

Meeting Date: OCTOBER 4, 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 2013 Budget. **Authority Strategies:** This item supports one or more of the Authority Strategies, as follows: Customer **Employee** Financial **Operations** Strategy Strategy Strategy Strategy Strategy

Page 2 of 2

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 REQUEST

THELLA F. BOWENS

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

	GENER	AŁ	INSTRI	JCTIONS
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A. All travel requests must conform to applicable pro B. Personnel traveling at Authority expense shall co	ovisions of Policies <u>3.30</u> and <u>3.40</u> . onsistent with the provisions of Policies <u>3.30 and 3.40, use</u>
the most economical means available to affect the	e travel.
TRAVELER: Travelers Name: Thella Bowens	Don't
Travelers Name: Thella Bowens ☐ Board Member ☐ President/CEC	Dept: 6
Position:	, only Audio
	t require executive committee administrator approval)
2. DATE OF REQUEST: 9/18/12 PLANNED DATE	OF DEPARTURE/RETURN: 10/15/12 / 10/18/12
3. DESTINATIONS/PURPOSE (Provide detailed explana	tion as to the purpose of the trip- continue on extra sheets
of paper as necessary):	
Destination: Washington DC	Purpose: FAAC Meeting with Secretary LaHood at DOT
Explanation:	
4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES	
A. TRANSPORTATION COSTS:	
 AIRFARE 	\$ 550.00
 OTHER TRANSPORTATION (Taxi, Train, 	Car Rental) \$ 200.00
B. LODGING	Car Rental) \$ 200.00 \$ 1,000.00 \$ 400.00 \$
C. MEALS	\$ 400.00
D. SEMINAR AND CONFERENCE FEES	\$
E. ENTERTAINMENT (If applicable)	
F. OTHER INCIDENTAL EXPENSES	\$
TOTAL PROJECTED TRAVEL EXPENS	\$ 2,150.00
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 Policles 3.	30 and 3.40 and are reasonable and directly related to the
Authority's business.	1.1/
Travelers Signature:	Date: 18 18 17 2012
CERTIFICATION BY ADMINISTRATOR (Where	Administrator is the Francisco Committee to A. U. V.
Clerk's signature is required).	Administrator is the Executive Committee, the Authority
By my signature below, I certify the following:	
	makes Americal manuscraph world to the things of the state of the stat
The concerned out of town travel and all identified	own 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.	0 2 10
Administrator's Signature:	Date: 9,18,12
AUTHORITY CLERK CERTIFICATION DEU	IALE OF EVECUTIVE COMMETTEE
AUTHORITY CLERK CERTIFICATION-ON BEH	ALF OF EXECUTIVE COMMITTEE
<u> </u>	, 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 (Leave blank and we will	meeting.

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

GENERAL INSTRUCTIONS:

by the Executive Committee at its

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

TRAVELER: Travelers Name: Thella F. Bowens	Dept: 6 - Executive Office
Position: President/CE	
	equire executive committee administrator approval)
	(9)
2. DATE OF REQUEST. 09/24/12 PLANNED DATE	OF DEPARTURE/RETURN: 11/07/12 / 11/12/12
DESTINATIONS/PURPOSE (Provide detailed explana of paper as necessary): Destination:Toyko, Japan Explanation:	ation as to the purpose of the trip- continue on extra sheets Purpose: Attend Kyoto Foundation Event in Toyko at invitation of Dr. Inamori Chairman of JAL
4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES A. TRANSPORTATION COSTS: • AIRFARE • OTHER TRANSPORTATION (Taxi, Train, B. LODGING C. MEALS D. SEMINAR AND CONFERENCE FEES E. ENTERTAINMENT (If applicable) F. OTHER INCIDENTAL EXPENSES TOTAL PROJECTED TRAVEL EXPENS	\$ 1100.00 \$ 500.00 \$ \$ \$
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 Authority's business. Travelers Signature: CERTIFICATION BY ADMINISTRATOR (Where	.30 and 3.40 and are reasonable and directly related to the
Clerk's signature is required).	Administrator is the Executive Committee, the Authority
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. expenses are necessary for the advancement of the n to the anticipated benefit to the Authority. expenses conform to the requirements and intent of
Administrator's Signature:	Date:
AUTHORITY CLERK CERTIFICATION ON BEH	
I, (Please leave blank. Whoever clerk's the meeting will insert their name	

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

meeting.

EXPENSE REPORTS

ROBERT GLEASON

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY **TRAVEL EXPENSE REPORT - Board Members**

Departure Date: 9/10/2012 Destination: Please refer to the Authority Travel and Lodging Expense Reimbapprovals. Please attach all required supporting documentation. should be explained in the space provided below. *Business Expense Reimbursement Polymer Service Servi	oursement Poli All receipts m	ust be det	Travel and	it card rece Lodging E	10, outlinin ipts do not xpense Re	g appropria provide su	fficient det	sable expe ail). Any s _i	onses and pecial items
approvals. Please attach all required supporting documentation. should be explained in the space provided below. Should be explained in the space provided below. Should be explained in the space provided below. Shusiness Expense Reimbursement Polesian	All receipts made icy 3.30 Authority Expenses (Prepaid by Athly)	oust be dei	Travel and	it card rece Lodging E	ipts do not xpense Re	provide su	fficient det	ail). Any s _i	enses and pecial items
Daily PerDiem Limitations: ***GSA Daily Hotel Rate or Conference Hotel Rate **GSA Daily Meals, Entertainment & Incidentals (MFRI) Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	Authority Expenses (Prepaid by Athty)		MONDAY			imburseme	ent Policy 3	3.40	
**GSA Daily Hotel Rate or Conference Hotel Rate **GSA Daily Meals, Entertainment & Incidentals (ME&I) Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	Expenses (Prepaid by Athty)		MONDAY				-		
**GSA Daily Hotel Rate or Conference Hotel Rate **GSA Daily Meals, Entertainment & Incidentals (ME&I) Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	(Prepaid by Athly)	SUNDAY				ber Expen	ses		
**GSA Daily Hotel Rate or Conference Hotel Rate **GSA Daily Meals, Entertainment & Incidentals (ME&I) Air Fare, Railroad, Bus (attach copy of itinerary w/charges)				TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
**GSA Daily Hotel Rate or Conference Hotel Rate **GSA Daily Meals, Entertainment & Incidentals (ME&I) Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	323.75		9/10/12	9/11/12	9/12/12	9/13/12		an onom	TOTALS
"GSA Dally Meals, Entertainment & Incidentals (ME&I) Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	323.75		-	220.01	220.04				
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	THE RESERVE OF THE RESERVE OF THE PERSON NAMED IN	TO SAN EST	91,50	320.91 122.00	320.91 122.00	91.50		OF STREET	
Conference Fees (provide copy of flyer/registration expenses)	496.56		100000000000000000000000000000000000000	THE PARTY	MARKET MOTORY	THE RESERVE		SOCIOLA NOBRADA D	0.0
, , , , , , , , , , , , , , , , , , , ,	795.00								0.0
Rental Car									0.00
Gas and Oil	19286.25								0.00
Garage/Parking	LAST STEELS								0.00
Mileage - attach mileage form	1.5000								0.00
Taxi/Shuttle Fare (include tips pd.) To/From meetings, airport, etc.			40.98			38.93			79.9
lotel - Actual Expense Paid - Excluding Taxes	279.00			285.84	285.84				
Allowable Hotel (Lessor of Actual or GSA Allowance)	011 01 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0.00	0.00	285.84	285.84	0.00	0.00	0.00	571.68
lotel Taxes Paid elephone, Internet and Fax	44.75			35.07	35.07				70.14
aundry	Section Common								0.00
deals, Entertainment & Incidentals (M; E&I):		CHEST WAR			的原式的现在分		P778000	M. TORESTON . N	0.00
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Lenon									
Direct									
Silver (Maill)							22.5		
Entertainment (Herpitality) 1									1 141
Tips Pald (c Malds, Ballsops and glass notel as ves TaxUShutte Fere (include (los pai), Te/From most destinations									
Total Meals, Entertainment & Incidentals		0.00	0,00	(a.cd)		001			
GSA/Allowance for M.E&I (from above)		0.00	91.50	0.00	0.00	0,00	are by observe an entire property	0.00	1
Allowable M. (Leason of Actual or est (Allowange)		0.00	0.00	0.00	122,00	91.50	0.00	0.00	
lcohol is a non-reimbursable expense	120,828,813,614,913,45	CO. C.	Ulou	עעעע	U,00	0.00	0.00	0.00	0.00
liscellaneous:	1000								0.00
onversion rate: \$1 CAD = \$1.02451 USD (see attached)	为其我的第								0.00
	1-20-27-20-2								0.00
Total Expenses	1,615.31	0.00	40.98	320.91	320.91	38.93	0.00	0.00	721.73
dd any additional details as needed for explanation (attach add'l sheet i	f needed):							0.03	
			Grand Trip	Totai					2,337.04
rst night deposit of \$323.75 charged to P-Card			Less Cash /	Advance (»	tach conv of	Authority ok)		Part	VETTO SELECT
Alcohol is a non-reimbursable expense							CHARLES THE COLUMN	29 23年60年	C. C. L. S. Street,
	=	10	Less Expenses Prepaid by Authority						1,615.31
Give names and business affiliations of all persons whose meals we		113	Due Travele						
ilure to attach required documentatian will result in the delay of processing reimburse estians, please see <u>your departme</u> nt Administrative Assistant or call Accounting at ex	ment. If you have i t. 2806.	ony	Due Author						721.73
						Accounting			
as traveler or administrator acknowledge that I have read, unders 30 - Business Expense Reimbursement Policy ⁵ and that any pure	tano ano agre	e to Autho	rity policies	3.40 - Trav	el and Loc	iging Expe	nse Reimb	ursement F	olicy⁴ and
penses were incurred in connection with official Authority busine	ss and is true:	and correc	t allowed w	ill be my re	sponsibility	/. I further	certify that	this report	of travel
a (/			••						
epared By: Anne Varren	·····			Ext.:	2408				
aveler Signature:	11			Date: _	4.2	1.12	<u>′ </u>		
Iministator's signature:		15		Date:					
AUTHORITY CLERK CERTIFICATION	ON BEHALF	OF FYFO	ITIVE COM		o he com	nleted by	Clark		
hereby certify that									
erk Signature:		mas app	5105 by (II		- committe	o at it's ille	eung on _		 -
	0405 Accounting			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 $\underline{3.30}$ and $\underline{3.40}$.
- 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:			å		
Travelers Name:	Robert H. Glea	ason		Dept: _	Board
Position:	oard Member	President/CEO	Gen. Counsel		Chief Auditor
ΓAI	other Authority e	mployees (does not req	uire executive comm	ittee adminis	strator approval)
2. DATE OF REQUE	ST: 5/16/12	_ PLANNED DATE OF D	EPARTURE/RETURN	N: <u>9/9/12</u>	<i>I</i> 9/13/12
of paper as necess Destination: Calq	sary): ary, Canada	le detailed explanation Pu Conference & Exhibition	rpose: Attend confe		ntinue on extra sheets
AIRFA OTHE B. LODGING C. MEALS D. SEMINAR E. ENTERTA F. OTHER IN	ORTATION COST IRE R TRANSPORTA I AND CONFERE INMENT (If appli ICIDENTAL EXP	S: ATION (Taxi, Train, Car ENCE FEES icable)	\$	500 200 1200 er diem) 427 795 100 2972	
					out-of-town travel and directly related to the
Authority's business.				,	C 11 10
Travelers Signature:	14	Jean		Date:	5.16.10
Clerk's signature is re By my signature belo 1. I have consoi 2. The concerne Authority's bu 3. The concerne Authority's Po Administrator's Sig	equired). ow, I certify the follow, I certify the following the entiously reviewed out-of-town traced out-of-town tracel out-o	d the above out-of-tow vel and all identified ex onable in comparison to vel and all identified ex	n travel request and penses are necessa the anticipated ben penses conform to t	the details pary for the addeding to the Addeding to the requirem Date:	provided on the reverse. Ivancement of the uthority. ents and intent of
1, Tony L. ly	sech Aud	ting will insert their name and	, hereby cer	tify that this	document was approved
by the Executive Co		ting will insert their name and		eeting.	
by the Executive Co		(Leave blank and we will inse			

Foreign Per Diem Rates In U.S. Dollars

Country: CANADA
Publication Date: 05/01/2012

Previous Rates: 05/01/2012

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	21	Maximum Per Diem Rate	Footnote	Effective Date
CANADA	Banff	01/01	12/31	365	107	472	N/A	11/01/2011
CANADA	Calgary	05/01	09/30	353	122	475	N/A	11/01/2011

The World's Favorite Currency Site

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- o Current and Historical Rate Tables
 - o Currency Update Service
 - o Personal Currency Assistant
 - o Travel Expenses Calculator
 - o Currency Charts
 - o Forex News
 - o More...

ΑD

CURRENCY CONVERTER WIDGET

- Converter
- Rates
- News
- Info

1.00 CAD = 1.02541 USD

Canadian Dollar
1 CAD = 1.02541 USD

US Dollar
1 USD = 0.975218 CAD

Convert again

View Chart Mid-market rates: 2012-09-19 17:32 UTC

Warren Anne

From:

Brito Leticia

Sent:

Friday, May 11, 2012 12:19 PM

To:

Warren Anne

Subject:

RE: Permission to use P-Card for hotel reservation

Good afternoon, Anne:

Per our conversation, this is your authorization to use your P-Card for these 3 hotel deposit in order to hold the reservations, as required by the hotel.

Please ensure that the travelers are aware that they will need to change the credit card on record when they check into the hotel (for additional night charges and any incidentals).

In addition, please make sure you include this email with your P-Card reconciliation, accordingly. Thank you.

Kind Regards,

Leticia Brito Purchasing Card Program Analyst Procurement Department San Diego County Regional Airport Authority P.O. Box 82776 San Diego, CA 92138 (619) 400-2536

From: Warren Anne

Sent: Thursday, May 10, 2012 11:14 AM

To: Brito Leticia Cc: Vargas Jana

Subject: Permission to use P-Card for hotel reservation

Three Board members are currently planning to attend the 2012 ACI-NA World Conference & Exhibition, September 9-12, Calgary AB Canada. Board Chair Robert Gleason has requested a reservation at The Hyatt Regency, one of the conference hotels, which requires a one-night guarantee to hold the reservation. May I have authorization to use my Pcard for this purpose?

At this time I do not know if the other two Board members, Bruce Boland and Jim Panknin, will stay at the Hyatt or one of the other conference hotels. If a one-night deposit is required for their reservations, may I have authorization to use my P-card, or do you prefer that I contact you on an individual basis?

Thank you, Anne



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

GLEASON/ROBERT

BOARD

29-May-2012 6:48 am

Page 1 of 2

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YOUR WESTJET ETICKET CONFIRMATION IS ** NAUEIS **
YOUR UNITED ETICKET CONFIRMATION IS ** CNC4HZ **
-----INVOICE/ITINERARY ACCOUNTING DOCUMENT---
                        A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN
                        A PORTION OF THIS TRIP MAY BE REFUNDABLE. PLEASE RETURN
                        UNUSED PORTIONS TO TRAVELTRUST FOR POSSIBLE REFUND.
                        PLEASE ALLOW EXTRA TIME FOR SCREENING AND BOARDING
                        INTERNATIONAL-MINIMUM 3 HOUR CHECK-IN PRIOR TO DEPARTURE
                        DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE
                        FOR ADDITIONAL SECURITY INFORMATION VISIT WWW.TSA.GOV
                        FOR TRAVEL TO CANADA
                         A US CITIZEN MUST HAVE A VALID PASSPORT
                        YOU CANNOT TRAVEL OUT OF THE UNITED STATES IF YOUR U.S. PASSPORT EXPIRES WITHIN 6 MONTHS OF YOUR DEPARTURE DATE
                        FOR EMERGENCY AFTERHOURS SERVICE
                       WHILE IN CANADA
                        PLEASE CALL DIRECT DIAL OR COLLECT 201-221-4462
                       IF INTL AFTERHOUR NUMBER DOES NOT WORK DIAL DIRECT OR COLLECT 201-221-4462
                        YOUR INTERNATIONAL TRAVEL MAY REQUIRE VACCINATIONS
                        PLEASE CHECK WWW.CDC.GOV FOR LATEST REQUIREMENTS
                                                                        Flight#
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                        Air
                                 Westjet Airlines
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                        From:
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                       Meal:
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10-Sep-2012
01:20pm
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                        Depart:
                                 10-Sep-2012 Monday
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                                                                                0
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                       Arrival:
                        Depart - TERMINAL 2
                       Arrive -
                        westjet Airlines locator: NAUEIS
                        ** SEAT ASSIGNMENT AIRPORT CHECKIN ONLY **
                        ** YOU MAY PURCHASE A SEAT ASSIGNMENT IN ADVANCE **
                        ** FOR 15.00 **
                        Flight Duration: 3 hour(s) and 14 minutes
                        Class of Service: P
                                                                        Flight#
                                                                                1508
                                                                                              Class:
                                 United Airlines
                        Air
                                                                        To:
                                                                                Chicago O'Hare IL, USA
                        From:
                                 Calgary, Canada
                                 Food For Purchase
                                                                                Seat:25C
13-Sep-2012
                        Meal:
                                                                        Seats:
08:01am
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                                 Boeing 737-500 Jet
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                                13-Sep-2012 Thursday
13-Sep-2012 Thursday
                                                            08:01am
Thursday
                        Depart:
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                       Arrival:
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                       Arrive - TERMINAL 1
                       United Airlines locator: CNC4HZ
                                                          GLEASON/ROBERT
                       UA Frequent Flyer# (
                        Flight Duration: 3 hour(s) and 23 minutes
                        Class of Service: Coach
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                                                                                614
                                                                                              Class:
                        Air
                                 United Airlines
                       From:
                                 Chicago O'Hare IL, USA
                                                                        To:
                                                                                Washington/Reagan Natl, DC
13-Sep-2012
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Thursday
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Arrive - TERMINAL C
                       United Airlines locator: CNC4HZ
                                                         -GLEASON/ROBERT
                       UA Frequent Flyer# 🚚
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Traveltrust
374 North Coast Highway 101
Enclinites, Ca. 92024
Tol: 760-635-1700
Fax 780-635-1720
Website www.travetrust.com

GLEASON/ROBERT	BOARD				29-Ma	ay-2012 6:48 am
	Flight Duration: 1 hou	r(s) and 49 minutes	;			Page 2 of 2
16-Sep-2012 08:38am Sunday	Class of Service: Coac Air United Airlines From: Washington Dulles Meal: Food For Purchase Equip: Boeing 737-800 Je Depart: 16-Sep-2012 Sur Arrival: 16-Sep-2012 Sur Depart - Arrive - TERMINAL 1 United Airlines locato UA Frequent Flyer# Flight Duration: 5 hou	DC, USA t nday 08:38am nday 11:03am	Flight# To: Seats: Status: Stops:	1465 San Diego CA, Seat:28C Confirmed 0	Class: S USA	
	Class of Service: Coac	h				
15-Mar-2013 Friday	San Diego CA, USA RESERVATION RETAINED F	OR 180 DAYS				
	TRAVELTRUST IS OPEN MO AND SATURDAY FROM 9AM FOR EMERGENCY AFTERHO PLEASE CALL 888-221-6062 PLEASE NOTE THIS IS OUR EACH EMERGENCY CALL IS THANK YOU FOR CHOOSING	-1PM PST - 760-635-170 DURS SERVICE IN THE AND USE YOUR VIT CO NEW EMERGENCY NUM BILLABLE AT A MINIMU	D. JS DE - S7NS MBER M 25.00	50		
	Ticket Information					
	GLEASON ROBERT Ticket#:7059776209 Invoice#:1194316	Ticket Base Far Ticket Tax: Total Ticket An		179.00 24.23 203.23		
	Electronic: YES	TOTAL TICKET AII	ounc.	203.23		
	GLEASON ROBERT Ticket#:7059776210 Invoice#:1194316	Ticket Base Far Ticket Tax:		605.00 150.38		
	Electronic: YES	Total Ticket Am	ount:	755.38		
	SERVICE FEE DOCUMENT #	: 0575019211 FEE	AMOUNT	: 30.00		
		PRESS ENDING IN				

----Original Message----

From: Robert Gleason [mailto:

Sent: Friday, May 18, 2012 9:11 AM

To: Scott Mackerley

Cc: Warren Anne; Leann Mitchell; Harris Matt

Subject: Re: Robert Gleason

Great, thanks. Anne, please confirm how much I owe the Authority for the difference -- I think it's \$492.05.

Robert Gleason Evans Hotels

On May 18, 2012, at 9:03 AM, "Scott Mackerley" <scott@traveltrust.com<>mailto:scott@traveltrust.com>> wrote:

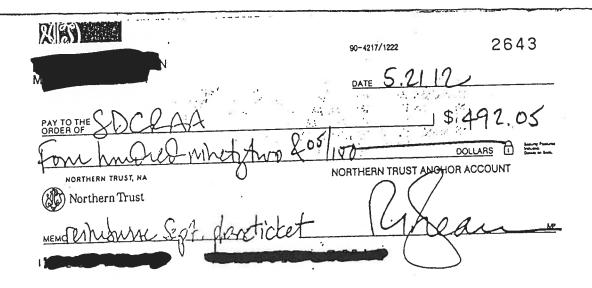
Thanks Robert. I'll ticket what you see below.

The West Jet round trip returning on the 13th would be \$466.56.

AIRFARE 958.61 NONREF TKT BY 18 MAY

\$958.61 -466.56

\$492.05 refunded to the Authority by Chair Robert Gleason





Hyatt Regency Calgary 700 Centre Street SE Calgary, AB T2G 5P6 Ph: 403-717-1234 Fax: 403-537-4444

INFORMATION INVOICE

Payee Robert Gleason

Po Box 82776

San Diego CA 92138

United States

Membership

GP

G45346546D

Bonus Code

Confirmation No. 490365401

Group Name

Airports Council International N America

Room No.

0705

Arrival

09-10-12

Departure

09-13-12

Page No.

Folio Window

1 of 2

1

Follo

320995

Invoice

विस्तितः ''			Çharges	foredits:
09-10-12	Deposit Transferred at C/l			313.23
-09-10-12-	Catch Oyster Bar Dinner-Food-	Room# 0705 : CHEGK#-3987	27. 00	
409-10-12	Catch_Oyster_Bar_Dinner_Bevera	geReem#-0705÷GHEGK#-8967	9:50~	
.09-10-12	Catch_Oyeter-Bar_Dinner-Gratuity		6,00	
,09-10-12	- Catch Oyster Bar Dinner - GST I	5.0%-Room# 0705 : CHECK#-3967	1,83	
09-10-12		Room#0705; CHECK#2693	9:50~	
09-10-12	Sandstone-Dinner-Beverage	Room#-0705::CHECK#-2693	32:00~	
-00-10-12	Sandstone-Binner-Gratuity	Room#-0705+GHEGK#-2696	6:00-	
09-10-12-	Sandstone_LunchGST-5:0%	Room#0705÷GHEGK#2693	2.08	
09-10-12	Package		279.00	
09-10-12	DMF Levy 3.0%		8.37	
09-10-12	Room - GST 5.0%		14.37	
09-10-12	Alberta Room Tax 4.0%		11.49	
09-11-12	Package		279.00	
09-11-12	DMF Levy 3.0%		8.37	
09-11-12	Room - GST 5.0%		14.37	
09-11-12	Alberta Room Tax 4.0%		11.49	
09-12-12	Package		279.00	
09-12-12	DMF Levy 3.0%		8.37	
09-12-12	Room - GST 5.0%		14.37	
09-12-12	Alberta Room Tax 4.0%		11.49	
09-13-12	Cash			120.00
09-13-12	Visa	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		600.37

939.69 - 313.23 deposit



Hyatt Regency Calgary 700 Centre Street SE Calgary, AB T2G 5P6 Ph: 403-717-1234 Fax: 403-537-4444

INFORMATION INVOICE

Payee Robert Gleason

Po Box 82776

San Diego CA 92138

United States

Membership

GP

G45346546D

Bonus Code

Confirmation No.

490365401

Group Name

Airports Council International N America

Room No.

0705

Arrival

09-10-12

Departure Page No. 09-13-12 2 of 2

Folio WIndow

Folio

320995

Invoice

3 <u>02(6)</u>		GUAL GUAL	Grealis
Your Gold Passport account will be creatay,	edited for this Total	1,033.60	1,033.60

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 falls to pay for any part or the full amount of these charges. Thank you for choosing Hyatt Regency Calgary. Your feedback is very important to us. For any comments regarding your stay, please feel free to contact our Manager on Duty via email at QualityCALRC@hyatt.com

For billing questions or concerns, please call 1-888-472-2870 or email na.customerservice@hyatt.com

For the best raies available, please visit us at www.hyattregencycaigary.com.

Please remit payment to: Hyatt Regency Calgary Balboa Hotels Ltd. PO Box 10104, STN A Toronto, ON M5W 2B1

	Thank You for choosing Taxi-air port hotel ASSOCIATED CAB
***************************************	for all your transportation needs. Visit our counter at the Calgary International Airport International arrival door. Driver B

9 550.00	Pari-hotel to airport (with V. Evans
Ť	Driver # 7796 car # 1270
	To: 44C
	From:
	Date: 13/5ep/17 Amount: 38
	GST# 8 16 76 009.4
	1

Warren Anne

From:

cgroup@aci-na.org

Sent: To: Friday, May 18, 2012 12:01 PM Warren Anne: Garza Amelia

Subject:

2012 ACI-NA/World Annual Conference & Exhibition - Confirmation

05/18/2012



Meeting Confirmation Notice

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

PH: (619) 400-2408

FX: (619) 400-2406

EM: awarren@san.org

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

You are registered for the following:

2012 ACI-NA/World Annual Conference & Exhibition

From Sunday, September 09, 2012 through Wednesday, September 12, 2012

Description	U	InitPrice	Quantity		Price
FULL Conference Registration	\$	795.00	1	\$	795.00
Closing Night Event	\$	0.00	1	\$	0.00
			Total		795.00
			Payments	_	795.00
			Balance		0.00

Thank you for registering for the 2012 ACI-NA/World Conference & Exhibition.

All Pre-Conference seminars and Committee Meetings on Saturday and Sunday will take place at the Hyatt Regency Calgary. The general sessions, concurrent sessions, conference food functions, and the exhibition hall will be at the BMO Centre at the Calgary Stampede located at 20 Roundup Way, SE, Calgary, AB. Attire for the conference and exhibition is business casual.

HOTEL RESERVATIONS

ACI-NA has secured discounted rooms at the Hyatt Regency Calgary, Marriott Calgary, The Fairmont Palliser, Delta Bow Valley and the Hotel Arts. All hotels are within walking

distance to each other and to the BMO Centre at the Calgary Stampede. Please visit the conference website for more details and booking information.

CANCELLATIONS

All cancellations must be received in writing at ACI-NA no later than 5:00 p.m. EDT, Monday, August 6, 2012. Cancellations can be received by fax at (202) 478-0889 or by email at meetings@aci-na.org. Registration fees, minus a \$100 per person processing fee, will be refunded after the conference has concluded if the cancellation notice is received by the deadline date.

No refunds will be issued for any reason for cancellations received after August 6, 2012. Substitutions are accepted any time prior to the conference or on-site. No-shows will be not be refunded. These policies apply to all types of registrations including guest registrations.

We look forward to seeing you in Calgary!

fax. d 5-18-12



Registration Form ACI-NA/World Conference & Exhibition



September 9-12, 2012

Calgary AB Canada

Please type or print neatly. Provide information as you would like it to appear on your badge. Your registration and payment must be complete by August 6 to ensure that your name and contact information appear in the PDF-format pre-registration attended to the post to all attended.

ame and contact thiormation appear i	n the ror-joinnat pre-registration attend	dee tostel militil mili de sellt to all atte		
Mr. F	Robert H. Gleason	NICKNAME FOR BADGE	Robert	
ORGANIZATION/COLIPANY SD COU	inty Regional Airpor			
ADDRESS PO Box	82776		× +0++ 02 +0 -+-	
On San Diego	STATE/PROVINCE CA	ZIP/POSTAL CODE	92138-2776	20(5)
PHONE (619) 400-24	08 _{FAX} (619) 400-	2406 COUNTRY US	A	
E-WWL awarren@san.	org		()	
If registering a quest (see Partial Registration	on), list quest name here:			
	you would like confirmation sent to an additional	e-mail address, list here:		
Please check appropriate box. All fees are In	u.S. dollars.			
	Early Bird Registration by Monday, August 6, 2012	Regular/On-Site Registration		
FULL CONFERENCE	by Monday, August 6, 2012			
ACI-NWACI Member	\$795	\$845		REGISTRATION
☐ Non Member	\$1,595	\$1,725		
U.S./Canadian Federal Government*	\$445	, \$475		- OPTIONS
	ed U.S. or Canadian federal government for purpos	-		You can register:
☐ Student	\$95	\$105		iou carregistes.
Please attach a copy of current student ID, for using the Student category.	ront and back. List the name of your educational in	nstitution for Organization/Company, above. ACI	-NAVACI Members may not register	www.aci-na.org
Guest	\$205	\$215	p#	
	a Full Conference Registrant. Guests cannot registe	·	ther, friend, or adult, child who is no	(2021 478-0889
in an industry-related occupation. A co-wor	ker or an associate within the industry may not us	e the Guest registration category. Be sure to fill i	in Guest's name In the badge section	Airports Council
	the exhibition hall, honors luncheon, and closing o	event only. If a Guest wishes to attend any educa	ational programming, s/he must	International
register for the full conference.	C			_ North America PO Box 79286
PRE-CONFERENCE REGISTRATION ONLY Includes attendance at pre-conference sem	September, 8-9, 2012. Sinars and seminar food functions, and access to th	e exhibition hall on Sunday, October 16.		Baltimore, MD
DAG-NAVAG Member	\$475	\$505		21279-0286
□Non-Member	\$715	\$765		USA
Please indicate below which pre-conference	seminar you will be attending:			If you mall your form and want to
Business Information Technology Pre-		☐ Environmental Affairs Pre-Confe	erence Seminar	receive the Early Bird registration
Operations & Technical Affairs Pre-Co	nference Seminar	☐ Legal Affairs Pre-Conference Ser	minar	rate, please ensure that your form
		10°		and payment arrive at ACI-NA's address above no later than Mond.
News Media:		. w . o .		August 6, 2012 .
Please contact the ACI-NA Communications	and Marketing Department at: communications@	act-na.org for more information.		
YES! I am planning to attend the closing	night event			
TES! I wish to participate in the Airport To				
	cipate in this meeting. Contact meetings@aci-na.o	oro to further elaborate on how we can be of ass	sistance.	
	neetings@aci-na.org to further elaborate on how v			ı
TOTAL AMOUNT ENCLOSED	₃ 795	USD	28/3	
T-Wetaut Aut autopasen				-
Registration is not complete until full paymer	nt is received. To receive the Early Bird	CHECK enclosed made payable to ACI-NA (U.S.	dollars drawn from a U.S. hanks	
rates, all fees must be PAID BY MONDAY, AUGI	UST, 6, 2012. Registrations fees paid		rire transfer	
after August 27, will be charged the on-site re	egistration fees. Registrations must be	CREDIT CARD: XIVISA DMasterCard D		
paid in full before conference materials are re		Charleton Ann Marketon	American Capiess Challets Coo	

No refunds will be issued for any reason for cancellations received after August 6. Please see the full Cancellation and Refund Policies on the back of this form.

_	Cutch successed under h	eyenic in vin-uv (O.S. GOHAIS GLAWN HOR	1 & V.S. DARK):
	PURCHASE ORDER #	0	WIRE TRANSFER	
Ď	CREDIT CARD: XIVISA	MasterCard .	☐American Express	Oliners Oub
Card	number:		Explication d	

Anne G Warren (Inne D. Warren)

The card holder's signature above authorizes AO-NA to charge the credit card the total correct amount due and acknowledges there are no refunds after Monday, August 6, 2012.

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	Thelia F. Bowens DEPT. NAME & NO.)	Executive Office BU6				
DEPART	JRE DATE:	6/27/2012	RETU	RN DATE:		6/28/201	2	REPO	RT DUE:	7	7/28/12
DESTINA		San Francisco, CA									
Please rei	fer to the Autho	rity Travel and Lodging Expense F	Reimbursemen	t Policy, Aı	ticle 3, Pa	rt 3.4, Sec	tion 3.40.	outlinina a	appropriate	reimburs	able
expenses	ano approvais.	Please attach all required suppoi	rting document	tation. Ali i	eceipts m	ust be det	ailed, (cred	dit card re	ceipts do n	ot provide	sufficient
aetali). Al	ny special items	s should be explained in the space	provided belo	w.		-					
			Authority				Employ	ee Expen	ses		
			Expenses (Prepaid by	SUNDAY	MONDAY	TUESDAY		THURSDAY	2002	SATURDAY	
			Authority)				6/27/12 /	6/28/12	T. Marki	OATGINDAT	TOTALS
Air Fare, F	Railroad, Bus (a	ttach copy of itinerary w/charges)	343.60	V			100				0.0
		copy of flyer/registration expenses)									0.0
Rental Ca											0.0
Gas and C											0.0
Garage/Pa		form*	E TOURS OF THE RES	-							0.0
	attach mileage f	include tips pd.)*		-			-	×	4		0.0
Hotel*	Silutte Pare (include ups pd.)					65.00	65.00			130.0
	, Internet and F	av*			 		368.58	/			368.5
Laundry*	, morner and t	un		 			 				0.0
	rately paid (ma	nids,bellhop,other hotel srvs.)	E CONTRACTO								0.00
Meals	Breakfast*	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,							-		0.00
(include	Lunch*										0.00
tips pd.)	Dinner*										0.00
	Other Meals	*									0.00
	non-reimbursal	ble expense		87. Sand							0.00
Hospitality		POWER CO. C. I S PERSON NAMED IN CO.							22-10232323	and a construction	0.00
Miscellane	ous: Baggage I	Fees									0.00
			4:-								0.00
										122	0.00
"Provide de	etailed receipts			/							0.00
	To	tal Expenses prepaid by Authority	343.60	0.00	0.00	0.00	433.58	65.00	0.00	0.00	498.58
Explanation	n:				Total Expe	enses Pre	paid by Au	thority			343.60
					Total Expe	enses Inc	urred by E	nployee			343.00
				A)	(including		ances)				498.58
				1	Grand Tri	and the control of the control of	Antierson was	CPENICATE AVAILA	Shoot, Will less th the	W-112 - 12 - 12	842.18
							(attach copy		/ ck)		
				- 1			paid by Au				343.60
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on travala	r or odministr	stor colonovido do o that I ba									
as liavele	and Dallar 4	ator acknowledge that I have re	ead, understa	and and a	gree to A	uthority p	olicies 3.	40 - Trav	el and Lo	dging Ex	rpense
(elmburse	ement Policy a	and 3.30 - Business Expense F	Reimburseme	nt Policy	and that	any purc	hases/cla	ims that	are not all	lowed wil	ll be my
esponsibil orrect.	ity. Hultiler C	ertify that this report of travel ex	xpenses were	eincurred	in conne	ction with	n official A	uthority I	pusiness a	and is tru	ie and
	Travel and Lo	odging Expense Reimbursement P	olicy 3.40	•	Rueiness F	Evnence E	Reimburse	mont Dolic	~. 2 20		
repared By		/ / /	ny/Caldera	•	<u> </u>	-Apense i			<u>w 3.30</u>		
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pproved By	/: <u> </u>	- Uxee	كس					Date:	X	8.1	7
UTHORITY	CLERK CERT	TIFICATION ON BEHALE DE EVE	CUTIVE COM	MITTEE	/ -					<u> </u>	
O I I O I (I I	OLLINI OLIN	TIFICATION ON BEHALF OF EXE									
lease leave	blank. Whoever	clerk's the meeting will insert their nar	ne and title \	nereby cert	ify that this	s docume	nt was app	roved by	the Executi	ive Comm	ittee at its
		meeting.	una uuc.j								
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ur departn	nent Administra	tive Assistant or call Accounting a	t ext. 2806. 🎉	Be	- · · · · ·	4145			4- FF FRANK *	=	
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SDCRAA

SDCRAA



SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY ORIGINAL (LILAC) - FINANCE COPY - DEPARTMENT FILE

SDCRAA CHECK REQUEST		CR # 12-069	
ISSUE CHECK TO THE ORDER OF		DATE ISSUED	
Thella Bowens		8/10/2012	
X2444		ORIGINATING DEPART	MENT/BUSINESS UNIT
		Executive Office BU6	
		PREPARED BY/EXT. A. Caldera X2445	REVIEWED BY: ACCTG
	FOR PAYMENT OF THE FO		19/11/1)
INVOICE# INVOICE DATE		DESCRIPTION:	AMOUNT
DIA 0627 -2812 A/A 8 16 12		lated to meeting in San Francisco	498.5
	with Gateway Airport Direct		700.5
	June 27 - 28, 2012	STIN I LTIN	
			1
	,		
	/ 10		
		CHECK REQUEST TOTAL	498.58
SPECIAL INSTRUCTIONS: Reimbursement needs to be available to Thella	on 9/46 when &		
Reason not processed as a Contract or P.	On 67 to when she returns to tr		S TRUE AND CORDER
Infrequent/Unforeseen (1)	Insurance/Benefits (7)	INCLUDING ANY APP	
De Minimis amount (Less than \$5K) (2)	Contract in Process (8)	CONDITIONS HAVE	
Required quick timeframe (3)	Outside Scope of Contract (9)	Silbinone HAVE	- BLEN I GET IELED
Dues/Subscription/Membershlp (4)	Common Practice (10)	17) 2	
Meetings/Conferences/Seminars/Sponsorships (5)	Approved Exception (11)	1)/C	som
X Employee Reimbursement (6)	OTHER: (12)	Vernon Evans	, VP, Finance
DEPARTMENT/	WORK ORDER/	GINATING DEPARTMENT/BUSINESS UNIT	
BUSINESS UNIT GL ACCOUNT.SUBSIDI		SSET NUMBER AMO	OUNT /
6 66300.120		49	8-53 J-498.58
		•	(%
Total amount dis	ributed - must equal Check Req	uest Total above	498.58
	ACCOUNTING DEPARTMENT	USE ONLY	Marinest and an
/ENDOR NO. /1063		APPROVED FOR	
NVOICE NO. 0627-2812	500		
NVOICE DATE 8 16 12	(Argan	- AMSUNA	4/
PYMT DATE	*, *	ACCOUNTING D	PEPARTMENT
RT TO BUSEP.CK	AUG 1 (2)		
SCANNED PAIL AUG 1 4 2012	S D C R A	#	
. 0040		POSTED	

SDCRAA

AUG 1 4 2012

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		ept: Exec Office BU6
Position: President/CEO Ge	n. Counsel	Chief Auditor
All other Authority employees (does not require executive	e committee admi	inistrator approval)
2. DATE OF REQUEST: 05/23/12 PLANNED DATE OF DEPARTUR	RE/RETURN: 06	5/27/12 / 06/28/12
DESTINATIONS/PURPOSE (Provide detailed explanation as to the of paper as necessary): Destination: San Francisco, CA Explanation: Destination:		ip– continue on extra sheets way Airport Directors
4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES A. TRANSPORTATION COSTS: AIRFARE OTHER TRANSPORTATION (Taxi, Train, Car Rental) B. LODGING C. MEALS D. SEMINAR AND CONFERENCE FEES E. ENTERTAINMENT (If applicable)	\$ 15 \$ 30	00.00 50.00 00.00 00.00
F. OTHER INCIDENTAL EXPENSES	\$	10 V-100
TOTAL PROJECTED TRAVEL EXPENSE		50.00
CERTIFICATION BY TRAVELER By my signature below, I certificated expenses conform to the Authority's Policies 3.30 and 3.40 and 4.40 and 4.	nnd are reasonab Date:	sle and directly related to the
CERTIFICATION BY ADMINISTRATOR (Where Administrator	is the Executive	Committee, the Authority
Clerk's signature is required). By my signature below, I certify the following: 1. I have conscientiously reviewed the above out-of-town travel reconstructions. 2. The concerned out-of-town travel and all identified expenses are Authority's business and reasonable in comparison to the anticip. 3. The concerned out-of-town travel and all identified expenses con Authority's Policies 3.30 and 3.40.	e necessary for the pated benefit to the	ne advancement of the ne Authority.
Administrator's Signature:	D	Date:
AUTHORITY CLERK CERTIFICATION ON BEHALF OF EX	ECUTIVE CO	MMITTEE
1, Touy L. Lussell, Authority Clerk, he (Please leave plank. Whoever clerk's title meeting will insert their name and title.)		
(Please leave plank. Whoever clerk's tife meeting will insert their name and title.) by the Executive Committee at its (Leave blank and we will insert the meeting)	meeting.	



Traveitrust

374 North Coast Fighway 101

Encinitas, Ca 92024 Tel: 760-635-1700 Fax 760-635-1720

Website www.trave@rust.com

BOWENS/THELLA DEPT 6 18-Jun-2012 5:11 pm Page 1 of 2 YOUR UNITED ETICKET CONFIRMATION IS ** C4KBO3 ** -----INVOICE/ITINERARY ACCOUNTING DOCUMENT--*********TICKETLESS TRAVEL INSTRUCTIONS********
THIS IS AN E-TICKET RESERVATION. A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN A PORTION OF THIS TRIP MAY BE REFUNDABLE. PLEASE RETURN UNUSED PORTIONS TO TRAVELTRUST FOR POSSIBLE REFUND. PLEASE ALLOW EXTRA TIME FOR SCREENING AND BOARDING INTERNATIONAL-MINIMUM 3 HOUR CHECK-IN PRIOR TO DEPARTURE DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE FOR ADDITIONAL SECURITY INFORMATION VISIT WWW.TSA.GOV Аіг **United Airlines** Flight# 1639 Class: W From: San Diego CA, USA To: San Francisco CA, USA 27-Jun-2012 Meal: None Seats: Seat:9F 01:33pm Equip: Boeing 737-900 Jet Status: Confirmed Wednesday Depart: 27-Jun-2012 Wednesday 01:33pm Stops: Arrival: 27-Jun-2012 Wednesday 03:00pm Depart - TERMINAL 1 Arrive - TERMINAL 3 United Airlines locator: C4KB03 UA Frequent Flyer# ** ECONOMY PLUS WINDOW SEAT CONFIRMED ** Flight Duration: 1 hour(s) and 27 minutes Class of Service: Coach Air **United Airlines** Flight# 694 Class: San Francisco CA, USA From: To: San Diego CA, USA 28-Jun-2012 Meal: None Seats: Seat: 12F 10:45am Equip: Boeing 757 200 Jet Status: Confirmed Thursday Depart: 28-Jun-2012 10:45am Thursday Stops: Arrival: 28-Jun-2012 Thursday 12:18pm Depart - TERMINAL 1 Arrive - TERMINAL 1 United Airlines locator: CAKRO3 UA Frequent 9 ** ECONOMY PLUS WINDOW SEAT CONFIRMED ** Flight Duration: 1 hour(s) and 33 minutes Class of Service: Coach Other 25-Dec-2012 San Diego CA, USA RESERVATION RETAINED FOR 180 DAYS Tuesday 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



Traveitrust 374 North Coast Fighway 101 Encinities, Ca. 92024 Tel: 760-635-1700 Fax 760-635-1720

Website www.travetrust.com

BOWENS/THELLA

DEPT 6

18-Jun-2012 5:11 pm

Page 2 of 2

Ticket Information

BOWENS THELLA Ticket#:7068838597 Invoice#:1195046

Ticket Base Fare: Ticket Tax: Total Ticket Amount:

271.62 41.98 313.60

Electronic: YES

SERVICE FEE DOCUMENT #: 0576037802

FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS ENDING IN



HYATT REGENCY SAN FRANCISCO 5 EMBARCADERO CENTER SAN FRANCISCO, CA 94111

Tel: 1-415-788-1234 Fax: 1-415-283-2028

INFORMATION INVOICE

Payee

Thella Bowens



Membership

Confirmation No.

680092801

Room No.

0805

Arrival

06-27-12

Departure

06-28-12

Page No.

1

Folio Window

1

Folio

Date	Description	Charges	Credits
06-27-12	Guest Room	319.00	
06-27-12	Occupancy Tax	44.66	
06-27-12	Tourism Assessment	4.79	
06-27-12	CA Assessment	0.13	
06-28-12	American Express	0.10	368.58

Total	368.58	(368.58)
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 evant that the indicated person, company or association fails to pay for any part or the full amount of these charges.

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

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

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

RECEIPTS FROM TRAVEL TO SAN FRANCISCO, CA June 27-28, 2012—THELLA F. BOWENS

Fare \$_	55	+ 14	Otro	
From _	SFO	· · · · · · · · · · · · · · · · · · ·		
To _	Hal	el,	·	
Date _				
Cab No			-	
Driver_				

Page _____ OF ____

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

MISSING RECEIPT FORM

Employee/Department Head	must complete form below.	
Date of Purchase/Event:	6/28/2012	
Description of Item/Event:	Hotel to Airport	
Vendor/Event Name:	Taxi Fare	
Dollar Amount:	\$ 65.00	
Reason for Missing Receipt:	Lost Receipt	
I hereby certify that the original	al receipt in question was lost o	Date
Department Head Signature		Date 9.8.12
		-

SCANNED AUG 1 4 2012

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY TRAVEL EXPENSE REPORT

	_	(To be d	ompleted with	in 30 day:	s from tra	vel return	date)				
TRAVELE		Thella F. Bowens		_		AME & NO		Ex	ecutive O	ffice BU6	3
	JRE DATE:	6/19/2012		RN DATE		6/24/201	2	REPO	RT DUE:		7/24/12
DESTINA		Couer d' Alene, Idaho via Spoka	ne, WA								
exhallses	ario approvai	nority Travel and Lodging Expense is. Please attach all required suppo ns should be explained in the spac	ortina documen	tation. All	rticle 3, Pa receipts m	art 3.4, Sec nust be det	tion 3.40, ailed, (cred	outlining a dit card re	appropriate ceipts do l	e reimbur not provid	sable le sufficient
			Authority Expenses	4- 2.,			Employ	ee Expen	ses		
			(Prepaid by Authority)	SUNDAY	MONDAY	TUESDAY	WEDNESDAY			SATURDAY	
Air Fare, R	lailroad, Bus	(attach copy of itinerary w/charges)	853.20	8/24/12		6/19/12 9	6/20/12	6/21/12	6/22/12	6/23/12	TOTALS
Conference	e Fees (provid	de copy of flyer/registration expenses)			1	 	 		 	 	0.0
Rental Car	*		gitter of section Association	504.6	9 1	1			 	-	0.0 504.6
Gas and O							/	_			0.0
Garage/Pa					<u> </u>	17.00	17.00	17.00			51.0
	ttach mileage	include tips pd.)*		 	 						0.0
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	Internet and	Fax*	202.31		+	45.36	327.73	327.73			700.8
Laundry*						-				-	0.0
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Meals	Breakfast*					1			2257	\	0.00
(include tips pd.)	Lunch*			47.3 8 رسم	√	2501	7		19.59	7	4297 38.9
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		meeting.									
ailure to atta	ach required o	rt the meeting date.) documentation will result in the delease ative Assistant or call Accounting a	Vipropocesson	<i>Elmb</i> bys	N#N/F	you ha ve a	ny questi	01 5. 10 8 8	STE	=D	
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SDCRAA

AUG 1 4 2012

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY TRAVEL EXPENSE REPORT

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

TDAVELE	-D.		mpietea with	-							
TRAVELE					DEPT. NA	ME & NO	·			ffice BU6	
	URE DATE:	6/19/2012		RN DATE:		6/24/201	2	REPO	RT DUE:	7	/24/12
DESTINA		Couer d' Alene, Idaho via Spokan									
expenses	ana approval	ority Travel and Lodging Expense R s. Please attach all required suppor ns should be explained in the space	ting document	atlon. All i	ticle 3, Pai receipts mu	t 3.4, Sec ust be deta	tion 3.40, o ailed, (cred	outlining a lit card red	ppropriate eipts do r	e reimbursa not provide	able sufficient
			Authority Expenses				Employe	e Expens	es		
			(Prepaid by	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
Air Fare F	Railroad Bus	(attach copy of itinerary w/charges)	Authority)	6/24/12	ļ.,	6/19/12	6/20/12	6/21/12	6/22/12	6/23/12	TOTALS
Conference	e Fees (provin	de copy of flyer/registration expenses)	853.20		 					 	0.0
Rental Ca		to copy of hydric egistration expenses;		504.69							0.0
Gas and C				304.08							504.6
Garage/Pa						17.00	17.00	47.00			0.0
	attach mileage	e form*			 	17.00	17.00	17.00			51.0
		(include tips pd.)*		 							0.0
Hotel*			282.37		 	45.36	327.73	327.73			0.0
Telephone	, Internet and	Fax*				40.00	027.70	321.13			700.8
Laundry*											0.0
Tips - sepa	arately paid (m	naids,bellhop,other hotel srvs.)									0.0
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tips pd.)	Dinner*					25.61			22.05		42.9
	Other Mea	ls*				20.01					25.6
Alcohol is a	non-reimbursi								ARINERRA'		0.00
Hospitality	1.		and the second and the control of the second and th	DOT MANY LIVERY LEED.						Michael Carlot	
Miscellane	ous: Baggage	Fees									0.00
											0.00
											0.00
*Provide de	etailed receipts	s									0.00
	T	otal Expenses prepaid by Authority	1,135.57	525.07	0.00	87.97	344.73	344.73	22.59	0.00	0.00
Evolonation									22.00	0.00	1,325.09
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FYI: 6/19 H	otel charge is	remaining amount after one night pr	a-naimont of	\$202 27	Total Expe	inses incu	rred by En	nployee			
	otor unargo io	romaning amount after one riight pr	e-payment or .		(including of Grand Trip		nces)	· · · · · · · · · · · · · · · · · · ·			1,325.09
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¹ Give name:	s and business a heck Request	affiliations of any persons whose meals we	re paid by travel	<i>DF</i>	Due Autho	**		•			
3Attach pers	sonal check paya	able to SDCRAA		11	No.	te: Send th	is report to	Accounting	a even if th	e amount is	1,325.09
as travola	r or administ	trotor pakaguladas that I have ve		<u> </u>							
as iravele	a or administ	trator acknowledge that I have re	ad, understa	nd and ag	gree to Au	ithority po	olicies 3.4	10 - Trave	el and Lo	dging Exp	ense
Keimburse	ment Policy	and 3.30 - Business Expense R	eimbursemer	nt Policy ^a	and that a	any purch	nases/clai	ms that a	re not all	lowed will	be my
esponsibil	ity. I further	certify that this report of travel ex	penses were	incurred	in connec	ction with	official A	uthority b	usiness a	and is true	and and
correct.		odging Expense Reimbursement Po									
				<u> </u>	Business E	xpense R	eimbursen	nent Policy	3.30		
repared By	<i>/</i> : _	Am	y Caldera Print/Type Name	·			E	xt.:		2447	
raveler Sig	nature:		row cype Name				D	ate:			
pproved By	y:							ate:			
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lease leave	blank Whoeve	er clerk's the meeting will insert their nam	h	ereby certi	fy that this	documen	t was appr	oved by th	e Executi	ve Commit	ttee at its
		meeting.	e and ude.)								

(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 ORIGINAL (LILAC) - FINANCE COPY - DEPARTMENT FILE

SDCRAA CHE	CK REQUES	T			CR # 12-070	
ISSUE CHECK TO TH		20002			DATE ISSUED	
Thella Bowen	S				8/10/2012	
X2444					ORIGINATING DEPARTM	ENT/BUSINESS UNIT
					Executive Office BU6	
_					PREPARED BY/EXT.	REVIEWED BY: ACCTG/
						DIAMA D
· STATE OF S	NAME AND ASSESSED.		EOD DAVIEUR OF TH		A. Caldera X2445	(COM)
INVOICE#	INVOIC	EDATE	FOR PAYMENT OF TH	DESCRIPTION		AMOUNT
nta 0619-22	12 pla 8	10/12	Out of pocket expense	es related to ACI-N	A Summer Board	1 ,315. 7
			and Executive Commit	^	uer d'alene, I	
			June 19 - 22, 2012		- WW15 12	- 0-0/0
						/
				/		1325.09
SPECIAL INSTRUCTION	NS:			/	CHECK REQUEST TOTAL	1,315.74
Reimbursement ne	eds to be availabl	e to Thella	on 8/16 when she returns	to the office.		
Reason not p	rocessed as a Con	tract or P.O.	Required field - please	one reason	I CERTIFY THE CLAIM IS	TRUE AND CORRECT
Infrequent/Unfores			Insurance/Benefits (7)		INCLUDING ANY APPLI	
	t (Less than \$5K) ⁽²⁾		Contract in Process (8)		CONDITIONS HAVE	
Required quick time	eframe ⁽³⁾		Outside Scope of Contra	ict ⁽⁹⁾		
Dues/Subscription/	Membership ⁽⁴⁾		Common Practice (10)		$ \cap Q$	
	ces/Seminars/Spons	sorships (5)	Approved Exception (11)		U. R.	Tonal
X Employee Reimbur			OTHER: (12)		Vernon Evans,	VP Finance
VIEW 的现在分词	DISTRIBUTION O	F CHARGES	- TO BE COMPLETED BY	ORIGINATING DEPA	RTMENT/BUSINESS UNIT	
DEPARTMENT/			WORK ORDER/	LOCATION/		
BUSINESS UNIT	GL ACCOUN	T.SUBSIDIAI	RY TRACKING ORDER	ASSET NUMBER	AMOU	INT
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SDCRAA

SDCRAA ACCOUNTING DEPT



Traveltrust 374 North Coast Highway 101 Encinitas, Ca 92024 Tel: 760-635-1790 Fax 760-635-1720 Website www.traveirust.com

BOWENS/THELLA	DEPT 6	12-Jun-2012 6:15 pm
		Page 2 of 2
	Depart - TERMINAL 1 Arrive - TERMINAL 1 United Airlines locator: N5VCML UA Frequent Flyer BOWENS/THELLA ** ECONOMY PLUS AISLE SEAT CONFIRMED ** Flight Duration: 1 hour(s) and 29 minutes Class of Service: Coach Other	Li .
21-Dec-2012 Friday	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 TRAVELTRUSTSCOTT MACKERLEY	
	Ticket Information	
	Ticket#:1962309308 Ticket Base Fare: 823.20 Invoice#:1194905 Ticket Tax: 0.00 Total Ticket Amount: 823.20	253.20
	SERVICE FEE DOCUMENT #: 0575851643 FEE AMOUNT: 30.00	853.20
	BILLED TO: AMERICAN EXPRESS ENDING IN	

Caldera Amy

From:

Vargas Jana

Sent:

Wednesday, April 18, 2012 11:35 AM

To:

Caldera Amy

Subject:

RE: Requesting Authorization

Follow Up Flag:

Follow up

Flag Status:

Flagged

Approved. Please remind Thella that she will need to ensure that the hotel change the card on file for any additional nights, incidentals and travel related charges. Thanks

Jana Vargas Director of Procurement San Diego County Regional Airport Authority 619-400-

----Original Message----

From: Caldera Amy

Sent: Tuesday, April 17, 2012 4:34 PM

To: Vargas Jana

Subject: FW: Requesting Authorization

Importance: High

Jana-

Would you be able to assist with this in Lety's absence?

Amy

----Original Message----

From: Caldera Amy

Sent: Tuesday, April 17, 2012 4:33 PM

To: Brito Leticia

Subject: Requesting Authorization

Importance: High

Lety,

Thella will be in Coeur d'Alene, Idaho for the ACI-NA Summer Board meeting in June. The host hotel requires a one-night pre-payment of hotel room plus tax (\$282.37). Can you please approve and authorize the use of my p-card for this reservation/payment.

Thank you,

Amy

----Original Message----

From: Deirdre L. Clemmons [mailto:DClemmons@aci-na.org]

Sent: Tuesday, April 17, 2012 4:26 PM

To: Caldera Amy

Subject: RE: Welcome message from Thella for the 2012 annual conference

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

GENERAL INSTRUCTIONS:

by the Executive Committee at its

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

1. TRAVELER: Travelers Name: Position:		esident/CEO	Gen. Counsel		Exec Office BU6 Chief Auditor
Destination:Co	S/PURPOSE (Provide detail	NED DATE OF DEPAR led explanation as to t Purpose:	TURE/RETURN:	06/19/1: e trip con	2 / 06/22/12 Itinue on extra sheets
A. TRANSI A. AIRI A. AIRI A. OTH B. LODGIN C. MEALS D. SEMINA E. ENTERT F. OTHER TOT CERTIFICATION	AR AND CONFERENCE FE FAINMENT (If applicable) INCIDENTAL EXPENSES FAL PROJECTED TRAVEL BY TRAVELER By my	axi, Train, Car Rental ES EXPENSE signature below 1 cer	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	500.00 200.00 900.00 200.00 100.00 1900.00	ut-of-town travel and
CERTIFICATION Clerk's signature is re By my signature below	BY ADMINISTRATOR	(Where Administrative out-of-town travel r	Date tor is the Execut	ive Commi	ttee, the Authority
3. The concern Authority's Po Administrator's Sig	usiness and reasonable in case out-of-town travel and all olicies 3.30 and 3.40.	omparison to the antic identified expenses o	cipated benefit to conform to the re	the Authoric the A	ority. s and intent of
	pever clerk's the meeting will insen				

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

meeting.



Traveltrust 374 North Coast Fighway 101

Encinitas, Ca 92024 Tel: 760-635-1700 Fax 760-635-1720

Website www.travetrust.com

BOWENS/THELLA DEPT 6 12-Jun-2012 6:15 pm Page 1 of 2 YOUR UNITED ETICKET CONFIRMATION IS ** N5VCML ** --INVOICE/ITINERARY ACCOUNTING DOCUMENT---********TICKETLESS TRAVEL INSTRUCTIONS**** THIS IS AN E-TICKET RESERVATION.
A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN THIS TICKET IS NON-REFUNDABLE AND MUST BE USED FOR THE FLIGHTS BOOKED. IF THE RESERVATION IS NOT USED OR CANCELLED BEFORE THE DEPARTURE OF YOUR FLIGHTS IT MAY HAVE NO VALUE. CONTACT TRAVELTRUST BEFORE YOUR OUTBOUND FLIGHT IF CHANGE IS NECESSARY. PLEASE ALLOW EXTRA TIME FOR SCREENING AND BOARDING INTERNATIONAL-MINIMUM 3 HOUR CHECK-IN PRIOR TO DEPARTURE DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE FOR ADDITIONAL SECURITY INFORMATION VISIT WWW.TSA.GOV Air United Airlines Flight# Class: From: San Diego CA, USA To: Denver CO, USA 19-Jun-2012 Meal: **Light Lunch** Seats: Seat: 12F 07:05am Equip: Airbus Jet Status: Confirmed Tuesday Depart: 19-Jun-2012 Tuesday 07:05am Stops: Arrival: 19-Jun-2012 Tuesday 10:28am Depart - TERMINAL 1 Arrive United Airlines locator: N5VCML
UA Frequent Flyer# BOWENS/THELLA
** ECONOMY PLUS WINDOW SEAT CONFIRMED **
Flight Duration: 2 hour(s) and 23 minutes Class of Service: Coach Air **United Airlines** Flight# Class: From: Denver CO, USA To: Spokane WA, USA 19-Jun-2012 Meal: Light Lunch Seats: Seat:12F 11:42am Airbus Jet Equip: Status: Confirmed Tuesday Depart: 19-Jun-2012 11:42am Tuesday Stops: 19-Jun-2012 Arrival: Tuesday 12:58pm United Airlines locator: N5VCML UA Frequent Flyer# BOWENS/THELL
** ECONOMY PLUS WINDOW SEAT CONFIRMED ** BOWENS/THELLA Flight Duration: 2 hour(s) and 16 minutes Class of Service: Coach Air **United Airlines** Flight# 6416 Class: From: Spokane WA, USA To: San Francisco CA, USA 24-Jun-2012 Meal: None Seats: Seat:4B 03:28pm Equip: CRJ-Canadair Regiona Status: Confirmed Sunday Depart: 24-Jun-2012 Sunday 03:28pm Stops: Arrival: 24-Jun-2012 Sunday 05:45pm GEG-SFO OPERATED BY /SKYWEST DBA UNITED EXPRESS Depart -Arrive - TERMINAL 3 United Airlines locator: N5VCML UA Frequent Flyer# ** AISLE SEAT CONFIRMED ** BOWENS/THELLA Flight Duration: 2 hour(s) and 17 minutes Class of Service: Coach Air **United Airlines** Fliaht# 400 Class: L From: San Francisco CA, USA To: San Diego CA, USA 24-Jun-2012 Meal: Refreshment Seats: Seat:14D 08:10pm Equip: Boeing 757 200 Jet Status: Confirmed Sunday Depart: 24-Jun-2012 Sunday 08:10pm Stops: 0 Arrival: 24-Jun-2012 Sunday 09:39pm

Hi Amy,

here is the information be low to make a reservation:

The Coeur d'Alene 115 S. 2nd St. Coeur d'Alene, ID 83814 Reservations: 800-688-5253 Hotel Information: 208-765-4000

For hotel reservations, please call The Coeur d'Alene at 800-688-5253. Be sure to identify yourself as being with the ACI-NA conference to receive the special group rate of \$289 USD single/double occupancy plus applicable tax.

The last day to receive this rate is May 29, 2012. Rooms may sell out before this date. Make your reservations early!

From: Caldera Amy [_____@san.org] Sent: Tuesday, April 17, 2012 6:48 PM

To: Deirdre L. Clemmons

Subject: RE: Welcome message from Thella for the 2012 annual conference

Deirdre,

I know you were able to work out details for the Coeur d'Alene Resort for the 2012 Board meeting. Do you know if they are open yet for making reservations. I am combing through emails to see what or if I missed in securing her room.

Amy Caldera
EXECUTIVE ASSISTANT TO
THELLA F. BOWENS, PRESIDENT/CEO
SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
3225 NORTH HARBOR DRIVE, 3RD FLOOR, SAN DIEGO, CA. 92101
O: 619-400-400 | F: 619-400-2448

OSAN.ORG | WWW.SAN.ORG

CONFIDENTIALITY NOTICE: This transmittal is a confidential communication or may otherwise be privileged. If you are not the intended recipient, you are hereby notified that you have received this transmittal in error and that any review, dissemination, distribution or copying of this transmittal is strictly prohibited. If you have received this communication in error, please notify this office and immediately delete this message and all of its attachments, if any.

Caldera Amy

Schedule

Wednesday, June 20

9:30am -12:00 pm	Executive Committee
Noon - 1:00 pm	Lunch
1:00 - 5:00 pm	Regular Board Business Meeting
5:30 - 7:00 pm	Evening Reception

Thursday, June 21

8:00 - 9:00 am	Buffet Breakfast
9:00 am - 5:00pm	Strategic Discussions
	Host airport event TBD

Friday, June 22

8:00 am - 10:00 am	Buffet Breakfast
As countries and designation of the designation of the second state of the second stat	THE REPORT OF THE PARTY OF THE

Amy Caldera

EXECUTIVE ASSISTANT TO

THELLA F. BOWENS, PRESIDENT/CEO SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

3225 NORTH HARBOR DRIVE, 3RD FLOOR, SAN DIEGO, CA. 92101

O: 619-400-2448 @SAN.ORG | www.SAN.ORG



Dear Thella Bowens,

Thank you for choosing The Coeur d'Alene Resort for your upcoming visit. We are pleased to confirm your reservation as follows:

Guest Information

Thella Bowens 3225 North Harbor Drive San Diego, CA 92101

United States

Room Type:

Email:

Phone:

@san.org

619.400.

Reservation Information

Confirmation Number:

25987

Penthouse*

Arrival Date:

June 19, 2012

Departure Date:

June 23, 2012

Number of Guests:

2/0

Number of Nights:

Check In Time:

4:00 p.m.

Packages:

Check Out Time:

12:00 Noon

Special Requests:

Payment Information

Daily Rate:

\$289.00

Deposit Paid:

282.37

An advance deposit equal to the first night's room, tax and surcharge has been charged to your credit card at the time of booking.

CANCELLATION

You may cancel your reservation without penalty up to 72 hours prior to arrival. Cancellations within 72 hours of your scheduled arrival date will result in the forfeiture of the advance deposit. A 14 day prior to arrival cancellation notice required for Holidays and Special Resort events. An early departure fee may be charged to your hotel account if you check out prior to the confirmed departure date.

Overnight self-parking is available in our secured parking garage at \$17 per night/ per vehicle. Valet charges are \$22 per night/ per

Roundtrip transportation arrangements to and from Spokane International Airport is \$69 roundtrip or \$50 one way per person. Please contact the Resort Reservations Department in advance to arrange airport transportation at 800.688.5253.

CONCIERGE ASSISTANCE

Our most popular amenities and activities book quickly. To give a better opportunity to accommodate all of your requests, we encourage you to plan your activities in advance. We are happy to assist you with golf tee-times, spa appointments and dining reservations, so please call us at 208.765.4000 or email our concierge to begin planning your stay.

We look forward to welcoming you to the Coeur d'Alene Resort!

The Coeur d'Alene Resort Reservation Staff

^{*} Views and bed types are subject to availability at the time of check in. All requests will be honored to the best ability of the hotel.



Thella Bowens

3225 North Harbor Drive

San Diego, CA 92101

United States

Company Name: Airports Council Int'l North America

Group Name:

Airports Council Int'l North America

Room No.

: 1804

Arrival

: 06-19-12

Departure

: 06-23-12

Folio No.

Conf. No. : 25987

Cashier No. : 17

751.82

0.00

Balance

Custom Ref. :

Date	Description		Charges	Credits
06-19-12	Deposit Transferred at Check-In			282.37
06-19-12	Room Rental - Group	22772	^ 289.00	202.31
06-19-12	Surcharge	327,73 (3 14.45	
06-19-12	Room Tax	- a82.37	24.28	
06-19-12	Parking Self		17.00	17
06-20-12	Food - Room Service	(45.36)	18.50	
	Room# 1804 : CHECK# 0114121		10.50	
06-20-12	Room Rental - Group		289.00	
06-20-12	Surcharge	(327,73)	14.45	
06-20-12	Room Tax	9	24.28	
06-20-12	Parking - Self			7 /
06-21-12	Room Rental - Group		289.00	,
06-21-12	Surcharge	(20272)	14.45	
6-21-12	Room Tax	(327,73)	24.28	
6-21-12	Parking - Self		17.00 - 1	7
6-22-12	Logo Shop		3.00	,
	626233			
6-22-12	Minibar		-11.07	
	Room# 1804 : CHECK# 0125236			
6-22-12	Food - Beverly's		-53.46	
	Room# 1804 : CHECK# 0092764			
6-22-12	Room Rental - Group		289.00	
6-22-12	Surcharge	-	- 14.45 -	
6-22-12	Room Tax	74	24.28	
6-22-12	Parking - Self		17.00	
6-23-12	Dockside - Food	-	16 .22	
	Room# 1804 : CHECK# 0089157			
6-23-12	American Express			1,198.80
	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			
		Total Charges 1,	48/ 17	
			701.17	
		Total Credits		1,481.17

Guest Signature:



Thella Bowens 3225 North Harbor Drive San Diego, CA 92101 United States

Company Name: Airports Council Int'l North America
Group Name: Airports Council Int'l North America

Room No. : 1804 Arrival : 06-19-12 Departure : 06-23-12

Folio No.

Conf. No. : 25987 Cashier No. : 17 Custom Ref. :

Page No. 2 of 2



Inv 0 RA 724636836 Rental 19-JUN-2012 12:57 PM SPOKANE INTL ARPT Return 24-381-2012 01.52 PM SPOKANE INTL ARPT

THELLA BOWENS Vehicle # CF347728 MALIBU 2LT Model Class Charged SXAR Class Driven FCAR State/Province WA License# AHR7586 M/Kms Driven 163 M/Kms Out 122: M/Kms In 140 1225 1408

Charges GPS NAVIGA LDW PAI RAP SPPL LBLTV FSO T & M UNLIM M/KM - CAR CLS CH DSCNT T8M 1 SPOKANE TRA - CONCESSION WEH I IC COS	0.00% NSPORT FEE RECOV FEE IT RECOV FAX 85.900 %	Price 69.65 22.99 5.50 4.99 11.69 31.51 299.03	Arrount 69.65* 137.94 33.00 29.94 70.14 31.51 299.03* 0.00* 66.00* -29.90* 18.00 78.82* 2.16 24.42 42.07 4.14
		110	n a76 97

USD 876.92 Total Charges

Deposit

USD 876.92 Amount Due

* Taxable I tems Subject to Audit Customer Service Number 1-800-468-3334

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OP'

RES # 768987061 ACCOUNT TRAVELTRUST EXT REF #	EC# FT#				
RENTAL DATE 19-JUN-2012 RENTAL TIME 12:57 PM	9000 W AIRPOR' SPOKANE, WA 9	ARPT (888)826 6890 T DR BOX 303 19224-9437	RETURN DATE 24-JUN-2012 RETURN TIME 03:28 PM		
ITTIAL X	VEHICLE INFOR RESERVED DRIVEN CHARGED MAKE MODEL COLOR ODOMETER PLATE REG AREA VEHICLE # BAY STALL				
UNIT		RENT CHARGE			
WEEK Day Hour Day M/KM	299.03 X 1 66.45 X 33.23 X 66.45 X 0.00 X	299.03 0.00 0.00 0.00 0.00 0.00	uh uh		

Day 11.00 X 6 66.00 - ALL (66.31) 10% 0.00 X -29.90 Day 22.99 X 6 137.94-20~45 (4558) Day 4.99 X 6 29.94 - 20AG 5,98) Day 5.50 X 6 33.00-20AW (1.W) Day 11.69 X 6 70.14 -20 Au (23,38) WEEK 69.65 -AL (69.65) 69.65 X 1 Rental 31.51 X 1 31.51 Day 18.00 -2 OAUS (6.00) @ 11.11% 78.82 - 26.27 2.16-LAMI (0.72) Day Percenta 0.00 X 24.42 - 8.14 Percenta 0.00X 42.07 - 14.02 Personalstore:

15 ch44 ESTIMATED CHARGES POLICY

876 92 INITIAL (ALL CHARGES ARE ESTIMATE ONLY - SUBJECT TO CHANGE IF VEHICLE NOT RETURNED TO THE LOCATION ON DATE AND TIME SPECIFIED, OR IF FUEL TANK IS NOT FULL AT RETURN AND FUEL SERVICE OPTION WAS NOT PURCHASED).

and m **PAYMENTS**

ie sf

GRAZE

T \$22.99 PER DAY, X

AMERICAN EXPRESS 1003 Auth #

SURANCE (PAI) AS DESCRIBED IN THE BROCHURE, AT \$5.50 PER DAY. X

SERVICE PLUS AT \$4.99 PER DAY X _

NCE (SLI) AT \$11.69 PER DAY AS DESCRIBED IN THE RENTAL AGREEMENT JACKET, X

RETURN THE GPS NAVIGATION DEVICE X

TION AT THE START OF THE RENTAL. I UNDERSTAND THE CHARGE FOR THE FUEL SERVICE SED UPON A PER GALLON RATE OF 3.94 MULTIPLIED TIMES THE AVERAGE FUEL TANK CAPACITY FOR INTED. I ALSO UNDERSTAND MY ACTUAL CHARGE FOR THE FUEL SERVICE ACTUAL FUEL TANK CAPACITY OF THE ACTUAL VEHICLE I RENT. X

S CHANGE. X	
-------------	--

RECEIPTS FROM TRAVEL TO COEUR D'ALENE, IDAHO June 19 - 24, 2012—THELLA F. BOWENS

Tito incoroni's 1027 Br.	Tito Macaroni's
1 42/1 Chk 2839 Gst ; Jun19'12 07:19PM *** Reprint ***	Date: Jun19'12 08:46PM Card Type: Amex Acct #: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
1 16 Drop Top 1 Arnold Palmer 2 \$ Add Din Salad 1 Chicken parm. 1 Lemon chicken 1 1405 ### page 19.00	Auth Code: 583615 Check: 2839 Table: 42/1 Server: 1027 Bre F
19.00 19.0	Tip Total Sign: X Buyer agrees to pay the total according to the agreement with the card issuer. GUEST COPY
Ask your server about purchasing one of our Holiday Gift Cards	

RECEIPTS FROM TRAVEL TO COEUR D'ALENE, IDAHO June 19 - 24, 2012—THELLA F. BOWENS

The states denied profess where the states should be supply and the states are professionally believe the states of the states are stated to the states of t			
Dockside Coeur d' Alene Res		Dock Coeur d' A	side ene Resort
1166 Lauren L		Date: Jun2	
Tb1 50/1 Chk 9850 Jun22'12 03:35F *** Reprint ***		Card Type: Amex Acct #: XXXX Card Entry: SWIF Trans Type: PURC	XXXXXXXX PED CHASE
1 Sahm Sake (2) 1 Meat Loaf 1 BAKED MAU + Salad Bar 1 Iced Tea	11.99 15.99 10.99 4.99 2.50	Auth Code: 5446 Check: 9850 Table: 50/1 Server: 1166	
Subtotal 18.4 Tax 670 04:06PM Total		Total	# 19.59 to 3.00
Room# Gratuity ====Total Print Name Signature		Sign: X Buyer agrees to according to the the card issuer. GUEST CO	agreement with
Ask your server about purchasing one of our			

Lunch 6/22/12

Page $\bigcirc 3$ OF $\bigcirc 3$

RECEIPTS FROM TRAVEL TO COEUR D'ALENE, IDAHO June 19 - 24, 2012—THELLA F. BOWENS

1 "1" 5E SPOKANE INT'L AIRPORT 1168 AMBER 104/1 3907 JUN24'12 2:37PM **** SEAT 1 **** 1 WATER GLASS 0.00 1 FISH AND CHIPS 15,99 SUBTOTAL 15.99 ٩X 1.39 AMOUNT 17.38 ****** SUBTOTAL 15.99 TAX 1.39 AMOUNT HMSHb'st Kevin Jones General Manage 509-624-3400 X 3800 Kevin.jones2@hmshost.com HMSHost Making The Travelers Day Better HMS Host Store Code = 5903N28 Find Us An Facebook

1TAL: 20.38)

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SCANNED AUG 1 4 2012



SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY COPY - DEPARTMENT FILE

Accounting Department

SDCRAA

SDCRAA CHECK REQUEST ISSUE CHECK TO THE ORDER OF Thella Bowens X2444 INVOICE STATE	ESREAYMENT OF THE FOLLOWING	CR # 12-068 DATE ISSUED 8/10/2012 ORIGINATING DEPARTM Executive Office Bus PREPARED BY/EXT. A. Caldera X2445	REVIEWED BY: ACCTG
N8 0608-1212 pla 8 1612	Out of pocket expenses related to 28th Airport Business Diversity Conference June 8 - 12, 2012	Annual AMAC/FAA Ser Lovu S	AMOUNT 49610-A 1021-7
SPECIAL INSTRUCTIONS:		CHECK REQUEST TOTAL	1,011.78
2000年的1月1日 1900年	Insurance/Benefits (**) Contract in Process (**) Outside Scope of Contract (**) Common Practice (**) Approved Exception (**) OTHER: (**) WORK ORDER/ TRACKING ORDER ASSET NUMBER ributed + must equal Check Request Total above	Vernon Evans, ACTIVICA SEUSINESSIUNI AMOU //02/1.1	ICABLE TERMS AND BEEN FULFILLED VP, Finance
VENDOR NO. 1003 INVOICE NO. 0008 - 1217 INVOICE DATE 5 10 17 PYMT DATE RT TO BU SEP CK PAI AUG 142012 AUG 14	ACCOUNTING A	APPROVED FOR F ACCOUNTING DE POSTED AUG 1 4 2012	

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY TRAVEL EXPENSE REPORT

TRAVELER	₹:	Thella F. Bowens		_	DEPT. NA	ME & NO	·	Exe	ecutive C	office BU6	
DEPARTU	RE DATE:	6/8/2012	RETURN DATE		6/12/2012		2	REPORT DUE: 7/12/12			
DESTINAT		St. Louis, MO									
axhansas a	ina approval	hority Travel and Lodging Expense Is. Please attach all required suppo	ntina document	ation All≀	ticle 3, Pai receipts m	rt 3.4, Sed ust be det	ction 3.40, ailed, (cre	outlining a dit card red	ppropriat ceipts do	e reimburs not provide	able sufficient
detall). Any	/ special iter	ms should be explained in the space	e provided belo	w.							
			Authority Expenses				Employ	oyee Expenses			
			(Prepaid by Authority)	6/9/12	6/10/12	7UESDAY 6/11/12	6/12/12	THURSDAY	FRIDAY	SATURDAY 6/8/12	TOTAL
Air Fare, Ra	ailroad, Bus	(attach copy of itinerary w/charges)	440.00	1			57.272	T		0/6/12	TOTAL
		de copy of flyer/registration expenses)									
Rental Car* Sas and Oil							<u> </u>				
Sarage/Parl				 		<u> </u>				<u> </u>	(
	tach mileage	e form*	77 25 (20)		ļ			-			
		e (include tips pd.)*	CARLESTIAN CO.	 			42.00	\sim		10.00	X
lotei*	·			195.44	195.44	195.44	42.00			42.00	84
elephone,	Internet and	Fax*		100.44	100.44	130.44	ļ			195.44	78
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ips - separ	ately paid (n	naids,bellhop,other hotel srvs.)					T.				0
leals	Breakfast*		Street Control of the			2466	7.32	×			7
nclude ps pd.)	Lunch*				v 13.41	27.16	27.35				/ 64
ρο ρο.)	Dinner*			61.70						22.08	83
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Provide deta	ailed receipt	s		/							0
	Contract of the last of the la	otal Expenses prepaid by Authority	440.00	257.14	208.85	21660	76.67	0.00	0.00	250.50	0.
cplanation:			an and a						0.00	259.52	1,099
spianation.				-	Total Expe	enses Pre	paid by Au	thority			440.
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					Less Cash	Advance	(attach copy	of Authority	ck)		ांस्टाः
				Ī	Less Expe	nses Prep	aid by Au	thority		(*************************************	440.
Give names a	and business a	affiliations of any persons whose meals w	vere naid by travel		Due Trave						170.
· Prepare Che	ck Request		or o paid by traver	e".	Due Autho	ority (nega	ative amou	int) ³		Ι,	1,014.
-	And the Party of Street, or other Designation of the last of the l	able to SDCRAA			No	te: Send th	is report to	Accounting	g even if t	he amount l	s \$0.
as traveler	or adminis	trator acknowledge that I have r	ead, understa	nd and ag	ree to Au	thority p	olicies 3.	40 - Trave	el and L	odaina Ex	nense
eimbursem	ent Policy	* and 3.30 - Business Expense f	Reimbursemer	nt Policv⁵	and that :	any nurci	hases/cla	ime that a	ere not a	انيد المسمط بينا	I ha mu
sponsibility	y. I further	certify that this report of travel e	xpenses were	incurred	in connec	ction with	official A	uthority b	usiness	and is tru	e and
meci.										una 10 110	Cana
	Travel and I	Lodging Expense Reimbursement F	20licy 3.40	~ <u>E</u>	<u>Business E</u>	xpense R	<u>eimburser</u>	ment Policy	<u> </u>		
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aveler Signa	ature:	Tilla of	Marie Jame	(0M)	クノ		г	Date:			
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THURITY (CLERK CER	RTIFICATION ON BEHALF OF EXE	CUTIVE COM	MITTEE	(To be cert	ified if use	d by Presi	dent/CEO,	Gen. Cou	nsel, or Chi	ef Auditor)
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AUG 1 4 2012

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SDCRAA ACCOUNTING DEPT

12-167

SDCRAA

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY TRAVEL EXPENSE REPORT

		(10 De co	mpietea withi	n 30 days	from trav	rel return	date)				
TRAVELI	ER:	Thella F. Bowens	Thella F. Bowens DEPT. NAME & NO. Executive Office		ffice BU6						
DEPART	URE DATE:	6/8/2012	RETUR	RN DATE:		6/12/201	2		RT DUE:		//12/12
DESTINA	TION:	St. Louis, MO	*							-	
<i>expens</i> es	and approval	ority Travel and LodgIng Expense R s. Please attach all required suppor ns should be explained in the space	ting document	ation. All	rticle 3, Pai receipts m	rt 3.4, Sec ust be det	tion 3.40, ailed, (cred	outlining a dit card re	ppropriat ceipts do	e reimburs not provide	able sufficient
			Authority Expenses				Employe	ee Expen	ses		
			(Prepaid by	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
Air Fare	Pailroad Buc	(attach convertible and well at a second	Authority)	6/9/12	6/10/12	6/11/12	6/12/12			6/8/12	TOTALS
		(attach copy of itinerary w/charges) le copy of flyer/registration expenses)	440.00	 	-	ļ	 		ļ	 	0.0
Rental Ca		e copy of hyernegistration expenses)			 	ļ			<u> </u>		0.0
Gas and C					-	 					0.0
Garage/Pa					 	 					0.00
	attach mileage	e form*			 					 	0.00
		(include tips pd.)*			 		42.00			42.00	0.00
Hotel*				195.44	195.44	195.44	72.00			195.44	84.00 781.70
Telephone	e, Internet and	Fax*								100.44	0.00
Laundry*									····		0.00
	arately paid (m	naids,bellhop,other hotel srvs.)									0.00
Meals	Breakfast*	· · · · · · · · · · · · · · · · · · ·					7.32				7.32
(include tips pd.)	Lunch*				13.41	24.16	27.35				64.92
iips pu.)	Dinner*			61.70						22.08	83.78
	Other Mea										0.00
	non-reimburse	able expense									
Hospitality											0.00
vilscellane	ous: Baggage	rees					-				0.00
											0.00
*Provide de	etailed receipts	5									0.00
. 101100 0		otal Expenses prepaid by Authority	440.00	257.14	208.85	219.60	76.67	0.00	0.00	050.50	0.00
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		iffiliations of any persons whose meals we	ere paid by travel	07 II	Due Trave	**		,			
	heck Request sonal check paya	ble to SDCRAA			Due Autho	te: Send th	is report to	nt) ³ Accountin	g even if ti	he amount is	1,021.78 \$0.
as travele	er or administ	rator acknowledge that I have re	ad, understar	nd and a	aree to Au	ithority po	olicies 3.4	40 - Trav	el and I c	odajna Exr	nense
Reimburse	ement Policy⁴	and 3.30 - Business Expense R certify that this report of travel ex	eimbursemer	nt Policy ⁵	and that a	anv purch	nases/clai	ms that a	ere not al	lowed will	he my
orrect.		odging Expense Reimbursement Po									Jana
				- 1	Buslness E	xpense R	eimbursen	nent Polic	<u>√ 3.30</u>		
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raveler Sig	nature:						D	ate:			
pproved By	y: _						D	ate:			
UTHORITY	CLERK CER	RTIFICATION ON BEHALF OF EXE	CUTIVE COM	NITTEE	(To be cert	ified if use	d by Presid	lent/CEO,	Gen. Cour	sel, or Chie	f Auditor)
			h							ive Commi	
rease leave	plank. Whoeve	er clerk's the meeting will insert their nam	e 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 <u>OUT-OF-TOWN TRAVEL REQUEST</u>

7:07 pm

, hereby certify that this document was approved

GENERAL INSTRUCTIONS:

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

AUTHORITY CLERK CERTIFICATION ON BEHA	ALF OF EXECUTIVE	COMM	ITTEE
Administrator's Signature:		_ Date:	
Clerk's signature is required). By my signature below, I certify the following: 1. I have conscientiously reviewed the above out-of-to. 2. The concerned out-of-town travel and all identified Authority's business and reasonable in comparison. 3. The concerned out-of-town travel and all identified Authority's Policies 3.30 and 3.40.	own travel request and the expenses are necessary to to the anticipated benefit	e details proof or the adv	rovided on the reverse. /ancement of the
CERTIFICATION BY TRAVELER By my signature associated expenses conform to the Authority's Policies 3.3 Authority's business. Travelers Signature:	below, I certify that the above and 3.40 and are reasout Da	onable and	out-of-town travel and directly related to the
 4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES A. TRANSPORTATION COSTS: AIRFARE OTHER TRANSPORTATION (Taxi, Train, B. LODGING C. MEALS D. SEMINAR AND CONFERENCE FEES E. ENTERTAINMENT (If applicable) F. OTHER INCIDENTAL EXPENSES TOTAL PROJECTED TRAVEL EXPENSE 	\$ \$ \$ \$	650.00 100.00 175.00 100.00 0.00 0.00 100.00 1125.00	
DESTINATIONS/PURPOSE (Provide detailed explana of paper as necessary): Destination:St. Louis, MO Explanation: Participating on a panel	tion as to the purpose of Purpose: Participating of AMAC/FAA Airport Busi	on a pane	I for the 28 th Annual
All other Authority employees (does not 2. DATE OF REQUEST: 2/27/12 PLANNED DATE	or require executive commit of DEPARTURE/RETURN:		
Position:	,		Chief Auditor
Travelers Name: Thella F. Bowens □ Board Member □ President/CE	2	Dept:	Bu6 Exec Office
1. TRAVELER:			

Tony R. Russell, Authoraty Clerk

by the Executive Committee at its

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

3/26/12

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



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

BOWENS/THELLA DEPT 6 01-Jun-2012 11:47 am Page 1 of 2 YOUR UNITED ETICKET CONFIRMATION IS ** E2SHJE ** -----INVOICE/ITINERARY ACCOUNTING DOCUMENT--********TICKETLESS TRAVEL INSTRUCTIONS********
THIS IS AN E-TICKET RESERVATION. A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN THIS TICKET IS NON-REFUNDABLE AND MUST BE USED FOR THE FLIGHTS BOOKED. IF THE RESERVATION IS NOT USED OR CANCELLED BEFORE THE DEPARTURE OF YOUR FLIGHTS IT MAY HAVE NO VALUE. CONTACT TRAVELTRUST BEFORE YOUR OUTBOUND FLIGHT IF CHANGE IS NECESSARY. PLEASE ALLOW EXTRA TIME FOR SCREENING AND BOARDING INTERNATIONAL-MINIMUM 3 HOUR CHECK-IN PRIOR TO DEPARTURE DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE FOR ADDITIONAL SECURITY INFORMATION VISIT WWW.TSA.GOV *************** Air **United Airlines** Flight# 1586 Class: G San Diego CA, USA From: To: Houston Intercontinental, TX 08-Jun-2012 Meal: Food For Purchase Seats: Seat:8D 11:15am Equip: Boeing 737-900 Jet Status: Confirmed Friday Depart: 08-Jun-2012 11:15am Friday Stops: Arrival: 08-Jun-2012 Friday 04:33pm Depart - TERMINAL 2 TERMINAL C United Airlines locator: E2SHJE AISLE SEAT CONFIRMED ** Flight Duration: 3 hour(s) and 18 minutes Class of Service: Coach Air **United Airlines** Flight# 4714 Class: G From: Houston Intercontinental, TX St Louis Intl MO, USA To: 08-Jun-2012 Meal: None Seats: Seat:2A 05:47pm Equip: Embraer Jet Status: Confirmed Friday Depart: 08-Jun-2012 05:47pm Friday Stops: Arrival: 08-Jun-2012 Friday 07:54pm IAH-STL OPERATED BY /EXPRESSJET AIRLINES DBA UNITED EXPRESS Depart - TERMINAL B Arrive - TERMINAL 1 United Airlines locator: E2SHJE UA Frequent
** AISLE SEAT CONFIRMED ** Flight Duration: 2 hour(s) and 07 minutes Class of Service: Coach Air **United Airlines** Flight# 5287 Class: St Louis Intl MO, USA From: To: Houston Intercontinental, TX 12-Jun-2012 Meal: None Seats: Seat:3A 10:05am Embraer Jet Equip: Status: Confirmed Tuesday Depart: 10:05am 12-Jun-2012 Tuesday Stops: Arrival: 12-Jun-2012 Tuesday 12:08pm STL-IAH OPERATED BY /TRANS STATES AIRLINES DBA UNITED EXPRESS Depart - TERMINAL 1 Arrive - TERMINAL B United Airlines locator: E2SHJE UA Frequent Fly AISLE SEAT CONFIRMED ** Flight Duration: 2 hour(s) and 03 minutes Class of Service: Coach



Traveltrust
374 North Coast Highway 101
Enclinitas, Ca 92024
Fol: 760-635-1700
Fax 760-635-1720
Website: www.trave@rust.com

BOWENS/THELLA	DEPT 6				01-Jun-2	2012 11:47 am
						Page 2 of 2
12-Jun-2012 12:50pm Tuesday	Air United Airlines From: Houston Intercontine Meal: Food For Purchase Equip: Boeing 737-800 Jet Depart: 12-Jun-2012 Tuese Arrival: 12-Jun-2012 Tuese	day 12:50pm	Flight# To: Seats: Status: Stops:	1011 San Diego CA, Seat:11C Confirmed 0	Class: K USA	
	Depart - TERMINAL C Arrive - TERMINAL 2 United Airlines locator ** AISLE SEAT CONFIRMED Flight Duration: 3 hour Class of Service: Coach	**	•			9
	Other					
9-Dec-2012 Sunday	San Diego CA, USA RESERVATION RETAINED FO	R 180 DAYS				
	TRAVELTRUST IS OPEN MONI AND SATURDAY FROM 9AM-1 FOR EMERGENCY AFTERHOL PLEASE CALL 888-221-6062 AI PLEASE NOTE THIS IS OUR NI EACH EMERGENCY CALL IS B THANK YOU FOR CHOOSING	PM PST - 760-635-1700 JRS SERVICE IN THE U ND USE YOUR VIT COD EW EMERGENCY NUMI ILLABLE AT A MINIMUN	S JE - S7NS BER J 25.00	0		
	Ticket Information					
	BOWENS THELLA Ticket#:7065642000 Invoice#:1194638	Ticket Base Fare Ticket Tax: Total Ticket Amo	•	150.00		
	Electronic: YES	TOTAL TICKEL ANIO	uiic.	150.00		
0	Ticket#:1962309305 Invoice#:1194638	Ticket Base Fare Ticket Tax: Total Ticket Amo	•	265.00		
	Electronic: NO	TOLAT TICKET AMO	unt:	265.00 J	415	
	SERVICE FEE DOCUMENT #: (0575459067 FEE	AMOUNT:	25.00	25	,
		ESS ENDING IN			/	

RENAISSANCE*

800 Washington Avenue St. Louis, MO 63101 t: 314.621.9600 renaissancehotels.com

1211 Room NKNG Type	BOWENS/THEI	,	Rate Depa	/08/12	08:19 Time 20:41 Time	13313 ACCT#	2595 GROUP
58 Room Clerk	3225 N HARI SAN DIEGO Address	CA 92101		XXXXXX	Charles .	MRW#	355-15-1
06/08 06/09 06/09 06/10 06/10 06/11	CAPRI ROOM GP STATE TX ROOM GP STATE TX RM SERV ROOM GP STATE TX ROOM GP STATE TX ROOM GP STATE TX CCARD-AX SENT RECEIVE	22161211 1211, 1 1211, 1 1211, 1 1211, 1 29651211 1211, 1 1211, 1 1211, 1 1211, 1	22.08 169.00 26.44 169.00 26.44 13.41 169.00 26.44 169.00 26.44	6/7 Su pg . 6/10 6/11	koom (com 2 of Toom (com (com (com (com (xxxxxx)	44	ANCE DUE
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WANT YOUR FINAL HOTEL BILL BY EMAIL? JUST ASK THE FRONT DESK! SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM

RENAISSANCE ST LOUIS GRAND HOTEL

800 Washington Avenue St. Louis, MO 63101 t: 314.621.9600 renaissancehotels.com

1211 Room NKNG Type 53	BOWENS/THELLA/MS Name	169.00 06/1 Rate Depart 7 06/0	12/12 12:00 Time 08/12 20:41 Time		2595 GROUP	
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Room Clerk	Address		Payment		MRW#:	
06/08 06/08 06/08 06/09 06/10 06/10 06/10 06/11 06/11	CAPRI ROOM GP STATE TX ROOM GP STATE TX RM SERV ROOM GP STATE TX ROOM GP STATE TX ROOM GP STATE TX ROOM GP	22161211 1211, 1 1211, 1 1211, 1 1211, 1 1211, 1 29651211 1211, 1 1211, 1 1211, 1	22.08 169.00 26.44 169.00 26.44 13.41 169.00 26.44 169.00 26.44	\$817.25	BALANCE DUE	

TO BE SETTLED TO:

AMERICAN EXPRESS CURRENT BALANCE (.00

THANK YOU FOR CHOOSING RENAISSANCE! TO EXPEDITE YOUR CHECKOUT PLEASE CALL THE FRONT DESK, OR PRESS "MENU" ON YOUR TV REMOTE CONTROL TO ACCESS VIDEO CHECK-OUT.

WANT YOUR FINAL HOTEL BILL BY EMAIL? JUST ASK THE FRONT DESK! SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM

Driver: 314-249-9263 Company Phone: 314-761-3477

I agree to pay above total

according to my card issuer

ST. LOUIS AIRPORT TAXI Receipt Date 6/8/12 From: Airport Cab No 149 Driver ' Thank You. Have a pleasant stay in St. Louis Prime 1000 1000 Washington Ave St. Louis, MO. 63144 (314) 241-1000 www.prime1000.com Jun09'12 09:44PM Date: Card Type: Amex Prime 1000 Acct #: XXXXXXXXX Card Entry: SWIPED Trans Type: PURCHASE 1000 Washington Ave Trans Key: AIA007411532372 St. Louis, MO. 63144 Auth Code: 507930 (314) 241-1000 Check: 580 www.prime1000.com Table: 52/2 4000018 Craig C Server: 4000018 Craig C Subtotal: 51.70 Chk 580 Jun09'12 08:21 Tip: 9.00 1 Farm Green Salad Total: 36.00 1 Halibut 2.00 1 Soda Signature 47.00 Subtotal 4.70 Tax

51.70

09:42PM Total

Thi

******* 204 GHIE	_A b.	' *
3L 1211/1 296 10JUN'12 3:		T 1
1 FRUIT PLATE Sub-Total: 20% RS SVC CHG Tax 3:34 TOTAL DUE: \$ SERVICE CHARGE INCL)
ROOM NUMBER		

STLDT CAPRI	
TBL 97/1 CHK 2216 GST 1 08JUN'12 9:48PM	
1 BEQ PORK SAND 13.00 1 LEMONADE 3.50 CHARGE TIP \$ 3.50 A13313R1211 ROOM/ACCT CHG 22.08 Sub-Total: 16.50 Tax 1.98 Total: 22.08CHECK CLOSED 10:13PM	

dinner 4/8/12

Page ____ OF ____

SMOKE HOUSE 314-535-4340

06/11/2012 #7850	000000 1:07PM SI	BILL#4092 ERV. 0010001
***PBAL DINE		ER#2513 \$0.00
1/2 SLAB RII +FRIES	BS	\$13.9!
GREEN BEAI COMBO 1/4POI BEEF	UND UND	\$3.0(
SM SODA BAL FWD MDSE ST		\$2. 2! \$19. 2 <i>c</i> \$19. 2 <i>c</i>
***TOTAL CHANGE ! CHANGE	\$2	21. 16 \$21.16 \$0.00
010249		12/14
216318406133 CHARGE1		\$21.16
TIP AMOUNT		3.00
TOTAL.		24.16
GUEST SIGNATUI	RE	
j		

I BUKEE TO PAY ABOVE

TOTAL AMILIA ACCORDING

(MERCHANT AGREEMENT IF CREDIT VOUCHER)

TO CARD ISSUER AGRELMENT

Cat Cora Houston George Bush Intercontinental Airport

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care@mindspring.cr

Cat Cora Houston George Bush Intercontinental Airport

Date: J:n12'12 02:10PM Card Type: Amex

Acct #: XXXXXXXXXCard Entry: SWIPED

Trans Type: PURCHASE

Trans Key: EIE006435137770 Auth Code: 520887

Check: 3545

Table: 44/1

Sorver: 4019 Charles

Subtotal:

24.35

Keep for your records

	9			
Page _		_ OF _	4	
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STARBUCKS COFFEE LAMBERT INTERNATIONAL AIRPORT ⇒275 Azeb 5787 JUN12'12 9:03AM TO GO 1 MISTO 1 SMTH BAN STRW G 4.60 10.02 SUBTOTAL 6.85 TAX 0.47 AMOUNT PAID 7.32 CHANGE THANK YOU FOR YOUR BUSINESS! TELL US ABOUT YOUR EXPERIENCE

STEVE DAY
314-429-3400 X105
STEVE.DAY@HMSHOST.COM

From: hotel Date 6/12/12 To: airport
Amount: 35+ 11P # 42
Cab No Cab Phone: Thank You: Have a pleasant stay in St. Louis

TAXI RECEIPT

SCANNED AUG 1 4 2012

Page ____OF ____



SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY ORIGINAL (LILAC) - FINANCE COPY - DEPARTMENT FILE

ODOLAN OLIFOL	REQUEST			CR # 12-066			
ISSUE CHECK TO THE O	RDER OF		· · · · · · · · · · · · · · · · · · ·	DATE ISSUED			
Thella Bowens				8/9/2012 ORIGINATING DEPARTMENT/BUSINESS UNIT			
X2444							
				Executive Office BU6			
				PREPARED BY/EXT.	REVIEWED BY: ACCTG		
Access for accessors and accessors				A. Caldera X2445	CUIL		
		FOR PAYMENT OF TH		的一次中,其中40次的	and the state of		
INVOICE##	The state of the s	第四日		有。在19 12年,1913年	AMOUNT		
pta 0506-0917	LA18 8/9/12	Out of pocket expense	es related to ACI-N	A Airport Economics	705.58		
		and Finance and Hum	an Capital Confere	ence in Nashville. TN	48268		
		May 6 - 9, 2012	· · · · · · · · · · · · · · · · · · ·				
		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1					
				i			
				HECK BEOLIEST TOTAL	//Y) / \$ 705 EQ.		
SPECIAL INSTRUCTIONS				HECK REQUEST TOTAL	482.68-705.58		
Reimbursement needs	to be available to Thella	on 8/16 when she returns					
	essed as a Contract or P.O		Cone reason	I CERTIFY THE CLAIM IS			
Infrequent/Unforeseen De Minimis amount (Le		Insurance/Benefits (7)		INCLUDING ANY APPL			
Required quick timefrai		Contract in Process (8)	(9)	OONDITIONS HAVE	BEEN FULFILLED		
Dues/Subscription/Men		Outside Scope of Contra Common Practice (10)	act "	101 Q			
	Seminars/Sponsorships (5)	Approved Exception (11)		1) /Cv	on		
X Employee Reimbursem		OTHER: (12)		Vernon Evans,	VP Finance		
DI	STRIBUTION OF CHARGES	S-TO BE COMPLETED BY	ORIGINATING DEPA	RTMENT/BUSINESS UNIT	Vr, rinance		
DEPARTMENT/ .		WORK ORDER/	LOCATION/				
BUSINESS UNIT	GL ACCOUNT.SUBSIDIA	RY TRACKING ORDER	ASSET NUMBER	AMOL	INT		
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					299:00		
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SDORAA Accounting Department

SDCRAA 3 DEPT.

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY TRAVEL EXPENSE REPORT

		(To be c	ompleted with	ıln 30 day	s from tra	vel return	date)				
TRAVEL	***************************************	Thella F. Bowens	Thella F. Bowens			AME & NO).	Executive Office BU6			
DEPARTURE DATE: 5/6/2012			RETU	RETURN DATE: 5/12/20							
DESTINA		Nashville, TN									
		ority Travel and Lodging Expense s. Please attach all required supports should be explained in the space			rticle 3, Pa receipts m	art 3.4, Se oust be de	ction 3.40, d tailed, (cred	outlining a dit card re	ppropriate celpts do l	e reimburse not provide	able sufficient
			Authority Expenses				Employe	ee Expens	ses	-	1000
			(Prepaid by	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
Air Fare, F	Railroad, Bus (attach copy of itinerary w/charges)	Authority)	5/6/12	5/7/12	5/8/12	5/9/12			5/12/12	TOTALS
Conference	ce Fees (provide	e copy of flyer/registration expenses)	871.00 795.00	1.		-	-222.90				-222.9
Rental Ca	r*		755.00	 V 	+	-	-			-	0.0
Gas and C										-	0.0
Garage/Pa										-	0.0
Tavi and/o	attach mileage	form*	1.00								0.0
Hotel*	Siluttle Fare	(include tips pd.)*		30.00	-		33.00	~			63.0
	, Internet and I	Fav*		185.75	185.75	185.75					557.2
Laundry*	, maria di di										0.0
Tips - sepa	arately paid (ma	aids,bellhop,other hotel srvs.)									0.0
Meals	Breakfast*				11.44	4.17	/				0.0
(include tips pd.)	Lunch*				11.44	7.17					15.6
ips pa.)	Dinner*					69.72	7	-			0.0
Alaahal is s	Other Meals										69.73 0.00
Hospitality 1	non-reimbursa	ole expense			198711	301 32 32		Server 1		建工设计	
	ous: Baggage	Fees									0.00
		7 003									0.00
											0.00
Provide de	tailed receipts										0.00
	To	tal Expenses prepaid by Authority	J 1,666.00	215.75	197.19	259.64	-189.90	0.00	0.00	0.00	0.00
xplanation:	:			Γ				-	0.001	0.001	482.68
				1.	Total Expe	nses Incu	aid by Auti	hority			1,666.00
/9/12: See ' lachville /\$6	"Attachment A	" for the price of the airline ticket to	/from San Dieg	o to	including (cash adva	nces)	pioyee			482.68
f the airline	ticket when ch	eler is paying the difference of \$222 ne flew back through Dallas for PT(2.90 - the differ	fference Grand Trip Total							2,148.68
	tionet Whell Si	ie liew back through Dallas for PT	٥.	19	ess Cash	Advance	attach copy o	of Authority o	k)		
101				<u> </u>	ess Expe	nses Prep	aid by Auth /e amount)	ority			1,666.00
		fillations of any persons whose meals we	re paid by travele				/e amount) tive amoun				
Attach perso	onal check payab	le to SDCRAA			Not	te: Send the	s report to A	Accounting	even if the	amount is	482.68
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correct.		oduing Expense Reimbursement F									
)					Business	Expense I	Reimburser	nent Polic	<u>y 3.30</u>		
Prepared By	· -	A A A A	Try Caldera	AM	1		Е	ixt.:	1/2	/2445	
raveler Sig	ınature:	MILLONI)au	V/W			D	ate: 💃	1/1/	112	
pproved B	y:	Work		-	*		D	ate:	/ <i>S</i> /	811	2
UTHORITY	Y CLERK CER	RTIFICATION ON BEHALF OF EXI	CUTIVE COM	MITTEE	/To be cer	tified if ue	nd by Proci	dont/CEO	Con Cour	and an Ohio	F A
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our aepartn	nent Administra	ative Assistant or call Accounting a	t ext. 2806.	y #eim our s	ernent. T	you ⁻ nave	any questi	ons, pleas	se see		
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SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY OUT-OF-TOWN TRAVEL REQUEST

GENERAL INSTRUCTIONS:

by the Executive Committee at its

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

1. TRAVELER: Travelers Name:	Thella F. Bow	ens			Doot	00/5
Position:	Board Member		ΓG	en. Counsel	_ Dept: ₋	06/Executive Office Chief Auditor
, osidori.	All other Authority e	mployees (does not	require eve	citis commit	taa adusiu	
2. DATE OF REQU						
		_ PLANNED DATE O				
of paper as nece	S/PURPOSE (Provid	le detailed explanati	on as to the	purpose of the	ne trip- co	ontinue on extra sheets
Destination: Na	* /		Purpose: /	ACI-NA Almon	t Econom	ics and Finance and
Explanation:		_	Human Ca	pital Conferen	се	
Explanation.						
A. TRANSI A. AIRE OTH B. LODGIN C. MEALS D. SEMINA E. ENTERT F. OTHER I	R AND CONFERENTAINMENT (If applications of app	S: TION (Taxi, Train, C NCE FEES able) NSES RAVEL EXPENSE		\$ \$ \$ \$ \$	600.00 100.00 500.00 200.00 785.00 0.00 100.00 2285.00	-
CERTIFICATION	BY TRAVELER	By my signature be	elow, I certi	fy that the abo	ve listed o	out-of-town travel and
associated expenses Authority's business.	conform to the Aut	pority's Policies 3.30	and <u>3.40</u> :	and are reaso	nable and	directly related to the
Travelers Signature	C Ille	4 XING	XWW)) Dat	e: 🛱	116/12
By my signature is responsed in the concerne Authority's but Authority's Polyanting is responsed in the concerne in the	ow, I certify the followientiously reviewed to out-of-town travelusiness and reasonated out-of-town traveluticies 3.30 and 3.40	wing: the above out-of-tow I and all identified ex able in comparison to and all identified ex	in travel rec penses are the anticir	quest and the necessary for	tive Comn	nittee, the Authority ovided on the reverse, incement of the
Administrator's Sign	nature:	appropriate the second second or the second			Date:	
de A	RK CERTIFICA	TION ON BEHAL	FOFEX	ECUTIVE (COMMIT	



Traveltrust 374 North Coast Fighway 101 Encinitas, Ca 92024 Tel: 760-635-1700 Fax 760-635-1720

Website www.travetrust.com

BOWENS/THELLA

DEPT 6

01-May-2012 5:15 pm

Class: Q

Page 2 of 2

Depart - TERMINAL E

Arrive

United Airlines locator: DE82YJ

AISLE SEAT CONFIRMED **

Flight Duration: 2 hour(s) and 12 minutes

Class of Service: Coach

12-May-2012 11:25am

Saturday

Air From: Meal:

United Airlines Denver CO, USA

Light Lunch Airbus A320 Jet

12-May-2012 Saturday 12-May-2012 Saturday 11:25am 12:47pm

Flight#

Seats:

Status:

Stops:

To:

763

Seat: 10C

Confirmed

San Diego CA, USA

Arrival: Depart -

Equip:

Depart:

Arrive - TERMINAL 1

United Airlines locator: DE82YJ

AISLE SEAT CONFIRMED **

Flight Duration: 2 hour(s) and 22 minutes

Class of Service: Coach

Other

08-Nov-2012

Thursday

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#:7056514818 Invoice#:1193813

Ticket Base Fare: Ticket Tax:

Total Ticket Amount:

737.68 103.32 841.00

Electronic: YES

SERVICE FEE DOCUMENT #: 0574415226

BILLED TO: AMERICAN EXPRESS ENDING IN

FEE AMOUNT: 30.00

1. \$643.10 was the amount of the ticket of from and back (See travel trust Attachment A) San to Nashylla

2. Because she flow home from Nashville- Thella is the difference of \$ 222.90



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

BOWENS/THELLA	DEF	PT 6				01-May-2012 5:15 Page 1 o
	YOUR I	UNITED ETICKET CONFIR AMERICAN ETICKET CONF	MATION IS **	DE82YJ *	*	. 495 1 0
	****	INVOICE/ITINERARY ****TICKETLESS TRAVEL	ACCOUNTING DINSTRUCTIONS	OCUMENT-		
	A GOVI	IS AN E-TICKET RESERV ERNMENT ISSUED PHOTO TICKET IS NON-REFUNDA LIGHTS BOOKED. IF TH	ID IS NEEDED	BE USED	FOR	
	OR CAM IT MAY YOUR O	NCELLED BEFORE THE DE MAYE NO VALUE. CONT DUTBOUND FLIGHT IF CHA MAYER MAYER MAYE	PARTURE OF YO FACT TRAVELTR ANGE IS NECES	OUR FLIGH RUST BEFOR SARY.	TS RE ***	
	PLEASE INTERN DOMEST FOR AD	**************************************	R SCREENING A JR CHECK-IN P ECK-IN PRIOR FORMATION VIS	ND BOARD RIOR TO I TO DEPAR	ING DEPARTURE FURE	
'	Air	United Airlines		Flight#	1292	Class: T
06-May-2012	From: Meai: ′	 San Diego CA, USA Food For Purchase 		То:	Houston Inter	continental, TX
09:36am Sunday	Equip: Depart: Arrival:	Boeing 737-800 Jet 06-May-2012 Sunday 06-May-2012 Sunday	09:36am 02:39pm	Status: Stops:	Confirmed 0	
	Arrive	- TERMINAL 2 - TERMINAL C Airlines locator: DE	,			
	Flight Class	Duration: 3 hour(s) of Service: Coach	and 03 minute	es		
	Air From:	United Airlines	TV	Flight#	4164	Class: T
06-May-2012	Meai:	Houston Intercontinental, None	IX	To: Seats:	Nashville Nasl Seat:Unavail	nville Internatio
03:48pm Sunday	Equip: Depart: Arrival:	Embraer Jet 06-May-2012 Sunday 06-May-2012 Sunday	03:48pm 05:40pm	Status: Stops:	Confirmed 0	
	Arrive			S DBA UNI	TED EXPRESS	
	L L	Airlines locator: DE		20		
2	Flight	T ASSIGNMENT AIRPORT (Duration: 1 hour(s) of Service: Coach	CHECKIN ONLY and 52 minute	**		
	Air From:	American Airlines Nashville Nashville Interna	.	Flight#	373	Class: V
09-May-2012	Meai:	None	lio	To:	Dailas/Ft Worti	TX, USA
09:40am Vednesday	Equip: Depart: Arrival:	Boeing 737-800 Jet 09-May-2012 Wednesda 09-May-2012 Wednesda	y 09:40am y 11:40am	Status: Stops:	Confirmed 0	
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	Flight	ASSIGNMENT AIRPORT (Duration: 2 hour(s) a of Service: Coach	CHECKIN ONLY and 00 minute	** S		
	Air From:	United Airlines		Flight#	1111	Class: Q
	Meai:	Dallas/Ft Worth TX, USA Light Lunch		To: Seats:	Denver CO, US Seat:12C	A
2-May-2012						
12-May-2012 99:20am Saturday	Equip: Depart:	Boeing 737-700 Jet 12-May-2012 Saturday	09:20am	Status: Stops:	Confirmed 0	

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# 61806 ID: 4105

Full Name: Thella F. Bowens

Order Date 05/02/2012

Description

\$

Unit Price Qty. 2012 ACI-NA Airport Economics & Human Capital-Finance Track - From: 05/07/2012 To: 05/09/2012

Conference Registration Fee 05/07/2012 05:00 PM - 05/09/2012 12:00 PM

795.00

1

\$ 795.00

Total \$ 795.00

Attchent A

Caldera Amy

From: Sent:

Scott Mackerley [scott@traveltrust.com]

Monday, April 30, 2012 3:51 PM

To:

Caldera Amy

Subject:

Thella Bowens - Nashville 6 May, 2012

Follow Up Flag:

Follow up

Flag Status:

Flagged

FOR: BOWENS/THELLA

UNITED 648.10 NONREF TKT BY TODAY

06 MAY 12 - SUNDAY

AIR UNITED AIRLINES

FLT:1510 UNITED ECONOMY FOOD FOR PURCHASE

LV SAN DIEGO

1140A

EQP: BOEING 737-900

DEPART: TERMINAL 2

03HR 06MIN

AR HOUSTON GEO BUSH

446P **NON-STOP**

ARRIVE: TERMINAL C

REF: DE82YJ

BOWENS/THELLA

UA-00632240821

AIR UNITED AIRLINES

FLT:4619 UNITED ECONOMY

OPERATED BY /EXPRESSJET AIRLINES DBA UNITED EXPRESS

LV HOUSTON GEO BUSH

535P **EQP: EMBRAER 145 JET**

DEPART: TERMINAL B

01HR 52MIN

AR NASHVILLE

727P **NON-STOP**

REF: DE82YJ

BOWENS/THELLA

09 MAY 12 - WEDNESDAY

AIR UNITED AIRLINES FLT:6060 UNITED ECONOMY

OPERATED BY /EXPRESSIET AIRLINES DBA UNITED EXPRESS

LV NASHVILLE

815A

FLT:763

EQP: EMBRAER 145 JET

UNITED ECONOMY FOOD-BEV/PUR

02HR 59MIN

AR DENVER

LV DENVER

1014A

NON-STOP

BOWENS/THELLA AIR UNITED AIRLINES

1126A

EQP: BOEING 757-200

02HR 21MIN

AR SAN DIEGO

1247P

NON-STOP

ARRIVE: TERMINAL 1

BOWENS/THELLA

RECEIPTS FROM TRAVEL TO NASHVILLE, TN May 6 – 12, 2012—THELLA F. BOWENS

	CASH RECEIPT	
DATE:	CASH RECEIPT 5/1/2 AMOUNT	
DRIVER		
FROM:	all rand	
то: _	Shulaton	

CASH RECEIPT
DATE: 5/9/2 AMOUNT: 85/9/2
DRIVER: 533
TO: August 1999

Page ____ OF ____

RECEIPTS FROM TRAVEL TO NASHVILLE, TN May 6 – 12, 2012—THELLA F. BOWENS

SHERATON NASHVILLE

Speakers

623 UNION STREET

SHERATON NASHVILLE Speakers

623 UNION STREET

NASHVILLE, TN 37219

615-259-2000 NASHVILLE, TN 37219 615-259-2000 588775.1 BRANDY P Table 42 588775 Mon 05/07/12 10:22 AM Guests BRANDY P Table Guest Num: 1 Mon 05/07/12 10:37 AM RESTAURNT1 Guests Guest Num: 1 **RESTAURNT 1** 1 COFFEE 2.60 1 TOAST/ENG MUFFI 2.50 1 COFFEE 2.60 1 BACON 1 TOAST/ENG MUFFI 4.00 2.50 1 BACON SubTota1 9.10 Sales Tax 403 SubTotal 0.84 9.10 Y BOWENS, THELLA Please pay this amount Sales Tax 0.84 Total 9.94 ~ Total 9.94 FOOD 9.10 RM CHRG TIP... 1.50 403 Y BOWENS, THELLA 11.44 RM CHRG Tendered 11.44 FOR ROOM CHARGES ONLY! F00D 9.10 Gratuity Total Charge Room Number FOR ROOM CHARGES ONLY! Print Name Gratuity SIGNATURE Total Charge Room Number Print Name SIGNATURE

Page ____OF

RECEIPTS FROM TRAVEL TO NASHVILLE, TN May 6 - 12, 2012—THELLA F. BOWENS

0

1

231 6th Ave North
Nashville, TN 37219
615-345-7116
May08'12 06:28PM
Type: Amex
*: XXXXXXXXXXXX
Entry: SWIPED
Type: PURCHASE
Code: 520196
: 3888
: 34/1

Date:
Card Type:
Acct #:
Card Entry:
Trans Type:
Auth Code:
Check:
Table:
Server:

34/1 15006 Kasi C Server:

Subtotal: Gratuity_

Room #

hostess@thehermitagehold.com (See next page for detailed Teceipt)

RECEIPTS FROM TRAVEL TO NASHVILLE, TN May 6 – 12, 2012—THELLA F. BOWENS

Check Detail

Check 1	Table	Check Opene	d	Minutes ⊆ Guests = √Ref	erence Info	Location	∉ Employeer
3888	34	5/8/2012 7:26 PM	Λ	117.12 1		The Hermitage Hotel	Kasi Coulther
		5/8 7:26 PM	1	Btr Lett Salad	√ 10.00	Capitol Grille	Kasi Coulther
		5/8 7:26 PM	1	**CRSE 2**		Capitol Grille	Kasi Coulther
		5/8 7:26 PM	1	Red Trout	√ 32.00	Capitol Grille	Kasi Coulther
		5/8 7:42 PM	1	**FIRE CRSE 2***		Capitol Grille	Kasl Coulther
		5/8 8:09 PM	1	Bread Pudding	√ 9.00	Capitol Grille	Kasi Coulther
		5/8 8:25 PM	1	Un Sweet Tea	√ 2.75	Capitol Grille	Kasi Coulther
		5/8 9:23 PM			•	Capitol Grille	Kasi Coulther
		5/8 9:23 PM		Chg Tip	11.00	Capitol Grille	Kasi Coulther
		5/8 9:23 PM		Amex	69.72	Capitol Grille	Kasi Coulther
		5/8 9:23 PM		XXXX-		Capitol Grille	Kasi Coulther
		5/8 9:23 PM		9044/F&B American E		Capitol Grille	Kasi Coulther
				Sub Total	53.75		
				Tax	4.97		
				Service Charge	11.00		
				-	,		
				Check Total	69.72 √		



RECEIPTS FROM TRAVEL TO NASHVILLE, TN May 6 – 12, 2012—THELLA F. BOWENS

SHERATON NASHVILLE

Sessions Bar 623 UNION STREET NASHVILLE, TN 37219 615-259-2000

REBECCA M Tue 05/08/12 8:07 AM Guest Num: 1			
1 LATTE 1 TALL . 1 FLAVOR SHOT	0.00 2.90 0.55		
	SubTotal Sales Tax	3.45 0.32	
Plea T	ase pay this otal 3	amount	
F00D 3.45			
FOR ROOM CHA	RGES ONLY!		
Gratuity		40	
Total Charge	4	17	
Room Number	403)	
Print Name	11A 130	WEST	
SIGNATURE AND LL	4 <i>H</i> XX	100	

SHERATON NASHVILLE

Sessions Bar 623 UNION STREET NASHVILLE, TN 37219 615-259-2000

REBECCA M Tue 05/08/12 8:16 AM Guest Num: 1	2890 Table 5 Guests STAR	
1 LATTE 1 TALL 1 FLAVOR SHOT	0,00 2,90 0,55	
403	SubTotal	3,45
Y BOWENS, THELLA	Sales Tax	0.32
	Total 3	.77
	M CHRG TIP WENS, THELLA	0.40
RM C	HRG Tendered	4.17
FOOD 3.45	5	
FOR ROOM (CHARGES ONLY!	
Gratuity		
Total Charge		
Room Number	******	
Print Name		
SIGNATURE		

Page ____OF ___

Sheraton Nashville Downtown 623 Union Street Nashville, TN 37219 United States

Tel: 615-259-2000 Fax: 615-742-6056



Thella Bowens

Email:
Airport Economics

Page Number : 1 Invoice Nbr :113475 Guest Number : 625624

Folio ID : EX-A

Arrive Date : 06-MAY-12 18:42

Depart Date : 09-MAY-12

No. Of Guest : 1
Room Number : 403
Room Rate : 159.00

Club Account

Tax ID : 20-0461638

Sheraton N	ashville	09-MAY-12 03:28 GHAYNES	
Date	Referenc	e Description	Amount
		The state of the s	
06-MAY-12	RT403	Room Charge	159.00
06-MAY-12	RT403	State Tax (9.25%)	14.71 185.75
06-MAY-12	RT403	Occupancy Tax (6.00%)	9.54
06-MAY-12	RT403	City Surcharge Tax	2.50
07-MAY-12	5887750	Speakers Restaurant	(11.44)
07-MAY-12	RT403	Room Charge	159.00
07~MAY-12	RT403	State Tax (9.25%)	14.71 (185.75
07-MAY-12	RT403	Occupancy Tax (6.00%)	9.54
07-MAY-12	RT403	City Surcharge Tax	2.50
08-MAY-12	2890600	STARBUCK's	(4.17)
08-MAY-12	RT403	Room Charge	159.00
08-MAY-12	RT403	State Tax (9.25%)	14.71 (185. 13
08-MAY-12	RT403	Occupancy Tax (6.00%)	9.54
			$\frac{159.00}{14.71}$ 185.75 $\frac{9.54}{2.50}$ (see next page)
		Continued on th	a next nage

Continued on the next page

05/23/12 Kara Brown, Accounting Billing Coordinator Sheraton Nashville Downtown 623 Union Street Nashville, TN 37219 United States

Tel: 615-259-2000 Fax: 615-742-6056



Thella Bowens

Airport Economics

Page Number

: 2 : 625624 Invoice Nbr : 113475

Guest Number : 625 Folio ID : EX-

Folio ID : EX-A Arrive Date : 06-Mi

: 06-MAY-12 18:42

Depart Date : 09-MAY-12

No. Of Guest : 1

Room Number : 403
Room Rate : 159.00

Club Account :

Reference Description Amount

08-MAY-12 RT403 09-MAY-12 AX

City Surcharge Tax American Express 2.50 -572.86

_ _ _

*** Balance

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.

Continued on the next page

Sheraton Nashville Downtown 623 Union Street Nashville, TN 37219 United States Tel: 615-259-2000 Fax: 615-742-6056



Thella Bowens

Page Number : 3 Invoice Nbr : 113475 Guest Number : 625624 Folio ID : EX-A Arrive Date : 06-MAY-12 18:42 Depart Date : 09-MAY-12 No. Of Guest : 1 Room Number : 403 Room Rate 159.00

Enjoy Sheraton's healthy menu options on your next stay. Brighten your diet with Color Your Plate, our healthier menu options that include at least three colorful fresh food items, as recommended by nutrition experts at Core Performance (TM). Learn more at www.sheraton.com/fitness

Club Account

As a Starwood Preferred Guest, you could have earned 965 Starpoints for this visit. Please provide your member number or enroll today.

SCANNED AUG 1 4 2012



SAN DIEGO COUNTY "REGIONAL AIRPORT AUTHORITY ORIGINAL (LILAC) - FINANCE COPY - DEPARTMENT FILE

SDCRAA CHECK REQUEST		CR # 12-067	CR # 12-067		
ISSUE CHECK TO THE ORDER OF		DATE ISSUED			
Thella Bowens	8/9/2012				
X2444		ORIGINATING DEPART	ORIGINATING DEPARTMENT/BUSINESS UNI		
	Executive Office BU6	3			
		PREPARED BY/EXT.	REVIEWED BY: ACCTG		
		A. Caldera X2445			
是一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个	FOR PAYMENT OF THE FOLLOW	NG			
INVOICE # INVOICE DATE	DESCRI	PTION	AMOUNT		
nta 0603-712 n/a 819/12	Out of pocket expenses related t	o ACI-NA Marketing	561.00 -539.6		
	& Communications/Jumpstart Co		301.00		
	of ACI-NA in Sacramento, CA				
	June 3 - 7, 2012				
8					
COTOLAL INOTOLICATIONS		CHECK REQUEST TOTAL	561.00 539.80		
SPECIAL INSTRUCTIONS: Reimbursement needs to be available to Thell	a on 8/16 when she returns to the office	e.			
Reason not processed as a Contract or P.			IS TRUE AND CORRECT		
Infrequent/Unforeseen (1)	Insurance/Benefits (7)		INCLUDING ANY APPLICABLE TERMS AND		
De Minimis amount (Less than \$5K) (2)	Contract in Process (8)		CONDITIONS HAVE BEEN FULFILLED		
Required quick timeframe (3)	Outside Scope of Contract (9)		•		
Dues/Subscription/Membership (4)	Common Practice (10)	1 ') 1 >	_		
Meetings/Conferences/Seminars/Sponsorships (5)	Approved Exception (11)	L V.	von		
X Employee Reimbursement (6)	OTHER: (12)	Vernon Evans	s, VP, Finance		
DISTRIBUTION OF CHARGE	S - TO BE COMPLETED BY ORIGINATII	NG DEPARTMENT/BUSINESS UNI			
BUSINESS UNIT GL ACCOUNT.SUBSIDI	WORK ORDER/ LOCAT	UMBER !			
	ART HOURING ONDER ASSET N	OMBER AMC	DUNT		
6 66300.120			-541-00 539.80		
Total amount dis	tributed - must equal Check Request Tot	ral above	501 do 500 00		
			561.00 539.80		
/ENDOR NO	ACCOUNTING DEPARTMENT USE (APPROVED FOR	PROCESSING		
VVOICE NO. 0603 - 712			·		
VVOICE DATE \$ 19.12		XXIII TIM			
	ACCOUNTING	NEDADINENT.			
YMT DATE	RECEIVED	ACCOUNTING	DEPARTMENT		
T TO BU SEP CK	AUG 1 0 2012	DOOT			
SCANNED PAID	S D C R A A ACCOUNTING	POST	בח		
AUG 1 4 2012 AUG 1 4 20		AUG 14	2012		
	·	SDCRA	A		
SDCRAA		000104			

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY TRAVEL EXPENSE REPORT

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

TRAVEL		Thella F. Bowens		_	DEPT. NA				ecutive Of	ffice BU6	
DEPART	URE DATE:	6/4/2012	RETUI	RN DATE:		6/6/2012	2	REPO	RT DUE:		7/6/12
DESTINA		Sacramento, CA									
Please re	fer to the Auth	nority Travel and Lodging Expens	e Reimbursemen	t Policy, A	rticle 3, Pai	rt 3.4, Sec	tion 3.40,	outlining a	ppropriate	reimburs	able
expenses	i and approval ny snecial Itel	ls. Please attach all required sup ns should be explained in the spa	porting document	tation. All.	receipts m	ust be det	alled, (cred	dit card re	ceipts do r	not provide	sufficient
dotally. A	ny special nel	ns snould be explained in the spa	Authority	T .							
			Expenses				Employ	ee Expen	ses		
			(Prepaid by	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
Air Fare	Railroad Bus	(attach copy of itinerary w/charges)	Authority)	/	6/4/12	6/5/12	6/6/12		-		TOTALS
		de copy of flyer/registration expenses	638.90		+	 	 				0.0
Rental Ca		se copy or nyom ogreu ation expenses	020.00	ľ	 						0.0
Gas and C											0.0
Garage/Pa	arking*										0.00
Mileage -	attach mileag	e form*				1		,			0.00
	or Shuttle Fare	e (include tips pd.)*			49.00	,	49.00	/			98.00
Hotel*					179.73	179.73	/		13.36		359.40
	e, Internet and	Fax*				¥ 15.95	/				15.9
Laundry*											0.00
Meals	Breakfast	naids,bellhop,other hotel srvs.)	100000000000000000000000000000000000000				00.00				0.00
(include	Lunch*				-		25.55				25.58
tips pd.)	Dinner*			 	10.08	¥ 42.96	-				0.00
	Other Mea	als*			19.00	72.30			1 1971		62.0 ²
Alcohol is	non-reimburs										0.00
Hospitality	,1∗						1 11 11 11 11 11		THE STATE OF THE S	PHILIPPIN TANK THE	0.00
Miscellane	ous: Baggag	e Fees									0.00
		- The second	ter , hickory								0.00
			1								0.00
*Provide d	etailed receip										0.00
		Total Expenses prepaid by Author	ity 1,463.90	0.00	247.81	238.64	74.55	0.00	0.00	0.00	561.00
Explanatio	n:				Total Exp	enses Pre	paid by Au	thority			1,463.90
* * * * * * * * * * * * * * * * * * * *	:	to all and fine lives of the State State States	ton and do to a do t		Total Expenses Incurred by Employee						
_		tached for June 4 taxi fare from a	•	(including cash advances) Grand Trip Total					561.00		
(#) Remen	wheel for en	edelared tip & externet	charge.	Less Cash Advance (attach.copy of Authority ck)					2,024.90		
	U	·	4.		Less Expenses Prepaid by Authority					1,463.90	
101					Due Trave						1,400.50
	es and business Check Request	affiliations of any persons whose mea	is were paid by trave	Due Authority (negative amount) ³					561.00		
3Attach per	rsonal check pay	vable to SDCRAA			No	ote: Send ti	his report to	Accountil	ng even if ti	he amount	is \$0.
i as travel	er or adminis	strator acknowledge that I have	e read, understa	and and a	gree to A	uthority p	olicies 3.	40 - Trav	el and Lo	odaina Ex	oense
Reimburs	ement Policy	⁴ and 3.30 - Business Expens	e Reimburseme	nt Policy	and that	any purc	hases/cla	ims that	are not al	lowed wi	li be my
responsibi	ility. I further	certify that this report of trave	l expenses were	e incurred	in conne	ction with	n official A	Authority	business	and is tru	ie and
correct.	7 Toward and	Ladelan Formana Beinstein	1 D. II. 0.40								
		Lodging Expense Reimbursemer			Business I	xpense F	Reimbursei	ment Polic	<u>y 3.30</u>		
Prepared B	ly:		Amy Caldera	- 4 cut	umr		E	Ext.:		2445	
Traveler Sig	gnature:	* kevised for und	delared	ties	n the	ant	_ [Date:			
Approved B											
•	•	DTIFICATION ON DELIAL FOR S	VEOLITIVE 001	.U				_	. 21		
AUTHORIT	Y CLERK CE	RTIFICATION ON BEHALF OF E									
l, Please leave	e blank Whoes	ver clerk's the meeting will insert their	name and title \	hereby cer	tify that this	s docume	nt was app	roved by	the Execut	ive Comm	ittee at its
		meeting.	amo and me.,								
•		ert the meeting date.)	DAIR	•			SOC	TE			
Failure to at	ttach required	documentation will result in the d	ela of from as in	reimburs	sement. If	you have	any quest	ions, piea	se see		
your departi	ment Adminis	trative assetting of call Accounting		-			A110 3	1 004	1		
	SUF	11414-	AUG 14 ZU	12			AUG I	4 2012	_		
	ALIC	1 4 2012		7 to							
	AUG	T & COLD	SDCRAA				SDC	RAA			

SDCRAA

SDCRAA ACCOUNTING DEDT

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY TRAVEL EXPENSE REPORT

		(To be co	mpleted with	in 30 days	from trav	vel return	date)				
TRAVEL	ER:	Thelia F. Bowens			DEPT. NA	ME & NO	·	Exe	ecutive O	office BU6	i
DEPART	URE DATE:	6/4/2012	RETUR	RN DATE:		6/6/2012	2	REPO	RT DUE:		7/6/12
DESTINA	ATION:	Sacramento, CA									
expenses	s and approval	ority Travel and Lodging Expense R s. Please attach all required suppor ns should be explained in the space	ting document	tation. All	rticle 3, Pa receipts m	art 3.4, Sec oust be det	tion 3.40, ailed, (cre	outlining a dit card red	ppropriate ceipts do	e reimburs not provid	sable e sufficient
			Authority Expenses				Employ	ee Expens	ses		
			(Prepaid by	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
Air Fare.	Railroad Bus	attach copy of itinerary w/charges)	Authority)	/	6/4/12	6/5/12	6/6/12	 	ļ		TOTALS
Conference	ce Fees (provid	le copy of flyer/registration expenses)	638.90 825.00	/	 	 	 		-	ļ	0,00
Rental Ca		e copy of hydriagistration expansesy	623.00	 		-	 	 		 	0.00
Gas and C			*****	 -	 	 	 				0.00
Garage/Pa	arking*				1	 	 			 	0.00
	attach mileage						 			<u> </u>	0.00
	or Shuttle Fare	(include tips pd.)*			49.00		49.00				98.00
Hotel*					179.73	179.73					359.46
	e, Internet and	Fax*				15,95					15.90000
Laundry*											0.00
Neals		aids,bellhop,other hotel srvs.)			<u> </u>						0.00
(include	Breakfast*						25.55				25.55
tips pd.)	Lunch* Dinner*			<u> </u>		4296					0.00
	Other Meal	o*	And the state of		19.08	37/11					62.04 50.79
Alcohol is a	non-reimburs					TERRO STATE THE PA	\$2.000 PERSONS 400	entre de la constant de		BASINGS WATER	0.00
Hospitality				SMESSAVES							
	ous: Baggage	Fees									0.00
											0.00
						00 10					0.00
*Provide de	etailed receipts					238.60					0.00
	TIME	otal Expenses prepaid by Authority	1,463.90	0.00		217.44	74.55	0.00	0.00	0.00	529.80
Explanation	n:			1	Total Evo	enses Pre	naid by As	thorib:	Addition to the same of		
162						enses Incu					1,463.90
* Missing re	eceipt form atta	ached for June 4 taxi fare from airpo	rt to hotel.		(including	cash adva		···picyco			539.80
					Grand Tri	p Total					2,003.70
					Less Cast	n Advance	(attach copy	of Authority	ck)		
				-	Less Expenses Prepaid by Authority 1						1,463.90
¹Give name	s and business a	ffillations of any persons whose meals we	ere paid by travel	ier. II	Due Traveler (positive amount) ²						
	heck Request sonal check paya	bie to SDCRAA		- 11	Due Autho	ority (nega ote: Send th	ative amou	int)"			539.80
		THE PARTY OF THE P	-								
as liavele	er or administ	rator acknowledge that I have re	ad, understa	nd and a	gree to A	uthority po	olicies 3.	40 - Trav	el and Lo	odging Ex	(pense
esponsibi correct.	lity. I turtner	and 3.30 - Business Expense R certify that this report of travel ex	penses were	incurred	in conne	ction with	official A	uthority b	usiness	lowed wil and is tru	ll be my ie and
repared By		odging Expense Reimbursement Po	olicy 3.40 y ∕oaldera	• !	<u>Business E</u> /	Expense R			<u>/ 3.30</u>	0445	
raveler Sig		110014 4	Tiniffyse Name	011/	1/		_	Ext.:		2445	
pproved B		THE MAN A DE	in the)ate:)ate:	8.8	17	
UTHORIT	Y CLERK CER	TIFICATION ON BEHALF OF EXE	CUTIVE COM	MITTEE	(To be cer	tified if use			Gen Com	sel or Chi	iof Auditor
			h			documen					
lease leave	blank. Whoeve	er clerk's the meeting will insert their nam	e and title.)		y u sat unc	, accumen	was app	oved by th	ie execut	ive Comm	mee at its

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

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

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

GENERAL INSTRUCTIONS:

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

1. TRAVELI Travelers I		wens		UESI	Dept:	Exec Office BU6
Position:	☐ Board Member) FG	en. Counsel	_ Бері	Chief Auditor
	□ All other Authority	employees (does not	require exec	cutive commit	tee admin	
2. DATE OF	REQUEST: 04/17/12	PLANNED DATE O				
or paper a	ATIONS/PURPOSE (Provas necessary): tion:Sacramento, CA		ion as to the	purpose of the	he trip- co	
A. T B. L(C. M D. S E. EI F. O	TED OUT-OF-TOWN TRANSPORTATION COS AIRFARE OTHER TRANSPORT ODGING IEALS EMINAR AND CONFERI NTERTAINMENT (If appl THER INCIDENTAL EXP	TS: ATION (Taxi, Train, C ENCE FEES icable) ENSES TRAVEL EXPENSE		\$ \$ \$ \$ \$ \$	500.00 100.00 700.00 200.00 825.00 100.00 2425.00	
associated ex Authority's but Travelers Sig		R By my signature butthority's Policies 3.3	elow, I certifo 2 and 3.40 a	y that the abound are reaso	nable and ᠘	out-of-town travel and directly related to the
CERTIFICA	TION BY ADMINIST	RATOR (Where A	dministrator	is the Execu	tive Comr	nittee, the Authority
Clerk's signati	are is required).					
	ire below, I certify the foll					
Author 3. The co	conscientiously reviewed oncerned out-of-town trav- rity's business and reason oncerned out-of-town trav- rity's Policies 3.30 and 3.4	el and all identified ex nable in comparison t el and all identified ex	kpenses are the anticip	necessary for	or the adva	ancement of the
Administrato	r's Signature:			*****	_ Date: _	

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

1. Tony & Russell, And	Ampritu Clerk	, hereby certify that this document was approved
(Please leave plank. Whoever clerk's the mee	eting will inser their name and title.)	increasy contany triat this document was approved
by the Executive Committee at its	4/19/2012	meeting.
	(Leave blank and we will Insert the me	peting date.)



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

BOWENS/THELLA DEPT 6 11-May-2012 11:33 am Page 1 of 2 YOUR UNITED ETICKET CONFIRMATION IS ** AX85M7 ** -----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. INTERNATIONAL-MINIMUM 3 HOUR CHECK-IN PRIOR TO DEPARTURE DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE FOR ADDITIONAL SECURITY INFORMATION VISIT WWW.TSA.GOV Air **United Airlines** Flight# 5240 Class: From: Dallas Love Field TX, USA To: Houston Intercontinental, TX 04-Jun-2012 Meal: None Seats: Seat:3B 01:35pm Equip: CRJ-Canadair Regiona Status: Confirmed Monday Depart: 04-Jun-2012 Monday 04-Jun-2012 Monday 01:35pm Stops: Arrival: 02:39pm DAL-IAH OPERATED BY /SKYWEST DBA UNITED EXPRESS Depart -Arrive - TERMINAL B United Airlines locator: AX85M7 UA Frequent Flyer# BOWENS/THELLA Flight Duration: 1 hour(s) and 04 minutes Class of Service: Coach Air United Airlines Flight# 1644 Class: From: Houston Intercontinental, TX To: Sacramento CA, USA 04-Jun-2012 Meal: Food For Purchase Seats: Seat:9C 05:50pm Equip: Boeing 737-900 Jet Status: Confirmed Monday Depart: 04-Jun-2012 05:50pm Monday Stops: 0 Arrival: 04-Jun-2012 Monday 08:03pm Depart - TERMINAL C Arrive - TERMINAL A United Airlines locator: AX85M7 UA Frequent Flyer# BOWENS/THELLA Flight Duration: 4 hour(s) and 13 minutes Class of Service: Coach Other 01-Dec-2012 San Diego CA, USA RESERVATION RETAINED FOR 180 DAYS Saturday 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 to Sacramento started from Dallas, Texas Flight as on vacation that weekend.

ResFAX® Copyright© 2012 Cornerstone Information Systems, Inc., Bloomington, IN



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

BOWENS/THELLA

DEPT 6

11-May-2012 11:33 am

Page 2 of 2

Ticket Information

BOWENS THELLA Ticket#:7059776071

Invoice#:1194133 Electronic: YES

Ticket Base Fare: Ticket Tax: Total Ticket Amount: 315.35

43.75

359.10

SERVICE FEE DOCUMENT #: 0574778374

FEE AMOUNT:

30.00

BILLED TO: AMERICAN EXPRESS ENDING IN

(See next page for return leg)



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

BOWENS/THELLA	DEPT 6	11-May-2012 11:49 am
		Page 1 of 1
	YOUR SOUTHWEST ETICKET CONFIRMATION IS ** 449759 **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. ************************************	•
	Air Couthwest Aidines	Class: K
10. Jun 2040	From: Sacramento CA, USA To: San Diego CA, (
6-Jun-2012 4:00pm Vednesday	Meal: None Equip: Boeing 737-700 Jet Status: Confirmed Depart: 06-Jun-2012 Wednesday 04:00pm Stops: 0 Arrival: 06-Jun-2012 Wednesday 05:25pm	
	Depart - CENTRAL TERMINAL B Arrive - TERMINAL 1 Flight Duration: 1 hour(s) and 25 minutes Class of Service: Business Select Other	
4-Dec-2012 uesday	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 TRAVELTRUSTSCOTT MACKERLEY	
	Ticket Information BOWENS THELLA Ticket#:2440182394 Ticket Base Fare: 249.80 Invoice#:1194132 Ticket Tax: 0.00 Total Ticket Amount: 249.80	389.10 (to
	BILLED TO: AMERICAN EXPRESS ENDING IN	\$ 638.90

Caldera Amy

From:

cgroup@aci-na.org

Sent: To:

Tuesday, May 15, 2012 5:01 PM

Bowens Thella; Caldera Amy

Subject:

2012 Marketing & Communications & JumpStart®Air Service - Confirmation

05/15/2012



Meeting Confirmation Notice

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

PH: (619) 400

FX: (619) 400-2448

EM: asan.org

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

Ms. Thella F. Bowens

President/CEO

NickName: Thella

San Diego County Regional Airport Authority

PO Box 82776 San Diego, CA 92138

You are registered for the following:

2012 Marketing & Communications & JumpStart®Air Service

From Monday, June 04, 2012 through Thursday, June 07, 2012

Description	UnitPrice	Quantity	Pri	ce
Conference Registration - includes JumpStart®	\$ 825.00	1	\$ 825.	<u>=</u> 00
		Total	825.	00
		Payments	825.0	00
		Balance	0.0	00

Thank you for registering for the 2012 ACI-NA Marketing & Communications Conference and/or Jun Development Program. All events will take place at the Hyatt Regency Sacramento which is located the Development Program. Sacramento, CA 95814. Registration fees for the conference include continental breakfast, 11 breaks, educational materials and two receptions. Dress for the meeting is business casual.



Hyatt Regency Sacramento at Capitol Park 1209 L Street Sacramento, CA 95814 916 443 1234 916 321 3099

INVOICE

Payee Thella Bowens

3225 N Harbor Drvie San Diego CA 92101

United States

Membership

Bonus Code

Confirmation No. 379134101

Group Name

Airport Council International North Amer

 Room No.
 1300

 Arrival
 06-04-12

 Departure
 06-06-12

 Page No.
 1 of 2

 Folio Window
 1

 Folio
 357281

Invoice

Description Date Charges **Credits** - In Room Dining Dinner Food 06-04-12 CHECK# 2913095 19.08 06-04-12 Group Room 159.00 06-04-12 Occupancy Tax 19.08 STBID Assessment 1.50 06-04-12 CA Tourism Assessment 0.15

06-04-12 06-05-12 **Guest Room Internet** 15.95 15:16 Room# 1300: 159.00 Group Room 06-05-12 06-05-12 Occupancy Tax 19.08 06-05-12 STBID Assessment 1.50 06-05-12 CA Tourism Assessment 0.15 - Vines Cafe Breakfast Food 25.55



Hyatt Regency Sacramento at Capitol Park 1209 L Street Sacramento, CA 95814 916 443 1234 916 321 3099

INVOICE

Payee

Thella Bowens

Membership **Bonus Code**

Confirmation No.

Group Name



Room No.

1300

Arrival

06-04-12

Departure

06-06-12

Page No.

2 of 2 1

Folio Window

Folio

357281

Invoice

Date : Description	No.	Charges	©r odis.
No frequent traveler account has been credited for this stay. To enroll in Gold Passport, call 1-800-51-HYATT, or visit www.GoldPassport.com.	Total	420.04	420.04
	Balance	0.	.00

Guest Signature

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. your stay please share them with us.

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.

WE HOPE YOU ENJOYED YOUR STAY WITH US!

I agree that my liability for this bill Is not waived and I agree to be held Thank you for choosing Hyatt Regency Sacramento. We hope that you enjoyed your stay with us. Our goal is to exceed our guests' expectations. If you have any comments regarding

> Consumer Affairs: Patrick Miller 916-321-3632 or Patrick.M.Miller@hyatt.com LOST & FOUND V-MAIL: 916-443-1234 ext:4572

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

RECEIPTS FROM TRAVEL TO SACRAMENTO, CA June 3 - 7, 2012—THELLA F. BOWENS

PASSENGER'S RECEIPT, TAXI CAB FARE S.I.T.O.A. Airport Taxi

Driver's Phone Number (916) 613-5550



24 Hours Dispatch Service (916) 444-0008

	7.0		
Driver's Name & Co. RAIHSI MEGA CAB CO. # 67	Date : _ Fare : _ Other: _ Total : _		1 12 (49) V
We appreciate your business and s and professional manner. Our service If you have any comments or concestoal@yahoo.com. Thank You!	trive to get you ce is also availab erns please call:	to your destinate for return trip (916) 284-687	ntion in a timely os to the Airport. 8 or email us at
FROM: Orport	то:	hotel	Į.

Page _____ OF _______

RECEIPTS FROM TRAVEL TO SACRAMENTO, CA June 3 - 7, 2012—THELLA F. BOWENS



IRD
Table:1300 Check:2913695
Server: Brittney Guests:1
Date/Time:6/4/2012 21:33

IN ROOM DINING
1 Tortilla*Soup 10.00
1 DELIVERY CHARGE 3.75
Subtotal 13.75
Service Charge 2.10
Tax 1.23
Total 17.08

1 CHARGE 0.00 BowensThella1300Y

19.08

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Print Name

COMPLETE FOR ROOM CHARGE ONLY

il infrancipariing interpretable in the

A 21% SERVICE CHARGE IS INCLUDED ON ELLA 1131 K Street Sacramento, CA 95814 (916) 443-3772

201018 OSBORN

The substitute of the state of

k You For Dining With Us Gift Cards Now Available

\$142.96

RECEIPTS FROM TRAVEL TO SACRAMENTO, CA June 3 - 7, 2012—THELLA F. BOWENS

Recreate Check Page: 1 <DUPLICATE> Vines Cafe Hyatt Regency At Capitol Park @#hyatt.rgc@ VINES Table:20 Check: 2147936 Server: Lisle Guests:1 Date/Time: 6/6/2012 9:55 FOOD 1 Breakfast Buffet 20.00 Subtotal 20.00 Tax 1.55 Tip 4.00 Total 25.55 ROOM CHARGE 25.55 1300 BowensThella1300Y GRAND TOTAL 25.55 T220 C9589 6/6/2012 10:52 A 18% SERVICE CHARGE IS ADDED TO PARTIES OF 8 OR MORE. ------DUPLICATE RECEIPT

Page _3__ OF _3__

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY MISSING RECEIPT FORM

Employee/Department Head must complete form below.

Date of Purchase/Event:	6/6/2012
Description of Item/Event:	Taxi from hotel to airport
Vendor/Event Name:	Taxi
Dollar Amount:	\$49.00
Reason for Missing Receipt:	Lost receipt
I hereby certify that the original	al receipt in question was lost or none was issued to me. ### The state of the sta
Employee Signature Department Head Signature	Date // Date
	Date



Marketing and Communications Conference and JumpStart[®] Air Service Development Program

On-Site Agenda
As of May 31, 2012

June 4-7, 2012 • Hyatt Regency • Sacramento

Host Airport



SPONSORS









10 – 11 Irregular Ops: Stuck on the Tarmac

BREAKING NEWS.....Events that cause a flight diversion to your airport now are governed with new regulations requiring each airport to have its own Tarmac Delay Contingency Plan. This includes dangerous flight conditions that force airliners to divert the plane to a runway at another airport. How did the Oct. 29 incident at Hartford's airport change how we respond to these irregular operations. How does the communications team stay on top of the new law? Are you plugged into your airport operations team so you are aware of breaking news at your airport when passengers are stuck on the tarmac?

Moderator.

Richard Walsh, Boston

Panel:

John Albrecht, Oakland Bryan Baldwin, jetBlue

Phil Hogg, Ricondo & Associates

11 - Noon Ach

Achieving World Class Customer Service

Let's face it, our passengers are our customers just as much as they are the customers of the airlines. The basic tenets of great customer service are universal — people want to feel connected to another person and these connections go a long way of reinforcing our brand and attracting more passengers to our airports. Join this stimulating discussion and hear from an airport that routinely receives high customer satisfaction scores as well as seasoned customer service representatives from other industries who have great lessons to share on creating powerful customer connections.

Moderator.

Cheryl Marcell, ACI World

Panel:

Faith Alchorn-Selk, former customer service manager, Nordstrom's

Michael Crockatt, Ottawa Jeremiah Gerald, Gulfport

Noon - 1:30

Lunch

Regency DEF

Presentation of the 2012 Bushelman Legacy Award

Presentation by the 2013 Host City, Atlanta

1:45-2:30

State of the Industry

Regency ABC

A review of the economy and aviation trends, both airlines and airports.

Moderator.

Cheryl Brown, San Diego

Speaker.

Bill Swelbar, MIT Center for Air Transportation

2:30 - 2:45

Break

Regency Foyer

Regency F

1.

Concurrent 4: A Look at the Challenges to New Carriers in a Volatile Aviation Industry

Even though the aviation industry is cyclical, it has been particularly unpredictable over the past few years, making us all ask the question, why would anyone want to start an airline now? Over the past 12 months the cost of fuel makes aviation successes much more volatile. Our panel will consist of three carrier types, two on the verge of starting up new airlines and one who is investing in the aviation sector and working with multiple regional carriers by retaining their current management to grow their business.

Moderator.

Hampton Brown, San Diego

Panel:

Randy Brown, California Pacific Airlines

A newly FAA-certified carrier which plans to fly to six U.S. and Mexican locations out of San Diego's Carlsbad Airport using Embraer 170s. *Michael Morisi, COO,* PeoplExpress

A new carrier seeking an FAA certificate, PeoplExpress will offer deeply discounted fares to select cities in the eastern U.S. from its base of operations in Newport News, Va.

Joshua Newsteder, CEO, CityLink Airlines

CityLink Airlines is a start-up airline based in Jacksonville, Fla. Its plan is to fly large regional jets point-to-point to small and medium-size markets. *Michael Rodyniuk*, COO, Bearskin Airlines

Exchange Income Corporation, owns four Canadian regional carriers; Bearskin, Calm Air, Keewatin, and Perimeter. It has plans to grow into new markets.

6 - 8:30

Host Airport Event: Crocker Art Museum

Shuttle bus service will be provided from the front of the Hyatt or it is a 20-minute walk

WEDNESDAY, June 6

7:30 - 4:30

Registration Desk open

Regency Fover

7:30 - 8

Continental Breakfast

Regency Foyer

8 - 9

Policy Updates

Carmel AB

Canadian Policy Update

For Canadian airport members an update on the most recent Transport Canada bilateral negotiations will be reviewed. As well, for those airports who didn't have a chance to attend the "One of our Airports is Missing" conference held in Toronto on March 20, an overview of the presentations and content from that event will be presented.

Moderator.

Carol Hutchins, Edmonton

Speaker:

Keith Medenblik, Toronto

1:45 - 3Golden State **Customer Service Takes Off With Latest Airport Apps**

Airport customer service climbs to new heights when a mobile application empowers the public with valuable and timely information in the palms of their hands on a mobile device. What is the best strategy? What are some of the new ideas in the world of airport apps? We ask the experts in neighboring North American airports for the answers. Make your airport more customer friendly by APP-lying the latest technology.

Moderator: Roxanne Butler, Houston

Panel:

Christiane Beaulieu, Montréal Megan Bozarth, Dallas-Fort Worth Daniel Gellert, CEO, Gate Guru

Patrick Hogan, Minneapolis-St. Paul

2-5:55

JumpStart One-on-One Meetings

Regency ABC

Nine 20-minute back-to-back meetings scheduled for afternoon.

A 20-minute break scheduled for 4 p.m. in Regency D

3:15 - 4:15Golden State ACI-NA's Policy Campaign: An Informational Forum

You've undoubtedly heard about the ACI-NA's policy campaign. Like others, you probably have questions about what it is, and what it means for the future of airports, including yours. We want to hear and answer your questions, and the upcoming meeting in Sacramento provides us with an ideal location and forum in which to do so. This informational forum will update you about the campaign with perception research, and preview resources that will help you communicate the important role that airports play in economic growth and job creation.

Moderator.

Greg Principato, President, ACI-NA

Speaker:

Trevor Francis, Fleishman-Hillard

6:30 - 7:30

JumpStart Welcome Reception

Capitol View/ Hyatt 15th floor

8:30 - Midnight

Host Airport Event: Cafeteria 15L

Drop in after dinner. Three blocks from the Hyatt, 1116 15th St.

THURSDAY, June 7

7:30 - 4:30

Registration Desk open

Regency Foyer

7:30 - 8

Continental Breakfast

Regency DEF

8 - 4:50

JumpStart One-on-One Meetings

Regency ABC

Eighteen 20-minute back-to-back meetings scheduled over the whole day.

A 20-minute break scheduled for 10 a.m. in Regency DEF

A 1 hour lunch break scheduled for 12.20 p.m. in Regency DEF SCANNED

AUG 1 4 2012