



# The City of Lorain, Ohio

## Travel Request

2021-0210  
Mayor/Auditor's #

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

**COPY**

Date May 5, 20 21

Employee Name(s) McCann, Palmer, Failing  
Cornwell

Employee # 728, 932, 810, 881

TO: Honorable Mayor  
City of Lorain, Ohio

I would appreciate receiving your permission to attend:

Managing the Discipline Process

to be held on Oct, 12, 2021 at Hilliard, OH

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

\$ 560.00 The necessity of such attendance is: workshop to detail the successful  
Strategy to assure the discipline achieves the desired results.

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

ACM 221  
Department Head Approval

[Signature]  
Safety/Service Director Approval

[Signature]  
Mayor's Approval

[Signature]  
Employee Signature

Chief  
Employee Position

[Redacted]  
Charge to this Account Number

### CERTIFICATE

I hereby certify that the money required to meet the foregoing expenditure, in the amount of \$ 560.00, 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

5/7/2021

## Estimated Travel Expenses

Expenses	Payment Method	Est. Cost	Notes
<b>Airfare</b>	<input type="checkbox"/> Prepaid <input type="checkbox"/> City Credit Card <input type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ <input type="text"/>	Airfare may not exceed the cost of single coach rate.
<b>Mileage</b>	<input type="checkbox"/> Prepaid <input type="checkbox"/> City Credit Card <input type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ <input type="text"/>	Mileage is reimbursed at IRS rate to and from conference. Verified my Map Quest Miles _____ x Rate _____ = \$ _____
<b>Cab/Uber</b>	<input type="checkbox"/> Prepaid <input type="checkbox"/> City Credit Card <input type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ <input type="text"/>	Reimbursed with receipt.
<b>Turnpike Tolls</b>	<input type="checkbox"/> Prepaid <input type="checkbox"/> City Credit Card <input type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ <input type="text"/>	Reimbursed with receipt.
<b>Parking</b>	<input type="checkbox"/> Prepaid <input type="checkbox"/> City Credit Card <input type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ <input type="text"/>	Reimbursed with receipt.
<b>Lodging</b>	<input type="checkbox"/> Prepaid <input type="checkbox"/> City Credit Card <input type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ <input 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.
<b>Meals</b>	<input type="checkbox"/> Prepaid <input type="checkbox"/> City Credit Card <input type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ <input type="text"/>	<b>Overnight stays</b> reimbursed at USGSA per diem rates inclusive of gratuities. Meals must be more than 40 miles from city. <b>Prorated first and last day of travel up to 75% of USGSA per diem rate.</b>
<b>Registration</b>	<input checked="" type="checkbox"/> Prepaid <input type="checkbox"/> City Credit Card <input type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ <input type="text" value="560.00"/>	Submit registration information sufficiently in advance of due date for payment.
<b>Other:</b>	<input type="checkbox"/> Prepaid <input type="checkbox"/> City Credit Card <input type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ <input type="text"/>	Specify any other anticipated expenses: <input type="text"/>
<b>Total</b>		\$ <input type="text" value="560.00"/>	

**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: Managing the Discipline Process

Date: 5-4-21

<https://oacp.org/managing-discipline21/>

Hosted by: Ohio Association of Chiefs of Police (OACP)

Location: Hilliard Joint Safety Services Bldg.  
3800 Municipal Way, Hilliard, OH 43026

Course Dates: October 12<sup>th</sup>, 2021 @ 08:30

Course Cost: (per Officer) \$ 140.00 (OACP member discount)      Travel Expenses (per Officer): 0

Per Diem: (per person) \$.00

Total Cost: \$ 560

**Attendees:** 1. Chief J. McCann #728 2. Cpt. L. Palmer #932 3. Cpt. M. Failing # 810  
4. Lt. A. Cornwell #881

Reason for Attendance : Requested by Chief.

- Attach brochures or a detailed course description for this course:  \_\_\_\_\_

\_\_\_\_\_  
Division Commander

\_\_\_\_\_  
Date

## Step 2: Office Of Professional Standards

Reviewed

Denied

Comments: \_\_\_\_\_

*L. Palmer*  
\_\_\_\_\_  
Commander of the Office of Professional Standards

*5-04-21*  
\_\_\_\_\_  
Date

## Step 3: Chief of Police

Approved

Denied

Comments: \_\_\_\_\_

*J. McCann*  
\_\_\_\_\_  
Chief of Police

*05-04-21*  
\_\_\_\_\_  
Date

## Step 4:

- Verify *All 4 are registered*
- Inform *Online* Denied
- Prepa *Company will invoice*
- Recei
- Prepa *per di* office
- 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 ASSOC OF CHIEFS OF POLICE #33053*

**Palmer, Leslie**

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**From:** McCann, James - Chief  
**Sent:** Monday, May 3, 2021 8:13 AM  
**To:** Palmer, Leslie; Failing, Mike  
**Subject:** Fwd: OACP Presents "Managing the Discipline Process" with Jonathan Downes, attorney

We are going to this. Les.....get with Al and Zach and get us registered.

Jim McCann

Sent from my iPhone.

Begin forwarded message:

**From:** "Terri Hager, OACP" <[terri.hager@oacp.org](mailto:terri.hager@oacp.org)>  
**Date:** May 3, 2021 at 8:03:59 AM EDT  
**To:** "McCann, James - Chief" <[Jim\\_McCann@cityoflorain.org](mailto:Jim_McCann@cityoflorain.org)>  
**Subject:** OACP Presents "Managing the Discipline Process" with Jonathan Downes, attorney  
**Reply-To:** [terri.hager@oacp.org](mailto:terri.hager@oacp.org)



*OACP Presents "Managing the Discipline Process" with  
Jonathan Downes, attorney*



The OACP Education Committee is pleased to announce the return of the **Managing the Discipline Process** workshop to be held on Oct. 12.

Jonathan Downes, one of Ohio's most experienced and successfully personnel lawyers will again detail the successful strategy to assure that discipline achieves the desired results. The half-day session will be offered on October 12 in the morning at the Hilliard Joint Safety Services Building. The workshop will also be available as a livestream to your agency.

## COMPLETE DETAILS & REGISTRATION

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Connect with us



Ohio Association of Chiefs of Police | [www.oacp.org](http://www.oacp.org) | [oacp@oacp.org](mailto:oacp@oacp.org), PH: 614-761-0330 |  
FAX: 614-761-9509, 6277 Riverside Dr.,  
Dublin, OH 43017

[Unsubscribe jim\\_mccann@cityoflorain.org](mailto:jim_mccann@cityoflorain.org)

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