

Revised 1/25/12



**SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
EXECUTIVE COMMITTEE**

**Item No.
7**

Meeting Date: JANUARY 30, 2012

Subject:

Pre-Approval of Travel Requests and Approval of Business and Travel Expense Reimbursement Requests for Board Members, the President/CEO, the Chief Auditor and General Counsel

Recommendation:

Pre-approve Travel Requests and Approve Business and Travel Expense Reimbursement Requests.

Background/Justification:

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

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

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

Fiscal Impact:

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

Environmental Review:

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

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Equal Opportunity Program:

Not applicable

Prepared by:

TONY RUSSELL
DIRECTOR, CORPORATE SERVICES/AUTHORITY CLERK

EXPENSE REPORTS

THELLA F. BOWENS

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

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

TRAVELER: Thella F. Bowens DEPT. NAME & NO. Executive Office BU6
DEPARTURE DATE: 1/8/2012 RETURN DATE: 1/9/2012 REPORT DUE: 2/8/12
DESTINATION: Kona, HI

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 1/8/12	MONDAY 1/9/12	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY 1/6/12	SATURDAY 1/7/12	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)		903.70								0.00
Conference Fees (provide copy of flyer/registration expenses)										0.00
Rental Car*			51.94					51.95	51.94	155.83
Gas and Oil*				15.45						15.45
Garage/Parking*										0.00
Mileage - attach mileage form*										0.00
Taxi and/or Shuttle Fare (include tips pd.)*							22.00			22.00
Hotel*		700.90	350.45							350.45
Telephone, Internet and Fax*										0.00
Laundry*										0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)										0.00
Meals (include tips pd.)	Breakfast*							31.54		31.54
	Lunch*									0.00
	Dinner*									0.00
	Other Meals*									0.00
<i>Alcohol is a non-reimbursable expense</i>										
Hospitality ¹ *										0.00
Miscellaneous: Baggage Fees										0.00
										0.00
										0.00
*Provide detailed receipts										0.00
Total Expenses prepaid by Authority		1,604.60	402.39	15.45	0.00	0.00	0.00	73.95	83.48	575.27

Explanation:

* Hotel - 2 nights room and tax required at time of booking.

Total Expenses Prepaid by Authority	1,604.60
Total Expenses Incurred by Employee (including cash advances)	575.27
Grand Trip Total	2,179.87
Less Cash Advance (attach copy of Authority ck)	
Less Expenses Prepaid by Authority	1,604.60
Due Traveler (positive amount)²	
Due Authority (negative amount)³	575.27

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

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

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

⁴ Travel and Lodging Expense Reimbursement Policy 3.40

⁵ Business Expense Reimbursement Policy 3.30

Prepared By: Andy Caldera Ext.: 2445
 Traveler Signature: Thella F. Bowens Date: 1/24/12
 Approved By: _____ Date: _____

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

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

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

meeting.

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

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

THE Fairmont ORCHID

1 N. Kaniku Drive
Kohala Coast, HI 96743
T 808 885 2000 F 808 885 5778

Room : 2253
Folio # : 396375
Cashier # : 25
Page # : 1 of 1

Group Name American Association of Airport Execut

American Association of Airport Executiv
Ms Thella Bowens

Arrival : 01-06-12
Departure : 01-09-12

Date	Description	Additional Information	Charges	Credits
01-06-12	Deposit Transferred at C/I			700.90
01-06-12	Room Charge		309.00	
01-06-12	Room T.A.T. Tax		28.58	
01-06-12	Room G.E.T. Tax		12.87	
01-07-12	Orchid Court	Room# 2253 : CHECK# 0044822 <i>See page 2 of 2</i>	31.54	
01-07-12	Room Charge		309.00	
01-07-12	Room T.A.T. Tax		28.58	
01-07-12	Room G.E.T. Tax		12.87	
01-08-12	Room Charge		309.00	
01-08-12	Room T.A.T. Tax		28.58	
01-08-12	Room G.E.T. Tax		12.87	
01-09-12	American Express	XXXXXXXXXXXX1003 XX/XX		381.99
Total			1,082.89	1,082.89
Balance Due			0.00	

Thank you for choosing Fairmont Hotels & Resorts.
To provide feedback about your stay please contact Chris Luedi, General Manager, at Chris.LuediGM@Fairmont.com.
We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

For information or reservations, visit us at
www.fairmont.com or call Fairmont Hotels & Resorts from:
United States or Canada 1 800-441-1414

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, travel agent or association fails to pay for the full amount of the charges. Overdue balance subject to a surcharge at the rate of 1.5% per month, (19.58% per annum). All accounts deemed delinquent may be subject to legal fees and all other costs associated with the bill. Account is payable on presentation or departure.

Thank you for choosing to stay with Fairmont Hotels & Resorts

RECEIPTS FROM TRAVEL TO KONA, HI
January 7-12, 2012—THELLA F. BOWENS

ENTERPRISE

RA 122067691 Inv 0
 Rental 06-JAN-2012 09:10 PM
 KONA INTL ARPT
 Return 08-JAN-2012 12:36 PM
 KONA INTL ARPT

THELLA BOWENS
 Vehicle # BW151685
 Model FOCUS 4DR
 Class Driven ICAR Class Charged ICAR
 License# HMF116 State/Province HI
 M/Kms Driven 102
 M/Kms Out 34239
 M/Kms In 34341

Charges	No Unit	Price	Amount
T & H	3 Days	37.85	113.55*
UNLIM M/KM	0 M/Km		0.00*
VEH. REG. FEE & WEIGHT TX			1.83*
CONCESSION RECOV FEE			12.62*
RENT TAX			22.50
SALES TAX @4.166 %			5.33

Total Charges USD 155.83

Deposit AMEX 1003

Amount Due USD 155.83

* Taxable Items
 Subject to Audit
 Your loyalty number is MP0104
 For Reservations: 1-800-RENT-A-CAR



*Refuel
Rent
Car*

279599 Costco 140
 73-5600 Mai'au St
 Kailua-Kona, HI

Member# 836270398000
 Invoice # 5897
 Date 01/09/12
 Time 12:22
 Auth # 583650

AX Acct #
 XXXXXXXXXXXX1003

Pump	Gallons	Price
06	3.864	\$ 3.999

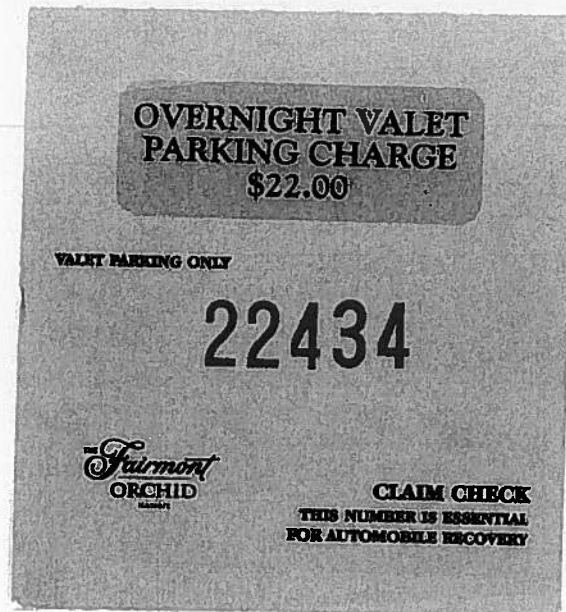
Product	Amount
Unleaded	\$ 15.45

Total Sale \$ 15.45

SALE - Card Swiped
 APPROVED
 TranID#280980802414

We appreciate your
 Costco membership

RECEIPTS FROM TRAVEL TO KONA, HI
January 7-12, 2012—THELLA F. BOWENS



^(Fairmont]
Orchid Court

248 Nanea 3

36 /1 CHK 4822 GST 1
BOWENS2253
JAN07'12 9:07AM

1 CONT BUFFET 25.00
Food 25.00
Other 5.50
Tax 1.04
Payment 31.54
CHARGE TIP 5.50
2253/Bowens
ROOM CHARGE 31.54
—248 CLOSED JAN07 10:18AM—

Christie Carvalho
Accounts Receivable Coordinator
The Fairmont Orchid Hawaii
One North Kaniku Dr
Kohala Coast, Island of Hawaii 96743

Tel +1 808 887 7374



(808) 334-1819

122067691

[illegible]

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© EAN HOLDINGS, LLC, 20

156.39 278.23

ICAR

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:

Travelers Name: Thella F. Bowens Dept: 6/Executive Office
Position: ☐ Board Member ☒ President/CEO ☐ Gen. Counsel ☐ Chief Auditor

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

2. DATE OF REQUEST: 08/25/11 PLANNED DATE OF DEPARTURE/RETURN: 1/7/12 / 1/12/12

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

Destination: Kona, HI Purpose: AAAE Aviation Issues Conference
Explanation: Member of AAAE Policy Review Committee and representing ACI-NA as Board Chair

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$	1000.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$	450.00
B. LODGING	\$	2000.00
C. MEALS	\$	500.00
D. SEMINAR AND CONFERENCE FEES	\$	700.00
E. ENTERTAINMENT (If applicable)	\$	
F. OTHER INCIDENTAL EXPENSES	\$	
TOTAL PROJECTED TRAVEL EXPENSE	\$	4650.00

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: 4 Oct 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: [Signature] Date: 10-4-11

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 10/24/2011 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

04-Nov-2011 9:26 am

Page 1 of 2


-----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

 06-Jan-2012 08:18am Friday
Air United Airlines Flight# 663 Class: L
From: San Diego CA, USA To: San Francisco CA, USA
Meal: None Seats: Seat:11C
Equip: Airbus A320 Jet Status: Confirmed
Depart: 06-Jan-2012 Friday 06:18am Stops: 0
Arrival: 06-Jan-2012 Friday 08:02am
Depart - TERMINAL 1
Arrive - TERMINAL 3
United Airlines locator: M30PZM
UA Frequent Flyer# [REDACTED]
Flight Duration: 1 hour(s) and 44 minutes
Class of Service: Coach

 06-Jan-2012 08:52am Friday
Air United Airlines Flight# 989 Class: L
From: San Francisco CA, USA To: Kona/Kailua HI, USA
Meal: Food For Purchase Seats: Seat:15H
Equip: Boeing 767 Jet Status: Confirmed
Depart: 06-Jan-2012 Friday 08:52am Stops: 0
Arrival: 06-Jan-2012 Friday 12:37pm
Depart - TERMINAL 3
Arrive -
United Airlines locator: M30PZM
UA Frequent Flyer# [REDACTED]
Flight Duration: 5 hour(s) and 45 minutes
Class of Service: Coach

 09-Jan-2012 01:58pm Monday
Air United Airlines Flight# 736 Class: V
From: Kona/Kailua HI, USA To: San Francisco CA, USA
Meal: Food For Purchase Seats: Seat:11H
Equip: Boeing 767 Jet Status: Confirmed
Depart: 09-Jan-2012 Monday 01:58pm Stops: 0
Arrival: 09-Jan-2012 Monday 09:09pm
Depart -
Arrive - TERMINAL 3
United Airlines locator: M30PZM
UA Frequent Flyer# [REDACTED]
Flight Duration: 5 hour(s) and 11 minutes
Class of Service: Coach

 09-Jan-2012 10:35pm Monday
Air United Airlines Flight# 6269 Class: V
From: San Francisco CA, USA To: San Diego CA, USA
Meal: None Seats: Seat:5B
Equip: CRJ-700 Canadair Reg Status: Confirmed
Depart: 09-Jan-2012 Monday 10:35pm Stops: 0
Arrival: 09-Jan-2012 Monday 11:59pm



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

BOWENS/THELLA

04-Nov-2011 9:26 am

Page 2 of 2

SFO-SAN OPERATED BY /UNITED EXPRESS/SKYWEST AIRLINES
Depart - TERMINAL 3
Arrive - TERMINAL 1
United Airlines locator: M30PZM
UA Frequent Flyer# [REDACTED]
Flight Duration: 1 hour(s) and 24 minutes
Class of Service: Coach

Other

07-Jul-2012
Saturday

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#: 8719903950
Invoice#: 1189343

Ticket Base Fare:	814.26
Ticket Tax:	59.44
Total Ticket Amount:	873.70

Electronic: YES

SERVICE FEE DOCUMENT #: 0568783606 FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS ENDING IN 1012



AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES

8011 Morrison Street ■ Suite 400 ■ Alexandria, VA 22314 ■ 703/824-0500 ■ Fax 703/820-1395 ■ www.aaae.org

To: **Thella Bowens**
From: **Chip and Spencer**
Date: **December 28, 2011**
Re: **26th Annual Aviation Issues Conference**

Following is your hotel confirmation number, as well as the schedule of events for your reference. *Please read all information carefully to verify the details for the week.* Also, please remember that dress is casual for all events and meetings. All events listed below will be held at The Fairmont Orchid. For your convenience the hotel information is The Fairmont Orchid, 1 North Kaniku Drive Kohala Coast, Hawaii 96743; phone: 808-885-2000 and fax: 808-885-5778.

Schedule of Events for AAAE VIPS

Saturday, January 7

6:30 - 8:00 p.m.
Kilohana

AAAE VIP Informal Reception with Key Sponsors & Government Officials

(AAAE Board of Directors, Policy Review Committee, Chapter Officers, Committee Chairs and Past Chairs)

Sunday, January 8

7:50 a.m. - 11:40 p.m.
Grande Ballroom
Salon III

AAAE Board of Directors and Policy Review Committee Meeting
Breakfast will be available at 7:15 a.m. in the Ballroom Courtyard. The meeting will start at 7:50 a.m.

(AAAE Board of Directors, Policy Review Committee, Chapter Officers, Committee Chairs and Past Chairs)

11:45 - 1:00 p.m.
Ballroom Courtyard

AAAE VIP Lunch

(AAAE Board of Directors, Policy Review Committee, Committee Chairs and Past Chairs)

6:00 - 7:00 p.m.
Croquet Lawn

Opening Reception

Monday, January 9

7:00 - 8:30 a.m.
Plaza Ballroom III

Airline Economics & Air Service Committee Meeting

Breakfast will be provided

(AAAE Board of Directors, Policy Review Committee, Committee Chairs and Past Chairs)

Tuesday, January 10

7:15 - 8:15 a.m.
Plaza Ballroom III

FAA Roundtable Discussion with AAAE Leaders Only

Breakfast will be provided

(AAAE Board of Directors, Policy Review Committee, Committee Chairs and Past Chairs)

12:00 – 6:00 p.m. Golf Tournament
Mauna Lani Resort South Course

Wednesday, January 11

7:30 – 8:30 a.m. TSA Roundtable Discussion with AAAE Leaders Only
Plaza Ballroom III Breakfast will be provided
*(AAAE Board of Directors, Policy Review Committee, Chapter Officers,
Committee Chairs and Past Chairs)*

6:00 – 7:00 p.m. Reception
Coconut Grove

The 26th Annual Aviation Issues Conference will begin with a reception at 6:00 p.m. on Sunday, January 8. The conference will end at 11:30 a.m. on Thursday, January 12. All sessions will be held at The Fairmont Orchid.

Our records show that you will be arriving on 1/6/2011 at 12:37PM via UA 989. You are responsible for your ground transportation and there are two convenient forms of transportation between Kona International Airport and the Fairmont Orchid. The first is via taxi, which costs approximately \$76 each way and the ride takes approximately 30 minutes. The second is via SpeediShuttle, which costs approximately \$60 each way per person for a shared shuttle ride. Please make your reservations by calling (877) 242-5777 or online at www.speedishuttle.com.

Your confirmation number at The Fairmont Orchid is **10632340**. The hotel contact information is: 1 North Kaniku Drive, Kohala Coast, Hawaii 96743, phone: (808) 885-2000 and fax: (808) 885-5778.

We have you returning to the airport for departure on 1/9/2011 at 1:58PM via UA 736 and you are handling your ground transportation arrangements.

If you have any changes to your schedule, please contact:

Stacey DeClue
Office - 703-824-0504, ext. 196
Cell - 301-821-5356
stacey.declue@aaae.org

Jacky Sher Raker
Office - 703-824-0504, ext. 150
Cell - 703-801-5180
jacky.sherraker@aaae.org

Mahalo and we look forward to seeing you in Hawaii!



Dear Ms Thella Bowens,

Thank you for choosing The Fairmont Orchid, Hawaii. It is a pleasure to confirm your reservation below. Should you have any questions regarding your stay, please call 1-800-441-1414 or if you are calling internationally, please call direct to +1-506-863-6310.

The Fairmont Orchid, Hawaii
One North Kaniku Drive
Kamuela, HI 96743 United States
Tel: 808 885 2000 Fax: 808 885 5778
www.fairmont.com

Your room reservation details are as follows:

RESERVED

Confirmation Number: 70100146
Conference/Group Name: American Association of Airport Executiv
Company Name: American Association of Airport Executiv
Arrival Date: JAN 06, 2012
Number of Nights: 3
Departure Date: JAN 09, 2012
Number of Adults: 1
Nightly Room Rate: 309.00 USD
Hotel Check-in Time: 15:00
Hotel Check-out Time: 12:00
Cancellation Policy: 14 Days prior to arrival
Deposit Policy: 2 nights room and tax required at time of booking

*1/6 notified of
late arrival per
Maria.*

Please be advised that cancellation & deposit policies and penalties will vary by hotel or resort property. Should you require further information regarding these policies, kindly contact us at 1-800-441-1414 within North America or +1-506-863-6310 if calling internationally.

For further information regarding The Fairmont Orchid, Hawaii please visit www.fairmont.com or call the number listed above.

Sincerely,
Fairmont Hotels & Resorts
Reservations Department

Experience Fairmont your way and enroll into Fairmont President's Club. Our exclusive guest recognition program offers special benefits and privileges including a personalized travel profile to customize your stay, express check-in and check-out to save time, 500 airline miles per qualifying stay, complimentary high-speed Internet access and local calls, exclusive travel savings with Great Rates - Great Dates, complimentary TaylorMade golf club rentals at select locations and more. To enroll visit www.fairmont.com/fpc



Caldera Amy

From: Hawthorne Cynthia
Sent: Tuesday, August 23, 2011 2:37 PM
To: Garza Amelia; Caldera Amy
Subject: FW: Approval for p-card use for hotel deposit

From: Brito Leticia
Sent: Tuesday, August 23, 2011 2:32 PM
To: Hawthorne Cynthia; Buma Brent
Cc: Almaria Teresa
Subject: RE: Approval for p-card use for hotel deposit

Hello, Cynthia:

This is your authorization to use your P-Card for these hotel deposits in order to hold the four reservations (as listed below). Please ensure that all travelers are aware that each of them 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: Hawthorne Cynthia
Sent: Tuesday, August 23, 2011 1:32 PM
To: Brito Leticia
Cc: Garza Amelia
Subject: Approval for p-card use for hotel deposit

Hi Leticia,

I need to reserve rooms ASAP for Thella, Brent, Mike and Matt to attend the Aviation Issues Conference.

The hotel rate is \$309 per night and I need to prepay a 2-night deposit per person.

Thank you for your time,

Cynthia

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

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

TRAVELER: Thella F. Bowens DEPT. NAME & NO. Executive Office BU6
DEPARTURE DATE: 1/22/2012 RETURN DATE: 1/24/2012 REPORT DUE: 2/23/12
DESTINATION: Long Beach, CA

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

	Authority Expenses (Prepaid by Authority)	Employee Expenses							TOTALS
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
		1/22/12	1/23/12	1/24/12					
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)									0.00
Conference Fees (provide copy of flyer/registration expenses)	575.00								0.00
Rental Car*									0.00
Gas and Oil*									0.00
Garage/Parking*		20.00	20.00						40.00
Mileage - attach mileage form*		63.27	68.27						131.54
Taxi and/or Shuttle Fare (include tips pd.)*									0.00
Hotel*		194.48	194.48						388.96
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel svcs.)									0.00
Meals (Include tips pd.)									0.00
Breakfast*									0.00
Lunch*			20.94						20.94
Dinner*			21.53						21.53
Other Meals*									0.00
Alcohol is a non-reimbursable expense									
Hospitality ¹ *									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	575.00	277.75	325.22	0.00	0.00	0.00	0.00	0.00	602.97

Explanation:	Total Expenses Prepaid by Authority	575.00
	Total Expenses Incurred by Employee (including cash advances)	602.97
	Grand Trip Total	1,177.97
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	575.00
	Due Traveler (positive amount) ²	
	Due Authority (negative amount) ³	602.97

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

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

* Travel and Lodging Expense Reimbursement Policy 3.40

* Business Expense Reimbursement Policy 3.30

Prepared By: Arny Caldera Ext.: 2445
Traveler Signature: Thella F. Bowens Date: 1/24/12
Approved By: _____ Date: _____

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

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

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

meeting.

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

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



Directions to 200 S Pine Ave, Long Beach, CA 90802
114 mi – about 2 hours 0 mins



3225 N Harbor Dr, San Diego, CA 92101

- | | |
|---|-----------------------------|
| 1. Head south | go 16 ft
total 16 ft |
| 2. Turn right toward Airport Terminal Rd | go 463 ft
total 479 ft |
| 3. Slight left onto Airport Terminal Rd | go 0.2 mi
total 0.3 mi |
| 4. Keep right at the fork | go 443 ft
total 0.4 mi |
| 5. Turn left onto N Harbor Dr
About 2 mins | go 1.1 mi
total 1.4 mi |
| 6. Turn left onto W Laurel St
About 2 mins | go 0.4 mi
total 1.9 mi |
| 7. Turn left onto India St
About 3 mins | go 0.9 mi
total 2.7 mi |
| 8. Slight left to merge onto I-5 N
About 1 hour 3 mins | go 66.6 mi
total 69.4 mi |
| 9. Take exit 85A to merge onto CA-73 N toward Long Beach
Partial toll road
About 18 mins | go 17.6 mi
total 87.0 mi |
| 10. Take exit 18A on the left to merge onto I-405 N toward Long Beach
About 22 mins | go 21.3 mi
total 108 mi |
| 11. Take exit 32B to merge onto I-710 S
About 4 mins | go 3.5 mi
total 112 mi |
| 12. Take exit 1C on the left toward Downtown Long Beach/Convention Center/ Aquarium
About 1 min | go 0.3 mi
total 112 mi |
| 13. Merge onto W Shoreline Dr
About 3 mins | go 1.6 mi
total 114 mi |
| 14. Turn left onto S Pine Ave
Destination will be on the right | go 302 ft
total 114 mi |

200 S Pine Ave, Long Beach, CA 90802

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2012 Google, INEGI

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

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
MONTHLY MILEAGE and PARKING FEE REIMBURSEMENT REPORT

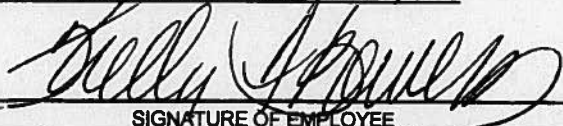
EMPLOYEE NAME Thella F. Bowens			PERIOD COVERED January-12	
DEPARTMENT/DIVISION				
DATE	MILES DRIVEN	DESTINATION AND PURPOSE OF TRIP	PARKING FEES & OTHER TRANSPORTATION COSTS	\$\$\$
1/22/12	114.00	Long Beach, CA		
		2012 Air Service Data & Planning		
		Seminar		
1/24/12	114.00	San Diego, CA	Route 73, Toll Road	5.00
		Return trip from Long Beach		
SUBTOTAL	228.00		SUBTOTAL	5.00

Computation of Reimbursement

TOTAL MILEAGE DRIVEN (LIMITED TO 200 MILE MONTHLY AVERAGE PER YEAR)	228.00
REIMBURSEMENT RATE: (see below) * Rate for 7/1/11 - 12/31/12	X 0.555
TOTAL MILEAGE REIMBURSEMENT	126.54
PARKING FEES/TOLL CHARGES (ATTACH RECEIPTS)	5.00
TOTAL REIMBURSEMENT REQUESTED	\$ 131.54

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

Business Expense Reimbursement Policy 3.30



SIGNATURE OF EMPLOYEE

DEPT./DIV. HEAD APPROVAL

RECEIPTS FROM TRAVEL TO LONG BEACH, CA
January 22 - 24, 2012—THELLA F. BOWENS



Thella Bowens
1775 K Street Nw
Washington
DC

20006

Resv #: 6177006

You have Checked Out of Room 1436

Date	Description	Amount
Jan 22	Package	\$169.00
Jan 22	Occupancy Tax 12.0% 194.48	\$20.28
Jan 22	LB Tourism Assessment 3.	\$5.07
Jan 22	CA Tourism Assessment	\$0.13
Jan 22	Parking - Valet	\$20.00
Jan 23	- Tides Lunch Food	\$20.94
Jan 23	- Room Service Dinner Fo	\$21.53
Jan 23	Package	\$169.00
Jan 23	Occupancy Tax 12.0% 194.48	\$20.28
Jan 23	LB Tourism Assessment 3.	\$5.07
Jan 23	CA Tourism Assessment	\$0.13
Jan 23	Parking - Valet	\$20.00
Jan 24	American Express	\$471.43CR

Balance: \$0.00

Card: *****1003

Thank you for staying at the Hyatt Regency
Long Beach.

We understand that you have a choice of
hotels, and we appreciate your business. If
you have any suggestions or comments, you
may forward them by email to:

quality|gbri@hyatt.com

For billing questions or frequent flyer
program inquiries, you may forward them by
email to: adoleman@hyatt.com.

For matters pertaining to personal items
overlooked while departing, contact lost and
found at bkirk@hyatt.com We trust that you
were satisfied with your overall stay at
this Hyatt, and we look forward to your
return to Long Beach

1/25/2012 1:55:13 AM

RECEIPTS FROM TRAVEL TO LONG BEACH, CA
January 22 - 24, 2012—THELLA F. BOWENS

HYATT REGENCY LONG BEACH
TIDES
110 RUSSEL TIDES 2

21 / 1 2327 GST 1
JAN23'12 1:25PM ✓

1 ANGUS BURGER 13.00
1 ICED TEA 3.50
Subtotal 16.50
Tax 1.44
Payment Due 17.94

GRATUITY: 3.00
TOTAL: 20.94 ✓

PRINT NAME: Thella Bowens
ROOM #: 1436

SIGNATURE: _____

THANK YOU FOR JOINING US
* * GRATUITY NOT INCLUDED * *

HYATT REGENCY LONG BEACH
IN ROOM DINING
704 ESTRELLA CASHIER 1

1436 / 1 7321 GST
1 ✓ JAN23'12 8:10PM

1 DELIVERY CHRG 3.00
1 TORTILLA SOUP 8.00
1 5 LEAF GR SLD 6.00
Subtotal 17.00
SERV. CHARGE 20% 2.80
Tax 1.73
Payment Due 21.53 ✓

SERVICE CHARGE INCLUDES GRATUITY
ADDITIONAL TIP: _____
TOTAL: _____
PRINT NAME: _____
ROOM #: _____
SIGNATURE: _____

1/23 Lunch

01/23 Dinner

RECEIPTS FROM TRAVEL TO LONG BEACH, CA
January 22 - 24, 2012—THELLA F. BOWENS

TRANSPORTATION CORRIDOR AGENCIES
ROUTE 73
CATALINA S ML

1/24/12 11:51:01AM PI 1190 Ln 1
 ID# 4295
Class 1 \$5.00

THANK YOU

1/24 Toll Road \$5

Caldera Amy

From: cgroup@aci-na.org
Sent: Friday, January 06, 2012 7:01 AM
To: Bowens Thella; Caldera Amy
Subject: 2012 ACI-NA Air Service Data & Planning Seminar - Confirmation

01/06/2012



Meeting Confirmation Notice

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

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

Ms. Thella F. Bowens
President/CEO
NickName: Thella
San Diego County Regional Airport Authority
PO Box 82776 San Diego, CA 92138

PH: (619) 400-2445
FX: (619) 400-2448
EM: tbowens@san.org

You are registered for the following:

2012 ACI-NA Air Service Data & Planning Seminar
From Sunday, January 22, 2012 through Tuesday, January 24, 2012

Description	UnitPrice	Quantity	Price
Registration Fee	\$ 575.00	1	\$ 575.00
Total			575.00
Payments			575.00
Balance			0.00

Thank you for registering for the 2012 ACI-NA Air Data & Planning Seminar. The conference will be held January 22-24, 2012. The registration fee for the conference includes the welcome reception, all food functions including breakfast, lunch, and breaks, and all educational materials. Dress for the meeting is business casual. All events will take place at the Hyatt Regency Long Beach, Long Beach, CA.

HOTEL RESERVATIONS

The Hyatt Regency Long Beach is located at 200 South Pine Avenue, Long Beach, CA. Call the hotel directly at (562) 491-1234 to make your reservation. Be sure to identify yourself as being with the ACI-NA conference name to receive the special group rate of \$169. USD single/double occupancy, plus applicable tax. The last day to receive this rate is December 30, 2011. Rooms may sell out before this date so make your reservation

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

1. TRAVELER:

Travelers Name: Thella F. Bowens Dept: 6/Executive Office
Position: ☐ Board Member ☒ President/CEO ☐ Gen. Counsel ☐ Chief Auditor
☐ All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 12/13/11 **PLANNED DATE OF DEPARTURE/RETURN:** 01/22/12 / 01/24/12

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

Destination: Long Beach, CA

Purpose: ACI-NA Air Service Data and Planning Seminar

Explanation: ACI-NA Air Service Data and Planning Seminar

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$	
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$	150.00
B. LODGING	\$	350.00
C. MEALS	\$	150.00
D. SEMINAR AND CONFERENCE FEES	\$	575.00
E. ENTERTAINMENT (If applicable)	\$	
F. OTHER INCIDENTAL EXPENSES	\$	
TOTAL PROJECTED TRAVEL EXPENSE	\$	1225.00

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

Travelers Signature: Thella F. Bowens

Date: 14 Dec 2011

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

By my signature below, I certify the following:

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

Administrator's Signature: _____ Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

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



Air Service Data and Planning Seminar

Draft Agenda

January 22-24, 2012 • Hyatt Regency • Long Beach

As of 1-10-12

SUNDAY, Jan. 22

- 5:30 - 7 pm Registration Desk open
6 - 7 pm Welcome Reception

MONDAY, Jan. 23

- 7:30 - 4:30 Registration Desk open
7:30 - 8:30 Continental Breakfast
8:30 - 8:45 Welcome remarks
Speakers: Lucinda Harshman, Pittsburgh; Mario Rodriguez, Long Beach Director
8:45 - 9:45 **Opening Roundtable: Inside Secrets to Airline Decision-making**
Recent ex-airline route planners will share their insights on how route decisions are being made.
Speakers: Jamie Kogutek, Sixel; Mike Lopez, Seabury APG; Zach Mensen, InterVISTAS
Moderator: Brad DiFiore, Ailevon

9:45 – 10:30 *Data 1: Demographics*

Finding and tapping the valuable information about your community that sets it apart from all others.

Speaker: Hampton Brown, San Diego

10:30 – 10:45 Break

10:45 – 11:30 *Data 2: Schedule Data*

Mining trends in airline schedule data that can be used to build your case.

Fundamentals class: **Speaker:** Peter Otradovec, Oliver Wyman

Advance class: **Speakers:** James Lundy & Eric Ford; Campbell-Hill

11:30 -12:15 *Roundtable 2: Using Economic Impact Information*

How to measure and then use data on the economic impact of a route to secure new service.

Speakers: Chris Minner, Tampa; Mike Maynard, CDM Smith

Moderator: Lucinda Harshman, Pittsburgh

12:15 – 1:15 Lunch Networking opportunity

1:20 – 2:20 *Data 3: T100, Origin & Destination (U.S. data)*

Explore the largest data base of airline traffic information and how it can be used to demonstrate the viability of your proposed route.

Speaker: Tom Reich, AvPorts

1:20 – 2:20 *Breakout: Canadian Airports Peer Discussion Group*

Moderator: Bob Johnston, Sudbury

2:20 – 2:30 Break

2:30 – 3:30 *Data 4: Alternatives Sources of Data NEW for 2012*

Other sources include parking lot surveys and tourism stats.

Speakers: Jeremiah Gerald, Gulfport; Bryan Dietz, Pittsburgh; Scott Schult, Myrtle Beach Chamber of Commerce

Moderator: Brian Belcher, Charleston, W. Va.

3:30 – 4:30 *Roundtable 3: Incentives*

Working with and around the FAA Guidebook. Incentives programs in Canada. Any common strategies that might work in either nation.

Speakers: Mark Suman, Las Vegas; Chris Mangos, Miami; Chris Wood, Waterloo

Moderator: Barbara Halverstadt, Jacksonville

Evening free

TUESDAY, Jan. 24

7:30 – 3:30 Registration Desk open

7:30 – 8:30 Continental Breakfast

8:30 – 9:45 **Roundtable 4: Panel of Airline Reps**

What do the airlines want from airports in a JumpStart presentation?

Speakers: Adam Green, Virgin America; Nicholas Haan, Southwest; Mark Kopczak, Spirit Airlines

Moderator: Jeff Hartz, Mead & Hunt

9:45 – 10:30 **Data 5: Ticketing and Booking**

Based on airline reservations and tickets, ticketing and booking data can provide an alternative to DOT data for analysis of passenger trends and traffic patterns.

Fundamentals class: **Speaker:** Jordan Kayloe, Dilo

Advance class: **Speaker:** Mark Raggio, OAG

10:30 – 10:45 Break

10:45 – 11:30 **Data 6: Quality of Service Index**

QSI data attempts to forecast consumer behavior by quantifying the relative attractiveness of different flight options. An airport can use QSI to identify and evaluate new route opportunities.

Fundamentals class: **Speaker:** Alex Welch, InterVISTAS

Advance class: **Speaker:** Dave Dague, SH&E

11:30 – 12:15 **Roundtable 5: Why should Air Cargo Data be part of your presentation?**

Data on air cargo shipments is an important factor to consider when pitching passenger service.

Speakers: Brian Pratte, Reno; Johanne Gallant, Moncton; Derry S. Huff, Amerijet International

12:15 – 1:15 Lunch. Networking opportunity

1:30 – 3

Peer Group Discussions

The highly-rated peer discussion groups will again wrap-up the seminar with participants breaking into small groups by airport size to discuss the issues important to them.

Small Airports: **Moderators:** Jamie Kogutek, Sixel;

Mid-Size Airports: **Moderators:** Will Berchermann and Brad DiFiore, Ailevon;

Large Airports: **Moderators:** Kevin Schorr, InterVISTAS;

3 – 3:15

Break

3:15 – 4

Roundtable 6: You've Selected This Topic

Registered attendees will be polled ahead of time asking what additional topic that you would like covered.

Those registered by Jan. 6 are currently selecting among these three. Vote now

- What happens when an incentives program expires?
- The evolution of the Air Service Development specialist as a career option.
- Writing a request for proposals for an air service development consultant *and* then evaluating the proposals.

4 – 4:15

Wrap-Up

TRAVEL REQUEST

ROBERT GLEASON

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:

Travelers Name: Robert H. Gleason, Chair Dept: 02/Board

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

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

2. DATE OF REQUEST: 1/4/12 PLANNED DATE OF DEPARTURE/RETURN: 3/13/12 / 3/18/12

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

Destination: Washington, DC Purpose: Attend Conference

Explanation: AAAE/ACI-NA Washington Legislative Conference

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$	500
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$	100

B. LODGING	\$	900
------------	----	-----

C. MEALS	\$	200
----------	----	-----

D. SEMINAR AND CONFERENCE FEES	\$	600
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E. ENTERTAINMENT (If applicable)	\$	
----------------------------------	----	--

F. OTHER INCIDENTAL EXPENSES	\$	75
------------------------------	----	----

TOTAL PROJECTED TRAVEL EXPENSE	\$	
---------------------------------------	-----------	--

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

Travelers Signature:  Date: 1.5.12

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

By my signature below, I certify the following:

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

Administrator's Signature:  Date: 1-5-12

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

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