

# Department of Police



EDWARD F. GEHEN  
CHIEF OF POLICE

## TOWN OF WEST SENECA

MUNICIPAL BUILDING  
1250 UNION ROAD  
WEST SENECA, NEW YORK 14224



716-674-2280  
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February 26, 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 Captains Robert Sporysz and Patrick Shea International Law Enforcement Educators and Trainers Association (ILEETA) training conference, April 15 through April 19, 2013 in Wheeling, Illinois. The total cost of this training should not exceed \$2,982.00. 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

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

**NAME OF TRAVELER:** Robert Sporysz      **DATE:** 2/26/2013  
**DEPARTMENT:** Police Department      **TITLE:** Police Captain  
**PURPOSE OF TRAVEL:** Attendance at 2013 International Law Enforcement  
Educators and Trainers Association Conference  
in Chicago, IL

**Dates & Time of Travel:**

**DEPARTURE:**      **DATE:** 4/15/13      **RETURN:**      **DATE:** 4/19/13

**ESTIMATED COSTS:**

**Registration Fees:**      \$382.00  
**Hotel/Motel:**      \$540.00  
**Meals:**      \$250.00  
**Commercial Transportation:**      \$277.00 (Air Fare)    \$436.00 (Car Rental)

**Private Auto (Milage Reimbursement @.55.5 per mile)**

**Estimated Milage**      N/A

**Estimated Milage Cost**      N/A

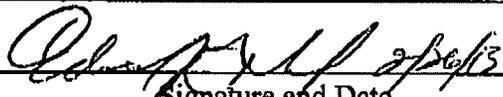
**Town Vehicle**      No

**Tolls/Parking**      \$50.00

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

**Total Cost not to exceed**      \$1,998.00

**Department Head approval:**

  
 \_\_\_\_\_  
 Signature and Date

**Budget Fund Balance**      \$ 30,908.62      **Account Code No.**      01.3120.0459

**Verified by:**      Joanna Krakowski      **DATE:** 2/27/13

**SUBMITTED TO TOWN CLERK FOR TOWN BOARD MEETING OF:**

March 4, 2013

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: 2/26/2013  
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: 4/15/13 RETURN: DATE: 4/19/13

ESTIMATED COSTS:

Registration Fees: \$382.00  
Hotel/Motel: \$0  
Meals: \$250.00  
Commercial Transportation: \$277.00 (Air Fare)

Private Auto (Milage Reimbursement @.55.5 per mile)

Estimated Milage N/A

Estimated Milage Cost N/A

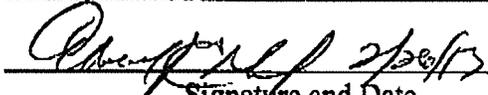
Town Vehicle No

Tolls/Parking \$0

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

Total Cost not to exceed \$984.00

Department Head approval:

  
Signature and Date

Budget Fund Balance \$ 28910.62 Account Code No. 01.3120.0459

Verified by: Jeanne Krakowski DATE: 2/27/13

**SUBMITTED TO TOWN CLERK FOR TOWN BOARD MEETING OF:**

March 4, 2013

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