

Department of Police



TOWN OF WEST SENECA

MUNICIPAL BUILDING
1250 UNION ROAD
WEST SENECA, NEW YORK 14224



EDWARD F. GEHEN
CHIEF OF POLICE



716-674-2280
FAX 716-674-1063
WEB SITE: WWW.WSPOLICE.COM

February 21, 2012

To: Honorable Town Board
Town of West Seneca

From: Edward F. Gehen
Chief of Police

Re: out of town training

Attn: Councilman Rusinski

Dear Honorable Town Board:

Please authorize Captains Robert Sporysz and Patrick Shea International Law Enforcement Educators and Trainers Association (ILEETA) training conference, April 16 through April 21, 2012 in Wheeling, Illinois. The total cost of this training should not exceed \$2,855.81. There are sufficient funds in the police training courses line item (1.3120.0459) to cover this expense. Should you have any questions pertaining to this, please don't hesitate to call me. Thank you.

Sincerely,

Edward F. Gehen
Chief of Police

FEB 27 2012

3.

REQUEST & AUTHORIZATION FOR TRAVEL AND CONFERENCE
(OTHER THAN LOCAL)

PLEASE COMPLETE ALL REQUIRED INFORMATION

NAME OF TRAVELER: Robert Sporysz DATE: 2/22/2012
DEPARTMENT: Police Department TITLE: Police Captain
PURPOSE OF TRAVEL: Attendance at 2012 International Law Enforcement
Educators and Trainers Association Conference
in Chicago, IL

Dates & Time of Travel:

DEPARTURE: DATE: 4/16/12 RETURN: DATE: 4/20/12

ESTIMATED COSTS:

Registration Fees: \$382.00
Hotel/Motel: \$516.00
Meals: \$250.00
Commercial Transportation: \$275.60 (Air Fare) \$254.61 (Car Rental)
\$120.00 (cab fare to and from airport)
Private Auto (Milage Reimbursement @.55.5 per mile)

Estimated Milage N/A

Estimated Milage Cost N/A

Town Vehicle No

Tolls/Parking \$0

Other (Explain) \$75.00 miscellaneous ,literature, training materials

Total Cost not to exceed \$1,873.21

Department Head approval:


Signature and Date

Budget Fund Balance \$ _____ Account Code No. 01.3120.0459

Verified by: [Signature] DATE: 2-21-12

SUBMITTED TO TOWN CLERK FOR TOWN BOARD MEETING OF:

February 20, 2012

Copy of this request to accompany agenda item and voucher for payment

REQUEST & AUTHORIZATION FOR TRAVEL AND CONFERENCE
(OTHER THAN LOCAL)

PLEASE COMPLETE ALL REQUIRED INFORMATION

NAME OF TRAVELER: Patrick Shea DATE: 2/22/2012
DEPARTMENT: Police Department TITLE: Police Captain
PURPOSE OF TRAVEL: Attendance at 2012 International Law Enforcement
Educators and Trainers Association Conference
in Chicago, IL

Dates & Time of Travel:

DEPARTURE: DATE: 4/16/12 RETURN: DATE: 4/20/12

ESTIMATED COSTS:

Registration Fees: \$382.00
Hotel/Motel: \$0
Meals: \$250.00
Commercial Transportation: \$275.60 (Air Fare)

Private Auto (Milage Reimbursement @.55.5 per mile)

Estimated Milage N/A
Estimated Milage Cost N/A
Town Vehicle No
Tolls/Parking \$0
Other (Explain) \$75.00 miscellaneous ,literature, training materials
Total Cost not to exceed \$982.60

Department Head approval:


Signature and Date

Budget Fund Balance \$ _____ Account Code No. 01.3120.0459

Verified by: Joanne DATE: 2-21-12

SUBMITTED TO TOWN CLERK FOR TOWN BOARD MEETING OF:

February 20, 2012

Copy of this request to accompany agenda item and voucher for payment