



**SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY**

Meeting Date: **MARCH 7, 2013**

Subject:

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

Recommendation:

For information only.

Background/Justification:

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

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

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

Fiscal Impact:

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

Authority Strategies:

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

- Community Strategy Customer Strategy Employee Strategy Financial Strategy Operations Strategy

Environmental Review:

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

Equal Opportunity Program:

Not applicable.

Prepared by:

TONY RUSSELL
DIRECTOR, CORPORATE SERVICES/AUTHORITY CLERK

TRAVEL REQUESTS

ROBERT GLEASON

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:

Travelers Name: Robert H. Gleason Dept: Board/02
 Position: Board Member President/CEO Gen. Counsel Chief Auditor

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

2. DATE OF REQUEST: 1/31/13 PLANNED DATE OF DEPARTURE/RETURN: 4/10/13 / 4/16/13

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

Destination: Biloxi, MI Purpose: Attend conference
 Explanation: Attending ACI Airport Board and Commissioners Conference April 14-16 (personal travel prior to conference)

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$	515
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$	50
B. LODGING	\$	260
C. MEALS	\$	
D. SEMINAR AND CONFERENCE FEES	\$	690
E. ENTERTAINMENT (If applicable)	\$	
F. OTHER INCIDENTAL EXPENSES	\$	50
TOTAL PROJECTED TRAVEL EXPENSE	\$	1565

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

Travelers Signature: [Signature] Date: 2.1.13

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

By my signature below, I certify the following:

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

Administrator's Signature: [Signature] Date: 2/11/13

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.)

As of February 7, 2013

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ACI-NA Airport Board Members & Commissioners Conference

-AGENDA-

April 14-16, 2013 • Beau Rivage Resort • Biloxi, MS

ACI-NA would like to thank the Gulfport/Biloxi International Airport for their support of our 2013 Airport Board Members & Commissioners Conference in Biloxi, MS.



**Gulfport-Biloxi
International Airport**
We Make Flying Easier.

Sunday, April 14, 2013

- 9:00am-4:00pm **Registration Open**
Magnolia Foyer, Beau Rivage Resort
- 11:00am-12:00pm **Commissioners Full Committee Meeting & Lunch**
Magnolia F, Beau Rivage Resort
- 1:30pm-1:45pm **Opening and Welcome Remarks**
Greg Principato, President; ACI-NA
Sylvia Stewart, Chair; ACI-NA Commissioners Committee
Frank Gentzer, Commissioner; Gulfport/Biloxi Regional Airport Authority
Clay Williams, Executive Director; Gulfport/Biloxi International Airport
- 1:45pm-2:15pm **Airport Industry, Policy and Government Affairs Update**
Debby McElroy, Executive Vice President, Policy and External Affairs; ACI-NA
- 2:15pm-3:15pm **ACI-NA Policy Campaign to Empower Airports for the Future**
Trevor J. Francis, Senior Vice President; Fleishman-Hillard
- 3:15pm-3:30pm **Refreshment Break**
- 3:30pm-4:15pm **Financial Five Year Forecast and Airport Preparation**
Speaker TBA
- 5:00pm-6:00pm **Welcome Reception**
Azalea BCD, Beau Rivage Resort

Monday, April 15, 2013

- 7:30am-4:00pm **Registration Open**
Magnolia Foyer, Beau Rivage Resort
- 7:30am-8:30am **Continental Breakfast**
Magnolia Foyer, Beau Rivage Resort
- 8:30am-9:15am **FAA Office of Airports Presentation**
Catherine Lang, Deputy Associate Administrator for Airports; FAA
- 9:15am-10:00am **Air Service Development: What Drives Airlines Decisions and How Airports Can Impact Those Decisions**
Kevin Schorr, Vice President; Campbell Hill Aviation Group
- 10:00am-10:15am **Morning Refreshment Break**
- 10:15am-11:00am **Understanding the Ins and Outs of an NTSB Investigation**
Peter Knudson, Public Affairs Officer, National Transportation Safety Board (Invited)
- 11:00am-11:45am **Succession Planning for Airport Staff**
Eric Mercado, Managing Director; Aviation Career Services
Nedra Farrar Swift; Recruitment & Human Resources Associate; Aviation Career Services

As of February 7, 2013

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- 11:45am-12:00pm **ACI-NA Commissioners Spring Scholarship Award Announcement**
Sylvia Stewart, Commissioner; Jackson Municipal Airport Authority
Chair, ACI-NA Commissioners Committee
- 12:00pm-1:30pm **Lunch**
Camellia A, Beau Rivage Resort
- 1:30pm-2:15pm **New Concession and Retail Trends**
Speaker TBA
- 2:15pm-3:15pm **Building Bridges for Airport Customer Service & Enhancing the Customer Experience**
Becky Huckaby, Director of Public Relations; Knoxville McGhee Tyson Airport (Invited)
Karen Ellis, Assistant Director of Customer Service; Houston Airport System
- 3:15pm-3:30pm **Afternoon Refreshment Break**
- 3:30pm-4:15pm **Airport Sustainability Practices: Tools for Evaluating, Measuring, and Implementing**
Carol Lurie, Principal; Vanasse Hangen Brustlin, Inc. (Invited)
- 5:30pm-7:00pm **Evening Reception: Hosted by Gulfport/Biloxi Regional Airport Authority and Harrison County Tourism Commission**
The Ohr-O'Keefe Museum of Art

Tuesday, April 16, 2013

- 8:00am-10:00am **Registration**
Magnolia Foyer, Beau Rivage Resort
- 8:00am-9:00am **Continental Breakfast**
Magnolia Foyer, Beau Rivage Resort
- 9:00am-9:45am **Business Information Technology Presentation**
Speaker TBA
- 9:45am-10:30am **Non-Aeronautical Regulatory Burdens Facing Airports**
James Briggs, Vice President, Legal Affairs; ACI-NA
- 10:30am-11:00am **Airport Security Policy Presentation**
Chris Bidwell, Vice President, Security and Facilitation; ACI-NA
- 11:00am **Conference Wrap-Up**

Mark Your Calendars!

ACI-NA Airport Board Members & Commissioners Conference
The Lodge at Whitefish Lake – Whitefish, MT
June 9-11, 2014

BRET LOBNER

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:

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

2. DATE OF REQUEST: 2-12-13 PLANNED DATE OF DEPARTURE/RETURN: 5/14/2013 / 5/18/2013

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

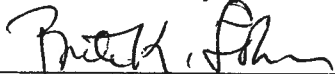
Destination: Seattle, WA Purpose: 2013 Spring Legal Affairs Conference
Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$ 420.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 80.00
B. LODGING	\$ 1,200.00
C. MEALS	\$ 200.00
D. SEMINAR AND CONFERENCE FEES	\$ 825.00
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$
TOTAL PROJECTED TRAVEL EXPENSE	\$ 2,725.00

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

Travelers Signature:  Date: 2-13-13

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

By my signature below, I certify the following:

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

Administrator's Signature: _____ Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

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

EXPENSE REPORTS

THELLA F. BOWENS

1/29 → Corporate Services

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

TRAVEL EXPENSE REPORT

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

TRAVELER: Thella F. Bowens DEPT. NAME & NO. Exec Office BU6
 DEPARTURE DATE: 1/15/2013 RETURN DATE: 1/17/2013 REPORT DUE: 2/16/13
 DESTINATION: New York, New York

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)	649.60			1/15/13	1/16/13	1/17/13			0.00
Conference Fees (provide copy of flyer/registration expenses)									0.00
Rental Car*									0.00
Gas and Oil*									0.00
Garage/Parking*									0.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare (include tips pd.)*									0.00
Hotel*				422.33	422.33				844.66
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)									0.00
Meals (include tips pd.)	Breakfast*			13.03		27.25			40.28
	Lunch*				39.64				39.64
	Dinner*								0.00
	Other Meals*								0.00
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality ¹ *									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	649.60	0.00	0.00	435.36	461.97	27.25	0.00	0.00	924.58

Explanation:	Total Expenses Prepaid by Authority	649.60
	Total Expenses Incurred by Employee (including cash advances)	924.58
	Grand Trip Total	1,574.18
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	649.60
	Due Traveler (positive amount)²	
	Due Authority (negative amount)³	924.58

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

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

Prepared By: Thella F. Bowens Print/Type Name Ext.: 2445
 Traveler Signature: Thella F. Bowens Date: 28 Jan 2013
 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.



TRAVELTRUST SCRIPPS RANCH
 Phone: 1-800-792-4662

Electronic Invoice

Prepared For:
BOWENS/THELLA

SALES PERSON	E4
INVOICE NUMBER	1200299
INVOICE ISSUE DATE	08 Jan 2013
RECORD LOCATOR	IZCXEF
CUSTOMER NUMBER	0000SDCRAA

Client Address

SAN DIEGO COUNTY REG AIRPORT AUTHORITY
 PO BOX 82776
 SAN DIEGO CA 92138-2776

DATE: Tue, Jan 15

Flight: UNITED AIRLINES 5608

From	SAN DIEGO, CA	Departs	6:25am
To	LOS ANGELES, CA	Arrives	7:24am
Departure Terminal	R	Arrival Terminal	8
Duration	0hr(s) :59min(s)	Class	United Economy
Type	CRJ-700 CANADAIR REGIONAL JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA		

DATE: Tue, Jan 15

Flight: UNITED AIRLINES 283

From	LOS ANGELES, CA	Departs	8:30am
To	NEW YORK JFK, NY	Arrives	4:45pm
Departure Terminal	7	Arrival Terminal	7
Duration	05hr(s) :15min(s)	Class	United Economy
Type	BOEING 757 JET	Meal	Food for Purchase
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA		

DATE: Thu, Jan 17

Flight: UNITED AIRLINES 535

From	NEW YORK JFK, NY	Departs	5:53pm
To	LOS ANGELES, CA	Arrives	9:05pm
Departure Terminal	7	Arrival Terminal	7
Duration	06hr(s) :12min(s)	Class	United Economy
Type	BOEING 757 JET	Meal	Food for Purchase
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA		

DATE: Thu, Jan 17

Flight: UNITED AIRLINES 6344

From	LOS ANGELES, CA	Departs	10:51pm
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To	SAN DIEGO, CA	Arrives	11:39pm
Departure Terminal	8	Arrival Terminal	R
Duration	0hr(s) :48min(s)	Class	United Economy
Type	CRJ-700 CANADAI REGIONAL JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA		UA - XXXXXX 58

Ticket Information

Ticket Number	UA 1963601857	Passenger			
		Billed to:	[REDACTED]	USD	* 619.60
Service Fee	XD 0585425719	Passenger	BOWENS THELLA		
		Billed to:	[REDACTED]	USD	* 30.00
				SubTotal	USD 649.60
				Net Credit Card Billing	* USD 649.60
				Total Amount Due	USD 0.00

} 649.1

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.

RECEIPTS FROM TRAVEL TO NEW YORK, NEW YORK
January 15 - 17, 2013—THELLA F. BOWENS



GUEST FOLIO

1425	BOWENS/THELLA	365.00	01/17/13	12:58	1300
<small>Room</small>	<small>Name</small>	<small>Rate</small>	<small>Depart</small>	<small>Time</small>	<small>ACCT#</small>
DNKG			01/15/13	17:38	
<small>Type</small>			<small>Arrive</small>	<small>Time</small>	
69	XXX		PASSPORT:		
<small>Room Clerk</small>	XXX	NE 11111	<small>Payment</small>	<small>RWD#:</small>	
<small>Address</small>					

DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE
01/15	ROOM TR	1425, 1	365.00	
01/15	RM TX	1425, 1	32.39	
01/15	NYC TAX	1425, 1	21.44	
01/15	OCC/JAV	01/15/13	3.50	
01/16	LOBBY	66061425	39.64	
01/16	ROOM TR	1425, 1	365.00	
01/16	RM TX	1425, 1	32.39	
01/16	NYC TAX	1425, 1	21.44	
01/16	OCC/JAV	01/16	3.50	
01/17	525LEX	37821425	27.25	
01/17	CCARD-AX		911.55	
PAYMENT RECEIVED BY AMERICAN EXPRESS XXXXXXXXXXXX				
				.00

#422.33
- See page 2 of 3
#422.33
- See page 3 of 3

----- EXP. REPORT SUMMARY -----		.00
01/15	ROOM&TAX	422.33
01/16	LOBBY	39.64
	ROOM&TAX	422.33
01/17	525LEX	27.25

AS REQUESTED, A FINAL COPY OF YOUR BILL WILL BE EMAILED TO:

 SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM

RECEIPTS FROM TRAVEL TO NEW YORK, NEW YORK
January 15 - 17, 2013—THELLA F. BOWENS

WELCOME

=====

ORDER # 66

Name : T. BOWENS

=====

Location: LAXWOLF1
 Desk: THSLAXWGPCKSK01
 Order ID: 046589
 PJS Order Id: 5566
 Date: 01/15/2013 ✓
 Time: 07:53 AM ✓
 Dine In

Classic Breakfast \$11.95
 + No Potatoes
 + Pecan Bread

Sub-Total \$11.95
 Sales Tax \$1.08
 TOTAL \$13.03

Customer Name: THELLA F BOWENS
 Paid - Card#: XXXXXXXXXX
 AMEX

Balance

\$13.03
 \$0.00

1/15 Breakfast

Thank You



1/16 Lunch

& & & 403 & & &
 ***** LOBBY LOUNGE*****
 414 ENZO

TBL 15/1 ✓ 6606 GST 1
 16JAN'13

1 ICED TEA 5.00
 1 ARUGLA SAL 12.00

1 EGG HAM CHZ SAND 15.00
 NO
 EGG

Sub-Total: 32.00
 GRATUITY 4.80
 Tax 2.84

10:49 TOTAL DUE: \$39.64 ✓
 *** 15% GRATUITY INCLUDED ***
 ADDITIONAL GRATUITY

TOTAL -----

ROOM NUMBER *1426*

PRINT LAST NAME *BOWENS*

SIGNATURE *Theilla F Bowens*

**** 15% GRATUITY INCLUDED **** ✓

RECEIPTS FROM TRAVEL TO NEW YORK, NEW YORK
January 15 - 17, 2013—THELLA F. BOWENS

& & & 401 & & &
*****525LEX RESTAURANT*****
33 JOHN 1

TBL 34/1 3782 GST 1
✓ 17JAN'13 10:30AM ✓

1 FRUIT PLATTER ✓ 11.00
1 SIDE BACON ✓ 6.00
1 COFFEE ✓ 5.00
Sub-Total: 22.00
GRATUITY ✓ 3.30
Tax 1.95
:01 TOTAL DUE: \$27.25

ADDITIONAL GRAT _____
TOTAL _____

ROOM NUMBER _____

PRINT LAST NAME _____
SIGNATURE _____

*** 15% GRATUITY INCLUDED ***

1/17 Breakfast

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

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

TRAVELER: Thella F. Bowens DEPT. NAME & NO. Exec Office BU6
 DEPARTURE DATE: 1/30/2013 RETURN DATE: 1/31/2013 REPORT DUE: 3/2/13
 DESTINATION: Chicago, IL

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 1/30/13	WEDNESDAY 1/31/13	THURSDAY	FRIDAY	SATURDAY	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	438.80								0.00
Conference Fees (provide copy of flyer/registration expenses)									0.00
Rental Car*									0.00
Gas and Oil*									0.00
Garage/Parking*									0.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare (include tips pd.)*				7.31					7.31
Hotel*				289.84					289.84
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)									0.00
Meals (include tips pd.)	Breakfast*								0.00
	Lunch*			27.21	26.68				53.89
	Dinner*			22.89	33.63				56.52
	Other Meals*								0.00
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality ^{1*}									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	438.80	0.00	0.00	347.25	60.31	0.00	0.00	0.00	407.56

Explanation:	Total Expenses Prepaid by Authority	438.80
	Total Expenses Incurred by Employee (including cash advances)	407.56
	Grand Trip Total	846.36
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	438.80
	Due Traveler (positive amount) ²	
	Due Authority (negative amount) ³	407.56
<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.

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

Prepared By: Amy Caldera Ext.: 2445
 Traveler Signature: Thella F. Bowens Date: 15 Feb 2013
 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.

12/18/12 travel dates corrected

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:

Travelers Name: Thella F. Bowens Dept: Exec Off BU6

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

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

2. DATE OF REQUEST: 12/11/12 PLANNED DATE OF DEPARTURE/RETURN: 01/30/13 | 01/31/13

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

Destination: Chicago, IL Purpose: Meeting with United Airlines

Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

• AIRFARE	\$	<u>150.00</u>
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$	<u>100.00</u>
B. LODGING	\$	<u>350.00</u>
C. MEALS	\$	<u>75.00</u>
D. SEMINAR AND CONFERENCE FEES	\$	<u> </u>
E. ENTERTAINMENT (If applicable)	\$	<u> </u>
F. OTHER INCIDENTAL EXPENSES	\$	<u>100.00</u>
TOTAL PROJECTED TRAVEL EXPENSE	\$	<u>775.00</u>

* 1st leg of travel only - remainder on 1/31/12 Atlanta, GA out-of-town travel request.

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

Travelers Signature: Thella F. Bowens Date: 11 Dec 2012

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

By my signature below, I certify the following:

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

Administrator's Signature: Thella F. Bowens Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, Tony R. Russell, Authority Clerk, hereby certify that this document was approved
 (Please leave blank. Whoever clerk's the meeting will insert their name and title.)
 by the Executive Committee at its 12/20/2012 meeting.
 (Leave blank and we will insert the meeting date.)



TRAVELTRUST SCRIPPS RANCH
 Phone: 1-800-792-4662

Electronic Invoice

Prepared For:
 BOWENS/THELLA

Ref: DEPT 6

SALES PERSON	E4
INVOICE NUMBER	1200579
INVOICE ISSUE DATE	17 Jan 2013
RECORD LOCATOR	DIIXWM
CUSTOMER NUMBER	0000SDCRAA

Client Address

SAN DIEGO COUNTY REG AIRPORT AUTHORITY
 PO BOX 82776
 SAN DIEGO CA 92138-2776

Notes

YOUR UNITED ETICKET CONFIRMATION IS ** QNB0QV **

DATE: Wed, Jan 30

Flight: UNITED AIRLINES 656

From	SAN DIEGO, CA	Departs	6:18am
To	CHICAGO OHARE, IL	Arrives	12:12pm
Departure Terminal	1	Arrival Terminal	1
Duration	03hr(s) :54min(s)	Class	United Economy
Type	BOEING 757 200 SERIES JET	Meal	Food for Purchase
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA		UA - XXXXXX 58

DATE: Thu, Jan 31

Flight: UNITED AIRLINES 395

From	CHICAGO OHARE, IL	Departs	5:30pm
To	SAN DIEGO, CA	Arrives	7:53pm
Departure Terminal	1	Arrival Terminal	1
Duration	04hr(s) :23min(s)	Class	United Economy
Type	AIRBUS INDUSTRIE A320 JET	Meal	Food for Purchase
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA		UA - XXXXXX 58

Ticket Information

Ticket Number	UA 1963601867	Passenger			
		Billed to:		USD	* 408.80
Service Fee	XD 0585801164	Passenger	BOWENS THELLA		
		Billed to:		USD	* 30.00
				SubTotal	USD 438.80
				Net Credit Card Billing	* USD 438.80
				Total Amount Due	USD 0.00

GUEST FOLIO

JW MARRIOTT.
CHICAGO



JW Marriott® Chicago • 151 West Adams, Chicago, Illinois, 60603 • 312.660.8200 • jwmarriott.com

Room 829	Name BOWENS/THELLA	Rate 249.00	Depart 01/31/13	Time 10:33	19931
Type GD		Arrive 01/30/13	Time 13:05	ACCT#	
Room Clerk 91	[REDACTED]	XXXXXXXXXXXX			
DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE	

01/30 LOUNGE	9465 829	27.21	- See page 1	
[REDACTED]	[REDACTED]	[REDACTED]		
01/30 TR ROOM	829, 1	249.00	} 289.84	
01/30 ROOM TAX	829, 1	29.63		
01/30 CITY TAX	829, 1	11.21		
01/31 FLORNTIN	6011 829	22.68	} See pg 4	
01/31 FLORNTIN	6011 829	4.00		
01/31 CCARD-AX				365.52 343.73
PAYMENT RECEIVED BY: AMERICAN EXPRESS [REDACTED]				

.00

AS REQUESTED, A FINAL COPY OF YOUR BILL WILL BE EMAILED TO:
SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM

Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement for updated activity.

**RECEIPTS FROM TRAVEL TO CHICAGO, IL
January 30-31, 2013—THELLA F. BOWENS**

***** 401 *****
51 MORGAN 1

Chicago, IL 60602
(312)984-1718

TBL 80/2 9465
30JAN'13 1:24PM

Server: Jamal 01/30/2013
Table 54/2 8:26 PM
Guests: 3 10047

1 ARNOLD PALMER 5.00
1 CHICK BITES 12.00
1 SIDE SWEET FRIES 4.00
Sub-Total: 21.00
Tax: 2.21
2:08 TOTAL DUE: \$23.21

1/2 Asparagus Ravioli 10.00
Organic Beet Salad 8.00

Complete Subtotal ~~18.00~~ 30.00

PLEASE COMPLETE FOR ROOM CHARGES

GRATUITY 4.00

3 Items

TOTAL _____

Subtotal 10.50 ~~18.00~~ 30.00
Tax 1.99 3.15

ROOM NUMBER _____

Total (See next page) 33.15

PRINT LAST NAME _____

Balance Due 33.15

SIGNATURE \$27.21

Special Occasion Club! 19.89
Give us your email! AND 3.00
We will send you...
AND 22.89

1/30/13 lunch

1/30/13 dinner

(See receipt next page)

**RECEIPTS FROM TRAVEL TO CHICAGO, IL
January 30-31, 2013—THELLA F. BOWENS**

17 North Dearborn
Chicago, IL 60602
(312)984-1718

~~THE FLORENTINE~~
151 W Adams St
Chicago, IL 60604
312-660-8866

Server: Janaal DOB: 01/30/2013
08:32 PM 01/30/2013
Table 54/2 1/10047

Server: Cash 129 01/31/2013
Table 41/2 10:04 AM
Guests: 4

#60011

AMEX 1048617
Card #XXXXXXXXXX
Magnetic card present: BOWENS THELLA F
Approval: 506783

Reprint #: 2

Two Eggs 13.00
Coffee 4.00
Side Fruit 6.00

Amount: \$ 35.15
+ Tip: ~~1.00~~
Total: ~~\$ 39.15~~

Complete Subtotal 23.00

3 Items

Subtotal 23.00
Tax 2.13

15% Guest -2.85
Total 22.68

19.89
3.00 tip
\$22.89

ROOM CHRG #R829 22.68
Auth:

+ Tip:: 4.00
= Total: 26.68

Special Occasion Club!
Give us your email AND
We will send you a \$10 cert.
AND buy dinner for your B DAY!

X _____

Balance Due 0.00

JOIN US AFTER WORK!!
FREE PIZZA HAPPY HOUR!!
w/ alcoholic beverage purchase
4pm 6pm Monday Friday

1/31/13 Breakfast

**RECEIPTS FROM TRAVEL TO CHICAGO, IL
January 30-31, 2013—THELLA F. BOWENS**



1/31/13 1:17 PM
Carmen Table:201 Check:528

1 Iced Tea @1.95	\$1.95
1 Fish @19.95	\$19.95

Sub-Total	\$21.90
Sales Tax	\$2.35
20% Gratuity	\$4.38

Total	\$28.63

Thank You
www.pazzoscucina.com
312.913.1600

1/31
Lunch

1/31/13 1:23 PM
Charge Receipt

Server:	Carmen
Table No:	201
Check No:	528
Trans Type:	Sale
Auth No:	584615
Account No:	*****
Card:	
Card Member:	BOWENS/THELLA F
Amount:	\$24.25
Gratuity:	\$4.38
Total:	\$28.63
Tip:	\$ <u>5.00</u>
Total:	\$ _____

X.....

Customer Copy

Thank You
www.pazzoscucina.com
312.913.1600

**RECEIPTS FROM TRAVEL TO CHICAGO, IL
January 30-31, 2013—THELLA F. BOWENS**

Thank you for riding with us!

#6³¹ + tip #1 1/30
\$ Time Date

Received from:
JW Marriott
Cab fare from:
Restaurant
To:

Driver:

Cabe:

Account #:



312-829-4222
yellowcabchicago.com



312-243-2537
checkertaxichicago.com



312-226-8880
bluediamondtaxi.com



773-248-7600
773-248-7600
americanunitedtaxiaffiliation.com

1/30 taxi from hotel to
restaurant.

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

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

TRAVELER: Thella F. Bowens DEPT. NAME & NO. Executive Office BU6
 DEPARTURE DATE: 2/4/2013 RETURN DATE: 2/9/2013 REPORT DUE: 3/11/13
 DESTINATION: Miami, FL

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)	533.60								0.00
Conference Fees (provide copy of flyer/registration expenses)	425.00								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.)*		34.50						36.80	71.30
Hotel*		315.27	315.27	315.27	315.27	315.27			1,576.35
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)									0.00
Meals (include tips pd.)	Breakfast*								0.00
	Lunch*								0.00
	Dinner*		55.30	25.87					81.17
	Other Meals*		22.27						22.27
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality ¹ *									0.00
Miscellaneous: Baggage Fees									0.00
									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	958.60	0.00	427.34	341.14	315.27	315.27	315.27	36.80	1,751.09

Explanation:	Total Expenses Prepaid by Authority	958.60
	Total Expenses Incurred by Employee (including cash advances)	1,751.09
	Grand Trip Total	2,709.69
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	958.60
	Due Traveler (positive amount)²	
	Due Authority (negative amount)³	1,751.09

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

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

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

⁴ Travel and Lodging Expense Reimbursement Policy 3.40

⁵ Business Expense Reimbursement Policy 3.30

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

Ext.: 2445
 Date: 15 Feb 2013
 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.

12/18/12 Travel Dates corrected

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:

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

2. DATE OF REQUEST: 12/07/12 PLANNED DATE OF DEPARTURE/RETURN: 02/04/13 | 02/10/13

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip— continue on extra sheets of paper as necessary):
 Destination: Miami, FL Purpose: Attend ACI World Governing Board meeting and ACI-NA CEO Forum
 Explanation: Attend ACI World Governing Board meeting and ACI-NA CEO Forum

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:	
• AIRFARE	\$ 450.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 100.00
B. LODGING	\$ 1900.00
C. MEALS	\$
D. SEMINAR AND CONFERENCE FEES	\$ 425.00
E. ENTERTAINMENT (If applicable)	\$
F. OTHER INCIDENTAL EXPENSES	\$ 100.00
TOTAL PROJECTED TRAVEL EXPENSE	\$ 2975.00

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

Travelers Signature: Thella F. Bowers Date: 11 Dec 2012

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

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

Administrator's Signature: _____ Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, Tony R Russell, Authority Clerk, hereby certify that this document was approved
 (Please leave blank. Whoever clerk's the meeting will insert their name and title.)
 by the Executive Committee at its 12/20/2012 meeting.
 (Leave blank and we will insert the meeting date.)



TRAVELTRUST SCRIPPS RANCH
 Phone: 1-800-792-4662

Electronic Invoice

Prepared For:

BOWENS/THELLA

Ref: **DEPT 6**

SALES PERSON	E4
INVOICE NUMBER	1200444
INVOICE ISSUE DATE	11 Jan 2013
RECORD LOCATOR	AUBCSX
CUSTOMER NUMBER	0000SDCRAA

Client Address

SAN DIEGO COUNTY REG AIRPORT AUTHORITY
 PO BOX 82776
 SAN DIEGO CA 92138-2776

Notes

YOUR UNITED ETICKET CONFIRMATION IS ** I870GC **

DATE: Mon, Feb 04

Flight: UNITED AIRLINES 1621

From	SAN DIEGO, CA	Departs	6:15am
To	HOUSTON GEO BUSH, TX	Arrives	11:26am
Departure Terminal	2	Arrival Terminal	C
Duration	03hr(s) :11min(s)	Class	United Economy
Type	BOEING 737-900 JET	Meal	Food for Purchase
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA	Seat(s) - 11A	UA - XXXXXX 58

DATE: Mon, Feb 04

Flight: UNITED AIRLINES 1158

From	HOUSTON GEO BUSH, TX	Departs	1:42pm
To	MIAMI INTERNTNL, FL	Arrives	5:05pm
Departure Terminal	C		
Duration	02hr(s) :23min(s)	Class	United Economy
Type	BOEING 737-900 JET	Meal	Food and Beverage for Purchase
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA	Seat(s) - 10D	UA - XXXXXX 58

DATE: Sat, Feb 09

Flight: UNITED AIRLINES 1412

From	MIAMI INTERNTNL, FL	Departs	6:00pm
To	HOUSTON GEO BUSH, TX	Arrives	7:58pm
		Arrival Terminal	C
Duration	02hr(s) :58min(s)	Class	United Economy
Type	BOEING 737-900	Meal	Food and Beverage

Stop(s)	JET		for Purchase
Seat(s) Details	Non Stop		
	BOWENS/THELLA	Seat(s) - 09D	UA - XXXXXX 58

DATE: Sat, Feb 09

Flight: UNITED AIRLINES 315

From	HOUSTON GEO BUSH, TX	Departs	9:10pm
To	SAN DIEGO, CA	Arrives	10:44pm
Departure Terminal	C	Arrival Terminal	2
Duration	03hr(s) :34min(s)	Class	United Economy
Type	AIRBUS INDUSTRIE A320 JET	Meal	Food and Beverage for Purchase
Stop(s)	Non Stop		
Seat(s) Details	BOWENS/THELLA	Seat(s) - 08C	UA - XXXXXX 58

Ticket Information

Ticket Number	UA 1963601864	Passenger			
		Billed to:	[REDACTED]	USD	* 503.60
Service Fee	XD 0585617635	Passenger	BOWENS THELLA		
		Billed to:	[REDACTED]	USD	* 30.00
				SubTotal	USD 533.60
				Net Credit Card Billing	* USD 533.60
				Total Amount Due	USD 0.00

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.

Caldera Amy

From: cgroup@aci-na.org
Sent: Friday, January 11, 2013 8:01 AM
To: Bowens Thella; Caldera Amy
Subject: 2013 CEO Forum & Winter Board of Directors Meeting - Confirmation

01/11/2013



Meeting Confirmation Notice

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

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

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

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

You are registered for the following:

2013 CEO Forum & Winter Board of Directors Meeting
From Wednesday, February 06, 2013 through Friday, February 08, 2013

<u>Description</u>	<u>UnitPrice</u>	<u>Quantity</u>	<u>Price</u>
		Total	425.00
		Payments	425.00 ✓
		Balance	0.00

Thank you for registering for the 2013 CEO Forum & Winter Board of Directors Meeting, February 6-8, 2013. The meeting will be held at the InterContinental Miami, Miami, FL.

HOTEL RESERVATIONS

Please call the InterContinental Miami directly at (305) 577-1000 or, toll free at (877) 834-3613. Be sure to identify yourself as being with the ACI-NA meeting to receive the discounted rate of \$279.00 USD single/double occupancy per night, plus applicable taxes.

The last day to receive this rate is January 7, 2013. Rooms may sell out before this date. Make your reservations early.

CANCELLATION REFUND POLICY

Cancellations must be submitted in writing to meetings@aci-na.org by January 7, 2013. Cancellations received by January 7, 2013 are eligible to receive a refund, less \$100

INTERCONTINENTAL.
MIAMI

100 Chopin Plaza, Miami, Florida 33131-2305 USA

Tel: (305) 577-1000 Fax: (305) 577-0384 www.icmiamihotel.com • miami@interconti.com

02-09-13

Ms. Thella Bowens [REDACTED]	Folio No. : 1061863	Room No. : 2905
	A/R Number :	Arrival : 02-04-13
	Group Code : OEJ	Departure : 02-09-13
	Company : Airports Council International - North	Conf. No. : 67681398
	Membership No. :	Rate Code :
	Invoice No. :	Page No. : 1 of 2

Date	Description	Charges	Credits
02-04-13	Toro Toro Dinner - Food CHECK# 1279	55.30	see pg 1
02-04-13	Room Service Dinner -Food CHECK# 1225	22.27	see pg 2
02-04-13	*Accommodation	279.00	} 315.27
02-04-13	State Tax	19.53	
02-04-13	City Tax	16.74	
	[REDACTED]	[REDACTED]	
02-05-13	Toro Toro Bar Dinner -Food CHECK# 1356	25.87	- See page!
02-05-13	*Accommodation	279.00	} 315.27
02-05-13	State Tax	19.53	
02-05-13	City Tax	16.74	
02-06-13	*Accommodation	279.00	} 315.27
02-06-13	State Tax	19.53	
02-06-13	City Tax	16.74	
02-07-13	*Accommodation	279.00	} 315.27
02-07-13	State Tax	19.53	
02-07-13	City Tax	16.74	
	[REDACTED]	[REDACTED]	
02-08-13	*Accommodation	279.00	} 315.27
02-08-13	State Tax	19.53	
02-08-13	City Tax	16.74	
02-09-13	American Express		1,707.59

1679.79

Billing miamibilling@interconti.com


INTERCONTINENTAL.

MIAMI

100 Chopin Plaza, Miami, Florida 33131-2305 USA

Tel: (305) 577-1000 Fax: (305) 577-0384 www.icmiamihotel.com • miami@interconti.com

02-09-13

Ms. Thella Bowens  US	Folio No. :	1061863	Room No. :	2905
	A/R Number :		Arrival :	02-04-13
	Group Code :	OEJ	Departure :	02-09-13
	Company :	Airports Council International - North	Conf. No. :	67681398
	Membership No. :		Rate Code :	
	Invoice No. :		Page No. :	2 of 2

Date	Description	Charges	Credits
		Total 1679.79	1,707.59
		Balance 0.00	1679.79

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.

RECEIPTS FROM TRAVEL TO MIAMI, FL
February 5 - 19, 2013—THELLA F. BOWENS

YELLOW CAB 444-4444

Date 2/19/13 Taxicab # 1254
 Customer _____
 From MIA 3400
 To CHOPIN PLAZA
 Amount \$ 20.00 + 4.50 tip Driver MICHELLE

Air Conditioned



SUPER YELLOW Cab
 (305) 888-7777 Receipt

Date: 2/19/13 Time: _____ Cab # 3360
 From: InterContinental
 To: Airport
 Driver: _____ Amount \$21.87 TIP \$4.80
 Complaint or Compliment. (305) 885-0000. P.T.R.D. (305) 975-2460

Miami InterContinental Hotel
 TBL 10/1 _____ 1
 127 AURELIO _____

TBL 10/1 _____ 1
 CHK 1279 GST 1
 FEB04'13 9:00PM

1 RSTD GROUPER 28.00
 1 ASPARGUS 8.00
 Subtotal 36.00
 18% Serv Charge 6.48
 Tax 3.82
 Total Due **\$46.30**
 Tip: 9.00

A 18% Service Charge has been included.

Please feel free to raise it or lower it at your discretion.

Total: \$55.30

Guest Name: _____

Room Number: _____

Signature: _____

Hotel
 407 PATRICIA _____ 2

TBL 202/3 _____
 CHK 1356
 FEB05'13 2:01PM

1 CLASSIC BURGER 14.00
 1 ICED TEA 3.00
 Subtotal 17.00
 18% Serv Charge 3.06
 Tax 1.81
 Total Due **\$21.87**
 Tip: 4.00

A 18% Service Charge has been included.

Please feel free to raise it or lower it at your discretion.

Total: \$25.87

Guest Name: _____

Room Number: _____

Signature: _____

RECEIPTS FROM TRAVEL TO MIAMI, FL
February 5 - 19, 2013—THELLA F. BOWENS

Miami Intercontinental Hotel
PRIVATE DINING
728 NIGHT1 2

2905/1 CHK 1225 GST 1
✓ FEB04'13 10:07PM ✓

1 KEY LIME PIE	6.00
1 TEA SML GREEN TEA	6.00
.SPECL PREP	
1 RS DELIVERY CHR	3.50
FOOD SALES	12.00
MISC SALES	3.50
Service Charges	2.00
SERVICE CHR 20%	3.10
Tax	1.67
Total Paid	22.27
\$ Serv CHARGE	2.00
2905/Bowens	
Room Charge	22.27 ✓

----737 CLOSED FEB04 10:57PM----

BRET LOBNER

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

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

TRAVELER: Bretton Lobner DEPT. NAME & NO. General Counsel
 DEPARTURE DATE: 1/24/2013 RETURN DATE: 1/26/2013 REPORT DUE: 2/25/13
 DESTINATION: Miami, FL

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)	688.60					1/24/13	1/25/13	1/26/13	0.00
Conference Fees (provide copy of flyer/registration expenses)									0.00
Rental Car*									0.00
Gas and Oil*									0.00
Garage/Parking*									0.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare (include tips pd.)*						36.00	10.00	31.00	77.00
Hotel*						275.72	275.72		551.44
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)								1.00	1.00
Meals (include tips pd.)	Breakfast*					4.07			4.07
	Lunch*					8.63		7.90	16.53
	Dinner*					45.00	45.00	3.99	93.99
	Other Meals*								0.00
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality ¹ *									0.00
Miscellaneous: Travel trust fee	30.00								0.00
Luggage fee									0.00
*Provide detailed receipts									0.00
Total Expenses prepaid by Authority	718.60	0.00	0.00	0.00	0.00	369.42	330.72	43.89	744.03

Explanation:	Total Expenses Prepaid by Authority	718.60
	Total Expenses Pd. by Employee (including cash advances)	744.03
	Grand Trip Total	1,462.63
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	718.60
	Due Traveler (positive amount)²	744.03
Due Authority (negative amount)³	744.03	
<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.

⁴ Travel and Lodging Expense Reimbursement Policy 3.40

⁵ Business Expense Reimbursement Policy 3.30

Prepared By: Kendy Rios Ext.: x2424
 Traveler Signature: Bretton Lobner Date: 2-13-13
 Approved By: _____ Date: _____

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

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

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

_____ meeting.

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

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

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:

Travelers Name: Breton K. Lobner Dept: 15

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

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

2. DATE OF REQUEST: 11-26-12 PLANNED DATE OF DEPARTURE/RETURN: 1/24/2013 / 1/25/2013

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

Destination: Miami, FL Purpose: 2013 Legal Steering Group Meeting
Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

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

B. LODGING \$ 300.00

C. MEALS \$ 50.00

D. SEMINAR AND CONFERENCE FEES \$ _____

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: *Breton K. Lobner* Date: 11-14-12

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

By my signature below, I certify the following:

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

Administrator's Signature: _____ Date: _____

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

I, Tony R. Russess, 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 11/26/12 meeting.
(Leave blank and we will insert the meeting date.)



TRAVELTRUST CORPORATION
Phone: 1-800-792-4662
CHERYL@TRAVELTRUST.COM

Hir

Electronic Invoice

Prepared For:
LOBNER/BRETON

Ref: **DEPT 15**

SALES PERSON	CH
INVOICE NUMBER	5257768
INVOICE ISSUE DATE	04 Jan 2013
RECORD LOCATOR	HDJNYS
CUSTOMER NUMBER	0000SDCRAA

Client Address
 SAN DIEGO COUNTY REG AIRPORT AUTHORITY
 PO BOX 82776
 SAN DIEGO CA 92138-2776

Notes
 PLEASE CHECK NEW CARRY-ON RESTRICTIONS DIRECT WITH YOUR CARRIER OR CALL TRAVELTRUST AT 800-792-4662
 -----INVOICE/ITINERARY ACCOUNTING DOCUMENT-----
 *****TICKETLESS TRAVEL INSTRUCTIONS*****
 THIS IS AN E-TICKET RESERVATION.
 A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN
 THIS TICKET IS NON-REFUNDABLE AND MUST BE USED FOR THE FLIGHTS BOOKED. IF THE RESERVATION IS NOT USED OR CANCELLED BEFORE THE DEPARTURE OF YOUR FLIGHTS IT MAY HAVE NO VALUE. CONTACT TRAVELTRUST BEFORE YOUR OUTBOUND FLIGHT IF CHANGE IS NECESSARY.

 *****TSA GUIDANCE FOR PASSENGERS*****
 PLEASE ALLOW EXTRA TIME FOR SCREENING AND BOARDING
 INTERNATIONAL-MINIMUM 3 HOUR CHECK-IN PRIOR TO DEPARTURE
 DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE
 FOR ADDITIONAL SECURITY INFORMATION VISIT WWW.TSA.GOV

DATE: Thu, Jan 24

Flight: UNITED AIRLINES 1598

From	SAN DIEGO, CA	Departs	6:15am
To	HOUSTON GEO BUSH, TX	Arrives	11:26am
Departure Terminal	2	Arrival Terminal	C
Duration	03hr(s) :11min(s)	Class	UNITED_ECONOMY
Type	BOEING 737-900 JET	Meal	Food for Purchase
Stop(s)	Non Stop		
Seat(s) Details	LOBNER/BRETON	Seat(s) - 26A	UA - XXXXXX 28

DATE: Thu, Jan 24

Flight: UNITED AIRLINES 1158

From	HOUSTON GEO BUSH, TX	Departs	1:30pm
To	MIAMI INTERNTNL, FL	Arrives	4:53pm
Departure Terminal	C		
Duration	02hr(s) :23min(s)	Class	UNITED_ECONOMY
Type	BOEING 737-900 JET	Meal	Food and Beverage for Purchase
Stop(s)	Non Stop		

DATE: Sat, Jan 26

Flight: UNITED AIRLINES 1282

From	MIAMI INTERNTNL, FL	Departs	2:54pm
To	HOUSTON GEO BUSH, TX	Arrives	4:52pm
Duration	02hr(s) :58min(s)	Arrival Terminal	C
Type	BOEING 737-900 JET	Class	UNITED_ECONOMY
Stop(s)	Non Stop	Meal	Food and Beverage for Purchase
Seat(s) Details	LOBNER/BRETON	Seat(s) - 36E	UA - XXXXXX 28

DATE: Sat, Jan 26

Flight: UNITED AIRLINES 1485

From	HOUSTON GEO BUSH, TX	Departs	6:11pm
To	SAN DIEGO, CA	Arrives	7:43pm
Departure Terminal	C	Arrival Terminal	2
Duration	03hr(s) :32min(s)	Class	UNITED_ECONOMY
Type	BOEING 737-800 JET	Meal	Food for Purchase
Stop(s)	Non Stop		
Seat(s) Details	LOBNER/BRETON	Seat(s) - 37C	UA - XXXXXX 28

DATE: Thu, Jul 25

Others

RESERVATION
RETAINED FOR
180 DAYS

Ticket Information

Ticket Number	UA 7196002075	Passenger	LOBNER BRETON		
		Billed to:	AX XXXXXXXXXXXX1012	USD	* 688.60
Service Fee	XD 0585350809	Passenger	LOBNER BRETON		
		Billed to:	AX XXXXXXXXXXXX1012	USD	* 30.00
				SubTotal	USD 718.60
				Net Credit Card Billing	* USD 718.60
				Total Amount Due	USD 0.00

TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST
AND SATURDAY FROM 9AM-1PM PST - 760-635-1700.
FOR EMERGENCY AFTERHOURS SERVICE IN THE US
PLEASE CALL 888-221-6043 AND USE YOUR VIT CODE - SJE72
PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER
EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00
THANK YOU FOR CHOOSING TRAVELTRUST...CHERYL HARLOFF

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.

SHELBORNE

south beach

Guest Folio (Individual)

Bret Lobner

Folio #	430441
Arrival	Thursday Jan 24, 2013
Departure	Saturday Jan 26, 2013
Nights	2
People	1 0 0 0
Room Type	MEZZANINE EXEC.SUITE
Room #	M3
Group	Steering Committee Meeti

Charge Summary

Total Charges	\$488.00
Taxes	\$63.44
Payments	-\$551.44
Total Due	\$0.00

<u>Date</u>	<u>Description</u>	<u>Price</u>	<u>Qty</u>	<u>Extended Cost</u>	<u>Tax 1</u>	<u>Tax 2</u>	<u>Total Charge</u>	<u>Balance</u>
Thu 1/24/13	REDUCED RESORT FEE	15.00	1	15.00	1.95	0.00	16.95	16.95 I
Thu 1/24/13	Room & Tax	229.00	1	229.00	29.77	0.00	258.77	275.72 I
Fri 1/25/13	REDUCED RESORT FEE	15.00	1	15.00	1.95	0.00	16.95	292.67 I
Fri 1/25/13	Room & Tax	229.00	1	229.00	29.77	0.00	258.77	551.44 I
Sat 1/26/13	Guest Payment AMEX	-551.44	1	-551.44	0.00	0.00	-551.44	0.00 I

*We hope you have enjoyed your stay with us.
 We will keep your guest information on file for 2 years and send you reminders of our summer packages.
 We look forward to seeing you again!!*

Shelborne Beach Resort ~ 1801 Collins Ave Miami Beach, FL 33139 ~ (305) 531-1271 ~ www.shelborne.com

1/24

Lunch

Yogen Fruz/Einstein Bros. Bagels
2800 North Terminal Road
Houston
77032
(713) 594-3347

CHECK TABLE GUEST 01/24/13
72044 BRET 12:04

1 Bagel w/ Cream Cheese 2.89
1 REG Coffee 2.19

FOOD TOTAL 5.08

SUB TOTAL 5.08

Tax 0.42

CHECK TOTAL 5.50

CASH payment 5.50 -5.50
CASH RECEIVED 20.00
CHANGE 14.50

You have been served by Erica

THANK YOU

***** REWARD POINTS *****
* You could have earned 508 points. *
* with our rewards card. *
* See our sales associate for details. *

72044

Bret's share \$45.00

LOCANDA SIBILLA
833 LINCOLN RD.
305-695-1654

THU JANUARY 24, 2013
CHECK #103492-1
TABLE #507

[REDACTED]

2 Coffee \$6.00

[REDACTED]

1 Primitivo \$45.00

[REDACTED]

25% FOOD \$1201.50
\$83.25-

TAX : \$118.25
SUB-TOTAL : \$100.84
17% GRATUITY : \$1218.89
TOTAL \$1408.99

thank you
Time: 21:58 18 CUSTOMERS

17% Gratuity has been added
valid as 20%off all next visit

YOU HAVE BEEN SERVED
BY : G ANTONINO

1/25
Taxi \$10



YELLOW Cab
(305) 888-7777

RECEIPT

Date: Jan 25 Time: 6 Cab # 3065

From: Shelburne Hotel

To: Rest.

Driver's Name: Amount: 10-

1/25
Beef's share
\$45

Dinner

* * * Joe's Stone Crab * * *

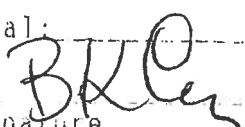
* * * * Restaurant * * * *

Date: Jan25'13 08:19PM
Card Type: Amex
Acct #: XXXXXXXXXXXX4195
Card Entry: SWIPED
Trans Type: PURCHASE
Trans Key: EIE007291431877
Auth Code: 345192
Check: 8015
Server: 4 Tatyana

Subtotal: 57.03

Tip: 11 —

Total: 68.03

Signature 

I agree to pay above total
according to my card issuer
agreement.

"GRATUITY IS NOT INCLUDED"

Customer Copy

1/26
Lunch

1/26
Dinner

BURGER KING-F
Miami International Airport
Concourse F

SSP America
Einstein's Bagel
IAH Bush International
281-233-7621

SAT JANUARY 26, 2013
CHECK #858133-1

1 TENDER ~~CHK~~ \$5.29
1 SMALL SODA \$2.09
SUB-TOTAL \$7.38
TAX \$0.52
TOTAL ~~12.7~~ \$7.90

General Manager:
Guillermo Del Calvo
Email: gdelcalvo@mcaawc.com
305.870.0581
Time: 12:45 1 CUSTOMER

"COME ON OVER...
THE FIRE IS READY"

YOU HAVE BEEN SERVED
BY : #30 ZUNIGA, LOUIS

~~ORDER 212~~

CASH : \$7.90
CHANGE : \$12.10

80 Barbara

Chk 4801 Jan26'13 04:57P Gst 0

****TO GO****

Cup Soup 3.99
Cash 10.00
Food 3.99
Tax 0.33
Payment 4.32
Change Due 5.68

Feedback:
Dish Up Your Experience.

We appreciate feedback
about your visit.

Please call us 1 877 325 8777
Or email
feedback@foodtravelexperts.com

1/26 - Taxi

YELLOW CAB 444-4444

Date 1/26/13 Taxicab # 1313

Customer _____

From Shubonne

To MLA

Amount \$ 31 Driver _____

Air Conditioned

KING ISLAND #2

"PRELIMINARY AGENDA"

MEETING OF ACI-NA LEGAL AFFAIRS STEERING GROUP

Shelborne South Beach Hotel, Boardroom

Miami Beach, Florida

Friday, January 25, 2013

9:30 a.m. – 4 p.m.

Greetings from In-coming Chair, Helen Berkman

Greetings from In-coming Vice-Chair, Robert Watson

I. Fall 2012 Legal Conference----- Comments and Concern

II. New Business: Issues for Consideration of the Steering Committee

A. Open Positions on the Legal Steering Group

B. Planning for Spring Legal Conference in Seattle, Washington, May 15 – 18, 2013 <http://www.aci-na.org/event/2416> Hyatt Olive at 8 Hotel, 1635 8th Avenue, Seattle, Washington 98101

a. Themes: Rates and Charges and Grant Assurances

- i. Check Anchorage agenda and draw ideas from that without duplicating (Lee Thomson, Nancy McNair, Tim Abbott, Tom Anderson, among others.)
- ii. RFP compliance provisions template (Peter Pierotti's request)
- iii. Revenue diversion (Ray Ilgunas)
- iv. Include at least one session on incentives – both US and Canada.
- v. Grant Assurances re Advisory Circulars, such as Buy American Act and others. ACRP just finished a paper on Buy American, per Tim K.
- vi. Panel discussion of U.S. Supreme Court Health Care ruling on Medicaid expansion and its applicability to other federal grants?
- vii. Suggested Titles: "Your Money Comes with a Price"; "What the Heck are you Signing?"

b. Other Possible Sessions (from January 2012 meeting notes)

- i. Car Rental Issues
- ii. E-Discovery and Records Retention Policies for E-Mail and other electronic records
- iii. Public Finance Update – a. pending Congressional changes, b. Continuing Disclosure changes (10 day notice and compliance certificates), c. Rating Agencies – how bond ratings are set.

c. Process Ideas

- i. Interactive tools – Q&A, voting remotes, other
- ii. Room set-up
- iii. Keynote speaker

III. Old Business (Updates):

- A. Joint Working Group of the Finance and Legal Committees on the FAA/DOT's Upcoming Amended Rates and Charges Policy (3 Steering Group volunteers and 3 associate law firm volunteers for the Joint Working Group) [current status]
- B. Joint Working Group of the Finance, Marketing Communications and Legal Committees on the FAA's Air Incentives Guidebook (4 to 5 Legal Committee Members) [status update]
- C. Working Group to follow up on Peter Pierotti (Albuquerque) suggestion that we develop exemplary grant assurance compliance provisions in RFPs .
- D. ACI-NA / TSA Legal Working Group (recently discussed topics and potential topics of interest)
- E. 2014 Joint Conference-Legal, Finance , HR: Date and Location are set: April 6-9, 2014, Dallas TX (Westin Galleria)
- F. Liaisons from Legal Steering Group to Industry and ACI-NA Groups
 - Aviation/Transportation Groups
 - ABA Air and Space Law Forum (Monica/Bret Lobner)
 - featured an Airport General Counsels Panel during the Annual Conference in New Orleans on October 25 and 26, 2012 [Louisa and other panelists to provide the update]
 - Transportation Research Board 92nd Annual Meeting, January 13 – 17, 2013 (Meetings in Washington, DCat the Marriott Wardman Park and Omni Shoreham Hotels) [Monica, others?]
<http://www.trb.org/AnnualMeeting2013/AnnualMeeting2013.aspx>
 - ACRP Legal Research Panel: Tim Karaskiewicz, E. Lee Thomson, and Tom Anderson (also Monica Hargrove) [Marco Kunz of Salt Lake city and Marjorie Perry of Tucson]
 - Other TRB Updates?
 - Federal Bar Association Transportation and Transportation Security Law Section [Monica is Chair, effective November 1, 2012]
 - AMAC/FAA Updates (Monica)
- F. Liaisons to ACI-NA Committees/Working Groups
 - Business Diversity (OPEN)
 - Environmental Affairs Committee (Bret Lobner)
 - Finance Committee (Emily Neuberger)
 - Insurance and Risk Management Committee (Tim Karaskiewicz and Nancy McNair)
 - ASSIST-Sustainability Working Group (Tim Karaskiewicz)
 - Safety and Security (Lee Thomson)

- **Government Affairs (Jeff Letwin)**
- **Human Resources (Carlene McIntyre)**

G. Pending Litigation (Updates)

- a. **Las Vegas Takings Litigation and Kiosk litigation brought by National Federal for the Blind- Lee Thomson (awaiting ruling)**
- b. **Tinicum Township lawsuits – Joe Messina**
- c. **Port of Seattle – Awaiting ruling**
- d. **FEMA Litigation– John Leach**
- e. **Other**

B. Other pending issues of importance

- a. **Update on ACI-NA Airport Finance Policy Campaign**
- b. **Part 16 NPRM -- ACI-NA filed comments, awaiting issuance of Final Rule**

V. Other Issues

VI. Adjourn

BUSINESS EXPENSE

BRET LOBNER

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

October and November

Period Covered

DATE	G/L Account	Description	AMOUNT
1/16/13	66290	Parking - Modadam v. SDCRAA	\$15.00
1/31/13	66290	Parking - Meeting with Councilman David Alvarez, Briefing	\$12.00
TOTAL			\$27.00

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

Bruce Johnson

2.13.13

**Approved by the Executive
Committee at its
_____ meeting.**

2

NAME

NAME

DATE

DATE

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

2013

MONTHLY MILEAGE and PARKING FEE REIMBURSEMENT REPORT

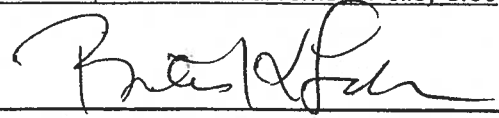
EMPLOYEE NAME Bret Lobner			PERIOD COVERED 1-Jan-13	
DEPARTMENT/DIVISION General Counsel				
DATE	MILES DRIVEN	DESTINATION AND PURPOSE OF TRIP	PARKING FEES & OTHER TRANSPORTATION COSTS	\$\$\$
1/16/13		Parking - Mojadam v. SDCRAA		15.00
1/31/13		Parking - Meeting with Councilman David Alvarez - Briefing		12.00
SUBTOTAL			SUBTOTAL	27.00

Computation of Reimbursement

TOTAL MILEAGE DRIVEN (LIMITED TO 200 MILE MONTHLY AVERAGE PER YEAR)	-
REIMBURSEMENT RATE: (see below) * Rate as of January 2013	X 0.565
TOTAL MILEAGE REIMBURSEMENT	-
PARKING FEES/TOLL CHARGES (ATTACH RECEIPTS)	27.00
TOTAL REIMBURSEMENT REQUESTED	\$ 27.00

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

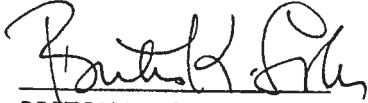


SIGNATURE OF EMPLOYEE

DEPT./DIV. HEAD APPROVAL

PARKING RECEIPT \$ 15.00

JANUARY 16, 2013
SAN DIEGO SUPERIOR COURTHOUSE
HEARING ON DEMURER
JUDGE HAYES, DEPT. 68
MOJADAM V. SDCRAA
CASE NO. 37-2012-00098040-CU-MC-CTL



BRETON K. LOBNER
GENERAL COUNSEL

PLACE FACE UP ON DASH
SOFIA
SUNSET PARKING

Expiration Date/Time

04:55 PM
JAN 16, 2013

Purchase Date/Time: 07:55am Jan 16, 2013
Total Due: \$15.00 Rate: 0-9 HOURS = \$15.00
Total Paid: \$15.00 Payment Type: Card
Ticket #: 50665102
S/N #: 500012130230
Setting: Sofia 1
Mach Name: Sofia 1

PLACE FACE UP
ON DASH
NO IN & OUT PRIVILEGES

RECEIPT

SOFIA
SUNSET PARKING
Expiration Date/Time: 04:55pm Jan 16, 2013
Purchase Date/Time: 07:55am Jan 16, 2013

Total Due: \$15.00 Rate: 0-9 HOURS = \$15.00
Total Paid: \$15.00 Payment Type: Card
Ticket #: 50665102
Setting: Sofia 1
Mach Name: Sofia 1

CEIPT

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

January 16, 2013

Wednesday

January 2013

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2013

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

16		Wednesday	Notes
7 am			
8 ⁰⁰	Hearing on Demurer - Mojadam v. SDCRAA; Judge Hayes, Dept. 68		
9 ⁰⁰			
10 ⁰⁰			
11 ⁰⁰			
12 pm			
1 ⁰⁰			
2 ⁰⁰			
3 ⁰⁰			
4 ⁰⁰			
5 ⁰⁰			
6 ⁰⁰			

PARKING RECEIPT \$ 12.00

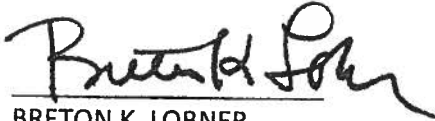
JANUARY 31, 2013

SAN DIEGO CITY HALL

MEETING WITH COUNCILMAN DAVID ALVAREZ,

LISA SCHMIDT AND GABRIEL SOLMER

AUTHORITY ACADEMY 101 - BRIEFING



BRETON K. LOBNER

GENERAL COUNSEL

01.31.13

11:54 ET

13:41 ET

01:47

1 1200

1 Q

1200 CR

13:41 1

10 4911

January 31, 2013

Thursday

January 2013

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2013

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

31	Thursday	Notes
7 am		
8:00	[REDACTED]	
9:00	[REDACTED]	
10:00		
11:00		
12 pm	Meeting with David Alvarez-new board member City Hall - Councilman Alvarez Office Gonzalez Amy	
1:00		
2:00	[REDACTED]	
3:00	[REDACTED]	
4:00		
5:00		
6:00		