



**INDEPENDENCE**  
★ FINANCE & ADMINISTRATION ★

## **Travel Expenses Report**

**From: Thursday, August 01, 2019**

**To: Saturday, August 31, 2019**

Report Generated:

Monday, August 30, 2021 7:05:44 PM

**Department: Fire**

		Expenses	
Employee	<b>Bulloc, Matthew</b>	Registration Fee	<b>\$325.00</b>
Approving Director	<b>Short, Douglas</b>	Transportation	<b>\$226.00</b>
Destination	<b>Minneapolis, Minnesota, United States</b>	Meals	<b>\$232.00</b>
Departure Date	<b>August 20, 2019</b>	Lodging	<b>\$319.11</b>
Return Date	<b>August 23, 2019</b>	Other: Parking	<b>\$50.00</b>
		Total	<b>\$1,152.11</b>

## Purpose

**Seminar: Managing Disciplinary Challenges in the Fire Service**

How did the travel apply to the job?

Travel to MN for conference on leadership and management of disciplinary actions in the fire service

How did training add value to the city?

Adds value by training senior fire personnel on leadership/management practices

## General comments:

Hotel and Flights charged to Chief M. Ditamore's p-card.

Advance check did not include the charge for parking on

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Report ID: 133

LARS Request ID: 180



## Department: Fire

## Expenses

Employee	<b>Hinkle, Geoffrey</b>	Registration Fee	<b>\$175.00</b>
Approving Director	<b>Short, Douglas</b>	Transportation	<b>\$0.00</b>
Destination	<b>St Charles, Missouri, United States</b>	Meals	<b>\$52.76</b>
Departure Date	<b>August 26, 2019</b>	Lodging	<b>\$286.56</b>
Return Date	<b>August 30, 2019</b>	Other:	<b>\$0.00</b>
		Total	<b>\$514.32</b>

## Purpose

### **State Emergency Management Conference Attendance required with EMPG grant funding**

How did the travel apply to the job?

This travel is required by Emergency Preparedness personnel to receive the EMPG grant funding reimbursement.

How did training add value to the city?

This allows both our city emergency manager and emergency planner to network with all Emergency Management officers state wide to update protocols and procedures at the local jurisdictions.

General comments:

None.

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Report ID: 118

LARS Request ID: 154

**Department: Fire**

		Expenses	
Employee	<b>Hinkle, Geoffrey</b>	Registration Fee	<b>\$0.00</b>
Approving Director	<b>Short, Douglas</b>	Transportation	<b>\$0.00</b>
Destination	<b>Columbia, Missouri, United States</b>	Meals	<b>\$220.00</b>
Departure Date	<b>August 12, 2019</b>	Lodging	<b>\$0.00</b>
Return Date	<b>August 15, 2019</b>	Other:	<b>\$0.00</b>
		Total	<b>\$220.00</b>

**Purpose**

**Attending training class L973-NIMS All-Hazards Finance/Admin Section Chief course, put on by the Missouri State Emergency Management Agency, for professional development.**

**Information for class specifics: <http://www.emsics.com/training/ics/fema/1973-financeadmin-section-chief/>**

**How did the travel apply to the job?**

This was to attend a training course provided by the Missouri State Emergency Management agency and provided through the University of Missouri Fire and Rescue training institute.

**How did training add value to the city?**

This was the Finance/Administration Section Chief training. In a large scale disaster, we are mandated by FEMA and our Local Emergency Operations Plan to utilize the National Incident Management System (NIMS). NIMS provides us with the Incident Command System, which utilizes an Incident Management Team organizational chart for high level management of all aspects of disaster operations. The Finance/Admin Section Chief is one of those positions, and ensures that all financial records are properly tracked and managed to ensure maximum reimbursement from State and Federal agencies during a Presidential Disaster Declaration.

**General comments:**

Everything was great, and the training was highly valuable. Breakfast and lunch were provided by the hotel and my the course, so my only expenses were for my evening meals, those receipts are attached, including gratuity. Those values are \$16.51, \$21.06, and \$22.01 respectively. I did not have any other expenses, and all of these charges were submitted on my city issues p-card.



## Department: Parks, Recreation, & Tourism

### Expenses

Employee	<b>Criswell, Kristina</b>	Registration Fee	<b>\$900.00</b>
Approving Director	<b>Urfer, Eric</b>	Transportation	<b>\$267.96</b>
Destination	<b>Austin, Texas, United States</b>	Meals	<b>\$194.00</b>
Departure Date	<b>August 16, 2019</b>	Lodging	<b>\$0.00</b>
Return Date	<b>August 21, 2019</b>	Other:	<b>\$0.00</b>
		Total	<b>\$1,361.96</b>

### Purpose

**Attend the ESTO (Educational Seminar for Travel Organizations) Conference. This conference is the annual learning and knowledge sharing forum for destination-marketing professionals. This conference is sponsored by the US Travel Association and is designed for Destination Marketing Organizations.**

### How did the travel apply to the job?

This seminar is specific for Tourism Organizations where destination marketing professionals at the state, regional and local level get critical tools, tips and information to help them better market and grow their destinations. We also were nominated for an award and it is only the second year we attended.

### How did training add value to the city?

I was able to share best practices, learn new tools and techniques, network with colleagues, hear the latest trends, and work with others to identify solutions to common issues.

### General comments:

I did not have to pay for any lodging for this trip. This is an important conference to attend for our organization.

**Department: Parks, Recreation, & Tourism**

## Expenses

Employee	<b>Delgado, Ana</b>	Registration Fee	<b>\$125.00</b>
Approving Director	<b>Urfer, Eric</b>	Transportation	<b>\$0.00</b>
Destination	<b>Sedalia, Missouri, United States</b>	Meals	<b>\$77.00</b>
Departure Date	<b>August 14, 2019</b>	Lodging	<b>\$98.70</b>
Return Date	<b>August 15, 2019</b>	Other:	<b>\$0.00</b>
		Total	<b>\$300.70</b>

## Purpose

**To attend the Missouri Travel Alliance's leisure travel trade show at the Missouri State Fair to promote Independence attractions.**

## How did the travel apply to the job?

I was able to interact with a large number of people who may have not known about the trails museum and other sites in town. It gave me the opportunity to provide word of mouth marketing. This trip provided me with options at ways to ensure we provide exceptional visitor experiences.

## How did training add value to the city?

Attending tourism day at the State Fair was a great way to market everything to do and see located in the City of Independence. It is a great way to connect with the public.

## General comments:

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LARS Request ID: 194



## Department: Parks, Recreation, & Tourism

### Expenses

Employee	<b>Robbins, Lindsay</b>	Registration Fee	<b>\$125.00</b>
Approving Director	<b>Urfer, Eric</b>	Transportation	<b>\$0.00</b>
Destination	<b>Sedalia, Missouri, United States</b>	Meals	<b>\$0.00</b>
Departure Date	<b>August 14, 2019</b>	Lodging	<b>\$98.70</b>
Return Date	<b>August 15, 2019</b>	Other: Meals	<b>\$77.00</b>
		Total	<b>\$300.70</b>

### Purpose

**Requesting to attend the Missouri Travel Trade Show at the 2019 MO State Fair in Sedalia. This gives us the chance to interact with visitors from all over the state as well as surrounding states. We can share information and brochures during these interactions. Last year we interacted with a huge number of people and felt that the trip was very successful.**

How did the travel apply to the job?

We represented the Tourism department at the State Fair's Travel Show.

How did training add value to the city?

We interacted with hundreds of people attending the State Fair and promoted Independence. Several people mentioned that they traveled near Independence regularly and would make a point to visit next time.

General comments:

**Department: Police**

		Expenses	
Employee	<b>Baltzer Jr, Ronny</b>	Registration Fee	<b>\$500.00</b>
Approving Director	<b>Halsey, Brad</b>	Transportation	<b>\$592.51</b>
Destination	<b>Anaheim, California, United States</b>	Meals	<b>\$316.80</b>
Departure Date	<b>August 9, 2019</b>	Lodging	<b>\$846.72</b>
Return Date	<b>August 13, 2019</b>	Other: Parking, Membership 8/1/19-12/31/20	<b>\$216.50</b>
		Total	<b>\$2,472.53</b>

## Purpose

**DRE National Training Conference**

How did the travel apply to the job?

Skills in detecting, processing, and prosecuting Drug Impaired Drivers.

How did training add value to the city?

As a DRE instructor and one of the departments two DRE's the training is very important. It will assist in completing thorough, accurate, and effective investigations in impaired driving cases.

## General comments:

All expenses except membership fee were paid for with Police Card 7. Membership fee was paid with Baltzer's personal credit card and will need to be reimbursed. Expenses will be reimbursed by a grant from the state.

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Report ID: 152

LARS Request ID: 206



## Department: Police

		Expenses	
Employee	<b>Calvillo, Lindsey</b>	Registration Fee	<b>\$0.00</b>
Approving Director	<b>Halsey, Brad</b>	Transportation	<b>\$384.96</b>
Destination	<b>National Harbor, Maryland, United States</b>	Meals	<b>\$296.40</b>
Departure Date	<b>August 19, 2019</b>	Lodging	<b>\$633.66</b>
Return Date	<b>August 23, 2019</b>	Other:	<b>\$0.00</b>
		Total	<b>\$1,315.02</b>

### Purpose

#### **International Association of Crime Analysts Conference**

#### How did the travel apply to the job?

Strategic, tactical, and intelligence analysis for all skill levels, hands on computer lab to test out current and new software available in crime analysis, breakout sessions that give hands on opportunity to learn and develop skills, and highlighted case studies from around the world to learn new ways to do crime analysis that could be developed here at IPD as well.

#### How did training add value to the city?

This conference is a great opportunity to develop and learn new skills pertinent to my everyday job situations, networking with crime analysts from around the world, and this year I was accepted as a presenter to lead a session for other analysts at the conference.

#### General comments:

Per diem was paid with city check. Lindsay used her p-card to pay for her hotel, air fare and shuttle to and from hotel to airport. One night (8/19/19) at the hotel was free and the registration fee was waived since she was a presenter.

**Department: Police**

		Expenses	
Employee	<b>Copeland, Natalie</b>	Registration Fee	<b>\$0.00</b>
Approving Director	<b>Halsey, Brad</b>	Transportation	<b>\$0.00</b>
Destination	<b>Omaha, Nebraska, United States</b>	Meals	<b>\$236.50</b>
Departure Date	<b>August 5, 2019</b>	Lodging	<b>\$444.16</b>
Return Date	<b>August 9, 2019</b>	Other: Mileage	<b>\$186.42</b>
		Total	<b>\$867.08</b>

## Purpose

**Midwest HIDTA/DEA Crime Analyst Conference**

How did the travel apply to the job?

The training focused on resources available to help investigate drug related cases.

How did training add value to the city?

The training will allow me to provide value added intelligence to investigators working drug related cases in the City of Independence.

General comments:

None

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Report ID: 139

LARS Request ID: 190



## Department: Police

		Expenses	
Employee	<b>Harraman, Jaime</b>	Registration Fee	<b>\$600.00</b>
Approving Director	<b>Halsey, Brad</b>	Transportation	<b>\$0.00</b>
Destination	<b>Dallas, Texas, United States</b>	Meals	<b>\$316.80</b>
Departure Date	<b>August 11, 2019</b>	Lodging	<b>\$0.00</b>
Return Date	<b>August 15, 2019</b>	Other:	<b>\$0.00</b>
		Total	<b>\$916.80</b>

### Purpose

#### Crimes Against Children Conference

#### How did the travel apply to the job?

The CAC conference schedule allows the applicant to pick 18 different workshops to attend which equates to 22.50 hours of CEU's. There are 151 different workshops available for the applicant to choose from and all workshops are related to child physical, sexual, or cyber related cases.

#### How did training add value to the city?

Attending the Dallas CAC will add to my investigative experience and aid in courtroom testimony. These types of crimes have evolved over the years and it is important for investigative techniques evolve as well.

#### General comments:

Registration fee was paid with LeeAndrea Hazelrigg's p-card. Per diem was paid by city check. Hotel and fuel were paid for with Police Card 8 and appear on John Roach's follow up.

The discounted early bird registration fee of \$530 was missed and the registration fee was actually \$600.

Report ID: 154

LARS Request ID: 208

## Department: Police

		Expenses	
Employee	<b>Remington, Richard</b>	Registration Fee	<b>\$0.00</b>
Approving Director	<b>Halsey, Brad</b>	Transportation	<b>\$423.00</b>
Destination	<b>Fort Indiantown Gap, Pennsylvania, United States</b>	Meals	<b>\$4,455.00</b>
Departure Date	<b>August 13, 2019</b>	Lodging	<b>\$146.71</b>
Return Date	<b>November 7, 2019</b>		<b>\$885.77</b>



Other: Parking, Fuel - 4513-5316-UNL, Fuel - 4513-5316-UNL, Fuel - 4513-5316-UNL, Fuel - 4513-5316-UNL, Fuel - 4513-5316-UNL no receipt, Fuel - 4513-5316-UNL, PA Turnpike Toll, Fuel - 4513-5316-UNL, Fuel - 4513-5316-UNL, Fuel - 4513-5316-UNL, Fuel - 4513-5316-UNL

Total **\$5,910.48**

## Purpose

### Polygraph Program

**There will be a hotel for one night on the way there and on the way back from training but when added below calculates for 86 nights and inflates the total cost to more than \$13,000. Also Richard will be returning home for a mid course break starting 9/21/19 until 9/29/19. Meals for those days not travelling have been removed from the expense calculator. Air fare for the trip over his break has been added under transportation.**

### How did the travel apply to the job?

This training will assist in my current position, by allowing me to conduct the polygraph exams of potential new hire in house. The training is no cost with lodging provided. The only expense is meals and one night lodging while traveling.

### How did training add value to the city?

Polygraph testing can be done in-house instead of by a third party.

### General comments:

Meals were paid for by city issued check. Initial fuel and hotel expenses were reimbursed with city issued check because of a problem with the pcard. Once an active pcard was available all other expenses (including air fare to return home) were charged to Police 3 pcard.



## Department: Police

## Expenses

Employee	<b>Roach, John</b>	Registration Fee	<b>\$600.00</b>
Approving Director	<b>Halsey, Brad</b>	Transportation	<b>\$0.00</b>
Destination	<b>Dallas, Texas, United States</b>	Meals	<b>\$316.80</b>
Departure Date	<b>August 11, 2019</b>	Lodging	<b>\$600.35</b>
Return Date	<b>August 15, 2019</b>	Other: Parking, Mileage	<b>\$219.16</b>
		Total	<b>\$1,736.31</b>

## Purpose

### Crimes Against Children Conference

#### How did the travel apply to the job?

The CAC conference schedule allows the applicant to pick 18 different workshops to attend which equates to 22.50 hours of CEU's. There are 151 different workshops available for the applicant to choose from and all workshops are related to child physical, sexual, or cyber related cases.

#### How did training add value to the city?

Attending the Dallas CAC will add to my investigative experience and aid in courtroom testimony. These types of crimes have evolved over the years and it is important for investigative techniques evolve as well.

#### General comments:

Registration fee was paid with LeeAndrea Hazelrigg's p-card. Per diem was paid by city check. Hotel and fuel was paid for with Police Card 8.

The discounted early bird registration fee of \$530 was missed and the registration fee was actually \$600.

**Department: Police**

		Expenses	
Employee	<b>Roberts, Amy</b>	Registration Fee	<b>\$0.00</b>
Approving Director	<b>Halsey, Brad</b>	Transportation	<b>\$0.00</b>
Destination	<b>Omaha, Nebraska, United States</b>	Meals	<b>\$236.50</b>
Departure Date	<b>August 5, 2019</b>	Lodging	<b>\$444.16</b>
Return Date	<b>August 9, 2019</b>	Other: Mileage	<b>\$229.10</b>
		Total	<b>\$909.76</b>

## Purpose

**Midwest HIDTA/DEA Crime Analyst Conference**

How did the travel apply to the job?

Training focused on resources available to help investigate drug related cases.

How did training add value to the city?

Training will allow me to provide value added intelligence to investigators working on drug related cases.

General comments:

None

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Report ID: 140

LARS Request ID: 191



## Department: Power & Light

## Expenses

Employee	<b>Benedict, Daniel</b>	Registration Fee	<b>\$350.00</b>
Approving Director	<b>Randall, Mark</b>	Transportation	<b>\$215.00</b>
Destination	<b>Branson, Missouri, United States</b>	Meals	<b>\$115.50</b>
Departure Date	<b>August 5, 2019</b>	Lodging	<b>\$467.13</b>
Return Date	<b>August 8, 2019</b>	Other:	<b>\$0.00</b>
		Total	<b>\$1,147.63</b>

### Purpose

**4 day training on relays that we have on our system, their capabilities and how to program them.**

### How did the travel apply to the job?

Travel for training on some of the latest trends and problem solving using SEL relays which are prevalent throughout our system.

### How did training add value to the city?

It helped me stay up to date on what potentially new resources are available and what other utilities are doing to solve some of the same problems we are encountering.

### General comments:

I think for the money this is one of the most worthwhile trips. It is fairly local which keeps cost down but it shows us all of the power that the relays we already have in place have and how we can better leverage that to our advantage.

**Department: Power & Light**

## Expenses

Employee	<b>Caume, Michael</b>	Registration Fee	<b>\$0.00</b>
Approving Director	<b>Randall, Mark</b>	Transportation	<b>\$0.00</b>
Destination	<b>Branson, Missouri, United States</b>	Meals	<b>\$0.00</b>
Departure Date	<b>August 5, 2019</b>	Lodging	<b>\$496.08</b>
Return Date	<b>August 8, 2019</b>	Other: Mileage, total meals, reg	<b>\$793.08</b>
		Total	<b>\$1,289.16</b>

## Purpose

**SEL-I-44 INTERACTIVE SEMINAR**

How did the travel apply to the job?

Attended I-44 Interactive Seminar in Branson MO.

How did training add value to the city?

The seminar provided training and education on installing and testing on relays and the systems they protect

General comments:

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Report ID: 101

LARS Request ID: 130



## Department: Power & Light

## Expenses

Employee	<b>Krysa, Mitchel</b>	Registration Fee	<b>\$350.00</b>
Approving Director	<b>Randall, Mark</b>	Transportation	<b>\$0.00</b>
Destination	<b>Branson, Missouri, United States</b>	Meals	<b>\$99.00</b>
Departure Date	<b>August 5, 2019</b>	Lodging	<b>\$496.08</b>
Return Date	<b>August 8, 2019</b>	Other: Mileage	<b>\$23.00</b>
		Total	<b>\$968.08</b>

### Purpose

**Attend SEL I-44 Interactive Seminar in Branson, Missouri. IPL uses SEL relays in the system protection area and SEL has an excellent "hands on" (hence Interactive Seminar) training annually whereby we can gain more knowledge and experience in designing the protection systems as well as trouble shooting issues and perform disturbance reports which satisfy NERC requirements. This is one of the best hands on training sessions available to IPL and it is within driving distance. Attendees receive up to 20 PDH.**

### How did the travel apply to the job?

SEL provides system protection relays used at IPL. This training class provided attendees with the opportunity to review event analysis and special designs for those protective relays. This is one of the best classes to attend for this type of product. SEL staffers are well trained in their specific area and being able to discuss IPL issues with them is very important and very productive.

### How did training add value to the city?

Provided additional training to assist me with my daily duties in the system protection area. Also gave me a chance to talk to other peers in this field from neighboring Municipals, like BPU and City Utilities of Springfield.

### General comments:

Attended by over 250, this course is given each year for the last 23 years in this particular venue. It was set up originally for Empire District Electric (now Liberty), Sho Me Coop, AEC, City Utilities of Springfield. It is somewhat local in that it is only a 3 hour drive from IPL and affords us the opportunity to learn much about relays. Cost of the course is minimal in comparison with other courses, especially when you get so much more out of it than most. Very good training, of which IPL should participate each year.

**Department: Power & Light**

		Expenses	
Employee	<b>Placher, Eric</b>	Registration Fee	<b>\$350.00</b>
Approving Director	<b>Randall, Mark</b>	Transportation	<b>\$255.20</b>
Destination	<b>Branson, Missouri, United States</b>	Meals	<b>\$181.50</b>
Departure Date	<b>August 5, 2019</b>	Lodging	<b>\$496.08</b>
Return Date	<b>August 8, 2019</b>	Other:	<b>\$0.00</b>
		Total	<b>\$1,282.78</b>

## Purpose

**SEL I-44 Conference and Workshop**

How did the travel apply to the job?

Workshops were beneficial to better understand complex equipment that is used in electrical system protection.

How did training add value to the city?

Ability to better protect Independence's electrical system and increase reliability.

General comments:

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Report ID: 102

LARS Request ID: 131


**Department: Water Pollution Control**
**Expenses**

Employee	<b>Craig, Marjorie</b>	Registration Fee	<b>\$0.00</b>
Approving Director	<b>Phelps, Lisa</b>	Transportation	<b>\$0.00</b>
Destination	<b>Jefferson City, Missouri, United States</b>	Meals	<b>\$110.00</b>
Departure Date	<b>August 14, 2019</b>	Lodging	<b>\$75.11</b>
Return Date	<b>August 15, 2019</b>	Other:	<b>\$0.00</b>
		Total	<b>\$185.11</b>

**Purpose**
**Missouri Department of Natural Resources POTW Pretreatment Implementation Training**
**How did the travel apply to the job?**

This was pretreatment implementation training, which brought to light the requirements and importance of having a pretreatment program.

**How did training add value to the city?**

This training was very beneficial for the City. The training was a collaboration of requirements from the Missouri Department of Natural Resources and the EPA. They talked in detail about setting up a pretreatment program and what to look for in industries that might require to be permitted facilities. Also, MDNR and EPA discussed the responsibilities of the PTOW and what needs to be included in the annual report. This training showed me that we need to review our SIC codes to determine what other facilities within the city need to be part of the pretreatment program.

**General comments:**

**Department: Water Pollution Control**

## Expenses

Employee	<b>Eis, Joshua</b>	Registration Fee	<b>\$0.00</b>
Approving Director	<b>Phelps, Lisa</b>	Transportation	<b>\$0.00</b>
Destination	<b>Jefferson City, Missouri, United States</b>	Meals	<b>\$110.00</b>
Departure Date	<b>August 14, 2019</b>	Lodging	<b>\$75.11</b>
Return Date	<b>August 15, 2019</b>	Other: Mileage	<b>\$20.00</b>
		Total	<b>\$205.11</b>

## Purpose

**Missouri Department of Natural Resources POTW Pretreatment Implementation Training**

## How did the travel apply to the job?

The travel was for industrial pretreatment training put on by the EPA and Missouri Department of Natural Resources. My role is to help manage and oversee the City's pretreatment program.

## How did training add value to the city?

The training helped educate me on State and Federal pretreatment requirements that the City is required to be in compliance with.

## General comments:

I feel the training was very educational and will help me in my day to day duties.

Report ID: 156

LARS Request ID: 210



## Department: **Water Pollution Control**

## Expenses

Employee	<b>Fraley, Noel</b>	Registration Fee	<b>\$0.00</b>
Approving Director	<b>Phelps, Lisa</b>	Transportation	<b>\$0.00</b>
Destination	<b>Jefferson City, Missouri, United States</b>	Meals	<b>\$110.00</b>
Departure Date	<b>August 14, 2019</b>	Lodging	<b>\$75.11</b>
Return Date	<b>August 15, 2019</b>	Other:	<b>\$0.00</b>
		Total	<b>\$185.11</b>

### Purpose

#### **Missouri Department of Natural Resources POTW Pretreatment Implementation Training**

How did the travel apply to the job?

The travel was put on by the Missouri Department of Natural Resources, covered the State and Federal pretreatment requirements.

How did training add value to the city?

The training helped with furthering my knowledge of State and Federal pretreatment requirements that the City is required to be in compliance with. I will be able to pass on this knowledge to businesses, with pretreatment, and the general public.

General comments:

I feel the training was very helpful and will help me in my job.