



The City of Lorain, Ohio

Travel Request

2020-044
Mayor/Auditor's #

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

Date February 11, 20 20

COPY

Employee Name(s) McCann, Failing, Cornwell

Employee # 728, 810,881

TO: Honorable Mayor
City of Lorain, Ohio

I would appreciate receiving your permission to attend:

Chief's In-Service & Annual Conference

to be held on April 26-28, 2020 at Columbus, Oh

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

\$ 2,510.00 The necessity of such attendance is: Chief and Staff w/prob. faced in Ohio

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

James P. McCann

Department Head Approval

James McCann

Employee Signature

[Signature]

Safety/Service Director Approval

Chief

Employee Position

[Signature]

Mayor's Approval

Charge to this Account Number

CERTIFICATE

I hereby certify that the money required to meet the foregoing expenditure, in the amount of \$ 2,510.00, 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.

[Signature]

City Auditor/Deputy Auditor

2,17 / 2020

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 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: 150.00;" 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: 2,160.00;" 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: 200.00;" type="text"/>	Specify any other anticipated expenses: <div style="border: 1px solid black; padding: 2px; width: 100%;">gas</div>
Total		\$ <input style="width: 80px; text-align: right; value: 2,510.00;" 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: Chiefs' In-Service & Annual Conference

Date: 11/20/19

Hosted by: Ohio Association of Chiefs of Police

Location: Columbus, Ohio

Course Dates: April 26-28, 2020

Course Cost: (per Officer) \$ 720.00 $\times 3 = 2160$

Travel Expenses: \$ 200.00

Per Diem: (per person) \$ 50.00 $\times 3 = 150.00$

Total Cost: \$ 2510.00

Attendees 1. McCann ¹²⁴ 2. Failing ⁸¹⁰ 3. Cornwell ⁸⁸¹ 4. 5.

Reason for Attendance: The conference will assist the Chief & command staff with problems been face in Ohio.

Division Commander

Date

Step 2: Office of Professional Standards

Reviewed

Denied

Comments: _____

[Signature]

Commander of the Office of Professional Standards

11/21/19

Date

Step 3: Chief of Police

Approved

Denied

Comments: _____

[Signature]

Chief of Police

1-3-20

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

OHIO ASSOCIATION OF CHIEFS OF POLICE

PROUDLY PRESENTS:

Chiefs' In-Service & Annual Conference

April 26 - 28, 2020

Columbus Downtown Hilton

401 N. High St. ~ Columbus, OH 43215

(Sunday, Monday, & Tuesday)

Online registration available at <https://oacp.org/cis-ac-online-registration/>

TARGET AUDIENCE: CHIEFS AND SENIOR COMMAND STAFF

Confirmed Presenters:

- Chief Richard Biehl, Dayton PD
- Dr. David Black, Chief Executive Officer, Cordico
- Daryl Green, President, Deep Forgiveness, Baltimore, Maryland
- Dr. Kimberly Miller, Kimberly A. Miller & Associates, Fort Collins, Colorado
- Sheila Polk, Yavapai County Attorney, Arizona
- Doug Bartosh, City Manager, Cottonwood, Arizona
- Inspector William H. Leahy, Nassau Co. (New York) PD
- Jonathan Downes, Attorney, Zashin & Rich, Co. LPA, Columbus
- Mark Weaver, Attorney, Communications Counsel, Inc., Columbus
- Jeffrey Furbee, Attorney, Columbus City Attorney's Office
- Chief David Plesich, CLEE, Reynoldsburg PD
- Chief Mark Denney, CLEE, Colerain Twp. (Hamilton Co.) PD
- Chief Josef Freyhof, Russells Point PD
- Chief Matthew Vanyo, Olmstead Twp. (Cuyahoga Co.) PD

Topics Include:

- Dayton Mass Shooting, August 4: Overview and Lessons Learned
- "What You Do Matters: Lessons from the Holocaust"
- Officer Safety, Wellness, and Leadership Development in the 21st Century
- Restorative Justice
- Strength-Based Leadership
- Off-Duty Carry of Firearms
- When We Lose One of Our Own in the Line of Duty
- Criminal Law Updates
- Personnel Law Updates
- Public Records Updates
- Developments in Labor Relations, Unions, and Collective Bargaining
- Hemp and Medical Marijuana Laws: Implications for Law Enforcement
- Latest Developments in the Use of Social Media
- Extreme Leadership
- Patrolling Chiefs Roundtable

Plus: 110+ Vendors Exhibit Show, Banquet, Chiefs' Reception, Business Meeting and many networking opportunities

Email or Fax Registration form to:
Renea Collins, Program Coordinator
renea.collins@oacp.org
614-761-9509 fax
614-761-0330 phone

Registration:

*\$650 (Members - received by April 1)

*\$680 (Members - received after April 1)

*\$705 (Non Members - received by April 1)

*\$720 (Non Members - received after April 1)

Note: There will be a \$15 surcharge to cover additional materials for those pre-registering for the "What you Do Matters: Lessons from the Holocaust" Breakout Session

Note: Dress is business casual

*Registration Fee includes: Two nights lodging, four meals, complimentary on-site parking, free Wi-Fi access, presentations and materials

*Registration begins Sunday at 2:00 pm

*Conference concludes Tuesday at noon



Travel Expense Payment/Reimbursement Voucher

2020-644
Mayor/Auditor's #

DATE: Nov 12, 2020 AMOUNT \$ 900.00

NAME: OHIO ASSOC OF CHIEFS OF POLICE

VENDOR NO: 30053 DEPART. POLICE

COPY

G/L CHARGE ACCOUNT NUMBER:

[REDACTED]

ITEMIZATION OF ACTUAL EXPENSES:

MILEAGE: _____ MILES @ _____ = \$ _____

MEALS: _____ = \$ _____

LODGING: _____ = \$ _____

CAB/UBER: _____ = \$ _____

REGISTRATION: _____ = \$ 900.00

PARKING: _____ = \$ _____

TURNPIKE TOLLS: _____ = \$ _____

AIRFARE: _____ = \$ _____

OTHER: _____ = \$ _____

TOTAL =====> = \$ 900.00

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

If actual expenses exceed estimated expenses, the voucher payment/reimbursement request requires mayor approval.

Refer to Ordinance No. 115-13 for travel rules and regulations.

The undersigned certifies the above to be true and legal expenses incurred in accordance with Ordinance No. 115-13 on this trip.

SIGNATURE: James McCarroll

Approved for payment: Rob

DATE: 11/13/20 AUDITOR/DEPUTY AUDITOR

DATE: _____ MAYOR, CITY OF LORAIN
(if actual expenses exceed estimated expenses)