



SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

Meeting Date: **OCTOBER 4, 2012**

Subject:

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

Recommendation:

For information only.

Background/Justification:

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

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

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

Fiscal Impact:

Funds for Business and Travel expenses are included in the FY 2013 Budget.

Authority Strategies:

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

- Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

Environmental Review:

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

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

Equal Opportunity Program:

Not applicable.

Prepared by:

TONY RUSSELL
DIRECTOR, CORPORATE SERVICES/AUTHORITY CLERK

TRAVEL REQUEST

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 Bowers Dept: 6
Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 9/18/12 PLANNED DATE OF DEPARTURE/RETURN: 10/15/12 / 10/18/12

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: FAAC Meeting with Secretary LaHood at DOT

Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$	550.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$	200.00
B. LODGING	\$	1,000.00
C. MEALS	\$	400.00
D. SEMINAR AND CONFERENCE FEES	\$	
E. ENTERTAINMENT (If applicable)	\$	
F. OTHER INCIDENTAL EXPENSES	\$	
TOTAL PROJECTED TRAVEL EXPENSE	\$	2,150.00

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

Travelers Signature: Thella Bowers Date: 18 Sept 2012

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: 9.18.12

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.)

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: 09/24/12 PLANNED DATE OF DEPARTURE/RETURN: 11/07/12 / 11/12/12

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

Destination: Toyko, Japan

Purpose: Attend Kyoto Foundation Event in Toyko at invitation of Dr. Inamori Chairman of JAL

Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$	4900.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$	500.00
B. LODGING	\$	1100.00
C. MEALS	\$	500.00
D. SEMINAR AND CONFERENCE FEES	\$	
E. ENTERTAINMENT (If applicable)	\$	
F. OTHER INCIDENTAL EXPENSES	\$	200.00
TOTAL PROJECTED TRAVEL EXPENSE	\$	7200.00

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

Travelers Signature: _____

Date: 09/24/12

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

By my signature below, I certify the following:

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

Administrator's Signature: _____

Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

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

EXPENSE REPORTS

ROBERT GLEASON

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

Board member name: Robert H. Gleason
 Departure Date: 9/10/2012 Return Date: 9/13/2012 Report Due: 10/13/12
 Destination: _____

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

⁵ Business Expense Reimbursement Policy 3.30

⁴ Travel and Lodging Expense Reimbursement Policy 3.40

Authority Expenses (Prepaid by Athly)	Board Member Expenses							TOTALS
	SUNDAY	MONDAY 9/10/12	TUESDAY 9/11/12	WEDNESDAY 9/12/12	THURSDAY 9/13/12	FRIDAY	SATURDAY	
Daily PerDiem Limitations:								
**GSA Daily Hotel Rate or Conference Hotel Rate			320.91	320.91				
**GSA Daily Meals, Entertainment & Incidentals (M,E&I)		91.50	122.00	122.00	91.50			
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)								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/Shuttle Fare (include tips pd.) To/From meetings, airport, etc.		40.98			38.93			79.91
Hotel - Actual Expense Paid - <u>Excluding Taxes</u>	279.00		285.84	285.84				
Allowable Hotel (Lessor of Actual or GSA Allowance)		0.00	0.00	285.84	285.84	0.00	0.00	571.68
Hotel Taxes Paid	44.75		35.07	35.07				70.14
Telephone, Internet and Fax								0.00
Laundry								0.00
Meals, Entertainment & Incidentals (M,E&I)								
Meals (include tips pd.)								
Breakfast								
Lunch								
Dinner								
Other Meals								
Entertainment (Hospitality)								
Tips Paid to Maids, Bellhops and other hotel servers								
Taxi/Shuttle Fare (include tips pd.) To/From meal destinations								
Total Meals, Entertainment & Incidentals		0.00	0.00	0.00	0.00	0.00	0.00	
GSA Allowance for M,E&I (from above)		0.00	91.50	122.00	122.00	91.50	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
Alcohol is a non-reimbursable expense								0.00
Miscellaneous:								0.00
Conversion rate: \$1 CAD = \$1.02451 USD (see attached)								0.00
Total Expenses	1,615.31	0.00	40.98	320.91	320.91	38.93	0.00	0.00

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

 First night deposit of \$323.75 charged to P-Card
Alcohol is a non-reimbursable expense
¹Give 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	2,337.04
Less Cash Advance (attach copy of Authority ck)	
Less Expenses Prepaid by Authority	1,615.31
Due Traveler - if positive amount, prepare check request	
Due Authority - if negative, attach check payable to SDCRAA	721.73

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

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

Prepared By: Anne Warren
 Traveler Signature: Robert H. Gleason
 Administrator's signature: [Signature]

Ext.: 2408
 Date: 9.21.12
 Date: _____

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

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

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:

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

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

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

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

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

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

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

Travelers Signature:  Date: 5.16.12

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

By my signature below, I certify the following:

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

Administrator's Signature:  Date: 5/16/12

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, Tony L. Russell, Authority Clerk, hereby certify that this document was approved
(Please leave blank. Whoever clerk's the meeting will insert their name and title.)
by the Executive Committee at its 5/29/12 meeting.
(Leave blank and we will insert the meeting date.)

Foreign Per Diem Rates In U.S. Dollars

Country: CANADA

Publication Date: 05/01/2012

Previous Rates:

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

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

AD

CURRENCY CONVERTER WIDGET

- Converter
- Rates
- News
- Info

1.00 CAD = 1.02541 USD
Canadian Dollar ↔ US Dollar
1 CAD = 1.02541 USD ↔ 1 USD = 0.975218 CAD

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

Warren Anne

From: Brito Leticia
Sent: Friday, May 11, 2012 12:19 PM
To: Warren Anne
Subject: RE: Permission to use P-Card for hotel reservation

Good afternoon, Anne:

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

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

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

Kind Regards,

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

From: Warren Anne
Sent: Thursday, May 10, 2012 11:14 AM
To: Brito Leticia
Cc: Vargas Jana
Subject: Permission to use P-Card for hotel reservation

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

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

Thank you, Anne



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

GLEASON/ROBERT

BOARD

29-May-2012 6:48 am

Page 1 of 2


YOUR WESTJET ETICKET CONFIRMATION IS ** NAUEIS **
 YOUR UNITED ETICKET CONFIRMATION IS ** CNC4HZ **
 -----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


 FOR TRAVEL TO CANADA
 A US CITIZEN MUST HAVE A VALID PASSPORT
 YOU CANNOT TRAVEL OUT OF THE UNITED STATES IF YOUR U.S.
 PASSPORT EXPIRES WITHIN 6 MONTHS OF YOUR DEPARTURE DATE

 FOR EMERGENCY AFTERHOURS SERVICE
 WHILE IN CANADA
 PLEASE CALL DIRECT DIAL OR COLLECT 201-221-4462
 IF INTL AFTERHOUR NUMBER DOES NOT WORK
 DIAL DIRECT OR COLLECT 201-221-4462

 YOUR INTERNATIONAL TRAVEL MAY REQUIRE VACCINATIONS
 PLEASE CHECK WWW.CDC.GOV FOR LATEST REQUIREMENTS

 10-Sep-2012 01:20pm Monday	Air Westjet Airlines From: San Diego CA, USA Meal: None Equip: 73W Depart: 10-Sep-2012 Monday 01:20pm Arrival: 10-Sep-2012 Monday 05:34pm Depart - TERMINAL 2 Arrive - Westjet Airlines locator: NAUEIS ** SEAT ASSIGNMENT AIRPORT CHECKIN ONLY ** ** YOU MAY PURCHASE A SEAT ASSIGNMENT IN ADVANCE ** ** FOR 15.00 ** Flight Duration: 3 hour(s) and 14 minutes Class of Service: P	Flight# 1565 Class: P To: Calgary, Canada Status: Confirmed Stops: 0
---	---	---

 13-Sep-2012 08:01am Thursday	Air United Airlines From: Calgary, Canada Meal: Food For Purchase Equip: Boeing 737-500 Jet Depart: 13-Sep-2012 Thursday 08:01am Arrival: 13-Sep-2012 Thursday 12:24pm Depart - Arrive - TERMINAL 1 United Airlines locator: CNC4HZ UA Frequent Flyer# ██████████-GLEASON/ROBERT Flight Duration: 3 hour(s) and 23 minutes Class of Service: Coach	Flight# 1508 Class: V To: Chicago O'Hare IL, USA Seats: Seat:25C Status: Confirmed Stops: 0
---	---	---

 13-Sep-2012 01:05pm Thursday	Air United Airlines From: Chicago O'Hare IL, USA Meal: None Equip: Airbus A320 Jet Depart: 13-Sep-2012 Thursday 01:05pm Arrival: 13-Sep-2012 Thursday 03:54pm Depart - TERMINAL 1 Arrive - TERMINAL C United Airlines locator: CNC4HZ UA Frequent Flyer# ██████████-GLEASON/ROBERT	Flight# 614 Class: V To: Washington/Reagan Natl, DC Status: Confirmed Stops: 0
---	---	---



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


GLEASON/ROBERT

BOARD

29-May-2012 6:48 am

Page 2 of 2

Flight Duration: 1 hour(s) and 49 minutes
 Class of Service: Coach

 16-Sep-2012 08:38am Sunday	Air	United Airlines	Flight#	1465	Class:	S
	From:	Washington Dulles DC, USA	To:	San Diego CA, USA		
	Meal:	Food For Purchase	Seats:	Seat:28C		
	Equip:	Boeing 737-800 Jet	Status:	Confirmed		
	Depart:	16-Sep-2012 Sunday 08:38am	Stops:	0		
	Arrival:	16-Sep-2012 Sunday 11:03am				
	Depart -					
	Arrive -	TERMINAL 1				
	United Airlines locator:	CNC4HZ				
	UA Frequent Flyer#	[REDACTED] GLEASON/ROBERT				

Flight Duration: 5 hour(s) and 25 minutes
 Class of Service: Coach

Other

15-Mar-2013
 Friday
 San Diego CA, USA
 RESERVATION RETAINED FOR 180 DAYS

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

Ticket Information

GLEASON ROBERT		
Ticket#:7059776209	Ticket Base Fare:	179.00
Invoice#:1194316	Ticket Tax:	24.23
	Total Ticket Amount:	203.23

Electronic: YES

GLEASON ROBERT		
Ticket#:7059776210	Ticket Base Fare:	605.00
Invoice#:1194316	Ticket Tax:	150.38
	Total Ticket Amount:	755.38

Electronic: YES

SERVICE FEE DOCUMENT #: 0575019211 FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS ENDING IN [REDACTED]

-----Original Message-----

From: Robert Gleason [mailto: [REDACTED]]
Sent: Friday, May 18, 2012 9:11 AM
To: Scott Mackerley
Cc: Warren Anne; Leann Mitchell; Harris Matt
Subject: Re: Robert Gleason

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

Robert Gleason
Evans Hotels

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

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

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

AIRFARE 958.61 NONREF TKT BY 18 MAY

\$958.61

-466.56

\$492.05 refunded to the Authority by Chair Robert Gleason

[REDACTED] 90-4217/1222 2643

M [REDACTED] DATE 5.21.12

PAY TO THE ORDER OF SDCRAA \$492.05

Four hundred ninety two & 05/100 DOLLARS

NORTHERN TRUST, NA NORTHERN TRUST ANCHOR ACCOUNT

Northern Trust

MEMO reimburse Sgt. for ticket [Signature] MP

[REDACTED]



Hyatt Regency Calgary
 700 Centre Street SE
 Calgary, AB T2G 5P8
 Ph: 403-717-1234
 Fax: 403-537-4444

INFORMATION INVOICE

Payee Robert Gleason
 Po Box 82776
 San Diego CA 92138
 United States

Room No. 0705
 Arrival 09-10-12
 Departure 09-13-12
 Page No. 1 of 2
 Follo Window 1
 Follo 320995
 Invoice

Membership GP G45346546D
 Bonus Code
 Confirmation No. 490385401
 Group Name Airports Council International N America

Date	Description	Charges	Credits
09-10-12	Deposit Transferred at C/I		313.23
09-10-12	Catch Oyster Bar Dinner Food Room# 0705 : CHECK# 3967	27.00	
09-10-12	Catch Oyster Bar Dinner Beverage Room# 0705 : CHECK# 3967	9.50	
09-10-12	Catch Oyster Bar Dinner Gratuity Room# 0705 : CHECK# 3967	6.00	
09-10-12	Catch Oyster Bar Dinner GST 5.0% Room# 0705 : CHECK# 3967	1.83	
09-10-12	Sandstone Dinner Beverage Room# 0705 : CHECK# 2693	9.50	
09-10-12	Sandstone Dinner Beverage Room# 0705 : CHECK# 2693	32.00	
09-10-12	Sandstone Dinner Gratuity Room# 0705 : CHECK# 2693	6.00	
09-10-12	Sandstone Lunch GST 5.0% Room# 0705 : CHECK# 2693	2.08	
09-10-12	Package	279.00	
09-10-12	DMF Levy 3.0%	8.37	
09-10-12	Room - GST 5.0%	14.37	
09-10-12	Alberta Room Tax 4.0%	11.49	
09-11-12	Package	279.00	
09-11-12	DMF Levy 3.0%	8.37	
09-11-12	Room - GST 5.0%	14.37	
09-11-12	Alberta Room Tax 4.0%	11.49	
09-12-12	Package	279.00	
09-12-12	DMF Levy 3.0%	8.37	
09-12-12	Room - GST 5.0%	14.37	
09-12-12	Alberta Room Tax 4.0%	11.49	
09-13-12	Cash		120.00
09-13-12	Visa XXXXXXXXXXXXXXX [REDACTED] XXXX		600.37

\$ 939.69
 - 313.23 deposit
\$ 626.46



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

INFORMATION INVOICE

Payee Robert Gleason
 Po Box 82776
 San Diego CA 92138
 United States

Room No. 0705
 Arrival 09-10-12
 Departure 09-13-12
 Page No. 2 of 2
 Folio Window 1
 Folio 320995
 Invoice

Membership GP G45346546D
 Bonus Code
 Confirmation No. 490365401
 Group Name Airports Council International N America

Date	Description	Charges	Credits
------	-------------	---------	---------

Your Gold Passport account will be credited for this stay.

Total	1,033.60	1,033.60
--------------	-----------------	-----------------

Balance	0.00
----------------	-------------

Guest Signature

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

Thank you for choosing Hyatt Regency Calgary. Your feedback is very important to us. For any comments regarding your stay, please feel free to contact our Manager on Duty via email at QualityCALRC@hyatt.com

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

For the best rates available, please visit us at www.hyattregencycalgary.com.

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

Thank You for choosing *Taxi - airport
to hotel*
ASSOCIATED CAB

for all your transportation needs.

Visit our counter at the
Calgary International Airport
International arrival door.



Driver B.K Date 10 Sept 12
Car # 824 Amount \$ 40.
GST Included # _____

Taxi - hotel to airport (with V. Evans)

Driver #	<u>7786</u>	Car #	<u>1270</u>
To:	<u>44c</u>		
From:	_____		
Date:	<u>13/sep/12</u>	Amount:	<u>38</u>
GST#	<u>816760094</u>		

Warren Anne

From: cgroup@aci-na.org
Sent: Friday, May 18, 2012 12:01 PM
To: Warren Anne; Garza Amelia
Subject: 2012 ACI-NA/World Annual Conference & Exhibition - Confirmation

05/18/2012



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.

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

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

You are registered for the following:

2012 ACI-NA/World Annual Conference & Exhibition
From Sunday, September 09, 2012 through Wednesday, September 12, 2012

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

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

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

HOTEL RESERVATIONS

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

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

CANCELLATIONS

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

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

We look forward to seeing you in Calgary!

faxed 5-18-12



Registration Form ACI-NA/World Conference & Exhibition

September 9-12, 2012 Calgary AB Canada



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

Mr. Robert H. Gleason Robert
FULL NAME MR/MS NICKNAME FOR BADGE
ORGANIZATION/COMPANY SD County Regional Airport Auth TITLE Board Chair
ADDRESS PO Box 82776
CITY San Diego STATE/PROVINCE CA ZIP/POSTAL CODE 92138-2776
PHONE (619) 400-2408 FAX (619) 400-2406 COUNTRY USA
E-MAIL* awarren@san.org

If registering a guest (see Partial Registration), list guest name here:
* Confirmation will be sent to this e-mail. If you would like confirmation sent to an additional e-mail address, list here:

Please check appropriate box. All fees are in U.S. dollars.

	Early Bird Registration by Monday, August 6, 2012	Regular/On-Site Registration
FULL CONFERENCE		
<input checked="" type="checkbox"/> ACI-NA/ACI Member	\$795	\$845
<input type="checkbox"/> Non Member	\$1,595	\$1,725
<input type="checkbox"/> U.S./Canadian Federal Government*	\$445	\$475
Contractors are not considered U.S. or Canadian federal government for purposes of registration category.		
<input type="checkbox"/> Student	\$95	\$105
Please attach a copy of current student ID, front and back. List the name of your educational institution for Organization/Company, above. ACI-NA/ACI Members may not register using the Student category.		
<input type="checkbox"/> Guest	\$205	\$215

Each Guest registrant must be the guest of a Full Conference Registrant. Guests cannot register on their own. A Guest is a spouse/significant other, friend, or adult child who is not in an industry-related occupation. A co-worker or an associate within the industry may not use the Guest registration category. Be sure to fill in Guest's name in the badge section, above. Guest registration includes access to the exhibition hall, honors luncheon, and closing event only. If a Guest wishes to attend any educational programming, s/he must register for the full conference.

PRE-CONFERENCE REGISTRATION ONLY September, 8-9, 2012.
Includes attendance at pre-conference seminars and seminar food functions, and access to the exhibition hall on Sunday, October 16.

<input type="checkbox"/> ACI-NA/ACI Member	\$475	\$505
<input type="checkbox"/> Non-Member	\$715	\$765

Please indicate below which pre-conference seminar you will be attending:

<input type="checkbox"/> Business Information Technology Pre-Conference Seminar	<input type="checkbox"/> Environmental Affairs Pre-Conference Seminar
<input type="checkbox"/> Operations & Technical Affairs Pre-Conference Seminar	<input type="checkbox"/> Legal Affairs Pre-Conference Seminar

News Media:
Please contact the ACI-NA Communications and Marketing Department at: communications@ad-na.org for more information.

- YES! I am planning to attend the closing night event.
- YES! I wish to participate in the Airport Tour.
- I require assistance in order to fully participate in this meeting. Contact meetings@ad-na.org to further elaborate on how we can be of assistance.
- I require special dietary needs. Contact meetings@ad-na.org to further elaborate on how we can be of assistance.

TOTAL AMOUNT ENCLOSED \$ 795 USD

REGISTRATION OPTIONS

You can register:

- www.aci-na.org
- (202) 478-0889
- Airports Council International-North America
PO Box 79286
Baltimore, MD 21279-0286
USA

If you mail your form and want to receive the Early Bird registration rate, please ensure that your form and payment arrive at ACI-NA's address above no later than Monday, August 6, 2012.

Registration is not complete until full payment is received. To receive the Early Bird rates, all fees must be PAID BY MONDAY, AUGUST, 6, 2012. Registrations fees paid after August 27, will be charged the on-site registration fees. Registrations must be paid in full before conference materials are received; ACI-NA cannot invoice you. If you select Purchase Order as your payment option, a PO # must be listed to complete the registration.

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

CHECK enclosed made payable to ACI-NA (U.S. dollars drawn from a U.S. bank).
 PURCHASE ORDER # _____ WIRE TRANSFER
 CREDIT CARD: VISA MasterCard American Express Diners Club
Card number: [REDACTED] Expiration d [REDACTED]
Name as it appears on card: Anne G Warren
Signature: *Anne G. Warren*
The card holder's signature above authorizes ACI-NA to charge the credit card the total correct amount due and acknowledges there are no refunds after Monday, August 6, 2012.

THELLA F. BOWENS



SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

ORIGINAL (LILAC) - FINANCE
COPY - DEPARTMENT FILE

SDCRAA CHECK REQUEST

CR # 12-069

ISSUE CHECK TO THE ORDER OF Thella Bowens X2444		DATE ISSUED 8/10/2012
		ORIGINATING DEPARTMENT/BUSINESS UNIT Executive Office BU6
PREPARED BY/EXT. A. Caldera X2445	REVIEWED BY: ACCTG <i>[Signature]</i>	

FOR PAYMENT OF THE FOLLOWING

INVOICE #	INVOICE DATE	DESCRIPTION	AMOUNT
0627-2812	8/16/12	Out of pocket expenses related to meeting in San Francisco with Gateway Airport Directors <u>SAN FRAN.</u> June 27 - 28, 2012	498.58
CHECK REQUEST TOTAL			498.58

SPECIAL INSTRUCTIONS:

Reimbursement needs to be available to Thella on 8/16 when she returns to the office.

Reason not processed as a Contract or P.O. Required field - please X one reason		I CERTIFY THE CLAIM IS TRUE AND CORRECT INCLUDING ANY APPLICABLE TERMS AND CONDITIONS HAVE BEEN FULFILLED <i>[Signature]</i> Vernon Evans, VP, Finance
<input type="checkbox"/> Infrequent/Unforeseen ⁽¹⁾ <input type="checkbox"/> De Minimis amount (Less than \$5K) ⁽²⁾ <input type="checkbox"/> Required quick timeframe ⁽³⁾ <input type="checkbox"/> Dues/Subscription/Membership ⁽⁴⁾ <input type="checkbox"/> Meetings/Conferences/Seminars/Sponsorships ⁽⁵⁾ <input checked="" type="checkbox"/> Employee Reimbursement ⁽⁶⁾	<input type="checkbox"/> Insurance/Benefits ⁽⁷⁾ <input type="checkbox"/> Contract in Process ⁽⁸⁾ <input type="checkbox"/> Outside Scope of Contract ⁽⁹⁾ <input type="checkbox"/> Common Practice ⁽¹⁰⁾ <input type="checkbox"/> Approved Exception ⁽¹¹⁾ <input type="checkbox"/> OTHER: ⁽¹²⁾	

DISTRIBUTION OF CHARGES - TO BE COMPLETED BY ORIGINATING DEPARTMENT/BUSINESS UNIT

DEPARTMENT/BUSINESS UNIT	GL ACCOUNT.SUBSIDIARY	WORK ORDER/TRACKING ORDER	LOCATION/ASSET NUMBER	AMOUNT
6	66300.120			498.58
Total amount distributed - must equal Check Request Total above				498.58

ACCOUNTING DEPARTMENT USE ONLY

VENDOR NO. 11063
 INVOICE NO. 0627-2812
 INVOICE DATE 8/10/12
 PYMT DATE _____
 RT TO BU _____

APPROVED FOR PROCESSING

[Signature]
ACCOUNTING DEPARTMENT

SCANNED **PAID**
AUG 14 2012

RECEIVED
AUG 14 2012
SDCRAA
ACCOUNTING

POSTED

AUG 14 2012

SDCRAA
Accounting Department

SDCRAA
ACCOUNTING DEPT.

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:

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

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

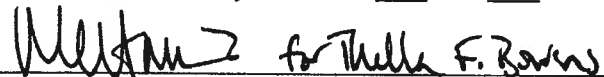
3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip— continue on extra sheets of paper as necessary):

Destination: San Francisco, CA Purpose: Meeting with Gateway Airport Directors
 Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

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

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

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

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

- By my signature below, I certify the following:
- I have conscientiously reviewed the above out-of-town travel request and the details provided on the reverse.
 - 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.
 - The concerned out-of-town travel and all identified expenses conform to the requirements and intent of Authority's Policies 3.30 and 3.40.

Administrator's Signature: _____ Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

Tony R. Russell, Authority Clerk, hereby certify that this document was approved
 (Please leave blank. Whoever clerk's the meeting will insert their name and title.)
 by the Executive Committee at its 5/29/12 meeting.
 (Leave blank and we will insert the meeting date.)



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

BOWENS/THELLA



DEPT 6



18-Jun-2012 5:11 pm

Page 1 of 2

YOUR UNITED ETICKET CONFIRMATION IS ** C4KB03 **
 -----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


 27-Jun-2012 01:33pm Wednesday
 Air: United Airlines Flight# 1639 Class: W
 From: San Diego CA, USA To: San Francisco CA, USA
 Meal: None Seats: Seat:9F
 Equip: Boeing 737-900 Jet Status: Confirmed
 Depart: 27-Jun-2012 Wednesday 01:33pm Stops: 0
 Arrival: 27-Jun-2012 Wednesday 03:00pm
 Depart - TERMINAL 1
 Arrive - TERMINAL 3
 United Airlines locator: C4KB03
 UA Frequent Flyer# 
 ** ECONOMY PLUS WINDOW SEAT CONFIRMED **
 Flight Duration: 1 hour(s) and 27 minutes
 Class of Service: Coach


 28-Jun-2012 10:45am Thursday
 Air: United Airlines Flight# 694 Class: W
 From: San Francisco CA, USA To: San Diego CA, USA
 Meal: None Seats: Seat:12F
 Equip: Boeing 757 200 Jet Status: Confirmed
 Depart: 28-Jun-2012 Thursday 10:45am Stops: 0
 Arrival: 28-Jun-2012 Thursday 12:18pm
 Depart - TERMINAL 1
 Arrive - TERMINAL 1
 United Airlines locator: C4KB03
 UA Frequent Flyer# 
 ** ECONOMY PLUS WINDOW SEAT CONFIRMED **
 Flight Duration: 1 hour(s) and 33 minutes
 Class of Service: Coach

Other
 25-Dec-2012 San Diego CA, USA
 Tuesday RESERVATION RETAINED FOR 180 DAYS

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



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

BOWENS/THELLA

DEPT 6

18-Jun-2012 5:11 pm

Page 2 of 2

Ticket Information

BOWENS THELLA
Ticket#: 7068838597
Invoice#: 1195046

Ticket Base Fare: 271.62
Ticket Tax: 41.98
Total Ticket Amount: 313.60

Electronic: YES

SERVICE FEE DOCUMENT #: 0576037802 FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS ENDING IN 

} 343.60



HYATT REGENCY SAN FRANCISCO
 5 EMBARCADERO CENTER
 SAN FRANCISCO, CA 94111
 Tel: 1-415-788-1234
 Fax: 1-415-283-2028

INFORMATION INVOICE

Payee Thella Bowens
 [Redacted]
 Membership [Redacted]
 Confirmation No. 680092801

Room No. 0805
 Arrival 06-27-12
 Departure 06-28-12
 Page No. 1
 Folio Window 1
 Folio

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

Total 368.58 (368.58)

Balance 0.00

Guest Signature

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

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

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

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

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

Fare \$ 55 + \$10 tip
From SFO
To Hotel
Date _____
Cab No. _____
Driver _____



SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

MISSING RECEIPT FORM

Employee/Department Head must complete form below.

Date of Purchase/Event: 6/28/2012

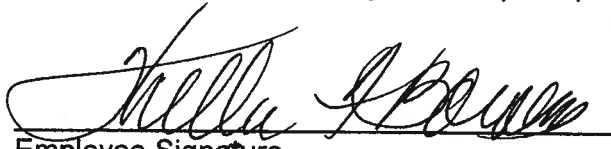
Description of Item/Event: Hotel to Airport

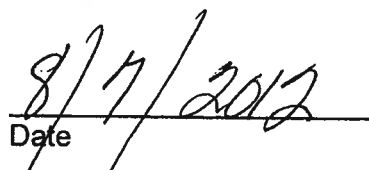
Vendor/Event Name: Taxi Fare

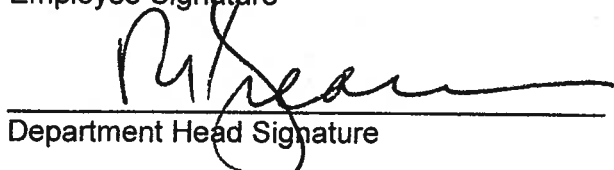
Dollar Amount: \$ 65.00

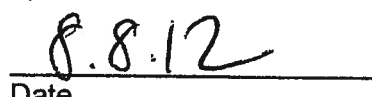
Reason for Missing Receipt: Lost Receipt

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


Employee Signature


Date


Department Head Signature


Date

SCANNED

AUG 14 2012

Form must be attached to Petty Cash Voucher for Reimbursement

**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: 6/19/2012 RETURN DATE: 6/24/2012 REPORT DUE: 7/24/12
 DESTINATION: Couer d' Alene, Idaho via Spokane, WA

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 6/24/12	MONDAY	TUESDAY 6/19/12	WEDNESDAY 6/20/12	THURSDAY 6/21/12	FRIDAY 6/22/12	SATURDAY 6/23/12	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	853.20								0.00
Conference Fees (provide copy of flyer/registration expenses)									0.00
Rental Car*		504.69							504.69
Gas and Oil*									0.00
Garage/Parking*				17.00	17.00	17.00			51.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare (include tips pd.)*									0.00
Hotel*	282.37			45.36	327.73	327.73			700.82
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)									0.00
Meals (Include tips pd.)									0.00
Breakfast*									0.00
Lunch*				47.38			22.59		0.00
Dinner*				20.35	25.01		19.59	42.99	38.97
Other Meals*					22.26			26.1	22.26
Alcohol is a non-reimbursable expense									0.00
Hospitality 1*									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
*Provide detailed receipts		525.07		81.97			22.59	135.09	0.00
Total Expenses prepaid by Authority	1,135.57	522.07	0.00	84.62	344.73	344.73	19.59	0.00	1,345.74

Explanation:	Total Expenses Prepaid by Authority	1,135.57
FYI: 6/19 Hotel charge is remaining amount after one night pre-payment of \$282.37.	Total Expenses Incurred by Employee (including cash advances)	1,345.74
	Grand Trip Total	2,481.28
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	1,135.57
	Due Traveler (positive amount) ²	1,325.09
	Due Authority (negative amount) ³	1,345.74

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.

¹ Travel and Lodging Expense Reimbursement Policy 3.40 ² Business Expense Reimbursement Policy 3.30
 Prepared By: Mary Caldera Ext.: 2447
 Traveler Signature: Thella F. Bowens Date: _____
 Approved By: [Signature] Date: 8.8.12

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

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

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

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

PAID SCANNED POSTED

AUG 14 2012 AUG 14 2012 AUG 14 2012

**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: 6/19/2012 RETURN DATE: 6/24/2012 REPORT DUE: 7/24/12
 DESTINATION: Couer d' Alene, Idaho via Spokane, WA

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 6/24/12	MONDAY	TUESDAY 6/19/12	WEDNESDAY 6/20/12	THURSDAY 6/21/12	FRIDAY 6/22/12	SATURDAY 6/23/12	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	853.20								0.00
Conference Fees (provide copy of flyer/registration expenses)									0.00
Rental Car*		504.69							504.69
Gas and Oil*									0.00
Garage/Parking*				17.00	17.00	17.00			51.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare (include tips pd.)*									0.00
Hotel*	282.37			45.36	327.73	327.73			700.82
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*		20.38				22.59		42.97
	Dinner*			25.61					25.61
	Other Meals*								0.00
Alcohol is a non-reimbursable expense									
Hospitality ^{1*}									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	1,135.57	525.07	0.00	87.97	344.73	344.73	22.59	0.00	1,325.09

Explanation:	Total Expenses Prepaid by Authority	1,135.57
FYI: 6/19 Hotel charge is remaining amount after one night pre-payment of \$282.37.	Total Expenses Incurred by Employee (including cash advances)	1,325.09
	Grand Trip Total	2,460.66
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	1,135.57
	Due Traveler (positive amount)²	
	Due Authority (negative amount)³	1,325.09
	<i>Note: Send this report to Accounting even if the amount is \$0.</i>	

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

¹ Travel and Lodging Expense Reimbursement Policy 3.40 ² Business Expense Reimbursement Policy 3.30

Prepared By: Amy Caldera Ext.: 2447
Print/Type Name

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

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



SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

ORIGINAL (LILAC) - FINANCE
COPY - DEPARTMENT FILE

SDCRAA CHECK REQUEST

CR # 12-070

ISSUE CHECK TO THE ORDER OF Thella Bowens X2444		DATE ISSUED 8/10/2012
		ORIGINATING DEPARTMENT/BUSINESS UNIT Executive Office BU6
PREPARED BY/EXT. A. Caldera X2445	REVIEWED BY: ACCTG <i>[Signature]</i>	

FOR PAYMENT OF THE FOLLOWING			
INVOICE #	INVOICE DATE	DESCRIPTION	AMOUNT
ATA 0619-2212	8/10/12	Out of pocket expenses related to ACI-NA Summer Board and Executive Committee Meeting <u>Cover d'Alene, ID</u> June 19 - 22, 2012	1,315.74 1325.09
CHECK REQUEST TOTAL			1,315.74

SPECIAL INSTRUCTIONS:
Reimbursement needs to be available to Thella on 8/16 when she returns to the office.

Reason not processed as a Contract or P.O. Required field: please X one reason		I CERTIFY THE CLAIM IS TRUE AND CORRECT INCLUDING ANY APPLICABLE TERMS AND CONDITIONS HAVE BEEN FULFILLED <i>[Signature]</i> Vernon Evans, VP, Finance
<input type="checkbox"/> Infrequent/Unforeseen ⁽¹⁾	<input type="checkbox"/> Insurance/Benefits ⁽⁷⁾	
<input type="checkbox"/> De Minimis amount (Less than \$5K) ⁽²⁾	<input type="checkbox"/> Contract in Process ⁽⁸⁾	
<input type="checkbox"/> Required quick timeframe ⁽³⁾	<input type="checkbox"/> Outside Scope of Contract ⁽⁹⁾	
<input type="checkbox"/> Dues/Subscription/Membership ⁽⁴⁾	<input type="checkbox"/> Common Practice ⁽¹⁰⁾	
<input type="checkbox"/> Meetings/Conferences/Seminars/Sponsorships ⁽⁵⁾	<input type="checkbox"/> Approved Exception ⁽¹¹⁾	
<input checked="" type="checkbox"/> Employee Reimbursement ⁽⁶⁾	<input type="checkbox"/> OTHER: ⁽¹²⁾	

DISTRIBUTION OF CHARGES - TO BE COMPLETED BY ORIGINATING DEPARTMENT/BUSINESS UNIT				
DEPARTMENT/BUSINESS UNIT	GL ACCOUNT/SUBSIDIARY	WORK ORDER/TRACKING ORDER	LOCATION/ASSET NUMBER	AMOUNT
6	66300.120			1325.09 ~ 1,315.74
Total amount distributed - must equal Check Request Total above				1,315.74

VENDOR NO. <u>11063</u>		<p style="text-align: center;">SCANNED</p> <p style="text-align: center;">AUG 14 2012</p> <p style="text-align: center;">RECEIVED AUG 14 2012 SDCRAA ACCOUNTING</p>	APPROVED FOR PROCESSING
INVOICE NO. <u>0619-2212</u>	INVOICE DATE <u>8/10/12</u>		<i>[Signature]</i>
PYMT DATE _____	RT TO BU _____ SEP CK _____		ACCOUNTING DEPARTMENT
PAID			POSTED
AUG 14 2012			AUG 14 2012



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

BOWENS/THELLA

DEPT 6

12-Jun-2012 6:15 pm

Page 2 of 2

Depart - TERMINAL 1
 Arrive - TERMINAL 1
 United Airlines locator: N5VCML
 UA Frequent Flyer [REDACTED] BOWENS/THELLA
 ** ECONOMY PLUS AISLE SEAT CONFIRMED **
 Flight Duration: 1 hour(s) and 29 minutes
 Class of Service: Coach

Other

21-Dec-2012
 Friday

San Diego CA, USA
 RESERVATION RETAINED FOR 180 DAYS

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

Ticket Information

Ticket#:1962309308	Ticket Base Fare:	823.20
Invoice#:1194905	Ticket Tax:	0.00
Electronic: NO	Total Ticket Amount:	823.20

SERVICE FEE DOCUMENT #: 0575851643 FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS ENDING IN [REDACTED]

} \$853.20

Caldera Amy

From: Vargas Jana
Sent: Wednesday, April 18, 2012 11:35 AM
To: Caldera Amy
Subject: RE: Requesting Authorization

Follow Up Flag: Follow up
Flag Status: Flagged

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

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

-----Original Message-----

From: Caldera Amy
Sent: Tuesday, April 17, 2012 4:34 PM
To: Vargas Jana
Subject: FW: Requesting Authorization
Importance: High

Jana-

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

Amy

-----Original Message-----

From: Caldera Amy
Sent: Tuesday, April 17, 2012 4:33 PM
To: Brito Leticia
Subject: Requesting Authorization
Importance: High

Lety,

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

Thank you,

Amy

-----Original Message-----

From: Deirdre L. Clemmons [<mailto:DClemmons@aci-na.org>]
Sent: Tuesday, April 17, 2012 4:26 PM
To: Caldera Amy
Subject: RE: Welcome message from Thella for the 2012 annual conference

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:

Travelers Name: Thella F. Bowens Dept: Exec Office BU6
 Position: Board Member President/CEO Gen. Counsel Chief Auditor

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

2. DATE OF REQUEST: 04/17/12 **PLANNED DATE OF DEPARTURE/RETURN:** 06/19/12 / 06/22/12

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

Destination: Coeur D' Alene, Idaho

Purpose: ACI-NA Summer Board and Executive Committee Meeting

Explanation:

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

- AIRFARE \$ 500.00
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 200.00

B. LODGING \$ 900.00

C. MEALS \$ 200.00

D. SEMINAR AND CONFERENCE FEES \$

E. ENTERTAINMENT (If applicable) \$

F. OTHER INCIDENTAL EXPENSES \$ 100.00

TOTAL PROJECTED TRAVEL EXPENSE \$ 1900.00

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

Travelers Signature:  Date: 4/17/12

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

By my signature below, I certify the following:

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

Administrator's Signature: _____ Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

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

by the Executive Committee at its 4/19/2012 meeting.
 (Leave blank and we will insert the meeting date.)



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

BOWENS/THELLA

DEPT 6

12-Jun-2012 6:15 pm

Page 1 of 2

YOUR UNITED ETICKET CONFIRMATION IS ** N5VCML **
 -----INVOICE/ITINERARY ACCOUNTING DOCUMENT-----
 *****TICKETLESS TRAVEL INSTRUCTIONS*****
 THIS IS AN E-TICKET RESERVATION.
 A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN
 THIS TICKET IS NON-REFUNDABLE AND MUST BE USED FOR
 THE FLIGHTS BOOKED. IF THE RESERVATION IS NOT USED
 OR CANCELLED BEFORE THE DEPARTURE OF YOUR FLIGHTS
 IT MAY HAVE NO VALUE. CONTACT TRAVELTRUST BEFORE
 YOUR OUTBOUND FLIGHT IF CHANGE IS NECESSARY.

 *****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

 19-Jun-2012 07:05am Tuesday	Air	United Airlines	Flight#	418	Class:	S
	From:	San Diego CA, USA	To:	Denver CO, USA	Seats:	Seat:12F
	Meal:	Light Lunch	Status:	Confirmed	Stops:	0
	Equip:	Airbus Jet	Depart:	19-Jun-2012 Tuesday 07:05am	Arrival:	19-Jun-2012 Tuesday 10:28am
	Depart:	19-Jun-2012 Tuesday 07:05am	Arrival:	19-Jun-2012 Tuesday 10:28am		
	Depart - TERMINAL 1					
	Arrive -					

United Airlines locator: N5VCML
 UA Frequent Flyer# [REDACTED] BOWENS/THELLA
 ** ECONOMY PLUS WINDOW SEAT CONFIRMED **
 Flight Duration: 2 hour(s) and 23 minutes
 Class of Service: Coach

 19-Jun-2012 11:42am Tuesday	Air	United Airlines	Flight#	436	Class:	S
	From:	Denver CO, USA	To:	Spokane WA, USA	Seats:	Seat:12F
	Meal:	Light Lunch	Status:	Confirmed	Stops:	0
	Equip:	Airbus Jet	Depart:	19-Jun-2012 Tuesday 11:42am	Arrival:	19-Jun-2012 Tuesday 12:58pm
	Depart:	19-Jun-2012 Tuesday 11:42am	Arrival:	19-Jun-2012 Tuesday 12:58pm		
	United Airlines locator: N5VCML					
	UA Frequent Flyer# [REDACTED] BOWENS/THELLA					

** ECONOMY PLUS WINDOW SEAT CONFIRMED **
 Flight Duration: 2 hour(s) and 16 minutes
 Class of Service: Coach

 24-Jun-2012 03:28pm Sunday	Air	United Airlines	Flight#	6416	Class:	L
	From:	Spokane WA, USA	To:	San Francisco CA, USA	Seats:	Seat:4B
	Meal:	None	Status:	Confirmed	Stops:	0
	Equip:	CRJ-Canadair Regiona	Depart:	24-Jun-2012 Sunday 03:28pm	Arrival:	24-Jun-2012 Sunday 05:45pm
	Depart:	24-Jun-2012 Sunday 03:28pm	Arrival:	24-Jun-2012 Sunday 05:45pm		
	GEG-SFO OPERATED BY /SKYWEST DBA UNITED EXPRESS					
	Depart -					

Arrive - TERMINAL 3
 United Airlines locator: N5VCML
 UA Frequent Flyer# [REDACTED] BOWENS/THELLA
 ** AISLE SEAT CONFIRMED **
 Flight Duration: 2 hour(s) and 17 minutes
 Class of Service: Coach

 24-Jun-2012 08:10pm Sunday	Air	United Airlines	Flight#	400	Class:	L
	From:	San Francisco CA, USA	To:	San Diego CA, USA	Seats:	Seat:14D
	Meal:	Refreshment	Status:	Confirmed	Stops:	0
	Equip:	Boeing 757 200 Jet	Depart:	24-Jun-2012 Sunday 08:10pm	Arrival:	24-Jun-2012 Sunday 09:39pm
	Depart:	24-Jun-2012 Sunday 08:10pm	Arrival:	24-Jun-2012 Sunday 09:39pm		

Hi Amy,

here is the information below to make a reservation:

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

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

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

From: Caldera Amy [REDACTED]@san.org]
Sent: Tuesday, April 17, 2012 6:48 PM
To: Deirdre L. Clemmons
Subject: RE: Welcome message from Thella for the 2012 annual conference

Deirdre,

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

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

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

Caldera Amy

Schedule

Wednesday, June 20

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

Thursday, June 21

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

Friday, June 22

8:00 am - 10:00 am	Buffet Breakfast
--------------------	------------------

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

The Coeur d'Alene

Dear Thella Bowens,

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

Guest Information

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

Email: [REDACTED]@san.org
Phone: 619.400.[REDACTED]

Reservation Information

Confirmation Number:	25987	Arrival Date:	June 19, 2012
Room Type:	Penthouse*	Departure Date:	June 23, 2012
Number of Guests:	2 / 0	Number of Nights:	4
Check In Time:	4:00 p.m.	Packages:	
Check Out Time:	12:00 Noon	Special Requests:	

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

Payment Information

Daily Rate:	\$289.00	Deposit Paid:	282.37 ✓
-------------	----------	---------------	----------

DEPOSIT

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

CANCELLATION

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

PARKING/TRANSPORTATION

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

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

CONCIERGE ASSISTANCE

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

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

The Coeur d'Alene Resort Reservation Staff

The Coeur d'Alene

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

Room No. : 1804
 Arrival : 06-19-12
 Departure : 06-23-12
 Folio No. :
 Conf. No. : 25987
 Cashier No. : 17
 Custom Ref. :

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

Date	Description	Charges	Credits
06-19-12	Deposit Transferred at Check-In		282.37 ✓
06-19-12	Room Rental - Group	327.73	289.00
06-19-12	Surcharge	- 282.37	14.45
06-19-12	Room Tax		24.28
06-19-12	Parking - Self		17.00 - 17
06-20-12	Food - Room Service	45.36	18.50
	Room# 1804 : CHECK# 0114121		
06-20-12	Room Rental - Group	327.73	289.00
06-20-12	Surcharge		14.45
06-20-12	Room Tax		24.28
06-20-12	Parking - Self		17.00 - 17
06-21-12	Room Rental - Group	327.73	289.00
06-21-12	Surcharge		14.45
06-21-12	Room Tax		24.28
06-21-12	Parking - Self		17.00 - 17
06-22-12	Logo Shop		2.00
	626233		
06-22-12	Minibar		11.07
	Room# 1804 : CHECK# 0125236		
06-22-12	Food - Beverly's		53.46
	Room# 1804 : CHECK# 0092764		
06-22-12	Room Rental - Group		289.00
06-22-12	Surcharge		14.45
06-22-12	Room Tax		24.28
06-22-12	Parking - Self		17.00
06-23-12	Dockside - Food		16.22
	Room# 1804 : CHECK# 0089157		
06-23-12	American Express		1,198.80
	XXXXXXXXXXXXXX XX/XX		
		Total Charges	1,481.17
		Total Credits	1,481.17
		Balance	751.82
			0.00

Guest Signature: _____

The Coeur d'Alene

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

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

Room No. : 1804
Arrival : 06-19-12
Departure : 06-23-12
Folio No. :
Conf. No. : 25987
Cashier No. : 17
Custom Ref. :

Page No. 2 of 2



RA 724636836 Inv 0
 Rental 19-JUN-2012 12:57 PM
 SPOKANE INTL ARPT
 Return 24-JUN-2012 01:52 PM
 SPOKANE INTL ARPT

THELLA BOWENS
 Vehicle # CF347728
 Model MALIBU 2LT
 Class Driven FCAR Class Charged SXAR
 License# AHR7586 State/Province WA
 M/Kms Driven 183
 M/Kms Out 1225
 M/Kms In 1408

TRAVELTRUST
 Billing Ref R7MCZDRI
 Charges No Unit Price Amount
 GPS NAVIGA 1 Week 69.65 69.65*
 LDW 6 Days 22.99 137.94
 PAI 6 Days 5.50 33.00
 RAP 6 Days 4.99 29.94
 SPPL LBLTY 6 Days 11.69 70.14
 FSD 1 Rental 31.51 31.51
 T & M 1 Week 299.03 299.03*
 UNLIM M/KM 0 M/Kms 0.00*
 CAR CLS CH 6 Days 11.00 66.00*
 DSCNT T&M 10.00% -29.90*
 SPOKANE TRANSPORT FEE 78.82*
 CONCESSION RECOV FEE 2.16
 VEH LIC COST RECOV 24.42
 ST RENTAL TAX @6.900% 42.07
 SALES TAX @0.700% 4.14
 SPORTS TAX @1.000%

Total Charges USD 876.92

Deposit AMEX

Amount Due USD 876.92

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

I AC

I /

I /

I

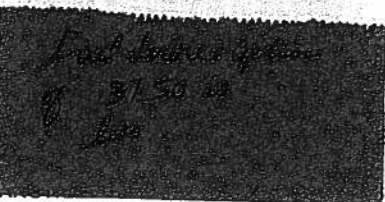
I

I

I

I AC

Analysis Costly
Estimated cost to fill the tank



RES # 768987061 ACCOUNT TRAVELTRUST EXT REF #	EC # FT #
RENTAL DATE 19-JUN-2012 RENTAL TIME 12:57 PM	RETURN LOCATION SPOKANE INTL ARPT (888)826 6890 9000 W AIRPORT DR BOX 303 SPOKANE, WA 99224-9437
	RETURN DATE 24-JUN-2012 RETURN TIME 03:28 PM

INITIAL X _____	VEHICLE INFORMATION
	RESERVED Intermediate 2/4 Door Car Auto A/C
	DRIVEN Full Size 2/4 Door Car Auto A/C
	CHARGED Standard Special Auto A/C
	MAKE CHEVROLET
	MODEL MALIBU 2LT
	COLOR SILVER
	ODOMETER 1225
	PLATE AHR7586
	REG AREA WA
	VEHICLE # CF347728
	BAY R1
	STALL M1

UNIT	PRICE/UNIT	CURRENT CHARGE
WEEK	299.03 X 1	299.03
Day	66.45 X	0.00
Hour	33.23 X	0.00
Day	66.45 X	0.00
M/KM	0.00 X	0.00
Day	11.00 X 6	66.00
10%	0.00 X	-29.90
Day	22.99 X 6	137.94
Day	4.99 X 6	29.94
Day	5.50 X 6	33.00
Day	11.69 X 6	70.14
WEEK	69.65 X 1	69.65
Rental	31.51 X 1	31.51
Day		18.00
Day		78.82
Percenta	0.00 X	2.16
Percenta	0.00 X	24.42
		4.14
		42.07

299.03 [299.03
0.00
0.00
0.00
0.00
66.00
-29.90
137.94
29.94
33.00
70.14
69.65
31.51
18.00
78.82
2.16
24.42
4.14
42.07]

Personal
signature
here
ALL (66.00)
-20MIS (45.98)
-20MIS (5.98)
-20MIS (11.00)
-20MIS (23.38)
-ALL (69.65)
-20MIS (6.00)
-26.27
-20MIS (0.72)
-8.14
-1.38
-14.02

Authority share
Personal share

ESTIMATED CHARGES \$504.69 876.92 INITIAL X \$372.23

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

PAYMENTS AMERICAN EXPRESS 1003 Auth #

AT \$22.99 PER DAY. X _____

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

SERVICE PLUS AT \$4.99 PER DAY X _____

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

RETURN THE GPS NAVIGATION DEVICE X _____

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

S CHANGE. X _____

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

=====

Dockside
 Coeur d' Alene Resort

=====

1166 Lauren L

Tbl 50/1 Chk 9850 Gst 2
 Jun22'12 03:35PM
 *** Reprint ***

1 Salm Cake (2)	11.99
1 Meat Loaf	15.99
1 BAKED MAC	10.99 ✓
+ Salad Bar	4.99 ✓
1 Iced Tea	2.50 ✓

Subtotal	18.48	46.40
Tax 6.9%	1.11	2.78
04:06PM Total	<u>19.59</u>	49.25

Room# _____ Gratuity _____

=====Total tip 3.00 _____

Print Name _____
 Signature \$22.59 _____

Ask your server about
 purchasing one of our
 Holiday Gift Cards

=====

Dockside
 Coeur d' Alene Resort

=====

Date: Jun22'12 04:25PM
 Card Type: Amex
 Acct #: XXXXXXXXXXXX
 Card Entry: SWIPED
 Trans Type: PURCHASE
 Auth Code: 544618
 Check: 9850
 Table: 50/1
 Server: 1166 Lauren L

Subtotal: ~~49.25~~

Tip \$19.59

Total + tip 3.00

Sign: X _____
 Buyer agrees to pay the total,
 according to the agreement with
 the card issuer.
GUEST COPY

Lunch 6/22/12

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

SPOKANE INT'L AIRPORT

1168 AMBER

 104/1 3907 GST 1
 JUN24'12 2:37PM

**** SEAT 1 ****
 1 WATER GLASS 0.00
 1 FISH AND CHIPS 15.99
 SUBTOTAL 15.99
 AX 1.39 AMOUNT 17.38
 ***** *****

SUBTOTAL 15.99
 TAX 1.39
 AMOUNT \$ 17.38

HMSHost - Spokane
 Kevin Jones, General Manager
 509-624-3400 X 3900
 Kevin.jones2@hmshost.com

HMSHost
 Making The Travelers Day Better
 HMS Host Store Code = 5903N28
 Find Us On Facebook

WASHINGTON WINE BAR
 SPOKANE INT'L AIRPORT
 TAX: 3907
 TABLE: 104/1
 SERVER: 1168 AMBER
 DATE: JUN24'12 2:50PM
 CARD TYPE: AMEX A3
 ACCT #: XXXXXXXXXXXX
 EXP DATE: XX/XX
 AUTH CODE: 592913
 TF BOWENS

TOTAL: 17.38
 tip 3.00

 TOTAL: 20.38

SCANNED
 AUG 14 2012

I AGREE TO PAY THE ABOVE AMOUNT
 IN ACCORDANCE WITH THE
 ISSUED BY THE AIRPORT

**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: 6/8/2012 RETURN DATE: 6/12/2012 REPORT DUE: 7/12/12
 DESTINATION: St. Louis, MO

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 6/9/12	MONDAY 6/10/12	TUESDAY 6/11/12	WEDNESDAY 6/12/12	THURSDAY	FRIDAY	SATURDAY 6/8/12	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	440.00								0.00
Conference Fees (provide copy of flyer/registration expenses)									0.00
Rental Car*									0.00
Gas and Oil*									0.00
Garage/Parking*									0.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare (include tips pd.)*					42.00			42.00	84.00
Hotel*		195.44	195.44	195.44				195.44	781.76
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)									0.00
Meals (Include tips pd.)									0.00
Breakfast*					7.32				7.32
Lunch*			13.41	27.16	27.35				64.92
Dinner*		61.70							83.78
Other Meals*								22.08	0.00
Alcohol is a non-reimbursable expense									0.00
Hospitality 1*									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	440.00	257.14	208.85	216.60	76.67	0.00	0.00	259.52	1,028.78

Explanation:	Total Expenses Prepaid by Authority	440.00
	Total Expenses Incurred by Employee (including cash advances)	1,028.78
	Grand Trip Total	1,468.78
	Less Cash Advance (attach copy of Authority ck)	1,468.78
	Less Expenses Prepaid by Authority	440.00
	Due Traveler (positive amount)²	
	Due Authority (negative amount)³	1,028.78

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

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

Prepared By: Amy Caldera Ext.: 2445
 Traveler Signature: Thella F. Bowens Date: _____
 Approved By: [Signature] Date: 8.8.12

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

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

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

(Leave blank and we will insert the meeting date.) Failure to attach required documentation will result in the delay of processing reimbursement. If you have any questions, please see your department Administrative Assistant or call Accounting at ext. 2806.

POSTED

AUG 14 2012

SDCRAA ACCOUNTING DEPT.

12-767

**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: 6/8/2012 RETURN DATE: 6/12/2012 REPORT DUE: 7/12/12
 DESTINATION: St. Louis, MO

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 6/9/12	MONDAY 6/10/12	TUESDAY 6/11/12	WEDNESDAY 6/12/12	THURSDAY	FRIDAY	SATURDAY 6/8/12	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	440.00								0.00
Conference Fees (provide copy of flyer/registration expenses)									0.00
Rental Car*									0.00
Gas and Oil*									0.00
Garage/Parking*									0.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare (include tips pd.)*					42.00			42.00	84.00
Hotel*		195.44	195.44	195.44				195.44	781.76
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)									0.00
Meals (include tips pd.)	Breakfast*				7.32				7.32
	Lunch*		13.41	24.16	27.35				64.92
	Dinner*	61.70						22.08	83.78
	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	440.00	257.14	208.85	219.60	76.67	0.00	0.00	259.52	1,021.78

Explanation:	Total Expenses Prepaid by Authority	440.00
	Total Expenses Incurred by Employee (including cash advances)	1,021.78
	Grand Trip Total	1,461.78
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	440.00
	Due Traveler (positive amount)²	
	Due Authority (negative amount)³	1,021.78
<i>Note: Send this report to Accounting even if the amount is \$0.</i>		

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: Amy Caldera Ext.: 2445
Print/Type Name
 Traveler Signature: _____ 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

2/21 - 7:07 pm
Lufthansa

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: Bu6 Exec Office
 Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 2/27/12 PLANNED DATE OF DEPARTURE/RETURN: 06/09/12 / 06/10/12

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: Participating on a panel for the 28th Annual AMAC/FAA Airport Business Diversity Conference
 Explanation: Participating on a panel

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$ 650.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 100.00
B. LODGING	\$ 175.00
C. MEALS	\$ 100.00
D. SEMINAR AND CONFERENCE FEES	\$ 0.00
E. ENTERTAINMENT (If applicable)	\$ 0.00
F. OTHER INCIDENTAL EXPENSES	\$ 100.00
TOTAL PROJECTED TRAVEL EXPENSE	\$ 1125.00

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

Travelers Signature: *Thella F. Bowens* Date: 28 Feb 2012

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

By my signature below, I certify the following:

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

Administrator's Signature: _____ Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

Tony R. Russell, Authority Clerk, hereby certify that this document was approved
 (Please leave blank. Whoever clerk's the meeting will insert their name and title.)
 by the Executive Committee at its 3/26/12 meeting.
 (Leave blank and we will insert the meeting date.)



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

BOWENS/THELLA

DEPT 6

01-Jun-2012 11:47 am

Page 1 of 2

YOUR UNITED ETICKET CONFIRMATION IS ** E2SHJE **
 -----INVOICE/ITINERARY ACCOUNTING DOCUMENT-----
 *****TICKETLESS TRAVEL INSTRUCTIONS*****
 THIS IS AN E-TICKET RESERVATION.
 A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN
 THIS TICKET IS NON-REFUNDABLE AND MUST BE USED FOR
 THE FLIGHTS BOOKED. IF THE RESERVATION IS NOT USED
 OR CANCELLED BEFORE THE DEPARTURE OF YOUR FLIGHTS
 IT MAY HAVE NO VALUE. CONTACT TRAVELTRUST BEFORE
 YOUR OUTBOUND FLIGHT IF CHANGE IS NECESSARY.

 *****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

 08-Jun-2012 11:15am Friday	Air	United Airlines	Flight#	1586	Class:	G	
	From:	San Diego CA, USA	To:	Houston Intercontinental, TX			
	Meal:	Food For Purchase	Seats:	Seat:8D			
	Equip:	Boeing 737-900 Jet	Status:	Confirmed			
	Depart:	08-Jun-2012 Friday	11:15am	Stops:	0		
	Arrival:	08-Jun-2012 Friday	04:33pm				

Depart - TERMINAL 2
 Arrive - TERMINAL C
 United Airlines locator: E2SHJE
 [REDACTED]
 ** AISLE SEAT CONFIRMED **
 Flight Duration: 3 hour(s) and 18 minutes
 Class of Service: coach

 08-Jun-2012 05:47pm Friday	Air	United Airlines	Flight#	4714	Class:	G	
	From:	Houston Intercontinental, TX	To:	St Louis Intl MO, USA			
	Meal:	None	Seats:	Seat:2A			
	Equip:	Embraer Jet	Status:	Confirmed			
	Depart:	08-Jun-2012 Friday	05:47pm	Stops:	0		
	Arrival:	08-Jun-2012 Friday	07:54pm				

IAH-STL OPERATED BY /EXPRESSJET AIRLINES DBA UNITED EXPRESS
 Depart - TERMINAL B
 Arrive - TERMINAL 1
 United Airlines locator: E2SHJE
 UA Frequent [REDACTED]
 ** AISLE SEAT CONFIRMED **
 Flight Duration: 2 hour(s) and 07 minutes
 Class of Service: coach

 12-Jun-2012 10:05am Tuesday	Air	United Airlines	Flight#	5287	Class:	K	
	From:	St Louis Intl MO, USA	To:	Houston Intercontinental, TX			
	Meal:	None	Seats:	Seat:3A			
	Equip:	Embraer Jet	Status:	Confirmed			
	Depart:	12-Jun-2012 Tuesday	10:05am	Stops:	0		
	Arrival:	12-Jun-2012 Tuesday	12:08pm				

STL-IAH OPERATED BY /TRANS STATES AIRLINES DBA UNITED EXPRESS
 Depart - TERMINAL 1
 Arrive - TERMINAL B
 United Airlines locator: E2SHJE
 UA Frequent Flyer [REDACTED]
 ** AISLE SEAT CONFIRMED **
 Flight Duration: 2 hour(s) and 03 minutes
 Class of Service: Coach

1211 BOWENS/THELLA/MS 169.00 06/12/12 08:19 13313 2595
 Room Name Rate Depart Time ACCT# GROUP
 NKNK 7 06/08/12 20:41
 Type Arrive Time
 58 3225 N HARBOR DRIVE
 Room SAN DIEGO CA 92101 AXXXXXXXXXXXXX
 Clerk Address Payment MRW#:

DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE
06/08	CAPRI 22161211	22.08		
06/08	ROOM GP 1211, 1	169.00		
06/08	STATE TX 1211, 1	26.44		
06/09	ROOM GP 1211, 1	169.00		
06/09	STATE TX 1211, 1	26.44		
06/10	RM SERV 29651211	13.41		
06/10	ROOM GP 1211, 1	169.00		
06/10	STATE TX 1211, 1	26.44		
06/11	ROOM GP 1211, 1	169.00		
06/11	STATE TX 1211, 1	26.44		
06/12	CCARD-AX		817.25	

PAYMENT RECEIVED BY: AMERICAN EXPRESS XXXXXXXXXXXX

.00

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

1211 BOWENS/THELLA/MS 169.00 06/12/12 12:00 13313 2595
 Room Name Rate Depart Time ACCT# GROUP
 NKNG 7 06/08/12 20:41
 Type Arrive Time
 53

Room Clerk	Address	Payment	MRW#:	
DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE
06/08	CAPRI	22161211		22.08
06/08	ROOM GP	1211, 1		169.00
06/08	STATE TX	1211, 1		26.44
06/09	ROOM GP	1211, 1		169.00
06/09	STATE TX	1211, 1		26.44
06/10	RM SERV	29651211		13.41
06/10	ROOM GP	1211, 1		169.00
06/10	STATE TX	1211, 1		26.44
06/11	ROOM GP	1211, 1		169.00
06/11	STATE TX	1211, 1		26.44
06/12	AX CARD			\$817.25

TO BE SETTLED TO: AMERICAN EXPRESS CURRENT BALANCE .00

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

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

RECEIPTS FROM TRAVEL TO ST. LOUIS, MO
June 8 - 12, 2012—THELLA F. BOWENS

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

ST. LOUIS AIRPORT TAXI

Receipt

From: Airport Date 6/8/12
 To hotel
 Amount \$ 35 + tp (42)
 Cab No 149 Driver _____

' Thank You. Have a pleasant stay in St. Louis

Prime 1000

1000 Washington Ave
 St. Louis, MO. 63144
 (314) 241-1000
 www.prime1000.com

Date: Jun09'12 09:44PM ✓
 Card Type: Amex
 Acct #: XXXXXXXXXX
 Card Entry: SWIPED
 Trans Type: PURCHASE
 Trans Key: AIA007411532372
 Auth Code: 507930
 Check: 580
 Table: 52/2
 Server: 4000018 Craig C

Subtotal: 51.70
 Tip: 10.00
 Total: dinner
 Signature _____

I agree to pay above total
 according to my card issuer

Prime 1000

1000 Washington Ave
 St. Louis, MO. 63144
 (314) 241-1000
 www.prime1000.com

4000018 Craig C

b1 52/2	Chk 580	Net 1
✓ Jun09'12 08:20		✓

1 Farm Green Salad		9.00
1 Halibut		36.00
1 Soda		2.00
Subtotal		47.00
Tax		4.70
09:42PM Total		51.70

Thi

RECEIPTS FROM TRAVEL TO ST. LOUIS, MO
June 8 - 12, 2012—THELLA F. BOWENS

***** * **
204 CHIR..

3L 1211/1 2965 GST 1
 10JUN'12 3:34PM

1 FRUIT PLATE 10.00
Sub-Total: 10.00
20% RS SVC CHG 2.00
Tax 1.41
3:34 TOTAL DUE: \$ 13.41
SERVICE CHARGE INCLUDED @ 20%

ROOM NUMBER _____
PRINT LAST NAME _____
SIGNATURE _____
GRATUITY _____
TOTAL _____

THANK YOU

=====

STLDT CAPRI		
39 MELONY	CHK 2216	GST 1
TBL 97/1		
08JUN'12	9:48PM	

1 BBQ PORK SAND		13.00
1 LEMONADE		3.50
CHARGE TIP \$		3.60
A13313R1211		
ROOM/ACCT CHG		22.08
Sub-Total:		16.50
Tax		1.98
Total:		22.08
-----CHECK CLOSED 10:13PM-----		
=====		

dinner 6/8/12

RECEIPTS FROM TRAVEL TO ST. LOUIS, MO
June 8 - 12, 2012—THELLA F. BOWENS

SMOKE HOUSE
 314-535-4340

06/11/2012 000000 BILL#4092
 #7850 1:07PM SERV.0010001

ORDER#2513

***PBAL \$0.00
DINE IN
 1/2 SLAB RIBS \$13.90
 +FRIES
 GREEN BEANS
 COMBO 1/4POUND \$3.00
 BEEF
 SM SODA \$2.25
 BAL FWD \$19.20
 MDSE ST \$19.20
 TAX \$1.00
 ***TOTAL \$21.16
 CHANGE \$21.16
 CHANGE \$0.00



12/14
 010249
 216318406133
 CHARGE1 \$21.16
 TIP AMOUNT 3.00
TOTAL 24.16

GUEST SIGNATURE _____

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

Cat Cora
 Houston George Bush
 Intercontinental Airport

4019 Charles

1 44/1 Chk 3545 Gst
 Jun12'12 01:38PM
 *** Reprint ***

Dine In
 1 Beet Salad 14.00
 t Pot 5.00
 d Tea 3.49
 Subtotal 24.49
 Tax 1.86
 02:10PM Total **24.35**

If we did or did not exceed your expectations, we would like to hear from you. Please call 1-800-426-5971 x1021 or care@mindspring.com

Cat Cora
 Houston George Bush
 Intercontinental Airport

Date: Jun12'12 02:10PM
 Card Type: Amex
 Acct #: XXXXXXXX
 Card Entry: SWIPED
 Trans Type: PURCHASE
 Trans Key: EIE006435137770
 Auth Code: 520887
 Check: 3545
 Table: 44/1
 Server: 4019 Charles

Subtotal: 24.35
 Tip: 3.00
Total: 27.35

Keep for your records
 CUSTOMER COPY

RECEIPTS FROM TRAVEL TO ST. LOUIS, MO
June 8 - 12, 2012—THELLA F. BOWENS

Breakfast

HMSHOST
STARBUCKS COFFEE
LAMBERT INTERNATIONAL AIRPORT

275 Azeb

5787 GST
JUN12'12 9:03AM

TO GO

1 MISTO	T	2.25
1 SMTH BAN STRW G		4.60
CASH		10.02
SUBTOTAL		6.85
TAX		0.47
AMOUNT PAID		7.32
CHANGE		2.70

THANK YOU FOR YOUR BUSINESS!
TELL US ABOUT YOUR EXPERIENCE

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

TAXI RECEIPT

From: hotel Date 6/12/12

To: airport

Amount: 35 + tip #42 Name: _____

Cab No _____ Cab Phone: _____

Thank You: Have a pleasant stay in St. Louis

SCANNED

AUG 14 2012



SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

ORIGINAL (LILAC) - FINANCE
COPY - DEPARTMENT FILE

SDCRAA CHECK REQUEST

CR # 12-066

ISSUE CHECK TO THE ORDER OF Thella Bowens X2444		DATE ISSUED 8/9/2012
		ORIGINATING DEPARTMENT/BUSINESS UNIT Executive Office BU6
PREPARED BY/EXT. A. Caldera X2445	REVIEWED BY: ACCTG <i>[Signature]</i>	

FOR PAYMENT OF THE FOLLOWING

INVOICE #	INVOICE DATE	DESCRIPTION	AMOUNT
ATA 0506-0912	ATA 8/9/12	Out of pocket expenses related to ACI-NA Airport Economics and Finance and Human Capital Conference in Nashville, TN May 6 - 9, 2012	705.58 482.68
CHECK REQUEST TOTAL			482.68 705.58

SPECIAL INSTRUCTIONS:
Reimbursement needs to be available to Thella on 8/16 when she returns to the office.

Reason not processed as a Contract or P.O. Required field - please X one reason		I CERTIFY THE CLAIM IS TRUE AND CORRECT INCLUDING ANY APPLICABLE TERMS AND CONDITIONS HAVE BEEN FULFILLED <i>[Signature]</i> Vernon Evans, VP, Finance
<input type="checkbox"/> Infrequent/Unforeseen ⁽¹⁾ <input type="checkbox"/> De Minimis amount (Less than \$5K) ⁽²⁾ <input type="checkbox"/> Required quick timeframe ⁽³⁾ <input type="checkbox"/> Dues/Subscription/Membership ⁽⁴⁾ <input type="checkbox"/> Meetings/Conferences/Seminars/Sponsorships ⁽⁵⁾ <input checked="" type="checkbox"/> Employee Reimbursement ⁽⁶⁾	<input type="checkbox"/> Insurance/Benefits ⁽⁷⁾ <input type="checkbox"/> Contract in Process ⁽⁸⁾ <input type="checkbox"/> Outside Scope of Contract ⁽⁹⁾ <input type="checkbox"/> Common Practice ⁽¹⁰⁾ <input type="checkbox"/> Approved Exception ⁽¹¹⁾ <input type="checkbox"/> OTHER: ⁽¹²⁾	

DISTRIBUTION OF CHARGES - TO BE COMPLETED BY ORIGINATING DEPARTMENT/BUSINESS UNIT

DEPARTMENT/ BUSINESS UNIT	GL ACCOUNT/SUBSIDIARY	WORK ORDER/ TRACKING ORDER	LOCATION/ ASSET NUMBER	AMOUNT
6	66300.120			705.58 482.68
Total amount distributed - must equal Check Request Total above				482.68 705.58

ACCOUNTING DEPARTMENT USE ONLY

VENDOR NO. <u>11063</u>	SCANNED AUG 14 2012	APPROVED FOR PROCESSING <i>[Signature]</i>
INVOICE NO. <u>0506-0912</u>		ACCOUNTING DEPARTMENT
INVOICE DATE <u>8/9/12</u>	RECEIVED AUG 10 2012 SDCRAA ACCOUNTING	POSTED AUG 14 2012
PYMT DATE _____		
RT TO BU _____ SEP CK _____	PAID AUG 14 2012	

SDCRAA
Accounting Department

SDCRAA
ACCOUNTING DEPT.

**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: 5/6/2012 RETURN DATE: 5/12/2012 REPORT DUE: 6/11/12
 DESTINATION: Nashville, TN

Please refer to the Authority Travel and Lodging Expense Reimbursement Policy, Article 3, Part 3.4, Section 3.4.0, 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 5/6/12	MONDAY 5/7/12	TUESDAY 5/8/12	WEDNESDAY 5/9/12	THURSDAY	FRIDAY	SATURDAY 5/12/12	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	871.00				-222.90				-222.90
Conference Fees (provide copy of flyer/registration expenses)	795.00								0.00
Rental Car*									0.00
Gas and Oil*									0.00
Garage/Parking*									0.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare (include tips pd.)*		30.00			33.00				63.00
Hotel*		185.75	185.75	185.75					557.25
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)									0.00
Meals (include tips pd.)									0.00
Breakfast*									0.00
Lunch*			11.44	4.17					15.61
Dinner*									0.00
Other Meals*				69.72					69.72
Alcohol is a non-reimbursable expense									0.00
Hospitality ¹ *									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	1,666.00	215.75	197.19	259.64	-189.90	0.00	0.00	0.00	482.68

Explanation:
 5/9/12: See "Attachment A" for the price of the airline ticket to/from San Diego to Nashville (\$648.10). Traveler is paying the difference of \$222.90 - the difference of the airline ticket when she flew back through Dallas for PTO.

Total Expenses Prepaid by Authority	1,666.00
Total Expenses Incurred by Employee (including cash advances)	482.68
Grand Trip Total	2,148.68
Less Cash Advance (attach copy of Authority ck)	
Less Expenses Prepaid by Authority	1,666.00
Due Traveler (positive amount)²	
Due Authority (negative amount)³	482.68

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

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

I as traveler or administrator acknowledge that I have read, understood and agree with the Authority's Travel and Lodging Expense Reimbursement Policy⁴ and 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: _____ Ext.: _____
 Traveler Signature: Thella F. Bowens Date: 5/7/12
 Approved By: _____ Date: 5/8/12

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

_____ hereby certify that this document was approved by the Executive Committee at its _____ meeting.

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

SCANNED **PAID** **POSTED**

AUG 14 2012 AUG 14 2012 AUG 14 2012

SDCRAA SDCRAA SDCRAA

Accounting Department ACCOUNTING DEPT.

66300.120
CR-12-066

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:

Travelers Name: Thella F. Bowens Dept: 06/Executive Office
 Position: Board Member President/CEO Gen. Counsel Chief Auditor

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

2. DATE OF REQUEST: 02/14/12 PLANNED DATE OF DEPARTURE/RETURN: 05/06/12 / 05/09/12

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

Destination: Nashville, TN

Purpose: ACI-NA Airport Economics and Finance and Human Capital Conference

Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$ 600.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 100.00
B. LODGING	\$ 500.00
C. MEALS	\$ 200.00
D. SEMINAR AND CONFERENCE FEES	\$ 785.00
E. ENTERTAINMENT (If applicable)	\$ 0.00
F. OTHER INCIDENTAL EXPENSES	\$ 100.00
TOTAL PROJECTED TRAVEL EXPENSE	\$ 2285.00

CERTIFICATION BY TRAVELER

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

Travelers Signature:  Date: 2/16/12

CERTIFICATION BY ADMINISTRATOR

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

By my signature below, I certify the following:

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

Administrator's Signature: _____ Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

Tony L. Russell, Authority Clerk hereby certify that this document was approved
 (Please leave blank. Whoever clerk's the meeting will insert their name and title.)
 by the Executive Committee at its 2/21/2012 meeting.
 (Leave blank and we will insert the meeting date.)



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

BOWENS/THELLA


DEPT 6

01-May-2012 5:15 pm

Page 2 of 2

Depart - TERMINAL E
 Arrive -
 United Airlines locator: DE82YJ

**** AISLE SEAT CONFIRMED ****
 Flight Duration: 2 hour(s) and 12 minutes
 Class of Service: Coach


 12-May-2012
 11:25am
 Saturday

Air	United Airlines	Flight#	763	Class:	Q
From:	Denver CO, USA	To:	San Diego CA, USA	Seats:	Seat: 10C
Meal:	Light Lunch	Status:	Confirmed	Stops:	0
Equip:	Airbus A320 Jet				
Depart:	12-May-2012 Saturday		11:25am		
Arrival:	12-May-2012 Saturday		12:47pm		

Depart -
 Arrive - TERMINAL 1
 United Airlines locator: DE82YJ

**** AISLE SEAT CONFIRMED ****
 Flight Duration: 2 hour(s) and 22 minutes
 Class of Service: Coach

Other

08-Nov-2012
 Thursday

San Diego CA, USA
 RESERVATION RETAINED FOR 180 DAYS

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

Ticket Information

BOWENS THELLA
 Ticket#: 7056514818
 Invoice#: 1193813

Ticket Base Fare:	737.68
Ticket Tax:	103.32
Total Ticket Amount:	841.00

Electronic: YES

SERVICE FEE DOCUMENT #: 0574415226 FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS ENDING IN 

} \$ 871.00
 - 648.10

 \$ 222.90

1. \$648.10 was the amount of the ticket ~~to~~ from San to Nashville and back (see travel trust Attachment A)
2. Because she flew home from Nashville - Thella is paying the difference of \$ 222.90



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

BOWENS/THELLA

DEPT 6


01-May-2012 5:15 pm

Page 1 of 2


YOUR UNITED ETICKET CONFIRMATION IS ** DE82YJ **
 YOUR AMERICAN ETICKET CONFIRMATION IS ** FWDEHE **
 -----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

 **Air** United Airlines **Flight#** 1292 **Class:** T
From: San Diego CA, USA **To:** Houston Intercontinental, TX
Meal: Food For Purchase
Equip: Boeing 737-800 Jet **Status:** Confirmed
Depart: 06-May-2012 Sunday 09:36am **Stops:** 0
Arrival: 06-May-2012 Sunday 02:39pm
Depart - TERMINAL 2
Arrive - TERMINAL C
United Airlines locator: DE82YJ
 Flight Duration: 3 hour(s) and 03 minutes
 Class of Service: Coach

 **Air** United Airlines **Flight#** 4164 **Class:** T
From: Houston Intercontinental, TX **To:** Nashville Nashville Internatio
Meal: None **Seats:** Seat:Unavail
Equip: Embraer Jet **Status:** Confirmed
Depart: 06-May-2012 Sunday 03:48pm **Stops:** 0
Arrival: 06-May-2012 Sunday 05:40pm
 IAH-BNA OPERATED BY /EXPRESSJET AIRLINES DBA UNITED EXPRESS
Depart - TERMINAL B
Arrive -
United Airlines locator: DE82YJ
 ** SEAT ASSIGNMENT AIRPORT CHECKIN ONLY **
 Flight Duration: 1 hour(s) and 52 minutes
 Class of Service: Coach

 **Air** American Airlines **Flight#** 373 **Class:** V
From: Nashville Nashville Internatio **To:** Dallas/Ft Worth TX, USA
Meal: None **Status:** Confirmed
Equip: Boeing 737-800 Jet **Stops:** 0
Depart: 09-May-2012 Wednesday 09:40am
Arrival: 09-May-2012 Wednesday 11:40am
American Airlines locator: FWDEHE
 ** SEAT ASSIGNMENT AIRPORT CHECKIN ONLY **
 Flight Duration: 2 hour(s) and 00 minutes
 Class of Service: Coach

 **Air** United Airlines **Flight#** 1111 **Class:** Q
From: Dallas/Ft Worth TX, USA **To:** Denver CO, USA
Meal: Light Lunch **Seats:** Seat:12C
Equip: Boeing 737-700 Jet **Status:** Confirmed
Depart: 12-May-2012 Saturday 09:20am **Stops:** 0
Arrival: 12-May-2012 Saturday 10:32am

-Registration-

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

Purchase Detail

[other orders](#)

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

Order# 61806
ID: 4105
Full Name: Thella F. Bowens
Order Date 05/02/2012

Description	Unit Price	Qty.	Price
2012 ACI-NA Airport Economics & Human Capital-Finance Track - From: 05/07/2012 To: 05/09/2012			
Conference Registration Fee 05/07/2012 05:00 PM - 05/09/2012 12:00 PM	\$ 795.00	1	\$ 795.00
Total			\$ 795.00

Caldera Amy

From: Scott Mackerley [scott@traveltrust.com]
Sent: Monday, April 30, 2012 3:51 PM
To: Caldera Amy
Subject: Thella Bowens - Nashville 6 May, 2012

Follow Up Flag: Follow up
Flag Status: Flagged

FOR: BOWENS/THELLA

UNITED 648.10 NONREF TKT BY TODAY

06 MAY 12 - SUNDAY

AIR UNITED AIRLINES FLT:1510 UNITED ECONOMY FOOD FOR PURCHASE
LV SAN DIEGO 1140A EQP: BOEING 737-900
DEPART: TERMINAL 2 03HR 06MIN
AR HOUSTON GEO BUSH 446P NON-STOP
ARRIVE: TERMINAL C REF: DE82YJ
BOWENS/THELLA UA-00632240821

AIR UNITED AIRLINES FLT:4619 UNITED ECONOMY
OPERATED BY /EXPRESSJET AIRLINES DBA UNITED EXPRESS
LV HOUSTON GEO BUSH 535P EQP: EMBRAER 145 JET
DEPART: TERMINAL B 01HR 52MIN
AR NASHVILLE 727P NON-STOP
REF: DE82YJ
BOWENS/THELLA [REDACTED]

09 MAY 12 - WEDNESDAY

AIR UNITED AIRLINES FLT:6060 UNITED ECONOMY
OPERATED BY /EXPRESSJET AIRLINES DBA UNITED EXPRESS
LV NASHVILLE 815A EQP: EMBRAER 145 JET
02HR 59MIN
AR DENVER 1014A NON-STOP
BOWENS/THELLA [REDACTED]

AIR UNITED AIRLINES FLT:763 UNITED ECONOMY FOOD-BEV/PUR
LV DENVER 1126A EQP: BOEING 757-200
02HR 21MIN
AR SAN DIEGO 1247P NON-STOP
ARRIVE: TERMINAL 1
BOWENS/THELLA [REDACTED]

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

CASH RECEIPT
DATE: 5/6/12 AMOUNT: \$78
DRIVER: _____
FROM: Airport
TO: Shelton

CASH RECEIPT
DATE: 5/9/12 AMOUNT: 28⁺
DRIVER: _____
FROM: Shelton \$33
TO: Airport

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

SHERATON NASHVILLE

Speakers
623 UNION STREET
NASHVILLE, TN 37219
615-259-2000

588775.1
BRANDY P Table 42
Mon 05/07/12 10:22 AM Guests 1
Guest Num: 1 RESTAURNT1

1 COFFEE 2.60 ✓
1 TOAST/ENG MUFFI 2.50 ✓
1 BACON 4.00 ✓

SubTotal 9.10
Sales Tax 0.84

Please pay this amount
Total 9.94 ✓

FOOD 9.10

FOR ROOM CHARGES ONLY!

Gratuity 10.50
Total Charge ✓ \$10.44
Room Number 403
Print Name THELLA F. BOWENS
SIGNATURE *Thella Bowens*

SHERATON NASHVILLE

Speakers
623 UNION STREET
NASHVILLE, TN 37219
615-259-2000

588775
BRANDY P Table 42
Mon 05/07/12 10:37 AM Guests 1
Guest Num: 1 RESTAURNT1

1 COFFEE 2.60
1 TOAST/ENG MUFFI 2.50
1 BACON 4.00

403 SubTotal 9.10
Y BOWENS, THELLA Sales Tax 0.84

Total 9.94

RM CHRG TIP.. 1.50
403 Y BOWENS, THELLA 11.44

RM CHRG Tendered 11.44

FOOD 9.10

FOR ROOM CHARGES ONLY!

Gratuity _____
Total Charge _____
Room Number _____
Print Name _____
SIGNATURE _____

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

*Capitol
Grille*

231 6th Ave North
Nashville, TN 37219
615-345-7116

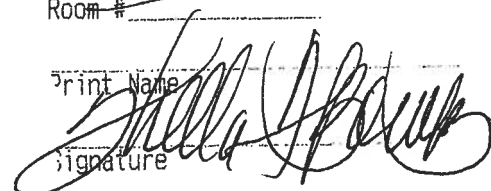
Date: May08'12 08:28PM
Card Type: Amex
Acct #: XXXXXXXXXXXX
Card Entry: SWIPED
Trans Type: PURCHASE
Auth Code: 520196
Check: 3888
Table: 34/1
Server: 15006 Kasi C

0
1

Subtotal: 58.72
Gratuity: 11.00
Total: 69.72
Room #

Print Name


Signature



hostess@thehermitagehotel.com
(See next page for detailed
Receipt)

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

Check Detail

Check	Table	Check Opened	Minutes	Guests	Reference Info	Location	Employee
3888	34	5/8/2012 7:26 PM	117.12	1		The Hermitage Hotel	Kasi Coulther
		5/8 7:26 PM	1	Btr Lett Salad	✓ 10.00	Capitol Grille	Kasi Coulther
		5/8 7:26 PM	1	**CRSE 2**		Capitol Grille	Kasi Coulther
		5/8 7:26 PM	1	Red Trout	✓ 32.00	Capitol Grille	Kasi Coulther
		5/8 7:42 PM	1	**FIRE CRSE 2***		Capitol Grille	Kasi Coulther
		5/8 8:09 PM	1	Bread Pudding	✓ 9.00	Capitol Grille	Kasi Coulther
		5/8 8:25 PM	1	Un Sweet Tea	✓ 2.75	Capitol Grille	Kasi Coulther
		5/8 9:23 PM		Chg Tip	11.00	Capitol Grille	Kasi Coulther
		5/8 9:23 PM		Amex	69.72	Capitol Grille	Kasi Coulther
		5/8 9:23 PM		xxxx- 		Capitol Grille	Kasi Coulther
		5/8 9:23 PM		9044/F&B American E		Capitol Grille	Kasi Coulther
				Sub Total	53.75		
				Tax	4.97		
				Service Charge	11.00		
				Check Total	69.72 ✓		

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



Thella Bowens

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

Email : [REDACTED]
 [REDACTED]
 Airport Economics

Tax ID : 20-0461638
 Sheraton Nashville 09-MAY-12 03:28 GHAYNES

Date	Reference	Description	Amount
06-MAY-12	RT403	Room Charge	159.00
06-MAY-12	RT403	State Tax (9.25%)	14.71
06-MAY-12	RT403	Occupancy Tax (6.00%)	9.54
06-MAY-12	RT403	City Surcharge Tax	2.50
07-MAY-12	5887750	Speakers Restaurant	11.44
07-MAY-12	RT403	Room Charge	159.00
07-MAY-12	RT403	State Tax (9.25%)	14.71
07-MAY-12	RT403	Occupancy Tax (6.00%)	9.54
07-MAY-12	RT403	City Surcharge Tax	2.50
08-MAY-12	2890600	STARBUCK'S	4.17
08-MAY-12	RT403	Room Charge	159.00
08-MAY-12	RT403	State Tax (9.25%)	14.71
08-MAY-12	RT403	Occupancy Tax (6.00%)	9.54
			2.50

Handwritten notes on the right side of the table:
 185.75 ✓ (bracketed around the first four rows)
 185.75 (bracketed around the next four rows)
 185.75 (bracketed around the last three rows)
 (see next page) (bracketed around the last two rows)

Continued on the next page

05/23/12 Kara Brown, Accounting
 Billing Coordinator

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



Thella Bowens

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
Airport Economics

Page Number : 2 Invoice Nbr : 113475
Guest Number : 625624
Folio ID : EX-A
Arrive Date : 06-MAY-12 18:42
Depart Date : 09-MAY-12
No. Of Guest : 1
Room Number : 403
Room Rate : 159.00
Club Account :

Date	Reference	Description	Amount
08-MAY-12	RT403	City Surcharge Tax	2.50
09-MAY-12	AX	American Express	-572.86
		*** Balance	0.00

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

Continued on the next page

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



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

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

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

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

SCANNED
AUG 14 2012

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: 6/4/2012 RETURN DATE: 6/6/2012 REPORT DUE: 7/6/12
 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							TOTALS
		SUNDAY	MONDAY 6/4/12	TUESDAY 6/5/12	WEDNESDAY 6/6/12	THURSDAY	FRIDAY	SATURDAY	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	638.90								0.00
Conference Fees (provide copy of flyer/registration expenses)	825.00								0.00
Rental Car*									0.00
Gas and Oil*									0.00
Garage/Parking*									0.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare (include tips pd.)*		49.00		49.00					98.00
Hotel*		179.73	179.73						359.46
Telephone, Internet and Fax*			15.95						15.95
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)									0.00
Meals (include tips pd.)				25.55					25.55
Breakfast*									0.00
Lunch*									0.00
Dinner*		19.08	42.96						62.04
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	1,463.90	0.00	247.81	238.64	74.55	0.00	0.00	0.00	561.00

Explanation:	Total Expenses Prepaid by Authority	1,463.90
* Missing receipt form attached for June 4 taxi fare from airport to hotel.	Total Expenses Incurred by Employee (including cash advances)	561.00
<i>* Amended for undeclared tip & internet charge.</i>	Grand Trip Total	2,024.90
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	1,463.90
	Due Traveler (positive amount)²	
	Due Authority (negative amount)³	561.00
	<i>Note: Send this report to Accounting even if the amount is \$0.</i>	

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

¹ Travel and Lodging Expense Reimbursement Policy 3.40 ² Business Expense Reimbursement Policy 3.30

Prepared By: Amy Caldera *return* Ext.: 2445
 Traveler Signature: ** Revised for undeclared tips in the amt of \$ 2120* 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 _____ meeting.
 (Please leave blank. Whoever clerk's the meeting will insert their name and title.)
 (Leave blank and we will insert the meeting date.)

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

SCANNED **POSTED**
 AUG 14 2012 AUG 14 2012
 SDCRAA SDCRAA
 ACCOUNTING DEPT

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:

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

2. DATE OF REQUEST: 04/17/12 PLANNED DATE OF DEPARTURE/RETURN: 06/03/12 / 06/07/12

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: ACI-NA Marketing & Communications/Jumpstart Conference as Chair of ACI-NA

Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$	500.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$	100.00
B. LODGING	\$	700.00
C. MEALS	\$	200.00
D. SEMINAR AND CONFERENCE FEES	\$	825.00
E. ENTERTAINMENT (If applicable)	\$	
F. OTHER INCIDENTAL EXPENSES	\$	100.00
TOTAL PROJECTED TRAVEL EXPENSE	\$	2425.00

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

Travelers Signature:  Date: 4/17/12

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

By my signature below, I certify the following:

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

Administrator's Signature: _____ Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, Tony R. Russell, Authority Clerk, hereby certify that this document was approved
 (Please leave blank. Whoever clerk's the meeting will insert their name and title.)
 by the Executive Committee at its 4/19/2012 meeting.
 (Leave blank and we will insert the meeting date.)



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

BOWENS/THELLA


DEPT 6

11-May-2012 11:33 am

Page 1 of 2

YOUR UNITED ETICKET CONFIRMATION IS ** AX85M7 **
 -----INVOICE/ITINERARY ACCOUNTING DOCUMENT-----
 *****TICKETLESS TRAVEL INSTRUCTIONS*****
 THIS IS AN E-TICKET RESERVATION.
 A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN
 A PORTION OF THIS TRIP MAY BE REFUNDABLE. PLEASE RETURN
 UNUSED PORTIONS TO TRAVELTRUST FOR POSSIBLE REFUND.

 *****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


 04-Jun-2012
 01:35pm
 Monday

Air	United Airlines	Flight#	5240	Class:	Q
From:	Dallas Love Field TX, USA	To:	Houston Intercontinental, TX		
Meal:	None	Seats:	Seat:3B		
Equip:	CRJ-Canadair Regiona	Status:	Confirmed		
Depart:	04-Jun-2012 Monday	01:35pm	Stops:	0	
Arrival:	04-Jun-2012 Monday	02:39pm			

DAL-IAH OPERATED BY /SKYWEST DBA UNITED EXPRESS
 Depart -
 Arrive - TERMINAL B
 United Airlines locator: AX85M7
 UA Frequent Flyer# [REDACTED] BOWENS/THELLA
 Flight Duration: 1 hour(s) and 04 minutes
 Class of Service: Coach


 04-Jun-2012
 05:50pm
 Monday

Air	United Airlines	Flight#	1644	Class:	Q
From:	Houston Intercontinental, TX	To:	Sacramento CA, USA		
Meal:	Food For Purchase	Seats:	Seat:9C		
Equip:	Boeing 737-900 Jet	Status:	Confirmed		
Depart:	04-Jun-2012 Monday	05:50pm	Stops:	0	
Arrival:	04-Jun-2012 Monday	08:03pm			

Depart - TERMINAL C
 Arrive - TERMINAL A
 United Airlines locator: AX85M7
 UA Frequent Flyer# [REDACTED] BOWENS/THELLA
 Flight Duration: 4 hour(s) and 13 minutes
 Class of Service: Coach

Other

01-Dec-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

* ~~Flight~~ Flight to Sacramento started from Dallas, Texas
 as she was on vacation that weekend.
 She needed to be in Sacramento on Monday -
 therefore ~~the~~ the ticket was booked



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

BOWENS/THELLA

DEPT 6

11-May-2012 11:33 am

Page 2 of 2

Ticket Information

BOWENS THELLA
Ticket#:7059776071
Invoice#:1194133

Ticket Base Fare: 315.35
Ticket Tax: 43.75
Total Ticket Amount: 359.10

Electronic: YES

} \$389.10

SERVICE FEE DOCUMENT #: 0574778374 FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS ENDING IN [REDACTED]

(See next page
for return leg)



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

BOWENS/THELLA

DEPT 6

11-May-2012 11:49 am

Page 1 of 1

YOUR SOUTHWEST ETICKET CONFIRMATION IS ** 449759 **
 -----INVOICE/ITINERARY ACCOUNTING DOCUMENT-----
 *****TICKETLESS TRAVEL INSTRUCTIONS*****
 THIS IS AN E-TICKET RESERVATION.
 A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN
 A PORTION OF THIS TRIP MAY BE REFUNDABLE. PLEASE RETURN
 UNUSED PORTIONS TO TRAVELTRUST FOR POSSIBLE REFUND.

 *****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-Jun-2012
 04:00pm
 Wednesday

Air Southwest Airlines Flight# 3039 Class: K
 From: Sacramento CA, USA To: San Diego CA, USA
 Meal: None
 Equip: Boeing 737-700 Jet Status: Confirmed
 Depart: 06-Jun-2012 Wednesday 04:00pm Stops: 0
 Arrival: 06-Jun-2012 Wednesday 05:25pm
 Depart - CENTRAL TERMINAL B
 Arrive - TERMINAL 1
 Flight Duration: 1 hour(s) and 25 minutes
 Class of Service: Business Select

Other

04-Dec-2012
 Tuesday

San Diego CA, USA
 RESERVATION RETAINED FOR 180 DAYS

TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST
 AND SATURDAY FROM 9AM-1PM PST - 760-635-1700.
 FOR EMERGENCY AFTERHOURS SERVICE IN THE US
 PLEASE CALL 888-221-6062 AND USE YOUR VIT CODE - S7NSO
 PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER
 EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00
 THANK YOU FOR CHOOSING TRAVELTRUST...SCOTT MACKERLEY

Ticket Information

BOWENS THELLA
 Ticket#:2440182394
 Invoice#:1194132

Ticket Base Fare: 249.80
 Ticket Tax: 0.00
 Total Ticket Amount: 249.80

Electronic: YES

389.10 (to)
 249.80 (return)
 \$ 638.90

BILLED TO: AMERICAN EXPRESS ENDING IN 

Caldera Amy

From: cgroup@aci-na.org
Sent: Tuesday, May 15, 2012 5:01 PM
To: Bowens Thella; Caldera Amy
Subject: 2012 Marketing & Communications & JumpStart® Air Service - Confirmation

05/15/2012



Meeting Confirmation Notice

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

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

You are registered for the following:

2012 Marketing & Communications & JumpStart® Air Service
From Monday, June 04, 2012 through Thursday, June 07, 2012

Description	UnitPrice	Quantity	Price
Conference Registration - includes JumpStart®	\$ 825.00	1	\$ 825.00
		Total	825.00
		Payments	825.00
		Balance	0.00

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



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

INVOICE

Payee Thella Bowens
3225 N Harbor Drvie
San Diego CA 92101
United States

Room No. 1300
Arrival 06-04-12
Departure 06-06-12
Page No. 1 of 2
Folio Window 1
Folio 357281
Invoice

Membership
Bonus Code
Confirmation No. 379134101
Group Name Airport Council International North Amer

Date	Description		Charges	Credits
06-04-12	- In Room Dining Dinner Food	CHECK# 2913095	19.08	} 179.73 ✓ see pg 1 of 4
06-04-12	Group Room		159.00	
06-04-12	Occupancy Tax		19.08	
06-04-12	STBID Assessment		1.50	
06-04-12	CA Tourism Assessment		0.15	
06-05-12	Guest Room Internet	15:16 Room# 1300 :	15.95	} 179.73 ✓ Internet
06-05-12	Group Room		159.00	
06-05-12	Occupancy Tax		19.08	
06-05-12	STBID Assessment		1.50	
06-05-12	CA Tourism Assessment		0.15	
06-06-12	- Vines Cafe Breakfast Food	CHECK# 2147936	25.55	} 420.04 see pg 4 of 4
06-06-12	American Express	XXXXXXXXXXXX [REDACTED] XX/XX		



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

INVOICE

Payee Thella Bowens
[Redacted]
[Redacted]
United States

Room No. 1300
Arrival 06-04-12
Departure 06-06-12
Page No. 2 of 2
Folio Window 1
Folio 357281
Invoice

Membership
Bonus Code
Confirmation No. [Redacted]
Group Name [Redacted]

Date	Description	Charges	Credits
	No frequent traveler account has been credited for this stay. To enroll in Gold Passport, call 1-800-51-HYATT, or visit www.GoldPassport.com.	Total	420.04
		Balance	0.00

Guest Signature

WE HOPE YOU ENJOYED YOUR STAY WITH US!

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

Thank you for choosing Hyatt Regency Sacramento. We hope that you enjoyed your stay with us. Our goal is to exceed our guests' expectations. If you have any comments regarding your stay please share them with us.

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

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

Please remit payment to:
Hyatt Regency Sacramento
PO Box 202649
Dallas, TX 75319

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

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

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

Driver's Phone Number
(916) 613-5550



24 Hours Dispatch Service
(916) 444-0008

Driver's Name & Co.
RAIHSI
MEGA CAB CO. # 67

Date : 6 / 4 / 12
Fare : 43 + tip 49 ✓
Other : _____
Total : _____

We appreciate your business and strive to get you to your destination in a timely and professional manner. Our service is also available for return trips to the Airport. If you have any comments or concerns please call: **(916) 284-6878** or email us at sitoa1@yahoo.com. Thank You!

FROM: airport TO: hotel

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

In-Room Dining
Hyatt Regency
At Capitol Park



ELLA
1131 K Street
Sacramento, CA 95814
(916) 443-3772

201018 OSBORN

IRD
Table: 1300 Check: 2913095
Server: Brittney Guests: 1
Date/Time: 6/4/2012 21:33

fb1 31/2 Chk 6296 Gst
Jun05'12 08:14PM ✓

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

1 W&D MENU *Pre-fixed* 35.00
SUBTOTAL *Menu -* 35.00
TAX *no alcohol* 2.71
TOTAL DUE 37.71 ✓
+ tip 5.25

AUTHORIZE
1 CHARGE 0.00
300 BOWENSTHELLA1300Y

Thank You For Dining With Us
Gift Cards Now Available

\$42.96

2.00
Total **\$19.08**

Signature

Print Name
COMPLETE FOR ROOM CHARGE ONLY
A 21% SERVICE CHARGE
IS INCLUDED ON
YOUR CHECK

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

ATTN. Amy

Recreate Check

Page: 1

<DUPLICATE>

Vines Cafe
Hyatt Regency
At Capitol Park
@#hyatt.rgc@

=====

VINES
Table:20 Check:2147936
Server: Lisle Guests:1
Date/Time:6/6/2012 9:55
=====

FOOD
1 Breakfast Buffet 20.00

Subtotal 20.00
Tax 1.55
Tip 4.00
Total 25.55

ROOM CHARGE 25.55
1300 BowensThella1300Y

GRAND TOTAL 25.55

=====

T220 C9589 6/6/2012 10:52
=====

A 18% SERVICE CHARGE
IS ADDED TO PARTIES
OF 8 OR MORE.

=====

DUPLICATE RECEIPT
=====

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

MISSING RECEIPT FORM

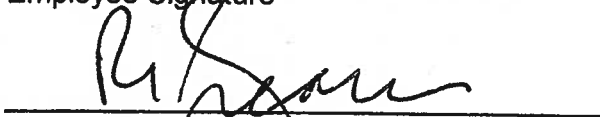
Employee/Department Head must complete form below.

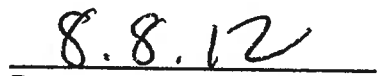
Date of Purchase/Event: 6/6/2012
Description of Item/Event: Taxi from hotel to airport
Vendor/Event Name: Taxi
Dollar Amount: \$49.00
Reason for Missing Receipt: Lost receipt

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


Employee Signature


Date


Department Head Signature


Date

Follow us on
twitter #acinasmf



2012
Marketing and Communications Conference
and
JumpStart[®] Air Service Development
Program

On-Site Agenda
As of May 31, 2012

June 4-7, 2012 • Hyatt Regency • Sacramento

Host Airport



SPONSORS



10 – 11

Irregular Ops: Stuck on the Tarmac

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

Moderator: *Richard Walsh, Boston*

Panel: *John Albrecht, Oakland*

Bryan Baldwin, jetBlue

Phil Hogg, Ricondo & Associates

11 – Noon

Achieving World Class Customer Service

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

Moderator: *Cheryl Marcell, ACI World*

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

Michael Crockatt, Ottawa

Jeremiah Gerald, Gulfport

Noon – 1:30

Regency DEF

Lunch

- Presentation of the 2012 Bushelman Legacy Award
- Presentation by the 2013 Host City, Atlanta

1:45– 2:30

Regency ABC

State of the Industry

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

Moderator: *Cheryl Brown, San Diego*

Speaker: *Bill Swelbar, MIT Center for Air Transportation*

2:30 – 2:45

Regency Foyer

Break

Regency F

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

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

Moderator: *Hampton Brown, San Diego*

Panel: *Randy Brown, California Pacific Airlines*

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

Michael Morisi, COO, PeopleExpress

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

Joshua Newsteder, CEO, CityLink Airlines

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

Michael Rodyniuk, COO, Bearskin Airlines

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

6 – 8:30

Host Airport Event: Crocker Art Museum

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

WEDNESDAY, June 6

7:30 – 4:30

Registration Desk open

Regency Foyer

7:30 – 8

Continental Breakfast

Regency Foyer

8 – 9

Policy Updates

Carmel AB

Canadian Policy Update

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

Moderator: *Carol Hutchins, Edmonton*

Speaker: *Keith Medenblik, Toronto*

1:45 – 3
Golden State

Customer Service Takes Off With Latest Airport Apps

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

Moderator: Roxanne Butler, Houston

Panel: Christiane Beaulieu, Montréal
Megan Bozarth, Dallas-Fort Worth
Daniel Gellert, CEO, Gate Guru
Patrick Hogan, Minneapolis-St. Paul

2 – 5:55
Regency ABC

JumpStart One-on-One Meetings

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

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

3:15 – 4:15
Golden State

ACI-NA's Policy Campaign: An Informational Forum

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

Moderator: Greg Principato, President, ACI-NA

Speaker: Trevor Francis, Fleishman-Hillard

6:30 – 7:30

JumpStart Welcome Reception

Capitol View/ Hyatt 15th floor

8:30 – Midnight

Host Airport Event: Cafeteria 15L

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

THURSDAY, June 7

7:30 – 4:30

Registration Desk open

Regency Foyer

7:30 – 8

Continental Breakfast

Regency DEF

8 - 4:50

JumpStart One-on-One Meetings

Regency ABC

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

- A 20-minute break scheduled for 10 a.m. in Regency DEF
- A 1 hour lunch break scheduled for 12:20 p.m. in Regency DEF
- A 20-minute break scheduled for 2:55 p.m. in Regency DEF

SCANNED

AUG 14 2012