



# The City of Lorain, Ohio

2021-027  
Mayor/Auditor's #

## Travel Request

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

**COPY**

Date May 5, 2021

Employee Name(s) McCann, Watkins, Failing, Palmer, Middlebrooks, Mathewson, Cornwell, Rick Soto

Employee # 728, 933, 810, 932, 956  
2254, 881, 671

TO: Honorable Mayor  
City of Lorain, Ohio

I would appreciate receiving your permission to attend:

Understanding Intergenerational Conflict in the Workplace

to be held on May 14, 2021 at Maumee, OH

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

\$ 1,592.00 The necessity of such attendance is: learn how to manage various Generational differences in the workplace environment.

(Complete "Estimated Expenses" on back of form and submit with support material/s)

[Signature]  
Department Head Approval

[Signature]  
Employee Signature

[Signature]  
Safety/Service Director Approval

Chief  
Employee Position

[Signature]  
Mayor's Approval

PAID OUT OF LETF.  
Charge to this Account Number

### CERTIFICATE

I hereby certify that the money required to meet the foregoing expenditure, in the amount of \$ NA, has been lawfully appropriated or authorized or directed for such purpose and is in the process of collection to the credit of FUND # LETF 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 style="width: 80px;" 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 style="width: 80px;" 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 style="width: 80px;" 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 style="width: 80px;" 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 style="width: 80px;" 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 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.
<b>Meals</b>	<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"/>	<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 style="width: 80px; value: 1,592.00;" type="text"/>	Submit registration information sufficiently in advance of due date for payment. ✶ PAID OUT OF LETF
<b>Other:</b>	<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"/>	Specify any other anticipated expenses: <input style="width: 100%; height: 20px;" type="text"/>
<b>Total</b>		\$ <input style="width: 80px; value: 1,592.00;" 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: Understanding Intergenerational Conflict in the Workplace

Date: 4-27-21

Hosted by: TRAINING FORCE USA / @ Maumee Police Dept.

Location: 109 E. Dudley St. Maumee, OH 43537

Course Dates: May 14, 2021 @ 08:30-17:00

Course Cost: (per Officer) \$ 199

Travel Expenses (per Officer): 0

Per Diem: (per person) \$0.00 <sup>028</sup> <sup>933</sup> <sup>810</sup> Total Cost: \$1,592 <sup>932</sup> <sup>954</sup>

**Attendees:** 1. Chief J. McCann 2. Cpt. R. Watkins 3. Cpt. M. Failing 4. Cpt. L. Palmer 5. Lt. C. Middlebrooks  
6. Lt. A. Mathewson 7. Lt. A. Cornwell 8. Chief of Staff R. Soto  
<sub>2254</sub> <sub>881</sub> <sub>671</sub>

Reason for Attendance : Per Chief McCann

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

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

\_\_\_\_\_  
Date

**Step 2: Office Of Professional Standards**

Reviewed

Denied

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

*[Signature]*  
\_\_\_\_\_  
Commander of the Office of Professional Standards

, 4-27-21  
\_\_\_\_\_  
Date

**Step 3: Chief of Police**

Approved

Denied

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

*[Signature]*  
\_\_\_\_\_  
Chief of Police

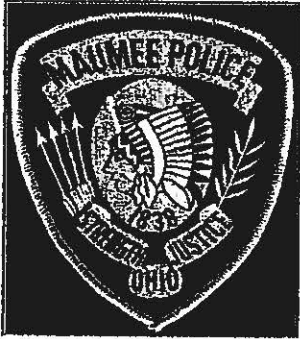
, 04-27-21  
\_\_\_\_\_  
Date

**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**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Understanding Intergenerational Conflict in the Workplace

MAY 14, 2021  
MAUMEE, OHIO (Toledo Area)

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**TOPIC:** Whether you are a current supervisor, an agency leader (or someone who aspires to be), one of your greatest challenges is learning to supervise, communicate with, and motivate those who are under your supervision. Your effectiveness in this area can make or break your career opportunities and make your job difficult. But, learning how to succeed with these responsibilities can also make your career very rewarding!

In today's world, *successful* leaders are learning how to *effectively* manage various generational differences in the workplace environment.

The objective of this training is to provide supervisors and administrative personnel with a clearer understanding of how to deal with the differences, the similarities, and the various issues related to different generations in the workplace.

This class covers the following:

- ❑ The recruitment process for today's younger generation – their views, behavior and attitudes
- ❑ How to retain good employees of today's younger generation
- ❑ How to effectively communicate with Millennials, Generation X, and everyone in between

By exploring the history of the generations, students will be able to learn 1) where they came from, 2) what they do, 3) why they do it!, and 4) how to work with them effectively.

This very valuable class is important to any supervisor or agency leader who wants to communicate better, understand more clearly, and thus, manage and motivate more effectively, the different generations in our workforce today.

As a criminal justice leader you **MUST** acquire this knowledge and use these tools to be effective in 21<sup>st</sup> century law enforcement!

## **TARGET AUDIENCE:**

All members of the criminal justice and legal community (sworn or non-sworn). *Training is especially valuable for supervisors, command staff members, agency heads, and anyone involved in a supervisory role.*

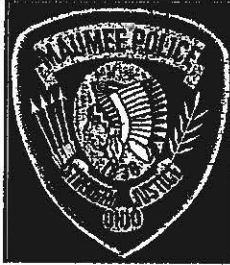
**DATES & TIMES:**

Friday, May 14, 2021 - Starts at 8:30 AM Sharp – and ends at 5:00 PM (Local Time)

**COST:** \$199.00 per person

**LOCATION**

Maumee Ohio Police Department  
109 East Dudley Street  
Maumee, OH, 43537



**REGISTRATION:**

**<https://intergenerationaldifferences-maumeeoh-051421.eventbrite.com>**

- Please follow the page prompts for quick, easy registration and confirmation.

**PAYMENT OPTIONS:**

- Check made payable to: **TRAINING FORCE USA**  
**3681 Loma Farm Road**  
**Tallahassee, FL 32309**
- Purchase Order
- Credit Card payment made online at  
**<https://intergenerationaldifferences-maumeeoh-051421.eventbrite.com>**

**CANCELLATIONS AND SUBSTITUTIONS:**

- Upon submission of this registration, participants are responsible for payment of this course. Please note that if you do not attend, *you are still responsible for payment*. At the discretion of Training Force USA, credit for the amount paid may be issued toward a future course.
- Substitutions may be made at any time by phone, e-mail or online at the registration site.

**QUESTIONS:** Phone: 850-251-1223 E-mail: [cpichard@trainingforceusa.com](mailto:cpichard@trainingforceusa.com)

**[WWW.TRAININGFORCEUSA.COM](http://WWW.TRAININGFORCEUSA.COM)**