



SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
EXECUTIVE COMMITTEE

Item No.

4

Meeting Date: **MARCH 21, 2013**

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 2013 Budget.

Environmental Review:

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

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Equal Opportunity Program:

Not applicable

Prepared by:

TONY RUSSELL
DIRECTOR, CORPORATE SERVICES/AUTHORITY CLERK

TRAVEL REQUESTS

THELLA F. BOWENS

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:

Travelers Name: Thella F. Bowens Dept: 06 Exec Office
 Position: Board Member President/CEO Gen. Counsel Chief Auditor
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 03/12/13 PLANNED DATE OF DEPARTURE/RETURN: 04/13/13 / 04/16/13

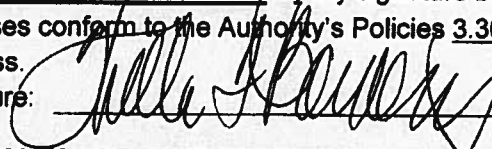
3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip- continue on extra sheets of paper as necessary):

Destination: Biloxi, MS Purpose: 2013 Airport Board Members & Commissioners Conference
 Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:	
• AIRFARE	\$ <u>550.00</u>
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ <u>100.00</u>
B. LODGING	\$ <u>565.00</u>
C. MEALS	\$ <u>200.00</u>
D. SEMINAR AND CONFERENCE FEES	\$ <u>690.00</u>
E. ENTERTAINMENT (If applicable)	\$ _____
F. OTHER INCIDENTAL EXPENSES	\$ _____
TOTAL PROJECTED TRAVEL EXPENSE	\$ <u>2105.00</u>

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

Travelers Signature:  Date: 13 Mar 2013

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

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

GENERAL INSTRUCTIONS:

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

1. TRAVELER:

Travelers Name: Thella F. BOWENS Dept: 06 Exec Office

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

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

2. DATE OF REQUEST: 03/12/13 PLANNED DATE OF DEPARTURE/RETURN: 05/15/13 / 05/18/13

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: ACI-NA 2013 Legal Affairs Spring Conference

Explanation: _____

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

- AIRFARE \$ 450.00
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 100.00

B. LODGING \$ 800.00

C. MEALS \$ 250.00

D. SEMINAR AND CONFERENCE FEES \$ 825.00

E. ENTERTAINMENT (If applicable) \$ _____

F. OTHER INCIDENTAL EXPENSES \$ 100.00

TOTAL PROJECTED TRAVEL EXPENSE \$ 2525.00

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: 12 Mar 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.)

MARK BURCHYETT

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

2. DATE OF REQUEST: 3/5/13 PLANNED DATE OF DEPARTURE/RETURN: 6/2/13 / 6/12/13

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

Destination: Kansas City, MO Purpose: Attend AAIA (Airport Auditors) Conference
Explanation:

4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES

A. TRANSPORTATION COSTS:

- AIRFARE \$ 360
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ 160

B. LODGING

\$ 700

C. MEALS

\$ 100

D. SEMINAR AND CONFERENCE FEES

\$ 550

E. ENTERTAINMENT (If applicable)

\$

F. OTHER INCIDENTAL EXPENSES

\$

TOTAL PROJECTED TRAVEL EXPENSE

\$ 1870

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: 3/5/13

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
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by the Executive Committee at its _____ meeting.
(Leave blank and we will insert the meeting date.)

ASSOCIATION OF AIRPORT INTERNAL AUDITORS

24th Annual Conference

Kansas City, MO

June 3 – 5, 2013

Sunday, June 2, 2013

6:00 – 9:00 p.m. **Welcome Reception, Kansas City Marriott Downtown**

Monday, June 3, 2013

7:00 – 8:00 a.m. **Registration and Continental Breakfast - Conference Registrants Only**

8:00 – 8:45 a.m. **Opening Remarks and Attendee Introductions**

- Robin Eng, AAIA President
Director, Accounting Services
The Calgary Airport Authority
- Dolly Daniell, AAIA Vice President
Director of Internal Audit
Greater Orlando Aviation Authority
- Kathy Whalen, Conference Chair
Customer Service Officer
Kansas City Water Services Department
- Attendee Introductions
- Housekeeping Items

8:45 – 9:15 a.m. **Welcome to Kansas City International Airport**

The Director of Aviation for the Kansas City International Airport will discuss the impact of the airline/aviation industry on its existing facilities and the effects on planning a 1.5 billion dollar terminal project to replace KCI's three existing terminals.

Presented by: Mark VanLoh, A.A.E., Director of Aviation, Kansas City Aviation Department

9:15 – 10:00 a.m. **FAA: Future of the Industry**

The FAA Regional Administrator will discuss the future of the industry and how changes will affect airport owners with obtaining and administering Airport Improvement Program (AIP) grants for the planning and development of public-use airports.

Presented by Joe Miniace, Regional Administrator, FAA

ASSOCIATION OF AIRPORT INTERNAL AUDITORS

24th Annual Conference

Kansas City, MO

June 3 – 5, 2013

10:00 – 10:30 a.m. Break/Networking

10:30 – 12:00 p.m. **Auditing Rental Car Agreements**

Auditing rental car companies presents a continuing challenge. In this session Rick Shields will review significant provisions in rental car agreements including the definition of gross receipts, deductions, and exclusions. He will also discuss complexities in auditing unreported revenue and present practical methods to uncover these items with various examples as well.

Presented by: Rick Shields, CPA, CFE, Principal, Blue & Company, LLC

12:00 – 2:00 p.m. **Lunch and Annual Business Meeting**

2:00 – 3:15 p.m. **Secrets, Conspiracies and Hidden Patterns**

This presentation will discuss common fraud schemes encountered in forensic investigation with a focus on fraud schemes perpetrated by third party vendors. We will discuss the common red flags used to detect these schemes and how they can be detected and potentially prevented. Case studies taken from actual forensic investigations will be used as illustrations. The presentation will also highlight the use of data mining in fraud prevention and fraud detection. Attendees will be introduced to simple data mining concepts that can easily and inexpensively be utilized by any organization, as well as more advanced, cutting-edge data mining methodologies that are coming into vogue. The presentation will also cover an update on recent fraud trends and the effective internal controls for fraud prevention.

Presented by: Shauna Woody-Coussens, CFE, Director of Forensic & Valuation Services, BKD, LLP

3:15 – 3:30 p.m. Break/Networking

3:30 – 5:00 p.m. **Secrets, Conspiracies and Hidden Patterns, continued**