



INDEPENDENCE
★ FINANCE & ADMINISTRATION ★

Travel Expenses Report

From: Thursday, October 01, 2020

To: Saturday, October 31, 2020

Report Generated:

Monday, August 30, 2021 7:08:10 PM

**Department: Police****Expenses**

Employee	Bush, Jacklyn	Registration Fee	\$370.00
Approving Director	Leap, Dennea	Transportation	\$0.00
Destination	Salina, KS, United States	Meals	\$38.50
Departure Date	October 11, 2020	Lodging	\$134.00
Return Date	October 16, 2020	Other: Meals provided during training	\$116.00
		Total	\$658.50

Purpose

40 Hour Basic Peer Support Training

How did the travel apply to the job?

As a new member of the Peer Support team, I will need this basic training to begin my Peer Support duties and responsibilities.

How did training add value to the city?

Skills taught are how to help and provide resources to peers experiencing any issues a First Responder would be having difficulty with, to include on the job and off the job stressors.

General comments:

Per diem paid by city issued check for meals not provided. Fuel and tolls paid for with city p-card. Registration and room and board paid for with city p-card after training.



Department: Police

		Expenses	
Employee	Fowler, Michael	Registration Fee	\$370.00
Approving Director	Leap, Dennea	Transportation	\$0.00
Destination	Salina, KS, United States	Meals	\$38.50
Departure Date	October 11, 2020	Lodging	\$134.00
Return Date	October 16, 2020	Other: Meals provided during training, Toll to training, Toll returning from training, Fuel 4513-5316-UNL	\$158.62
		Total	\$701.12

Purpose

40 Hour Basic Peer Support Training

How did the travel apply to the job?

Recently selected as a member of the Department's Peer Support Team - this training will provide the appropriate resources needed to fulfill the team's goals and objectives.

How did training add value to the city?

Listening skills, peer resources, understanding and prevention of stress, available outside resources, group peer support sessions and critical incident debriefing are skills being taught.

General comments:

Per diem paid by city issued check for meals not provided. Fuel and tolls paid for with city p-card. Registration and room and board paid for with city p-card after training.

**Department: Police**

		Expenses	
Employee	Hays, Christina	Registration Fee	\$370.00
Approving Director	Leap, Dennea	Transportation	\$0.00
Destination	Salina, KS, United States	Meals	\$38.50
Departure Date	October 11, 2020	Lodging	\$134.00
Return Date	October 16, 2020	Other: Meals provided during training	\$116.00
		Total	\$658.50

Purpose

40 Hour Basic Peer Support Training

How did the travel apply to the job?

As a new member of the Peer Support team, I will need this basic training to being my peer support duties and responsibilities

How did training add value to the city?

Skill taught were how to help and provide resources to peers experiencing any issues a First Responder would be having difficulty with, to include on the job and off the job stressors.

General comments:

Per diem paid by city issued check for meals not provided. Fuel and tolls paid for with city p-card. Registration and room and board paid for with city p-card after the training.

Report ID: 294

LARS Request ID: 1124



Department: Police

Expenses

Employee	Howe, John	Registration Fee	\$650.00
Approving Director	Leap, Denneha	Transportation	\$0.00
Destination	Topeka, KS, United States	Meals	\$275.00
Departure Date	October 12, 2020	Lodging	\$547.27
Return Date	October 16, 2020	Other: Fuel 4513-5316-UNL	\$31.00
		Total	\$1,503.27

Purpose

Basic Crime Scene Investigation

How did the travel apply to the job?

Since being newly assigned as the sergeant over the crime scene unit, this scholl is vital to know how to properly process crime scenes and it will give me a good foundation to start with.

How did training add value to the city?

This 5-day course is designed for people who are tasked with documenting crim scenes as well as collecting, processing, and preserving items of evidence. The course is a mixture of lectures and practical exercises. Topics include basic photography, DNA, trace and impression evidence recovery, crime scene sketching, bullet impact assessment, bloodstain pattern recognition.

General comments:

Per diem paid by city issued check for meals. Registration, fuel and hotel paid for with city p-card.

**Department: Police**

Department: Police		Expenses	
Employee	Jenne, Christopher	Registration Fee	\$450.00
Approving Director	Leap, Dennea	Transportation	\$0.00
Destination	Hutchinson, KS, United States	Meals	\$137.50
Departure Date	October 7, 2020	Lodging	\$205.44
Return Date	October 9, 2020	Other: Fuel 4513-5316-UNL	\$29.50
		Total	\$822.44

Purpose**2 Day Law Enforcement Shotgun Armorer Course**

How did the travel apply to the job?

To gain the knowledge of the nomenclature of the department issued shotgun so that I can successfully disassemble and re-assemble and provide maintenance when necessary on officers department issued shotguns.

How did training add value to the city?

I will learn how to safely use and maintain department issued shotguns.

General comments:

Per diem was paid with city issued check. Registration fee, hotel and fuel were paid by city p-card

Report ID: 297

LARS Request ID: 1120



Department: Police

Expenses

Employee	Rupert, Kelley	Registration Fee	\$450.00
Approving Director	Leap, Dennea	Transportation	\$0.00
Destination	Hutchinson, KS, United States	Meals	\$137.50
Departure Date	October 7, 2020	Lodging	\$239.90
Return Date	October 9, 2020	Other: Mileage	\$254.19
		Total	\$1,081.59

Purpose

2 Day Law Enforcement Shotgun Armorer Course

How did the travel apply to the job?

To acquire the knowledge necessary to maintain the department shotguns.

How did training add value to the city?

Skill taught are basic and in depth shotgun maintenance for properly working weapons.

General comments:

Per diem was paid with city issued check. Registration fee and hotel paid by city p-card. Mileage needs to be reimbursed to employee.

Report ID: 298

LARS Request ID: 1121