



The City of Lorain, Ohio

2020-040
Mayor/Auditor's #

Travel Request

****Mayor must approve travel request prior to expenses being incurred****

Date February 11, 20 20

COPY

Employee Name(s) Chief James McCann

Employee # 728

TO: Honorable Mayor
City of Lorain, Ohio

I would appreciate receiving your permission to attend:

New Chiefs Training

to be held on May 18-22, 2020 at London, OH

I estimate the expense of the trip in accordance with Ordinance No. 115-13 to be:

\$ 955.00 The necessity of such attendance is: mandatory for newly appointed Chief

(Complete "Estimated Expenses" on back of form and submit with support materials)

James P. [Signature]
Department Head Approval

James McCann [Signature]
Employee Signature

[Signature]
Safety/Service Director Approval

Chief
Employee Position

[Signature]
Mayor's Approval

[Redacted]
Charge to this Account Number

CERTIFICATE

I hereby certify that the money required to meet the foregoing expenditure, in the amount of \$ 955.00, has been lawfully appropriated or authorized or directed for such purpose and is in the process of collection to the credit of FUND # 1010 free from any previous outstanding obligation.

Rob [Signature]
City Auditor/Deputy Auditor

2 / 17 / 20 20

Estimated Travel Expenses

Expenses	Payment Method	Est. Cost	Notes
Airfare	<input type="checkbox"/> Prepaid <input type="checkbox"/> City Credit Card <input type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ <input style="width: 80px;" type="text"/>	Airfare may not exceed the cost of single coach rate.
Mileage	<input type="checkbox"/> Prepaid <input type="checkbox"/> City Credit Card <input type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ <input style="width: 80px;" type="text"/>	Mileage is reimbursed at IRS rate to and from conference. Verified my Map Quest Miles _____ x Rate _____ = \$ _____
Cab/Uber	<input type="checkbox"/> Prepaid <input type="checkbox"/> City Credit Card <input type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ <input style="width: 80px;" type="text"/>	Reimbursed with receipt.
Turnpike Tolls	<input type="checkbox"/> Prepaid <input type="checkbox"/> City Credit Card <input type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ <input style="width: 80px;" type="text"/>	Reimbursed with receipt.
Parking	<input type="checkbox"/> Prepaid <input type="checkbox"/> City Credit Card <input type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ <input style="width: 80px;" type="text"/>	Reimbursed with receipt.
Lodging	<input type="checkbox"/> Prepaid <input type="checkbox"/> City Credit Card <input type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ <input style="width: 80px;" type="text"/>	Employees may lodge at the place of conference or convention. If not at conference or convention, the maximum reimbursement is USGSA per diem rate.
Meals	<input type="checkbox"/> Prepaid <input type="checkbox"/> City Credit Card <input type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ <input style="width: 80px;" type="text"/>	Overnight stays reimbursed at USGSA per diem rates inclusive of gratuities. Meals must be more than 40 miles from city. Prorated first and last day of travel up to 75% of USGSA per diem rate.
Registration	<input checked="" type="checkbox"/> Prepaid <input type="checkbox"/> City Credit Card <input type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ <input style="width: 80px; text-align: right; value: 780.00;" type="text"/>	Submit registration information sufficiently in advance of due date for payment.
Other:	<input type="checkbox"/> Prepaid <input type="checkbox"/> City Credit Card <input checked="" type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ <input style="width: 80px; text-align: right; value: 175.00;" type="text"/>	Specify any other anticipated expenses: <input style="width: 150px; height: 20px; border: 1px solid black;" type="text" value="gas"/>
Total		\$ <input style="width: 80px; text-align: right; value: 955.00;" type="text"/>	

All receipts MUST be itemized. Credit Card receipts that are not itemized cannot be reimbursed**

Lorain Police Department Training Request



Step 1: To Be Completed by Division Commander or Training Officer:

Course Description: New Chief's Training

Date: 11/18/19

Hosted by: OPOTA

Location: London, Ohio

Course Dates: March 2 thru 6, 2020

Course Cost: (per Officer) \$ 780.00

Travel Expenses: \$ 175.00

Per Diem: (per person) \$ Meals included in price in course tuition.

Total Cost: \$ 955.00

Attendees 1. McCann 2. 3. 4. 5.

#728

Reason for Attendance: The course meets the statutory requirement and is mandatory for newly appointed Police Chiefs.

Division Commander

Date

Step 2: Office of Professional Standards

Reviewed

Denied

Comments: _____

Commander of the Office of Professional Standards

Date

Step 3: Chief of Police

Approved

Denied

Comments: _____

Chief of Police

Date

Step 4: Secretary

- Verify Travel Vouchers signed
- Inform Training Officer Approved/Denied
- Prepare and submit Travel Voucher to Mayor's Office
- Received Travel Voucher Number
- Prepare and submit invoices(hotels, per diem, course cost) to Mayor's Office for checks
- Verify have all checks needed and tax exempt form if needed
- Hand out checks to personnel traveling
- Verify all is processed and close

Special Instructions

Rodriguez, Juan

From: OPOTARegistration@ohioattorneygeneral.gov
Sent: Thursday, November 07, 2019 4:21 PM
To: McCann, James - Captain; Rodriguez, Juan; Rodriguez, Juan
Subject: OPOTA Course Registration Approved



Ohio Peace Officer Training Academy
London Office Richfield Office
740-845-2700 330-659-2311
800-346-7682 888-436-7282

Fax 740-845-2675 Fax 330-659-2401
www.OhioAttorneyGeneral.gov

11/7/2019

CONTACT: J. Rodriguez
Lorain Police Department (Lorain) - Active
100 West Erie Avenue
Lorain, OH 44052

STUDENT: James McCann

CourseNumber	CourseName	Dates	Cost
01-509-20-01	New Chiefs Training	3/2/2020-3/6/2020	\$780.00
		Tuition -	\$705.00
		Room - 5 nights =	\$75.00
		Arrival Date -	3/1/2020

Course Location: **OPOTA - London: Main Academy**

Comments:

This course meets the statutory requirement and is mandatory for newly appointed Police Chiefs. All attendees should bring a laptop or tablet computer with a USB drive. Students will be required to complete reading assignments and homework in the evenings. **TUITION/LODGING:** for paying students - meals are included in the course tuition; lodging is available for \$15 a day. For exempt students - lodging and meals will be available for \$30 a day.

This is to confirm you are registered for the above named course; this is not an invoice. Courses are held 8:00 AM to 5:00 PM, unless otherwise stated above. Lodging is available at the London main campus for \$15.00 per night; check-in time is after 4:00 PM. If you do not attend and do not cancel your registration four days prior, you will be charged one-half the total course fee.

Agencies are encouraged to register for OPOTA courses online at OHLEG. Email OPOTARegistration@OhioAttorneyGeneral.gov for questions on how to utilize this registration alternative. Effective July 1, 2014, course reminder letters will no longer be mailed. You may update your contact information with OPOTA including your email address at OPOTAUpdate.

OPOTA - London: Tactical Training Center - 1960 US Highway 42 SW, London, OH 43140 (Two (2) miles West of London). *Report to front desk for student access card.*

OPOTA - London: Main Campus - 1650 State Route 56 SW, London, OH 43140 (Located three (3) miles South of I-70 on State Route 56, Exit #72 on I-70). *Report to front desk for student access card.*

Richfield Campus - 4055 Highlander Parkway, Richfield, OH 44286 (Southwest of the intersection of Wheatley and Brecksville Roads).