

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

January 30, 2013

To: Honorable Town Board
Town of West Seneca

From: Edward F. Gehen
Chief of Police

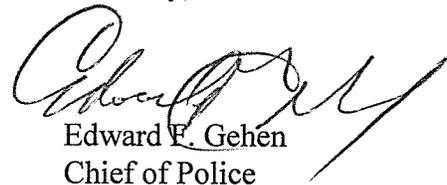
Re: out of town training

Attn: Councilman Rusinski

Dear Honorable Town Board:

Please authorize the attendance of Detectives Robert Andolina and Robert Bebak at the Prescription Drugs: Diversion, Prescribing, RxPatrol & Case Studies training seminar, February 13, 2013 at the Ramada Syracuse, 1305 Buckley Road, North Syracuse, NY. The total cost of this training is not to exceed \$240.00. 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

FEB 04 2013

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

NAME OF TRAVELER: Robert Andolina DATE: 1/31/2013
DEPARTMENT: Police Department TITLE: Detective
PURPOSE OF TRAVEL: Attendance at Prescription Drug Diversion training seminar
In North Syracuse, NY

Dates & Time of Travel:

DEPARTURE: DATE: 2/13/13 RETURN: DATE: 2/13/13

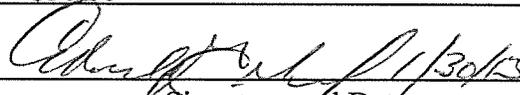
ESTIMATED COSTS:

Registration Fees: _____
Hotel/Motel: _____
Meals: \$50.00
Commercial Transportation: N/A

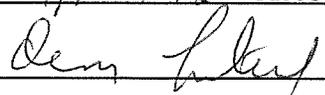
Private Auto (Milage Reimbursement @.51 per mile)

Estimated Milage N/A
Estimated Milage Cost N/A
Town Vehicle Yes
Tolls _____
Other (Explain) _____
Total Cost not to exceed \$50.00

Department Head approval:


Signature and Date

Budget Fund Balance \$ 31,107.93 Account Code No. 01.3120.0459

X Verified by:  DATE: 1/31/13

SUBMITTED TO TOWN CLERK FOR TOWN BOARD MEETING OF:

February 4, 2013

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

NAME OF TRAVELER: Robert Bebak DATE: 1/31/2013
DEPARTMENT: Police Department TITLE: Detective
PURPOSE OF TRAVEL: Attendance at Prescription Drugs Diversion training seminar
In North Syracuse, NY

Dates & Time of Travel:

DEPARTURE: DATE: 2/13/13 RETURN: DATE: 2/13/13

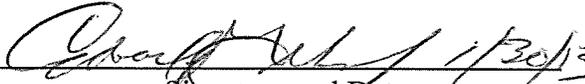
ESTIMATED COSTS:

Registration Fees: _____
Hotel/Motel: _____
Meals: \$50.00
Commercial Transportation: N/A

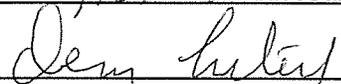
Private Auto (Milage Reimbursement @.51 per mile)

Estimated Milage N/A
Estimated Milage Cost N/A
Town Vehicle Yes
Tolls \$40.00
Other (Explain) \$100.00 miscellaneous ,literature, training materials
Total Cost not to exceed \$190.00

Department Head approval:


Signature and Date 1/30/13

Budget Fund Balance \$ 31,107.92 Account Code No. 01.3120.0459

X Verified by:  DATE: 1/31/13

SUBMITTED TO TOWN CLERK FOR TOWN BOARD MEETING OF:

February 4, 2013