

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

July 18, 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 my attendance at the 2012 New York State Chief's of Police training conference, July 29, 2012 through August 1, 2012 at the Edgewood Conference Center, Alexandria Bay, N.Y. The total cost of this training should not exceed \$1,091.00. 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

JUL 23 2012
14.

REQUEST & AUTHORIZATION FOR TRAVEL AND CONFERENCE
(OTHER THAN LOCAL)
PLEASE COMPLETE ALL REQUIRED INFORMATION

NAME OF TRAVELER: Edward F Gehen DATE: 7/17/2012
DEPARTMENT: Police Department TITLE: Chief of Police
PURPOSE OF TRAVEL: Attendance at NY State Chief's Training Conference
In Alexandria Bay , NY

Dates & Time of Travel:

DEPARTURE: DATE: 7/29/12 RETURN: DATE: 8/1/12

ESTIMATED COSTS:

Registration Fees: \$150.00
Hotel/Motel: \$556.00
Meals: \$250.00
Commercial Transportation: N/A

Private Auto (Milage Reimbursement @.55.5 per mile)

Estimated Milage N/A

Estimated Milage Cost N/A

Town Vehicle Yes

Tolls \$35.00

Other (Explain) \$100.00 miscellaneous ,literature, training materials

Total Cost not to exceed \$1,091.00

Department Head approval:  7/18/12
Signature and Date

Budget Fund Balance \$ Account Code No. 01.3120.0459

Verified by: _____ DATE: _____

SUBMITTED TO TOWN CLERK FOR TOWN BOARD MEETING OF:

July 23, 2012