



The City of Lorain, Ohio

Travel Request

2020-058
Mayor/Auditor's #

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

COPY

Date October 6, 2020
Employee Name(s) McCann, James
Employee # 728

TO: Honorable Mayor
City of Lorain, Ohio

I would appreciate receiving your permission to attend:

New Chief's Course

to be held on Nov.16-20, 2020 at London, OH

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

\$ 1857.90 The necessity of such attendance is: Mandatory for new Chiefs

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

[Signature]
Department Head Approval

[Signature]
Employee Signature

[Signature]
Safety/Service Director Approval

Officer
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 \$ 1857.90, has been lawfully appropriated or authorized or directed for such purpose and is in the process of collection to the credit of FUND # 2590 free from any previous outstanding obligation.

[Signature]
City Auditor/Deputy Auditor

10/14/2020

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	\$ _____	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	\$ _____	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	\$ _____	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	\$ _____	Reimbursed with receipt.
Parking	<input type="checkbox"/> Prepaid <input type="checkbox"/> City Credit Card <input type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ _____	Reimbursed with receipt.
Lodging	<input type="checkbox"/> Prepaid <input checked="" type="checkbox"/> City Credit Card <input type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ 542.40	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	\$ 335.50	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	\$ 780.00	Submit registration information sufficiently in advance of due date for payment.
Other:	<input type="checkbox"/> Prepaid <input checked="" type="checkbox"/> City Credit Card <input type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ 200.00	Specify any other anticipated expenses: _____ Gas _____
Total		\$ 1,857.90	

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 Course

Date: 10/6/2020

Hosted by: OPOTA

Location: London, Ohio

Course Dates: Nov. 16 thru 20, 2020

Course Cost: (per Officer) \$ 780.00

Travel Expenses: \$ 742.40

Per Diem: (per person) \$ 335.50

Total Cost: \$ 1857.90

Attendees ⁷²⁸ 1. McCann 2. 3. 4. 5.

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

Division Commander

Date

Step 2: Office of Professional Standards

Reviewed

Denied

Comments: CONF # 4 2018131

[Signature]

Commander of the Office of Professional Standards

10-06-2020
Date

Step 3: Chief of Police

Approved

Denied

Comments: [REDACTED]

[Signature]

Chief of Police

10-06-20
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



View Reservation

Best Price
Guarantee

We're looking forward to your stay. Here are your reservation details.

Your Reservation

Confirmation # : 42018131

Holiday Inn Express London-I-70

100 Holiday Trail Ne.
London OH 43140
United States

Reservations **1-888-HOLIDAY**

Front Desk **1-740-8522700**

Your Rate

RNVTD HTL INC HOT BRKFST HTD POOL.
FRIG KUERIG 37IN LCDTV PRM CHNLS IN ALL
RMS

Itemized nightly rates, taxes, and fees for 1 room

Sun Nov 15 2020 - Fri Nov 20 **96.00 USD**
2020

Price for 1 room(s) and 5 **480.00 USD**
night(s):

Taxes: **62.40 USD**

Total Price: **542.40 USD**

Description of Taxes and Additional Charges

13% per night not included in rate effective 15
November, 2020 thru 20 November, 2020

1 KING BED LEISURE NONSMOKING

Government/Military Rate

Average Nightly Rate

96.00 USD per room, per night.

Maximum # of Persons per Room Allowed

4 persons max

Feedback

CHECK IN:

SUNDAY NOV
15 2020

SUN NOV 15
2020

03:00 PM

CHECK OUT:

FRIDAY NOV 20
2020

FRI NOV 20 2020

11:00 AM

Rate Rules

Check-in time: 2:00 PM

Check-out time: 11:00 AM

Parking

Free Parking.

Pet Policy

Pets are not allowed in the hotel, with the exception of service animals. Violations of the no pet policy will result in a 150.00 charge.

5 Nights

1 - 1

Average Est Room Total Per Night: 96.00 USD

Estimated Total : 542.40 USD

Save and get fast rewards on every rental



Hertz rentals come with:

- Special Savings
- 1,500 IHG Rewards Club points, plus 500 points per day for Elite members
- 125 points per day for Club members

Feedback



Dollar and Thrifty rentals come with:

- Everyday savings
- 125 IHG Rewards Club points per day for all members

Trip Extras

Did you book this room on another person's behalf? To allow them to use your payment card during their stay, print this form, fill it out and fax it to the hotel. Please allow 3 days for processing before the check-in date. If there are fewer than 3 days until check-in, please call the hotel for instructions.

Get a Quote

Cancellation Policy

Canceling your reservation before 6:00 PM (local hotel time) on Saturday, 14 November, 2020 will result in no charge. Canceling your reservation after 6:00 PM (local hotel time) on 14 November, 2020, or failing to show, will result in a charge equal to the first night's stay per room to your credit card or other guaranteed payment method. Taxes may apply. Failing to call or show before check-out time after the first night of a reservation will result in cancellation of the remainder of your reservation.

Please Note

As exchange rates may fluctuate from the time a reservation is made until the actual stay, the confirmed rate is guaranteed in the hotel's base currency.

* As taxes and additional charges may fluctuate from the time a reservation is made until the actual stay and during the actual stay, the Total Price is an estimate. Estimated price includes Room rate, Extra person charges, additional charges, Total tax and Total hotel charges. Additional charges are hotel-specific. Other hotel-specific charges may also apply. Check with hotel for details.

Only the reservation as entered into and confirmed by our system will be honored. Any written or printed confirmation that has been altered may be rejected by the hotel.

Feedback

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FY 2021 Per Diem Rates for Ohio

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Columbus	Franklin	\$61 <i>x4</i>	\$14	\$16	\$26	\$5	\$45.75 <i>x2</i>
Standard Rate	Applies for all locations without specified rates	\$55	\$13	\$14	\$23	\$5	\$41.25

Travel Expense Payment/Reimbursement Voucher

2020-058
Mayor/Auditor's #

DATE: Oct. 15, 2020 AMOUNT \$ 335.50

NAME: MCCANN, JAMES

VENDOR NO: 728 DEPART. POLICE

G/L CHARGE ACCOUNT NUMBER:

[REDACTED]

COPY

ITEMIZATION OF ACTUAL EXPENSES:

MILEAGE: _____ MILES @ _____ = \$ _____

MEALS: _____ = \$ 335.50

LODGING: _____ = \$ _____

CAB/UBER: _____ = \$ _____

REGISTRATION: _____ = \$ _____

PARKING: _____ = \$ _____

TURNPIKE TOLLS: _____ = \$ _____

AIRFARE: _____ = \$ _____

OTHER: _____ = \$ _____

TOTAL =====> = \$ 335.50

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.

* PLEASE SEND CHECK TO KELLY -

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

SIGNATURE: James McCann

Approved for payment: [Signature]

10/22/20
DATE AUDITOR/DEPUTY AUDITOR

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