Revised 10/20/11

SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY

EXECUTIVE COMMITTEE

Item No. 4

Meeting Date: **OCTOBER 24, 2011**

Subject:

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

Recommendation:

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

Background/Justification:

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

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

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

Fiscal Impact:

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

Environmental Review:

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

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

Equal Opportunity Program:

Not applicable.

Prepared by:

TONY RUSSELL
DIRECTOR, CORPORATE SERVICES/AUTHORITY CLERK

TRAVEL REQUESTS

THELLA F. BOWENS

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:
Travelers Name: Thella F. Bowens Dept: 6/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: 10/04/11 PLANNED DATE OF DEPARTURE/RETURN: 11/08/11 / 11/12/11

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip– continue on extra sheets of paper as necessary):
Destination: Atlanta, GA
Purpose: ACI-NA Facilitated Discussion Session with Airport Official Representatives
Explanation: ACI-NA Facilitated Discussion Session with Airport Official Representatives as Chair of ACI-NA

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:		
• AIRFARE	$	670.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	$	100.00
B. LODGING	$	500.00
C. MEALS	$	300.00
D. SEMINAR AND CONFERENCE FEES	$	
E. ENTERTAINMENT (If applicable)	$	
F. OTHER INCIDENTAL EXPENSES	$	
TOTAL PROJECTED TRAVEL EXPENSE	$	1570.00

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: R Gleason Date: 10-4-11

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

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

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:
Travelers Name: Thella F. Bowens Dept: 6/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: 10/04/11 PLANNED DATE OF DEPARTURE/RETURN: 11/15/11 / 11/16/11

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip– continue on extra sheets of paper as necessary):
Destination: St. Louis, MO
Purpose: ACI-NA Facilitated Discussion Session with Airport Official Representatives
Explanation: ACI-NA Facilitated Discussion Session with Airport Official Representatives as Chair of ACI-NA

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:		
• AIRFARE	$	450.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	$	100.00
B. LODGING	$	300.00
C. MEALS	$	300.00
D. SEMINAR AND CONFERENCE FEES	$	
E. ENTERTAINMENT (If applicable)	$	
F. OTHER INCIDENTAL EXPENSES	$	
TOTAL PROJECTED TRAVEL EXPENSE	$	1150.00

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

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:
Travelers Name: Thella F. Bowens Dept: 6/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: R Gleason Date: 10-4-11

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

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

EXPENSE REPORTS

BRUCE BOLAND

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

BUSINESS EXPENSE REIMBURSEMENT REPORT

9/13/2011

Period Covered

DATE	G/L Account	Description	AMOUNT
9/13/11	66240.1000	Breakfast meeting at Trellises Restaurant with Harry Mathis, Director, MTS, regarding taxi/airport/MTS issues (pre-approved by Chair Robert Gleason)	$ 34.09
		TOTAL	$34.09

Breakfast - Harry Mathis (MTS) & Boland TAXI/Airport/MTS

TRELLISES

11932 PATRICIA 1

232/1 5044 GST

2

SEP13'11 8:30AM

1 YOGURT & FRUIT	11.00
1 EGGS YW (2)	10.00
2 COFFEE	6.00
SUBTOTAL	27.00
TAX	2.09
8:34 PAYMENT DUE	29.09

FOR HOTEL GUESTS ONLY

GRATUITY 5—

TOTAL 34.09

______ ROOM

PRINT NAME ______

SIGNATURE ______

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**

NAME B. Boland

DATE 9/19/11

APPROVED:

NAME R. Gleason

DATE 9.23.11

ROBERT GLEASON

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

Board member name: Robert H. Gleason
Departure Date: 9/15/2011 **Return Date:** 9/21/2011 **Report Due:** 10/21/11
Destination:

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

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

		Authority Expenses (Prepaid by Athty)	Board Member Expenses							
			SUNDAY 9/18/11	MONDAY 9/19/11	TUESDAY 9/20/11	WEDNESDAY 9/21/11	THURSDAY	FRIDAY	SATURDAY	TOTALS
Daily PerDiem Limitations:										
**GSA Daily Hotel Rate or Conference Hotel Rate			279.00	279.00	279.00					
**GSA Daily Meals, Entertainment & Incidentals (ME&I)			53.25	71.00	71.00	53.25				
Air Fare, Railroad, Bus *(attach copy of itinerary w/charges)*		451.40								0.00
Conference Fees *(provide copy of flyer/registration expenses)*		1,199.00								0.00
Rental Car										0.00
Gas and Oil										0.00
Garage/Parking										0.00
Mileage - attach mileage form										0.00
Taxi/Shuttle Fare *(include tips pd.) To/From meetings, airport, etc.*			18.00	13.00	31.00	16.00				78.00
Hotel - Actual Expense Paid - Excluding Taxes			279.00	279.00	279.00					
Allowable Hotel (Lessor of Actual or GSA Allowance)			279.00	279.00	279.00	0.00	0.00	0.00	0.00	837.00
Hotel Taxes Paid			40.46	40.46	40.46					121.38
Telephone, Internet and Fax										0.00
Laundry										0.00
Meals, Entertainment & Incidentals (M,E&I):										
Meals (include tips pd.)	Breakfast									
	Lunch									
	Dinner									
	Other Meals									
Entertainment (Hospitality) [1]										
Tips Paid to Maids, Bellhops and other hotel servers										
Taxi/Shuttle Fare *(include tips pd.) To/From meal destinations*										
Total Meals, Entertainment & Incidentals			0.00	0.00	0.00	0.00	0.00	0.00	0.00	
GSA Allowance for M,E&I (from above)			53.25	71.00	71.00	53.25	0.00	0.00	0.00	
Allowable M,E&I (Lessor of Actual or GSA Allowance)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alcohol is a non-reimbursable expense										0.00
Miscellaneous: Baggage check charge			25.00			25.00				50.00
Missing Receipt Form attached)										0.00
										0.00
Total Expenses		1,650.40	362.46	332.46	350.46	41.00	0.00	0.00	0.00	1,086.38

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

Grand Trip Total	2,736.78
Less Cash Advance (attach copy of Authority ck)	
Less Expenses Prepaid by Authority	1,650.40
Due Traveler - if positive amount, prepare check request **Due Authority** - if negative, attach check payable to SDCRAA	1,086.38

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

Alcohol is a non-reimbursable expense

[1] *Give names and business affiliations of all persons whose meals were paid by traveler.*

Failure to attach required documentation will result in the delay of processing reimbursement. If you have any

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

Prepared By: Amy Warren Ext.: 2408
Print/Type Name
Traveler Signature: [signature] Date: 9.26.11
Administator's signature: [signature] Date:

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

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

Clerk Signature: ______________________ Date: ______________

C:\Documents and Settings\rgleason\Local Settings\Temporary Internet Files\Content.Outlook\FNMEF0R6\Robert Gleason Travel Expense DC 9-18-11.xlsx

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:
Travelers Name: Robert H. Gleason Dept: Board/02
Position: ☑ Board Member ☐ President/CEO ☐ Gen. Counsel ☐ Chief Auditor
☐ All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 7/12/11 PLANNED DATE OF DEPARTURE/RETURN: 9/18/11 / 9/21/11

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

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:		
• AIRFARE	$	500
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	$	200
B. LODGING	$	900
C. MEALS	$	300
D. SEMINAR AND CONFERENCE FEES	$	1300
E. ENTERTAINMENT (If applicable)	$	
F. OTHER INCIDENTAL EXPENSES	$	
TOTAL PROJECTED TRAVEL EXPENSE	$	3200

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: R Gleason Date: 7.15.11

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: 7-18-2011

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 7/25/11 meeting.

San Diego Regional Chamber of Commerce

OneRegion ★ OneVoice

San Diego Mission to Washington D.C., September 18 - 21, 2011

REGISTRATION FORM

Last Name: Gleason First Name: Robert

Social Security #: Birthdate:

Driver's License and/or Passport number:

Participant's Home Address:

City: San Diego State: CA Zip:

Name Badge Preference: Robert

Business/Organization Name: San Diego County Regional Airport Authority

Business/Organization Address: 3225 North Harbor Drive

City: San Diego State: CA Zip: 92101-1645

Email awarren@san.org Phone: 619-400-2408 Cell Ph:

Note: State or government issued photo I.D., Social Security number and birthdate required for Federal security clearance

Please number your 1st, 2nd and 3rd choice for your Advocacy Team:

- [3] Resources (Water & Energy)
- [1] Transportation
- [ ] Education & Workforce
- [2] National Defense & Homeland Security
- [ ] Healthcare/Medical I.T.
- [ ] Border Related Issues
- [ ] Small Business/DOC
- [ ] Technology & Cyber Security

PROGRAM RATES* Please [illegible] boxes	Per Person Rates Standard	By Friday, July 29, 2011
[X] Member Registration	$1,399	$1,299
[redacted]		
[ ] Non-Member Registration	$1,699	$1,499
[redacted]		
* Rates do not include hotel or air fares, see below for hotel information. Total:		

HOTEL INFORMATION:

San Diego Regional Chamber of Commerce has negotiated special rates for the Washington DC Delegation at The Madison - A Loews Hotel. Please make your reservation as soon as possible by contacting the hotel directly. You must mention the San Diego Regional Chamber of Commerce block to get the special group rate.

[redacted]

Note: When the rooms in the Chamber block are sold out, requests will be handled on a space-available basis at the hotel's standard rate. Make your reservations early!

CANCELLATION POLICY

I agree and accept the conditions and payment obligations outlined within this event agreement and I agree to pay the invoice when rendered within the terms stated on the invoice.

I understand that all cancellations must be in written from the person who signed the booking form (or other legal representative) and will commence from the date the cancellation notice was received by the San Diego Regional Chamber of Commerce. In the event of cancellation the following charges (below) will become payable:

46 days or more before event date	Full Refund of Committed Fees	14 - 20 days before event date	75% of Committed Fees
31 - 45 days before event date	25% of Committed Fees	13 days or fewer before event date	100% of Committed Fees
21 - 30 days before event date	50% of Committed Fees		

It is agreed that the liquidated damages set forth above are reasonable and fair under the present circumstances.

By: Anne Warren Title: Board Administrator Date: 7/20/11

PROGRAM PAYMENT**

*** Form of Payment must accompany registration*

[ ] Check [X] Visa [ ] Master Card [ ] American Express

[ ] Please Send Invoice to my Attention

Card #: 4246 0400 1410 7926

Exp. Date: 8/13

Billing Address: P. O. Box 82776 San Diego, CA 92138

Signature: Anne Warren Date: 7-20-11

PLEASE FAX OR MAIL YOUR REGISTRATION TO: 619-744-7441

Events Department - San Diego Regional Chamber of Commerce, 402 West Broadway, Suite 1000, San Diego, CA 92101

Warren Anne

From: webinfo@sdchamber.org
Sent: Wednesday, July 20, 2011 1:52 PM
To: Warren Anne
Subject: ORDER RECEIPT from San Diego Regional Chamber of Commerce

Importance: High

Items Ordered from:
San Diego Regional Chamber of Commerce

Billing Information

San Diego County Regional Airport Authority
Anne Warren
P.O. Box 82776
San Diego, CA 92138-2776

Shipping/Contact Information

Ship to: Billing Address
Ship via: Standard Shipping
Anne Warren

Phone: (619) 400-2408
Fax: (619) 400-2406
awarren@san.org

Payment Information
Method: Visa
Card #: xxxx-xxxx-xxxx-7926

Order Date: **7/20/2011** Order Number: **15803/43524** Reference: **VDVA2CD8DF3A**
The total amount owed has been charged to your credit card.

Description	Qty	MemberPrice	Ext. Price	Amt. Pd/Adj	Amt. Owed
1) Individual Registration Early Booking (9/18/2011)	1	$1,299.00	$1,299.00	$1,299.00	$0.00
2) Additional Guest (2nd Ticket Only) Early Booking (9/18/2011)	1	$1,099.00	$1,099.00	$1,099.00	$0.00
		Sub-Total	$2,398.00	$2,398.00	$0.00
		Total	$2,398.00	$2,398.00	$0.00

PayPal has routed, processed, and secured your payment information. More information about VeriSign

One Region One Voice Washington D.C. Delegation 2011
Scheduled Meetings - Updated: 9/14/2011

SUNDAY, 09/18

7:00 p.m.	**DELEGATION WELCOME RECEPTION** Hosted by: Buchanan, Ingersoll & Rooney, PC	*(The Hotel Madison)*	

MONDAY, 09/19

7:30 a.m.	**DELEGATION BREAKFAST** Location: The Hotel Madison	*(The Hotel Madison)*	
9:00 a.m.	**US Customs & Border Protection** Meeting: Alan Bersin, Commissioner	*(The Hotel Madison)*	**Border Infrastructure**
10:00 a.m.	**National Institutes of Health** Meeting: Dr. Rockey, Deputy Director for Extramural Research	*(9000 Rockville Pike, Bethesda, MD, Bld1/ 144)* ***10 ppl***	**Funding for Research** **Health and Wireless Health in SD**
10:00 a.m.	**Office of Congressman John Fleming, M.D.** Meeting: Benjamin Schultz, Legislative Director/Defense Advisor	*416 Cannon HOB*	
11:00 a.m.	**White House Council on Environmental Quality** Meeting: Chairwoman Nancy Sutley	*(722 Jackson Place, Conference Center, 1st Floor)*	

11:00 a.m.	**Department of State** Meeting: Matthew Rooney, Deputy Assistant Secretary of State for Western Hemisphere Affairs	*Main State Dept. Bldg. (C & 22nd St)* ***40 ppl***	**Border**
11:00 a.m.	**Office of Senator Richard C. Shelby (AL-R) |** *Appropriations Committee, Subcommittees on Defense; Energy & Water; Homeland Security, Commerce,Justice Science (GSA), Housing Committee* Meeting: Todd Stiefler, Legislative Director	*Russell Senate Bldg. Rm 304* ***8-10 ppl***	**Homeland security, Housing, Border Infrastructure, Energy**
11:30 a.m.	**Offices of Housing and Urban Development (HUD)** Meeting: Yolanda Chavez, Deputy Assistant Secretary	***451 7th Street (at corner of E St.), SW, Room 7204, access through the south side of the building.***	**Housing**
12 NOON	**DELEGATES LUNCH ON OWN**		
1:00 p.m.	**US Patent and Trademark Office** Meeting: Peggy Focarino, Deputy Commissioner	*(Madison East Bldg. MDE10C55, 600 Dulany St., Alexandria, VA 22314)* ***10-12 ppl***	**Patent Reform and Intellectual Property**
1:30 p.m.	**Office of Congressman Mike Doyle (PA- D)** | Energy & Commerce Committee, Technology; Energy & Water Subcommittee Meeting: Katie Ott, Senior Legislative Assistant	***401 Cannon HOB***	**Technology, energy and water**
2:00 p.m.	**US Small Business Administration** Meeting: Jim Hammersley, Deputy Assistant Administrator, Office of	*(409 3rd St. SW)* ***10-12 ppl***	**Small Business, VETS Training and Workforce Development**

	Policy and Strategic Planning		
2:00 p.m.	**Office of Senator Barbara Boxer | **Commerce, Science & Transportation, Chairwoman – Senate Environment & Public Works Meeting: Brian McKeon, Senior Advisor	*112 Hart Senate Office Building*	Transportation, Energy, Technology
2:00 p.m.	**Health and Human Services** Meeting: Ann Widger, Dir. of Ex. Affairs; Jim Mason, Sr. Advisor to the Director; Rex Cowdry, Office of Health Insurance Exchanges and Chiquita Brooks-LaSure, Office of Health Reform	*200 Independence Ave. SW* *5 ppl*	
2:30 p.m.	**Office of Congressman John Kline (MN- R) |** Chairman, House Education and Workforce Committtee Meeting: James Bergeron and Amy Jones, Education Policy Counsel and Senior Advisor to the Committee	*2257 Rayburn House Office Building*	Education, Workforce Development, WIA
3:00 p.m.	**Office of Senator Tom Coburn |** Committee on Finance Meeting: Sarah Beth Groshart, General Counsel and Josh Trent, Legislative Assistant for Health Policy	*Russell Senate Bldg. 172* *8 ppl*	Patent reform & Intellectual Property, Healthcare, Healthcare Technology
3:00 p.m.	**Office of Commerce, Manufacturing and Trade Committee** Meeting: Gib Mullan, Chief Counsel	*2125 Rayburn HOB*	
3:00 p.m.	**Housing and Urban Development (HUD)** Meeting: Benjamin Metcalf, Senior Advisor, Office of Multifamily Housing Programs	*541 7th St. SW, Rm 6110, Washington DC 20410*	
3:30 p.m.	**Office of Congresswoman Anna G. Eshoo (CA-D) |** Energy and Commerce, Ranking Member of the Communications and Technology Subcommittee	*205 Cannon HOB*	Technology, Energy

	Meeting: J. David Grossman, Senior Technology Policy Advisor		
	US Chamber of Commerce Meeting: Katie Mahoney, Executive Director, Health Policy	*1615 H St., NW?*	
4:00 p.m.	**Office of Governor Edmund G. Brown, Jr.** Meeting: Brian Turner, Deputy Director	*444 N. Capitol Street, NW, Suite 134*	
4:00 p.m.	**Embassy of Mexico, Department of Commerce/International Trade Administration** Meeting:	*(1911 Pennsylvania Ave. NW)* ***20 ppl***	
4:30 p.m.	**Office of Congressman Robert Aderholt (AL-R)** | Appropriations, Chairman, Homeland Security Subcommittee, cjs (GSA) Meeting: Emily Benavides, Legislative Correspondent & Systems Administrator	*2264 Rayburn HOB*	**Border, Military – Cyber Security**

TUESDAY, 09/20

8:00 a.m.	**DELEGATION BREAKFAST** **Authorization, Appropriations, and the Supercommittee – Buchanan, Ingersoll & Rooney, PC** Location: The Hotel Madison	*(The Hotel Madison)*	

One Region One Voice Washington D.C. Delegation 2011
Scheduled Meetings - Updated: 9/14/2011

	Presenter: Jon Plebani		
10:00 a.m.	**Office of Congressman Ken Calvert (CA)** Meeting: Maria Bowie, Legislative Director	*2269 Rayburn HOB*	
10:00 a.m.	**Office of Senator Diane Feinstein (CA-D) |** Appropriations, Energy and Water Subcommittee Chairman Meeting: Senator Diane Feinstein	*331 Hart Senate Office Building* ***8-10 ppl***	**Energy & Water**
10:00 a.m.	**Health Human Services** Meeting: Geoffrey Gerhardt, Senior Advisor to the National Coordinator	*Humphrey Bldg. , 200 Independence Ave. SW (Bella Foley will escort to room: 202-690-7151)* ***10 ppl***	
10:30 a.m.	**Office of Silvestre Reyes** Meeting: Luis Torres, Legislative Director	*2210 Rayburn HOB*	
11:00 a.m.	**Office of US House Comm. on Energy and Commerce, Subcommittee on Health** Meeting: Heidi Stirrup,	*2322B Rayburn HOB*	
11:00 a.m.	**Office of Congressman Joe Baca (CA-D) |** Fin Services, Financial Institutions and Consumer Credit Meeting: Jack Cummins, Legislative Assistant	*2366 Rayburn HOB* ***3ppl***	**DoDD, Housing, Border**
11:00 a.m.	**US Department of Education** Meeting: Tony Miller, Deputy Secretary	*400 Maryland Ave.* ***8-10 ppl***	

11:00 a.m.	**Office of Congressman John Garamendi (CA-D)** | Armed Services, Natural Resourced - Water Meeting: Congressman John Garamendi	*228 Cannon HOB*	**Military – Cyber Security, Water, Border**
11:00 a.m.	**Office of Senator Coats** | Senate Appropriations, Sub-Committee Homeland Security, Defense, Veterans Meeting: Carol Cribbs, Professional Staff	*125 Hart HOB*	**Military – Cyber Security, Border, Veterans**
11:00 a.m.	**House of Representatives Transportation & Infrastructure Comm., Economic Development, Public Building & Emergency Management Sub-Committee** Meeting: Dan Matthews, Staff Director & JoAnna Hardy, Counsel	*585 Ford Bldg.*	**Border, Transportation**
12 NOON - 1:30 p.m.	**DELEGATION LUNCHEON** **Offices of McKenna, Long & Aldridge** Meeting: Ari Schwartz, Senior Internet Policy Advisor at NIST	*1900 K Street, NW Founder's Room*	**Technology, Cyber Security**
2:00 p.m.	**U.S. Department of Education** Meeting: Massie Ritsch, Dep. Ass. Sec. Of Ex. Affairs and Outreach Services	*(400 Maryland Ave. SW Room 5E100)*	
2:00 p.m.	**Office of Congressman Jim Costa (CA-D)** | Natural Resources (Water) Meeting: Jaclyn Murray, Sr. Legislative Assistant	*1314 Longworth HOB*	**Water, Energy, Border**
2:00 p.m.	**Department of Energy** Meeting: Kerry Duggan, Senior Advisor for Dr. Henry Kelly	*(1000 Independence Ave SW)*	
2:00 p.m.	**Department of Commerce**		

	Meeting: Walter Bastian and Geri Word		
2:00 p.m	**Pentagon – US Navy** Meeting: Under Secretary of the Navy, Robert Work	*(Pentagon)* ***12-14 ppl***	
3:00 p.m.	**Pentagon – US Marine Corps** Meeting: General Dunford, US Marine Corps	*(Pentagon)* ***12-14 ppl***	
3:00 p.m.	**Office of Congresswoman Lucille Roybal-Allard | House** Appropriations, Homeland Security, CAB/HHS/ED Meeting: Matthew Lee, Legislative Assistant	*2330 Rayburn* ***5 ppl.***	**Border, Education, Health**
3:30 p.m.	**General Services Administration** Meeting:		**Border**
3:30 p.m.	**Office of Congressman Latham (IA-R) |** Appropriations, Chairman THUD Subcommittee, homeland security Meeting: Congressman Tom Latham	*(2217 Rayburn HOB)* ***8-10 ppl***	**Transportation, Housing, Border**
5:00 p.m.	**BUS DEPARTS THE HOTEL MADISON FOR DELEGATION PHOTO AND EVENING RECEPTION**		
5:30 p.m.	**DELEGATION PHOTO** Location: Capitol Building, EAST Side		
6:30 p.m.	**DELEGATION RECEPTION** **Co- Hosted by former Congressman Bill Lowery, Innovative Federal Strategies and Ben Haddad, California Strategies.** Location: Home of former Congressman Bill Lowery	***812 East Capital St., NE*** ***65 ppl***	

WEDNESDAY, 09/21

8:00 a.m.	**DELEGATION BREAKFAST** Location: The Hotel Madison	*(The Hotel Madison)*	
9:30 a.m.	**Office of Congressman Duncan Hunter (CA-R)** | Armed Services, Education and Workforce Meeting: Congressman Duncan Hunter		Military, Education, Workforce
10:00 a.m.	**Department of Transportation** Meeting: Polly Trottenberg, Assistant Secretary for Transportation Policy	*(US DOT Headquarters)* *30-40 ppl*	
10:00 a.m.	**Office of Congressman Darrell Issa (CA-R)** Meeting: Veronica Wong, Deputy Chief of Staff and Michael O'Neill, Legislative Assistant		Oversight and Government Reform, Chairman
10:00 a.m.	**Office of Congressman Bob Filner (CA-D)** Meeting: Congressman Bob Filner		Veterans Affairs, Ranking Member, Transportation and Infrastructure
10:15 a.m.	**Office of Congressman Bill Shuster (PA-R)** Meeting: Congressman Bill Shuster	*204 Cannon HOB*	Armed Services, Transportation and Infrastructure
10:30 a.m.	**Office of Congressman Brian Bilbray (CA-R)**	*(2410 Rayburn HOB)*	Energy and Commerce, communications and

	Meeting: Congressman Brian Bilbray		technology, energy and power
11:00 a.m.	**Office of Congresswoman Laura Richardson (CA-D)** Meeting: Ben Storms, Legislative Assistant	*(1330 Longworth HOB)*	Homeland Security and Transportation and Infrastructure
12 Noon	**DELEGATION CLOSING LUNCHEON** **Library of Congress Members Room** Meeting: Congresswoman Susan Davis	*(Library of Congress – Members Room)*	
1:45 p.m.	**Office of Congresswoman Jackie Speier (CA-D)** Meeting: Congresswoman Jackie Speier and Erin Ryan, Legislative Director		Homeland Security, Oversight and Government Reform
2 p.m.	**US Department of Labor** Meeting: Secretary Hilda Solis and Assistant Secretary Jane Oates	*10 ppl*	

TRAVELTRUST

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

GLEASON/ROBERT

07-Sep-2011 12:20 pm

YOUR AMERICAN ETICKET CONFIRMATION IS ** IPDGTC **
YOUR DELTA ETICKET CONFIRMATION IS ** GR5DVY **
YOUR UNITED ETICKET CONFIRMATION IS ** LJ6VJ4 **
---------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
****

15-Sep-2011
07:35am
Thursday

Air	American Airlines		Flight#	160	Class: Q
From:	San Diego CA, USA		To:	New York Kennedy NY, USA	
Meal:	Food For Purchase		Seats:	Seat:28D	
Equip:	Boeing 737-800 Jet		Status:	Confirmed	
Depart:	15-Sep-2011 Thursday	07:35am	Stops:	0	
Arrival:	15-Sep-2011 Thursday	04:05pm			

Depart - TERMINAL 2
Arrive - -TERMINAL 8
American Airlines locator: IPDGTC
** AISLE SEAT CONFIRMED **
Flight Duration: 5 hour(s) and 30 minutes
Class of Service: Coach

18-Sep-2011
05:00pm
Sunday

Air	Delta Air Lines		Flight#	2515	Class: T
From:	New York Kennedy NY, USA		To:	Washington/Reagan Natl, DC	
Meal:	None		Seats:	Seat:14B	
Equip:	Canadair Regional Je		Status:	Confirmed	
Depart:	18-Sep-2011 Sunday	05:00pm	Stops:	0	
Arrival:	18-Sep-2011 Sunday	06:29pm			

JFK-DCA OPERATED BY MESABA DBA DELTA CONNECTION
Depart - TERMINAL 3
Arrive - TERMINAL B
Delta Air Lines locator: GR5DVY
** AISLE SEAT CONFIRMED **
Flight Duration: 1 hour(s) and 29 minutes
Class of Service: Coach

21-Sep-2011
05:45pm
Wednesday

Air	United Airlines		Flight#	240	Class: V
From:	Washington Dulles DC, USA		To:	San Diego CA, USA	
Meal:	Food For Purchase		Seats:	Seat:29C	
Equip:	Boeing 757 200 Jet		Status:	Confirmed	
Depart:	21-Sep-2011 Wednesday	05:45pm	Stops:	0	
Arrival:	21-Sep-2011 Wednesday	08:01pm			

Depart -
Arrive - TERMINAL 1
United Airlines locator: LJ6VJ4
** AISLE SEAT CONFIRMED **
Flight Duration: 5 hour(s) and 16 minutes
Class of Service: Coach

Other

28-Mar-2012
Wednesday

San Diego CA, USA
RESERVATION RETAINED FOR 180 DAYS

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

GLEASON/ROBERT

07-Sep-2011 12:20 pm

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

Warren Anne

From: Scott Mackerley [scott@traveltrust.com]
Sent: Tuesday, July 12, 2011 11:18 AM
To: Warren Anne
Subject: RE: Robert's travel expenses

Hi Anne,

The first scenario dropped a little to $758.30...the SD/DC/SD portion dropped to $451.40. Looks like the difference is $306.90 now.

Thanks,
Scott

From: Warren Anne [mailto:awarren@san.org]
Sent: Tuesday, July 12, 2011 11:05 AM
To: Scott Mackerley
Subject: Robert's travel expenses

Please confirm that I have my numbers correct. Thank you, Anne

The total cost of the SD/NY/DC/SD trip is $773.80; the SD/DC/SD portion is $491.40 resulting in $282.40 due to the Authority

ROBERT H. GLEASON
MARC J MATYS

90-4217/1222 2571

DATE 7.12.11

PAY TO THE ORDER OF SDCRAA $ 306.90

Three hundred six & 90/100 DOLLARS

NORTHERN TRUST, NA

NORTHERN TRUST ANCHOR ACCOUNT

Northern Trust

MEMO Personal portion of air travel - Sept. 2011

THE MADISON

WASHINGTON D.C.

1177 15th Street NW, Washington, DC 20005
(202) 862-1600 p (202) 785-1255 f
www.MadisonHotelDC.com

Mr Robert Gleason
SDCRAA
3225 North Harbor Dr
San Diego, CA 92101
United States

FOLIO NO:	3U24RJ
ROOM NO:	1215
ARRIVE:	18-Sep-2011
DEPART:	21-Sep-2011
RATE/PACKAGE:	3U15VA
# IN PARTY:	1

Date	Description	Charges	Payments
18-Sep-11	Room Revenue	279.00	0.00
18-Sep-11	City Tax 14.5%	40.46	0.00
~~18-Sep-11~~	~~In Room Internet~~	~~12.95~~	~~0.00~~
19-Sep-11	Room Revenue	279.00	0.00
19-Sep-11	City Tax 14.5%	40.46	0.00
~~20-Sep-11~~	~~In Room Internet~~	~~12.95~~	~~0.00~~
20-Sep-11	Room Revenue	279.00	0.00
20-Sep-11	City Tax 14.5%	40.46	0.00
21-Sep-11	XXXX0037	0.00	984.28
	Totals for Sub-Folio: 1	984.28	~~984.28~~

Paid in Full - Thank You ~~0.00~~

$958.38

I agree that my liability for this bill is not waived and 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.

Guest Signature ______________________________

DESTINATION HOTELS & RESORTS

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

MISSING RECEIPT FORM

Employee/Department Head must complete form below.

Date of Purchase/Event: 9/18/2011

Description of Item/Event: Baggage check charge

Vendor/Event Name:

Dollar Amount: $25.00

Reason for Missing Receipt: LOST

I hereby certify that the original receipt in question was lost or none was issued to me.

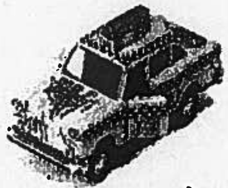
R Bean

Employee Signature

Date

Department Head Signature

Date



TAXICAB RECEIPT

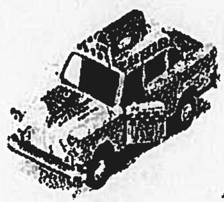
Time: 9-18-11

Date: 7^{00} pm

Origin of trip: DCA

Destination: Madison Hotel

Fare: \$18 — Sign:



TAXICAB RECEIPT

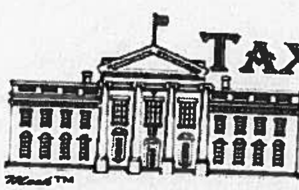
Time: 8^{30}

Date: 9.19.11

Origin of trip: 20^{R} & P

Destination: Madison Hotel

Fare: \$ 13 — Sign:



TAXICAB RECEIPT

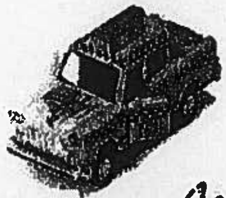
Time: $9^{\underline{30}}$

Date: 9-20-11

Origin of trip: Madison Hotel

Destination: Hart Senate Bldg.

Fare: \$13 — Sign:



TAXICAB RECEIPT

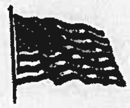
Time: 12^00

Date: 9.20.11

Origin of trip: Cannon BLdg

Destination: 19th & K

Fare: $18 — Sign: ______



TAXI CAB RECEIPT

DATE 9-21-11 TIME 9^30

ORIGIN Madison Hotel CAB # ______

DESTINATION Dept. of Transpodation

FARE: $ 16 — SIGNATURE ______

BAGGAGE PAYMENT
CUSTOMER RECEIPT

016 4517028122

21SEP11 IADT1 08187-4
AGENT ID: RIADL22
CUSTOMER: GLEASON/ROBERT
TKT NBR: 016 8665624901
CPN: 1 ORIGIN: IAD DESTINATION: SAN
ITEMS:
25.00 BAG1 FEE

FORM OF PAYMENT: CAXXXXXXXXXXXX0037 XXXX
ADDITIONAL REMARKS:

CPN	DOCUMENT NUMBER	CK
1	016 4517028122	6

TOTAL USD25.00

GSA U.S. General Services Administration

FY 2011 Per Diem Rates for District of Columbia

(October 2010 - September 2011)

Cities not appearing below may be located within a county for which rates are listed.

To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website)

You searched for: **District of Columbia**

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes) 2010 Oct	Nov	Dec	2011 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Meals & Inc. Exp.**
Standard Rate	Applies for all locations without specified rates	77	77	77	77	77	77	77	77	77	77	77	77	46
District of Columbia	District of Columbia, Montgomery County, Alexandria City, Falls Church City, Fairfax County, Prince George's County, Fairfax City, Arlington County	211	181	181	181	181	211	211	211	211	157	157	211	71

Last Reviewed 08/24/2011

NOTE: The first and last calendar day of travel is calculated at 75%.

PAUL ROBINSON

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

Board member name: Paul Robinson

Departure Date: 9/18/2011 **Return Date:** 9/21/2011 **Report Due:** 10/21/11

Destination:

Please refer to the Authority Travel and Lodging Expense Reimbursement Policy, Article 3, Part 3 4, Section 3 40, outlining appropriate reimbursable expenses and approvals. Please attach all required supporting documentation. All receipts must be detailed, (credit card receipts do not provide sufficient detail). Any special items should be explained in the space provided below.

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

	Authority Expenses (Prepaid by Athty)	Board Member Expenses							
		SUNDAY 9/18/11	MONDAY 9/19/11	TUESDAY 9/20/11	WEDNESDAY 9/21/11	THURSDAY	FRIDAY	SATURDAY	TOTALS
Daily PerDiem Limitations:									
**GSA Daily Hotel Rate or Conference Hotel Rate		279.00	279.00	279.00					
**GSA Daily Meals, Entertainment & Incidentals (ME&I)		53.25	71.00	71.00	53.25				
Air Fare, Railroad, Bus *(attach copy of itinerary w/charges)*	451.40								0.00
Conference Fees *(provide copy of flyer/registration expenses)*	1,199.00								0.00
Rental Car									0.00
Gas and Oil									0.00
Garage/Parking					2.00				2.00
Mileage - attach mileage form									0.00
Taxi/Shuttle Fare *(include tips pd.) To/From meetings, airport, etc.*		16.00	25.25	11.00	99.00				151.25
Hotel - Actual Expense Paid - Excluding Taxes		279.00	279.00	279.00					
Allowable Hotel (Lessor of Actual or GSA Allowance)		279.00	279.00	279.00	0.00	0.00	0.00	0.00	837.00
Hotel Taxes Paid		40.46	40.46	40.46					121.38
Telephone, Internet and Fax									0.00
Laundry									0.00
Meals, Entertainment & Incidentals (M,E&I):									
Meals (include tips pd.) — Breakfast		5.49							
Lunch					14.01				
Dinner				44.80					
Other Meals									
Entertainment (Hospitality) [1]									
Tips Paid to Maids, Bellhops and other hotel servers									
Taxi/Shuttle Fare *(include tips pd.) To/From meal destinations*				6.00					
Total Meals, Entertainment & Incidentals		5.49	0.00	50.80	14.01	0.00	0.00	0.00	
GSA Allowance for M,E&I (from above)		53.25	71.00	71.00	53.25	0.00	0.00	0.00	
Allowable M,E&I (Lessor of Actual or GSA Allowance)		5.49	0.00	50.80	14.01	0.00	0.00	0.00	70.30
Alcohol is a non-reimbursable expense									0.00
Miscellaneous: Baggage check charge		25.00			25.00				50.00
Missing Receipt Form attached)									0.00
									0.00
Total Expenses	1,650.40	365.95	344.71	381.26	140.01	0.00	0.00	0.00	1,231.93

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

Alcohol is a non-reimbursable expense

[1]Give names and business affiliations of all persons whose meals were paid by traveler.

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

Grand Trip Total	2,882.33
Less Cash Advance (attach copy of Authority ck)	
Less Expenses Prepaid by Authority	1,650.40
Due Traveler - if positive amount, prepare check request **Due Authority** - if negative, attach check payable to SDCRAA	1,231.93

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 Policy[4] and 3.30 - Business Expense Reimbursement Policy[5] and that any purchases/claims that are not allowed will be my responsibility. I further certify that this report of travel expenses were incurred in connection with official Authority business and is true and correct.

Prepared By: Annie Warren (Print/Type Name) Ext.: 2408

Traveler Signature: Date:

Administator's signature: Date: 10.11.11

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

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

Clerk Signature: Date:

H:\Paul Robinson\Paul Robinson Travel Expense DC 9-18-11

AHn: Scott

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:

Travelers Name: Paul Robinson Dept: Board/02

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

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

2. DATE OF REQUEST: 7/18/11 PLANNED DATE OF DEPARTURE/RETURN: 9/18/11 / 9/21/11

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: Attend Conference

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

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:	
• AIRFARE	$ 500
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	$ 200
B. LODGING	$ 900
C. MEALS	$ 300
D. SEMINAR AND CONFERENCE FEES	$ 1300
E. ENTERTAINMENT (If applicable)	$
F. OTHER INCIDENTAL EXPENSES	$
TOTAL PROJECTED TRAVEL EXPENSE	$ 3200

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

Travelers Signature: Paul E. Robinson Date: 7/18/11

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: 7.18.11

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 7/25/11 meeting.
(Leave blank and we will insert the meeting date.)

SAN DIEGO REGIONAL CHAMBER OF COMMERCE

OneRegion OneVoice

San Diego Mission to Washington D.C., September 18 - 21, 2011

REGISTRATION FORM

Last Name: Robinson
First Name: Paul

Social Secur.,
Birthdate.

Driver's License and/or Passport number

Participant's Home Address:

City: San Diego State: CA Zip: 92101

Name Badge Preference: Paul

Business/Organization Name: San Diego County Regional Airport Authority

Business/Organization Address: 3225 North Harbor Drive

City: San Diego State: CA Zip: 92101-1645

Email: awarren@san.org Phone: 619-400-2408 Cell Ph:

Note: State or government issued photo I.D., Social Security number and birthdate required for Federal security clearance

Please number your 1st, 2nd and 3rd choice for your Advocacy Team:

- ☒ Resources (Water & Energy)
- ☐ Healthcare/Medical I.T.
- ☒ Transportation
- ☐ Border Related Issues
- ☐ Education & Workforce
- ☐ Small Business/DOC
- ☒ National Defense & Homeland Security
- ☐ Technology & Cyber Security

PROGRAM RATES* Please check appropriate boxes	Per Person Rates Standard	By Friday July 29, 2011
☒ Member Registration	$1,399	$1,299
[illegible]	[illegible]	[illegible]
☐ Non-Member Registration	$1,599	$1,499
[illegible]	[illegible]	[illegible]
Total:		

* *Rates do not include hotel or air fares, see below for hotel information.*

HOTEL INFORMATION:
San Diego Regional Chamber of Commerce has negotiated special rates for the Washington DC Delegation at The Madison – A Loews Hotel. Please make your reservation as soon as possible by contacting the hotel directly. You must mention the San Diego Regional Chamber of Commerce block to get the special group rate

[illegible]

Note: When the rooms in the Chamber block are sold out, requests will be handled on a space-available basis at the hotel's standard rate. Make your reservations early!

CANCELLATION POLICY

I agree and accept the conditions and payment obligations outlined within this event agreement and I agree to pay the invoice when rendered within the terms stated on the invoice

I understand that all cancellations must be in written from the person who signed the booking form (or other legal representative) and will commence from the date the cancellation notice was received by the San Diego Regional Chamber of Commerce. In the event of cancelation the following charges (below) will become payable:

46 days or more before event date	Full Refund of Committed Fees
31 - 45 days before event date	25% of Committed Fees
21 - 30 days before event date	50% of Committed Fees
14 - 20 days before event date	75% of Committed Fees
13 days or fewer before event date	100% of Committed Fees

It is agreed that the liquidated damages set forth above are reasonable and fair under the present circumstances.

By Anne Warren Title: Board Administrator Date 7/20/11

PROGRAM PAYMENT**

*** Form of Payment must accompany registration*

☐ Check ☒ Visa ☐ Master Card ☐ American Express

☐ Please Send Invoice to my Attention

Card #: 4246 0400 1410 7926
Exp. Date: 8/13
Billing Address: P. O. Box 82776
San Diego, CA 92138

Signature: Anne Warren Date: 7-21-11

PLEASE FAX OR MAIL YOUR REGISTRATION TO: 619-744-7441
Events Department - San Diego Regional Chamber of Commerce, 402 West Broadway, Suite 1000, San Diego, CA 92101

Warren Anne

From:	webinfo@sdchamber.org
Sent:	Wednesday, July 20, 2011 1:52 PM
To:	Warren Anne
Subject:	ORDER RECEIPT from San Diego Regional Chamber of Commerce
Importance:	High

Items Ordered from:

San Diego Regional Chamber of Commerce

Billing Information

San Diego County Regional
Airport Authority
Anne Warren
P.O. Box 82776
San Diego, CA 92138-2776

Payment Information
Method: Visa
Card #: xxxx-xxxx-xxxx-7926

Shipping/Contact Information

Ship to: Billing Address
Ship via: Standard Shipping
Anne Warren

Phone: (619) 400-2408
Fax: (619) 400-2406
awarren@san.org

Order Date: **7/20/2011** Order Number: **15803/43524** Reference: **VDVA2CD8DF3A**
The total amount owed has been charged to your credit card.

Description	Qty	MemberPrice	Ext. Price	Amt. Pd/Adj	Amt. Owed
1) Individual Registration Early Booking (9/18/2011)	1	$1,299.00	$1,299.00	$1,299.00	$0.00
2) Additional Guest (2nd Ticket Only) Early Booking (9/18/2011)	1	$1,099.00	$1,099.00	$1,099.00	$0.00
		Sub-Total	$2,398.00	$2,398.00	$0.00
		Total	$2,398.00	$2,398.00	$0.00

PayPal has routed, processed, and secured your payment information. More information about VeriSign

One Region One Voice Washington D.C. Delegation 2011
Scheduled Meetings - Updated: 9/14/2011

SUNDAY, 09/18

7:00 p.m.	**DELEGATION WELCOME RECEPTION** Hosted by: Buchanan, Ingersoll & Rooney, PC	*(The Hotel Madison)*	

MONDAY, 09/19

7:30 a.m.	**DELEGATION BREAKFAST** Location: The Hotel Madison	*(The Hotel Madison)*	
9:00 a.m.	**US Customs & Border Protection** Meeting: Alan Bersin, Commissioner	*(The Hotel Madison)*	**Border Infrastructure**
10:00 a.m.	**National Institutes of Health** Meeting: Dr. Rockey, Deputy Director for Extramural Research	*(9000 Rockville Pike, Bethesda, MD, Bld1/ 144)* ***10 ppl***	**Funding for Research** **Health and Wireless Health in SD**
10:00 a.m.	**Office of Congressman John Fleming, M.D.** Meeting: Benjamin Schultz, Legislative Director/Defense Advisor	*416 Cannon HOB*	
11:00 a.m.	**White House Council on Environmental Quality** Meeting: Chairwoman Nancy Sutley	*(722 Jackson Place, Conference Center, 1st Floor)*	

11:00 a.m.	**Department of State** Meeting: Matthew Rooney, Deputy Assistant Secretary of State for Western Hemisphere Affairs	*Main State Dept. Bldg. (C & 22nd St)* ***40 ppl***	**Border**
11:00 a.m.	**Office of Senator Richard C. Shelby (AL-R) |** *Appropriations Committee, Subcommittees on Defense; Energy & Water; Homeland Security, Commerce,Justice Science (GSA), Housing Committee* Meeting: Todd Stiefler, Legislative Director	*Russell Senate Bldg. Rm 304* ***8-10 ppl***	**Homeland security, Housing, Border Infrastructure, Energy**
11:30 a.m.	**Offices of Housing and Urban Development (HUD)** Meeting: Yolanda Chavez, Deputy Assistant Secretary	***451 7th Street (at corner of E St.), SW, Room 7204, access through the south side of the building.***	**Housing**
12 NOON	**DELEGATES LUNCH ON OWN**		
1:00 p.m.	**US Patent and Trademark Office** Meeting: Peggy Focarino, Deputy Commissioner	*(Madison East Bldg. MDE10C55, 600 Dulany St., Alexandria, VA 22314)* ***10-12 ppl***	**Patent Reform and Intellectual Property**
1:30 p.m.	**Office of Congressman Mike Doyle (PA- D) |** Energy & Commerce Committee, Technology; Energy & Water Subcommittee Meeting: Katie Ott, Senior Legislative Assistant	***401 Cannon HOB***	**Technology, energy and water**
2:00 p.m.	**US Small Business Administration** Meeting: Jim Hammersley, Deputy Assistant Administrator, Office of	*(409 3rd St. SW)* ***10-12 ppl***	**Small Business, VETS Training and Workforce Development**

	Policy and Strategic Planning		
2:00 p.m.	**Office of Senator Barbara Boxer** | Commerce, Science & Transportation, Chairwoman – Senate Environment & Public Works Meeting: Brian McKeon, Senior Advisor	*112 Hart Senate Office Building*	Transportation, Energy, Technology
2:00 p.m.	**Health and Human Services** Meeting: Ann Widger, Dir. of Ex. Affairs; Jim Mason, Sr. Advisor to the Director; Rex Cowdry, Office of Health Insurance Exchanges and Chiquita Brooks-LaSure, Office of Health Reform	*200 Independence Ave. SW* *5 ppl*	
2:30 p.m.	**Office of Congressman John Kline (MN- R)** | Chairman, House Education and Workforce Committtee Meeting: James Bergeron and Amy Jones, Education Policy Counsel and Senior Advisor to the Committee	*2257 Rayburn House Office Building*	Education, Workforce Development, WIA
3:00 p.m.	**Office of Senator Tom Coburn** | Committee on Finance Meeting: Sarah Beth Groshart, General Counsel and Josh Trent, Legislative Assistant for Health Policy	*Russell Senate Bldg. 172* *8 ppl*	Patent reform & Intellectual Property, Healthcare, Healthcare Technology
3:00 p.m.	**Office of Commerce, Manufacturing and Trade Committee** Meeting: Gib Mullan, Chief Counsel	*2125 Rayburn HOB*	
3:00 p.m.	**Housing and Urban Development (HUD)** Meeting: Benjamin Metcalf, Senior Advisor, Office of Multifamily Housing Programs	*541 7th St. SW, Rm 6110, Washington DC 20410*	
3:30 p.m.	**Office of Congresswoman Anna G. Eshoo (CA-D)** | Energy and Commerce, Ranking Member of the Communications and Technology Subcommittee	*205 Cannon HOB*	Technology, Energy

	Meeting: J. David Grossman, Senior Technology Policy Advisor		
	US Chamber of Commerce Meeting: Katie Mahoney, Executive Director, Health Policy	*1615 H St., NW?*	
4:00 p.m.	**Office of Governor Edmund G. Brown, Jr.** Meeting: Brian Turner, Deputy Director	*444 N. Capitol Street, NW, Suite 134*	
4:00 p.m.	**Embassy of Mexico, Department of Commerce/International Trade Administration** Meeting:	*(1911 Pennsylvania Ave. NW)* ***20 ppl***	
4:30 p.m.	**Office of Congressman Robert Aderholt (AL-R) |** Appropriations, Chairman, Homeland Security Subcommittee, cjs (GSA) Meeting: Emily Benavides, Legislative Correspondent & Systems Administrator	*2264 Rayburn HOB*	Border, Military – Cyber Security

TUESDAY, 09/20

8:00 a.m.	**DELEGATION BREAKFAST** **Authorization, Appropriations, and the Supercommittee – Buchanan, Ingersoll & Rooney, PC** Location: The Hotel Madison	*(The Hotel Madison)*	

	Presenter: Jon Plebani		
10:00 a.m.	**Office of Congressman Ken Calvert (CA)** Meeting: Maria Bowie, Legislative Director	*2269 Rayburn HOB*	
10:00 a.m.	**Office of Senator Diane Feinstein (CA-D) |** Appropriations, Energy and Water Subcommittee Chairman Meeting: Senator Diane Feinstein	*331 Hart Senate Office Building* ***8-10 ppl***	**Energy & Water**
10:00 a.m.	**Health Human Services** Meeting: Geoffrey Gerhardt, Senior Advisor to the National Coordinator	*Humphrey Bldg. , 200 Independence Ave. SW (Bella Foley will escort to room: 202-690-7151)* ***10 ppl***	
10:30 a.m.	**Office of Silvestre Reyes** Meeting: Luis Torres, Legislative Director	*2210 Rayburn HOB*	
11:00 a.m.	**Office of US House Comm. on Energy and Commerce, Subcommittee on Health** Meeting: Heidi Stirrup,	*2322B Rayburn HOB*	
11:00 a.m.	**Office of Congressman Joe Baca (CA-D) |** Fin Services, Financial Institutions and Consumer Credit Meeting: Jack Cummins, Legislative Assistant	*2366 Rayburn HOB* ***3ppl***	**DoDD, Housing, Border**
11:00 a.m.	**US Department of Education** Meeting: Tony Miller, Deputy Secretary	*400 Maryland Ave.* ***8-10 ppl***	

11:00 a.m.	**Office of Congressman John Garamendi (CA-D) |** Armed Services, Natural Resourced - Water Meeting: Congressman John Garamendi	*228 Cannon HOB*	Military – Cyber Security, Water, Border
11:00 a.m.	**Office of Senator Coats |** Senate Appropriations, Sub-Committee Homeland Security, Defense, Veterans Meeting: Carol Cribbs, Professional Staff	*125 Hart HOB*	Military – Cyber Security, Border, Veterans
11:00 a.m.	**House of Representatives Transportation & Infrastructure Comm., Economic Development, Public Building & Emergency Management Sub-Committee** Meeting: Dan Matthews, Staff Director & JoAnna Hardy, Counsel	*585 Ford Bldg.*	Border, Transportation
12 NOON - 1:30 p.m.	**DELEGATION LUNCHEON** **Offices of McKenna, Long & Aldridge** Meeting: Ari Schwartz, Senior Internet Policy Advisor at NIST	*1900 K Street, NW Founder's Room*	Technology, Cyber Security
2:00 p.m.	**U.S. Department of Education** Meeting: Massie Ritsch, Dep. Ass. Sec. Of Ex. Affairs and Outreach Services	*(400 Maryland Ave. SW Room 5E100)*	
2:00 p.m.	**Office of Congressman Jim Costa (CA-D) |** Natural Resources (Water) Meeting: Jaclyn Murray, Sr. Legislative Assistant	*1314 Longworth HOB*	Water, Energy, Border
2:00 p.m.	**Department of Energy** Meeting: Kerry Duggan, Senior Advisor for Dr. Henry Kelly	*(1000 Independence Ave SW)*	
2:00 p.m.	**Department of Commerce**		

	Meeting: Walter Bastian and Geri Word		
2:00 p.m	**Pentagon – US Navy** Meeting: Under Secretary of the Navy, Robert Work	*(Pentagon)* ***12-14 ppl***	
3:00 p.m.	**Pentagon – US Marine Corps** Meeting: General Dunford, US Marine Corps	*(Pentagon)* ***12-14 ppl***	
3:00 p.m.	**Office of Congresswoman Lucille Roybal-Allard** | House Appropriations, Homeland Security, CAB/HHS/ED Meeting: Matthew Lee, Legislative Assistant	*2330 Rayburn* ***5 ppl.***	**Border, Education, Health**
3:30 p.m.	**General Services Administration** Meeting:		**Border**
3:30 p.m.	**Office of Congressman Latham (IA-R)** | Appropriations, Chairman THUD Subcommittee, homeland security Meeting: Congressman Tom Latham	*(2217 Rayburn HOB)* ***8-10 ppl***	**Transportation, Housing, Border**
5:00 p.m.	**BUS DEPARTS THE HOTEL MADISON FOR DELEGATION PHOTO AND EVENING RECEPTION**		
5:30 p.m.	**DELEGATION PHOTO** Location: Capitol Building, EAST Side		
6:30 p.m.	**DELEGATION RECEPTION** **Co- Hosted by former Congressman Bill Lowery, Innovative Federal Strategies and Ben Haddad, California Strategies.** Location: Home of former Congressman Bill Lowery	***812 East Capital St., NE*** ***65 ppl***	

WEDNESDAY, 09/21

8:00 a.m.	**DELEGATION BREAKFAST** Location: The Hotel Madison	*(The Hotel Madison)*	
9:30 a.m.	**Office of Congressman Duncan Hunter (CA-R)** | Armed Services, Education and Workforce Meeting: Congressman Duncan Hunter		Military, Education, Workforce
10:00 a.m.	**Department of Transportation** Meeting: Polly Trottenberg, Assistant Secretary for Transportation Policy	*(US DOT Headquarters)* *30-40 ppl*	
10:00 a.m.	**Office of Congressman Darrell Issa (CA-R)** Meeting: Veronica Wong, Deputy Chief of Staff and Michael O'Neill, Legislative Assistant		Oversight and Government Reform, Chairman
10:00 a.m.	**Office of Congressman Bob Filner (CA-D)** Meeting: Congressman Bob Filner		Veterans Affairs, Ranking Member, Transportation and Infrastructure
10:15 a.m.	**Office of Congressman Bill Shuster (PA-R)** Meeting: Congressman Bill Shuster	*204 Cannon HOB*	Armed Services, Transportation and Infrastructure
10:30 a.m.	**Office of Congressman Brian Bilbray (CA-R)**	*(2410 Rayburn HOB)*	Energy and Commerce, communications and

	Meeting: Congressman Brian Bilbray		technology, energy and power
11:00 a.m.	**Office of Congresswoman Laura Richardson (CA-D)** Meeting: Ben Storms, Legislative Assistant	*(1330 Longworth HOB)*	Homeland Security and Transportation and Infrastructure
12 Noon	**DELEGATION CLOSING LUNCHEON** **Library of Congress Members Room** Meeting: Congresswoman Susan Davis	*(Library of Congress – Members Room)*	
1:45 p.m.	**Office of Congresswoman Jackie Speier (CA-D)** Meeting: Congresswoman Jackie Speier and Erin Ryan, Legislative Director		Homeland Security, Oversight and Government Reform
2 p.m.	**US Department of Labor** Meeting: Secretary Hilda Solis and Assistant Secretary Jane Oates	*10 ppl*	

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

ROBINSON/PAUL EDWARD   BOARD   20-Jul-2011 11:57 am

YOUR UNITED ETICKET CONFIRMATION IS ** XGKGLS **
---------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
****

18-Sep-2011
07:45am
Sunday

Air	United Airlines			Flight#	970	Class: V
From:	San Diego CA, USA			To:	Washington Dulles DC, USA	
Meal:	Food For Purchase			Seats:	Seat:29C	
Equip:	Boeing 757 200 Jet			Status:	Confirmed	
Depart:	18-Sep-2011	Sunday	07:45am	Stops:	0	
Arrival:	18-Sep-2011	Sunday	03:32pm			

Depart - TERMINAL 1
Arrive -
United Airlines locator: XGKGLS
** AISLE SEAT CONFIRMED **
Flight Duration: 4 hour(s) and 47 minutes
Class of Service: Coach

21-Sep-2011
05:45pm
Wednesday

Air	United Airlines			Flight#	240	Class: V
From:	Washington Dulles DC, USA			To:	San Diego CA, USA	
Meal:	Food For Purchase			Seats:	Seat:30C	
Equip:	Boeing 757 200 Jet			Status:	Confirmed	
Depart:	21-Sep-2011	Wednesday	05:45pm	Stops:	0	
Arrival:	21-Sep-2011	Wednesday	08:01pm			

Depart -
Arrive - TERMINAL 1
United Airlines locator: XGKGLS
** AISLE SEAT CONFIRMED **
Flight Duration: 5 hour(s) and 16 minutes
Class of Service: Coach

Other

19-Mar-2012
Monday

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

ROBINSON/PAUL EDWARD BOARD

Ticket Information

ROBINSON PAUL
Ticket#:8668495540
Invoice#:1186518

Ticket Base Fare:	400.00
Ticket Tax:	51.40
Total Ticket Amount:	451.40

Electronic: YES

SERVICE FEE DOCUMENT #: 0548351890 FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS ENDING IN 1012

THE MADISON
— WASHINGTON D.C. —

1177 15th Street NW, Washington, DC 20005
(202) 862-1600 p (202) 785-1255 f
www.MadisonHotelDC.com

Mr Paul Robinson
SDCRAA
3225 North Harbor Dr
San Diego, CA 92101
United States

FOLIO NO:	3U24RH
ROOM NO:	1209
ARRIVE:	18-Sep-2011
DEPART:	21-Sep-2011
RATE/PACKAGE:	3U15VA
# IN PARTY:	1

Date	Description	Charges	Payments
18-Sep-11	Room Revenue	279.00	0.00
18-Sep-11	City Tax 14.5%	40.46	0.00
19-Sep-11	Room Revenue	279.00	0.00
19-Sep-11	City Tax 14.5%	40.46	0.00
20-Sep-11	Room Revenue	279.00	0.00
20-Sep-11	City Tax 14.5%	40.46	0.00
21-Sep-11	XXXX1000	0.00	958.38
	Totals for Sub-Folio: 1	958.38	958.38

Paid in Full - Thank You 0.00

I agree that my liability for this bill is not waived and 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.

Guest Signature ____________________

DESTINATION
HOTELS & RESORTS

UNITED

09/18/2011
UA970 SAN IAD
Device ID GLX0001680

Receipt # 0286
Transaction 1109180951398 1680
Break Fast
Sale

Product	Price	Qty	Amt
Parfait	5.49	1	5.49
Total	USD		5.49

Tidewater Landing
Located In
Concorse C
At Dulles
International Airport

51 A T

Tbl 35/2 Chk 1396 Gst 0
Sep21'11 04:43PM

1 Chix Caesar	9.99
~~1 Lg Bud Lght~~	~~5.99~~
Subtotal	15.98
Sales Tax	0.80
04:56PM Total	16.78

Have a Safe Flight!!!

3.22
20.00
− 5.79
14.01

****
* Customer Copy *
****

PROOF
775 G Street NW
Washington, DC 20001
202.73PROOF

Dinner

Date:	09/20/11
Time:	10:09 PM
Server:	262. Shelby
Order:	204602
Description	Table 104:2
Card Type:	Amex
Card No:	XXXXXXXXXXX1000
Expires:	XX/XX
Appr Code:	.5481

Purchases:	$ 77.00
Tip:	$ 12.60
Subtotal:	$ 89.60
Add'l Tip:	$ 0
Total:	$ 89.60

robinson/paul e
Reimburse 1/2 $44.80
I agree to pay the above total amount according to the card issuer agreement.

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

MISSING RECEIPT FORM

Employee/Department Head must complete form below.

Date of Purchase/Event: 9/20/11

Description of Item/Event: Dinner

Vendor/Event Name: PROOF Restaurant

Dollar Amount: $44.80

Reason for Missing Receipt: Itemized receipt not provided

No alcohol included

I hereby certify that the original receipt in question was lost or none was issued to me.

Employee Signature ____________ Date ____________

Department Head Signature ____________ Date 10.11.11

Dulles To Madison

OPERATED BY DULLES AIRPORT TAXI, INC.

A PROUD WASHINGTON-FLYER PARTNER

To Madison

Driver: ________ Cab No. ________

Trip Date: 9/18 Time: 5:15 p.m

my share

Total Amount (may include tip) $ 16.00

TAXICAB RECEIPT

Time: 10:30

Date: 9/19

Origin of trip: Senate Hart Bldg.

Destination: Garamendi Office

Fare: 11.00 + 2.00 = $13.00 Sign: PER

```
DC TRIP / CAPPED
FEDERAL CO
CAB #        87
09/19/11 TR 2959
START  END MILES
12:16 12:26  1.6
FARE FOR EA RATE
RATE 1: $   6.25
EXTRA:  $   4.00
TOTAL:  $  10.25
THANKS 2
DC TAXICAB COMM
TEL 202 645 6018
12.25
```

Chair Gleason, President/CEO Bowens, & Board Member Robinson from Congressman Garamendi office to lunch near FAA office

```
ELITE CAB 276
TAG H-91676
09/20/11 TR 0491
START  END MILES
10:52 10:54  0.5
FARE FOR EA RATE
RATE 1: $   3.75
EXTRA:  $   1.00
TOTAL:  $   4.75
THANKS + 1.25
DC TAXICAB COMM  6.00
```

From PROOF (dinner) to Madison Hotel

```
DC TRIP / CAPPED
EMPIRE
CAB # 115
09/20/11 TR 9549
START  END MILES
22:21 22:26  1.2
FARE FOR EA RATE
RATE 1: $   5.00
EXTRA:  $   4.00
TOTAL:  $   9.00
H 83331   ~~2.00~~ 1.00
FACE ID# 72651
```

Madison Hotel to State Department

TAXICAB RECEIPT

Time: 3:34 p.m.

Date: 9/21/11

Origin of trip: ~~DC~~ Library of Congress

Destination: ~~Dulles~~ Madison

Fare: $15.00 Sign: P. Robinson

02/15
PAUL E ROBINSON
PAUL E ROBINSON APC
PAUL E ROBINSON APC

Madison To Dulles
Bowens, Gleeson Robinson

QUAN	CLASS	DESCRIPTION	PRICE	AMOUNT
				70

DATE	AUTHORIZATION		SUB TOTAL	
REFERENCE NO	REG/DEPT.		TAX	
FOLIO/CHECK NO.	SERVER	CLERK	TIPS MISC.	20%
SALES SLIP			TOTAL	84.

CUSTOMER COPY

IMPORTANT: RETAIN THIS COPY FOR YOUR RECORDS

PURCHASER SIGN HERE
X Paul E Robinson

Cardholder acknowledges receipt of goods and/or services in the amount of the Total shown hereon and agrees to perform the obligations set forth in the Cardholder's agreement with the issuer.

ENTRY TIME:
09/21/11 20:04
EXIT TIME:
09/21/11 20:11
IN LOT: 0:00:07
AMOUNT: $ 2.00
VISA
XXXXXXXXXXXX7322
XXXXX 101
AUTH. CODE 052131
THANK YOU FOR YOUR

Picked up upon
arrival from DC

UNITED

BAGGAGE PAYMENT
CUSTOMER RECEIPT

016 4516138384

18SEP11 SANCS [illegible]-4
AGENT ID: V012350
CUSTOMER: ROBINSON/PAULE
TKT NBR: 016 8668495540 CPN: 1 ORIGIN: SAN DESTINATION: IAD
ITEMS:
25.00 BAG1 FEE

ROBINSON/PAULEDWARD
WASHINGTON/DULLES IN

IAD UA 970 /18

3016UA-167777
09-18
06:06
XGKGLS 44FD81
SANV012350

FORM OF PAYMENT: AXXXXXXXXXXX1000 XXXX
ADDITIONAL REMARKS:

CPN	DOCUMENT NUMBER	CK
1	016 4516138384	3

TOTAL USD25.00

BAGGAGE PAYMENT
CUSTOMER RECEIPT

016 4516561680

UNITED

21SEP11 IADCS 36047-4
AGENT ID: V000730
CUSTOMER: ROBINSON/PAULE
TKT NBR: 016 8668495540 CPN: 1 ORIGIN: IAD
ITEMS:
25.00 BAG1 FEE

ROBINSON/PAULEDWARD
SAN DIEGO/INTERNATIO

SAN UA 240 /21

3016UA-539916
09-21
16:08
XGKGLS 375DCD
IADV000730

C-11

FORM OF PAYMENT: AXXXXXXXXXXX1000 XXXX
ADDITIONAL REMARKS:

CPN	DOCUMENT NUMBER	CK
1	016 4516561680	2

TOTAL USD25.00

U.S. General Services Administration

FY 2011 Per Diem Rates for District of Columbia

(October 2010 - September 2011)

Cities not appearing below may be located within a county for which rates are listed.

To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website)

You searched for: **District of Columbia**

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes) 2010 Oct	Nov	Dec	2011 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Meals & Inc. Exp.**
Standard Rate	Applies for all locations without specified rates	77	77	77	77	77	77	77	77	77	77	77	77	46
District of Columbia	District of Columbia, Montgomery County, Alexandria City, Falls Church City, Fairfax County, Prince George's County, Fairfax City, Arlington County	211	181	181	181	181	211	211	211	211	157	157	211	71

Last Reviewed 08/24/2011

NOTE: The first and last calendar day of travel is calculated at 75%.

BRETON LOBNER

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

BUSINESS EXPENSE REIMBURSEMENT REPORT

September

Period Covered

DATE		G/L Account	Description	AMOUNT
9/7/11		66290	Parking - MTS attending Taxicab Committee Meeting re: taxicab rates of fare	$2.25
9/8/11		66290	Parking - MTS attending Taxicab Committee Meeting re: taxicab rates of fare	$3.00
			TOTA	$5.25

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

Bruton K. Foley

NAME

DATE

APPROVED: By the Executive Committee at its August 22 2011

Tony R Russell

NAME

9/27/2011

DATE

EXPENSES OF BRETON K. LOBNER

$2.25
PARKING AT MTS
ATTENDING TAXICAB COMMITTEE MEETING
SEPTEMBER 7, 2011
RE: TAXICAB RATES OF FARE

```
WELCOME TO
JAMES R. MILLS

PLEASE KEEP THIS TICKET
WITH YOU

Entered/Arrivee:
2011/09/07 09:48

Ticket/Billet#:0088657789
Dur/Duree:76:52
Paid On/Paye Le:
2011/09/07 11:06

Paid/Paye:$        2.25
Original Fee:$         2.25
GST:$        0.00
PST:$        0.00

Change:$       0.00
AMEX
SC:$       0.00

Merchant ID:
***********4314 Swiped

Purchase 11/09/07 11:05:43
Seq# 0535 Pay Station
Auth# 325053
000 APPROVED
```

$3.00
PARKING AT MTS
ATTENDING MTS EXECUTIVE COMMITTEE MEETING
SEPTEMBER 8, 2011
RE: TAXICAB RATES OF FARE

SEP 8 2011

TOTAL: $5.25

```
WELCOME TO
JAMES R. MILLS

PLEASE KEEP THIS TICKET
WITH YOU

Entered/Arrivee:
2011/09/08 08:40

Ticket/Billet#:0088740065
Dur/Duree:110:24
Paid On/Paye Le:
2011/09/08 10:30

Paid/Paye:$        3.00
Original Fee:$         3.00
GST:$        0.00
PST:$        0.00

Change:$       0.00
AMEX
SC:$       0.00

Merchant ID:
***********4314 Swiped

Purchase 11/09/08 10:30:31
Seq# 0536 Pay Station
Auth# 765302
000 APPROVED
```

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

TRAVELER: Breton Lobner **DEPT. NAME & NO.** General Counsel
DEPARTURE DATE: 9/12/2011 **RETURN DATE:** September 12,2011 **REPORT DUE:** #VALUE!
DESTINATION: Sacramento, 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** SUNDAY	MONDAY 9/12/11	TUESDAY 9/13/11	WEDNESDAY 9/14/11	THURSDAY 9/15/11	FRIDAY 9/16/11	SATURDAY 9/17/11	**TOTALS**
Air Fare, Railroad, Bus *(attach copy of itinerary w/charges)*	439.40								0.00
Conference Fees *(provide copy of flyer/registration expenses)*									0.00
Rental Car*									0.00
Gas and Oil*									0.00
Garage/Parking*									0.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare *(include tips pd.)**									0.00
Hotel*									0.00
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - *separately paid (maids,bellhop,other hotel srvs.)*									0.00
Meals *(include tips pd.)* Breakfast*									0.00
Lunch*			38.79						38.79
Dinner*									0.00
Other Meals*									0.00
Alcohol is a non-reimbursable expense									
Hospitality [1] *									0.00
Miscellaneous:									0.00
									0.00
									0.00
**Provide detailed receipts*									0.00
Total Expenses prepaid by Authority	439.40	0.00	38.79	0.00	0.00	0.00	0.00	0.00	38.79

Explanation: 2nd lunch was for Mike Kulis

Total Expenses Prepaid by Authority	439.40
Total Expenses Pd. by Employee (including cash advances)	38.79
Grand Trip Total	478.19
Less Cash Advance (attach copy of Authority ck)	
Less Expenses Prepaid by Authority	439.40
Due Traveler (positive amount)[2]	
Due Authority (negative amount)[3]	38.79

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

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

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

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

Prepared By: Kendy Rios Ext.: x2424
Print/Type Name
Traveler Signature: Bret K. Lobner Date:
Approved By: Date:

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

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

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

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

GENERAL INSTRUCTIONS:

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

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

2. DATE OF REQUEST: 09/09/2011 PLANNED DATE OF DEPARTURE/RETURN: 09/13/11 / 09/13/11

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip– continue on extra sheets of paper as necessary):
Destination: Sacramento, CA
Purpose: Meeting with State Controllers Office
Explanation: Meeting with State Controllers Office

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:	
• AIRFARE	$ 490.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	$
B. LODGING	$
C. MEALS	$ 50.00
D. SEMINAR AND CONFERENCE FEES	$
E. ENTERTAINMENT (If applicable)	$
F. OTHER INCIDENTAL EXPENSES	$
TOTAL PROJECTED TRAVEL EXPENSE	$ 540.00

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

Travelers Signature: [signature] Date: 9-10-11

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: 9-9-11

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 9/26/2011 meeting.
(Leave blank and we will insert the meeting date.)

TRAVELTRUST

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

LOBNER/BRETON DEPT 15 09-Sep-2011 5:21 pm

PLEASE CHECK NEW CARRY-ON RESTRICTIONS DIRECT WITH
YOUR CARRIER OR CALL TRAVELTRUST AT 800-792-4662
---------INVOICE/ITINERARY ACCOUNTING DOCUMENT---------
*********TICKETLESS TRAVEL INSTRUCTIONS**********
THIS IS AN E-TICKET RESERVATION.
A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN
A PORTION OF THIS TRIP MAY BE REFUNDABLE. PLEASE RETURN
UNUSED PORTIONS TO TRAVELTRUST FOR POSSIBLE REFUND.
****
***************TSA GUIDANCE FOR PASSENGERS**************
PLEASE ALLOW EXTRA TIME FOR SCREENING AND BOARDING
INTERNATIONAL-MINIMUM 3 HOUR CHECK-IN PRIOR TO DEPARTURE
DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE
FOR ADDITIONAL SECURITY INFORMATION VISIT WWW.TSA.GOV
****

12-Sep-2011
08:50am
Monday

Air	Southwest Airlines		Flight#	1131	Class: Y
From:	San Diego CA, USA		To:	Sacramento CA, USA	
Meal:	None				
Equip:	Boeing 737-300 Jet		Status:	Confirmed	
Depart:	12-Sep-2011 Monday	08:50am	Stops:	0	
Arrival:	12-Sep-2011 Monday	10:25am			

Depart - TERMINAL 1
Arrive - TERMINAL A
Southwest Airlines locator: W8NYLY
RAPID REWARDS NUMBER HAS BEEN ADDED
Flight Duration: 1 hour(s) and 35 minutes
Class of Service: Coach

12-Sep-2011
07:05pm
Monday

Air	Southwest Airlines		Flight#	1143	Class: Y
From:	Sacramento CA, USA		To:	San Diego CA, USA	
Meal:	None				
Equip:	Boeing 737-300 Jet		Status:	Confirmed	
Depart:	12-Sep-2011 Monday	07:05pm	Stops:	0	
Arrival:	12-Sep-2011 Monday	08:30pm			

Depart - TERMINAL A
Arrive - TERMINAL 1
Southwest Airlines locator: W8NYLY
Flight Duration: 1 hour(s) and 25 minutes
Class of Service: Coach

Other

10-Mar-2012
Saturday

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

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

Ticket Information

LOBNER B
Ticket#:2198827820
Invoice#:1187758

Ticket Base Fare:	388.84
Ticket Tax:	50.56
Total Ticket Amount:	439.40

Electronic: YES

SERVICE FEE DOCUMENT #: 0549944949 FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS ENDING IN 1012

ESQUIRE
GRILL

1213 K STREET
SACRAMENTO, CA
PHONE (916) 448-8900

Date: Sep12'11 12:59PM
Card Type: Amex
Acct #: XXXXXXXXXXX4314
Card Entry: SWIPED
Trans Type: PURCHASE
Auth Code: 175583
Check: 1507
Table: 6/1
Server: 3003 Amanda P

Subtotal: 38.79
Customer COPY

Tip 6 —

Total 44.79

Customer Copy

ESQUIRE
GRILL

1213 K STREET
SACRAMENTO, CA
PHONE (916) 448-8900

3003 Amanda P

Tbl 6/1 Chk 1507 Gst 2
Sep12'11 12:27PM

2	A/P Lemonade	7.00
2	Cobb L	29.00
	Subtotal	36.00
	Tax	2.79
	Total	38.79

For Special Events
Call Diane 440-1084
www.Paragarys.com

Please take our survey at
www.Paragarys.com
THANK YOU FOR JOINING US