



**SAN DIEGO COUNTY  
REGIONAL AIRPORT AUTHORITY**

Meeting Date: **SEPTEMBER 1, 2011**

**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 2011 Budget.

**Environmental Review:**

- A. This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act (CEQA), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.

**Equal Opportunity Program:**

Not applicable.

**Prepared by:**

TONY RUSSELL  
DIRECTOR, CORPORATE SERVICES/AUTHORITY CLERK

# EXPENSE REPORT

# THELLA F. BOWENS

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**

**TRAVEL EXPENSE REPORT**

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

TRAVELER: Thella F. Bowens DEPT. NAME & NO. 6/Executive Office  
 DEPARTURE DATE: 7/17/2011 RETURN DATE: 7/19/2011 REPORT DUE: 8/18/11  
 DESTINATION: Washington DC

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

	Authority Expenses (Prepaid by Authority)	Employee Expenses							TOTALS
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
		7/17/11	7/18/11	7/19/11					
Air Fare, Railroad, Bus <i>(attach copy of itinerary w/charges)</i>	940.40								0.00
Conference Fees <i>(provide copy of flyer/registration expenses)</i>									0.00
Rental Car*									0.00
Gas and Oil*									0.00
Garage/Parking*									0.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare <i>(include tips pd.)*</i>		84.00		96.00					180.00
Hotel*		319.46	319.46						638.92
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid <i>(maids, bellhop, other hotel srvs.)</i>									0.00
Meals <i>(include tips pd.)</i>	Breakfast*	5.49	36.96	36.96					79.41
	Lunch*								0.00
	Dinner*			8.49					8.49
	Other Meals*	2.09		4.56					6.65
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality <sup>1*</sup>									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
*Provide detailed receipts									0.00
<b>Total Expenses prepaid by Authority</b>	<b>940.40</b>	<b>411.04</b>	<b>356.42</b>	<b>146.01</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>913.47</b>

Explanation:  
 \* 07-18-11 Adjusted \$5.18 for In Room Dining Charge on July 18. Room number accidentally added in as the tip. Total of receipt is \$36.96

Total Expenses Prepaid by Authority	940.40
Total Expenses Incurred by Employee (including cash advances)	913.47
<b>Grand Trip Total</b>	<b>1,853.87</b>
Less Cash Advance <i>(attach copy of Authority ck)</i>	
Less Expenses Prepaid by Authority	940.40
Due Traveler (positive amount) <sup>2</sup>	
<b>Due Authority (negative amount)<sup>3</sup></b>	<b>913.47</b>
<i>Note: Send this report to Accounting even if the amount is \$0.</i>	

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

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

<sup>4</sup> Travel and Lodging Expense Reimbursement Policy 3.40

<sup>5</sup> Business Expense Reimbursement Policy 3.30

Prepared By: Amy Caldera  
 Traveler Signature: Thella F. Bowens  
 Approved By: \_\_\_\_\_

Ext.: 2445  
 Date: 8/18/2011  
 Date: \_\_\_\_\_

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

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

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

✓ BB 8/17/11

4/8/2011 → Corporate

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

**GENERAL INSTRUCTIONS:**

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

**1. TRAVELER:**

Travelers Name: Thella F. Bowens Dept: 06  
Position:  Board Member  President/CEO  Gen. Counsel  Chief Auditor  
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 06/08/11 PLANNED DATE OF DEPARTURE/RETURN: 07/17/11 / 07/19/11

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip— continue on extra sheets of paper as necessary):  
Destination: Washington, DC Purpose: Airport Legislative Alliance Meetings  
Explanation: Airport Legislative Alliance Meetings

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

**A. TRANSPORTATION COSTS:**

- AIRFARE \$ 600.00
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 130.00

B. LODGING \$ 600.00

C. MEALS \$ 200.00

D. SEMINAR AND CONFERENCE FEES \$

E. ENTERTAINMENT (If applicable) \$

F. OTHER INCIDENTAL EXPENSES \$

**TOTAL PROJECTED TRAVEL EXPENSE \$ 1530.00**

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

Travelers Signature: Thella F. Bowens Date: 6/8/11

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

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

Administrator's Signature: [Signature] Date: 6.8.11

**AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE**

I, Tony R. Russell, Authority Clerk, hereby certify that this document was approved  
(Please leave blank. Whoever clerk's the meeting will insert their name and title.)  
by the Executive Committee at its 6/27/11 meeting.  
(Leave blank and we will insert the meeting date.)



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

BOWENS/HELLA

DEPT 6

01-Jul-2011 9:30 am

Page 1 of 2

YOUR UNITED E-TICKET CONFIRMATION IS \*\* L9V1J8 \*\*  
 -----INVOICE/ITINERARY ACCOUNTING DOCUMENT-----  
 \*\*\*\*\*TICKETLESS TRAVEL INSTRUCTIONS\*\*\*\*\*  
 THIS IS AN E-TICKET RESERVATION.  
 A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN  
 THIS TICKET IS NON-REFUNDABLE AND MUST BE USED FOR  
 THE FLIGHTS BOOKED. IF THE RESERVATION IS NOT USED  
 OR CANCELLED BEFORE THE DEPARTURE OF YOUR FLIGHTS  
 IT MAY HAVE NO VALUE. CONTACT TRAVELTRUST BEFORE  
 YOUR OUTBOUND FLIGHT IF CHANGE IS NECESSARY.  
 \*\*\*\*\*  
 \*\*\*\*\*TSA GUIDANCE FOR PASSENGERS\*\*\*\*\*  
 PLEASE ALLOW EXTRA TIME FOR SCREENING AND BOARDING  
 INTERNATIONAL-MINIMUM 3 HOUR CHECK-IN PRIOR TO DEPARTURE  
 DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE  
 FOR ADDITIONAL SECURITY INFORMATION VISIT WWW.TSA.GOV  
 \*\*\*\*\*

 17-Jul-2011 07:17am Sunday	<b>Air</b>	United Airlines	<b>Flight#</b>	970	<b>Class:</b>	M	
	<b>From:</b>	San Diego CA, USA	<b>To:</b>	Washington Dulles DC, USA	<b>Seats:</b>	Seat:21C	
	<b>Meal:</b>	Food For Purchase	<b>Status:</b>	Confirmed	<b>Stops:</b>	0	
	<b>Equip:</b>	Boeing 757 200 Jet	<b>Depart:</b>	17-Jul-2011 Sunday	07:17am		
	<b>Arrival:</b>	17-Jul-2011 Sunday	03:04pm				
	<b>Depart -</b>	TERMINAL 1					
	<b>Arrive -</b>	United Airlines locator: L9V1J8					

**\*\* EXIT ROW AISLE SEAT CONFIRMED \*\***  
 Flight Duration: 4 hour(s) and 47 minutes  
 Class of Service: Coach

 19-Jul-2011 05:21pm Tuesday	<b>Air</b>	United Airlines	<b>Flight#</b>	975	<b>Class:</b>	V	
	<b>From:</b>	Washington Dulles DC, USA	<b>To:</b>	San Francisco CA, USA	<b>Seats:</b>	Seat:19D	
	<b>Meal:</b>	Food For Purchase	<b>Status:</b>	Confirmed	<b>Stops:</b>	0	
	<b>Equip:</b>	Boeing 777 Jet	<b>Depart:</b>	19-Jul-2011 Tuesday	05:21pm		
	<b>Arrival:</b>	19-Jul-2011 Tuesday	07:55pm				
	<b>Depart -</b>						
	<b>Arrive -</b>	TERMINAL 3	United Airlines locator: L9V1J8				

**\*\* ECONOMY PLUS MIDDLE - WE WILL MONITOR FOR AISLE \*\***  
 Flight Duration: 5 hour(s) and 34 minutes  
 Class of Service: Coach

**Other**

15-Jan-2012  
 Sunday

San Diego CA, USA  
 RESERVATION RETAINED FOR 180 DAYS

TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST  
 AND SATURDAY FROM 9AM-1PM PST - 760-635-1700.  
 FOR EMERGENCY AFTERHOURS SERVICE IN THE US  
 PLEASE CALL 888-221-6062 AND USE YOUR VIT CODE - S7NS0  
 PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER  
 EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00  
 THANK YOU FOR CHOOSING TRAVELTRUST...SCOTT MACKERLEY



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

BOWENS/THELLA

DEPT 6

01-Jul-2011 9:30 am

Page 2 of 2

Ticket Information

BOWENS THELLA  
Ticket#:8663124648  
Invoice#:1186036

Ticket Base Fare:	826.98
Ticket Tax:	83.42
Total Ticket Amount:	910.40

Electronic: YES

SERVICE FEE DOCUMENT #: 0547854904 FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS ENDING IN 1012

940.40



*Representing America's Airport System*

**Airport Policy Roundtable Meeting  
Monday, July 18, 2011  
W Washington D.C.**

- |                       |  |
|-----------------------|--|
| 1:00 p.m. – 1:15 p.m. | <b>Welcome and Introductions</b>   |
| 1:15 p.m. – 1:45 p.m. | <b>Jeff Davis</b><br>Editor, Transportation Weekly   |
| 1:45 p.m. – 2:15 p.m. | <b>Steve Van Beek</b><br>Director, Chief of Policy and Strategy, LeighFisher   |
| 2:15 p.m. – 3:00 p.m. | <b>Building Blocks</b> <ul style="list-style-type: none"><li>• PFCs</li><li>• AIP Realignment</li><li>• Taxation: Lowering the rates and broadening the Base</li></ul>                                 |
| 3:00 p.m. – 3:15 p.m. | <b>Break</b>   |
| 3:15 p.m. – 4:30 p.m. | <b>Open Discussion</b>   |
| 4:30 p.m. - 5:00 p.m. | <b>Communications Update and Other Issues</b>  |
| 5:30 p.m. - 6:30 p.m. | <b>2011 AAE &amp; ALA Summer Legislative Issues Conference<br/>Welcome Reception</b><br><i>(all Roundtable attendees are welcome to attend)</i>  |
| 7:00 p.m. – 9:00 p.m. | <b>ALA Roundtable Dinner</b><br><i>Bibiana</i><br><i>1100 New York Avenue NW</i><br><i>Washington D.C., DC 20005-3934</i><br><i>(Walking directions and a map are included on back of this agenda)</i> |

W Washington DC  
 515 15th Street, NW  
 Washington, DC 20004  
 202-661-2400 / 202-661-2425  
 http://www.whotels.com/



Bowens, Thella	Page Number	1	Invoice Nbr	1000040259
Aaa Preferred Account	Guest Number	171770	Arrive Date	07-17-2011
[REDACTED]	Folio ID	A	Depart Date	07-19-2011
[REDACTED]	No. Of Guest	1		
	Room Number	518		
	Club Account	[REDACTED]		
	Time	07-20-2011 03:31		

Duplicate Invoice

Date	Reference	Description	Charges	Credits
07-17-2011	RT518	Room Charge	✓ \$279.00	\$ 319.46
07-17-2011	RT518	Occupancy/Tourism	✓ \$40.46	
07-18-2011	3739	In Room Dining	✓ \$36.96 <del>\$42.14</del>	- 5.18 *
07-18-2011	RT518	Room Charge	✓ \$279.00	\$ 319.46
07-18-2011	RT518	Occupancy/Tourism	✓ \$40.46	
[REDACTED]			<del>\$11.14</del>	- 11.14 **
07-19-2011	AX	American Express		\$-692.20
07-19-2011	3815	In Room Dining	✓ \$36.96	
07-19-2011	AX	American Express		\$-36.96
	** Total		# 712.84 <del>\$729.16</del>	\$-729.16
	** 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

\* Hotel overcharged tip. \$5.18 returned to credit card. (see pg 'D' and 'G')

\*\* Removed expense \$11.14

W Washington DC  
515 15th Street, NW  
Washington, DC 20004  
202-661-2400 / 202-661-2425  
<http://www.whothels.com/>



Bowens, Thella	Page Number	2	Invoice Nbr	1000040259
Aaa Preferred Account	Guest Number	171770	Arrive Date	07-17-2011
[REDACTED]	Folio ID	A	Depart Date	07-19-2011
[REDACTED]	No. Of Guest	1		
[REDACTED]	Room Number	518		
	Club Account	[REDACTED]		
	Time	07-20-2011 03:31		

Duplicate Invoice

0.00  
0.00  
0.00  
0.00  
0.00

As a Starwood Preferred Guest you have earned at least 1458  
Starpoints for this visit A50768218495.

Were all your wishes granted? Just let me know:  
[gmedbaten@whothels.com](mailto:gmedbaten@whothels.com). Explore a World of Wonder 24/7/365 at [wresidences.com](http://wresidences.com).

Signature \_\_\_\_\_

B

W Washington DC  
515 15th Street, NW  
Washington, DC 20004  
202-661-2400 / 202-661-2425  
<http://www.whothels.com/>



Bowens, Thella                      Page Number                      3                      Invoice Nbr                      1000040259  
Aaa Preferred Account              Guest Number                      171770                      Arrive Date                      07-17-2011  
[REDACTED]                      Folio ID                      A                      Depart Date                      07-19-2011  
[REDACTED]                      No. Of Guest                      1  
[REDACTED]  
Room Number                      518  
Club Account                      [REDACTED]  
Time                      07-20-2011 03:31

Duplicate Invoice  
EXPENSE SUMMARY REPORT  
Currency: USD

Date	Room	Room Tax	Food / Bev	T lecom	Wheels	Other	Total	Payment
07-17-2011	\$279.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.46	\$319.46	\$0.00
07-18-2011	\$279.00	\$0.00	\$0.00	\$0.00	\$0.00	\$82.60	\$361.60	\$0.00
07-19-2011	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48.10	\$48.10	\$-729.16
Total	\$558.00	\$0.00	\$0.00	\$0.00	\$0.00	\$171.16	\$729.16	\$-729.16

C

W Washington DC  
515 15th Street, NW  
Washington, DC 20004  
202-661-2400 / 202-661-2425  
<http://www.whotels.com/>



HOTELS

Bowens, Thella  
[REDACTED]  
[REDACTED]  
[REDACTED]

Page Number 1  
Guest Number 182596  
Folio ID A  
No. Of Guest 1

Room Number  
Club Account [REDACTED]  
Time 08-03-2011 16:30

Invoice Nbr 1000041205  
Arrive Date 08-03-2011  
Depart Date 08-03-2011

Invoice

Date	Reference	Description	Charges	Credits
08-03-2011	OVERCHARGE	In Room Dining		\$-5.18
08-03-2011	AX	American Express	\$5.18	
		** Total	\$5.18	\$-5.18
		** Balance	\$0.00	

8/3

\$5.18 credited to Thella's card.

0.00  
0.00  
0.00  
0.00  
0.00

As a Starwood Preferred Guest you have earned at least -10  
Starpoints for this visit [REDACTED]

Continued on the next page

D

W Washington DC  
515 15th Street, NW  
Washington, DC 20004  
202-661-2400 / 202-661-2425  
<http://www.whothels.com/>



Bowens, Thella	Page Number	2	Invoice Nbr	1000041205
[REDACTED]	Guest Number	182596	Arrive Date	08-03-2011
[REDACTED]	Folio ID	A	Depart Date	08-03-2011
[REDACTED]	No. Of Guest	1		
	Room Number			
	Club Account	[REDACTED]		
	Time		08-03-2011 16:30	

Invoice

Were all your wishes granted? Just let me know:  
[gmedbaten@whothels.com](mailto:gmedbaten@whothels.com). Explore a World of Wonder 24/7/365 at [wresidences.com](http://wresidences.com).

Signature \_\_\_\_\_

W Washington DC  
515 15th Street, NW  
Washington, DC 20004  
202-661-2400 / 202-661-2425  
<http://www.whotels.com/>



Bowens, Thella                      Page Number                      3                      Invoice Nbr                      1000041205  
[REDACTED]                      Guest Number                      182596                      Arrive Date                      08-03-2011  
[REDACTED]                      Folio ID                      A                      Depart Date                      08-03-2011  
[REDACTED]                      No. Of Guest                      1  
  
Room Number  
Club Account                      [REDACTED]  
Time                      08-03-2011 16:30

Invoice  
EXPENSE SUMMARY REPORT  
Currency: USD

Date	Room	Room Tax	Food / Bev	Telecom	Wheels	Other	Total	Payment
08-03-2011	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-5.18	\$-5.18	\$5.18
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-5.18	\$-5.18	\$5.18

W  
Washington, DC  
Whatever/Whenever

303B Nate

CHK 3739 518/bowens GST 1  
JUL18'11 10:50AM

1 DELIVERY CHARGE	5.00
1 Toast	2.00
1 S-Apple Bacon	8.00
1 Kids Fruit Plate	8.00
1 French Press Sm	6.00
5.00 %	
ADMIN FEE RM SVC	1.45
Food	24.00
Other	5.00
OTHER	1.45
RM SVC 15%	3.60
TAX	2.91
TOTAL DUE	\$36.96

Tip: 518 ~~36.96~~

TOTAL: 36.96

Room: 518

Print Name: Bowens

Signature: [Handwritten Signature]

↑  
Correct  
Receipt  
\$36.96

W  
Washington, DC  
Whatever/Whenever

3038 Nate

CHK 3739 518/bowens GST 1  
JUL18'11 10:50AM

1 DELIVERY CHARGE	5.00
1 Toast	2.00
1 S-Apple Bacon	8.00
1 Kids Fruit Plate	8.00
1 French Press Sm	6.00
5.00 %	
ADMIN FEE RM SVC	1.45
\$ CHG TIP	5.18
518	
BOWENS, PHELLA	
Room Charge	42.14
Food	24.00
Other	5.00
OTHER	6.63
RM SVC 15%	3.60
TAX	2.91
PAYMENT	42.14
---3045 CLOSED JUL18 11:24AM---	

*Incorrect*

← INCORRECTLY  
ADDED  
ROOM# AS  
TIP.



**RECEIPTS FROM TRAVEL TO WASHINGTON D.C.  
JULY 17-19, 2011—THELLA F. BOWENS**

Washington, DC  
Whatever/Whenever

3038 Nela

CHK 1739 518/bowens 0871  
JUL 18 '11 10:50AM

1 DELIVERY CHARGE	5.00
1 Toast	2.00
1 B-Apple Bacon	5.00
1 Kids Fruit Plate	3.00
1 French Press Sm.	5.00
5.00 W	
ADMIN FEE RN SVC	1.45
Food	24.00
Other	3.00
OTHER	1.45
RN SVC 15%	3.60
TAX	2.91
TOTAL DUE	\$36.96

Tip: 3.00

TOTAL: 39.96

Room: 518

Print Name: THELLA F. BOWENS

Signature: [Handwritten Signature]

Washington, DC  
Whatever/Whenever

3023 VIRGINIA

CHK 1815 bowens, 518 0871  
JUL 19 '11 9:31AM

DELIVERY CHARGE	3.00
1 Kids Fruit Plate	3.00
1 French Press Sm	5.00
1 Toast	2.00
1 B-Apple Bacon	5.00
5.00 W	
ADMIN FEE RN SVC	1.45
Food	24.00
Other	3.00
OTHER	1.45
RN SVC 15%	3.60
TAX	2.91
TOTAL DUE	\$36.96

Tip: \_\_\_\_\_

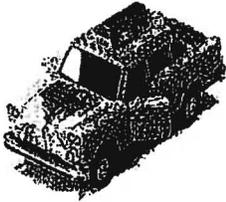
TOTAL: \_\_\_\_\_

Room: Bowens 518

Print Name: THELLA F. BOWENS

Signature: [Handwritten Signature]

**RECEIPTS FROM TRAVEL TO WASHINGTON D.C.  
JULY 17-19 2011—THELLA F. BOWENS**



**TAXICAB RECEIPT**

Time: 11:30  
Date: 7/19/2011

Origin of trip: Hotel, W.  
Destination: Aero Club, Capital Hilton Hotel  
Fare: \$8 + \$2 tip Sign: \_\_\_\_\_  
\$9

**UNITED**

07/19/2011  
UAG/5 1AD SFO  
Device ID 01X00081060  
Receipt #: 0656  
Transaction: 11071916351081060

Sale

Product	Price	Qty	Amt
Lapas Snack Bu	8.49	1	8.49
<b>total</b>	USD		8.49
1003	USD		8.49

Dinner

STARBUCKS & SHUTTLE  
DULLES INTERNATIONAL AIRPORT  
CHANTILLY, VIRGINIA

9392 DORA  
-----  
CHK 6292 JUL19'11 4:30PM  
-----

1 Venti Iced LEMON	3.25
1 Reg FRUIT & Cream	1.09
Tax	0.22
Amt Paid	4.56
Cash	10.00
Change Due	5.44

THANKS FOR YOUR PATRONAGE  
KEVIN HAYDEN, GM  
kevin.hayden@hmshost.com  
703-572-4610

~~YOUR EXPIRES ON 07/19/11 6:22~~



**TAXICAB RECEIPT**

Time: \_\_\_\_\_  
Date: 7/19

Origin of trip: Hotel, W Hotel  
Destination: Airport  
Fare: \$73 + \$14 tip Sign: \_\_\_\_\_  
\$87

Other Meal.

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

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

TRAVELER: Thella F. Bowens DEPT. NAME & NO. 6/Executive Office  
 DEPARTURE DATE: 5/28/2011 RETURN DATE: 6/2/2011 REPORT DUE: 7/2/11  
 DESTINATION: London, England

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

	Authority Expenses (Prepaid by Authority)	Employee Expenses							
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS
		5/29/11	5/30/11	5/31/11	6/1/11			5/28/11	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	5,244.00								0.00
Conference Fees (provide copy of flyer/registration expenses)									0.00
Rental Car*									0.00
Gas and Oil*									0.00
Garage/Parking*									0.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare (include tips pd.)*		189.74	11.21						200.95
Hotel*		392.02	392.02	392.02					1,176.06
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)			3.30	4.95	4.95				13.20
Meals (include tips pd.)	Breakfast*								0.00
	Lunch*	50.22	45.38						95.60
	Dinner*		47.09						47.09
	Other Meals*		5.77						5.77
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality <sup>1*</sup>			50.97	18.74					69.71
Miscellaneous: Baggage Fees									0.00
									0.00
									0.00
*Provide detailed receipts									0.00
<b>Total Expenses prepaid by Authority</b>	<b>5,244.00</b>	<b>631.98</b>	<b>555.74</b>	<b>415.71</b>	<b>4.95</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,608.38</b>

Explanation:	Total Expenses Prepaid by Authority	5,244.00
Hospitality Items: Included Hampton Brown (SDCRAA)	Total Expenses Incurred by Employee (including cash advances)	1,608.38
	<b>Grand Trip Total</b>	<b>6,852.38</b>
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	5,244.00
	Due Traveler (positive amount) <sup>2</sup>	
	Due Authority (negative amount) <sup>3</sup>	1,608.38
	<i>Note: Send this report to Accounting even if the amount is \$0.</i>	

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

<sup>4</sup> Travel and Lodging Expense Reimbursement Policy 3.40

<sup>5</sup> Business Expense Reimbursement Policy 3.30

Prepared By: Amy Caldara  
 Traveler Signature: Thella F. Bowens  
 Approved By: \_\_\_\_\_

Ext.: 2445  
 Date: 6/18/11  
 Date: \_\_\_\_\_

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

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

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

FY2011 BB ✓

**May 28 - June 2, 2011 London, England**

Date	Expense	Amount	Exchange Rate	Reimburse Amount
5/29/2011	Hotel	£237.60	1.6499	\$ 392.02
5/29/2011	Lunch	£30.44	1.6499	\$ 50.22
5/29/2011	Taxi (to hotel)	£115.00	1.6499	\$ 189.74
5/30/2011	Hotel	£237.60	1.6499	\$ 392.02
5/30/2011	Other Meal	£3.50	1.6499	\$ 5.77
5/30/2011	Tip	£2.00	1.6499	\$ 3.30
5/30/2011	Hospitality	£30.00	1.6991	\$ 50.97
5/30/2011	Lunch	£26.71	1.6991	\$ 45.38
5/30/2011	Dinner	£28.54	1.6499	\$ 47.09
5/30/2011	Subway	£6.60	1.6991	\$ 11.21
5/31/2011	Hotel	£237.60	1.6499	\$ 392.02
5/31/2011	Tip	£3.00	1.6499	\$ 4.95
5/31/2011	Hospitality	£11.03	1.6991	\$ 18.74
6/1/2011	Tip	£3.00	1.6499	\$ 4.95

**Total: \$ 1,608.38**

Line items in gray scale above represent expenses shown on hotel invoice.

Type	US Dollar	Divided by	Exchange Rate	
<i>Credit card:</i>	\$ 1,378.13	£835.28	1.6499	
<i>Cash:</i>	\$ 158.02	£93.00	1.6991	

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

**GENERAL INSTRUCTIONS:**

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

**1. TRAVELER:**

Travelers Name: Thella F. Bowens Dept: 6

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

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

2. DATE OF REQUEST: 3/14/11 PLANNED DATE OF DEPARTURE/RETURN: 5/28/11 / 6/1/11

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

Destination: London, England Purpose: British Airlines Inaugural Activities  
Explanation: British Airlines Inaugural Activities

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

**A. TRANSPORTATION COSTS:**

- AIRFARE \$ 5206.90
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 200.00

B. LODGING \$ 2,250.00

C. MEALS \$ 500.00

D. SEMINAR AND CONFERENCE FEES \$ \_\_\_\_\_

E. ENTERTAINMENT (If applicable) \$ \_\_\_\_\_

F. OTHER INCIDENTAL EXPENSES \$ \_\_\_\_\_

**TOTAL PROJECTED TRAVEL EXPENSE** \$ 8156.90

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

Travelers Signature: *Thella F. Bowens* Date: 18 Mar 2011

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

By my signature below, I certify the following:

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

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE**

*Tony R. Russell, Authority Clerk*, hereby certify that this document was approved  
(Please leave blank. Whoever clerk's the meeting will insert their name and title.)

by the Executive Committee at its 3/28/11 meeting.  
(Leave blank and we will insert the meeting date.)



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

BOWENS/THELLA

DEPT 6

01-Apr-2011 4:10 pm

Page 1 of 2

YOUR BRITISH AIRWAYS ETICKET CONFIRMATION IS \*\* YM9UH8 \*\*  
 -----INVOICE/ITINERARY ACCOUNTING DOCUMENT-----  
 \*\*\*\*\*TICKETLESS TRAVEL INSTRUCTIONS\*\*\*\*\*  
 THIS IS AN E-TICKET RESERVATION.  
 A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN  
 THIS TICKET IS NON-REFUNDABLE AND MUST BE USED FOR  
 THE FLIGHTS BOOKED. IF THE RESERVATION IS NOT USED  
 OR CANCELLED BEFORE THE DEPARTURE OF YOUR FLIGHTS  
 IT MAY HAVE NO VALUE. CONTACT TRAVELTRUST BEFORE  
 YOUR OUTBOUND FLIGHT IF CHANGE IS NECESSARY.  
 \*\*\*\*\*  
 \*\*\*\*\*TSA GUIDANCE FOR PASSENGERS\*\*\*\*\*  
 PLEASE ALLOW EXTRA TIME FOR SCREENING AND BOARDING  
 INTERNATIONAL-MINIMUM 3 HOUR CHECK-IN PRIOR TO DEPARTURE  
 DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE  
 FOR ADDITIONAL SECURITY INFORMATION VISIT WWW.TSA.GOV  
 \*\*\*\*\*  
 FOR TRAVEL TO UNITED KINGDOM  
 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 UNITED KINGDOM  
 PLEASE CALL 00-800-15253545  
 IF INTL AFTERHOUR NUMBER DOES NOT WORK  
 DIAL DIRECT OR COLLECT 201-221-4462  
 \*\*\*\*\*

  
 28-May-2011  
 02:25pm  
 Saturday

Air: British Airways Flight# 5525 Class: Y  
 From: San Diego CA, USA To: Los Angeles CA, USA  
 Meal: Food For Purchase Seats: Seat:7A  
 Equip: Embraer RJ140 Jet Status: Confirmed  
 Depart: 28-May-2011 Saturday 02:25pm Stops: 0  
 Arrival: 28-May-2011 Saturday 03:05pm  
 SAN-LAX OPERATED BY /AMERICAN EAGLE FOR AMERICAN AIRLINES  
 Depart - COMMUTER TERMINAL  
 Arrive - TERMINAL 4  
 British Airways locator: YM9UH8  
 BA Frequent Flyer# [REDACTED] -BOWENS/THELLA  
 \*\* AISLE SEAT CONFIRMED \*\*  
 Flight Duration: 40 minutes  
 Class of Service: Coach

  
 28-May-2011  
 05:35pm  
 Saturday

Air: British Airways Flight# 282 Class: I  
 From: Los Angeles CA, USA To: London Heathrow EN, UK  
 Meal: Meals Seats: Seat:61J  
 Equip: Boeing 747 Jet Status: Confirmed  
 Depart: 28-May-2011 Saturday 05:35pm Stops: 0  
 Arrival: 29-May-2011 Sunday 11:45am  
 Depart - TOM BRADLEY INTL TERM  
 Arrive - TERMINAL 5  
 British Airways locator: YM9UH8  
 BA Frequent Flyer# [REDACTED]  
 \*\* UPPERDECK AISLE SEAT CONFIRMED \*\*  
 Flight Duration: 10 hour(s) and 10 minutes  
 Class of Service: Business

  
 03-Jun-2011  
 03:05pm  
 Friday

Air: British Airways Flight# 273 Class: I  
 From: London Heathrow EN, UK To: San Diego CA, USA  
 Meal: Meals Seats: Seat:3J  
 Equip: Boeing 777 Jet Status: Confirmed  
 Depart: 03-Jun-2011 Friday 03:05pm Stops: 0  
 Arrival: 03-Jun-2011 Friday 06:15pm  
 Depart - TERMINAL 5  
 Arrive - TERMINAL 2  
 British Airways locator: YM9UH8  
 BA Frequent Flyer# [REDACTED]



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

BOWENS/THELLA

DEPT 6

01-Apr-2011 4:10 pm

Page 2 of 2

**\*\* AISLE SEAT CONFIRMED \*\***  
Flight Duration: 11 hour(s) and 10 minutes  
Class of Service: Business

Other

30-Nov-2011  
Wednesday

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#:7968039431  
Invoice#:1183547

Ticket Base Fare: 4326.00  
Ticket Tax: 878.00  
Total Ticket Amount: 5204.00

Electronic: YES

SERVICE FEE DOCUMENT #: 0545117165 FEE AMOUNT: 40.00

BILLED TO: AMERICAN EXPRESS ENDING IN 1006

\$ 5244.00

RENAISSANCE LONDON CLONDON Jun 01, 2011 \$1,378.13

Print this Screen

TRANSACTION DESCRIPTION: RENAISSANCE LONDON CLONDON  
 DOING BUSINESS AS: No Additional Information  
 MERCHANT TYPE: No Additional Information

Transaction Date: Jun 01, 2011  
 Post Date: Jun 02, 2011 ←  
 Charge: \$1,378.13  
 Reference No: 320111530075434942  
 0.00  
 0.00  
 LODGING  
 Merchant Address: No Additional Information

38/05/11 14:19 ✓  
 TERMINAL-USER-TRAN  
 2261757-0001-3330

LEICES TER SQUARE  
 BOX OFFICE  
 42 CRAWFORD STREET  
 LONDON W1 2TA

MERCHANT ID : 000100882211165  
 GOODS TOTAL  
 GBP93.00

EXCHANGE RATE 1.6991 ←  
 6737

DATE 03/13

NET TOTAL  
 TRANSACTION CURRENCY  
 USD158.02

MELLA F BOWENS

SIGNATURE VERIFIED

CARDHOLDER HAS CHOSEN TO PAY IN USD. THIS TRANSACTION IS BASED ON REUTERS WHOLESALE INTERBANK EXCHANGE RATE PLUS 2.9 PERCENT INTERNATIONAL CONVERSION MARGIN.

THIS IS NOT AN ADDITIONAL FEE AND REPLACES CURRENCY CONVERSION CHARGES NORMALLY APPLIED.

MY CHOICE IS FINAL. TRANSACTIONS CAN ALSO BE CONDUCTED IN GBP.

THE CURRENCY CONVERSION SERVICE IS PROVIDED TO THE MERCHANT BY FEXCO DCC IN ASSOCIATION WITH LLOYDS TSB CARDNET.

PLEASE RETAIN THIS RECEIPT FOR YOUR RECORDS.

AMERICAN EXPRESS

Exchange rate 1.6499 for Amex charge

1378.14  
 - \$ 85.80 (Incorrect charge £52.00)  
 -----  
 \$ 1292.34

1.6991  
 ← Exchange rate for  
 cash purchases

**RECEIPTS FROM TRAVEL TO LONDON, ENGLAND  
MAY 28 THRU JUNE 3, 2011—THELLA F. BOWENS**

5/29/2011 Lunch

Renaissance Chancery Court  
Lounge  
VAT No: 225858540  
507 Carlos 3  
-----  
6/2 CHK 3569  
29MAY'11 15:31  
-----  
1 Afternoon Tea 23.50  
TIP Amount 4.00  
246/BOWENS  
Room Charge 30.44  
3.92 VAT 20.0 23.50  
SUBTOTAL 23.50  
OTHER 4.00  
12.5% Svc Chg 2.94  
PAYMENT 30.44  
-----  
115 CLOSED MAY29 16:21-----

Renaissance Chancery Court  
Lounge  
VAT No: 225858540  
507 Carlos  
-----  
6/2 CHK 3569  
29MAY'11 15:31  
-----  
1 Afternoon Tea 23.50  
SUBTOTAL 23.50  
12.5% Svc Chg 2.94  
SUBTOTAL 26.44  
GRATUITIES AT YOUR DISCRETION  
Gratuity: 4.00 TOTAL 30.44  
NAME: THELLA BOWENS  
ROOM No: 248  
SIGNATURE: Thella Bowens



**TAXI RECEIPT**

ALWAYS USE A LICENSED TAXI CAB



DATE 29/5/2011

AMOUNT £ 100.00 + £15 (tip)

Signature [Signature] (L115)

5/29/2011  
Airport to hotel  
taxi

**WARNING**

See Over

**RECEIPTS FROM TRAVEL TO LONDON, ENGLAND  
MAY 28 THRU JUNE 3, 2011—THELLA F. BOWENS**

**R**

**RENAISSANCE**  
LONDON CHANCERY COURT HOTEL

Renaissance Court  
Pearl Restaurant  
VAT No: 225858540  
91 Sanowar Hussain 3

TBL 4/1 CHK 2346 GST 2  
30MAY '11 8:54

1 English B/fast 26.00  
TOTAL DUE 26.00  
GRATUITIES AT YOUR DISCRETION

Gratuity 22.00 TOTAL

NAME: \_\_\_\_\_

ROOM No: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

252 High Holborn, London WC1V 7EN  
Tel No: 020 7829 7000

**MINIBAR**

Item	Qty	Price £	Number consumed
Stella	2	£4.75	
Spring water	4	£3.50	1
Diet Pepsi	2	£3.00	
Pringles	1	£2.50	
Kit Kat	1	£1.75	

5/30/2011 Breakfast included  
in room rate. Tip only.

Renaissance Chancery Court  
Mini Bar  
VAT No: 225858540

107 Luca

TBL 248/1 CHK 6017  
30MAY '11 14:11

1 Spring Water 3.50  
248/BOWENS  
Room Charge 3.50  
0.58 VAT 20.0 3.50  
SUBTOTAL 3.50

For a full list of soft drinks, wines, spirits  
and prices please see the In Room Directory

5/30/2011 other meal

**RECEIPTS FROM TRAVEL TO LONDON, ENGLAND  
MAY 28 THRU JUNE 3, 2011—THELLA F. BOWENS**

rground    ⊕ London Underground    ⊕ London Under

30MAY11            01DAY TRAVELCARD    STD

30 MAY 11            »12«

⊕            ⊕            .==DAY TRAVELCARD OFF-FEAT

046731 37 0607    30MAY11 1121    £6:60H

resale            This side up • Not for resale            This side up • Not for  
is - see over    issued subject to conditions - see over    issued subject to condition

subway to 87-135 Brompton Road - other meal 5/30/11

**RECEIPTS FROM TRAVEL TO LONDON, ENGLAND  
MAY 28 THRU JUNE 3, 2011—THELLA F. BOWENS**

160 PICCADILLY  
LONDON W1J 9EB

TEL: 020 7499 6996  
FAX: 020 7499 6888

BLE: 152 GROUP: 21  
May-2011 15:58:57 ✓  
CK NUMBER: 18040790

SMI SPARKLING 2.75  
WOLSELEY AFT TEA 21.00  
  
Total: 23.75  
  
15% Service Charge 2.96  
Total 26.71

DISCRETIONARY SERVICE INCLUDED

SEE "THE WOLSELEY COLLECTION" AT  
[www.thewolseley.com](http://www.thewolseley.com)

VAT NUMBER: 902 190 951  
VAT ANALYSIS

RATE%	Tax	TOTAL
20.00	5.36	28.71

*5/30/2011 lunch*

160 PICCADILLY  
LONDON W1J 9EB  
442403366  
06915550 S213  
Order ID: 02  
File ID: 10221  
IDSET: 1

AMERICAN EXPRESS  
\*\*\*\*\*1003  
P 02/14  
IPED

LE  
OUNT £26.7  
TOTAL £26.7

**SIGNATURE VERIFIED**  
THANKYOU FOR YOUR CUSTOM

30/05/11 16:00  
AUTH CODE: 91  
TXN 0056

CUSTOMER COPY  
PLEASE RETAIN RECEIPT

# Harrods

011 44 207730 1234

Shop online at [harrods.com](http://harrods.com)

*Thella F. Bowens*

Harrods Limited  
87-135 Brompton Road  
Knightsbridge  
LONDON SW1X 7XL  
Telephone 020 7730 1234  
VAT Number: 629273423

Chocolate Bar

Assistant  
102301

30/05/11 13:00

NI0791-008919

*You have been...  
each wrap 1 MESS  
half chocolate 2.50  
1.50*

1 Dark Chocolate Suckoo	6.25
1 Vein Still 330ml	4.50
1 Vein Still 330ml	4.50
1 Salmon Bagel	11.75
<b>SPLIT</b>	
Gratuity	0.30
Gratuity	2.70
<b>Total to Pay</b>	<b>£30.00</b>
American Express Tendered	£30.00



0000807918919110530122320

Service at your own discretion.  
Thank you for your visit.  
Please Email Us Your Comments to  
[restaurants@harrods.com](mailto:restaurants@harrods.com)  
[www.harrods.com](http://www.harrods.com)

*5/30/2011 Hospitality*

RECEIPTS FROM TRAVEL TO LONDON, ENGLAND  
MAY 28 THRU JUNE 3, 2011—THELLA F. BOWENS

20 LTAU 23:33

Renaissance Chancery Court  
In Room Dining  
VAT No: 225858540  
122 Daniel Gonzales

248/1 CHK 1671 GST 1  
30MAY'11 23:12V

1 Classic Caesar 12.95  
1 Onion Soup 9.75  
1 Tray Charge 3.00  
SUBTOTAL 25.70  
12.5% Svc Chg 2.84  
TOTAL DUE 28.54  
GRATUITIES AT YOUR DISCRETION

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

NAME: BOWENS

ROOM No: 248

SIGNATURE: 

252 High Holborn, London WC1V 7EN  
Tel No: 020 7829 9888

Renaissance Chancery Court  
In Room Dining  
VAT No: 225858540  
122 Daniel Gonzales 1

248/1 CHK 1671 GST 1  
30MAY'11 23:12

1 Classic Caesar 12.95  
1 Onion Soup 9.75  
1 Tray Charge 3.00  
248/BOWENS  
Room Charge 28.54  
4.28 VAT 20.0 25.70  
SUBTOTAL 25.70  
12.5% Svc Chg 2.84  
TOTAL 28.54

-----107 CLOSED 30MAY 23:41-----

5/30/2011 Dinner

**RECEIPTS FROM TRAVEL TO LONDON, ENGLAND  
MAY 28 THRU JUNE 3, 2011—THELLA F. BOWENS**

5/31/2011 Breakfast complimentary  
£3.00 tip



*Umpton*

Renaissance Chancery Court  
Pearl Restaurant  
VAT No: 225858540  
Dinesh Pandey

L 14/1 ✓ CHK 2428 GST 1  
✓ 31MAY'11 10:17

1 English B/fast	26.00
TIP Amount	3.00
248/BOWENS	
Room Charge	29.00
4.33 VAT 20.0	26.00
SUBTOTAL	26.00
GRATUITY	3.00
PAYMENT	29.00

---102 010520 01MAY 10 00---

\*\*\*\*\*  
CHECK # 260349 DATE 31/05/11  
TABLE # 64 TIME 15:47  
=====

-- DINING : ALISSIA --

ITEMS ORDERED	AMOUNT
1 SML TOM& BASIL	3.80
1 SCONE	3.60
1 BREAKFAST TEA	2.40

\*\*\*\*\*

SUBTOTAL	9.80
SERVICE	1.23

-----  
TOTAL DUE 11.03  
-----

\*-  
VILLAGE DU PAIN LTD  
174 HIGH HOLBORN  
WC1V 7AA

M9444146914 T17921871  
31-05-11 15:45

AMEX  
\*\*\*\*\*1003

02/14 (S) R0575  
TOTAL SALE  
£11.03

Please debit my account  
with the total amount.  
SIGNATURE VERIFIED  
AUTH CODE: 73  
PLEASE RETURN RECEIPT

# OF GUESTS

RATE	NET	TAX	GROSS
20.00%	8.17	1.63	9.80

\*\*\*\*\*

LE PAIN QUOTIDIEN

AVEDA

174 HIGH HOLBORN  
LONDON WC1V 7AA

http://lepainquotidien.co.uk  
Service charge in % ary

**RECEIPTS FROM TRAVEL TO LONDON, ENGLAND  
MAY 28 THRU JUNE 3, 2011—THELLA F. BOWENS**

Renaissance Chancery Court  
Pearl Restaurant  
VAT No: 225858540  
56 Ekaterina Glazyr

TBL 14/2/                      CHK 2491  
✓ 01JUN'11                    9:08

1 English B/fast                      26.00  
TOTAL DUE                              26.00  
GRATUITIES AT YOUR DISCRETION

Gratuity: 3.00 TOTAL 29.00

NAME: \_\_\_\_\_

ROOM No: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

252 High Holborn, London WC1V 7EN  
Tel No: 020 7829 7000

[Breakfast included in room rate]

6/1/2011

£3.00 tip

[REDACTED] chancerycourt.com

lbs - need statement (Amex) for E.e.

Mr. Thella Bowens

[REDACTED]

Room No. : 248  
Arrival : 29/05/11  
Departure: 01/06/11

REWARD No.: [REDACTED]

• Breakfast included in Room Rate - tip only charged to room

I N V O I C E 706836

VAT NO: 225858540

Renaissance London Chancery Court, 01/06/11/11:15/57 MAB/1

Date	Reference	Charge	Credit
------	-----------	--------	--------

29/05	-Govt/Military	198.00	
29/05	-Room VAT	39.60	
29/05	-Lounge Dinner Food	23.50	
	->#248 : CHECK #3569		
29/05	-Lounge Service Charge	2.94	
	->#248 : CHECK #3569		
29/05	-Lounge Gratuities	4.00	
	->#248 : CHECK #3569		
30/05	-Govt/Military	198.00	
30/05	-Room VAT	39.60	
	->#248 : CHECK #2370	<del>52.00</del>	
30/05	-Rm Svc Night Food	22.70	
	->#248 : CHECK #1671		
30/05	-Rm Svc Service Charge	2.84	
	->#248 : CHECK #1671		
30/05	-RM Svc Tray Charge	3.00	
	->#248 : CHECK #1671		
30/05	-Minibar Beverage Soft DR	3.50	
	->#248 : CHECK #6017		
30/05	-Pearl Gratuities	2.00	
	->#248 : CHECK #2346		
31/05	-Govt/Military	198.00	
31/05	-Room VAT	39.60	
31/05	-Pearl Gratuities	3.00	
	->#248 : CHECK #2428		
01/06	-Pearl Gratuities	3.00	
	->#248 : CHECK #2491		
01/06	American Express		835.28
	->XXXXXXXXXXXX1003 XX/XX		
<b>Total</b>		<b>835.28</b>	<b>835.28</b>

£ 237.60 = \$ 392.02  
 £ 30.44 = \$ 50.22  
 £ 237.60 = \$ 392.02  
 Incorrect charge.  
 charge reversed.  
 £ 28.54 = \$ 47.09  
 £ 3.50 = \$ 5.77  
 £ 2.00 = \$ 3.30  
 £ 237.60 = \$ 392.02  
 £ 3.00 = \$ 4.95  
 £ 3.00 = \$ 4.95

- £52.00 (incorrect charge)  
 780.28 = 1292.33



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

**GENERAL INSTRUCTIONS:**

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

**1. TRAVELER:**

Travelers Name: Thella F. Bowens Dept: 06  
Position:  Board Member  President/CEO  Gen. Counsel  Chief Auditor  
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 05/11/11 PLANNED DATE OF DEPARTURE/RETURN: 07/19/11 / 07/21/11

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

Destination: Santa Rosa, CA Purpose: California Airport Council Meeting  
Explanation: California Airport Council Meeting

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

**A. TRANSPORTATION COSTS:**

- AIRFARE \$ 300.00
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$

B. LODGING \$ 500.00

C. MEALS \$ 150.00

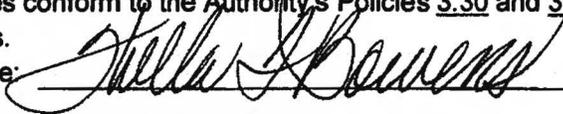
D. SEMINAR AND CONFERENCE FEES \$           

E. ENTERTAINMENT (If applicable) \$           

F. OTHER INCIDENTAL EXPENSES \$ 100.00

**TOTAL PROJECTED TRAVEL EXPENSE** \$ 1050.00

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

Travelers Signature:  Date: 5/12/2011

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

By my signature below, I certify the following:

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

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE**

I, Tony Russell, Authority Clerk, hereby certify that this document was approved  
(Please leave blank. Whoever clerk's the meeting will insert their name and title.)  
by the Executive Committee at its 5/23/11 meeting.  
(Leave blank and we will insert the meeting date.)



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

BOWENS/HELLA

DEPT 6

08-Jun-2011 2:36 pm

Page 1 of 2

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

  
 21-Jul-2011  
 04:10pm  
 Thursday

Air Alaska Airlines Flight# 2475 Class: K  
 From: Santa Rosa CA, USA To: Los Angeles CA, USA  
 Meal: None Seats: Seat:10B  
 Equip: DeHavilland Dash 8-4 Status: Confirmed  
 Depart: 21-Jul-2011 Thursday 04:10pm Stops: 0  
 Arrival: 21-Jul-2011 Thursday 05:44pm

STS-LAX OPERATED BY HORIZON AIR  
 Depart -  
 Arrive - -TERMINAL 3  
 Alaska Airlines locator: ELWYPB

\*\* AISLE SEAT CONFIRMED \*\*  
 Flight Duration: 1 hour(s) and 34 minutes  
 Class of Service: Coach

  
 21-Jul-2011  
 07:10pm  
 Thursday

Air Alaska Airlines Flight# 4381 Class: K  
 From: Los Angeles CA, USA To: San Diego CA, USA  
 Meal: Food For Purchase Seats: Seat:7B  
 Equip: Embraer RJ140 Jet Status: Confirmed  
 Depart: 21-Jul-2011 Thursday 07:10pm Stops: 0  
 Arrival: 21-Jul-2011 Thursday 08:05pm

OPERATED BY AMERICAN EAGLE  
 Depart - TERMINAL 4  
 Arrive - -COMMUTER TERMINAL  
 Alaska Airlines locator: ELWYPB

\*\* AISLE SEAT CONFIRMED \*\*  
 Flight Duration: 55 minutes  
 Class of Service: Coach

17-Jan-2012  
 Tuesday

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 - S7NSO  
 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



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

BOWENS/THELLA

DEPT 6

08-Jun-2011 2:36 pm

Page 2 of 2

Ticket Information

BOWENS THELLA

Ticket#:8658305782

Invoice#:1185382

Electronic: YES

Ticket Base Fare: 148.84

Ticket Tax: 32.56

Total Ticket Amount: 181.40

SERVICE FEE DOCUMENT #: 0547143949

FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS ENDING IN 1012

\$211.40



**CALIFORNIA AIRPORTS COUNCIL**

**Agenda**  
**CAC Strategic Planning Session**  
**Hyatt Vineyard Creek**  
**170 Railroad Street**  
**Santa Rosa, CA**  
**707.284.1234**  
**July 20, 2011, 11 A.M. – 3 P.M.**  
**Russian River Valley Ballroom**

**Part 1. 11:00**

- 1. Introductions**
- 2. Agenda review**

**Part 2. 11:15**

- 1. Establish the current state of the organization**
- 2. Validation of current reality**

**Break and Working Lunch 12:15**

**Part 3. 12:30**

- 1. Forward vision exercise**
- 2. Identifying key leverage points and action**

**Part 4. 2:00**

- 1. Action planning**
- 2. Present plan overviews.**
- 3. Confirmation of strategic direction**

**Part 5, 2:45 – 3:00**

- 1. Closing comments – next steps**



## AGENDA

California Airports Council – Board Meeting  
Thursday, July 21, 2011  
Hyatt Vineyard Creek  
170 Railroad Street  
Santa Rosa, CA

- 8:00 – 9:00 A.M. Continental Breakfast
- 9:00 Approval of March 31, 2011 Minutes
- 9:05 President's Report  
Mr. Alan Murphy
- 9:10 Federal Update  
Christa Fornarotto, FAA
- 9:35 Treasurer's Report  
Mr. Rod Dinger and Mr. Jim Lites
- 9:50 Executive Director's Report  
Mr. Jim Lites
- 10:00 – 10:20 Recap of Strategic Planning Session
- 10:20 – 10:25 CAC and Social Media
- 10:25 – 10:40 Legislative Committee Report
- 2011 CAC Legislation
    - AJR 3 (Dickinson) – AMT Resolution
    - SB 446 (Dutton) – ONT Airport Authority
    - SB 295 (Price) – Comm. College/CalTrans Facility Review
    - SB 1333 Clean-up
    - H.R. 1691

<b>10:40 – 10:50</b>	<b>Title 21 Committee Report</b>
<b>10:50 – 11:00</b>	<b>Other Committee Reports</b>
<b>11:00 – 11:15</b>	<b>Break</b>
<b>11:15 – 11:30</b>	<b>Other</b>
<b>11:30 – 11:40</b>	<b>Next Meeting</b> <ul style="list-style-type: none"><li>▪ <b>November 3-4, 2011, Orange County, CA</b></li></ul>
<b>11:40</b>	<b>Adjournment</b>
<b>11:45 – 1:00</b>	<b>Lunch</b>



Hyatt Vineyard Creek Hotel & Spa  
170 Railroad Street  
Santa Rosa, CA 95401  
Tel: (707) 284-1234  
Fax: (707) 636-7130  
vineyardcreek.hyatt.com

**INFORMATION INVOICE**

Payee Thella Bowens  
3225 N Harbor Dr

Room No. 0254  
Arrival 07-19-11  
Departure 07-21-11  
Page No. 1 of 2  
Folio 19032  
Invoice

Membership [REDACTED]  
Bonus Code  
Confirmation No. 5626220201  
Group Name CA Airports Council, IN, \$84

Date	Description	Charges	Credits
07-19-11	Group Room	84.00	
07-19-11	Occupancy Tax	7.56	
07-19-11	Tourism Assessment	1.68	
07-19-11	Tourism Assessment - City	2.52	
07-19-11	CA Assessment Fee	0.20	
07-20-11	Group Room	84.00	
07-20-11	Occupancy Tax	7.56	
07-20-11	Tourism Assessment	1.68	
07-20-11	Tourism Assessment - City	2.52	
07-20-11	CA Assessment Fee	0.20	
07-21-11	Group Room Adj.	-84.00	
07-21-11	Occupancy Tax Adj.	-7.56	
07-21-11	Tourism Assessment Adj.	-1.68	
07-21-11	Tourism Assessment - City Adj.	-2.52	
07-21-11	CA Assessment Fee Adj.	-0.20	
07-21-11	American Express		95.96

XXXXXXXXXXXX1003      XX/XX

*\$95.96*

*due to several errors - reversed charge*



Hyatt Vineyard Creek Hotel & Spa  
170 Railroad Street  
Santa Rosa, CA 95401  
Tel: (707) 284-1234  
Fax: (707) 636-7130  
vineyardcreek.hyatt.com

**INFORMATION INVOICE**

Payee Thella Bowens  
3225 N Harbor Dr

Room No. 0254  
Arrival 07-19-11  
Departure 07-21-11  
Page No. 2 of 2  
Folio 19032  
Invoice

Membership [REDACTED]  
Bonus Code [REDACTED]  
Confirmation No. 5626220201  
Group Name CA Airports Council, IN, \$84

Date	Description	Charges	Credits
	Your Gold Passport account will be credited for this stay.		
	<b>Total</b>	<b>95.96</b>	<b>95.96</b>
	<b>Balance</b>		<b>0.00</b>

**Guest Signature**

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

**We hope you enjoyed your stay with us!**

If you have any questions regarding billing, please call (707) 284-1234 or email [lisa.sibrian@hyatt.com](mailto:lisa.sibrian@hyatt.com).

We value your feedback. If you were not fully satisfied with your visit, please email us at [Keo.hornbostel@hyatt.com](mailto:Keo.hornbostel@hyatt.com) or call (707) 284-1234

Please remit payment to:  
Hyatt Vineyard Creek Hotel & Spa  
Attn: Accounts Receivable  
170 Railroad Street  
Santa Rosa, CA 95401

**RECEIPTS FROM TRAVEL TO SANTA ROSA, CA FROM WASH. DC  
JULY 19-21, 2011—THELLA F. BOWENS**

431235406888  
THE OMLETTE EXPRESS  
112 4TH ST  
SANTA ROSA, CA 95401  
(707) 325-1698

TERMINAL I.D.: 00450491  
MERCHANT #: 070000045049001  
VISA SRV: 3  
XXXXXXXXXXXXXXXX6737  
SALE  
BATCH: 000042 TKT: 25  
DATE: JUL 20, 11 TIME: 09:20:49  
AUTH NO: 002851

BASE \$13.77  
TIP 2.50  
TOTAL 16.27

TIP GUIDE  
15%=\$2.06 20%=\$2.75 25%=\$3.44

THELLA F BOWENS

I AGREE TO PAY ABOVE TOTAL AMOUNT  
ACCORDING TO CARD ISSUER AGREEMENT  
(MERCHANT AGREEMENT IF CREDIT VOUCHER)

\*\*\*CUSTOMER COPY\*\*\*

*See itemized receipt on  
page 2 of 2  
7/20/11 Breakfast*

**Airport Northbay  
Express Airporter**

Service Areas Richmond Park Petaluma San Rafael

(707) 837-8700  
5807 Old Redwood Hwy.  
Santa Rosa, CA 95403

**FARE PAID \$ 24.00**

RECEIPT ONLY

*7/19  
Transportation  
from San Fra  
to Santa Ros  
(hotel)*

DATE	TABLE NO.	SERVER NO.	279297
Coffee		2.00	
(1/2 white)			
#	7	[no mush]	10.40
add art		10.40	
onion			
feta			
(WEM) → english			
<del>XXXXXXXXXX</del>			
Sub-Total		11.40	
Tax		1.37	
Total		13.77 ✓	

**DON TAYLOR'S**  
**OMELETTE EXPRESS**

DATE	TOTAL



# **BUSINESS EXPENSE**

**BRET LOBNER**

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
BUSINESS EXPENSE REIMBURSEMENT REPORT**

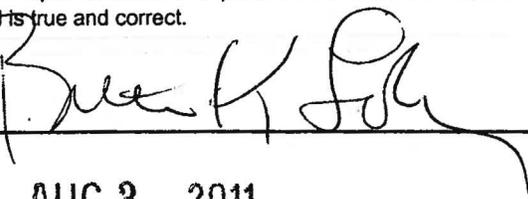
June / July

Period Covered

DATE	G/L Account	Description	AMOUNT
7/13/11	66290	Parking - Meeting with City Attorney, Jan Goldsmith re: Proposition 26/ CAL Constitution XIIC/Airport Taxicab Trip Fees/MTS	\$8.00
6/29/11	66290	Parking - Meeting with City Attorney, Jan Goldsmith and General Counsel of MTS Karen Landers re: Taxicab Trip Fees	\$8.00
TOTAL			\$16.00

I acknowledge that I have read, understand and agree to Authority \*Policy 3.30 - Business Expense Reimbursement Policy and that any purchases that are not allowed will be my responsibility. I further certify that this report of business expenses were incurred in connection with official Authority business and is true and correct.

\* Policy 3.30



APPROVED: By the Executive Committee at its August 22 2011

NAME

AUG 3 2011

DATE

NAME

DATE

THIS IS YOUR RECEIPT

ACE PARKING  
LOT 28 PARKING  
TWO HOUR PERMIT

---

Meter# 00000028  
Trans# 063281  
Stall# 39  
PURCHASE TIME:  
2:51PM Jun 29 2011  
PURCHASE PRICE:  
\$ 8.00  
Card: VISA 1444  
Auth: 04267D  
PERMIT EXPIRES:  
Jun29 2011  
4:51PM Wed

---

THANKS FOR PARKING  
QUESTIONS? CALL  
800-925-7275

THIS IS YOUR RECEIPT

Parking Receipt

Meeting at City Hall  
with City Atty  
Jan Goldsmith and  
General Counsel of MTS  
Karen Landers

Subject: Taxicab  
Trip Fees

Date: June 29, 2011

BRETTON K. Lobner  
BKL

PARKING RECEIPT: \$8

SAN DIEGO CITY HALL

MEETING WITH CITY ATTORNEY  
JAN GOLDSMITH, DEP. CITY ATTY  
RYAN KOHUT AND PAUL ROBINSON

SUBJECT: PROPOSITION 26/ CAL  
CONSTITUTION XIIIIC/ AIRPORT TAXICAB  
TRIP FEES/MTS

DATE: JULY 13, 2011 AT 2PM

*BRETON LOBNER*  
*Rachel Foley*

THIS IS YOUR RECEIPT

ACE PARKING  
LOT 28 PARKING  
TWO HOUR PERMIT

---

Meter# 00000028  
Trans# 064297  
Stall# 04  
PURCHASE TIME:  
1:45PM Jul 14 2011  
PURCHASE PRICE:  
\$ 8.00  
Card: VISA 1444  
Auth: 06733D  
PERMIT EXPIRES:  
Jul 14 2011  
3:45PM Thu

---

THANKS FOR PARKING  
QUESTIONS? CALL  
800-925-7275

THIS IS YOUR RECEIPT