

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

Board Members

C. April Boling
Chairman

Greg Cox
Jim Desmond
Mark Kersey
Robert T. Lloyd
Paul Robinson
Johanna Schiavoni
Michael Schumacher
Mark B. West

SPECIAL EXECUTIVE COMMITTEE and SPECIAL BOARD MEETING

AGENDA

Thursday, July 12, 2018
9:00 A.M.

San Diego International Airport
SDCRAA Administration Building -- Third Floor
Board Room
3225 N. Harbor Drive
San Diego, CA 92101

Ex-Officio Board Members

Tim Gubbins
Jacqueline Wong-Hernandez
Col. Jason Woodworth

President / CEO

Kimberly J. Becker

This Agenda contains a brief general description of each item to be considered. The indication of a recommended action does not indicate what action (if any) may be taken. If comments are made to the Committee without prior notice or are not listed on the Agenda, no specific answers or responses should be expected at this meeting pursuant to State law. ***Please note that agenda items may be taken out of order.***

Staff Reports and documentation relating to each item of business on the Agenda are on file in Corporate & Information Governance and are available for public inspection.

***NOTE:** This Committee Meeting also is noticed as a Special Meeting of the Board to (1) foster communication among Board members in compliance with the Brown Act; and (2) preserve the advisory function of the Committee.

Board members who are not members of this Committee may attend and participate in Committee discussions. Since sometimes more than a quorum of the Board may be in attendance, to comply with the Brown Act, this Committee meeting also is noticed as a Special Meeting of the Board.

To preserve the proper function of the Committee, only members officially assigned to this Committee are entitled to vote on any item before the Committee. This Committee only has the power to review items and make recommendations to the Board. Accordingly, this Committee cannot, and will not, take any final action that is binding on the Board or the Authority, even if a quorum of the Board is present.

PLEASE COMPLETE A "REQUEST TO SPEAK" FORM PRIOR TO THE COMMENCEMENT OF THE MEETING AND SUBMIT IT TO THE AUTHORITY CLERK. ***PLEASE REVIEW THE POLICY FOR PUBLIC PARTICIPATION IN BOARD AND BOARD COMMITTEE MEETINGS (PUBLIC COMMENT) LOCATED AT THE END OF THE AGENDA.***

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

Executive Committee

Committee Members: Boling (Chairman), Robinson, Schumacher

NEW BUSINESS:

1. PRE-APPROVAL OF TRAVEL REQUESTS AND APPROVAL OF BUSINESS AND TRAVEL EXPENSE REIMBURSEMENT REQUESTS FOR BOARD MEMBERS, THE PRESIDENT/CEO, THE CHIEF AUDITOR AND GENERAL COUNSEL:

RECOMMENDATION: Pre-approve travel requests and approve business and travel expense reimbursement requests.

Presented by Tony R. Russell, Director, Corporate & Information Governance/Authority Clerk

COMMITTEE MEMBER COMMENTS:

ADJOURNMENT:

Policy for Public Participation in Board, Airport Land Use Commission (ALUC), and Committee Meetings (Public Comment)

- 1) Persons wishing to address the Board, ALUC, and Committees shall complete a "Request to Speak" form prior to the announcement of that portion of the agenda containing the item to be addressed (e.g., Public Comment and General Items). Failure to complete a form shall not preclude testimony, if permission to address the Board is granted by the Chair.
- 2) The Public Comment period at the beginning of the agenda is limited to eighteen (18) minutes and is reserved for persons wishing to address the Board, ALUC, or Committee on any matter for which another opportunity to speak is not provided on the Agenda, and on matters that are within the jurisdiction of the Board. A second Public Comment period is reserved for general public comment later in the meeting for those who were not heard during the first Public Comment period.
- 3) Persons wishing to speak on a specific item listed on the agenda will be afforded an opportunity to speak during the presentation of that individual item. Persons wishing to speak on a specific item should reserve their comments until the item is taken up by the Board, ALUC or Committee. Public comment on a specific item is limited to twenty (20) minutes – ten (10) minutes for those in favor and ten (10) minutes for those in opposition of an item. Each individual speaker will be allowed three (3) minutes, and applicants and groups will be allowed five (5) minutes.
- 4) If many persons have indicated a desire to address the Board, ALUC or Committees on the same issue, then the Chair may suggest that these persons consolidate their respective testimonies. Testimony by members of the public on any item shall be limited to **three (3) minutes per individual speaker and five (5) minutes for applicants, groups and referring jurisdictions.**
- 5) Pursuant to Authority Policy 1.33 (8), recognized groups must register with the Authority Clerk prior to the meeting.
- 6) After a public hearing or the Public Comment portion of the meeting has been closed, no person shall address the Board, ALUC, and Committees without first obtaining permission to do so.

Additional Meeting Information

NOTE: This information is available in alternative formats upon request. To request an Agenda in an alternative format, or to request a sign language or oral interpreter, or an Assistive Listening Device (ALD) for the meeting, please telephone the Authority Clerk's Office at (619) 400-2400 at least three (3) working days prior to the meeting to ensure availability.

For your convenience, the agenda is also available to you on our website at www.san.org.

For those planning to attend the Board meeting, parking is available in the public parking lot located directly in front of the SDCRAA Administration Building. Bring your ticket to the third floor receptionist for validation.

You may also reach the SDCRAA Administration Building by using public transit via the San Diego MTS system, Route 992. For route and fare information, please call the San Diego MTS at (619) 233-3004 or 511.

UPCOMING MEETING SCHEDULE

<i>Date</i>	<i>Day</i>	<i>Time</i>	<i>Meeting Type</i>	<i>Location</i>
August 27	Monday	9:00 A.M.	Regular	Board Room
September 24	Monday	9:00 A.M.	Regular	Board Room
October 22	Monday	9:00 A.M.	Regular	Board Room

EXECUTIVE COMMITTEE

Meeting Date: JULY 12, 2018

Subject:

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

Recommendation:

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

Background/Justification:

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

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

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

Fiscal Impact:

Funds for Business and Travel expenses are included in the FY 2017-2018 Budget.

Environmental Review:

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

Application of Inclusionary Policies:

Not applicable

Prepared by:

TONY R. RUSSELL
DIRECTOR, CORPORATE & INFORMATION GOVERNANCE/AUTHORITY CLERK

TRAVEL REQUEST

KIM BECKER

**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: Kimberly J. Becker Dept: BU 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: 06/29/2018 **PLANNED DATE OF DEPARTURE/RETURN:** 08/06/18 08/06/18

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

Destination: Dallas, TX Purpose: American Airlines Meeting
 Explanation: _____

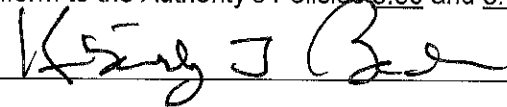
4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$	<u>350.00</u>
• *RENTAL CAR (Must complete page 2)	\$	_____
• OTHER TRANSPORTATION (Taxi, Train)	\$	<u>100.00</u>
B. LODGING	\$	_____
C. MEALS	\$	<u>50.00</u>
D. SEMINAR AND CONFERENCE FEES	\$	_____
E. ENTERTAINMENT (If applicable)	\$	_____
F. OTHER INCIDENTAL EXPENSES	\$	_____
TOTAL PROJECTED TRAVEL EXPENSE	\$	<u>500.00</u>

*Permitted in limited circumstances; must be pre-approved. Provide a copy of Out-of-Town Travel Request form to Risk Management prior to travel in order to obtain insurance identification card covering rental period.

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: 6/29/18

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.)

**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: Kimberly J. Becker 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: 06/07/18 09/18/18 09/20/18

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

Destination: Indianapolis, IN Purpose: 2018 EDC Leadership Trip
 Explanation:

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

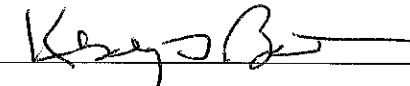
A. TRANSPORTATION COSTS:

• AIRFARE	\$	<u>350.00</u>
• *RENTAL CAR (Must complete page 2)	\$	<u>0.00</u>
• OTHER TRANSPORTATION (Taxi, Train)	\$	<u>50.00</u>
B. LODGING	\$	<u>0.00</u>
C. MEALS	\$	<u>50.00</u>
D. SEMINAR AND CONFERENCE FEES	\$	<u>2,100.00 *</u>
E. ENTERTAINMENT (If applicable)	\$	<u>0.00</u>
F. OTHER INCIDENTAL EXPENSES	\$	<u>0.00</u>
TOTAL PROJECTED TRAVEL EXPENSE	\$	<u>2,550.00</u>

*NOTE -
 Registration for
 TRIP package
 includes confere
 fee, meals, hotel,
 and ground
 transportation.

*Permitted in limited circumstances; must be pre-approved. Provide a copy of Out-of-Town Travel Request form to Risk Management prior to travel in order to obtain insurance identification card covering rental period.

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: 6/8/18

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.)



September 18-21, 2018

EDC Leadership Trip to Indianapolis

Join us in Indianapolis to learn about the region's approach to inclusive economic development, workforce development, start-up support, and strategies for retaining and attracting workforce talent. EDC's annual leadership trip is a unique experience that provides an opportunity to develop relationships with civic leaders from San Diego while learning from peers in other markets. This year, we're offering an optional experience in Washington, DC for meetings with our colleagues at the Brookings Institution's Metropolitan Policy Program. The delegation is limited to 25 executives from EDC investor companies and partner organizations.

Trip package: \$2,100 includes hotel, meals, ground transportation, and entertainment*

- ◆ Three hotel nights (Tues, Sept 18– Thurs, Sept 20) at Le Meridien Hotel (depart Friday morning)

With optional extension in Washington DC: \$2,500 includes hotel, meals, ground transportation and entertainment*

- ◆ Two hotel nights (Tues, Sept 18– Wed, Sept 19) at Le Meridien and 1 hotel night in DC (depart Friday afternoon)

*Trip Fee does not include airfare. We ask that you make your own flight arrangements.

Please make your check payable to:
San Diego Regional Economic Development Foundation Tax ID# 33-0992658

Leadership Trip Official Airline Partner



EDC's team is traveling on these flights:

Depart from SAN on 9/18

8:25 am SWA #4962/4082 (via Phoenix)

Depart from IND on 9/21

6:30 am SWA #1365/6046 (via Phoenix)

Or 6:55 am SWA #4648/381 (via Las Vegas)

Washington, DC Add-On Flights:

Depart IND on 9/20

American Airlines Flight #5512 IND 5:05 PM – DCA 6:42 PM

Depart Washington D.C. on 9/21

SWA #864/2828 (via Dallas); DCA 3:55 PM – SAN 8:10 PM

Or SWA #6468 (via Austin) DCA 5:40 PM – SAN 10:00 PM

Promotional Gifts
provided by:



Optional Trip Extension — Join our team in D.C. for meetings with Brookings leadership, scholars, and researchers at the Institute's headquarters. Through a daylong series of scholar roundtables and presentations, the Brookings team will provide deeper insight on national trends and tactics relevant to San Diego's inclusive growth strategy.



Draft Schedule for Indianapolis Leadership Trip
Theme: Live – Buy – Hire

Tuesday, September 18

8:25 am – 4:55 pm SWA flight #4962 from SAN via Phoenix #4082 to Indy

5:15 pm Check-in Le Meridien Hotel - 123 South Illinois Street

6:30 pm Meet in Lobby to depart for dinner

6:45 – 8:30 pm Mesh on Mass
Welcoming – Michael Huber, Indy Chamber or MAYOR

8:30 pm Board coach or stroll back to hotel (about 20 -25 min)

Wednesday, September 19

8:30 – 9:30 am Breakfast in Spoke & Steel (Restaurant in lobby)
Pre-ordered plated breakfast (Dine anytime during that hour)

9:30 am Trip Briefing in Spoke & Steel – Mark & Lauree

Depart for where: Need meeting space we can walk to

9:45 am Inclusive Eco Development: After the Learning Lab
Mark Fisher, Chief Policy Officer, Indy Chamber

10:15 – 11:15 am **Live** - Joe Hanson, Indianapolis Neighborhood Housing Partnership (INHP)
Panel of 2-3 “Anchors” to discuss merits of the housing program

11:30 am Depart for Lilly Campus

Noon – 1:15 pm Eli Lilly & Co,
Welcome and Lunch - Al White

1: 15 to 2 pm **Hire** - Jason Kloth, CICP – thought leader on talent
Panel speaking on top-tier STEM talent attraction/retention
Sales Force HR
Lilly HR
One more employer

2:15 pm Return to hotel for free afternoon

5:30 pm Depart for Brickyard

6 – 8 pm Dinner at the Brickyard, site of the Indy 500
Ryan Vaughn, Indiana Sports Corporation or Allison McLangton

8 pm Return to hotel

Thursday, September 20

- 9 am Breakfast at hotel – Longitude 2nd floor
- 9:15-10 am **Hire** – developing talent /pipeline panel
Amar Patel, Teach for America
Angela Carr Klitzsch or Marie Mackintosh, Employ Indy
The mind trust?
- 10:15 – 11 am **Buy** – Julie Grice, Indy Chamber
Procurement program
Micro-lending program
- 11:30 am Meet in lobby to board coach to NCAA
- 11:45 -12:30 pm Lunch at NCAA Headquarters -- 700 W Washington St,
- 12:30 – 1 pm Philanthropy in Indy
- 1 - 2 pm Philanthropy and Business panel
- 2 – 3 pm Explore NCAA Hall of Champions interactive museum
Or walk back downtown explore development along canal
2:30 pm board coach to return to hotel
- 6:30 pm Dinner – TBD in Indy
There is a 5:45 flight to SAN thru Vegas if delegates need to leave Thursday night

Friday, September 21

- 6:30 am – 9:30 am SWA flight to San Diego via Phoenix
6:55 am – 10:45 am SWA Flight to San Diego via Las Vegas

Washington DC – add on agenda

Thursday, September 20

- 3:30 pm Depart from hotel to Indy airport
5:05 pm – 6:42 pm American Airlines flight #5512 to DCA
7:30 pm Check into Dupont Circle hotel
8 pm Meet in Lobby for dinner

Friday September 21

- 9 am - 2 pm Meetings at Brookings
- 3:55 pm – 8:10 pm SWA flight via Dallas
5:10 pm – 9:20 pm American Airlines via Phoenix
5:40 pm - 10 pm SWA flight via Austin

Indy Economic Overview - Drew Klacik, Policy Analyst, Public Policy Institute, Indiana University
Code Academy's with placement track record?

Ivy Tech Community College - which is the largest of its kind in the country (and a 9%
graduation rate)

The Lumina Foundation's Talent Hubs initiative designates a number of cities/regions to focus
on equity and educational attainment.

Who can tell the story of sports; how Indy consciously used it to raise profile in 70s

- Indiana Sports Corp?

Indiana University School of Philanthropy at downtown campus

Lilly Endowment separate from company

Downtown Development canals/trails

Travis Spotts, Executive Director, WTC Indy

Travis oversees the daily business operations of World Trade Center Indianapolis and manages
trade services on behalf of Indiana businesses.

World Trade Center Indianapolis

7301 N Georgetown Road

Suite 112

Indianapolis, IN, USA 46268

+1 (317) 721-1545

Mike Langellier, president and CEO of TechPoint – a nonprofit that promotes Indiana's tech
community – says Indiana has had \$7 billion in acquisitions and initial public offerings in the last
decade. The biggest was when San Francisco-based Salesforce reached a \$2.5 billion deal in
2013 to acquire Indianapolis-based ExactTarget, and then three years later promised 800
additional jobs and took over the tallest building in the capital city.

Langellier says the state has seen the most growth in business-to-business software.

Hannah Powell for Leadership Exchange. She can be reached on her work phone (317) 464-
2253 or emailed at hpowell@indychamber.com.

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

GENERAL INSTRUCTIONS:

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1. TRAVELER:

Travelers Name: Kimberly J. Becker Dept: Executive - BU 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: 05/24/2018 **PLANNED DATE OF DEPARTURE/RETURN:** 09/30/18 10/03/18

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: San Diego Chamber of Commerce 2018 Mission to Washington, DC
 Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:	
• AIRFARE	\$ <u>700.00</u>
• *RENTAL CAR (Must complete page 2)	\$ _____
• OTHER TRANSPORTATION (Taxi, Train)	\$ <u>300.00</u>
B. LODGING	\$ <u>1600.00</u>
C. MEALS	\$ <u>400.00</u>
D. SEMINAR AND CONFERENCE FEES	\$ <u>1800.00</u>
E. ENTERTAINMENT (If applicable)	\$ _____
F. OTHER INCIDENTAL EXPENSES	\$ _____
TOTAL PROJECTED TRAVEL EXPENSE	\$ <u>4,800.00</u>

*Permitted in limited circumstances; must be pre-approved. Provide a copy of Out-of-Town Travel Request form to Risk Management prior to travel in order to obtain insurance identification card covering rental period.

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: 6/8/18

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

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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.)

San Diego

[\(HTTPS://SDCHAMBER.ORG/\)](https://sdchamber.org/)« All Events (<https://sdchamber.org/events/>)

2018 MISSION TO WASHINGTON D.C.

September 30 @ 7:00 pm - October 3 @ 12:00 pm



Join the largest binational delegation to Washington, D.C. to voice your business needs and collaborate with San Diego's business leaders while meeting with the nation's top legislators and policy officials.

Attendees will have the unique opportunity to:

- **Participate in high-level meetings** with U.S. administration officials and agencies, such as Department of Transportation, U.S. Customs & Border Protection, Department of State, Housing & Urban Development and many others
- **Gain access** to our country's key decision makers and advocate for local and regional issues important to business growth and creation of jobs in the Cali-Baja region
- **Network and make invaluable connections** with elected officials on the local, state and federal level, as well as other community members


EVENT DETAILS

Date & Time: Sunday, September 30 (7:00 PM) – Wednesday, October 3 (12:00 PM), 2017

Location: JW Marriott Washington D.C., 1331 Pennsylvania Ave. NW, Washington, DC 20004

Event Contact: Katie Tran | Ph: 619-544-1370 | Email: ktran@sdchamber.org
(<mailto:ktran@sdchamber.org>)

*Para obtener información sobre cómo asistir "Misión a Washington DC" favor de comunicarse con Kenia: kzamarripa@sdchamber.org (<mailto:kzamarripa@sdchamber.org>).
(<mailto:ktran@sdchamber.org>)*



Vice President of Community & Government Relations
2-1-1 San Diego
([HTTPS://SDCHAMBER.ORG/](https://sdchamber.org/))

TRIP ITINERARY

We are still in the process of developing the agenda. For your traveling purposes, please plan to arrive in D.C. before the **Welcome Reception on Sunday, 09/30 at 7:00 PM**. The last meeting will end at around 12:00 PM on Wednesday, 10/3.

Click here (<https://sdchamber.org/wp-content/uploads/2016/02/FINAL-AGENDA.pdf>) to view last year's trip itinerary.

HOTEL INFORMATION

JW Marriott Washington D.C.
1331 Pennsylvania Ave. NW, Washington D.C. 20004

We have secured a special room rate of \$399++ per night for standard rooms between September 30, and October 3, 2018.

FLYING TO D.C.

Airports:

- **Ronald Reagan Washington National Airport – DCA**
5.3 miles to hotel | Estimated taxi fare: \$18 (one way)
- **Washington Dulles International Airport – IAD**
27.1 miles to hotel | Estimated taxi fare: \$65 (one way)
- **Baltimore/Washington International Thurgood Marshall Airport – BWI**
36.3 miles to hotel | Estimated taxi fare: \$70 (one way)

Southwest Airlines, among others, offers nonstop flights to BWI Airport, which is a 45-minute drive to D.C. For those who prefer to arrive closer to the hotel – DCA Airport is a 15-minute drive to the hotel, but may not have nonstop flights.

Most delegates arrive in the afternoon on Sunday, 9/30, prior to the **Welcome Reception at 7:00 PM** and fly out the afternoon of Wednesday, 10/3.

THANK YOU SPONSORS

< >

Related Events

San Diego

(HTTPS://SDCHAMBER.ORG/)



(https://sdchamber.org/event/circlesat10barrel)

Circles of Influence Reception
hosted by 10 Barrel Brewing
Company

(https://sdchamber.org/event/circlesat10barrel)

May 22 @ 5:30 pm - 7:30 pm

(https://sdchamber.org/event/healthcare-committee-14/2018-12-12/)

Healthcare Committee

(https://sdchamber.org/event/healthcare-committee-14/2018-12-12/)

December 12

Recurring Event (See all)

(https://sdchamber.org/event/healthcare-committee-14/all/)

(https://sdchamber.org/event/infrastructure-housing-land-use-committee-12/2018-08-21/)

Infrastructure, Housing &
Land Use Committee

(https://sdchamber.org/event/infrastructure-housing-land-use-committee-12/2018-08-21/)

August 21

Recurring Event (See all)

(https://sdchamber.org/event/infrastructure-housing-land-use-committee-12/all/)

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

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1. TRAVELER:

Travelers Name: Kimberly J. Becker Dept: Executive - BU 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: 05/24/2018 PLANNED DATE OF DEPARTURE/RETURN: 10/04/18 10/07/18

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

Destination: Reno, NV Purpose: Executive Women in Aviation Conference
Explanation:

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$ <u>500.00</u>
• *RENTAL CAR (Must complete page 2)	\$ _____
• OTHER TRANSPORTATION (Taxi, Train)	\$ <u>100.00</u>
B. LODGING	\$ <u>900.00</u>
C. MEALS	\$ <u>300.00</u>
D. SEMINAR AND CONFERENCE FEES	\$ _____
E. ENTERTAINMENT (If applicable)	\$ _____
F. OTHER INCIDENTAL EXPENSES	\$ _____
TOTAL PROJECTED TRAVEL EXPENSE	\$ <u>1,800.00</u>

*Permitted in limited circumstances; must be pre-approved. Provide a copy of Out-of-Town Travel Request form to Risk Management prior to travel in order to obtain insurance identification card covering rental period.

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: 6/2/18

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.)

Casey Diane

Subject: FW: EWIA Annual Gathering - ACTION NEEDED

Hello Ladies,

This year's EWIA gathering will be held in **South Lake Tahoe** and hosted by Marily Mora from the Reno-Tahoe Airport. It's time to get a headcount for the event so we can place a block of rooms on hold. Dates for the gathering are **Thursday, October 4th through Sunday, October 7th**. The first event will be an evening reception on Thursday. We will have a formal meeting on Saturday that will shake things up a bit and make you think about the future of our airports. Wrap up will be Sunday morning.

In the next few days we will send a detailed agenda for the weekend as well as a link to the lodge. I can assure you that it is a beautiful venue in a majestic location and an event not to be missed. For a sneak peek at the venue, please open the attached photos. The Lodge at Edgewood is home to 154 luxury rooms and suites, each boasting its own gas fireplace and private deck or terrace. The Tahoe Room (Mountain View), which typically starts booking at \$340+ per night, is being offered to our group at a rate of **\$250 per night, plus tax**, and the hotel is waiving the resort fee, normally \$28.50 per night. The hotel offers a state-of-the-art fitness center, lakefront heated pool and hot-tub, complimentary Wi-Fi internet access, local courtesy shuttle, in-room coffee and bottled water and a welcome glass of champagne upon check-in. Other activities, such as luxury spa appointments and tee times at Edgewood's acclaimed 18-hole golf course, are offered for additional fees.

We hope to see you there. Please send your **responses to Marily, Bonnie and I no later than the end of May.**

1. Are you planning to attend the 2018 Executive Women in Aviation's annual gathering?
2. Which nights will you need a room?

Thanks to Marily for hosting the event and for pulling all of the details together. More information to come!

Kim



Kimberly J. Becker
President / CEO
San Diego County Regional Airport Authority
T 619.400.2444
kbecker@san.org

AMY GONZALEZ

**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: Amy Gonzalez Dept: 15
 Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 5-25-18 PLANNED DATE OF DEPARTURE/RETURN: 7/19/18 / 7/21/18

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

Destination: Vancouver, BC Canada Purpose: ACI Legal Steering Committee
 Explanation:


4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$	<u>800.00</u>
• *RENTAL CAR (Must complete page 2)	\$	
• OTHER TRANSPORTATION (Taxi, Train)	\$	<u>60.00</u>
B. LODGING	\$	<u>620.00</u>
C. MEALS	\$	<u>150.00</u>
D. SEMINAR AND CONFERENCE FEES	\$	
E. ENTERTAINMENT (If applicable)	\$	
F. OTHER INCIDENTAL EXPENSES	\$	
TOTAL PROJECTED TRAVEL EXPENSE	\$	

*Permitted in limited circumstances; must be pre-approved. Provide a copy of Out-of-Town Travel Request form to Risk Management prior to travel in order to obtain insurance identification card covering rental period.

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: 5/25/18

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.)

PAUL ROBINSON

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:

Travelers Name: Paul Robinson Dept: 02-Board

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

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

2. DATE OF REQUEST: 6/18/18 **PLANNED DATE OF DEPARTURE/RETURN:** 9/29/18 / 10/3/18

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

Destination: Washington, DC Purpose: Attend Conference
Explanation: San Diego Regional Chamber of Commerce "Mission to Washington, DC"

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$ 750.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 150.00
B. LODGING	\$ 1,800.00
C. MEALS	\$ 50.00
D. SEMINAR AND CONFERENCE FEES	\$ 1,300.00
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$ 50.00
TOTAL PROJECTED TRAVEL EXPENSE	\$ 4,050.00

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: 6/18/18

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.)

« All Events (<https://sdchamber.org/events/>)

2018 MISSION TO WASHINGTON D.C.

September 30 - October 3



Join the largest binational delegation to Washington, D.C. to voice your business needs and collaborate with San Diego's business leaders while meeting with the nation's top legislators and policy officials.

Attendees will have the unique opportunity to:

- **Participate in high-level meetings** with U.S. administration officials and agencies, such as Department of Transportation, U.S. Customs & Border Protection, Department of State, Housing & Urban Development and many others
- **Gain access** to our country's key decision makers and advocate for local and regional issues important to business growth and creation of jobs in the Cali-Baja region
- **Network and make invaluable connections** with elected officials on the local, state and federal level, as well as other community members

EVENT DETAILS

Date & Time: Sunday, September 30 (7:00 PM) – Wednesday, October 3 (12:00 PM), 2018

Location: JW Marriott Washington D.C., 1331 Pennsylvania Ave. NW, Washington, DC 20004

Event Contact: Katie Tran | Ph: 619-544-1370 | Email: ktran@sdchamber.org
(<mailto:ktran@sdchamber.org>)

*Para obtener información sobre cómo asistir "Misión a Washington DC" favor de comunicarse con Kenia: kzamarripa@sdchamber.org (<mailto:kzamarripa@sdchamber.org>).
(<mailto:ktran@sdchamber.org>)*



Vice President of Community & Government Relations
2-1-1 San Diego

TRIP ITINERARY

We are still in the process of developing the agenda. For your traveling purposes, please plan to arrive in D.C. before the Welcome Reception on Sunday, 09/30 at 7:00 PM. The last meeting will end at around 12:00 PM on Wednesday, 10/3.

Click here (</wp-content/uploads/2016/02/FINAL-AGENDA-2.pdf>) to view last year's trip itinerary.

HOTEL INFORMATION

JW Marriott Washington D.C.

1331 Pennsylvania Ave. NW, Washington D.C. 20004

We have secured a special room rate of \$399++ per night for standard rooms from September 30 to October 3, 2018. Call (202) 393-2000 to reserve, and mention the San Diego Regional Chamber room block.

FLYING TO D.C.

Airports:

- Ronald Reagan Washington National Airport – DCA
4.3 miles to hotel | Estimated taxi fare: \$20 (one way)
- Washington Dulles International Airport – IAD
26.5 miles to hotel | Estimated taxi fare: \$60 (one way)
- Baltimore/Washington International Thurgood Marshall Airport – BWI
34 miles to hotel | Estimated taxi fare: \$90 (one way)

Southwest Airlines, among others, offers nonstop flights to BWI Airport, which is a 45-minute drive to D.C. For those who prefer to arrive closer to the hotel – DCA Airport is a 15-minute drive to the hotel, but may not have nonstop flights.

Most delegates arrive in the afternoon on Sunday, 9/30, prior to the Welcome Reception at 7:00 PM and fly out the afternoon of Wednesday, 10/3.

THANK YOU SPONSORS

< >



o o

SPONSORSHIP OPPORTUNITIES:

Numerous sponsorship opportunities are available for this event. Click here (/wp-content/uploads/2016/02/Washington-DC-Sponsorship-2018.compressed.pdf) for information or contact Sherman Stocker at sstocker@sdchamber.org (mailto:sstocker@sdchamber.org) or (619) 544-1354.

APPLICATION & FEES

The participation fees below do not include hotel or airfare. Fees include hosted events and meetings.

Applications submitted by 08/03/18:

- Chamber members: \$1,800
- Additional attendee or spouse/companion: \$1,300
- Non-members: \$2,800

Between 08/04/18 – 09/14/18:

- Chamber members: \$2,300
- Additional attendee or spouse/companion: \$1,300
- Non-members: \$2,800

Between 09/15/18 – 09/26/18:

- All applicants: \$3200

APPLICATIONS CLOSE AT 6:00 PM ON TUESDAY, SEPTEMBER 26, 2018.

APPLY NOW!
(HTTPS://WWW.CVENT.COM/EVENTS/2018- MISSION-TO- WASHINGTON-D- C-/REGISTRATION- E4EF81EA8E534C179D6A3DC9A7DA8D74.ASPX? FQP=TRUE)

CANCELLATION POLICY

BUSINESS EXPENSE

KIM BECKER

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

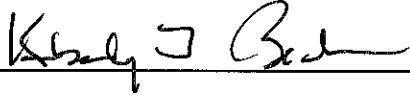
BUSINESS EXPENSE REIMBURSEMENT REPORT

Kim Becker

May 2018

Period Covered

DATE	G/L Account	Description	AMOUNT
5/17/18	66290.00000	Transportation San Diego Taxpayers Golden Watchdog Awards	\$3.06
5/18/18	66290.00000	Parking Harvey Milk Diversity Breakfast	\$ 12.00
5/30/18	66290.00000	Transportation San Diego Port Tenants Association Anniversary Dinner	\$ 20.30
TOTAL			\$35.36

<p>I acknowledge that I have read, understand and agree to Authority *Policy 3.30 - Business Expense Reimbursement Policy and that any purchases that are not allowed will be my responsibility. I further certify that this report of business expenses were incurred in connection with official Authority business and is true and correct.</p> <p>* Policy 3.30</p>	<p>APPROVED:</p>
<p style="text-align: center;"></p>	<p>NAME</p>
<p style="text-align: center;">6/4/18</p>	<p>NAME</p>
<p>DATE</p>	<p>DATE</p>

Casey Diane

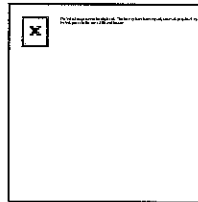
From: Kim Becker <[REDACTED]>
Sent: Friday, May 25, 2018 8:20 AM
To: Casey Diane
Subject: Fwd: Your ride with Alfredo on May 17

Transportation
5/17/18
Taxpayers Assoc
2018 Golden
Watchdog Award

Tax payers

Begin forwarded message:

From: Lyft Ride Receipt <no-reply@lyftmail.com>
Date: May 18, 2018 at 6:11:38 PM PDT
To: kbecke [REDACTED]
Subject: Your ride with Alfredo on May 17



Thanks for riding with Alfredo!

May 17, 2018 at 5:56 PM

How was your route?

We want your feedback! Based on efficiency and directness, how would you rate your route?

Bad

Okay

Good

Ride Details


Line fare (2.62mi, 14m 40s)	\$7.29
Lyft Line Discount	-\$4.23


This and every ride is carbon neutral



Learn more



 Pickup 5:56 PM
1522 9th Ave, San Diego, CA

 Drop-off 6:11 PM
839 Gull St, San Diego, CA

 Add driver as favorite

 Tip driver

 Find lost item

 Request review

To protect against unauthorized behavior, you may see an authorization hold up to \$25. This is to verify your payment method and will not be charged.

[Pricing FAQ](#) · [Help Center](#)

Receipt #1135162369369737088

To learn more about our Zero Tolerance Policies, go to lyft.com/safety

Map data © OpenStreetMap contributors



© Lyft 2018
185 Berry Street, Suite 5000
San Francisco, CA 94107

  
Work at Lyft
Become a Driver

RECEIPTS FOR BUSINESS EXPENSE REIMBURSEMENT
MAY 2018
KIMBERLY J. BECKER

05/18/18-

Harvey Milk Diversity
Breakfast



ACE PARKING MANAGEMENT, INC.

Taxpayers
Golden Waterbury
Awards Dinner

LOCATION

1180

Amount Received \$

12-

RECEIPT OF PAYMENT

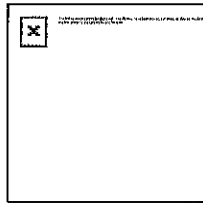
Signed.....

[Signature]

05/30/18 - Transportation
To: SD Port Tenants Association
ANNIVERSARY DINNER

Casey Diane

From: no-reply@lyftmail.com on behalf of Lyft Ride Receipt <no-reply@lyftmail.com>
Sent: Wednesday, May 30, 2018 6:05 PM
To: Becker Kimberly
Subject: Your ride with Christa on May 30



Thanks for riding with Christa!

May 30, 2018 at 5:54 PM

Ride Details


Lyft fare (1.48mi, 8m 46s)	\$6.65
Tip	\$3.00
 PayPal account	\$9.65


This and every ride is carbon neutral



Learn more



 Pickup 5:54 PM
830 Beech St, San Diego, CA

 Drop-off 6:02 PM
545 Kettner Blvd, San Diego, CA

Expense Code: PORT TENANTS DINNER

Earn Free Rides


Get \$500 in credit for referring a San Diego driver if they apply using your link, and give 175 rides within 30 days. They'll get a \$500 cash bonus, too!



First 1,000 applicants per market for a limited time only. See [terms](#).

 Add driver as favorite

 Tip driver

 Find lost item

 Request review

To protect against unauthorized behavior, you may see an authorization hold up to \$25. This is to verify your payment method and will not be charged.

[Pricing FAQ](#) · [Help Center](#)

Receipt #1139986896597434854

To learn more about our Zero Tolerance Policies, go to lyft.com/safety

Map data © OpenStreetMap contributors



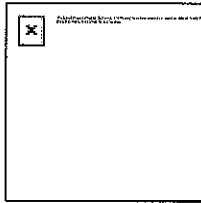
© Lyft 2018
185 Berry Street, Suite 5000
San Francisco, CA 94107

  
Work at Lyft
Become a Driver

05/30/18 - Transportation
From: SD Port TENANTS
ANNIVERSARY DINNER

Casey Diane

From: no-reply@lyftmail.com on behalf of Lyft Ride Receipt <no-reply@lyftmail.com>
Sent: Wednesday, May 30, 2018 10:11 PM
To: Becker Kimberly
Subject: Your ride with Lejoya on May 30



Thanks for riding with Lejoya!

May 30, 2018 at 9:58 PM

Ride Details

Lyft fare (1.51mi, 6m 41s)	\$7.65
Tip	\$3.00
PayPal account	\$10.65

This and every ride is carbon neutral



Learn more



Pickup 9:58 PM
1 Market Pl, San Diego, CA

Drop-off 10:05 PM
849 Beech St, San Diego, CA

Expense Code: PORT TENANTS DINNER

Earn Free Rides

Get \$500 in credit for referring a San Diego driver if they apply using your link, and give 175 rides within 30 days. They'll get a \$500 cash bonus, too!



First 1,000 applicants per market for a limited time only. See [terms](#).

 Add driver as favorite

 Tip driver

 Find lost item

 Request review

To protect against unauthorized behavior, you may see an authorization hold up to \$25. This is to verify your payment method and will not be charged.

[Pricing FAQ](#) · [Help Center](#)

Receipt #1140048002172648734

To learn more about our Zero Tolerance Policies, go to lyft.com/safety

Map data © OpenStreetMap contributors



© Lyft 2018
185 Berry Street, Suite 5000
San Francisco, CA 94107

  
Work at Lyft
Become a Driver

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

BUSINESS EXPENSE REIMBURSEMENT REPORT

Kimberly J. Becker

JUNE 2018

Period Covered

DATE	G/L Account	Description	AMOUNT
6/7/2018	66290	Parking Lawyers Club of San Diego - Annual Dinner	\$ 15.00
TOTAL			\$15.00

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

* Policy 3.30

Kimberly J. Becker

NAME Kimberly Becker

7/2/18

DATE 4/4/2018

APPROVED:

NAME

DATE

Business Expenses
Kim Becker

Ace Parking

Date: 06/07/2018
Employee #: 067196

Time: 17:25

Convention Center

PUBLIC RATE
\$15.00 (Cash)

NO REFUNDS. NO IN/OUT PRIVILEGES.

THIS CONTRACT LIMITS OUR LIABILITY - READ IT
The management hereby declares itself not responsible for fire, theft, damage or loss of car or any article left in same, all of such risk being assumed by licensee. only a rental spaces license is granted hereby and no bailment is intended or granted.

NO OVERNIGHT PARKING. Permit expires at 2:00am.
Any vehicles left after 2:00am will be subject to tow at owners' expense.

06/07 - Lawyers club of
San Diego
Annual Dinner
Parking



0671961528417516

APRIL BOLING

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

2018

SDCRAA
JUN 01 2018
Corporate & Information Governance

MONTHLY MILEAGE and PARKING FEE REIMBURSEMENT REPORT

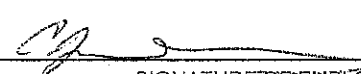
EMPLOYEE NAME C. April Boling			PERIOD COVERED May	
DEPARTMENT/DIVISION				
Date	Miles driven	Destination and purpose of trip	Parking fees & other transportation costs paid	\$\$\$
5/3/18	29.40	Airport/Board/ALUC Mtg.		
5/3/18	24.80	USD/Climate Education Speaking Engagement		
5/4/18	25.00	SANDAG Offices/SANDAG Trans. Comm. Mtg.		
5/10/18	25.40	Downtown SD Partnership Offices/DT Planning & Public Policy Mtg.		10.00
5/10/18	29.40	Airport/SD Chamber PLI Speaking Engagement		
5/15/18	29.40	Airport/FIS Tour		
5/16/18	29.40	Airport/ Parking Plaza Ribbon Cutting Ceremony		
5/17/18	29.40	Airport/Board Budget Workshop		
5/17/18	29.80	Hilton SD/SD Taxpayers Assoc. Annual Golden Watchdog Awards Dinner		19.00
5/18/18	25.00	SANDAG Offices/SANDAG Trans. Comm. Mtg.		
5/21/18	29.40	Airport/Port Mtg.		
5/31/18	29.40	Airport/Exec./Personnel & Comp. Mtg.		
4/27/18		Downtown Library/LEAD/INFLUENCE SD Speaking Engagement		3.00
SUBTOTAL	335.80			SUBTOTAL 32.00

Computation of Reimbursement

REIMBURSEMENT RATE: (see below) *	Rate as of January 2018	X	335.80
			0.545
TOTAL MILEAGE REIMBURSEMENT			183.01
PARKING FEES/TOLL CHARGES (ATTACH RECEIPTS)			32.00
TOTAL REIMBURSEMENT REQUESTED			\$ 215.01

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

Business Expense Reimbursement Policy 3.30



SIGNATURE OF EMPLOYEE

DEPT./DIV. HEAD APPROVAL

Please use the other tabs for mileage prior to January 1, 2018

HILTON BAYFRONT

Thank you!



* 1 7 5 7 0 4 *

Cashier: RENE RODRIGUEZ
CheckIn D/T: 05/17/18 16:39
CheckOut D/T: 05/17/18 20:29
Duration Time: 3h 50m

Make/Model: LEXUS/ES330
Color: BLUE

Charge: \$19.00
Tax %0: \$0.00
Total: \$19.00

Amount Tend: \$20.00
Due: \$1.00

AVPMB

ACE PARKING 1040
440 11TH AVE
SAN DIEGO, CA 92101

04/27/2018

10:27:39

CREDIT CARD

VISA SALE

Card # [REDACTED]
Chip Card: CHASE VISA
AID: A000000031010
ATC: 0019
TC: FC930ED6E728CE64
SEQ #: 7
Batch #: 1279
INVOICE 7
Approval Code: 02187G
Entry Method: Chip Read
Mode: Issuer
Tax Amount: \$0.00

SALE AMOUNT \$3.00

*PARKING FOR
THE INFLUENCE
PRESENTATION*

639554



SOUTHLAND PRINTING - SHREVEPORT, LA.

PRINTED IN U.S.A

580811

05/17/18 16:39 05/17/18 20:29 3h 50m \$19.00 \$0.00 \$19.00

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY SDCAA

2018

JUN 29 2018

MONTHLY MILEAGE and PARKING FEE REIMBURSEMENT REPORT

Office of Information Governance


EMPLOYEE NAME C. April Boling			PERIOD COVERED June	
DEPARTMENT/DIVISION				
Date	Miles driven	Destination and purpose of trip	Parking fees & other transportation costs paid	\$\$\$
6/1/18	25.00	SANDAG Offices/SANDAG Trans. Comm. Mtg.		
6/6/18	29.40	Port/Harbor Drive Mobility & Transit Mtg.		
6/7/18	29.40	Airport/Board/ALUC Mtg.		
6/27/18	29.40	Airport/Harbor Drive Mobility Policy Group Mtg.		
6/28/18	29.40	Airport/FIS Ribbon Cutting Ceremony		
SUBTOTAL			SUBTOTAL	142.60

Computation of Reimbursement

REIMBURSEMENT RATE: (see below) *	142.60
Rate as of January 2018	X 0.545
TOTAL MILEAGE REIMBURSEMENT	77.72
PARKING FEES/TOLL CHARGES (ATTACH RECEIPTS)	-
TOTAL REIMBURSEMENT REQUESTED	\$ 77.72

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

Business Expense Reimbursement Policy 3.30


SIGNATURE OF EMPLOYEE

DEPT./DIV. HEAD APPROVAL

Please use the other tabs for mileage prior to January 1, 2018

J. SCHIAVONI

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY


SDCRAA MAY 30 2018 Corporate & Information Governance

2018

MONTHLY MILEAGE and PARKING FEE REIMBURSEMENT REPORT

EMPLOYEE NAME Johanna S. Schiavoni			PERIOD COVERED 5/1/2018-5/29/2018	
DEPARTMENT/DIVISION Board of Directors				
Date	Miles driven	Destination and purpose of trip	Parking fees & other transportation costs paid	\$\$\$
5/3/18	10.70	SDCRAA Board Meeting		
5/7/18	7.65	SDCRAA Mtg at Circulate SD	Lyft ride--one way	
5/10/18	10.70	SDCRAA Orientation Tour of FIS Facility		
5/14/18	10.70	SDCRAA Audit Committee Meeting		
5/16/18	10.70	SDCRAA Terminal 2 Parking Plaza Ribbon Cutting Ceremony		
5/18/18	10.70	SDCRAA Art Orientation & Tour		
5/24/18	10.70	SDCRAA Finance Committee Meeting		
5/29/18	14.20	SDCRAA Tour of Naval Air Station North Island		
SUBTOTAL	86.05			

Computation of Reimbursement

	86.05
REIMBURSEMENT RATE: (see below) * Rate as of January	0.545
TOTAL MILEAGE REIMBURSEMENT	46.90
PARKING FEES/TOLL CHARGES (ATTACH RECEIPTS)	-
TOTAL REIMBURSEMENT REQUESTED	\$ 46.90
I acknowledge that I have read, understand and agree to Authority Policy 3.30 - Business Expense Reimbursement Policy and that any purchases/claims that are not allowed will be my responsibility. I further certify that this report of business expenses were incurred in connection with official Authority business and is true and correct. <u>Business Expense Reimbursement Policy 3.30</u>	
	
SIGNATURE OF EMPLOYEE	DEPT./DIV. HEAD APPROVAL



Learn more about Gmail and how to get the most out of it.

Your ride with Humberto on May 7

Lyft Ride Receipt <no-reply@lyftmail.com>
To: johanna.schiavoni [REDACTED]

Mon, May 7, 2018 at 5:13 PM



Thanks for riding with Humberto!

May 7, 2018 at 3:55 PM

Ride Details

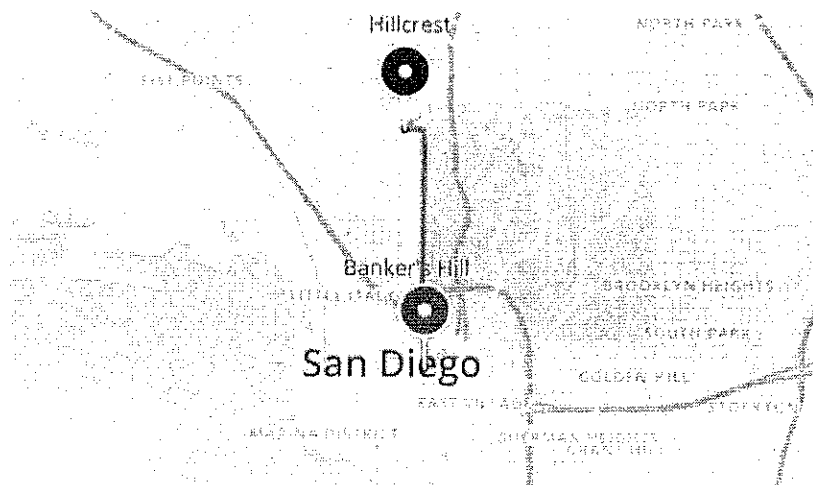
Lyft fare (1.62mi, 4m 28s)	\$6.65
Tip	\$1.00

 Visa *3200	\$7.65
--	---------------

This ride and every ride are
carbon neutral



[Learn more](#)



- Pickup 3:55 PM
379 Spruce St, San Diego, CA
- Dropoff 4:00 PM
1115 6th Ave, San Diego, CA

Earn Free Rides

Get \$450 in credits for referring a San Diego driver if they apply using your link, and give 175 rides within 30 days. They'll get a \$450 cash bonus, too!



First 1,000 applicants per market for a limited time only. See terms.

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

2018

SDCRAA
JUL 02 2018
Corporate & Information Governance

MONTHLY MILEAGE and PARKING FEE REIMBURSEMENT REPORT

EMPLOYEE NAME			PERIOD COVERED	
Johanna S. Schiavoni			5/31/2018-6/28/2018	
DEPARTMENT/DIVISION				
Board of Directors				
Date	Miles driven	Destination and purpose of trip	Parking fees & other transportation costs paid	\$\$\$
5/31/18	18.00	EDC annual event		
6/7/18	10.70	SDCRAA Board meeting		
6/16/18		Labor Council annual dinner	parking at Convention Center	15.00
6/16/18	10.20	Labor Council annual dinner		
6/25/18	10.70	SDCRAA Finance Committee Meeting		
6/28/18	10.70	SDCRAA FIS Ribbon Cutting		
SUBTOTAL				15.00

Computation of Reimbursement

REIMBURSEMENT RATE: (see below) *	60.30
TOTAL MILEAGE REIMBURSEMENT	0.545
PARKING FEES/TOLL CHARGES (ATTACH RECEIPTS)	32.86
TOTAL REIMBURSEMENT REQUESTED	15.00
	\$ 47.86

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

Business Expense Reimbursement Policy 3.30

Johanna Schiavoni

SIGNATURE OF EMPLOYEE

DEPT./DIV. HEAD APPROVAL

Johanna Schiavone
Parking for Labor Council
Date: 06/16/2018 Time: 18:18
Employee #: 071015
~~with Airport Authority~~
Convention Center

PUBLIC RATE
\$15.00 (Credit)

NO REFUNDS. NO IN/OUT PRIVILEGES.
THIS CONTRACT LIMITS OUR LIABILITY - READ IT
The management hereby declares itself not respon-
sible for fire, theft, damage or loss of car or
any article left in same, all of such risk being
assumed by licensee, only a rental spaces licen-
se is granted hereby and no bailment is intended
or granted.

NO OVERNIGHT PARKING. Permit expires at 2:00am.
Any vehicles left after 2:00am will be subject
to tow at owners' expense.



TRAVEL EXPENSE

KIM BECKER

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

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

TRAVELER: Kimberly J. Becker DEPT. NAME & NO. Executive Office/BU 6
 DEPARTURE DATE: 5/7/2018 RETURN DATE: 5/13/2018 REPORT DUE: 6/12/18
 DESTINATION: Montgomery, AL (U.S. Air Force Air War College)

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
		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
		5/7/18	5/8/18	5/9/18	5/10/18	5/11/18	5/12/18	5/13/18	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	\$1,384.20								0.00
Conference Fees (provide copy of flyer/registration expenses)	\$170.00								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.)*									0.00
Hotel*		60.00	60.00	60.00	60.00				240.00
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)									0.00
Meals (include tips pd.)						11.73			11.73
Breakfast*									
Lunch*		16.24							16.24
Dinner*									0.00
Other Meals*									0.00
Alcohol is a non-reimbursable expense									
Hospitality ^{1*}									0.00
Miscellaneous: Baggage Fees		25.00							25.00
									0.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	1,554.20	101.24	60.00	60.00	60.00	11.73	0.00	0.00	292.97

Explanation:	Total Expenses Prepaid by Authority	1,554.20
	Total Expenses Incurred by Employee (including cash advances)	292.97
	Grand Trip Total	1,847.17
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	1,554.20
	Due Traveler (positive amount)²	
	Due Authority (negative amount)³	292.97
<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.

Prepared By: Diane Casey Ext.: 2445
 Traveler Signature: Kimberly J. Becker Date: 6/12/18
 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.

Interoffice Communication

Date: June 6, 2018
To: File
From: Diane Casey 
Subject: Expense Account Reimbursement Explanation
U.S. Air Force, Air War College, Montgomery, AL
May 7 – May 13, 2018

The Air War College conference was held on May 7th through May 11th, 2018. Kim extended the trip with personal time over the weekend from May 11th through May 13th. Below is an explanation of the flight charges and the rationale for Kim's reimbursement to the Authority in the amount of \$158.23.

Airfare

Air War College Conference

(See Travel Trust Mock Trip Pricing Attached)

May 7, 2018 – May 11, 2018 (Business Trip Only - Without Personal Flights)

San Diego to Montgomery, AL (through Dallas) to San Diego

American Airlines

\$903.00

Air War College Conference with Personal Portion of Trip Added

(See Travel Trust Issued Ticket Attached)

May 7, 2018 – May 13, 2018 (Business Trip and Personal Flights)

San Diego to Montgomery, AL (through Dallas) to Eugene, OR (through Seattle) to San Diego

American/Delta/Alaska Airlines

\$1,354.20

\$1,354.20 Business & Personal Flights

(~~\$903.00~~) Business Trip Only

\$451.20 Owed to Authority for Personal Flights

\$451.20 Amount Due Authority from Traveler

~~\$292.97~~ Due to Traveler for Business Trip Expenses (See Attached Expense Submission)

\$158.23 Final Amount Due to Authority from Traveler

Attached find Kim Becker's check in the amount \$158.23 for the personal portion of the trip reimbursement due to the Authority.



UNITED STATES AIR FORCE
AIR WAR COLLEGE | *at The Air University*
Preparing the World's Best Joint Strategic Leaders

NSF 2018

Tuesday, May 08, 2018 5:00 AM (2018-05-08T05:00-06:00) - Thursday, May 10, 2018 5:00 AM (2018-05-10T05:00-06:00) (Central Time)

AWC

325 Chennault Circle
Maxwell AFB, AL 36112
United States

Phone: 334-953-6580

Email Us

Your registration is complete.

A confirmation email has been sent to kbecker@san.org.

Now, invite your friends and co-workers!



Profile

Registration ID:

107816830

Registrant:

Registration Date:

3/14/2018 12:31 PM

Registrant Type:

Guest

Status:

Kim Becker Page 2 of 4
montgomery
05/07 - 05/11/18

Confirmed

Email:

kbecker@san.org

Title NSF

Ms.

First Name

Kimberly

Middle Initial

J

Last Name

Becker

Goes By Name (will appear on badge)

Kim Becker

Phone Number

[REDACTED]

Alt Phone number

619-400-2444

Street Address

3225 N. Harbor Drive

NomineeCity

San Diego

State

California

Zip

92101

Are you a US citizen

Yes

Drivers License Number

[REDACTED]

Drivers License State

California

Ethnicity

White

Age

45-54

Current Occupational Field

Government

Current Job Title

President & CEO

Nominee Company

SDCRAA

May we release your information

Yes

May we release your info to NSF guests

No

Kim Becker
Montgomery
05/07 - 05/11/18

Brief Biography

Kimberly J. Becker was appointed President/CEO of the San Diego County Regional Airport Authority on May 1, 2017. Ms. Becker holds a bachelor's degree in business administration from Indiana University of Pennsylvania, and a master's degree in business administration/aeronautics from Embry-Riddle Aeronautical University in Daytona Beach, Florida.

Bio Photo



Agenda

Will you need lodging accommodations?

Selection: Yes I will use on-base lodging

Check in date

5/7/2018

Check-out date

5/11/2018

Mode of Travel (into Montgomery)

Selection: Commercial Air

Arrival Date

5/7/2018

Arrival Airport

Montgomery

Departure Date

5/11/2018

Departure Airport

Montgomery

Additional Travel Information?

flights to be provided later.

Tuesday Lunch

Selection: Chicken Salad

Thursday Lunch

Selection: Salad w/ chicken, fruit and nuts

Fees

Guest Event Fee

Quantity:	1
Unit Price:	\$170.00
Amount:	\$170.00
Subtotal:	\$170.00
Total:	\$170.00

Transactions

^

Transaction Amount

Date:	3/14/2018
Amount:	\$170.00
Balance:	\$170.00

Online Credit Card Payment [REDACTED] details

Date:	3/14/2018
Amount:	(\$170.00)
Balance:	\$0.00

Current Balance: \$0.00

Payment Method:

Credit Card (Visa)

The online credit card payment for this event will be listed on your credit card statement with the name NSF.

Event Contact Information |

Interested in hosting your own event? [Get Started!](#)

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 About Event

RegOnline® by Event

Quick, easy and affordable online event registration and event management software for all event sizes.

Kim Becker
Montgomery
05/07 05/11/18

Traveltrust Corporation
374 North Coast Hwy 101, Suite F
Encinitas, CA 92024
Phone: (760) 635-1700

TRAVELTRUST

ADD TO OUTLOOK

Monday, 19MAR 2018 11:32 AM EDT

Passengers: **KIMBERLY JANE BECKER (06)**

Agency Reference Number: UGGJCA

Click here to view your current itinerary or ETicket receipt on-line: tripcase.com

American Airlines Confirmation UGGJCA

Delta Air Lines Confirmation GE3BCJ

Alaska Airlines Confirmation EQMFIO

Please review your itinerary and report any discrepancies to Traveltrust within 24hrs of receipt
Be sure to visit www.traveltrust.com for additional travel information

TRAVELTRUST STRONGLY RECOMMENDS CHECKING IN
ONLINE WITH YOUR AIRLINE AT LEAST 24 HOURS PRIOR TO
EACH FLIGHT FOR THE MOST CURRENT TIMES AND ALERTS

AIR Monday, 7MAY 2018 

American Airlines Flight Number: 1286 Class: V-Coach/Economy
From: San Diego CA, USA Depart: 08:55 AM
To: Dallas/Ft Worth TX, USA Arrive: 01:55 PM
Stops: Nonstop Duration: 3 hour(s) 0 minute(s)
Seats: 26C Status: CONFIRMED Miles: 1175 / 1880 KM
Equipment: Boeing 737-800 Jet MEAL: Food and Bev for Purchase
DEPARTS SAN TERMINAL 2
Frequent Flyer Number: [REDACTED]
AISLE SEAT CONFIRMED
American Airlines Confirmation number is UGGJCA

AIR Monday, 7MAY 2018 

American Airlines Flight Number: 4025 Class: L-Coach/Economy
Operated By: ENVOY AIR AS AMERICAN EAGLE
From: Dallas/Ft Worth TX, USA Depart: 03:23 PM
To: Montgomery AL, USA Arrive: 05:07 PM
Stops: Nonstop Duration: 1 hour(s) 44 minute(s)
Seats: 15A Status: CONFIRMED Miles: 616 / 986 KM
Equipment: ERJ-145 Jet MEAL: FOOD FOR PURCHASE
Frequent Flyer Number: [REDACTED]
AISLE SEAT CONFIRMED
American Airlines Confirmation number is UGGJCA

AIR Friday, 11MAY 2018 

Delta Air Lines Flight Number: 3368 Class: H-Coach/Economy
Operated By: ENDEAVOR AIR DBA DELTA CONNECTION

Kim Becken
 Montgomery
 05/07 - 05/10/18

From: Montgomery AL, USA
To: Atlanta GA, USA
Stops: Nonstop
Seats: 09B

Depart: 07:20 AM
Arrive: 09:32 AM
Duration: 1 hour(s) 12 minute(s)
Status: CONFIRMED

Miles: 147 / 235 KM

Equipment: CRJ-Canadair Regional Jet
 ARRIVES ATL SOUTH TERMINAL
 AISLE SEAT CONFIRMED
Delta Air Lines Confirmation number is GE3BCJ

AIR Friday, 11MAY 2018 

Delta Air Lines
From: Atlanta GA, USA
To: Seattle/Tacoma WA, USA
Stops: Nonstop
Seats: 35C
 Equipment: Boeing 757 200 Jet
 DEPARTS ATL SOUTH TERMINAL
 AISLE SEAT CONFIRMED
Delta Air Lines Confirmation number is GE3BCJ

Flight Number: 2580
Depart: 11:48 AM
Arrive: 01:59 PM
Duration: 5 hour(s) 11 minute(s)
Status: CONFIRMED
MEAL: FOOD FOR PURCHASE

Class: H-Coach/Economy
Miles: 2178 / 3485 KM

AIR Friday, 11MAY 2018 

Delta Air Lines
 Operated By: COMPASS DBA DELTA CONNECTION
From: Seattle/Tacoma WA, USA
To: Eugene OR, USA
Stops: Nonstop
Seats: 13B
 Equipment: EMBRAER EMB 175
 AISLE SEAT CONFIRMED
Delta Air Lines Confirmation number is GE3BCJ

Flight Number: 5750
Depart: 03:15 PM
Arrive: 04:27 PM
Duration: 1 hour(s) 12 minute(s)
Status: CONFIRMED

Class: H-Coach/Economy
Miles: 234 / 374 KM

AIR Sunday, 13MAY 2018 

Alaska Airlines
 Operated By: HORIZON AIR AS ALASKAHORIZON
 CHKIN-EUG-SEA CHECK-IN WITH ALASKA AIRLINES
From: Eugene OR, USA
To: Seattle/Tacoma WA, USA
Stops: Nonstop
Seats: 13B
 Equipment: DeHavilland Dash 8-400 Turboprop
 Frequent Flyer Number: AAMTJ4330 applied to AS
 AISLE SEAT CONFIRMED
Alaska Airlines Confirmation number is EQMFIO

Flight Number: 2588
Depart: 03:21 PM
Arrive: 04:28 PM
Duration: 1 hour(s) 7 minute(s)
Status: CONFIRMED

Class: L-Coach/Economy
Miles: 234 / 374 KM

AIR Sunday, 13MAY 2018 

Alaska Airlines
From: Seattle/Tacoma WA, USA
To: San Diego CA, USA
Stops: Nonstop
Seats: 23C
 Equipment: Boeing 737 Jet
 ARRIVES SAN TERMINAL 1
 Frequent Flyer Number: AAMTJ4330 applied to AS

Flight Number: 0492
Depart: 05:45 PM
Arrive: 08:20 PM
Duration: 2 hour(s) 35 minute(s)
Status: CONFIRMED
MEAL: FOOD FOR PURCHASE

Class: L-Coach/Economy
Miles: 1038 / 1661 KM

AISLE SEAT CONFIRMED
Alaska Airlines Confirmation number is EQMFIO

*Kim Becker
Montgomery
05/07 - 05/11/18*

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.
AMERICAN AIRLINES CONFIRMATION NUMBER - UGGJCA
DELTA AIR LINES CONFIRMATION NUMBER - GE3BCJ
ALASKA AIRLINES CONFIRMATION NUMBER - EQMFIO
FOR EMERGENCY SERVICE FROM UNITED STATES - 888-221-6043

Ticket/Invoice Information

Ticket for: KIMBERLY JANE BECKER
Date issued: 3/14/2018 Invoice Nbr: 5465134
Ticket Nbr: AA7056977391 Electronic Tkt: Yes Amount: 567.00 USD
Base: 506.05 US Tax: 37.95 USD XT Tax: 23.00 USD
Charged to: AX*****1013

Ticket for: KIMBERLY JANE BECKER
Date issued: 3/14/2018 Invoice Nbr: 5465134
Ticket Nbr: DL7056977392 Electronic Tkt: Yes Amount: 787.20 USD
Base: 693.95 US Tax: 52.05 USD XT Tax: 41.20 USD
Charged to: AX*****1013

Service fee: KIMBERLY JANE BECKER
Date issued: 3/14/2018
Document Nbr: XD0732153638 Amount: 30.00
Charged to: AX*****1013

Total Tickets: 1354.20
Total Fees: 30.00
Total Amount: 1384.20

— Flight changes with Business + Personal flights included.

Click here 24 hours in advance to obtain boarding passes:

[American](#)
[DELTA](#)
[ALASKA](#)

Click here to review Baggage policies and guidelines:

[American](#)
[DELTA](#)
[ALASKA](#)

Check operating carrier website for any policies that may vary.

TSA Guidance- a government issued photo id is needed for checkin.
Please allow minimum 3 hour check-in for International flights and 2 hours for Domestic.
For Additional security information visit www.tsa.gov.

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Saturday from 9am-1pm Pacific.
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You can also use the Direct Dial Number 682-233-1914 or the collect number 682-647-0061.
Each call is billable at a minimum \$25.00 per call/reservation

Kim Becker
Montgomery
05/07 - 05/11/18

Casey Diane

From: Ayers Kim
Sent: Tuesday, June 5, 2018 4:05 PM
To: Casey Diane
Subject: FW: Kim Becker - Montgomery / 7 May, 2018

From: Scott Mackerley <smackerley@Traveltrust.com>
Sent: Wednesday, March 14, 2018 1:25 PM
To: Ayers Kim <kayers@san.org>
Subject: Kim Becker - Montgomery / 7 May, 2018

Original Business
Trip Pricing

\$903.00

San Diego to Montgomery
to San Diego

FOR: BECKER/KIMBERLY JANE REF: 06

AIRFARE 903.00 NONREF TKT BY 15 MARCH

07 MAY 18 - MONDAY

AIR AMERICAN AIRLINES FLT:1286 ECONOMY FOOD-BEV/PUR
LV SAN DIEGO 855A EQP: BOEING 737-800
DEPART: TERMINAL 2 03HR 00MIN
AR DALLAS FT WORTH 155P NON-STOP
REF: RCDWH
BECKER/KIMBERLY AA-MTJ4330

AIR AMERICAN AIRLINES FLT:4025 ECONOMY FOOD FOR PURCHASE
OPERATED BY ENVOY AIR AS AMERICAN EAGLE
LV DALLAS FT WORTH 323P EQP: EMBRAER 145 JET
01HR 44MIN
AR MONTGOMERY 507P NON-STOP
REF: RCDWH
BECKER/KIMBERLY AA-MTJ4330

11 MAY 18 - FRIDAY

AIR AMERICAN AIRLINES FLT:4041 ECONOMY FOOD FOR PURCHASE
OPERATED BY ENVOY AIR AS AMERICAN EAGLE
LV MONTGOMERY 551A EQP: EMBRAER 145 JET
02HR 14MIN
AR DALLAS FT WORTH 805A NON-STOP
REF: RCDWH
BECKER/KIMBERLY AA-MTJ4330

AIR AMERICAN AIRLINES FLT:958 ECONOMY FOOD-BEV/PUR
LV DALLAS FT WORTH 855A EQP: 32B
03HR 10MIN

AR SAN DIEGO
ARRIVE: TERMINAL 2
BECKER/KIMBERLY

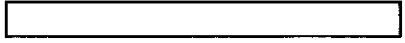
1005A

NON-STOP
REF: RYDWH

AA-MTJ4330

Kim Becker
Montgomery
05/09 - 05/11/8

SCOTT MACKERLEY
Travel Specialist



O: 760-635-1700

E: smackerley@Traveltrust.com

6884 Embarcadero Lane
Carlsbad, CA 92011
www.traveltrust.com



UNIVERSITY INN
450 N. LEMAY PLAZA
MAXWELL AFB, AL 36112
334-953-2055 Fax: 334-953-5696

Kim Becker
Montgomery
05/07 - 05/11/18

FOLIO
Account: 20810897285
Arrival: 5/7/2018
Departure: 5/11/2018
Room: 2541
Rate: \$60.00

BECKER, MS KIMBERLY J

SAN DIEGO, CA 92101
UNITED STATES

DATE	ITEM DESCRIPTION	COMMENT	DEBIT	CREDIT
5/7/2018	1 VISA PAYMENT	VISA PAYMENT		(240.00)
5/7/2018	2 ROOM CHARGES	#2541 BECKER, MS KIMBERLY J	60.00	
5/8/2018	3 ROOM CHARGES	#2541 BECKER, MS KIMBERLY J	60.00	
5/9/2018	4 ROOM CHARGES	#2541 BECKER, MS KIMBERLY J	60.00	
5/10/2018	5 ROOM CHARGES	#2541 BECKER, MS KIMBERLY J	60.00	

BALANCE DUE: 0.00

*** Signature required for refunds only*

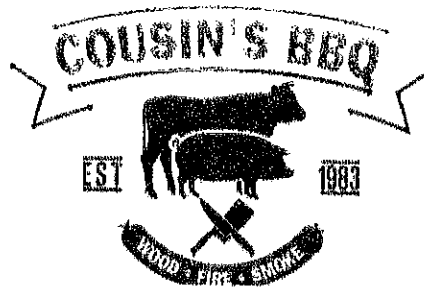
Guest Signature: _____

Clerk Signature: _____

KIM BECKER
 RECEIPTS FOR
 U.S. Air Force – Air War College
 Montgomery, AL
 May 7 - 11, 2018

05/07 - Baggage Fee

05/07 - Lunch



2141 S. International Pkwy
 Terminal B43
 Dallas, TX 75261
 (972) 973-7755

Server: Cashier 1 05/07/18
 Check #348 2:09 PM

Bev's Smokehouse Salad \$12.00
 Iced Tea \$3.00

Subtotal \$15.00
 Tax \$1.24
 Total \$16.24

Input Type C (EMV Chip Read)
 Debit MasterCard

Transaction Type Sale
 Authorization Approved
 Approval Code 690484
 Payment ID yJCKzyFzCTyJ
 Application ID A0000000041010
 Application Label Debit MasterCard
 Terminal ID a4b7542543ac180c
 Card Reader INGENICO_ICM122

Amount: \$16.24

+ Tip: _____

= Total: _____

X _____
 KIMBERLY J BECKER

American **RECEIPT** **American**

PASSENGER NAME
 BECKER/KIMBERLY JANE

UPT050LB 23KG AND62LI 1 25.00 USD

SAN DFW - AA DFW MGM - AA
 Total with applicable TFC
 Credit Card VI 25.00 USD

Fare 25.00 USD
 TFC 1286
 TFC 05 00 USD

FLIGHT DATE
 1286 MAY 07, 2018

PNR: UG6JCA
 Agent: SAN-1

TFC=TAXES, FEES & CHARGES
 NOT VALID FOR TRAVEL

KIM BECKER
RECEIPTS FOR
U.S. Air Force – Air War College
Montgomery, AL
May 7 - 11, 2018

05/11 - Breakfast

TAILWIND CONCESSIONS
Tailwind Montgomery (MGM)
4445 Selma Hwy
Montgomery, AL 36108

#40

Opened: 05/11/2018 5:40 am
Closed: 05/11/2018 5:43 am
Order: 123317 Check: 1
Order Type: MGM - Post
Name: Quick Sale
Server: Naisha

1 Chai Latte 16oz	4.49
1 Bagels	3.19
1 Aquafina 20oz	2.99

Subtotal	10.67
Sales Tax	1.06

Total	11.73
-------	-------

Cash Tendered	15.00
Change	3.27

Balance Due 0.00

We would love to hear from you!
Compliments, Questions, Concerns?
- Please contact us -
Info@TailwindConcessions.com
1-866-578-7355



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

Kim Becker
Montgomery
05/07-05/11/18

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: Kimberly J. Becker 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: 9/13/17 PLANNED DATE OF DEPARTURE/RETURN: 5/7/18 / 5/10/18

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

Destination: Montgomery, AL Purpose: Attend National Security Forum

Explanation: This is an invitation-only event sponsored by the Air War College at Maxwell Air Force Base. Purpose is to share perspectives between key civic leaders, senior military officers and government civilians pertaining to strategic leadership, strategy, and national security and decision-making.

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

- AIRFARE \$ 700.00
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$

B. LODGING \$ 200.00

C. MEALS \$ 300.00

D. SEMINAR AND CONFERENCE FEES \$ 175.00

E. ENTERTAINMENT (If applicable) \$

F. OTHER INCIDENTAL EXPENSES \$ 50.00

TOTAL PROJECTED TRAVEL EXPENSE \$ 1425.00

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: Kimberly J. Becker Date: 9/13/17

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 9-25-17 meeting.

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



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

Kim Becker
montgomery
05/09 - 05/11/18

6 February 2018

Brigadier General Jeremy T. Sloane
Commandant, Air War College
325 Chennault Circle
Maxwell AFB AL 36112-6427

Ms. Kimberly Becker
San Diego Regional Airport Authority
PO Box 82776
San Diego CA 92138

Dear Ms. Becker

On behalf of the Secretary of the Air Force, I am honored to invite you to attend the 65th National Security Forum (NSF) at Maxwell Air Force Base in Montgomery, Alabama, from 8-10 May 2018.

Since its inception in 1954, the Forum has provided distinguished, hand-selected civilians with a unique opportunity to engage in open and candid discussions with senior military and civilian leaders on national and international security topics. Joining you will be our 235 Air War College students who represent the finest military and civilian leaders serving in and with America's Armed Forces, as well as a diverse group of select military officers from 45 other countries. Throughout the Forum, we will explore our Nation's evolving and dynamic security issues, giving you a better understanding of the perspectives and concerns of the defense community. It is our hope you will actively participate and thus contribute greatly to the development of our future strategic leaders.

Enclosed you will find a NSF fact sheet and registration instructions. Please complete your registration by 31 March. Space in this program is limited, so I urge you to register early--once we reach maximum seat capacity, you will be placed on a waiting list. You may direct any questions to Lieutenant Colonel Sara Butler at (334) 953-6580 or awc.nsf.workflow@us.af.mil. I hope you will be able to join us for this 65th National Security Forum. I look forward to meeting you in May!

Sincerely

JEREMY T. SLOANE
Brigadier General, USAF

Attachments:

1. NSF Fact Sheet
2. Registration Instructions

Kim Beaker
Montgomery
05/08 - 05/11/17

National Security Forum Agenda
"Complex Threats and Evolving U.S. Strategy"

Monday, 7 May – Arrivals

NSF Guests: All day arrivals, check-in at lodging as required, meet with escort

NSF Alumni: Arrival by early afternoon; Alumni reception 6pm – Aviator Bar located in downtown Montgomery

Escorts: UOD during duty hours/civilian clothes after hours; airport greeters: Service Dress

As needed: Shuttle transportation from Montgomery airport to lodging office, escorts meet their guests at lodging office

Tuesday, 8 May – Strategy & Keynote Address

(Guests: Coat and tie/Students: Class B's-short sleeve blues or equivalent)

- 7:15 NSF Bus from Building 1409 (Lodging) parking lot to Building 1401 inner circle (Air War College)
(students in their seminars to receive guests)
- 7:30 – 8:20* Breakfast/Introductions with Seminar – Seminar Rooms, Air War College
- 8:20 – 8:30 Comfort Break, transition to Jones Auditorium
- 8:30 – 9:00* Welcoming Remarks –
- 9:00 – 9:15 Comfort Break, be in seats in Jones at 0915
- 9:20 – 9:30* Welcoming Remarks -
- 9:30 – 10:30* Address
- 10:30 – 11:00 Group Photo AWC entrance
- 11:00 – 11:15 Comfort Break
- 11:15 – 12:15* Address
- 12:15 – 12:30 Comfort Break/Airpower Displays/Gift Shop
-- Guests pick-up box lunch/drink in Jones foyer, lunch in various auditoriums
- 12:30 – 1:30 Elective Lecture: Choose one of the four topics by AWC Faculty – Locations posted in Jones Foyer
Europe/Russia (Lassner) in Jones
The Thucydides Trap? Changing Power Dynamic and War (Peifer) in Brocks
Why Data Breaches Should be the Least of your Worries: Real Cyber Threat (Mixon) in Kelly
Using Nuclear Weapons: U.S. Strategic Deterrence in Practice (Mauroni) in Burchinal
- 1:30 – 1:45 Comfort Break/Airpower Displays/Gift Shop; transition to Jones Auditorium
- 1:45 – 2:45* Lecture: The Current State of U.S.-China Relations: Competitions and Cooperation on the World Stage –
Dr. Dawn Murphy, Air War College
- 2:45 – 3:00 Comfort Break
- 3:00 – 4:45* Seminar Discussions on subjects presented in lecture
- 4:30 – 5:00 Bus from AWC inner circle to Building 1409 parking lot
- 4:45 – 6:00 Personal time
- 5:50 Bus in position at Building 1409 parking lot to Maxwell Club
- 6:00 Bus departs from Building 1409 parking lot to Maxwell Club
- 6:00 – 9:00 Commandant's Reception – Maxwell Club (Mandatory for student escorts)
- 8:30 – 9:00 Bus rotates from Maxwell Club to Building 1409

Wednesday, 9 May – International Security Studies & Air Force Operations

Guests: Open collar, Sport coat optional or equivalent/Students: UOD

- 7:15 Bus in position at Building 1409 parking lot to Capital City Club
- 7:30 Bus departs for Capital City Club
- 7:45 – 9:00 Breakfast (guests only) at Capital City Club
- 9:00 – 9:15 Bus from Capital City Club to Building 1401
- 9:30 – 12:00 Air Force Operations --Virtual Reality Experience (40 participants max)
Air Force Operations – Military Working Dogs/187th ASTS
- 9:30 – 10:30 Elective: Introduction to the Central Intelligence Agency (Minehart) in Jones OR
Fire Ant Warfare: Artificial Intelligence and Drones (Geis) in Brocks
- 10:45 – 11:45 Elective: Four Guardians: Exploring the Different Worldviews of the Four U.S. Military Services
(Donnithorne) in Jones OR
Moral Clarity (Kamena) in Brocks
- 12:00 – 1:00 Lunch/Comfort Break/Airpower Displays/Gift Shop
-- Guests pick-up box lunch/drink in Jones foyer, lunch in Heritage Room, Brocks or patio outside

Kim Beaton
astor - 05/11/18
Montgomery

- 1:00 – 2:00* Lecture: The 2017 National Security Strategy – *Dr. Chris Hemmer, Dean, Air War College* in Jones
2:00 – 2:15 Comfort Break
2:15 – 4:30* Seminar Discussions on subjects presented in lecture
4:15 – 4:45 Bus from AWC inner circle to Building 1409 parking lot
4:30 – 5:45 Personal time
5:45 Bus from Building 1409 to Biscuits Baseball Stadium “1st Base Gate”
6:00 – 9:30 Community event: Montgomery Biscuits Minor League Baseball Game (*downtown Montgomery*) to include Boxcar Buffet in reserved outfield pavillion
Game attended by NSF participants & student escorts (open invitation to Faculty, all students; casual attire, social nametags)
**Rain back-up: Escorts accompany guests to venue of choice via downtown shuttle bus
8:00 - ++ Bus rotates from “1st Base Gate” to Building 1409 and runs on every half hour
++Last bus is 15 minutes after end of the game

Thursday, 10 May – Leadership & Warfighting and Capstone Address

(Guests: Open collar, Sport coat optional or equivalent/Students: UOD)

- 7:30 Bus from Building 1409 parking lot to AWC
(If departing earlier than 7 pm today, pack up and leave room key in room. No need to go back to lodging to check out, receipts can be emailed. Bring luggage with you to store in Brocks Foyer – luggage truck provided)
7:45 – 8:30* Breakfast with Seminar – Seminar Rooms
8:30 – 8:40 Comfort Break, transition to Jones Auditorium
8:45 – 10:00* Capstone Address
10:00 – 10:10 Comfort Break
10:10 – 11:10 Elective Lecture Choose one of the four topics by AWC Faculty – Locations posted in Jones Foyer
 Quadrilateralism: The United States, Japan, India & Australia (Burgess) in Jones
 One Bomb is Enough: Regional Security and Nuclear Weapons (Gupta) in Brocks
 State Department Update (Kleiner) in Kelly
 The Revolution in Security Affairs (Hammond) in Burchinal
 Virtual Reality Experience (20 participants max) meet in Jones foyer
11:15 – 11:30 Bus from Building 1401
11:30 – 12:45 Buffet luncheon in Maxwell Club Ballroom (guests only)
12:45 – 1:00 Bus from Maxwell Club to Building 1401
1:00 – 2:00* Lecture: The Syrian Civil War and the Rise of Da'esh (ISIS) – *Dr. David Sorenson, Air War College* in Jones
2:00 – 2:15* Farewell Remarks *Brigadier General Jeremy Sloane, Commandant, Air War College*
2:15 – 2:30 Comfort Break
2:30 – 4:30* Seminar Discussions on subjects presented in lecture
 Certificate Presentations/Farewells in Seminar Rooms
4:15 – 4:45 Bus from AWC inner circle to Building 1409 parking lot
4:45 – 6:00 Personal time
6:00 Bus from Building 1409 to Curry House
6:00 – 8:00 AU Commander's Garden Party (guests only) – Curry House
8:00 Bus shuttle from Curry House to Building 1409

**Afternoon Departures accompanied by escorts as needed (Buses scheduled as required or remain overnight & depart Friday)

Friday, 11 May – Departures

- 4 am – 1 pm Bus from Building 1409 parking lot to Airport as needed

*** = events students required to attend**

AMY GONZALEZ

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

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

TRAVELER: Amy Gonzalez DEPT. NAME & NO. General Counsel
 DEPARTURE DATE: 5/1/2018 RETURN DATE: 5/5/2018 REPORT DUE: 6/4/18
 DESTINATION: San Francisco

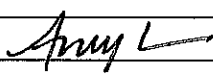
Please refer to the Authority Travel and Lodging Expense Reimbursement Policy, Article 3, Part 3.4, Section 3.40, outlining appropriate reimbursable expenses and approvals. Please attach all required supporting documentation. All receipts must be detailed, (credit card receipts do not provide sufficient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

	Authority Expenses (Prepaid by Authority)	Employee Expenses							TOTALS
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	132.20			5/1/18	5/2/18	5/3/18	5/4/18	5/5/18	0.00
Conference Fees (provide copy of flyer/registration expenses)	850.00								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.)*								36.14	36.14
Hotel*				371.46	371.46	371.46	371.46		1,485.84
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*				7.60					7.60
Dinner*						33.79			33.79
Other Meals*									0.00
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality ¹ *									0.00
Miscellaneous									0.00
Baggage fee									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	982.20	0.00	0.00	379.06	371.46	405.25	371.46	36.14	1,563.37

Explanation: No other receipts were provided for this travel report. 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	Total Expenses Prepaid by Authority	982.20
	Total Expenses Pd. by Employee (including cash advances)	1,563.37
	Grand Trip Total	2,545.57
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	982.20
	Due Traveler (positive amount)²	
	Due Authority (negative amount)³	1,563.37
<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.

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

Prepared By: Kendy Rios Ext.: x2424
 Traveler Signature:  Date: 5-15-18
 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
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: Amy Gonzalez Dept: 15
Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 3/26/2018 PLANNED DATE OF DEPARTURE/RETURN: 5/1/2018 / 5/5/2018

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

Destination: San Francisco Purpose: Legal Steering Group Committee
Explanation: Legal Steering Committee

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$ 500.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$
B. LODGING	\$ 1200.00
C. MEALS	\$ 350.00
D. SEMINAR AND CONFERENCE FEES	\$ 850.00
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$
TOTAL PROJECTED TRAVEL EXPENSE	\$

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

Travelers Signature: *Amy L* Date: 3/27/18

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, Martha Morales, Asst 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 April 23, 2018 meeting.
(Leave blank and we will insert the meeting date.)



Traveltrust Corporation
 374 North Coast Hwy 101, Suite F
 Encinitas, CA 92024
 Phone: (760) 635-1700

ADD TO OUTLOOK

Friday, 20APR 2018 08:53 PM EDT

Passengers: AMY GONZALEZ (15)

Agency Reference Number: XBSTCP

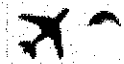
Click here to view your current itinerary or ETicket receipt on-line: tripcase.com

United Airlines Confirmation MRLS2N

Please review your itinerary and report any discrepancies to Traveltrust within 24hrs of receipt
 Be sure to visit www.traveltrust.com for additional travel information

TRAVELTRUST STRONGLY RECOMMENDS CHECKING IN
 ONLINE WITH YOUR AIRLINE AT LEAST 24 HOURS PRIOR TO
 EACH FLIGHT FOR THE MOST CURRENT TIMES AND ALERTS

AIR Tuesday, 1MAY 2018



United Airlines

Flight Number: 1919

Class: L-Coach/Economy

From: San Diego CA, USA

Depart: 01:35 PM

To: San Francisco CA, USA

Arrive: 03:10 PM

Stops: Nonstop

Duration: 1 hour(s) 35 minute(s)

Seats: 35D

Status: CONFIRMED

Miles: 436 / 698 KM

Equipment: Airbus Jet

MEAL: REFRSHMNT/COMP

DEPARTS SAN TERMINAL 2 - ARRIVES SFO TERMINAL 3

AISLE SEAT CONFIRMED

United Airlines Confirmation number is MRLS2N

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.
 UNITED AIRLINES CONFIRMATION NUMBER - MRLS2N
 FOR EMERGENCY SERVICE FROM UNITED STATES - 888-221-6043

Ticket/Invoice Information

Ticket for: AMY GONZALEZ

Date issued: 4/20/2018 Invoice Nbr: 5470991

Ticket Nbr: UA7138519525 Electronic Tkt: Yes Amount: 102.20 USD

Base: 81.86 US Tax: 6.14 USD XT Tax: 14.20 USD

Charged to: AX*****1013

Service fee: AMY GONZALEZ

Date issued: 4/20/2018

Document Nbr: XD0734056663

Amount: 30.00

Charged to: AX*****1013

Total Tickets: 102.20

Total Fees: 30.00
Total Amount: 132.20

Click here 24 hours in advance to obtain boarding passes:
UNITED

Click here to review Baggage policies and guidelines:
UNITED

TSA Guidance- a government issued photo id is needed for checkin.
Please allow minimum 3 hour check-in for International flights and 2 hours for Domestic.
For Additional security information visit www.tsa.gov.

Thank you for choosing Traveltrust!

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Saturday from 9am-1pm Pacific.

For EMERGENCY AFTERHOURS assistance in the US, please call 888-221-6043 and use VIP Code SJE72.

You can also use the Direct Dial Number 682-233-1914 or the collect number 682-647-0061.

Each call is billable at a minimum \$25.00 per call/reservation



INTERCONTINENTAL
SAN FRANCISCO

05-05-18

Amy Gonzalez	Folio No. : 1008320	Room No. : 2009
3225 N Harbor Dr	A/R Number :	Arrival : 05-01-18
San-Diego CA 92101-1072	Group Code : TAL	Departure : 05-05-18
United States	Company :	Conf. No. : 60343640
	Membership No. : PC 106519255	Rate Code :
	Invoice No. :	Page No. : 1 of 2

Date	Description	Charges	Credits
05-01-18	<u>Mini-Bar - Food</u> Room# 2009 : CHECK# 0056 CAMEL CORN ZZ-LOST INTERFACES #9500=>Gonzalez Amy #2009	7.60	
05-01-18	Package Rate	299.00	
05-01-18	Occupancy Tax	41.86	
05-01-18	California Tourism Assessment	7.31	
05-01-18	Room Supplemental	20.00	
05-01-18	Occupancy Tax	2.80	
05-01-18	Business District Assessment	0.45	
05-01-18	California Tourism Assessment	0.04	
05-02-18	Package Rate	299.00	
05-02-18	Occupancy Tax	41.86	
05-02-18	California Tourism Assessment	7.31	
05-02-18	Room Supplemental	20.00	
05-02-18	Occupancy Tax	2.80	
05-02-18	Business District Assessment	0.45	
05-02-18	California Tourism Assessment	0.04	
05-03-18	<u>In Room Dining Food Dinner</u> Line# 2009 : CHECK# 0045863	33.79	
05-03-18	Package Rate	299.00	
05-03-18	Occupancy Tax	41.86	
05-03-18	California Tourism Assessment	7.31	
05-03-18	Room Supplemental	20.00	
05-03-18	Occupancy Tax	2.80	
05-03-18	Business District Assessment	0.45	
05-03-18	California Tourism Assessment	0.04	
05-04-18	Package Rate	299.00	
05-04-18	Occupancy Tax	41.86	



INTERCONTINENTAL.
SAN FRANCISCO

05-05-18

Amy Gonzalez 3225 N Harbor Dr San-Diego CA 92101-1072 United States	Folio No.	: 1008320	Room No.	: 2009
	A/R Number	:	Arrival	: 05-01-18
	Group Code	: TAL	Departure	: 05-05-18
	Company	:	Conf. No.	: 60343640
	Membership No.	: PC 106519255	Rate Code	:
	Invoice No.	:	Page No.	: 2 of 2

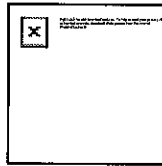
Date	Description	Charges	Credits
05-04-18	California Tourism Assessment	7.31	
05-04-18	Room Supplemental	20.00	
05-04-18	Occupancy Tax	2.80	
05-04-18	Business District Assessment	0.45	
05-04-18	California Tourism Assessment	0.04	
05-05-18	Visa XXXXXXXXXXXXXXX6236		1,527.23
Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews . We look forward to welcoming you back soon.		Total	1,527.23
		Balance	0.00

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Gonzalez Amy


From: no-reply@lyftmail.com on behalf of Lyft Ride Receipt <no-reply@lyftmail.com>
Sent: Sunday, May 06, 2018 12:17 PM
To: Gonzalez Amy
Subject: Your ride with Laufoe Jr on May 5



Thanks for riding with Laufoe Jr!

May 5, 2018 at 11:59 AM

Ride Details

Lyft fare (13.21mi, 16m 59s)	\$36.14
<hr/>	
 Apple Pay (Visa)	\$36.14



□ Pickup 11:59 AM
858 Howard St, San Francisco, CA

□ Dropoff



Make expensing business rides easy

Enable business profile on Lyft to make expensing rides quick and easy.



THE VOICE OF AIRPORTS®

LEGAL AFFAIRS SPRING CONFERENCE

May 2 - 5, 2018 // San Francisco, CA

2018 LEGAL AFFAIRS SPRING CONFERENCE DRAFT AGENDA

HOST AIRPORT



San Francisco International Airport

SPONSOR



Wednesday, May 2

9:00am – 5:00pm **Registration** (*InterContinental Ballroom Foyer*)

9:30am – 12:00pm **Steering Group Meeting** – Steering Group Members Only (*Sutter*)

1:00pm – 5:00pm **General Session** (*Intercontinental Ballroom AB*)

1:00pm – **Welcome and Introductions**

1:15pm *Legal Committee Chair: Ann Morgan; Fennemore Craig, Jones Vargas (Outside General Counsel, Reno Tahoe Airport)*
Host Airport: Sheryl Bregman, Airport General Counsel, Office of the San Francisco City Attorney, San Francisco International Airport; Ivar Satero, Airport Director, San Francisco International Airport

1:15pm – **TSA Update**

2:00pm *Moderator: Ann Morgan, Legal Committee Chair; Fennemore Craig, Jones Vargas (Outside General Counsel, Reno Tahoe Airport)*
Speakers: Francine Kerner, TSA Chief Counsel and Susan Prosnitz, Deputy Chief Counsel for Regulations and Security Standards
A discussion of security issues of current concern to airport attorneys and TSA.



- 2:00pm – **Basics and Trends in Airport Insurance Law**
 3:00pm *Moderator: Mark Gardner, Deputy General Counsel, Pease Development Authority*
Speakers: Catrina Gilbert, Assistant Vice President, Risk Management, Dallas-Ft. Worth International Airport; Lindsay Canning, Assistant City Attorney, Houston Airport System; William Wright, General Counsel, Edmonton International Airport
 An overview of insurance issues for airports, as well trends in risk management/ mitigation and insurance.
- 3:00pm – **PM Networking Break (InterContinental Ballroom Foyer)**
 3:15pm
- 3:15pm – **Overview of Airport Law – What New Airport Attorneys Need to Know and Experienced Airport Attorneys Need to Remember**
 4:00pm *Moderator: Ann Morgan, Fennemore Craig, Jones Vargas (Outside General Counsel, Reno Tahoe Airport)*
Speakers: Michele Allen-Hart, General Counsel and Deputy Director of Aviation-Legal Affairs, New Orleans Aviation Board; Kem Marks Bryant, Chief Legal Officer and General Counsel; Birmingham Airport Authority; Susana Carbajal, Assistant Director, Austin-Bergstrom International Airport
- 4:00pm – **Airport Legal and Regulatory Options in Responding to Disruptive Industries**
 5:00pm *Moderator: Sheryl Bregman, Airport General Counsel, Office of the San Francisco City Attorney, San Francisco International Airport*
Speakers: Ian Law, Deputy Airport Director/Chief Information Officer, San Francisco International Airport; Jessica Sampson, Uber (in house counsel @ O'Hair)
 Disruptive new industries and technology: How can airports regulate on-airport operations to avoid/mitigate adverse impacts to the airport? How are these new industries adapting to regulatory requirements unique to each airport? How are airports using technology to increase safety, efficiency, and revenue generation?
- 5:30pm – **Networking Reception (InterContinental Ballroom Foyer)**
 6:30pm Sponsored by our Host Airport – San Francisco International Airport

Thursday, May 3

- 7:30am – **Registration (InterContinental Ballroom Foyer)**
 12:00pm
- 7:30am – **Networking Breakfast (Intercontinental Ballroom C)**
 8:25am
- 8:30am – **General Session (Intercontinental Ballroom AB)**
 12:00pm
- 8:30am – **Ethics Issues Facing Airport Lawyers (Interactive Session)**
 10:30am *Presenters: Peter Pierotti, Assistant City Attorney, Aviation, Albuquerque International Sunport; Tim Karaskiewicz, General Mitchell International Airport, Office of the Milwaukee County Corporation Counsel; Dave Mackey, Anderson & Kreiger; Sheryl Bregman, Airport General Counsel, Office of the San Francisco City Attorney, San Francisco International Airport.*



10:30am – **AM Networking Break** (*InterContinental Ballroom Foyer*)
10:45am

10:45am– **Litigation Update (Closed session. No one representing interests adverse to airports on topics being discussed may attend during that discussion)**
12:00pm
*Moderator: Joseph F. Messina, Deputy Director of Aviation for Regulatory Affairs
Philadelphia International Airport*
Discussion of current and recent litigation of significance to airports

Friday, May 4

8:00am – **Registration** (*InterContinental Ballroom Foyer*)
4:00pm

8:00am – **Networking Breakfast** (*Intercontinental Ballroom C*)
9:00am

9:00am – **General Session** (*Intercontinental Ballroom AB*)
5:00pm

9:00am – **Consortiums at airports: beyond fuel systems**
10:00am
Moderator: TJ Roskelley, Anderson & Kreiger
Speakers: Peter Kirsch, Kaplan Kirsch & Rockwell; Melissa Allison, Anderson & Kreiger; Steve Michoulas, McMillan (Outside Counsel to Vancouver Airport Authority)
A discussion of tenants' proposals to use consortiums for facilities/systems related to taxis, TNCs, and cargo.

10:00am – **Implications for Airport Bonds of New Tax Law**
10:30am
Moderator: Amy Gonzalez, General Counsel, San Diego County Regional Airport Authority
Speaker: David Bannard, Kaplan Kirsch & Rockwell
Private Activity Bonds were preserved; AMT was eliminated for corporations, but not individuals; and tax brackets were revised. What challenges does the new law pose for airports seeking to issue bonds or other debt?

10:30am – **AM Networking Break** (*InterContinental Ballroom Foyer*)
10:45am

10:45am – **General Counsel Issues/Running an Airport Legal Office**
12:00pm
Moderator: Ray Ilgunas, General Counsel, Los Angeles World Airports-Legal Department
Speakers: Debra Braga, Chief Legal Officer, Jacksonville Aviation Authority; Cameron Boyd, General Counsel, Metropolitan Airports Commission, Minneapolis-St. Paul International Airport; Christy Kinard, General Counsel, Memphis International Airport; Tim Abbott, Assistant County Attorney, Miami-Dade County Attorney's Office, Miami-Dade Aviation Department; Jeff Letwin, Saul Ewing LLP (Outside General Counsel, Allegheny County Airport Authority – Pittsburgh International Airport)

12:00pm – **Networking Lunch** (*Intercontinental Ballroom C*)
1:00pm



1:00pm–
 2:00pm

Practical and Legal Aspects of Displaying Art in Airport Terminal Buildings

Moderator: Leila Lahbabi, Senior Assistant City Attorney/Airport Attorney, Charlotte Douglas International Airport

Speakers: Brooke Abola, Office of the San Francisco City Attorney, San Francisco International Airport; Peter P. Kletas, Legal Counsel, Legal Services, Vancouver Airport Authority; Diane Pezanoski, Deputy Corporation Counsel, City of Chicago Department of Law; Cynji Lee, Assistant County Attorney, Miami-Dade County Attorney's Office, Miami-Dade Aviation Department.

What airport lawyers need to know about: Innovations & Best Practices in Airport Art; Visual Artists' Rights Act; Funding, Maintaining, and Relocating Airport Art; Successfully Implementing Public Art Ordinances; Building Community through Airport Art; and Art and the First Amendment

2:00pm -
 2:45pm

FAA Compliance Issues

Moderator: Ann Morgan, Fennemore Craig, Jones Vargas (Outside General Counsel, Reno Tahoe Airport)

Speakers: Kevin Willis, FAA Director of Airport Compliance and Management Analysis; Pablo Nuesch, Spiegel & McDiarmid

Issues include: what are airports' legal obligations to monitor/regulate/police FBO fuel pricing/ramp access terms? Are there accommodations to be made that satisfy FAA, Airports, AOPA, and FBOs? Below-market rent for community activities under the "goodwill" exemption FAA policy on hangars; airport flexibility in rate-setting to accommodate a variety of airlines.

2:45pm -
 3:00pm

PM Networking Break (InterContinental Ballroom Foyer)

3:00pm -
 4:00pm

Current Developments in Privacy and Cyber Security

Moderator: Debra Braga, Chief Legal Officer, Jacksonville Airport Authority (JAA)

Speakers: Marti Mueller, Chief Information Officer Reno Tahoe Airport Authority; Steven Millendorf, Foley & Lardner

Ransomware—how to avoid it, and what to do if you are attacked. Cybersecurity planning—who and what to include in a plan, how to implement, and "best practices" (Keeping your board up to date; Risk mitigation strategy). Response to hacks; What is the lawyer's role? Interface with law enforcement -- when, how and who? Is your refrigerator spying on you? Autonomous vehicles and other issues regarding Cybersecurity and the Internet of Things. Block Chain—we've all heard about it, but what is it and how will it affect airports?; Bitcoin and cryptocurrency—what do we need to know?

4:00pm -
 5:00pm

Airport Law Roundtable (CLOSED SESSION. No one representing interests adverse to airports on topics being discussed may attend during that discussion)

Moderator: Dan Reimer

Update on Northwest Arkansas mediation with A4A, Delta & American concerning rate-setting and per turn fees; efforts of airports to monetize provision of data services—whether to charge rent or treat as a concession; standards for not issuing security badges based on factors beyond TSA's list of disqualifying crimes; Oracle audit issues; Environmental reviews for major projects; Citizen noise groups/roundtable; Issues related to vinyl windows used in sound insulation programs; How can airports address problems caused by passengers bringing non-service animals through the terminals?; airport Concerns in dealing with drunk/unruly passengers/terminal patrons.

homeliness



Saturday, May 5

7:30am – **Registration** (*InterContinental Ballroom Foyer*)
 10:00am

7:30am – **Networking Breakfast** (*Intercontinental Ballroom C*)
 8:30am

8:30am – **General Session** (*Intercontinental Ballroom AB*)
 12:45pm

8:30am – **DBE and Title VI Issues That Every Airport Attorney Should Be Aware of**
 9:30am
Moderator: Diane Pezanoski, Deputy Corporation Counsel, City of Chicago Department of Law Chicago
Speakers: Yovannie Rodriguez, Marchena and Graham; Katharine Whisler, Senior Counsel, City of Chicago Department of Law
 In a new environment of greater awareness and ramifications relating to harassment, what policies are prudent/necessary for airports to adopt? Continuing questions about DOT Civil Rights provisions in airport contracts. Basic background and discussion of how airports are dealing with new FAA initiatives. ACDBE requirements for non-terminal “concessions” (hotels, restaurants, gas stations, etc.). Long term lease/concession agreements subject to FAA review, and conditions imposed by FAA’s Office of Civil Rights.

9:30am–
 10:30am **P3s What is next in implementing/managing public private partnerships?**
Moderator: Dan Reimer, Assistant General Counsel, Denver International Airport
Speakers: Steve Kaplan, Kaplan Kirsch & Rockwell; Zane Gresham, Morrison & Foerster; Yukiko Kojima, Nossaman
 Airports are increasing their exposure to, and experience, with P3s and learning how to procure a developer; structure and negotiate P3 agreements; and administer P3 projects through the design, construction and O&M phases. At the same time, the larger P3 landscape is continuing to evolve and offers insights for the airport industry to draw upon when assessing the suitability of specific airport projects for the P3 project delivery model, and for managing and implementing new P3 projects. Panelists in this session will summarize real-world P3 projects – including controversial, failed and disputed projects –to aid airports in their consideration of potential P3 opportunities.

10:30am–
 10:45am **AM Networking Break** (*InterContinental Ballroom Foyer*)

10:45am–
 11:45am **Drone Use at Airports and Defending Airports from Unknown Drones**
Moderator: Elaine Rodriguez
Speakers: Elizabeth Wharton, Senior Assistant City Attorney, Aviation Group, City of Atlanta Law Department; Jaz Banga, CEO, Airspace
 Use of drones is proliferating at a very rapid pace. Airports may want to employ the new technology to enhance their ability to perform necessary airport functions (e.g. perimeter security inspections, runway inspections). At the same time, airports must protect themselves from unwanted intrusions by drones controlled by unskilled or malevolent operators. What options are available for airports, both technologically and legally?

11:45am–
 12:30pm **Trends in Airport Law**
Moderator: Tom Devine, ACI-NA General Counsel
Speaker: Scott Lewis, Anderson & Kreiger
 A conversation with Scott Lewis in which he reflects on the issues he's seen emerge, fade, and re-emerge in the course of his 30+ year airport legal career, and his perspective on what issues airport lawyers should focus on to effectively represent airports today and into the future.

LEE PARRAVANO

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

TRAVEL EXPENSE REPORT

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

TRAVELER: Lee Parravano DEPT. NAME & NO. Chief Auditor Dept./16
 DEPARTURE DATE: 6/10/2018 RETURN DATE: 6/13/2018 REPORT DUE: 7/13/18
 DESTINATION: Atlanta, Georgia, to attend the 29th Annual Association of Airport of Internal Auditors Conference

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


	Authority Expenses (Prepaid by Authority)	Employee Expenses							TOTALS
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
Air Fare, Railroad, Bus <i>(attach copy of itinerary w/charges)</i>	580.18								0.00
Conference Fees <i>(provide copy of flyer/registration expenses)</i>	700.00								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 <i>(include tips pd.)*</i>		39.21			3.50				42.71
Hotel*		237.63	237.63	237.63					712.89
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid <i>(maids, bellhop, other hotel srvs.)</i>									0.00
Meals <i>(include tips pd.)</i>	Breakfast*								0.00
	Lunch*				7.71				7.71
	Dinner*		23.00						23.00
	Other Meals*								0.00
Alcohol is a non-reimbursable expense									
Hospitality ^{1*}									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	1,280.18	276.84	260.63	237.63	11.21	0.00	0.00	0.00	786.31

Explanation:	Total Expenses Prepaid by Authority	1,280.18
	Total Expenses Incurred by Employee (including cash advances)	786.31
	Grand Trip Total	2,066.49
	Less Cash Advance <i>(attach copy of Authority ck)</i>	
	Less Expenses Prepaid by Authority	1,280.18
	Due Traveler (positive amount)²	
	Due Authority (negative amount)³	786.31
<i>Note: Send this report to Accounting even if the amount is \$0.</i>		

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

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

[Travel and Lodging Expense Reimbursement Policy 3.40](#)
 [Business Expense Reimbursement Policy 3.30](#)

Prepared By: Lee Parravano Ext.: 2435
 Traveler Signature:  Print/Type Name: _____ Date: 6/13/18
 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
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: Lee Michael Parravano Dept: OCA

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

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

2. DATE OF REQUEST: 4/18/18 PLANNED DATE OF DEPARTURE/RETURN: 6/10/18 / 6/13/18

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

Destination: Atlanta, Georgia Purpose: To attend the Association of Airport Internal Auditors (AAIA) Annual conference

Explanation: The Chief Auditor maintains various professional licenses which require professional education (40 credits per year). This conference is eligible for up to 21.5 credits. This conference is specific to airport auditing.

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

- AIRFARE \$ 600.00
- *RENTAL CAR (Must complete page 2) \$ _____
- OTHER TRANSPORTATION (Taxi, Train) \$ 50.00

B. LODGING

\$ 715.00

C. MEALS

\$ 276.00

D. SEMINAR AND CONFERENCE FEES

\$ 800.00

E. ENTERTAINMENT (If applicable)

\$ _____

F. OTHER INCIDENTAL EXPENSES

\$ _____

TOTAL PROJECTED TRAVEL EXPENSE \$ 2,441.00

*Permitted in limited circumstances; must be pre-approved. Provide a copy of Out-of-Town Travel Request form to Risk Management prior to travel in order to obtain insurance identification card covering rental period.

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: 4/18/18

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

Martha Morales, Asst 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 April 23, 2018 meeting.

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

An aerial photograph of Atlanta, Georgia, showing the city skyline with several skyscrapers and Central Park with its dense greenery. A body of water in the foreground reflects the buildings and trees. The text 'AAIA' is overlaid in large white letters.

AAIA

ASSOCIATION OF AIRPORT
INTERNAL AUDITORS

JUNE

10 – 13, 2018
Atlanta, GA

29th Annual CONFERENCE OVERVIEW

GENERAL INFORMATION + AGENDA

TABLE OF CONTENTS

A. GENERAL INFORMATION	p. 3
I. Pre-Conference Board Meeting	
II. Why Attend?	
III. Explore Atlanta	
B. REGISTRATION INFO	p. 4 – 5
I. CPE Credit	p. 4
II. Registration Fees	p. 4
III. Conference Hotel	p. 5
IV. Transportation and Parking Information	p. 5
C. NEED TO KNOW	p. 6
I. Attire	
II. Weather	
D. CONFERENCE EVENTS & ACTIVITIES	p. 7 – 10
I. Networking	p. 7
II. Conference Agenda	p. 8 – 10
III. CPE Credit Letter	p. 11
E. CONTACT INFO	p. 12



GENERAL INFORMATION

PRE-CONFERENCE BOARD MEETING

Board members, and anyone interested, will meet to conduct the pre-conference board meeting. The session will be held June 10, 2018 at a private conference room in the Westin Hotel.

WHY ATTEND?

LEARN FROM THE EXPERTS

Sessions are led by industry experts and peers with expertise in the presentation subjects – people that you don't just run into every day. Their goal is to share their experiences and focus on the topics that are pertinent to you. Gain insights and inspiration to help you do your job better.

CUSTOMIZED EDUCATION

There are concurrent sessions categorized by track, allowing you to choose the ones that are most important for you.

BRING NEW ENERGY TO YOUR WORK

Gain exposure to new ways of thinking by exchanging ideas and building relationships with people who have faced similar challenges on the job. Find out how issues were resolved and become inspired to try new approaches during our Group Share sessions.

PROFESSIONAL DEVELOPMENT

Accreditation and training is a way to separate you from the crowd. This conference qualifies for up to 18 hours of continuing professional education (CPE), with an optional 3 additional hours available during the extended session. Break times and meals are excellent opportunities to network with your fellow auditors in a casual atmosphere.

HAVE SOME FUN, TOO

This conference is not just for feeding your brain. Special events give you the chance to network, relax, and enjoy your surroundings in a great location.



Explore Atlanta

Atlanta is home of an array of historic and family attractions. Consider bringing your family along to enjoy visits to the Georgia Aquarium, World of Coca Cola, CNN Center, National Center for Civil and Human Rights, Martin Luther King Jr Historic Site, Atlanta Botanical Gardens, College Football Hall of Fame, shopping and golfing.

Visit ATLANTA.NET to learn more on attractions.

REGISTRATION INFO

CPE

The AAIA has put together an educational and stimulating agenda which qualifies for 18 hours of continuing professional education (CPE). An additional 3 hours of CPE are available in the extended session.

REGISTRATION FEES

Registration	Costs
Early Registration AAIA Members	\$700
Early Registration AAIA Non-Members	\$825
Standard Registration AAIA Members	\$800
Standard Registration AAIA Non-Members	\$925
EXTENDED SESSION - Optimizing Your User Access Review & Cybersecurity and Audit Risk	\$100
Conference Guests under 21 / over 21	\$100 / \$150

In order to qualify for the early registration fee, all conference registration forms must be completed by Tuesday, May 1, 2018; payment must be received by May 15, 2018. Registration forms entered after May 1, 2018, will be processed at the specified regular fee.

Registration fees must accompany all conference registration forms. Please note you are considered fully registered to the conference **only** when payment (check or credit card) has been received **and** you have completed registration forms online.

The AAIA will utilize an online registration service this year, the link is available at www.airport-auditors.com. You will be able to complete your registration on line, and make credit card payment at the same time. If you wish to pay by check, please complete the registration forms online and mail your check to **Laura Tatem**.

Checks should be made payable to the Association of Airport Internal Auditors, in US dollars, and it should be clearly noted whose registration(s) the check is paying for.



Association of Airport Internal Auditors

CONFERENCE PAYMENT

Online:

www.airport-auditors.com.

Mail payment to:

Laura Tatem | AAIA Treasurer
6803 Pleasant Oaks Place
Riverview, FL 33578

Email:

treasurer@airport-auditors.com

CONFERENCE HOTEL

THE WESTIN BUCKHEAD HOTEL

The Westin Buckhead Atlanta is a modern, newly refreshed retreat in an upscale community. Guests can indulge in world-class shopping at the adjacent Lenox Mall, the Shops Around Lenox, and Phipps Plaza, or access myriad dining options within minutes.

A block of rooms for single or double occupancy has been reserved at the Westin Buckhead Hotel at the conference rate of \$199 + tax (16.9%) + Georgia State Hotel Fee (\$5.00) per night. **Group is available from June 8 – 15, 2018**

To make your room reservation with a credit card by telephone, call 1.404.365.0065 and ask for the Association of Airport Internal Auditors: Annual Conference rate. You may also book your room online using this link: <https://www.starwoodmeeting.com/events/start.action?id=1706033501&key=D7A81A6>

Deadline: The cutoff date for guaranteed hotel rates is Friday, May 16, 2018. At that time, the remaining rooms in our block will be released and there will be no guarantee of being able to reserve a room at the conference rate. **Check-in time is 3:00 p.m. and check-out time is 12:00 p.m.**

HOTEL PARKING

Our hotel offers on-site Valet Parking and Self-parking for a fee. Parking is not included in the hotel room rate.

HOTEL SHUTTLES

The Westin Buckhead does not have an airport shuttle. Transportation from the airport to the hotel must be arranged independently.

Average est. room total per night**		
Room rate:	USD	199.00
Room rate excludes the following:		
CITY:	USD	17.71
STATE:	USD	15.92
STATE HOTEL FEE:	USD	5.00
Estimated total*:	USD	237.63



TRANSPORTATION

Arriving from Hartsfield-Jackson

Airport Cab Services located in the Ground Transportation area.

Metropolitan Atlanta Rapid Transit Authority (MARTA) Atlanta's public transportation train, located inside airport, look for signs. www.itsmarta.com

Transportation Network Companies (TNCs) Uber and Lyft offer pick up and drop off transportation service at Hartsfield-Jackson.

Shared-Ride Shuttles are available in the Ground Transportation area. Visit atl.com to learn more.

Visit Hartsfield-Jackson website atl.com for more transportation details.

NETWORKING

WELCOME RECEPTION

SUNDAY, JUNE 10 | 6:00 p.m. to 9:00 p.m.

DEL FRISCO'S GRILLE
3376 Peachtree Road NE,
Atlanta, GA 30326
<https://delfriscosgrille.com/atlanta/>

The restaurant is located directly across the street from the hotel.

We will host a wine/beer/cocktail reception and elegant hors d'oeuvres.*

NETWORKING DINNER

TUESDAY, JUNE 12 | 6:00 p.m. to 9:00 p.m.

101 STEAK
3621 Vinings Slope SE #4110
Atlanta, GA 30339
<http://www.101steakatl.com/>

We will provide transportation to the restaurant. Meet the busses in the hotel lobby at 5:15 pm.

This event will feature hosted wine, beer, cocktails, elegant plated dinner, and live music from Gritz and Jelly Butter! *

*Please Note: Vegetarian options are available at both restaurant locations. There is a cost of \$150.00 for guests to participate.



ASSOCIATION OF AIRPORT INTERNAL AUDITORS

29TH ANNUAL CONFERENCE
ATLANTA, GA ~ JUNE 10-13, 2018

CONFERENCE AGENDA

Sunday, June 10, 2018	
6:00 pm to 9:00 pm	Welcome Reception – Del Frisco’s Grille, across the street from Hotel.
Monday, June 11, 2018	
07:00 am to 08:00 am	Registration and Continental Breakfast ~ <i>Conference Registrants Only</i>
08:00 am to 08:30 am	Opening Remarks and Attendee Introductions <ul style="list-style-type: none"> Wayne E. Robinson, AAIA President, Internal Auditor, Manchester-Boston Regional Airport Angela Johnson, Interim Aviation Internal Audit Manager, Sr., Hartsfield-Jackson Atlanta International Airport Attendee Introductions Housekeeping Items
08:30 am to 08:45 am	Welcome to Atlanta Michael Smith, Senior Deputy General Manager, Hartsfield-Jackson Atlanta International Airport
08:45 am to 10:00 am	Mach 1 Mission: Never Fly Solo Highly engaging, inspirational and customized program of the Wingman peak performance philosophy of leading with courage, building trusting partnerships, preparing relentlessly and working as a cohesive team to win your organization’s mission. <ul style="list-style-type: none"> Lt. Col. Scott “Hurler” Weaver, Wingman Enterprises, Inc.
10:00 am to 10:15 am	Networking Break
10:15 am to 11:30 am	Auditing What Matters Internal auditors believe we do valuable work and we strive to be trusted advisors to the leaders of our organizations. But does the work we do really <i>matter</i> to top management and the board? How often are internal audit results discussed in the executive committee or at full board meetings? Norman Marks will share his thoughts on how internal auditors can and perhaps should adjust their audit plan and the assurance, advice, and insight they provide - becoming not only trusted advisors but highly valued contributors to their organizations’ success. <ul style="list-style-type: none"> Norman Marks, CPA, CRMA, Author, Evangelist and Mentor for Better Run Business, OCEG Fellow, Honorary Fellow of the Institute of Risk Management
11:30 am to 01:30 pm	Lunch, Annual Business Meeting, Short Presentation by Patrick North

ASSOCIATION OF AIRPORT INTERNAL AUDITORS

29TH ANNUAL CONFERENCE
ATLANTA, GA ~ JUNE 10-13, 2018

01:30 pm to 02:45 pm	Consultant and Construction Auditing for your Airport This class discusses the Who, Why, When and How to audit Consultants and Construction Projects at your airport. We will discuss how to develop an indirect cost rate or overhead rate for a consultant. In addition, we will discuss Construction Auditing and the six major areas of cost (audit areas) on a construction contract. <ul style="list-style-type: none"> William Parker, CCA
02:45 pm to 03:00 pm	Networking Break
03:00 pm to 04:15 pm	TNC Audits 2.0 – Lessons Learned from a Year of Auditing Uber and Lyft The advent of Transportation Network Companies (TNC) has created the potential for a unique revenue stream at airports. However, the logistics around TNC operations also present a unique set of challenges that airports must navigate in order to maximize their revenue potential. MSP Airport has permitted TNC operations since April 2016, with the implementation of a TNC ordinance at the beginning of 2017. The presentation will highlight the impact TNC operations have had on the airport from a revenue perspective, the control structure utilized to monitor TNC activity, an overview of the audit activities used to verify both data and revenue integrity, and the challenges inherent in auditing TNC’s. To conclude, the presenter will facilitate a discussion related to the experiences of attendees related to TNC audits. <ul style="list-style-type: none"> Michael Gee, Senior Internal Auditor, Metropolitan Airports Commission (Minneapolis-St. Paul)
Auditing CPEs = 1.5	
Tuesday, June 12, 2018	
07:00 am to 08:00 am	Continental Breakfast ~ <i>Conference Registrants Only</i>
08:00 am to 09:15 am	Auditing the Various Types of In-Airport Concessions Today’s Internal Auditing of Concessions is taking various processes and methods away from the norm of individual concession audits. Since audit observations appear to be the same across the concessions at an airport, Internal Audit Departments now combine audits of all concessions in one single audit, while large revenue related concessions, such as parking, are done as ‘stand-alone’ audits. During this session, participants will see samples of these audits, with an emphasis on advertising and across the board of concessions audits, including suggested areas of concentration and some observations. <ul style="list-style-type: none"> Claire Aboko-Venn, Director, Process Optimization and Improvement Detroit International Airport
Auditing CPEs = 1.5	
09:15 am to 09:30 am	Networking Break

ASSOCIATION OF AIRPORT INTERNAL AUDITORS

29TH ANNUAL CONFERENCE
ATLANTA, GA ~ JUNE 10-13, 2018

09:30 am to 10:20 am	<p>Data Analytics – “What is Different Today”</p> <p>This presentation will be about the evolution of data analytics, discussion on different maturity levels, what has changed over the year and the new skill sets required for executing today’s data analytics.</p> <ul style="list-style-type: none"> • Troy A Snyder, CICA Partner (Risk Accounting Advisory Services) Plante Moran, PLLC
10:20 am to 10:30 am	<p>Networking Break</p>
10:30 am to 11:45 am	<p>Cyber Security Survival Training</p> <p>This session will be an introduction and racing dive into the complex but fascinating world of cyber security, or “cyber” for short. Topics will include a brief history of cyber, important concepts, and basic vocabulary. From there, we will be discussing some of the recent trends in cyber, including crypto-currencies and blockchain technology, and how you might encounter them in your field. We’ll end with a healthy discussion period.</p> <ul style="list-style-type: none"> • Marty Mueller, Director of Technology and Information Systems, Reno-Tahoe Airport Authority
11:45 am to 12:45 pm	<p>Lunch</p>
12:45 pm to 02:00 pm	<p><i>CHOOSE FROM THE FOLLOWING TRACKS:</i></p> <p>TRACK A ~ Auditing Capital Projects: “The Basics of Construction Audits: Why, How & When”</p> <p>Capital program activities have significantly increased in recent years, generating the need to protect limited funding resources, provide transparency, establish objectivity, and reduce risks. Project stakeholders seek successfully executed projects that are on schedule and within budget meeting investment objectives. The Auditing Capital Projects: “The Basics of Construction Audits: Why, How & When” session will focus on developing and incorporating a construction audit strategy within an institution’s internal audit plan. The interactive conversation will cover the basic questions of why a construction audit might be needed, how to perform a construction audit and when they should occur. Specific focus will include areas typically addressed during construction audits including: Change Management, Cost Management, Construction Management & Quality, Claims / Disputes, Project Administration, and Risk Identification. Participants will be introduced to methods of approaching and facilitating the audit with a goal to improving financial controls and mitigating risks on capital projects.</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> 1. Assessing the impact of internal audit to improving capital programs 2. Reviewing risks associated with capital projects – Red Flags 3. When to conduct an audit with internal or external staff 4. Understanding cost recovery vs. cost prevention 5. Reviewing basic construction audit activities 6. Know key components of a comprehensive construction audit program <ul style="list-style-type: none"> • Robert S. Bright, President and Founder, Talson Solutions, LLC • Kenneth J. Brzozowski, Director, Talson Solutions, LLC

ASSOCIATION OF AIRPORT INTERNAL AUDITORS

29TH ANNUAL CONFERENCE
ATLANTA, GA ~ JUNE 10-13, 2018

<p>Management Services</p> <p>CPEs = 1.5</p>	<p>TRACK B ~ Strategic Risk Management</p> <p>Have you wondered why you can’t get the attention of senior management and the board? Are you concerned that most of the risks surfaced are those that are hazard, safety, or operational risks? Learn how you can add value to your organization by integrating strategy and risk. In this session you will learn:</p> <ul style="list-style-type: none"> • the basic definition of enterprise risk management • the transformation occurring in ERM • the impact of ignoring strategic risks • how to define strategic risk • explore example strategic risks • how you can take this approach into your airport and add strategic value <ul style="list-style-type: none"> • Vicki Yamasaki, Principal of Yamasaki ERM Solutions, LLC
02:00 pm to 02:15 pm	<p>Networking Break</p>
02:15 pm to 3:30 pm	<p><i>CHOOSE FROM THE FOLLOWING TRACKS:</i></p> <p>TRACK A ~ Auditing Capital Projects: “Technical Aspects of the Audit and Case Study Analysis”</p> <p>This session is geared towards those who want to further understand construction audit concepts, participate in interactive discussions and take part in case study analysis. The presentation will dive deeper into cost of work definitions, allowable and unallowable costs, technical aspects of reviewing hourly wage rate components, assessing details of labor burdens, analyzing the composition of change orders, and assessing other critical best practices and industry standards as they relate to capital programs. Attendees will be requested to assist in reviewing and discussing case studies related to aspects of assessing risks that are common to large infrastructure capital projects.</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> 1. Collaborating with other departments to meet audit objectives 2. Identifying unallowable profit centers for design teams and general contractors 3. Understanding how to create the value proposition for internal audit involvement 4. Leveraging technical resources to aid in performing the audit 5. Introduction of advanced construction audit techniques <ul style="list-style-type: none"> • Robert S. Bright, President and Founder, Talson Solutions, LLC • Kenneth J. Brzozowski, Director, Talson Solutions, LLC <p>TRACK B ~ Scoring Strategic/Top Risks</p> <p>In this session, we will engage the participants in surfacing aviation/airport strategic/top risks. We will together learn how to identify a top ten list of strategic risks and then engage senior leaders in scoring these risks, considering probability, impact, and velocity. How will you learn this? We will do this LIVE in our session together! Come watch it happen before your eyes!!</p> <ul style="list-style-type: none"> • Vicki Yamasaki, Principal of Yamasaki ERM Solutions, LLC
03:30 pm to 03:40 pm	<p>Networking Break</p>
<p>Auditing</p> <p>CPEs = 1.5</p>	
<p>Management Services</p> <p>CPEs = 1.5</p>	

ASSOCIATION OF AIRPORT INTERNAL AUDITORS

29TH ANNUAL CONFERENCE
ATLANTA, GA ~ JUNE 10-13, 2018

03:40 pm to 04:30 pm Auditing CPEs = 1	<p>Auditing Air Service Incentive Programs</p> <p>This presentation will provide an overview of what an air service incentive program is, its goals and structure, and how it can benefit the airport.</p> <p>We will discuss the approach to audit and identification of risk. Lastly, we will walk you through the results of our audits from Orlando International Airport and Tampa International Airport, and provide opportunities to improve internal controls over administration of the program.</p> <ul style="list-style-type: none"> • Tianna Dumond, Director, Internal Audit Orlando International Airport • Ma Janette Mendones, Auditor Orlando International Airport • Laura Tatem, Director of Internal Audit Tampa International Airport
5:15 pm to 9:30 pm	Networking Event – Atlanta’s 101 Steak, 3621 Vinings Slope SE

Wednesday, June 13, 2018

07:00 am to 08:00 am	Continental Breakfast ~ Conference Registrants Only
08:00 am to 09:15 am Specialized Knowledge CPEs = 1.5	<p>Group Sharing</p> <p>Do you have an audit issue about which you would like advice, clarification of how others perform a procedure, confirmation of your audit approach, or an experience that you would like to share with the group? This is your opportunity to ask, share, and learn from each other.</p> <p><i>Facilitated by:</i></p> <ul style="list-style-type: none"> • Laura Tatem, Director of Internal Audit, Tampa International Airport • Debbie Mommaerts, Audit Manager, Columbus Regional Airport Authority • Patrick J. Dalton, Director of Internal Audit & Corporate Compliance, Niagara Frontier Transportation Authority
09:15 am to 09:30 am	Networking Break
09:30 am to 10:45 am Management Services CPEs = 1.5	<p>Third-Party Contract Risks</p> <p>Most organizations rely on third-party service providers. Learn how you and your teams can help minimize your financial and reputational risks by properly managing your third parties.</p> <ul style="list-style-type: none"> • Adam Rouse, CFE, CCA, CCP, BKD CPAs & Advisors
10:45 am to 11:00 am	Networking Break
11:00 am to 12:15 pm Auditing CPEs = 1.5	<p>TNC Audits 2.0 – Q & A – Lessons Learned from a Year of Auditing Uber and Lyft</p> <p>This will be a continuation of the presentation from Monday afternoon and a time for more in-depth questions and discussion on what other airports are doing.</p> <ul style="list-style-type: none"> • Michael Gee, Senior Internal Auditor, Metropolitan Airports Commission (Minneapolis-St. Paul)

REGULAR SESSION ENDS

ASSOCIATION OF AIRPORT INTERNAL AUDITORS

29TH ANNUAL CONFERENCE
ATLANTA, GA ~ JUNE 10-13, 2018

EXTENDED SESSION	
12:15 pm to 01:00 pm	Lunch – For EXTENDED SESSION Participants ONLY
01:00 pm to 02:15 pm Information Technology CPEs = 1.5	<p>Optimizing Your User Access Review Process</p> <p>Reviewing user access to systems across the enterprise is frequently manual and disjointed, without any well-established control policies in place or reporting mechanisms. This session will explore what types of access should be periodically reviewed and how to best manage that process from an overall governance and compliance perspective.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> ➢ Define purpose & value of establishing Access Review Campaigns within your organization and what types of campaigns should be conducted (& at what frequency) ➢ Describe common challenges and pain points around access review process(es) ➢ Recommend Process-Oriented Changes to Optimize those Process(es) & how to Execute ➢ Recommend Technology-Oriented Changes to Optimize those Process(es) & how to Execute ➢ Tie Access Review process back to overall Governance & Compliance framework and how it contributes to a better Integrated Risk Management posture across an organization <ul style="list-style-type: none"> • Stephanie Hagopian, Focal Point Data Risk, LLC
02:15 pm to 02:30 pm	Break/Networking
02:30 pm to 03:45 pm Information Technology CPEs = 1.5	<p>Cybersecurity and Audit Risk</p> <p>Recent cyber risks and threats have grown in scope and sophistication, prompting individuals charged with governance to be properly educated and equipped to manage existing and emerging threats. This session addresses cybersecurity issues and how they relate to internal auditing, provide insight to leading industry practices and Internal Audit’s role in identifying and mitigating key risks associated with cybersecurity.</p> <ul style="list-style-type: none"> • Sabrina Serafin, CISA, Partner and National Practice Leader PRG, Frazier & Deeter, LLC

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Learning Objectives: Participants will gain an understanding of various airport business practices and learn techniques to monitor or audit various airport tenant activities. The conference sessions will provide ideas of where to focus limited time and resources, tips to improve practices, and will discuss actual approaches to audit airport operations, tenants, and contractors.

Program Description: Speakers from the profession, consulting firms, public accounting, and government will present ideas, concepts, and other industry-specific audit content. Topics include audits of concessions, parking, rental cars, construction, risk, fraud, communication skills and tips for using information technology to enhance audit capabilities. See the conference agenda above for more information.

Program Level: Basic, intermediate, overview. Sessions are designed for auditors and financial staff charged with overseeing the contractual requirements of airport tenants.

Prerequisites: Material is designed for participants who have experience auditing airport operations and tenants, as well as for participants new to the airport environment.

Advanced Preparation: No advance preparation is required.

Delivery Method: Group Live.

Recommended CPE: All participants are eligible to receive up to 21.5 CPE credits.

Registration Instructions and conference fees are included in the registration package herein and can also be obtained from the Association's website: www.airport-auditors.com

Refund/Cancellation Policy: Refunds in full must be requested in writing by May 15, 2018. Refund requests should be sent via email to Laura Tatem at L.Tatem@TampaAirport.com. No refunds will be granted after May 15, 2018; however, the remitting organization can send another participant in place of the original registrant.

Contact Information and Complaint Resolution Policy: For more information regarding refunds, complaints, and/or program cancellation policies, please contact Janice Mirarchi at 215.937.6982 or Janice.Mirarchi@phl.org. Written complaints should be addressed to:

Janice Mirarchi
Contracts Audit Supervisor
Division of Aviation
Philadelphia International Airport
Terminal E, 3rd Floor
Philadelphia, PA 19153



The Association of Airport Internal Auditors is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org



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CONTACT INFO

ATL HOST COMMITTEE

ANGELA JOHNSON
Aviation Audit Manager, Sr. (Interim)
Hartsfield-Jackson Atlanta International Airport
email: Angela.Johnson@atl.com
office: (404) 382-2211
mobile: (404) 277-6523

CONFERENCE PAYMENT

LAURA TATEM
AAIA Treasurer
6803 Pleasant Oaks Place
Riverview, FL 33578
email: treasurer@airport-auditors.com
office: (813) 870-8774





Traveltrust Corporation
 374 North Coast Hwy 101, Suite F
 Encinitas, CA 92024
 Phone: (760) 635-1700

ADD TO OUTLOOK

Wednesday, 9MAY 2018 06:25 PM EDT

Passengers: LEE MICHAEL PARRAVANO (OCA)

Agency Reference Number: OAWPFP

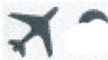
Click here to view your current itinerary or ETicket receipt on-line: tripcase.com


Southwest Airlines Confirmation WGMHHC

Please review your itinerary and report any discrepancies to Traveltrust within 24hrs of receipt
 Be sure to visit www.traveltrust.com for additional travel information

TRAVELTRUST STRONGLY RECOMMENDS CHECKING IN
 ONLINE WITH YOUR AIRLINE AT LEAST 24 HOURS PRIOR TO
 EACH FLIGHT FOR THE MOST CURRENT TIMES AND ALERTS

CURRENT AIRFARE 236.98 IF AVAILABLE AT TIME OF TICKETING

AIR	Sunday, 10JUN 2018	
Southwest Airlines	Flight Number: 2665	Class: R-Coach/Economy
From: San Diego CA, USA	Depart: 02:20 PM	
To: Atlanta GA, USA	Arrive: 09:40 PM	
Stops: Nonstop	Duration: 4 hour(s) 20 minute(s)	Miles: 1888 / 3021 KM
	Status: CONFIRMED	
Equipment: Boeing 737 Jet		
DEPARTS SAN TERMINAL 1 - ARRIVES ATL NORTH TERMINAL		
Southwest Airlines Confirmation number is WGMHHC		

HOTEL	Sunday, 10JUN 2018	
<u>Westin Buckhead Atlanta (WESTIN)</u>		
3391 Peachtree RD Ne Atlanta GA 30326		
Number of Rooms: 1	Confirmation Number: 462473745	
Phone: 404-365-0065	Fax: 404-365-8787	
Rate: USD 199.00		
Check Out: Wednesday, 13JUN 2018		
Room Type: Deluxe, 1 King Bed		

CONTACT TRAVELTRUST FOR ANY CHANGES OR CANCELLATION
 PLEASE PRESENT PERSONAL CC FOR HOTEL PAYMENT

CXL POLICY-08JUN
 Traveler is responsible for hotel charges if not cancelled

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.
SOUTHWEST AIRLINES CONFIRMATION NUMBER - WGMHHC
FOR EMERGENCY SERVICE FROM UNITED STATES - 888-221-6043

Ticket/Invoice Information

Ticket for: LEE MICHAEL PARRAVANO
Ticket Nbr: WN1444004328 Electronic Tkt: No Amount: 236.98
Base: 207.24 Tax: 29.74
Charged to: AX*****1013

Passenger Name: LEE MICHAEL PARRAVANO
Final payment: Amount: 0.00

Total Tickets: 236.98
Total Amount: 236.98

Click here 24 hours in advance to obtain boarding passes:
[SOUTHWEST](#)

Click here to review Baggage policies and guidelines:
[SOUTHWEST](#)

TSA Guidance- a government issued photo id is needed for checkin.
Please allow minimum 3 hour check-in for International flights and 2 hours for Domestic.
For Additional security information visit www.tsa.gov.

Thank you for choosing Traveltrust!
Our Business Hours are Sunday - Friday 10pm - 5:30pm Pacific
Saturday from 9am-1pm Pacific.
For EMERGENCY AFTERHOURS assistance in the US, please call 888-221-6043 and use VIP Code SJE72.
You can also use the Direct Dial Number 682-233-1914 or the collect number 682-647-0061.
Each call is billable at a minimum \$25.00 per call/reservation



Traveltrust Corporation
 374 North Coast Hwy 101, Suite F
 Encinitas, CA 92024
 Phone: (760) 635-1700

ADD TO OUTLOOK

Wednesday, 9MAY 2018 06:19 PM EDT

Passengers: LEE MICHAEL PARRAVANO (OCA)

Agency Reference Number: YVNSIU

Click here to view your current itinerary or ETicket receipt on-line: tripcase.com

Delta Air Lines Confirmation HCQ9IZ

Please review your itinerary and report any discrepancies to Traveltrust within 24hrs of receipt
 Be sure to visit www.traveltrust.com for additional travel information

TRAVELTRUST STRONGLY RECOMMENDS CHECKING IN
 ONLINE WITH YOUR AIRLINE AT LEAST 24 HOURS PRIOR TO
 EACH FLIGHT FOR THE MOST CURRENT TIMES AND ALERTS

CURRENT AIRFARE 313.20 NONREF TKT BY 5PM TODAY

AIR	Wednesday, 13JUN 2018	
Delta Air Lines	Flight Number: 1792	Class: U-Coach/Economy
From: Atlanta GA, USA	Depart: 02:43 PM	
To: San Diego CA, USA	Arrive: 04:08 PM	
Stops: Nonstop	Duration: 4 hour(s) 25 minute(s)	
Seats: 33A	Status: CONFIRMED	Miles: 1888 / 3021 KM
Equipment: Boeing 757 Jet	MEAL: FOOD FOR PURCHASE	
DEPARTS ATL SOUTH TERMINAL - ARRIVES SAN TERMINAL 2		
Delta Air Lines Confirmation number is HCQ9IZ		

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.
 DELTA AIR LINES CONFIRMATION NUMBER - HCQ9IZ
 FOR EMERGENCY SERVICE FROM UNITED STATES - 888-221-6043

Ticket/Invoice Information

Ticket for: LEE MICHAEL PARRAVANO
 Date issued: 5/9/2018 Invoice Nbr: 5473824
 Ticket Nbr: DL7143966635 Electronic Tkt: Yes Amount: 313.20 USD
 Base: 278.14 US Tax: 20.86 USD XT Tax: 14.20 USD
 Charged to: AX*****1013

Service fee: LEE MICHAEL PARRAVANO
 Date issued: 5/9/2018
 Document Nbr: XD0734987877 Amount: 30.00
 Charged to: AX*****1013

Total Tickets: 313.20
Total Fees: 30.00
Total Amount: 343.20

Click here 24 hours in advance to obtain boarding passes:

[DELTA](#)

Click here to review Baggage policies and guidelines:

[DELTA](#)

TSA Guidance- a government issued photo id is needed for checkin.
Please allow minimum 3 hour check-in for International flights and 2 hours for Domestic.
For Additional security information visit www.tsa.gov.

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Each call is billable at a minimum \$25.00 per call/reservation

Westin Buckhead Atlanta
 3391 Peachtree Road NE
 Atlanta, GA 30326
 United States

Tel: 404-365-0065 Fax: 404-365-8787

WESTIN®

HOTELS & RESORTS

Lee Michael Parravano
 GXK6HE1Z/AF06AB-ASSOCIATION OF AIRPO
 1525 Kougemoni Pl
 San Diego, CA, 92131
 AF06AB - ASSOCIATION OF AIRPORT INT Att

Page Number : 1 Invoice Nbr : 327196
 Guest Number : 1111479
 Folio ID : A
 Arrive Date : 06-10-2018 23:11
 Depart Date : 06-13-2018 09:53
 No. Of Guest : 2
 Room Number : 1924
 Club Account :

Tax Invoice

Tax ID :
 Westin Buckhead JUN-13-2018 10:00 A0046121

Date	Reference	Description	Charges (USD)	Credits (USD)
06-10-2018	3643	Gift Shop	15.24 X	
06-10-2018	RT1924	Room Charge	199.00	
06-10-2018	RT1924	State Tax	17.71	
06-10-2018	RT1924	Occupancy/Tourism Tax	15.92	
06-10-2018	RT1924	GA Hotel Fee	5.00	
06-11-2018	RT1924	Room Charge	199.00	
06-11-2018	RT1924	State Tax	17.71	
06-11-2018	RT1924	Occupancy/Tourism Tax	15.92	
06-11-2018	RT1924	GA Hotel Fee	5.00	
06-12-2018	RT1924	Room Charge	199.00	
06-12-2018	RT1924	State Tax	17.71	
06-12-2018	RT1924	Occupancy/Tourism Tax	15.92	
06-12-2018	RT1924	GA Hotel Fee	5.00	
06-13-2018	VI	Visa-5872		-728.13

For Authorization Purpose Only

xxxxxx5872

Date	Code	Authorized
06-10-2018	09699D	835.8

** Total 728.13 -728.13
 *** Balance 0.00

Continue on the next page

Westin Buckhead Atlanta
3391 Peachtree Road NE
Atlanta, GA 30326
United States
Tel: 404-365-0065 Fax: 404-365-8787


WESTIN®

HOTELS & RESORTS

Lee Michael Parravano
GXK6HE1Z/AF06AB-ASSOCIATION OF AIRPO
12525 Rousemont Pl
San Diego, CA, 92131
AF06AB - ASSOCIATION OF AIRPORT INT Att

Page Number	:	2	Invoice Nbr	:	327196
Guest Number	:	1111479			
Folio ID	:	A			
Arrive Date	:	06-10-2018	23:13		
Depart Date	:	06-13-2018	09:53		
No. Of Guest	:	2			
Room Number	:	1924			

I agreed to pay all room & incidental charges.



PACK LIGHT, STAY FIT - With the Westin Gear Lending program, New Balance(TM) workout gear is conveniently delivered to your room so you can keep moving. Experience it during your next stay. Learn more at westin.com/newbalance

Tell us about your stay. www.westin.com/reviews share, please email me at jeff.charlton@westinbuckheadatlanta.com

Zinburger #529
3393 Peachtree Road NE
Suite 3065A
404-963-9611

Server: Kayla 06/11/2018
B16/1 7:14 PM
Guests: 1

#90038

Area: Bar

Samburger 12.00
Waffle Sweets 6.00

2 Items

Subtotal 18.00
Tax 1.60

Total 19.60

Balance Due 19.60

Suggested Gratuity Amount

22%: \$ 0.00

20%: \$ 0.00

18%: \$ 0.00

www.Zinburger.com

See Other Copy

Zinburger #529
3393 Peachtree Road NE
Suite 3065A
404-963-9611

Server: Kayla DOB: 06/11/2018
07:31 PM 06/11/2018
B16/1 9/90038

SALE

Visa 8388668

Card #XXXXXXXXXX
Magnetic card present:
Card Entry Method: S

Approval: 06428D

Retrieval: 000000490000076

Amount: \$19.60

+ Tip: 3.40

= Total: 23.00

I agree to pay the above
total amount according to the
card issuer agreement.

X 

Zinburger #529
Suggested Gratuity Amount

22%: \$ 0.00

20%: \$ 0.00

18%: \$ 0.00

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Guest Copy

Dinner Monday Night. No dinner
provided

Great Wraps #68
Hartsfield-Jackson Atlanta
International Airport
Atlanta, GA

1752 Treon R

Chk 1592 Jun13'18 01:27P Gst 0

Dine In

1 Buffalo Chk Tortilla White	7.14
XXXXXXXXXX [REDACTED]	
Visa	7.71
Subtotal	7.14
Tax	0.57
Payment	7.71
Sales Tax	0.57

If we did or did not exceed your expectations, we would like to hear from you. Please call 800-426-5971 x1021 or email 68@hbfcare.com or text 770-927-7649

*Lunch for Lee on last day
no lunch provided*

* RECEIPT
* NOT VALID FOR TRAVEL *

MARTA
Buckhead
TVM40704
Wed 13 Jun 18 12:04PM

Payment Type: VISA
Purchase: One Way
Amount: \$ 3.50

Breeze Ticket #:
**** * **** * **** * **** * 4247

Credit Card #:
**** * **** * **** * [REDACTED]
Auth #: 82424D
Ref #: 816412822231
Transaction #:0000422127

Train to Airport

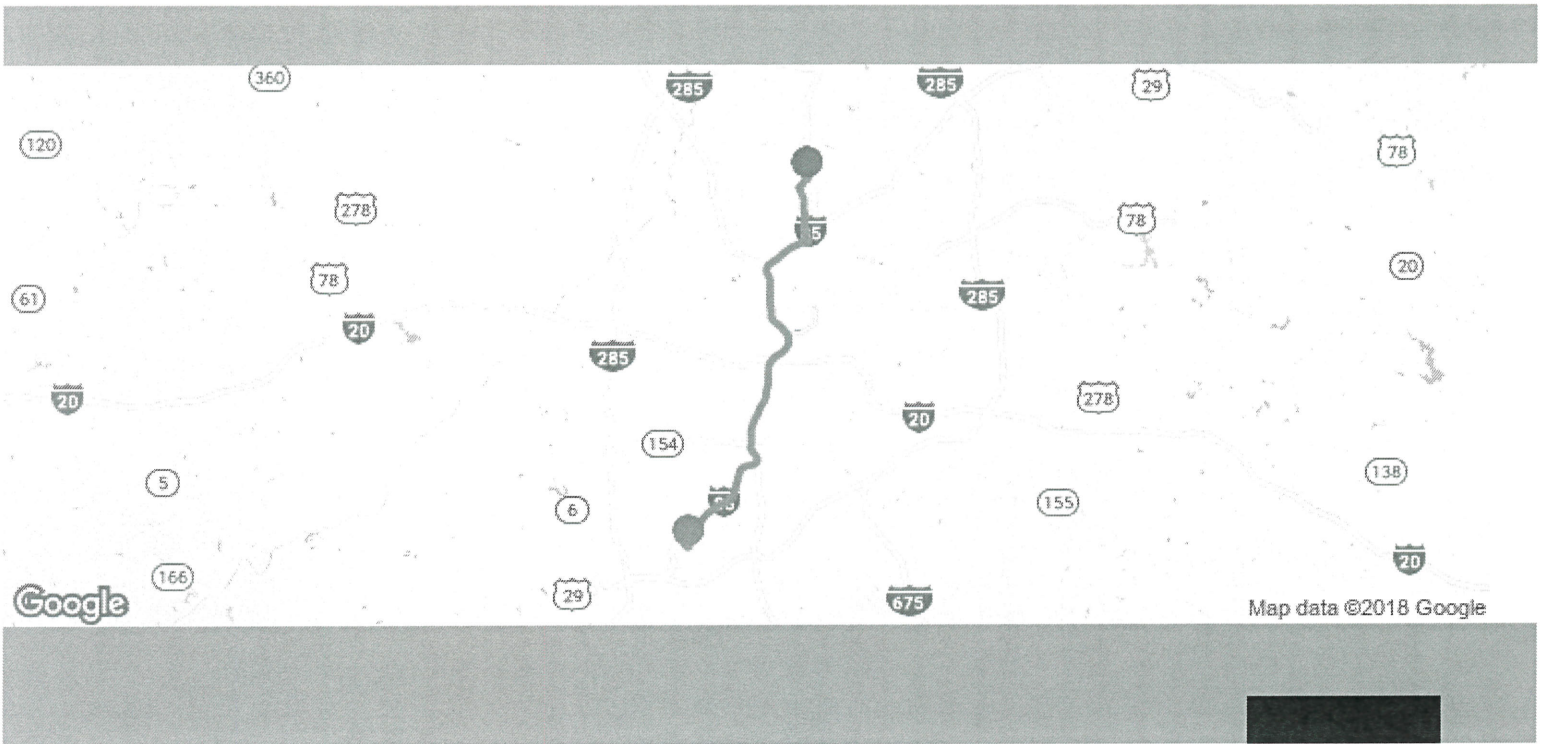
Parravano Lee

From: Lee Parravano <leeparravano@██████████>
Sent: Thursday, June 14, 2018 12:35 PM
To: Parravano Lee
Subject: Fwd: Your Sunday evening trip with Uber
Attachments: map_1456116f-6659-42df-9943-d65d49604f8d

----- Forwarded message -----

From: Uber Receipts <uber.us@uber.com>
Date: Sun, Jun 10, 2018, 8:07 PM
Subject: Your Sunday evening trip with Uber
To: <leeparravano@██████████>

Uber from Airport to Hotel





\$39.21

Thanks for choosing Uber, Lee

June 10, 2018 | UberX

10:41pm | S Terminal Pkwy, College Park, GA

11:06pm | 3387 Peachtree Rd NE, Atlanta, GA



You rode with Gregory

18.63
miles

00:25:52
Trip time

UberX

Car



Add a tip

[]

Your Fare

Trip fare	\$39.21
-----------	---------

Subtotal	\$39.21
----------	---------

CHARGED

\$39.21

 Personal 



Earn 4% back on dining, 3% back on hotel & airfare, 2% back on online purchases, and more with the Uber Visa Card.

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Tap Help in your app to contact support with questions about your trip.

Leave something behind? Track it down.