



**SAN DIEGO COUNTY  
REGIONAL AIRPORT AUTHORITY**

Meeting Date: **MARCH 3, 2011**

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**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 2010 Budget.

**Environmental Review:**

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

**Equal Opportunity Program:**

Not applicable

**Prepared by:**

TONY RUSSELL  
DIRECTOR, CORPORATE SERVICES/AUTHORITY CLERK

# **TRAVEL REQUEST**

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


2. DATE OF REQUEST: 1/21/11 PLANNED DATE OF DEPARTURE/RETURN: 3/4/11 / 3/4/11

3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip-- continue on extra sheets of paper as necessary):  
 Destination: Sacramento, CA Purpose: Tour of the Big Build and lesson learned on project  
 Explanation: Tour of the Big Build

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

<b>A. TRANSPORTATION COSTS:</b>	
• AIRFARE	\$ 410.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$
<b>B. LODGING</b>	\$
<b>C. MEALS</b>	\$ 50.00
<b>D. SEMINAR AND CONFERENCE FEES</b>	\$
<b>E. ENTERTAINMENT (If applicable)</b>	\$
<b>F. OTHER INCIDENTAL EXPENSES</b>	\$
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	<b>\$ 460.00</b>

**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: \_\_\_\_\_

**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: 1.27.11

**AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE**

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

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

**GENERAL INSTRUCTIONS:**

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

**1. TRAVELER:**

Travelers Name: Thella F. Bowens Dept: Executive Office #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: 02/08/11 PLANNED DATE OF DEPARTURE/RETURN: 03/30/11 / 03/31/11

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

Destination: Sacramento, CA Purpose: California Airport Council Meeting and meetings with State Delegation members  
 Explanation: California Airport Council Meeting and meetings with State Delegation members

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

<b>A. TRANSPORTATION COSTS:</b>	
• AIRFARE	\$ 410.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$
<b>B. LODGING</b>	\$ 100.00
<b>C. MEALS</b>	\$ 50.00
<b>D. SEMINAR AND CONFERENCE FEES</b>	\$
<b>E. ENTERTAINMENT (If applicable)</b>	\$
<b>F. OTHER INCIDENTAL EXPENSES</b>	\$
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	<b>\$ 560.00</b>

**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: \_\_\_\_\_

**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: 2.10.11

**AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE**

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

**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 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: 2/22/2011 PLANNED DATE OF DEPARTURE/RETURN: 4/12/2011 / 4/16/2011

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

Destination: Philadelphia, PA

Purpose: 2011 ACI-NA Conference - Spring Legal Affairs - "Spotting Issues and Practical Solutions"

Explanation: \_\_\_\_\_

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

**A. TRANSPORTATION COSTS:**

- AIRFARE \$ 440
- OTHER TRANSPORTATION (Taxi, Train, Car Rental) \$ \_\_\_\_\_

B. LODGING \$ 900

C. MEALS \$ 300

D. SEMINAR AND CONFERENCE FEES \$ 785

E. ENTERTAINMENT (If applicable) \$ \_\_\_\_\_

F. OTHER INCIDENTAL EXPENSES \$ \_\_\_\_\_

**TOTAL PROJECTED TRAVEL EXPENSE** **\$ 2,425**

**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: FEB 4 2011

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

By my signature below, I certify the following:

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

Administrator's Signature: \_\_\_\_\_ 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 REPORT**

**THELLA BOWENS**

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

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

TRAVELER:                     Thella Bowens  DEPT. NAME & NO.                     Executive Office BU06                      
 DEPARTURE DATE:                     12/14/2011  RETURN DATE:                     12/18/2011  REPORT DUE:                     1/17/12                      
 DESTINATION:                     Washington, DC                    

*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	
		12/12/11	12/13/11	12/14/11	12/15/11	12/16/11	12/17/11	12/18/11	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	492.40								0.00
Conference Fees (provide copy of flyer/registration expenses)									0.00
Rental Car*									0.00
Gas and Oil*									0.00
Garage/Parking*									0.00
Mileage - attach mileage form*									0.00
Taxi and/or Shuttle Fare (include tips pd.)*				82.50		30.50		69.54	182.54
Hotel*				343.40	343.40	343.40	343.40		1,373.60
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel svcs.)									0.00
Meals (include tips pd.)	Breakfast*			5.49		44.13	24.82	18.33	92.77
	Lunch*						36.25	9.59	45.84
	Dinner*				81.30	58.50			139.80
	Other Meals*								0.00
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality <sup>1</sup> *									0.00
Miscellaneous:									0.00
									0.00
									0.00
*Provide detailed receipts									0.00
<b>Total Expenses prepaid by Authority</b>	<b>492.40</b>	<b>0.00</b>	<b>0.00</b>	<b>431.39</b>	<b>424.70</b>	<b>476.53</b>	<b>404.47</b>	<b>97.46</b>	<b>1,834.55</b>

Explanation:	Total Expenses Prepaid by Authority	492.40
	Total Expenses Incurred by Employee (including cash advances)	1,834.55
	<b>Grand Trip Total</b>	<b>2,326.95</b>
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	492.40
	Due Traveler (positive amount) <sup>2</sup>	
	<b>Due Authority (negative amount)<sup>3</sup></b>	<b>1,834.55</b>

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

I as traveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expense Reimbursement Policy<sup>4</sup> and 3.30 - Business Expense Reimbursement Policy<sup>5</sup> 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:                     Amy G. Caldera  Ext.:                     2447                      
 Traveler Signature:                     Thella Bowens  Date:                     2/11/2011                      
 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:**

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

2. DATE OF REQUEST: 10/21/10 PLANNED DATE OF DEPARTURE/RETURN: 12/14/10 / 12/18/10

**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: Future of Aviation Advisory Committee Meeting, Legislative Consultant Interviews, Meetings w/Various Legislators/Executives

Explanation:

AMENDMENT TO REQUEST DATED 8/17/10.

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

**A. TRANSPORTATION COSTS:**

• AIRFARE	\$	450
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$	100
<b>B. LODGING</b>	\$	1500
<b>C. MEALS</b>	\$	400
<b>D. SEMINAR AND CONFERENCE FEES</b>	\$	
<b>E. ENTERTAINMENT (If applicable)</b>	\$	
<b>F. OTHER INCIDENTAL EXPENSES</b>	\$	
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	\$	2450

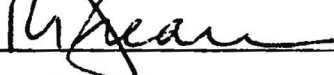
**CERTIFICATION BY TRAVELER** By my signature below, I certify that the above listed out-of-town travel and associated expenses conform to the Authority's Policies 3.30 and 3.40 and are reasonable and directly related to the Authority's business.

Travelers Signature:  Date: \_\_\_\_\_

**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: 10.26.10

**AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE**

I, Tony L. Russell, Authority Clerk, hereby certify that this document was approved  
 (Please leave blank. Whoever clerk's the meeting will insert their name and title.)  
 by the Executive Committee at its November 22, 2010 meeting.  
 (Leave blank and we will insert the meeting date.)

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

*Revision →  
12/17 sent  
to Corp Secs*

**GENERAL INSTRUCTIONS:**

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

**1. TRAVELER:**

Travelers Name: Thella Bowens

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

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

2. DATE OF REQUEST: 5/17/10     PLANNED DATE OF DEPARTURE/RETURN: 12/14/10 / 12/15/10

**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: Future of Aviation Advisory Committee Meeting

Explanation: \_\_\_\_\_

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

**A. TRANSPORTATION COSTS:**

• AIRFARE	\$	1000
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$	100
B. LODGING	\$	300
C. MEALS	\$	100
D. SEMINAR AND CONFERENCE FEES	\$	
E. ENTERTAINMENT (If applicable)	\$	
F. OTHER INCIDENTAL EXPENSES	\$	
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	<b>\$</b>	<b>1500</b>

**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 Bowens*

Date: 18 May 2010

**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, *Sara B. P.*, hereby certify that this document was approved  
(Please leave blank. Whoever clerk's the meeting will insert their name and title.)

by the Executive Committee at its 5/24/10 meeting.  
(Leave blank and we will insert the meeting date.)

**Sofitel Lafayette Square Washington DC**  
**806 15th Street NW Washington, DC 20005**  
 Telephone 202 730 8800 Facsimile 202 730 8500

**Thella Bowens**

, CA  
 US

Arrival 12/14/10  
 Departure 12/18/10

Room: 0336  
 Cashier:17

Page: 1  
 Time:

09:28:40

Conf #: 432892

Sofitel Lafayette Square Washington DC, 12/18/10

Invoice NO. 260392

Date	Description	DEBIT	CREDIT
12/14/10	*Room Charge	300.00	
12/14/10	Room Tax *Room Charge	43.50	
12/15/10	*Room Charge	300.00	
12/15/10	Room Tax *Room Charge	43.50	
12/16/10	*Room Charge	300.00	
12/16/10	Room Tax *Room Charge	43.50	
12/17/10	Room Serv Brk Food #0336 : CHECK #6566	17.00	
12/17/10	Room Service DC Breakfast #0336 : CHECK #6566	2.50	
12/17/10	Room Service Gratuity #0336 : CHECK #6566	3.06	
12/17/10	*Room Charge	300.00	
12/17/10	Room Tax *Room Charge	43.50	
12/17/10	F&B Sales Tax #0336 : CHECK #6566	2.26	
12/18/10	Room Serv Brk Food #0336 : CHECK #6606	12.00	
12/18/10	Room Service DC Breakfast #0336 : CHECK #6606	2.50	
12/18/10	Room Service Gratuity #0336 : CHECK #6606	2.18	
12/18/10	American Express XXXXXXXXXXXX		1,417.15
12/18/10	F&B Sales Tax #0336 : CHECK #6606	1.67	

Balance: \$0

Sofitel is the prestige brand of Accor hotels, with over 180 properties that bring a unique French art de vivre to prime locations around the world. For reservations or information, please visit [www.sofitel.com](http://www.sofitel.com)

*\* Itemized Receipts  
 on page 5 of 7*

**RECEIPTS FROM TRAVEL TO WASHINGTON, DC  
DECEMBER 14 TO 17, 2010—THELLA F. BOWENS**

**UNITED**

*12/14  
Breakfast*

12/14/2010  
HAWAIIAN TAD  
5.49 10 (XXXXXXXXXX)

Receipt #: 0016  
Transaction: 10E21E1112-100000

Sale

Product	Price	Qty	Am
UNITED Sandwich	5.49	1	5.49
Total	USD		5.49
Tax	USD		5.49

*12/14/2010 \$5.49 ↑*

**Galileo III**  
600 14th St NW  
Washington, DC 20005  
202.783.0083

**Galileo III**  
600 14th St NW  
Washington, DC 20005  
202.783.0083

Date: Dec15'10 08:13PM  
Card Type: Amex  
Acct #: XXXXXXXXXXXX  
Card Entry: SWIPED  
Trans Type: PURCHASE  
Auth Code: 504680  
Check: 837  
Table: 22/4  
Server: 8 Salvator

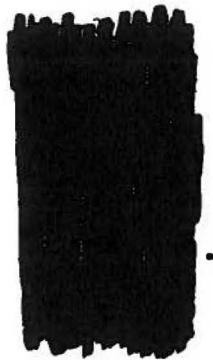
Subtotal: 69.30

Tip: 12.00

Total: 81.30

DC TRIP / CAPPED  
JOSEPH LOVING  
LIC# 50684  
12/14/10 TR 6122  
START END MILES  
19:35 19:44 1.5  
FARE FOR EA RATE  
RATE 1: \$ 6.00  
EXTRA: \$ 1.50  
TOTAL: \$ 7.50  
DC TAG# H97711  
DC TAXICAB COMM  
TEL 202 645-6014

*\$2.00*



Server: 8 Salvator

Signature

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

\*\*\* Guest Copy \*\*\*

	Chk 837	Gst
12/14	Dec15'10 06:37PM	
55 Prefix		55.00
Branzino		8.00
Subtotal		63.00
Sales Tax		6.30
PM Total		69.30

Thank you for dining with us

*12/15  
dinner ↑*

*\$9.50  
12/14/10  
taxi  
to  
dinner*

*\* SEE page 6 of 7  
for other taxi*

**RECEIPTS FROM TRAVEL TO WASHINGTON, DC  
DECEMBER 14 TO 17, 2010—THELLA F. BOWENS**



0184  
Server: JOSEPH H (#21) Rec:104  
12/16/10 20:01, Swiped T: 32 Term: 5

KINKEAD'S  
2000 PENNSYLVANIA AVE  
N.W. WASHINGTON, DC 20006  
202)296-7700  
MERCHANT #:

CARD TYPE ACCOUNT NUMBER  
AMERICAN EXPRESS XXXXXXXXXXXX  
Name: THELLA F BOWENS  
TRANSACTION APPROVED  
AUTHORIZATION #: 524584  
Reference: 1216010000184  
TRANS TYPE: Credit Card SALE

#1 tp  
MIDWAY CAB  
TAXI # 784  
4 94466  
12/16/10 03:46P  
12/16/10 03:51P  
TRIP # 4768  
IST 0.71 mi  
SNOW EMERGENCY\*  
rate 3 \$ 5.50  
TOTAL \$ 5.50  
COMPLAINTS CALL  
202 645 6018  
HAVE A NICE DAY!

0184 TABLE# 32 #Party 1  
Server: JOSEPH H SvrCk: 13 6:37p 12/16/10  
Separate checks: 3-of-3

BEER SALAD	11.00
CHICKEN CAKE ENTREE	34.00
Sub Total:	45.00
TAX:	4.50
Sub Total:	49.50
<b>TOTAL:</b>	<b>49.50</b>

CHECK : 49.50  
TIP : 9.00  
TOTAL : 58.50

dinner

THANK YOU FOR JOINING US.  
(202) 296-7700  
Make your reservations online  
at [www.kinkead.com](http://www.kinkead.com)

CHECK #: 184

PHONE: ( ) -  
\*\*Duplicate Copy\*\*

CARDHOLDER WILL PAY CARD ISSUER ABOVE  
AMOUNT PURSUANT TO CARDHOLDER AGREEMENT  
Please sign both copies and leave one.

12/16/10  
dinner

# SEE page 7 of 7  
for other taxi  
receipts for 12/14



**RECEIPTS FROM TRAVEL TO WASHINGTON, DC  
DECEMBER 14 TO 17, 2010—THELLA F. BOWENS**

Sofitel Lafayette Square

ICI Urban Bistro  
806 15th St. NW  
Washington, DC 20005  
(202) 730-8700

213 ABDEL B

Tbl 64/1                      Chk 781                      Gst 2  
Dec16'10 07:52AM

2 L American	24.00
1 Fren Press SM	5.00
1 Hot Tea	5.00
18 %	
SVC 18%	6.12
Food Total	34.00
Other	6.12
Tax	4.01
27AM Balance Due	<b>44.13</b>

\*\*\* Merci \*\*\*

Service \_\_\_\_\_

Total \_\_\_\_\_

Room # \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_  
For Your Convenience  
Service Charge Has  
Been Included

Sofitel Lafayette Square  
806 15th St. NW  
Washington, DC 20005  
(202) 730-8800

Date: Dec16'10 08:29AM  
Card Type: American Exp  
Acct #: XXXXXXXXXXXX  
Trans Key: CIC003570938922  
Exp Date: XX/XX  
Auth Code: 524325  
Check: 781  
Table: 64/1  
Server: 213 ABDEL B

Subtotal: **44.13**

Tip \_\_\_\_\_

Total \_\_\_\_\_

*(Handwritten: 44.13 circled)*

\* Customer's Copy \*\*\*

*Breakfast* ↑

**RECEIPTS FROM TRAVEL TO WASHINGTON, DC  
DECEMBER 14 TO 17, 2010—THELLA F. BOWENS**

**Bobby Van's**  
Steakhouse  
809 15th Street NW  
Washington, DC 20005  
202-589-0060

**Bobby Van's**  
Steakhouse  
809 15th Street NW  
Washington, DC 20005  
202-589-0060

169/1 12/17/10-A 2:15pm  
Guests 2 MARCELO Table 03

169 12/17/10-A 2:15pm  
Guests 2 MARCELO Table 03

Items 27.50  
Tax 2.75  
**Subtotal 30.25**

Salad Special 18.00  
FRENCH FRIES 7.00  
SODA 2.50

Lunch → Tip 6.00  
**TOTAL 36.25**

Items 27.50  
Tax 2.75  
**TOTAL 30.25**

AMEX/XXXXXXXXXXXX/XXXX S A:504143  
BOWENS, THELL 0440 12/17 14:21 30.25

Thank You  
Please Visit Us At  
[www.bobbyvans.com](http://www.bobbyvans.com)

**Customer Copy**

Thank You  
Please Visit Us At  
[www.bobbyvans.com](http://www.bobbyvans.com)

**Dulles Gourmet Market  
Terminal D**

136472

Red Top Arlington  
Cab #39

2/18/10 11:55am

3251 Washington Blvd  
Arlington, VA  
(703) 522-3333

1 Cheese and Pepperoni \$5.99  
1 Bottle Soda \$1.89  
1 Bag of Chips \$1.25

Date 12/18/10  
Time 10:08:32  
FARE.....\$ 57.95  
EXTRAS.....\$ 0.00  
TIP.....\$ 11.59 ✓  
**TOTAL.....\$ 69.54**

Lunch →

Subtotal: \$9.13  
Tax 1: \$0.46  
Sub w/Tax: \$9.59  
**Total: \$9.59**

Cash \$20.00  
Change Due: \$10.41

American Express  
xxx xxxx xxxx  
ID 445100001996  
uth 585961  
Signature:

"Thank-You"

**RECEIPTS FROM TRAVEL TO WASHINGTON, DC  
DECEMBER 14 TO 17, 2010—THELLA F. BOWENS**

Sofitel Lafayette Square

In - Room Dining  
806 15th St. NW  
Washington, DC 20005  
(202) 730-8800

401 AM I

Chk 6566 ✓ 336 BOWENS Gst 1  
-Dec 17 '10 07:41AM

1 Cereal w/Milk	6.00
1 Smoothie	6.00
1 Hot Tea	5.00
Delivery Chg	2.50
<b>Food Total</b>	<b>17.00</b>
Rm Delivery	2.50
SVC 18%	3.06
Tax	2.26
<b>07:41AM Balance Due</b>	<b>24.82</b>

Extra Tip \_\_\_\_\_

Total 24.82

Room # 336

Print Name THELLA BOWENS

Signature *Thella F. Bowens*

Sofitel Lafayette Square

In - Room Dining  
806 15th St. NW  
Washington, DC 20005  
(202) 730-8800

401 AM I

Chk 6606 ✓ 336 BOWENS Gst 1  
Dec 18 '10 08:17AM

1 Smoothie	6.00
1 Cereal w/Milk	5.00
Delivery Chg	2.50
<b>Food Total</b>	<b>12.00</b>
Rm Delivery	2.50
SVC 18%	2.16
Tax	1.67
<b>08:24AM Balance Due</b>	<b>18.33</b>

Extra Tip \_\_\_\_\_

Total 18.33

Room # 336

Print Name THELLA BOWENS

Signature *Thella F. Bowens*

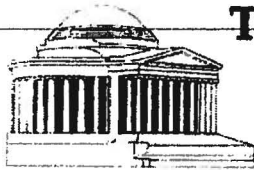
**RECEIPTS FROM TRAVEL TO WASHINGTON, DC  
DECEMBER 14 TO 17, 2010—THELLA F. BOWENS**

DATE 12/14 AMOUNT \$ ~~73~~  
RECEIVED FROM Dallas \$63 + \$10  
FROM \_\_\_\_\_ - 73  
DESTINATION Hotel Total  
CAB# \_\_\_\_\_ DRIVER I.D.# \_\_\_\_\_  
DRIVER'S NAME ~~\_\_\_\_\_~~

← Dec 14, 2011  
Jexi from airport  
to hotel

**RECEIPTS FROM TRAVEL TO WASHINGTON, DC  
DECEMBER 14 TO 17, 2010—THELLA F. BOWENS**

Date/ Time: 12/16/10  
Company/ Cab No.: \_\_\_\_\_  
Origin: Hotel  
Destination: 1909 K Street - Media  
Total Fare: \$10 + \$2 tip (\$12) Training  
Signature: \_\_\_\_\_



**TAXICAB RECEIPT**

Time: \_\_\_\_\_  
Date: 12/16  
Origin of trip: Media Training 1909 K St  
Destination: Hotel  
Fare: \$10 + \$2 tip (\$12) Sign: \_\_\_\_\_



TravelTrust  
 374 North Coast Highway 101  
 Encinitas, Ca 92024  
 Tel: 760-635-1700  
 Fax 760-635-720  
 Website www.traveltrust.com

BOWENS/THELLA  
 FAYE

DEPT 6

05-Nov-2010 5:13 pm

Page 1 of 2

YOUR UNITED ETICKET CONFIRMATION IS \*\* L1DJHK \*\*  
 -----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

  
 14-Dec-2010  
 07:45am  
 Tuesday

Air United Airlines Flight# 970 Class: T  
 From: San Diego CA, USA To: Washington Dulles DC, USA  
 Meal: Food For Purchase Seats: Seat:14C  
 Equip: Boeing 757 200 Jet Status: Confirmed  
 Depart: 14-Dec-2010 Tuesday 07:45am Stops: 0  
 Arrival: 14-Dec-2010 Tuesday 03:37pm

Depart - TERMINAL 1  
 Arrive -  
 United Airlines locator: L1DJHK  
 UA Frequent Flyer# [REDACTED]-BOWENS/THELLA FAYE  
 \*\* ECONOMY PLUS AISLE SEAT CONFIRMED \*\*  
 \*\* THIS ROW DOES NOT RECLINE \*\*  
 Flight Duration: 4 hour(s) and 52 minutes  
 Class of Service: coach

  
 18-Dec-2010  
 12:21pm  
 Saturday

Air United Airlines Flight# 231 Class: V  
 From: Washington Dulles DC, USA To: San Diego CA, USA  
 Meal: Food For Purchase Seats: Seat:9C  
 Equip: Airbus A320 Jet Status: Confirmed  
 Depart: 18-Dec-2010 Saturday 12:21pm Stops: 0  
 Arrival: 18-Dec-2010 Saturday 02:59pm

Depart -  
 Arrive - TERMINAL 1  
 United Airlines locator: L1DJHK  
 UA Frequent Flyer# [REDACTED]-BOWENS/THELLA FAYE  
 \*\* ECONOMY PLUS AISLE SEAT CONFIRMED \*\*  
 \*\* THIS ROW DOES NOT RECLINE \*\*  
 Flight Duration: 5 hour(s) and 38 minutes  
 Class of Service: coach

16-Jun-2011  
 Thursday

Other  
 San Diego CA, USA  
 RESERVATION RETAINED FOR 180 DAYS

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



TravelTrust  
374 North Coast Highway 101  
Encinitas, Ca 92024  
Tel: 760-635-1700  
Fax 760-635-1720  
Website [www.traveltrust.com](http://www.traveltrust.com)

BOWENS/THELLA  
FAYE

DEPT 6

05-Nov-2010 5:13 pm

Page 2 of 2

Ticket Information

BOWENS THELLA  
Ticket#: 7932526889  
Invoice#: 1179651

Ticket Base Fare:	410.23
Ticket Tax:	52.17
Total Ticket Amount:	462.40

Electronic: YES

SERVICE FEE DOCUMENT #: 0541049081 FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS ENDING IN 1006

**BRET LOBNER**



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

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

TRAVELER: Breton K. Lobner DEPT. NAME & NO. \_\_\_\_\_  
 DEPARTURE DATE: 1/6/2011 RETURN DATE: 1/7/2011 REPORT DUE: 2/6/11  
 DESTINATION: Phoenix, AZ

*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 1/6/08	MONDAY 1/7/08	TUESDAY 1/8/08	WEDNESDAY 1/9/08	THURSDAY 1/10/08	FRIDAY 1/11/08	SATURDAY 1/12/08	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	233.40	168.77							168.77
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.)*		24.00							24.00
Hotel*									0.00
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel svcs.)									0.00
Meals (include tips pd.)	Breakfast*		4.27						4.27
	Lunch*		26.73						26.73
	Dinner*	20.78							20.78
	Other Meals*								0.00
<i>Alcohol is a non-reimbursable expense</i>									
Hospitality <sup>1</sup> *									0.00
Miscellaneous:									0.00
									0.00
									0.00
*Provide detailed receipts									0.00
<b>Total Expenses prepaid by Authority</b>	<b>233.40</b>	<b>213.55</b>	<b>31.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>244.55</b>

Explanation:	Total Expenses Prepaid by Authority	233.40
	Total Expenses Pd. by Employee (including cash advances)	244.55
	<b>Grand Trip Total</b>	<b>477.95</b>
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	233.40
	<b>Due Traveler (positive amount)<sup>2</sup></b>	
	<b>Due Authority (negative amount)<sup>3</sup></b>	<b>244.55</b>

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

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

I as traveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expense Reimbursement Policy<sup>4</sup> and 3.30 - Business Expense Reimbursement Policy<sup>5</sup> 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: Breton Lobner Ext.: x 2423  
 Traveler Signature: Breton K. Lobner Date: 1-20-2011  
 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: Breton K. Lobner Dept: General Counsel  
 Position:  Board Member  President/CEO  Gen. Counsel  Chief Auditor  
 All other Authority employees (does not require executive committee administrator approval)

2. DATE OF REQUEST: 12/2/2010 PLANNED DATE OF DEPARTURE/RETURN:  / /

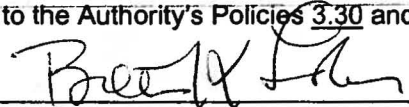
**3. DESTINATIONS/PURPOSE (Provide detailed explanation as to the purpose of the trip— continue on extra sheets of paper as necessary):**

Destination: Phoenix, AZ Purpose: January 6, 2011 Meeting of Legal Steering Group  
 Explanation: \_\_\_\_\_

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

<b>A. TRANSPORTATION COSTS:</b>	
• AIRFARE	\$ 150.00
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ _____
<b>B. LODGING</b>	\$ 179.00
<b>C. MEALS</b>	\$ 50.00
<b>D. SEMINAR AND CONFERENCE FEES</b>	\$ _____
<b>E. ENTERTAINMENT (If applicable)</b>	\$ _____
<b>F. OTHER INCIDENTAL EXPENSES</b>	\$ _____
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	<b>\$ 379.00</b>

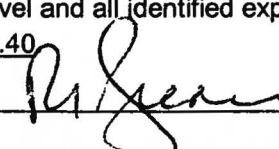
**CERTIFICATION BY TRAVELER** By my signature below, I certify that the above listed out-of-town travel and associated expenses conform to the Authority's Policies 3.30 and 3.40 and are reasonable and directly related to the Authority's business.

Travelers Signature:  Date: 12-2-2010

**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: 12.2.10

**AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE**

I, Tony R. Russel, 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 12/20/2010 meeting.  
 (Leave blank and we will insert the meeting date.)



Traveltrust  
 374 North Coast Highway 101  
 Encinitas, Ca 92024  
 Tel: 760-635-1700  
 Fax: 760-635-720  
 Website: www.traveltrust.com


LOBNER/BRETON

DEPT 15


28-Dec-2010 10:00 arr

Page 1 of 2

\*\*\*\*\*  
 SOUTHWEST E-TICKET CONFIRMATION \*\*\* X 5 Q C U U \*\*\*  
 \*\*\*\*\*  
 -----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 US 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  
 \*\*\*\*\*

 06-Jan-2011 03:25pm Thursday	<b>Air</b>	Southwest Airlines	<b>Flight#</b>	151	<b>Class:</b>	S
	<b>From:</b>	San Diego CA, USA	<b>To:</b>	Phoenix AZ, USA		
	<b>Meal:</b>	None				
	<b>Equip:</b>	Boeing 737-500 Jet	<b>Status:</b>	Confirmed		
	<b>Depart:</b>	06-Jan-2011 Thursday	03:25pm	<b>Stops:</b>	0	
	<b>Arrival:</b>	06-Jan-2011 Thursday	05:35pm			

Depart - TERMINAL 1  
 Arrive - TERMINAL 4  
 Southwest Airlines locator: X5QCUU  
 Flight Duration: 1 hour(s) and 10 minutes  
 Class of Service: Coach

 07-Jan-2011 04:05pm Friday	<b>Air</b>	Southwest Airlines	<b>Flight#</b>	794	<b>Class:</b>	S
	<b>From:</b>	Phoenix AZ, USA	<b>To:</b>	San Diego CA, USA		
	<b>Meal:</b>	None				
	<b>Equip:</b>	Boeing 737-700 Jet	<b>Status:</b>	Confirmed		
	<b>Depart:</b>	07-Jan-2011 Friday	04:05pm	<b>Stops:</b>	0	
	<b>Arrival:</b>	07-Jan-2011 Friday	04:15pm			

Depart - TERMINAL 4  
 Arrive - TERMINAL 1  
 Southwest Airlines locator: X5QCUU  
 Flight Duration: 1 hour(s) and 10 minutes  
 Class of Service: Coach

**Other**

06-Jul-2011  
 Wednesday

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

WE ARE 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



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

LOBNER/BRETON

DEPT 15

28-Dec-2010 10:00 am

Page 2 of 2

Ticket Information

LOBNER BRETON  
Ticket#:2144987163  
Invoice#:5206763

Ticket Base Fare: 197.20  
Ticket Tax: 36.20  
Total Ticket Amount: 233.40

Electronic: YES

SERVICE FEE DOCUMENT #: 0542167885 FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS ENDING IN 1006

SHERATON PHOENIX DOWNTOWN HOTEL  
 340 North 3rd Street  
 Phoenix, AZ 85004 US

t - 602 262 2500  
 f - 602 262 2501



GUEST / CLIENT

TRAVEL AGENT / CHARGE TO

Breton Lobner  
 120 29TH PL  
 MANHATTAN BC, CA 90266-2026  
 ACA03A

ROOM 2703  
 RATE 149.00  
 # PERS. 1  
 FOLIO 267644 A  
 PAGE 1  
 ARRIVE 06-JAN-11 18:15  
 DEPART 07-JAN-11 08:42  
 PAYMENT VI

DATE	REFERENCE	DESCRIPTION	CHARGES / CREDITS
06-JAN-11	RT2703	Room Charge	149.00
06-JAN-11	RT2703	County Tax	12.32
06-JAN-11	RT2703	City/Local Tax	7.45
07-JAN-11	VI	Visa	168.77-
07-JAN-11	VI	Visa	0.00
Balance Due			0.00

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

EXPENSE REPORT SUMMARY

Date	Rm & Tx	F&B	telephone	Other	Total	Payment
06-JAN-11	168.77	0.00	0.00	0.00	168.77	0.00
07-JAN-11	0.00	0.00	0.00	0.00	0.00	168.77-
Total	168.77	0.00	0.00	0.00	168.77	168.77-

Thank you for choosing Starwood Hotels. We look forward to welcoming you back soon!

SIGNATURE I agree to remain personally liable for the payment of this account if the incorporation or other third party billed fails to pay part or all of these charges.

As a Starwood Preferred Guest you have earned at least 447 Starpoints for this visit G41802925113

Breton Lobner ROOM 2703 DEPART 07-JAN-11 AGENT LAURMEE  
 FOLIO 267644 06-JAN-11



A SOUTHWESTERN GRILL  
 455 N 3RD ST STE 114  
 PHOENIX AZ 85004  
 602-252-3545

1081 JODY T

b1 40/4 Chk 4151 Gst 1  
 Jan06'11 06:14PM

1 CARNITAS	12.95
[REDACTED]	4.75
[REDACTED]	2.00
[REDACTED]	4.75
[REDACTED]	2.00
18 %	
18% SVC	4.76
ORIGINAL TTL	26.45
TAX	2.46
TIP	4.76
7:46PM TOTAL	33.67



A SOUTHWESTERN GRILL  
 455 N 3RD ST STE 114  
 PHOENIX AZ 85004  
 602-252-3545

Date: Jan06'11 07:56PM  
 Card Type: VISA  
 Acct #: XXXXXXXXXXXX1444  
 Trans Key: EIE003641704907  
 Exp Date: XX/XX  
 Auth Code: 03677D  
 Check: 4151  
 Table: 40/4  
 Server: 1081 JODY T

Subtotal: 33.67

TIP: \$ 5.50

TOTAL: \$ 39.17

Thank You!

GUEST COPY  
 (for your records)

JOIN US MONDAY NIGHTS IN OUR BAR  
 FOR \$9.95 MARGARITA PITCHERS!!

**MAYFLOWER CAB Co., LLC**

From Cumt To Shook  
 Amount \$24  
 Date 1-16-11  
 Driver ID 546-506

24 Hour Service  
 10% OFF Return to Airport

Bret share  
 Dinner  
 \$ 20.78

Tax  
 \$24

455 N. 3rd Street 100  
Phoenix, AZ (602) 258-8472  
1699532 Ky1

**DISTRICT**  
DOWNTOWN  
320 NORTH 3RD STREET  
PHOENIX, AZ 85004  
602-262-2500

CHK 732328  
01/07/2011 07:35AM

Loaf Lemon	1.95
T1 Brewed Coffee	1.50
VISA	3.77
Subtotal	3.45
Tax 9.3%	0.32
Total	3.77
<b>Change Due</b>	<b>\$0.00</b>

EMP: PIL.MICHELLE P  
Date 01/07/11  
Table 606  
51487839.2  
VISA  
Time 12:55  
DISTRICT

Card Holder LOBNER/BRETON  
Card Number #####71444  
Auth-Code.. 06014D  
CR#: 51637

Amount . . . . . 22.95

Service Charge . . . . . 3.78

Tip . . . . . \$26.73

Total

----- Check Closed -----  
01/07/2011 07:35:58AM

*+ tip .50¢*

New VIA Flavored Coffee  
Available in vanilla, mocha,  
caramel and cinnamon spice  
100 percent Arabica coffee  
natural flavors & cane sugar.

x Bret K. Sch  
Cardmember agrees to pay total in  
accordance with agreement governing  
use of such card.

\*\*\* Customer Copy \*\*\*

*↑  
Breakfast  
\$ 4.27*

*↳  
See next  
page for  
detailed receipt  
Bret's amount  
\$ 26.73*

DISTRICT  
DOWNTOWN  
320 NORTH 3RD STREET  
PHOENIX, AZ 85004  
602-262-2500

51487839.1  
PIL.MICHELLE Table 606  
Fri 01/07/11 12:48 PM Guests 7  
Guest Num: 1 DISTRICT

1 ICED-TEA 3.00  
1 RIB SAND. 14.00  
1 SWEET POTATO FR 4.00

SubTotal 21.00  
Service Charge 3.78  
Sales Tax 1.95

Please pay this amount  
Total 26.73

FOR ROOM CHARGES ONLY!

Gratuity                       
Total Charge                       
Room Number                       
Print Name                     

SIGNATURE



**“AGENDA”**  
**MEETING OF ACI-NA LEGAL AFFAIRS STEERING GROUP**  
**SHEERATON DOWNTOWN PHOENIX HOTEL**

Friday, January 7, 2011  
9 a.m. – 3 p.m.  
Maryvale A Meeting Room

Greetings from Immediate Past Chair, David Mackey and In-coming Chair, Timothy Karaskiewicz, and Vice-Chair, Joseph Messina

**I. Old Business (Updates):**

**A. Liaisons from Legal Steering Group to Industry and ACI-NA Groups**

**i. Aviation/Transportation Groups**

- **ABA Air and Space Law Forum (Bret Lobner)  
Washington Update: February 23, 2011 (Mandarin Oriental Hotel, Washington, DC)  
Annual Conference: October 2011 (Montreal, Canada)**
- **Transportation Research Board Transportation Law Committee
  - **Annual Meeting of TRB: Transportation Research Board 90th Annual Meeting  
January 23-27, 2011, Washington, DC****
- **Federal Bar Association Transportation and Transportation Security Law Section [Monica and James Joined section; recent newsletter; Monica elected to served as Secretary for 2011]**
- **National ADA Symposium: Annual Conference—  
May 8-11, 2011 Hyatt Regency, Paris/Bally's Hotel, Las Vegas, NV (James Briggs)**
- **AMAC Annual Conference (Louisa Goldstein)  
AMAC/FAA Airport Business Diversity Conference  
June 4-7, 2011, Dallas, TX**
- **ACRP Legal Research Panel: Carlene McIntyre, Tim Karaskiewicz and E. Lee Thomson (also Monica Hargrove)**

- **NTSB Bar Association** --While the main focus of the group is the representation of pilots and aviation businesses in regulatory, certification, and enforcement actions, many members practice in other areas of the law as well, such as air crash litigation, aviation insurance defense, taxation, and business law. Membership in the Association is open to practicing attorneys, law students or other individuals interested in aviation law. Many members are active pilots.

ii. **Liaisons to ACI-NA Committees/Working Groups**

- **Business Diversity (Louisa Goldstein)**
- **Environmental Affairs Committee (Bret Lobner)**
- **Finance Committee (Emily Neuberger)**
- **Insurance and Risk Management Committee (update on January Conference (January 12-14, 2011; Westin Buckhead Atlanta; Atlanta, GA—Monica)**
- **ASSIST-Sustainability Working Group (Tim Karaskiewicz)**
- **Safety and Security (Lee Thomson)**

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- **Government Affairs (Bob Watson)**
- **Human Resources**

**II. Canadian Legal Steering Group Member Update ( ? )**

**III. Spring 2011: Possible Topics/Ideas for Spring Legal Conference  
April 13-16 2011; Four Seasons Hotel, Philadelphia, PA**

**A. From Notes of James Briggs**

The Steering Group in Pittsburgh focused on two potential themes for the Wednesday-Thursday Session. The consensus seemed to be to go with # 2 below because it would be more attractive to a larger audience and because there are other seminars that do a better job in presenting #1 than we could.

1. Airport Financing Demystified:

- Legal issues in financing a project using grants (not just AIP) and PFCs
  - Financing Options – Public vs Private
  - Macro, not micro, approaches
  - What will happen in the next 5 years

2. Recent Trends In Airport Transaction Practice:

- What are people currently working on
- Spot Issues, e.g., Due Diligence & SEC activities
- Commercial Agreements: Concessions, collections, use/lease, FBOs
- Include Bonding (Issuance has 13 different documents)
  - Who is responsible for what
  - Bond Sureties and Insurance
- What happens with ratings and rating agencies

**B. From Notes of Tim Karaskiewicz**

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Possible Themes

	WE	TH	Fri	Sat
	12-5	8-12	8-5	8-12
Programming				
Hours	3	3	6	3

15 hours of programming - how many hours transfer to CLE credit?  
How many do we want?

Ideas:

Privatization

Airport Finance - complaint  
Debt issuing - BORING  
Financial statements  
Current trends in disclosure

Use/Lease agreements  
(Borrow from ABA conf?)

Options for financing airport improvements?  
Bonds - market status  
Privatization

Financial options - strategy

Bread and Butter topics?

Kinds of docs used in bond issues  
Anatomy of a bond issue  
Haven't we done this recently?

How involved should an airport attorney be in bond issue?  
What do you need to read?  
What can you be expected/asked to sign?  
What are the risks? To whom?  
Benefits of hiring outside counsel?  
What should outside counsel do?  
What should outside counsel sign?

Don't repeat Baby Bond counsel conference  
NAVO? (Jennifer)

What does underwriter's counsel do?

Theme: Recent Trends in Airport Transactions

Commercial Agreements

What are the "don't miss" issues for airport transactions?

Use/Lease Agreements

Concessions

FBOs

Car Rentals

Bonds/Financing

Due diligence

Read official statement carefully

Airport financing

Ratings/Sureties (Steiner)

Send an outline of above prior to January meeting

Group reaction?

Suggestions?

Kelly

Conferences oriented toward the practical topics are best  
Issues/trend spotters

Identify specific agreement clauses

e.g., 10 indem clauses discussed by a panel pointing  
out the value of each clause/contra

Break out section for Bankruptcy issues - Mexicana/foreign  
carriers

Scilinda Melnick agreed to moderate/participate

Pitt letters of credit for foreign and domestic carriers

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#### **IV. 2011 Legal Steering Group Work Plan**

#### **V. New Business**

- A. ACI-NA Threats and Challenges (for use by ACI-NA Board of Directors)**
- B. Open Positions on Legal Steering Group**
- C. Other**

#### **VI. Adjourn**

**MARK BURCHYETT**

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

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

TRAVELER: Mark Burchyett DEPT. NAME & NO. Chief Auditor - 016  
 DEPARTURE DATE: 1/28/2011 RETURN DATE: 2/1/2011 REPORT DUE: 3/3/11  
 DESTINATION: AIRPORT MANAGEMENT SHORT COURSE AND WORKSHOP - SWAAAE - MONTEREY, CA

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

	Authority Expenses (Prepaid by Authority)	Employee Expenses							TOTALS
		FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	
		1/28/11	1/29/11	1/30/11	1/31/11	2/1/11	2/2/11	2/3/11	
Air Fare, Railroad, Bus (attach copy of itinerary w/charges)	199.40								0.00
Conference Fees (provide copy of flyer/registration expenses)	294.00								0.00
Rental Car*					95.18				95.18
Gas and Oil*					36.14				36.14
Garage/Parking*		25.00	25.00	25.00	25.00				100.00
Mileage - attach mileage form*									0.00
Tax and/or Shuttle Fare (include tips pd.)*									0.00
Hotel*		185.98	185.98	185.98	185.98				743.92
Telephone, Internet and Fax*									0.00
Laundry*									0.00
Tips - separately paid (maids, bellhop, other hotel srvs.)									0.00
Meals (include tips pd.)			19.17	8.12		8.11			35.40
Breakfast*									
Lunch*		7.88		12.57		11.50			32.05
Dinner*		18.37	68.04	32.74	38.20				147.35
Other Meals*									0.00
Alcohol is a non-reimbursable expense									
Hospitality <sup>1</sup> *									0.00
Miscellaneous:									0.00
									0.00
									0.00
*Provide detailed receipts									0.00
<b>Total Expenses prepaid by Authority</b>	<b>493.40</b>	<b>237.03</b>	<b>288.18</b>	<b>284.71</b>	<b>249.18</b>	<b>150.93</b>	<b>0.00</b>	<b>0.00</b>	<b>1,190.04</b>

Explanation:	Total Expenses Prepaid by Authority	493.40
	Total Expenses Incurred by Employee (including cash advances)	1,190.04
	Grand Trip Total	1,683.44
	Less Cash Advance (attach copy of Authority ck)	
	Less Expenses Prepaid by Authority	493.40
	Due Traveler (positive amount) <sup>2</sup>	
	Due Authority (negative amount) <sup>3</sup>	1,190.04

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

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

I as traveler or administrator acknowledge that I have read, understand and agree to Authority policies 3.40 - Travel and Lodging Expense Reimbursement Policy<sup>4</sup> and 3.30 - Business Expense Reimbursement Policy<sup>5</sup> 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: Mark K Burchyett Ext.: 2435  
 Traveler Signature: \_\_\_\_\_ Date: 2/3/11  
 Approved By: \_\_\_\_\_ Date: 2/3/11

**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: 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:** 12/17/10 **PLANNED DATE OF DEPARTURE/RETURN:** 1/28/11 / 2/1/11

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

Destination: Monterey, CA Purpose: SWAAAE Winter Conference  
Explanation: Attend Accreditation Interview Workshop relating to AAAE accreditation and attended the conference.

**4. PROJECTED OUT-OF-TOWN TRAVEL EXPENSES**

<b>A. TRANSPORTATION COSTS:</b>	
• AIRFARE	\$ 180
• OTHER TRANSPORTATION (Taxi, Train, Car Rental)	\$ 120
<b>B. LODGING</b>	\$ 750
<b>C. MEALS</b>	\$ 180
<b>D. SEMINAR AND CONFERENCE FEES</b>	\$ 294
<b>E. ENTERTAINMENT (if applicable)</b>	\$
<b>F. OTHER INCIDENTAL EXPENSES</b>	\$
<b>TOTAL PROJECTED TRAVEL EXPENSE</b>	<b>\$ 1504</b>

**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: 12/17/10

**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 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 12/20/2010 meeting.  
 (Leave blank and we will insert the meeting date.)



## SWAAAE BOARD MEMBERS

President: Mark Watson, AAE, CAE  
 1st Vice President: Scotzell Lee, AAE, CAE  
 2nd Vice President: Bill Buchanan, AAE  
 Past President: Linda McNamee, AAE, CAE  
 Directors: Patricia Brown, AAE, CAE  
 Paul Lee, CAE  
 Jennifer Maple, AAE  
 Tom Peterson, AAE, CAE  
 Joan Smith, AAE, CAE  
 Richard Stockdale  
 Mike Williams, AAE

Corporate Director: Jesse Smith, CAE  
 Corporate Director: Paul Hamilton  
 Executive Director: Devon Hamilton

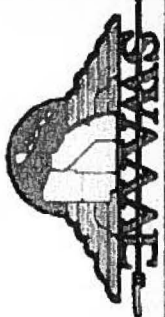
## AAAE BOARD MEMBERS

John Hamilton, AAE  
 Rod Brown, AAE, CAE  
 Paul M. Ramsey, AAE, CAE  
 Dominic Bentley, AAE, CAE  
 Carl Newman, AAE  
 Dominic Bentley, AAE, CAE

## CONFERENCE COMMITTEE

Andrew Swanson - Conference Chair	Birgit Linn	Fin Peterson
Doreen Stockdale - Vice Chair	Scott Marler	Barry Roudinville
Cassy Damm	Michael McCarron	Mark Sapp
Katie LeBlanc	Todd McNamre	Jon Stone
Jan Pancher	Jennifer Mills Rysher	Mike Williams
Debra Farkas	Jessica Mullin	Mark Wansor
Mary Gonzalez	Suzanne Pekar	Edna Valle
Alexander Blum	Gary Peterson	Michelle Ayco

# Focus On The Essentials



## 51st Annual Airport Management Short Course

January 29, 2011 - February 2, 2011

Welcome to the 51st Annual SWAAAE Winter Conference in gorgeous Monterey, California. Monterey is the setting for Canary Row, a historical and historic location on California's Central Coast. Home to unique restaurants, shopping and the world famous Monterey Bay Aquarium, there is something for everyone.

We are pleased to offer an educational and informative program at this year's conference. The theme is "Focus on the Essentials". The conference covers many "vessels" for today's airport professionals, from managing lease negotiations to Airport Strategic Business Plans to ADA accessibility at your airport. There will also be an FAA and State Agency update where you will hear the latest on the federal and state issues. Other topics include creativity and leadership, security-ready facilities for air service development and airport compatibility planning. We will also hear from the next generation of airport professionals in a session presented by students currently enrolled in Aviation Management programs.

In addition to enjoying Monterey on your own, the conference committee has put together an exciting social program. This includes the Wild Wild West Canary Row Adventure and Pool Tournament. The Past-President's golf outing will also be held.

We hope this year's conference will challenge and interest you. If there is anything we can do to enhance your conference experience, please let me know. We know you will leave this conference with new tools for dealing with your aviation issues.

Sincerely

Mark Wansor, AAE, CAE  
 President, Southwest Chapter AAAE

**Saturday - January 29, 2011**

**EXHIBITORS / SPONSORS**

**8:30 am to 4:30 pm**

- ❖ Accreditation Final Interview Workshop - Ocean Club Room

**8:30 am to 4:30 pm**

- ❖ Airport Attorney Workshop - Carmel Room

**6:00 pm to 9:00 pm**

- ❖ Board and Conference Committee Dinner (By Invitation Only) - Cannery Row Brewing Company

**Sunday - January 30, 2011**

**8:00 am to 4:00 pm**

- ❖ Accreditation Final Interviews - Fairway Room

**9:00 am to 5:00 pm**

- ❖ Registration - Cypress Pre-Function Area

**9:00 am to 5:00 pm**

- ❖ Exhibitor Set-Up - Monterey Bay Room

**10:00 am to 4:00 pm**

- ❖ SWAAAE Board Meeting - Ocean Club Room

**6:00 pm to 8:00 pm**

- ❖ Welcome Reception - The Clement Intercontinental

## Tuesday - February 1, 2011 Continued

### 1:30 pm to 2:30 pm

- ❖ Session #8 - Efficient Energy Use; Good for the Small Airport, Businesses, and the Environment - Cypress Ballroom
- ♦ Moderator: Scott C. Malta, SWAAAE 1st VP, Airport Manager, Castle Airport
- ♦ Speakers: Stephen B. Barrett, Director of Clean Energy, Harris Miller Miller & Hanson, Inc.  
Jason D. Campbell, Facilities Operations Manager, Solano County

*There is a lot of talk these days about renewable, green, sustainable, clean technologies. Most of the technologies are very intriguing, but the question remains, "What can I do at MY Airport, and how do I pay for it?" This panel discussion will provide very useful information on this topic for the smaller and larger airports, and their respective communities. There will also be a brief discussion of a new solar power guide written by HMMH on behalf of the FAA.*

### 2:30 pm to 3:00 pm

- ❖ Break with Exhibitors - Learning / Networking Opportunity - Monterey Bay Room

### 3:00 pm to 4:00 pm

- ❖ Session #9 - Student Presentations - Cypress Ballroom
- ♦ Moderator: Gary Petersen, Airport Manager, Salinas Municipal Airport
- ♦ Speakers: Students from Cal State LA and San Jose State University

*This session offers three mini-presentations by Aviation Management students. These topics include a discussion on new technology for detecting FOD; "Taxibot", a new innovation by the Israeli Aerospace Industries; and the future of Argas.*

### 4:00 pm to 4:15 pm

- ❖ Conference Wrap Up - Cypress Ballroom

### 6:00 pm to 7:00 pm

- ❖ Cocktail Reception - Upper Plaza

### 7:00 pm to 10:00 pm

- ❖ Awards Banquet - Dolphins Ballroom

## Wednesday - February 2, 2011

### 8:30 am to 10:30 am

- ❖ Hot Breakfast and General Membership Meeting and AAAE Update - Dolphins Ballroom
- ♦ Moderator: Mark Witsoe, Manager, Market Development Manager, Airside Real Estate, Port of Portland; SWAAAE President
- ♦ Speaker: AAAE Speaker

### 10:30 am to 11:00 am

- ❖ Summer Conference Committee Meeting - Dolphins Ballroom

### 12:00 pm to 5:00 pm

- ❖ Past President's Golf Tournament - Pacific Grove Golf Links Course

## Monday - January 31, 2011

### 7:30 am to 8:30 am

- ❖ Hot Breakfast with Exhibitors - Learning / Networking Opportunity - Monterey Bay Room

### 8:30 am to 9:15 am

- ❖ Opening Ceremonies - Cypress Ballroom
- ♦ Keynote Address: Guest Speaker - John L. Martin, Airport Director, San Francisco International Airport



*John L. Martin was appointed Director of the San Francisco International Airport in November, 1995. Prior to becoming Director, he served as the Airport's Deputy Director for Business and Finance and has worked for the Airport Commission since 1981. He received a Masters Degree from Harvard University's Kennedy School of Government and his Bachelor of Arts Degree from Lawrence University.*

*As Airport Director, Mr. Martin manages the operation of the ninth largest airport in the U.S., and the 15th largest in the world. He led the construction of SFO's International Facilities Complex, which was opened for service in December, 2000.*

### 9:15 am to 10:30 am

- ❖ Session #1 - FAA / CalTrans Aeronautics / ADOT / NVDOT Update - Cypress Ballroom
- ♦ Moderator: Todd McNamee, Director of Airports, Ventura County
- ♦ Speakers: Mark McClardy, Manager, FAA, Airports Division, Western-Pacific Region  
Gary Cathy, Chief of Aeronautics, CalTrans  
Michael Klein, Program Administrator, ADOT - Aeronautics Group  
Joined by other leaders in these organizations

*Please join us to hear the latest news from our State and Federal Aviation Regulators. Updates will include AIP funding, current legislation, and the SWAAAE Best Practices Survey. This will be your opportunity to ask any burning questions of our team member and regulators.*

### 10:30 am to 11:00 am

- ❖ Break with Exhibitors - Learning / Networking Opportunity - Monterey Bay Room

### 11:00 am to 12:00 pm

- ❖ Session #2 - Appraisals and Lease Negotiations - Cypress Ballroom
- ♦ Moderator: Leander Hauri, Airport Manager, Livermore Municipal Airport
- ♦ Speakers: Bill Hurd, Commercial Appraiser, Smith & Associates  
Terry Larson, M.A.I., Professional Real Estate Appraiser, Smith & Associates  
Leander Hauri, Airport Manager, Livermore Municipal Airport

*The economic downturn, combined with reduced fuel sales and high operating costs, continues to challenge our FBO's and other commercial tenants. A prolonged economic recovery period may amplify the situation. Correcting fair market rental values and negotiating realistic lease agreements can be the dynamic approach to sustain an FBO or commercial entity while maintaining the airport's fiscal vitality and efficiency.*

## Monday - January 31, 2011 Continued

### 12:00 pm to 1:30 pm

- ◆ Lunch on your own
- ◆ Corporate Member Lunch - El Torito

### 1:30 pm to 2:30 pm

- ◆ Session #3 - Creativity and Leadership, Now More Than Ever - Cypress Ballroom
- ◆ Moderator: Gary Petersen, Airport Manager, Salinas Municipal Airport

*"Doing more with less" sounds good, but is not obtainable. The "new normal" sounds good too, except there is nothing normal about today's work life. This session will examine the creative process we must use to develop "new approaches" and "new solutions" for the "new reality" in which we must lead.*

### 2:30 pm to 3:00 pm

- ◆ Break with Exhibitors - Learning / Networking Opportunity - Monterey Bay Room

### 3:00 pm to 4:00 pm

- ◆ Session #4 - FAA Airport Disability Compliance Program - Cypress Ballroom
- ◆ Moderator: Mark Witsoe, Market Development Manager, Airside Real Estate, Port of Portland
- ◆ Speaker: Supriya Raman, Manager, FAA Airport Disability Compliance Program

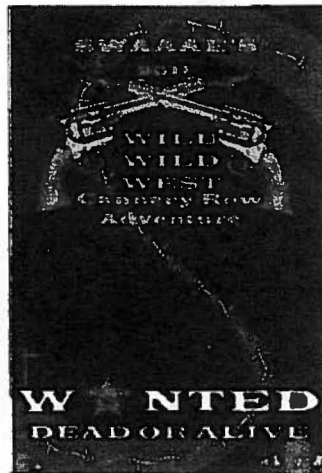
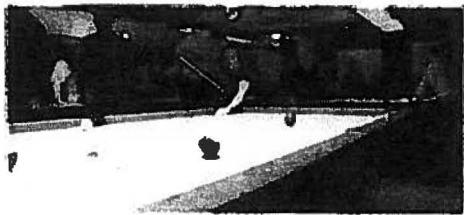
*The FAA Airport Disability Compliance Program is a new method of service delivery to ensure airport operators/sponsors are meeting their obligations with regards to non-discrimination of people with disabilities. The goal is to be the "go to" resource on airport accessibility for people with disabilities. While airports have definitive compliance requirements, this program is established to reach out to airport operators providing education, evaluation consulting, and information exchange. They strive to enhance relationships to produce the best possible opportunities for universal accessibility of airports, create additional resources for guidance and design standards, and disseminate the very latest information to sponsors for capital planning and future facility modifications.*

### 4:00 pm to 4:30 pm

- ◆ Break with Exhibitors - Monterey Bay Room
- Learning / Networking Opportunity

### 6:00 pm to 9:00 pm

- ◆ The Wild Wild West Cannery Row Adventure and Pool Tournament



## Tuesday - February 1, 2011

### 7:30 am to 8:30 am

- ◆ Continental Breakfast with Exhibitors - Learning / Networking Opportunity - Monterey Bay Room

### 8:30 am to 9:30 am

- ◆ Session #5 - Recovery-Ready Facilities for Air Service Development - Cypress Ballroom
- ◆ Moderator: Mark Sapp, VP Business Development, Sales & Marketing, Air-Transport IT Services, Inc.
- ◆ Speakers: Roddy Boggus, NCARB, AIA, Senior Vice President, Parsons Brinckerhoff  
Jerry Olivier, Principal, BLC Partners  
Robert Swensen, Airport Operations Manager & Project Management, Mineta San Jose International Airport

*Leveraging infrastructure and technology investments to reduce costs and mitigate risks for airlines as they evaluate your airport's air service development business case. Panelists include an airport architect, an airport information technologist and an airport operations manager on why flexibly provisioning the terminal - during renovation or new construction - can benefit your airport as the economy rebounds.*

### 9:30 am to 10:30 am

- ◆ Session #6 - Outside Your Fence: Airport Compatibility Planning 101 - Cypress Ballroom
- ◆ Moderator/Speaker: Terry Barrie, Chief, Office of Aviation Planning, CalTrans Aeronautics

*Incompatible land use is the greatest threat to your airport. This session will discuss the update of the 2010 California Airport Land Use Planning Handbook.*

### 10:30 am to 11:00 am

- ◆ Break with Exhibitors - Learning / Networking Opportunity - Monterey Bay Room

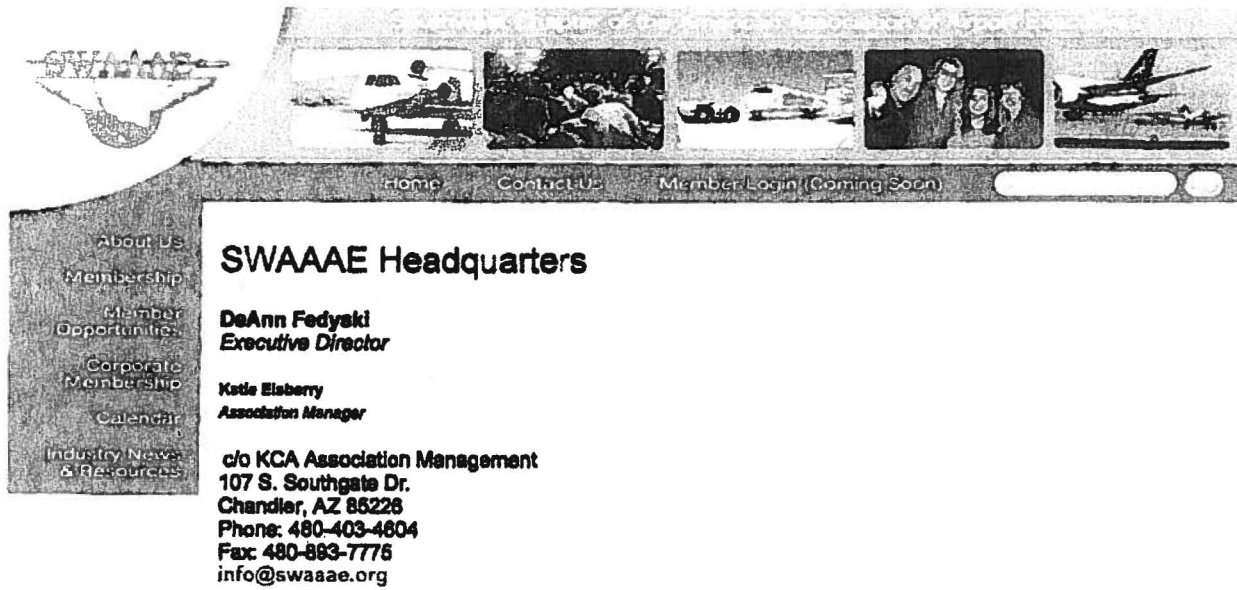
### 11:00 am to 12:00 pm

- ◆ Session #7 - Airport Strategic Business Plan (ASBP) - Cypress Ballroom
- ◆ Moderator: Paul Meyers, Principal in Charge, Aviation Management Consulting Group
- ◆ Speaker: Jeff Kohlman, Principal, Aviation Management Consulting Group

*When it comes to developing an airport, a master plan is a great tool, but it is not (and it should not be mistaken for) an Airport Strategic Business Plan (ASBP) which is an all encompassing document that communicates the mission, vision, and values of the airport and conveys the specific goals and objectives that need to be achieved to best position the airport for success in the future. In addition to answering the key (macro) questions of "where is the airport today (Point A)" and "where do you want the airport to be tomorrow (Point B)", the ASBP answers the key (micro) question of "how is the airport going to get there - what needs to happen to get from Point A to Point B". Beyond this, the ASBP provides a systematic framework for making decisions today (and in the near term) that will have a direct impact on the airport tomorrow (in the future). As such, this session will examine the role (purpose), importance, and value of the ASBP, the key elements of the ASBP, the key aspects of each element, and a best practices approach for developing, implementing, and evaluating the ASBP.*

### 12:00 pm to 1:30 pm

- ◆ Lunch on your own



The screenshot shows the SWAAAE Headquarters website. At the top, there is a navigation bar with links for Home, Contact Us, and Member Login (Coming Soon). Below the navigation bar, the main content area features the title "SWAAAE Headquarters" and contact information for DeAnn Fedyski, Executive Director, and Katie Elsberry, Association Manager. A sidebar on the left contains links for About Us, Membership, Member Opportunities, Corporate Membership, Calendar, and Industry News & Resources. The footer includes copyright information and a note about the website being powered by AllinScope.

**SWAAAE Headquarters**

**DeAnn Fedyski**  
*Executive Director*

**Katie Elsberry**  
*Association Manager*

c/o KCA Association Management  
107 S. Southgate Dr.  
Chandler, AZ 85228  
Phone: 480-403-4604  
Fax: 480-883-7776  
info@swaaae.org

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*Left msg. w/ Meghan 1/7/11 to confirm registration.*

*Registration Confirmed w/ Katie on 1-14-11.*



TravelTrust  
 214 North Cross - phone, 701  
 Chandler, Ca 92024  
 Tel: 760-835-1700  
 Fax: 760-835-1700  
 Website: www.traveltrust.com



BURCHYETT/MARK  
 ALAN

CHIEF AUDITOR

07-Jan-2011 5:31 pm

Page 1 of 1

YOUR SOUTHWEST ETICKET CONFIRMATION IS \*\* XAIJOD \*\*  
 -----INVOICE/ITINERARY ACCOUNTING DOCUMENT-----  
 \*\*\*\*\*TICKETLESS TRAVEL INSTRUCTIONS\*\*\*\*\*  
 THIS IS AN E-TICKET RESERVATION.  
 A GOVERNMENT ISSUED PHOTO ID IS NEEDED AT CHECK IN  
 A PORTION OF THIS TRIP MAY BE REFUNDABLE. PLEASE RETURN  
 UNUSED PORTIONS TO TRAVELTRUST FOR POSSIBLE REFUND.  
 \*\*\*\*\*  
 \*\*\*\*\*TSA GUIDANCE FOR PASSENGERS\*\*\*\*\*  
 PLEASE ALLOW EXTRA TIME FOR SCREENING AND BOARDING  
 INTERNATIONAL-MINIMUM 3 HOUR CHECK-IN PRIOR TO DEPARTURE  
 DOMESTIC-MINIMUM 2 HOUR CHECK-IN PRIOR TO DEPARTURE  
 FOR ADDITIONAL SECURITY INFORMATION VISIT WWW.TSA.GOV  
 \*\*\*\*\*

 28-Jan-2011 01:35pm Friday	<b>Air</b> Southwest Airlines <b>From:</b> San Diego CA, USA <b>Meal:</b> None <b>Equip:</b> Boeing 737-300 Jet <b>Depart:</b> 28-Jan-2011 Friday 01:35pm <b>Arrival:</b> 28-Jan-2011 Friday 02:55pm Depart - TERMINAL 1 Arrive - TERMINAL B Flight Duration: 1 hour(s) and 20 minutes Class of Service: coach	<b>Flight#</b> 2308 <b>Class:</b> Y <b>To:</b> San Jose CA, USA <b>Status:</b> Confirmed <b>Stops:</b> 0
 01-Feb-2011 01:25pm Tuesday	<b>Air</b> Southwest Airlines <b>From:</b> San Jose CA, USA <b>Meal:</b> None <b>Equip:</b> Boeing 737-500 Jet <b>Depart:</b> 01-Feb-2011 Tuesday 01:25pm <b>Arrival:</b> 01-Feb-2011 Tuesday 02:40pm Depart - TERMINAL B Arrive - TERMINAL 1 Flight Duration: 1 hour(s) and 15 minutes Class of Service: coach	<b>Flight#</b> 413 <b>Class:</b> Y <b>To:</b> San Diego CA, USA <b>Status:</b> Confirmed <b>Stops:</b> 0

31-Jul-2011  
 Sunday

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

TRAVELTRUST IS OPEN MONDAY - FRIDAY FROM 5AM-530PM PST  
 AND SATURDAY FROM 9AM-1PM PST - 760-835-1700.  
 FOR EMERGENCY AFTERHOURS SERVICE IN THE US  
 PLEASE CALL 888-221-8062 AND USE YOUR VIT CODE - S7NS0  
 PLEASE NOTE THIS IS OUR NEW EMERGENCY NUMBER  
 EACH EMERGENCY CALL IS BILLABLE AT A MINIMUM 25.00  
 THANK YOU FOR CHOOSING TRAVELTRUST...SCOTT MACKERLEY

Ticket Information

BURCHYETT MARK  
 Ticket#: 2147135034 Ticket Base Fare: 169.40  
 Invoice#: 1181113 Ticket Tax: 0.00  
 Total Ticket Amount: 169.40  
 Electronic: YES

SERVICE FEE DOCUMENT #: 0542445371 FEE AMOUNT: 30.00

BILLED TO: AMERICAN EXPRESS



MONTEREY PLAZA  
HOTEL & SPA

Mr. Mark Burchvett  
[REDACTED]  
[REDACTED]  
United States

Room Number: 2224  
Arrival Date: Jan 28, 2011  
Departure Date: Feb 01, 2011  
Conf. No: 2683281  
Page No: 1 of 2  
Folio No: 3028941

INFORMATION INVOICE:

A/R Number :  
Group Name : SWAAAE AIRPORT MGMT SF  
Company Name : SWAAAE

Thank you for choosing the Monterey Plaza Hotel & Spa

Date	Description	Charges	Payments
Jan 28, 2011	Advance Deposit		185.98
Jan 28, 2011	Room	168.00	
Jan 28, 2011	Room Tax	16.80	
Jan 28, 2011	Monterey County Assessment Fee	1.00	
Jan 28, 2011	CA Tourism Assessment Fee	0.18	
Jan 28, 2011	Resort Fee	25.00	
Jan 29, 2011	Duck Club Grill	34.69	
	Room# 2224 : CHECK# 0011241		
Jan 29, 2011	Room	168.00	
Jan 29, 2011	Room Tax	16.80	
Jan 29, 2011	Monterey County Assessment Fee	1.00	
Jan 29, 2011	CA Tourism Assessment Fee	0.18	
Jan 29, 2011	Resort Fee	25.00	
Jan 30, 2011	Room	168.00	
Jan 30, 2011	Room Tax	16.80	
Jan 30, 2011	Monterey County Assessment Fee	1.00	
Jan 30, 2011	CA Tourism Assessment Fee	0.18	
Jan 30, 2011	Resort Fee	25.00	
Jan 31, 2011	Room	168.00	
Jan 31, 2011	Room Tax	16.80	
Jan 31, 2011	Monterey County Assessment Fee	1.00	
Jan 31, 2011	CA Tourism Assessment Fee	0.18	
Jan 31, 2011	Resort Fee	25.00	



**MONTEREY PLAZA**  
HOTEL & SPA

Mr. Mark Burchvett  
[REDACTED]  
[REDACTED]  
United States

Room Number: 2224  
Arrival Date: Jan 28, 2011  
Departure Date: Feb 01, 2011  
Conf. No: 2683281  
Page No: 2 of 2  
Folio No. 3028941

**INFORMATION INVOICE**

A/R Number :  
Group Name : SWAAAE AIRPORT MGMT SF  
Company Name : SWAAAE

Thank you for choosing the Monterey Plaza Hotel & Spa

Date	Description	Charges	Payments
	<b>Total</b>	<b>878.61</b>	<b>185.98</b>
	<b>Balance</b>	<b>\$692.63</b>	



HMSHOST  
 STARBUCKS COFFEE  
 SAN JOSE INTERNATIONAL AIRPORT

125356 Marcelin

CHK 2461 SS 1  
 JAN28'11 9:22PM

TO GO

MOCHA T 3.45  
 SBTOTAL 3.45  
 TAX 0.32  
 AMOUNT PAID 3.77  
 CASH 0.02  
 CHANGE 6.25

THANK YOU FOR YOUR BUSINESS.  
 TELL US ABOUT YOUR EXPERIENCE  
 ERIC WALDON - GENERAL MANAGER  
 (408) 441-2657  
 ERIC.WALDON@HMSHOST.COM

*Handwritten:* \$7.68 ✓ +  
 Lunch

McDonald's Corporation  
 Thank you for visiting at McDonald's.  
 480 N. TARRANCE DRIVE East Hill, CA  
 SAN JOSE, CA 95102

DISCOUNT

McDONALD'S ITEM (01/28/11) 03/11  
 48 KS/03 S#1 Jan 28'11 (01/28/11)  
 STORE # 16114 NEW KID/FAD/7/1/11

Order #348 TO GO

1 BIG MAC 3.99  
 1 OIL POPOUR 0.00 ①  
 SUB TOTAL 3.99  
 TOTAL DISCOUNT 0.00  
 TAX (0.00) 0.00  
 TOTAL 3.99

CARD ISSUER ACCOUNT #  
 VISA \*\*\*\*  
 TRANSACTION AMOUNT 3.99  
 AUTH CODE 011211 100 0111

CASH TENDERS 0.00  
 CHANGE 0.00

① 3.99  
 - 0.40 discount  
 + 0.32 8.7870 Tax  
 -----  
 \$3.91

HMSHOST  
 KARL STRAUSS  
 SAN DIEGO AIRPORT  
 CHECK: 689  
 TABLE: 132/1  
 SERVER: 4787 Arbimind  
 DATE: JAN28'11 5:10PM  
 CARD TYPE: VISA AO  
 ACCT #: XXXXXXXXXXXX  
 EXP DATE: XX/XX  
 AUTH CODE: 00004D

MARK BURCHYETT

TOTAL: 27.26  
 TIP 5  
 TOTAL 32.26

X 32.26  
 I AGREE TO PAY THE ABOVE AMOUNT  
 IN ACCORDANCE WITH THE CARD  
 ISSUER'S AGREEMENT.

HMSHOST  
 KARL STRAUSS  
 SAN DIEGO AIRPORT

4787 Arbimind

TBL 132/1 689 GST 2  
 JAN28'11 4:49PM

\*\*\*\*\*  
 ↓ ① 1 WATER BACK 0.00  
 ↓ ① SODA BAR 14 3.09  
 FIRST ROUND SBEV  
 COKE DIET  
 ↓ ② SAND SMKD PORK 21.98  
 SUBTOTAL 25.07  
 TAX 2.19 AMOUNT 27.26  
 \*\*\*\*\*

SUBTOTAL 25.07  
 TAX 2.19  
 5:07 AMOUNT \$27.26

HOW DID WE DO?  
 JOE NIKNAM  
 619-231-5100 EXT:157  
 Joe.Niknam@hmshost.com

~~XXXXXXXXXX~~  
 ② 10.99  
 ① 3.09  
 14.08  
 1.23 8.74% Tax  
 3.06 Tip 20%  
 \$18.37 ✓

DUCK CLUB  
 MONTEREY PLAZA HOTEL & SPA  
 HAVE YOU VISITED OUR SPA?  
 ASK OUR HOSTESS FOR A  
 BROCHURE

TRANSACTION REFLURD

THE FISH HOPPER  
 700 CANNERY ROW  
 MONTEREY, CA. 93940

156 u. al

Tbl 321 Chk 1241 Gst 2  
 Jan29'11 09:14AM

Closed Check  
 Reprint

↓ ① 2 Carrotl Om1 23.50  
 ② Coff Reg 3.00  
 Chrg Tip 6.00  
 2541327  
 2224/murphyett  
 ROOM Chrg 34.69

Subtotal 28.50  
 Tax 2.19  
 Ttl Tip/Grat 8.00  
 Payment 34.69

1566 Jan29'11 09:48AM

FOR ROOM CHARGES

Tip

Total

ROOM #

Print Name

Sign Name

CARD TYPE: VISA  
 Nu.: \*\*\*\*\*  
 ENTRY: SWIPED  
 AUTHORIZATION: 08440D  
 STOPE #: 98000100  
 TERMINAL: 2  
 REFERENCE: 1034664

PURCHASE \$89.09

TIP 18.00

TOTAL 107.09

THANK YOU

THE FISH HOPPER  
 700 CANNERY ROW  
 MONTEREY, CA. 93940

EAT JANUARY 29, 2011

CHECK #1034664 1

TABLE #162

2 W/ CJP OF CHONDER \$9.90 ①  
 1 PRIME RIB SCAMPI \$29.95  
 1 STUFFED LOBSTER \$36.95 ②  
 2 ICED TEA \$5.50 ③  
 SUB-TOTAL \$82.30  
 TAX \$6.79  
 TOTAL \$89.09

① 4.95  
 ② 36.95  
 ③ 2.75

44.65

8.26 Tax 3.69

48.34

T f 9.70

58.04

THE FISH HOPPER NOW OFFERS  
 GIFT CARDS. PLEASE SEE A  
 MANAGER FOR DETAILS.

AN 18% GRATUITY WILL BE ADDED  
 TO GROUPS OF 8 OR LARGER.

Time: 18:28 2 CUSTOMERS

Visit our Website  
 www.fishhopper.com

YOU HAVE BEEN SERVED  
 BY: MARK H.

① 11.75  
 ② 3.00  
 14.75  
 1.22 8.26 Tax  
 15.97  
 3.20 Tip 20%  
 18.17  
 19.17

Monterey Plaza Hotel & Spa  
\*La Strada\*  
400 Cannery Row  
Monterey, CA 93940  
(831) 646-1700  
(831) 646-5937 Fax

Date: Jan30'11 08:24AM  
Card Type: VISA - LS  
Acct #: XXXXXXXX  
Card Entry: SHIPED  
Trans Type: PURCHASE  
Trans Key: C1C003764869867  
Auth Code: 03483D  
Check: 7271  
Check ID: MARK  
Server: 7536 Silvia M

Subtotal: 9.47  
Tip: 2.00  
Total: 11.47

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

**\*Your Copy\***

Monterey Plaza Hotel & Spa  
\*La Strada\*  
400 Cannery Row  
Monterey, CA 93940  
(831) 646-1700  
(831) 646-5937 Fax

7536 Silvia M

Chk 7271 MARK Gst 0  
Jan30 11 08:23AM

**Closed Check  
Reprint**

1 SM Caffe Mocha 3.25 (1)  
    Whip Cream  
1 Cinn Roll 3.00 (2)  
1 Cheese Danish 2.75  
Chrg Tip 2.00  
XXXXXXXXXX  
2575116  
9522/Cafe Visa  
VISA - LS .47  
Subtotal 9.00  
Tax 0.47  
Ttl Tio/Grat 2.00  
Payment 11.47  
-----7536 Jan30 11 08:25AM-----

① 3.25  
② 3.00  
6.25  
.52 8.26% Tax  
6.77  
1.35 Tip  
\$8.12

RECEIPT COPY

**THE WILD PLUM CAFE**  
731 B MUNRAS AVE  
MONTEREY, CA 93940  
831-646-3109

TERMINAL ID: 022400  
MERCHANT ID: 00040713

USA BATCH: 0000729 INU: 000029  
Jan 30, 11 15:05  
RBR: 0729029 AUTH: 04664D

REWARDS PROGRAM: 009110

AP  
BASE \$21.48  
TIP \$ 4.00  
TOTAL \$ 25.48

MARK BURCHETT

CUSTOMER COPY

12.74

**THE WILD PLUM**

731 B Munras Avenue  
Monterey, CA 93940  
(831) 646-3109

Table 78

Station 001 Check 61  
server: Jose Guests 2  
Sunday 1/30/11 2:36 pm

2 ICE TEA 3.90 (1)  
1 1/2 CLUB/SOUP 7.95 (2)  
1 1/2 RSTBEEF/SALAD

Sub Ttl 19.80  
Tax 1.68

**Total 21.48**

Please pay server

① 1.95  
② 7.95  
-----  
9.90  
.82 8.26% Tax  
-----  
10.72  
2.15 Tip  
-----  
\$ 12.87

Cannery Row Brewing Co.  
95 Prescott Avenue  
831.643.2722

Server: Lacey 01/30/2011  
Table 16/1 7:25 PM  
Guests: 2  
#30057

Iced Tea 2.75  
Fish & Chips (2 @ 15.95) 31.90  
Fried Dough 6.50  
Subtotal 41.15  
Tax 3.40  
Total 44.55  
Balance Due 44.55

THANK YOU!  
Celebrate Your Super Bowl  
at CRBC!!

Cannery Row Brewing Co.  
95 Prescott Avenue  
831.643.2722

Server: Lacey DOB: 01/30/2011  
07:26 PM 01/30/2011  
Table 16/1 3/30057

VISA 3145764  
Card #XXXXXXXXXXXXXXXXXXXX  
Magnetic card present: BURCHYE'T MARK  
Approval: 04447D

Amount: 44.55  
+ Tip: 9-  
= Total: 53.55

X \_\_\_\_\_

THANK YOU!  
Celebrate Your Super Bowl  
at CRBC!!

>> Customer Copy <<

① 2.75  
② 15.95  
③ 6.50  
-----  
25.20  
2.08 8.26% Tax  
-----  
27.28  
5.46 Tip  
-----  
\$32.74

Route 1 Linguist's  
 660 Cannery Row  
 Monterey, CA  
 (831) 648 5500  
 www.louielinguists.com

2011 ARMANDO

Tab 303.      Date of      Post #  
 Jan 31 '11 05. PM      2

<b>DINE IN</b>		
2 Iced Tea		①
1 Chowder Cup	5.95	②
1 Chowder Cup Appetizer	9.15	
1 Apples Fria	9.95	③
1 Auora	17.95	
	60.80	
Tax	4.69	
Total	65.49	

\* A Gratuity is Not Included \*

Route 1 Linguist's  
 660 Cannery Row  
 Monterey, CA  
 (831) 648 5500

www.louielinguists.com

Date: Jan 31 '11 08:16PM  
 Card Type: VISA  
 Acct #: XXXXXXXX  
 Card Entry: SWIPED  
 Trans Type: PURCHASE  
 Trans Ref: CJC003771889407  
 Auth Code: 01349D  
 Check: 977  
 Table: 363/1  
 Server: 2007U ARMANDO

Subtotal 61.49

\* A Gratuity is Not Included \*

Gratuity 11.00  
 Suggested Gratuity Calculations  
 For Your Convenience  
 Tip Calculator  
 15% is \$8.52  
 20% is \$11.36  
 25% is \$14.20

Total: 72.49

Signature: 

\*\*\* Customer Cop. \*\*\*

① 3.50

② 5.95

③ 19.95

29.40	
5.90	8.2670 Tax
35.30	
7.10	Tip
<u>42.40</u>	
39.20	

HMSHOST  
 STARBUCKS COFFEE  
 SAN JOSE INTERNATIONAL AIRPORT

96498 Nenita

CHK 2676 GST 1  
 FEB01 11 12:17PM

TO GO

1 MOCHA T 3.45  
 SUBTOTAL 3.45  
 TAX 0.32  
 AMOUNT PAID 3.77  
 CASH 10.00  
 CHANGE 6.23

THANK YOU FOR YOUR BUSINESS!

PLEASE CONTACT YOUR EMPLOYEE

HMSHOST  
 MOJO BURGER  
 SAN JOSE INTERNATIONAL AIRPORT

26494 Estelita

CHK 458  
 FEB01 11 11:18PM

TO GO

2 BURG MOJO CHS 10.38 ①  
 1 FRIES M 1.89 ②  
 SUBTOTAL 12.27  
 TAX 1.13  
 AMOUNT PAID 13.40  
 XXXXXXXX  
 VISA 13.40

THANK YOU FOR YOUR BUSINESS

PLEASE CONTACT YOUR EXPERIENC

ERIC WALDON - GENERAL MANAGER  
 (408) 441-2657  
 ERIC.WALDON@HMSSH0ST.COM

① 5.19  
 ② 1.89  
 7.08  
 .65  
 7.73  
 +3.77

9.26 Tax

9.25

Monterey Plaza Hotel & Spa  
 \*La Strada\*  
 400 Cannery Row  
 Monterey CA 93940  
 (831) 646-1700  
 (831) 646-5937 Fax

7535 Tarah B

Chk 7718 T Gst 2  
 Feb01 11 08:11AM

Closed Check  
 Reprint

SM Caffe Mocha 3.25 ①  
 Whip Cream  
 1 Coke 1.80  
 1 Brkfst Burrito 6.00  
 1 Cinn Roll 3.00 ②  
 XXXXXX  
 2576343  
 9522/Cafe visa  
 VISA - LS 14.94

Subtotal 14.05  
 Tax 0.89  
 Payment 14.94

-----7535 Feb01 11 08:13AM-----

① 3.25

② 3.00

6.25

.57

8.26% Tax

6.76

1.35

TIP

8.11



SAN JOSE INTL AP

RR 141302733  
MARK  
BURCHYETT

VEHICLE: 01298/2302016  
105NTB LIC: CA 6MYW151  
FUEL: 8/8 OUT 8/8 IN

RES: E9952340118 / TNDE / C  
COMPLETED BY: 6532/CASJ011  
EXCH: SAN JOSE AIRPORT  
RENTAL: 01/20/11 21:41  
RETURN: 02/01/11 12:00  
RETURNED: SAN JOSE INTL AP

PLAN IN: TNDE RATE CLASS: C  
PLAN OUT: TNDE

MILES IN: 7582 TR-X MILES  
MILES OUT: 7255 MILES ALLOWED  
MILES DRIVEN: 327 MILES CHARGED

DAYS	4 @ \$	16.64 / DAY	\$	66.56
SUBTOTAL 1			\$	66.56
DISCOUNT -	R 5 %		\$	3.33
SUBTOTAL 2			T\$	63.23
CONCESSION FEE RECOVERY			T\$	7.42
CA TOURISM ASSESSMENT			\$	2.73
FF SURCHARGE			T\$	4.00
LOW	DECLINED			
LIS	DECLINED			
PAI, PEC	DECLINED			
TRANSPORTATION FEE			\$	18.00
INCREASED VEH LIC RECOVERY FEE			T\$	1.52
TAX 1 9.250% ON \$	75.94		\$	7.00
TAX 2 3.250% ON \$	.00		\$	0.00
NET DUE			\$	95.11
PAID BY	VISA XXXX			

[REDACTED]

HOW WAS YOUR EXPERIENCE?  
WE'D LIKE YOUR FEEDBACK.

- 1) Call 1-888-278-1595, or  
Visit [WWW.HERTZSURVEY.COM](http://WWW.HERTZSURVEY.COM)
- 2) Enter Access Code: 01236
- 3) Take Brief 4 Question Survey

WANT TO BUY A HERTZ CAR?  
Go To: [WWW.HERTZCARSALES.COM](http://WWW.HERTZCARSALES.COM) or  
Call: 1-888-674-3309

QUESTION?  
Visit [WWW.HERTZ.COM](http://WWW.HERTZ.COM) or  
Call 1-888-654-4173

THANK YOU FOR RENTING FROM  
**HERTZ**

Hertz.

#01

Hertz.

Hertz.

Hertz.

Hertz.

Hertz.

Hertz.

Hertz.

Hertz.

Hertz.

WELCOME

TOD6642805-001  
KATO CORNER STORE, I  
300 LIGHTHOUSE AVE.  
MONTEREY CA 9394

DATE 02/01/11  
TIME 11:22 AM  
AUTH# 011830

VISA  
BURCHYETT/MARK

PUMP PRODUCT PPG  
01 UNL 03.399

GALLONS TOTAL  
8.688 \$29.53

THANK YOU  
HAVE A NICE DAY

NORTH FIRST UNION  
2101 N 1ST ST  
SAN JOSE CA  
DLR# 18867643  
DATE: 02/01/11

VISA ACCT#  
XXXX XXXX XXXX  
M39W66H4QM68  
INV# 110116 93/6H  
REF# 921 25-033  
AUTH# 00-030300

PUMPS 5 SELF  
UNL 1.068G  
PRICE/GAL \$3.539

FUEL TOTAL \$6.61

COMPLETE A SURVEY  
[WWW.GASVISIT.COM](http://WWW.GASVISIT.COM)  
REGISTER TO WIN

THANK YOU