

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
FAX 716-674-1063
WEB SITE: WWW.WSPOLICE.COM

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 Police Officers Robert Deppeler and Brian Cosgrove to attend the 2013 New York Tactical Training Conference at the Turning Stone Resort in Verona, NY, from April 23 - 25, 2013. The total cost of this training will not exceed \$1,506.98. There are sufficient funds in the police training courses line item (1.3120.0459) to cover the 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 Deppeler **DATE:** 2/26/2013
DEPARTMENT: Police Department **TITLE:** Police Officer
PURPOSE OF TRAVEL: Attendance at 2013 NY Tactical Training Conference
in Turning Stone, NY

Dates & Time of Travel:

DEPARTURE: **DATE:** 5/22/13 **RETURN:** **DATE:** 5/25/13

ESTIMATED COSTS:

Registration Fees: \$279.99
Hotel/Motel: \$462.00
Meals: \$150.00
Commercial Transportation: N/A

Private Auto (Milage Reimbursement @.55.5 per mile)

Estimated Milage N/A

Estimated Milage Cost N/A

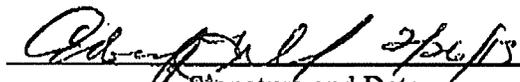
Town Vehicle Yes

Tolls/Parking \$35.00

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

Total Cost not to exceed \$1,001.99.

Department Head approval:


Signature and Date

Budget Fund Balance

\$ 27,926.⁰⁰ Account Code No. 01.3120.0459

Verified by:

 DATE: 2/27/13

SUBMITTED TO TOWN CLERK FOR TOWN BOARD MEETING OF:

March 4, 2013

**REQUEST & AUTHORIZATION FOR TRAVEL AND CONFERENCE
(OTHER THAN LOCAL)**

PLEASE COMPLETE ALL REQUIRED INFORMATION

NAME OF TRAVELER: Brian Cosgrove **DATE:** 2/26/2013
DEPARTMENT: Police Department **TITLE:** Police Officer
PURPOSE OF TRAVEL: Attendance at 2013 NY Tactical Training Conference
in Turning Stone, NY

Dates & Time of Travel:

DEPARTURE: **DATE:** 5/22/13 **RETURN:** **DATE:** 5/25/13

ESTIMATED COSTS:

Registration Fees: \$279.99
Hotel/Motel: \$0
Meals: \$150.00
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/Parking \$0
Other (Explain) \$75.00 miscellaneous ,literature, training materials
Total Cost not to exceed \$504.99

Department Head approval:

Edward J. [Signature]
Signature and Date

Budget Fund Balance \$26,924.⁶³ **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