-May-2012 Wednesday 12:30pm Stops: 0
 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
 Monday

San Diego CA, USA
 RESERVATION RETAINED FOR 180 DAYS-A

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 888-221-8062 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
 Electronic: YES Total Ticket Amount: 399.60

SERVICE FEE DOCUMENT #: 0573436799 FEE AMOUNT: 30.00

429.60



TravelTrust
 374 North Coast Highway 101
 Encinitas, Ca 92024
 Tel: 760-635-1700
 Fax: 760-635-1720
 Website: www.traveltrust.com

BOWENS/THELLA

DEPT 6

23-Apr-2012 3:09 pm

Page 1 of 1

YOUR SOUTHWEST ETICKET CONFIRMATION IS ** 422IB4 **

-----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.

*****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


 28-Apr-2012
 08:30am
 Saturday

Air Southwest Airlines Flight# 3156 Class: K
 From: San Diego CA, USA To: Phoenix AZ, USA
 Meal: None
 Equip: Boeing 737-700 Jet Status: Confirmed
 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


 02-May-2012
 12:30pm
 Wednesday

Air Southwest Airlines Flight# 12 Class: K
 From: Phoenix AZ, USA To: San Diego CA, USA
 Meal: None
 Equip: Boeing 737-300 Jet Status: Confirmed
 Depart: 02-May-2012 Wednesday 12:30pm Stops: 0
 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
 Monday

San Diego CA, USA
 RESERVATION RETAINED FOR 180 DAYS-B

TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST
 AND SATURDAY FROM 9AM-1PM PST - 760-635-1700.
 FOR EMERGENCY AFTERTHOUS 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#: 2436324942 Ticket Base Fare: 0.00
 Invoice#: 1193096 Ticket Tax: 0.00
 Total Ticket Amount: 0.00
 Electronic: YES

SERVICE FEE DOCUMENT #: 0574078291 FEE AMOUNT: 25.00

42960
 2500 -
 454.00 Total

* change made to accommodate mtg on 4/28/12

AMERICAN ASSOCIATION  OF AIRPORT EXEC

American Association of Airport Executives

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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	(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: XXXXXXXXXX
 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		
	SPG Account	[REDACTED]		
	Time	05-02-2012 10:43		

Invoice

Date	Reference	Description	Charges	Credits
04-28-2012	514743880	District Restaurant	\$23.12 ✓	
04-28-2012	1	Internet In Room / Printing	\$4.95 - Internet	
04-28-2012	RT2213	Room Charge	\$219.00	} 248.00
04-28-2012	RT2213	County Tax	\$18.11	
04-28-2012	RT2213	City/Local Tax	\$10.95	
04-29-2012	503753330	Link Cafe	\$3.72 ✓	See page 5 of 6
[REDACTED]				
04-29-2012	35753880	In Room Dining / Breeze	\$35.27 ✓	See page 1 of 6
04-29-2012	514757740	District Restaurant	\$51.63 ✓	See pg 4 of 6
04-29-2012	RT2213	Room Charge	\$219.00	} 248.00
04-29-2012	RT2213	County Tax	\$18.11	
04-29-2012	RT2213	City/Local Tax	\$10.95	
04-30-2012	508760556	District Restaurant	\$15.94 ✓	See pg 6 of 6
04-30-2012	1	Internet In Room / Printing	\$4.95 - Internet	
04-30-2012	RT2213	Room Charge	\$219.00	} 248.00
04-30-2012	RT2213	County Tax	\$18.11	
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	} 248.00
05-01-2012	RT2213	County Tax	\$18.11	
05-01-2012	RT2213	City/Local Tax	\$10.95	
05-02-2012	AX	American Express		\$-1,139.82
	** 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/>



Ms Bowens, Thella	Page Number	2	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		
	SPG Account	[REDACTED]		
	Time	05-02-2012 10:43		

Invoice

Your SPG Account [REDACTED] earned 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 Meal*

CHK 3294 APR28'12 ✓ 9:38AM GST 1

TO GO

1 LATTE T 3.29
 ADD SHOT 0.89
 1 COOKIE SHRBRD 1.25

SUBTOTAL 5.43
 TAX 0.51
 AMOUNT PAID **5.94**
 CASH 20.00
 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 Lunch →

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

3575388.1
 VEN SAMUEL V Table 802
 Sun 04/29/12 12:12 PM Guests 1
 Guest Num: 1 IRD

1 DELIVERY CHG 3.50
 1 FIELD OF GREENS 8.00
 1 TUNA SALAD SAND 14.00

2213 SubTotal 25.50
 2213/BOWENS, THE
 Service Charge 4.40
 Sales Tax 2.37

Please pay this amount
Total 32.27

FOR ROOM CHARGES ONLY!

Gratuity

Total Charge

Room Number

Print Name

3.00

\$ 35.27

SIGNATURE

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

Nothing is more than \$9 at noon in District American Kitchen & Wine Bar! Enjoy a delicious lunch at an affordable price.

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

S0030 - THE PHOENIX
 SHERATON DOWNTOWN HOTEL
 PHOENIX, AZ 85004
 (602) 8175333
 Donald K. Wade - Area Manager
 dwade@lstrna.com

Customer Copy

Corner Bakery Cafe # 1525

455 N. 3rd Street
 Phoenix, AZ 85004
 (602) 255-1346

706162200433 SMART WATER \$2.99

Subtotal \$2.99
 2.00% City (Food) Tax \$0.06
TOTAL \$3.05

House Acct \$3.05
 #xxx0296
 SHERATON ROOM CHARGES
 BOWENS
 Room #: 2213

ITEMS 1
 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

Dine In # 112

5/1/2012 4:23:24 PM
 Order 121642 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.cbcbfeedback.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
 American Express 9.05

Acct:XXXXXXXXXXXX

Approval:502895

Corner Bakery Corporate Office
 1 (800) 309-4642
 Visit us at : www.CornerBakeryCafe.com

↑
 4/29/12 other meals

5/1/12
 Lunch →

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

602-817-5394

01:25:4

Profit Series Administration ver: 8.06.06
 Date:05-22-2012 Time:01:15p

SHERATON PHOENIX

REPORT DATE:04-28-2012

Internal Tracking Number (51474388)

Table: 133
 Dining Room: DISTRICT
 Guests: 1
 Started By :VEN.GLEN VENTURA 11:02
 Closed By :VEN.GLEN VENTURA 11:07

Action Item Name	Qty	Amount	Change Price/Remove Tax Comps/Voids/Discounts Reason/Authorization
Sale: MORNING BAR	1	\$17.95	

Payment Summary:	Amount	Gratuity	Add'l Tip	Total
Pymt: RM CHRG	\$19.62	\$0.00	\$3.60	\$23.12
Tendered:	\$23.12			
Card #: ()		Exp:	Token:	
Guest: 221#####				

Settlement Summary:

SubTotal	\$17.95
Tax:	\$1.67
Tax2:	\$0.00
Tip	\$3.60
Auto Gratuity:	\$0.00
Total	\$23.12

4/28/12
 Breakfast

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 Time:01:16p

SHERATON PHOENIX

REPORT DATE:04-29-2012

Internal Tracking Number (51475774)

Table: 112
 Dining Room: DISTRICT
 Guests: 1
 Started By :LAN.AARON LANGBEHN 21:31
 Closed By :LAN.AARON LANGBEHN 22:11

Action Item Name	Qty	Amount	Change Price/Remove Tax Comps/Voids/Discounts 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:	Amount	Gratuity	Add'l Tip	Total
Pymt: RM CHRG	\$42.63	\$0.00	\$9.00	\$51.63
Tendered:	\$51.63			
Card #: [REDACTED])	Exp:	Token:	
Guest: 221#####				

Settlement Summary:

SubTotal	\$39.00
Tax:	\$3.63
Tax2:	\$0.00
Tip	\$9.00
Auto Gratuity:	\$0.00
Total	\$51.63

↑ 4/29/12
dinner

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

602-817-5394

01:25

Profit Series Administration ver: 8.06.06
Date:05-22-2012 Time:01:15p

SHERATON PHOENIX

REPORT DATE:04-29-2012

Internal Tracking Number (80375333)

Table: 90
Dining Room: LINK
Guests: 1
Started By :MAR.MELINDA MARTIN 11:22
Closed By :MAR.MELINDA MARTIN 11:24

Action Item Name	Qty	Amount	Change Price/Remove Tax Comps/Voids/Discounts Reason/Authorization
Sale: SM, AU LAIT	1	\$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:	
Guest: 221#####				

Settlement Summary:

SubTotal	\$2.95
Tax:	\$0.27
Tax2:	\$0.00
Tip	\$0.50
Auto Gratuity:	\$0.00
Total	\$3.72

4/29/12 - OKFST

**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:06-22-2012 Time:01:18p

SHERATON PHOENIX

REPORT DATE:04-30-2012 ✓

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

4/30/12
Breakfast

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

Action Item Name	Qty	Amount	Reason/Authorization
Sale: FRUIT PLATTER	1	\$10.95	

Payment Summary:	Amount	Gratuity	Add'l Tip	Total
Pymt: RM CHRG	\$11.97	\$1.97	\$2.00	\$15.94
Tendered:	\$15.94			
Card #: (REDACTED)		Exp:	Token:	
Guest: 221#####				

Settlement Summary:

SubTotal	\$10.95
Tax:	\$1.02
Tax2:	\$0.00
Tip	\$2.00
Auto Gratuity:	\$1.97
Total	\$15.94

**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: 4/22/2012 RETURN DATE: 4/24/2012 REPORT DUE: 5/24/12
 DESTINATION: Pasadena, CA

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

	Authority Expenses (Prepaid by Authority)	Employee Expenses							TOTALS
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
		4/22/12	4/23/12	4/24/12					
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)									0.00
Conference Fees (provide copy of flyer/registration expenses)	650.00								0.00
Rental Car*									0.00
Gas and Oil*									0.00
Garage/Parking*									0.00
Mileage - attach mileage form*		72.15	72.15						144.30
Taxi and/or Shuttle Fare (include tips pd.)*									0.00
Hotel*		209.61	209.61						419.22
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel svcs.)									0.00
Meals (include tips pd.)	Breakfast*								0.00
	Lunch*								0.00
	Dinner*		40.80						40.80
	Other Meals*								0.00
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality ^{1*}									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	650.00	322.56	281.76	0.00	0.00	0.00	0.00	0.00	604.32

Explanation: Mileage Report attached	Total Expenses Prepaid by Authority	650.00
	Total Expenses incurred by Employee (including cash advances)	604.32
	Grand Trip Total	1,254.32
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	650.00
	Due Traveler (positive amount) ²	
	Due Authority (negative amount)³	604.32

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 Policy⁴ and 3.30 - Business Expense Reimbursement Policy⁵ and that any purchases/claims that are not allowed will be my responsibility. I further certify that this report of travel expenses were incurred in connection with official Authority business and is true and correct.

Travel and Lodging Expense Reimbursement Policy 3.40
Business Expense Reimbursement Policy 3.30

Prepared By: Amy Caldera Ext.: 2445
 Traveler Signature: Thella F. Bowens Date: 5/22/12
 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 _____ meeting.
 (Please leave blank. Whoever clerk's the meeting will insert their name and title.)
 (Leave blank and we will insert the meeting date.)

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



Directions to 191 N Los Robles Ave, Pasadena, CA 91101
130 mi – about 2 hours 17 mins

4/22/12
4/24/12

3225 N Harbor Dr, San Diego, CA 92101

- 1. Head south go 16 ft
total 16 ft
- 2. Turn right toward Airport Terminal Rd go 463 ft
total 479 ft
- 3. Slight left onto Airport Terminal Rd go 0.2 mi
total 0.3 mi
- 4. Keep right at the fork go 443 ft
total 0.4 mi
- 5. Turn left onto N Harbor Dr
About 2 mins go 1.1 mi
total 1.4 mi
- 6. Turn left onto W Laurel St
About 2 mins go 0.4 mi
total 1.9 mi
- 7. Turn left onto India St
About 3 mins go 0.9 mi
total 2.7 mi
- 8. Slight left to merge onto I-5 N
About 1 hour 11 mins go 75.2 mi
total 78.0 mi
- 9. Slight left to stay on I-5 N (signs for Santa Ana)
About 42 mins go 39.4 mi
total 117 mi
- 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
- 11. Take exit 137B for California 110/Pasadena Freeway go 0.4 mi
total 122 mi
- 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
- 14. Turn right onto E Del Mar Blvd
About 1 min go 0.3 mi
total 129 mi
- 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
OUT-OF-TOWN TRAVEL REQUEST

3/28 → Corporate

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: 3/28/12 PLANNED DATE OF DEPARTURE/RETURN: 04/22/12 / 04/24/12

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

Destination: Pasadena, CA Purpose: 2012 Airport Board Members & Commissioners Conference
Explanation: 2012 Airport Board Members & Commissioners Conference

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:	
• AIRFARE	\$
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 200.00
B. LODGING	\$ 400.00
C. MEALS	\$ 100.00
D. SEMINAR AND CONFERENCE FEES	\$ 650.00
E. ENTERTAINMENT (If applicable)	\$ 0.00
F. OTHER INCIDENTAL EXPENSES	\$
TOTAL PROJECTED TRAVEL EXPENSE	\$ 1350.00

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: 28 March 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: 3.28.12

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 4/19/2012 meeting.
(Leave blank and we will insert the meeting date.)

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

GREEN STREET TAVERN

69 W GREEN STREET
 PASADENA, CA 91105

04/22/12 07:59p

In@06:50p Server:CLINT (Master)
 Chk#52405 Table#101 Cust#5

QTY:	ITEM	PRICE
	TOMATO SALAD	12.00 ✓
	-MED RARE. CALAMARI	12.00 ✓
	TART	8.00 ✓
		11.00 ✓

Total Purchases ~~124.00~~ 32
 CA TAX: ~~10.85~~ 2.80

Bill Total: ~~134.85~~ 34.80
 6.00

AMOUNT DUE: ~~134.85~~ 40.80
 626-229-9961
 THANK YOU

4/22/12 dinner

Tomato salad \$12
 calamari \$12
 Tart \$8

 32.00
 2.80 tax

 34.80
 6.00 tip

 \$40.80

Thella Bowens
 Po Box 82776
 San Diego, CA 92138-2776

1005
 170.00
 1
 706647 A
 1
 22-APR-12 13:25
 24-APR-12 11:36
 AX

22-APR-12	RT1005	Room Charge 13	170.00	} #20'
22-APR-12	RT1005	Occupancy Tax	25.50	
22-APR-12	RT1005	CA Tourism Tax	0.11	
22-APR-12	RT1005	Valet Parking	14.00	} 209'
23-APR-12	RT1005	Room Charge 13	170.00	
23-APR-12	RT1005	Occupancy Tax	25.50	
23-APR-12	RT1005	CA Tourism Tax	0.11	
23-APR-12	RT1005	Valet Parking	14.00	
24-APR-12	AX	American Express	419.22-	

Balance Due 0.00

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-
Total	391.22	0.00	0.00	28.00	419.22	419.22-

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

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

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
To: Caldera Amy
Subject: FW: Airports Council International - North America Purchase 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 & Functions=====

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

BRETON 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: 4/24/2012 RETURN DATE: 4/29/2012 REPORT DUE: 5/29/12
 DESTINATION: Charleston, NC

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

	Authority Expenses (Prepaid by Authority)	Employee Expenses							TOTALS
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
		4/28/12		4/24/12	4/25/12	4/28/12	4/27/12	4/28/12	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	647.70								0.00
Conference Fees (provide copy of flyer/registration expenses)	785.00								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.)*		35.00		32.00					67.00
Hotel*				255.38	255.38	255.38	255.38	255.38	1,276.90
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)		2.00		4.00					6.00
Meals (include tips pd.)	Breakfast*	5.58		6.71					12.29
	Lunch*	9.31		8.28		14.06		23.20	54.85
	Dinner*			49.00	48.00	55.00	40.00		192.00
	Other Meals*								0.00
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality ¹ *									0.00
Miscellaneous:	30.00	25.00		25.00					50.00
									0.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	1,462.70	76.89	0.00	380.37	303.38	324.44	295.38	278.58	1,659.04

Explanation:	Total Expenses Prepaid by Authority	1,462.70
	Total Expenses Pd. by Employee (including cash advances)	1,659.04
	Grand Trip Total	3,121.74
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	1,462.70
	Due Traveler (positive amount)²	
Due Authority (negative amount)³	1,659.04	
<i>Note: Send this report to Accounting even if the amount is \$0.</i>		

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 Policy⁴ and 3.30 - Business Expense Reimbursement Policy⁵ 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
 Traveler Signature: Breton Lobner
 Approved By: _____

Ext.: MAY 14 2012
 Date: _____
 Date: _____

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

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

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

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:

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

2. DATE OF REQUEST: 2/28/12 PLANNED DATE OF DEPARTURE/RETURN: 4/24/12 / 4/28/12

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

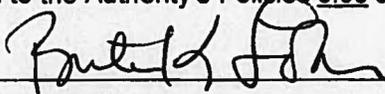
Destination: Charleston, SC Purpose: ACI-NA Spring Legal Affairs
 Explanation: Conference - The ABC's of Airport RFPs and Airport Procurement - Lessons from those who've from those who've been there and back again.

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$ 980.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 100.00
B. LODGING	\$ 900.00
C. MEALS	\$ 200.00
D. SEMINAR AND CONFERENCE FEES	\$ 785.00
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$
TOTAL PROJECTED TRAVEL EXPENSE	\$ 2,965.00

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

Travelers Signature:  Date: 2-28-12

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

By my signature below, I certify the following:

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

Administrator's Signature: _____ Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, Tony L. 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 3/26/12 meeting.
 (Leave blank and we will insert the meeting date.)



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www.doubletree.com

Name & Address

LOBNER, BRETON
120 29TH PL
MANHATTAN BEACH, CA 90266
US

Room 208/NK1D
Arrival Date 4/24/2012 9:01:00PM
Departure Date 4/29/2012
Adult/Child 1/0
Room Rate 225.00

RATE PLAN C-ACI
HH# [REDACTED] BLUE
AL: UA # [REDACTED]
CAR:

Folio

CONFIRMATION NUMBER : 81274931

4/29/2012 PAGE 1

H HONORS
HILTON WORLDWIDE

DATE	REFERENCE	DESCRIPTION	AMOUNT
4/24/2012	2845042	GUEST ROOM HAYNE	\$225.00
4/24/2012	2845042	LODGING TAX	\$30.38
4/25/2012	2845956	GUEST ROOM HAYNE	\$225.00
4/25/2012	2845956	LODGING TAX	\$30.38
4/26/2012	2846890	GUEST ROOM HAYNE	\$225.00
4/26/2012	2846890	LODGING TAX	\$30.38
4/27/2012	2847616	GUEST ROOM HAYNE	\$225.00
4/27/2012	2847616	LODGING TAX	\$30.38
4/28/2012	2848247	GUEST ROOM HAYNE	\$225.00
4/28/2012	2848247	LODGING TAX	\$30.38
4/29/2012	2848712	AX *4314	(\$1,276.90)
** BALANCE **			\$0.00

Hilton HHonors(R) stays are posted within 72 hours of checkout. To check your earnings for this or any other stay at more than 3,000 Hilton Family hotels worldwide, please visit HiltonHHonors.com.

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ACCOUNT NO.
AX *4314

CARD MEMBER NAME
LOBNER, BRETON

ESTABLISHMENT NO. & LOCATION ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT
WE INVITE YOU TO VISIT WWW.TRIPADVISOR.COM

CARD MEMBER'S SIGNATURE
X

DATE OF CHARGE 04/24/12 21:01:00 FOLIO NO./CHECK NO. 505917 A

AUTHORIZATION 755010 INITIAL

PURCHASES & SERVICES

TAXES

TIPS & MISC.

TOTAL AMOUNT -1,276.90

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.

PAYMENT DUE UPON RECEIPT - 1.5% PER MONTH INTEREST CHARGE WILL BE APPLIED TO ALL PAST DUE INVOICES.

Registration

[About ACI-NA](#) [ACI-NA 2012 Events](#) [ACI-NA Committees](#) [Stats & Research](#) [ACI-NA Newsroom](#) [ACI-NA Home](#)

Purchase Detail

other orders

Please print this page for future reference, and present it at on-site registration.
If changes need to be made to your registration contact our office by calling (202) 293-8500 or by email at ogriffin@aci-na.org

Order# 60613
ID: 1039
Full Name: Breton K. Lobner
Order Date 03/01/2012

Description	Unit Price	Qty.	Price
2012 ACI-NA Legal Issues Conference - From: 04/25/2012 To: 04/28/2012			
Conference Registration Fee 04/24/2012 05:00 PM - 04/28/2012 12:00 PM	\$ 785.00	1	\$ 785.00
Total			\$ 785.00



TravelTrust
 374 North Coast Highway 101
 Encinitas, Ca 92024
 Tel: 760-635-1700
 Fax 760-635-1720
 Website: www.traveltrust.com

LOBNER/BRETON

06-Mar-2012 12:52 pm
 Page 1 of 2

 UNITED E-TICKET CONFIRMATION *** FT2K8E ***

 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


 24-Apr-2012
 08:13am
 Tuesday

Air United Airlines Flight# 546 Class: T
 From: San Diego CA, USA To: Washington Dulles DC, USA
 Meal: Light Lunch Seats: Seat:30D
 Equip: Boeing 757 200 Jet Status: Confirmed
 Depart: 24-Apr-2012 Tuesday 08:13am Stops: 0
 Arrival: 24-Apr-2012 Tuesday 04:07pm
 Depart - TERMINAL 1
 Arrive -
 United Airlines locator: FT2K8E
 UA Frequent Flyer# [REDACTED]-LOBNER/BRETON
 Flight Duration: 4 hour(s) and 54 minutes
 Class of Service: Coach


 24-Apr-2012
 04:57pm
 Tuesday

Air United Airlines Flight# 5688 Class: T
 From: Washington Dulles DC, USA To: Charleston SC, USA
 Meal: None Seats: Seat:6C
 Equip: CRJ-Canadair Regiona Status: Confirmed
 Depart: 24-Apr-2012 Tuesday 04:57pm Stops: 0
 Arrival: 24-Apr-2012 Tuesday 06:41pm
 IAD-CHS OPERATED BY /EXPRESSJET AIRLINES DBA UNITED EXPRESS
 United Airlines locator: FT2K8E
 UA Frequent Flyer# [REDACTED]-LOBNER/BRETON
 Flight Duration: 1 hour(s) and 44 minutes
 Class of Service: Coach


 29-Apr-2012
 12:00pm
 Sunday

Air United Airlines Flight# 4109 Class: H
 From: Charleston SC, USA To: Houston Intercontinental, TX
 Meal: Light Lunch Seats: Seat:16B
 Equip: Embraer Jet Status: Confirmed
 Depart: 29-Apr-2012 Sunday 12:00pm Stops: 0
 Arrival: 29-Apr-2012 Sunday 01:44pm
 CHS-IAH OPERATED BY /EXPRESSJET AIRLINES DBA UNITED EXPRESS
 Depart -
 Arrive - TERMINAL B
 United Airlines locator: FT2K8E
 UA Frequent Flyer# [REDACTED]-LOBNER/BRETON
 Flight Duration: 2 hour(s) and 44 minutes
 Class of Service: Coach



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

LOBNER/BRETON

06-Mar-2012 12:52 pm

Page 2 of 2

 **Air** United Airlines **Flight#** 1589 **Class:** V
From: Houston Intercontinental, TX **To:** San Diego CA, USA
Meal: Food For Purchase **Seats:** Seat:28C
Equip: Boeing 737-800 Jet **Status:** Confirmed
Depart: 29-Apr-2012 Sunday 03:21pm **Stops:** 0
Arrival: 29-Apr-2012 Sunday 04:45pm
Depart - TERMINAL C
Arrive - TERMINAL 2
United Airlines locator: FT2K8E
UA Frequent Flyer# [REDACTED] -LOBNER/BRETON
Flight Duration: 3 hour(s) and 24 minutes
Class of Service: Coach

Other
26-Oct-2012 San Diego CA, USA
Friday RESERVATION RETAINED FOR 180 DAYS

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

Ticket Information

LOBNER BRETON	
Ticket#:7042224103	Ticket Base Fare: 563.73
Invoice#:5233801	Ticket Tax: 83.97
	Total Ticket Amount: 647.70

Electronic: YES

SERVICE FEE DOCUMENT #: 0572443051 FEE AMOUNT: 30.00
BILLED TO: AMERICAN EXPRESS ENDING IN 1012

Taxi

4/24/12



#23 SMALLS LIMO-TAXI

- From the Charleston Int'l Airport to the Charleston Area
- From the Charleston Area to the Charleston Int'l Airport

Other _____
 AMT PD 32 Date 4/24/12

SIGNATURE

FOR RESERVATIONS PLEASE CALL CAR PHONE: 729-2436
 Jervey Smalls Or _____

TUES 4/24/12
 Breakfast + Coffee

HMSHOST
 STARBUCKS COFFEE UAL
 SAN DIEGO AIRPORT

1228 Adriana

CHK 8602 APR24 12 7:47AM GS

1 OTS CRAV. A.L. MUF	2.90
1 LATTE I	3.50
10 %	
AMPT DL	0.64-
BTOTAL:	5.76
TAX:	0.45
AMOUNT PAID:	6.21
STBK CARD:	6.21

HOW DID WE DO?

JOE NIKNAM

619-231-5100 EXT:157

Joe.Niknam@hmshost.com

Amount 6.21

TerminalID Z0008155

RefrNbr 35278847

Redemption Approved for \$6.21

Card Balance 7.99

Gift Card Charge 6.21

tip \$0.50

total + tip = \$6.71

Lunch 4/24

FIVE GUYS
 BURGERS AND FRIES
 STORE # VA-0192
 DULLES AIRPORT
 AG-130 TERMINAL A
 DULLES, VA 20166
 (P) 703-651-8787

4/24/2012 4:28:19 PM

FIVE GUYS

Order Number: 94

1 CB	5.79
MAYO	
->IG ONION	
LETTUCE	
1 Reg. Drink	2.09
Sub. Total:	\$7.88
Tax:	\$0.40
Total:	\$8.28
Cash \$5	\$5.00
Cash	\$4.00
Change	\$0.72
Register:1	Tran Seq No: 294
Cashier: Bajendra K.	

Don't throw away your receipt!!!

Help Five Guys and you could Win!
 Log online to www.fiveguys.com/survey
 and fill out a brief survey!

10 lucky people will win a
 Five Guys Gift Card each month
 Worth \$25 each!

No purchase necessary
 Sweepstakes ends 12/31/12.
 Must be at least 18 years old to enter.
 Please visit www.fiveguys.com/survey
 for Official Rules and how to enter
 without making a purchase or
 completing a survey.
 Void where prohibited.

Dinner
Bret's share \$49

424

Hank's Seafood Restaurant
10 Hayne Street
723-FISH

Server: Coty 04/24/2012
Table 5/1 10:02 PM
Guests: 2 30042

Gulf Oysters 6 13.00 ✓
Spinach Salad 11.00 ✓
Rare Seared Tuna 29.00 ✓

~~██████████~~ ~~██████████~~
~~██████████~~ ~~██████████~~

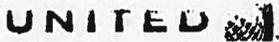
Subtotal 77.00
Tax 8.81

Total 85.81

Balance Due 85.81

Thank You For Dining With Us
We invite you to also enjoy
Charleston's award winning
restaurant:
PENINSULA GRILL
723-0700

4/24
luggage fee #25



Baggage Receipt
Issue Date: 29 APR 2012 CHS ATO

A STAR ALLIANCE MEMBER

Baggage Document	Description	Qty	Fees	Method of Payment
0162609891079	First Bag Fee	1	\$25.00	American Express XXXXXXXXXXXX

Ticket Number	Cardholder Name
0167042224103	BRETEN K LOHNER

BAGGAGE FEES Total Fees **USD \$25.00** Confirmation: **FT2K8E**

Excess Baggage Terms and Conditions:

- All excess baggage is subject to space availability.
- Receipt for payment must be presented at bag check.
- For refunds or adjustments, see a United representative.

Carrier	Routing
UA	CHS - IAH
UA	IAH - SAN

4/25
Dinner
Bret's share \$ 48

4/26
Dinner
Bret's share \$ 55

4.25

4.26

CYPRESS
167 East Bay St.
Charleston, SC 29401

FIG
FOOD IS GOOD
232 Meeting Street
Charleston, SC 29401
(843)-805-5900

Server: Cris
Table 54/10
Guests: 2
Reprint #: 1

04/25/2012
9:44 PM
10044

Caesar for One 9.00
Crab Cake 11.00
Gordon 7.25
Sass Gls 11.00
1/2 Chateaubriand for 2 35.00 ✓
1/2 Tuna/Oyster 7.50 ✓

Subtotal 96.75
Tax 10.52
Total 107.27

Balance Due 107.27

The Cypress st ff

Server: Sara
Table 46/1
Guests: 4

04/26/2012
8:27 PM
#10007

[REDACTED]

OYSTERS 15.00 ✓
Cheese Plate 13.00 ✓
Soft Shell Crab (2 @36.00) 72.00 ✓
Young Greens 7.00 ✓
SORGHUM 8.00 ✓
Coffee (2 @2.50) 5.00 ✓

Subtotal 285.00
Tax 29.93
Liq Tax 1.60
Total 316.53

Balance Due 316.53

WWW.EATATFIG.COM
843-805-5900

4/27
Dinner
Bret's share \$ 40

4/26
Lunch
Bret's share
\$ 14.06

4/27

Amen Street Fish & Raw Bar
205 East Bay Street
843-853-8600

4-26
BULL STREET GOURMET & MARKET
120 KING ST
CHARLESTON, SC 29401
PHN 843-722-6464

Term ID: 001
Shift #: 1

Ref #: 057

Server: Beck
Table 27/4
Guests: 2

04/27/2012
9:35 PM

Reprint #: 1

#20119

Gls Canyon Pinot Gris 6.00
Berries Salad 9.95
Add Crab Cake 6.50

Dft Gaelic Ale 75
Cappellini and Clams 17.95

Subtotal 62.15
Tax 6.52

Total 69.37

Balance Due 69.37

South Carolina
Sustainable Seafood Initiative
Platinum Member

Sale

XXXXXXXXXX

AMEX

Entry Method: Swiped

04/26/12

11:39:37

Inv #: 006056

Appr Code: 905442

Apprvd: Online

Batch#: 000260

Amount: \$ 22.11

Tip: 2-

Total: 24.11

Customer Copy
THANK YOU!

4/28
Lunch
Bret's share \$ 23.20

WELCOME!
4300 Ashley River Road
843-266-7477

Server: Kendall
Table 11/1
Guests: 2

04/28/2012
2:26 PM

#30033

Three Course Lunch	18.95
Lunch Arugula Salad	
Lunch Fried Chicken	
Lunch Huguenot Torte	
Three Course Lunch	18.95
Lunch Arugula Salad	
Lunch Fried Chicken	
Lunch Key Lime Pie	
Pink Lemonade	2.00
Subtotal	39.90
Tax	0.00
Total	39.90
Balance Due	39.90

Thank you and Come Again
Check us out online!
www.MiddletonPlace.org

4/29
Breakfast \$5.58

4/29
Lunch
Bret's share \$9.31

Breakfast
4-29

OLIND GOURMET
MKT HALL 188 MEETING ST
CHARLESTON, SC 29401

Merchant ID: 1178

Ref #: 0002

Sale

XXXXXXXXXXXX

VISA

Entry Method: Swiped

Total: \$ 5.58

04/29/12 09:43:19

Inv #: 000002* Appr Code: 09603C

Approved: Online Batch#: 000313

Customer Copy

THANK YOU!

LUNCH

4-29

DNC TRAVEL HOSPITALITY

George Bush Intercontinental

* Bubba's Bayou City Grill S *

029 NICKY

46 / 2 9124
29 APR '12 1:55 PM

2 Cobb Salad @ 7.45 14.90

Subtotal 14.90

Total Tax 1.23

2:14 Total Due \$16.13

RECEIPT		DATE <u>4/29/12</u>	No. <u>710550</u>
RECEIVED FROM		\$ <u>30.00</u>	
<u>Thirty & 90</u>		<u>tip + \$5-</u> DOLLARS	
<input type="radio"/> FOR RENT <input type="radio"/> FOR <u>Airport Transfer</u>			
ACCOUNT		<input type="radio"/> CASH <input type="radio"/> CHECK <input type="radio"/> MONEY ORDER <input type="radio"/> CREDIT CARD	FROM <u>G. Blake</u> TO _____ BY <u>843-296-7941</u>
PAYMENT			
BAL. DUE			



Baggage Receipt
Issue Date: 29 APR 2012 CHS ATO

A STAR ALLIANCE MEMBER

Baggage Document	Description	Qty	Fees
0162609890912	First Bag Fee	1	\$25.00

Method of Payment
American Express XXXXXXXXXXXX

Ticket Number
0162320266032

Cardholder Name
BRETON K LOHNER

BAGGAGE FEES Total Fees **USD \$25.00**

Confirmation: **FTT2QL**

Excess Baggage Terms and Conditions:

All excess baggage is subject to space availability.
Receipt for payment must be presented at bag check.
For refunds or adjustments, see a United representative.

Carrier	Routing
UA	CHS - IAH
UA	IAH - SAN



**AIRPORTS COUNCIL
INTERNATIONAL**

SPRING LEGAL AFFAIRS Conference Agenda

*"The ABCs of Airport RFPs and Airport Procurement---
Lessons from those who've been there and back again"*

**April 25 – 28, 2012 • Charleston, SC • DoubleTree Hotel
Preliminary Agenda as of February 21, 2012**

SPONSORS



Wednesday, April 25, 2012

12:30 – 6:30 PM

Registration

1:00 – 1:15 PM

Opening and Welcoming Remarks

**Committee Chairperson: Joseph Messina, Divisional Deputy Solicitor, City of
Philadelphia Law Department, Philadelphia International Airport**

**Airport Representative:
ACI-NA:**

1:15 – 1:45 PM

**SESSION 1: Setting the Stage----three recent examples of airport procurement
scenarios resulting in protests of awards**

Moderator:

Speakers:

1:45 – 2:30 PM

SESSION 2: A Review of the Landscape--Things to Consider during the Competitive Selection Process

[This session will include discussions of the following: Drafting RFPs; developing evaluation criteria; selection panels—who, how many, internal vs. external; vetting of panel members; responsible proposers and responsiveness of bids; questions from proposers; issuing addenda and granting extensions of time.]

Moderators: Tom Anderson, General Counsel, Metropolitan Airports Commission, Minneapolis/St. Paul International Airport and Emily Neuberger, Senior Vice President & General Counsel, Wayne County Airport Authority, Detroit Metro Airport

Speakers:

2:30 – 3:00 PM

SESSION 3: Open Records—What Has to be Handed Over and When

Moderators: Helen Eckardt Berkman, Assistant City Attorney, Denver International Airport and Robert C. Watson, Senior Vice President and Chief Legal Officer, Metropolitan Nashville Airport Authority, Nashville International Airport

Speakers:

Afternoon Break

3:15 – 4:00 PM

SESSION 4: Awards and protests—A look at various protest procedures as well as the following: waiving errors, rejecting all bids, lessons learned from protest identified in the opening session; “Best and Final Proposal”; how is the award made and when?; negotiating after award; handling protests from Disappointed Bidders

Moderators: Raymond S. Igunas, General Counsel, Los Angeles International Airport, Airport Legal Department and Carla L. Kelley, General Counsel, Legal Division, Port of Portland, Portland International Airport

Speakers:

4:00 – 5:00 PM

SESSION 5: Legal Issues Associated with Airport Construction RFPs and Competitive Selection of Design/Build and CM/GC Contractors

Moderator: Phillip Sunderland, General Counsel, Metropolitan Washington Airports Authority

Speakers:

SPECIAL NETWORKING RECEPTION SPONSORED BY
CHARLESTON INTERNATIONAL AIRPORT
5:00 – 7:30 PM



Thursday, April 26, 2012

7:30 AM – 12:15 PM

Registration

7:30 AM – 8:30 AM

Continental Breakfast

8:30 – 9:30 AM

SESSION 6: A Closer Look at Legal Issues Associated with Concessions RFPs and Procurement Processes

Moderator: **Timothy Karaskiewicz, Office of the Milwaukee County Corporation Counsel, General Mitchell International Airport, Milwaukee, WI**

Speakers:

9:30 – 10:15 AM

SESSION 7: A Closer Look at Legal Issues Associated with the award of Professional Services Contracts---selection of architects and engineers, local rules on whether competitive selection is required, process for selection of outside counsel and bond counsel

Moderator: **David Mackey, Interim Director and Chief Legal Counsel, Massachusetts Port Authority**

Speakers:

10:15 – 10:30 AM

Morning Break

10:30 – 11:30 AM

SESSION 8: The "sole source" conundrum and other exceptions to competitive selection requirements

Moderator: **Bret Lobner, General Counsel, San Diego County Regional Airport Authority**

Speakers:

11:30 AM – 12:00 PM

SESSION 9: General Wrap Up of Procurement Sessions

Moderator:

Speakers:

12:00 – 5:00 PM

Networking Lunch (on your own) and Networking Afternoon

SPECIAL NETWORKING RECEPTION SPONSORED BY

ACI-NA

5:00 – 6:30 PM

Friday, April 27, 2012

8:00 AM – 3:15 PM **Registration**

8:00 AM – 9:00 AM **Continental Breakfast**

9:00 – 10:15 AM **SESSION 10: Litigation Update Session:**
Recent developments in important litigation involving airports will be
discussed. [Closed to non-airport counsel representing issues adverse to
airports in the listed or associated cases, except those speaking as retained
airport counsel.]

Moderator: **Joseph Messina, Divisional Deputy Solicitor, City of**
Philadelphia Law Department, Philadelphia International Airport

Speakers: • **ADA Litigation: Nat'l Federation of the Blind** **E. Lee Thomson, Las Vegas**
 • **Takings Litigation** **E. Lee Thomson, Las Vegas**
 • **Outdoor Highway Billboard Advertising** **David Mackey, Massport**
 • **Takings Litigation** **Tom Anderson, Minneapolis**
 • **TAC Air V. Chattanooga Airport** **Pablo Nuesch, Spiegel & McDiarmid**
 • **Kent County Part 16 Complaint** **Tom Devine, Kaplan Kirsch & Rockwell**
 • **Tinicum Township Litigation** **Joseph Messina, Philadelphia**

10:15 – 10:30 AM **Morning Break**

10:30 – 11:15 AM **SESSION 11: TSA Legal Update on Airport Aviation Security Issues followed**
by Q & A Period

Speaker: **Francine Kerner, Chief Counsel, Transportation Security Administration**

11:15 AM – 12:00 PM **SESSION 12: FAA Legal Update on Airport Issues followed by**
Q & A Period

Speaker: **Daphne Fuller, Assistant Chief Counsel, FAA, Airport Law Branch**

12:15 – 1:30 PM **Lunch Break**

1:30 – 2:30 PM **SESSION 13: Airports and Travelers with Disabilities ---from Kiosks to**
Department of Labor Requirements and More, followed by Q & A Period

Moderator: **James Briggs, Jr., Vice-President, Law, ACI-NA**

Speakers:

2:30 – 3:00 PM **SESSION 14: U. S. Government Affairs Update followed by Q & A Period**

Moderator: **Robert C. Watson, Senior Vice President and Chief Legal Officer,**
Metropolitan Nashville Airport Authority, Nashville International Airport

Speaker: **Jane Calderwood, Vice President, Vice President, Government and Political**
Affairs, ACI-NA

3:00 – 3:15 PM **Afternoon Break**

3:15 – 4:15 PM

SESSION 15: Transactions Update Session: recent airport transactions--- what you don't know could help you!
[Closed to non-airport counsel representing issues adverse to airports in the listed or associated matters, except those speaking as retained airport counsel.]

Moderator: Jeff Letwin, Partner, Schnader Harrison Segal and Lewis and Counsel to the Allegheny County Airport Authority, Pittsburgh International Airport

Speakers:

4:15 – 5:00 PM

SESSION 16: Everything You Need to Know About the ACI-NA Website-- followed by Q & A Period

Moderator:

Speaker:

Saturday, April 28, 2012

8:00 AM – 10:30 AM

Registration

8:00 AM – 9:00 AM

Continental Breakfast

9:00 – 10:15 AM

SESSION 17: Ethics--- Issues Arising During Airport Procurement Matters

Speakers:

- **David Mackey, Massport**
- **Helen Eckardt Berkman, Denver**
- **Timothy Karasklewicz, Milwaukee**

10:15 – 10:30 AM

Morning Break

10:30 – 11:15 AM

SESSION 18: Ethics---Interactive Session with Hypotheticals for Small Group Discussion with Concluding General Session

11:15 AM – 12:00 PM

SESSION 19: Legal Roundtable Discussion --- Issues of Importance not elsewhere covered

