

# 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

August 21, 2012

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 Fire/Arson Investigation training seminar November 7 through November 9, 2012 at the New York State Office of Fire Prevention & Control - Academy of Fire Science in Montour Falls, N.Y. The total cost of this training is not to exceed \$710.00. 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 Andolina DATE: 8/21/2012  
DEPARTMENT: Police Department TITLE: Detective  
PURPOSE OF TRAVEL: Attendance at Fire Investigator training seminar  
In Montour Falls, NY

Dates & Time of Travel:

DEPARTURE: DATE: 11/6/12 RETURN: DATE: 11/9/12

ESTIMATED COSTS:

Registration Fees: \$45.00  
Hotel/Motel:  
Meals: \$100.00  
Commercial Transportation: N/A

Private Auto (Milage Reimbursement @.51 per mile)

Estimated Milage N/A

Estimated Milage Cost N/A

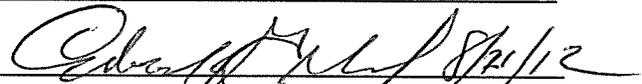
Town Vehicle Yes

Tolls

Other (Explain)

Total Cost not to exceed \$145.00

Department Head approval:

  
Signature and Date

Budget Fund Balance \$ 14,397.65 Account Code No. 01.3120.0459

Verified by: JMK DATE: 8-22-12

SUBMITTED TO TOWN CLERK FOR TOWN BOARD MEETING OF:

August 27, 2012

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

NAME OF TRAVELER: Robert Bebak DATE: 8/21/2012  
DEPARTMENT: Police Department TITLE: Detective  
PURPOSE OF TRAVEL: Attendance at Fire Investigator training seminar  
In Montour Falls, NY

Dates & Time of Travel:

DEPARTURE: DATE: 11/6/12 RETURN: DATE: 11/9/12

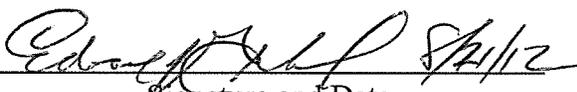
ESTIMATED COSTS:

Registration Fees: \$45.00  
Hotel/Motel: \$285.00  
Meals: \$100.00  
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 \$35.00  
Other (Explain) \$100.00 miscellaneous ,literature, training materials  
Total Cost not to exceed \$565.00

Department Head approval:

  
Signature and Date

Budget Fund Balance \$ 14,397.65 Account Code No. 01.3120.0459

Verified by:  DATE: 8-22-12

SUBMITTED TO TOWN CLERK FOR TOWN BOARD MEETING OF:

August 27, 2012