

**Your Name:** Travis Herrington      **Supervisor** Christopher King      **Your Department:** Fire Medical

Per Diem:	61.00
-----------	-------

[www.gsa.gov/portal/content/104878](http://www.gsa.gov/portal/content/104878)

use M&IE column

**Explain:**

Day of Week	Monday	Tuesday	Wednesday	Thursday					Category
Date	02/03/20	02/04/20	02/05/20	02/06/20					Totals
Allowable Lodging	51.65	51.65	51.65						154.95
Lodging paid w/ City VISA	51.65	51.65	51.65						154.95
Breakfast (20%)		12.20	12.20	12.20					36.60
Lunch (30%)		18.30	18.30	18.30					54.90
Dinner (50%)	30.50	30.50		30.50					91.50
Total Meals (w/per diem)	30.50	61.00	30.50	61.00	-	-	-	-	183.00
Fuel/Parking									-
Air Fare									-
Toll/Shuttle Bus/Taxi									-
Mileage (Enter as miles)									-
Calculated mileage (x.575)	-	-	-	-	-	-	-	-	-
Total Transportation	-	-	-	-	-	-	-	-	-
Transportation paid w/ City VISA									-
Registrations *See Below*	200.00								200.00
Registration paid w/ City VISA	200.00								200.00
Total Cost	282.15	112.65	82.15	61.00	-	-	-	-	537.95
City VISA Charges (Total)	251.65	51.65	51.65	-	-	-	-	-	354.95
Non-Visa Charge	30.50	61.00	30.50	61.00	-	-	-	-	183.00

Employee Owes City	-ZERO-
--------------------	--------

[illegible]City Account Number: 

Travel Request Filled out: ☒ YES  
☐ NO

Date: \_\_\_\_\_

Attach applicable receipts for motel/lodging expenses, public carrier tickets, personal auto mileage/gas/tolls, regist fees, etc.	
Comments:	
Please answer the following questions regarding your travel:	
How did this apply to your job?	To obtain Continuing Education Hours for Fire Investigation Certification for CFI II as required by KSA 31-157. This training will also ensure that the Lawrence Douglas County Fire Medical Fire investigators are obtaining continuing education as provided in section 1.3.7 of the NFPA 1033 the Standard for Professional Qualifications for Fire Investigator.
Would recommend attending again?	Yes. I would recommend this training for all law enforcement investigators, fire company officers, and or prevention staff.
How will this add value to the City of Lawrence?	This continuing education opportunity provides our fire investigators the needed training to keep our investigators proficient in the profession of fire investigation. The international association of arson investigators provide excellent instructors on specialized topics, trends, and unique investigation techniques that are being used throughout the industry.



## 2020 Travel Expense Statement City of Lawrence, Kansas

Supervisor

**Your Department:** Fire Medical

Per Diem:	61.00
-----------	-------

use M&IE column

Explain: \_\_\_\_\_

Attach applicable receipts for motel/lodging expenses, public carrier tickets, personal auto mileage/gas/tolls, regist fees, etc.

Day of Week	Monday	Tuesday	Wednesday	Thursday					Category
Date	02/03/20	02/04/20	02/05/20	02/06/20					Totals
Allowable Lodging	51.65	51.65	51.65						154.95
Lodging paid w/ City VISA	51.65	51.65	51.65						154.95
Breakfast (20%)		12.20	12.20	12.20					36.60
Lunch (30%)		18.30	18.30	18.30					54.90
Dinner (50%)		30.50	30.50	30.50					91.50
Total Meals (w/per diem)	-	61.00	61.00	61.00	-	-	-	-	183.00
Fuel/Parking				24.06					24.06
Air Fare									-
Toll/Shuttle Bus/Taxi									-
Mileage (Enter as miles)									-
Calculated mileage (x.575)	-	-	-	-	-	-	-	-	-
Total Transportation	-	-	-	24.06	-	-	-	-	24.06
Transportation paid w/ City VISA				24.06					24.06
Registrations *See Below*	200.00								200.00
Registration paid w/ City VISA	200.00								200.00
Total Cost	251.65	112.65	112.65	85.06	-	-	-	-	562.01
City VISA Charges (Total)	251.65	51.65	51.65	24.06	-	-	-	-	379.01
Non-Visa Charge	-	61.00	61.00	61.00	-	-	-	-	183.00

Employee Owes City	-ZERO-
--------------------	--------

City Account Number: 

Travel Request Filled out: ☒ YES  
☐ NO

Date: \_\_\_\_\_

Attach applicable receipts for motel/lodging expenses, public carrier tickets, personal auto mileage/gas/tolls, regist fees, etc.

<p>Readers approval comments for interceding expenses, please enter details, personal and family circumstances, if any.</p>	
Comments:	
<p><b>Please answer the following questions regarding your travel:</b></p>	
How did this apply to your job?	<p>To obtain Continuing Education Hours for Fire Investigation Certification for CFI II as required by KSA 31-157. This training will also ensure that the Lawrence Douglas County Fire Medical Fire investigators are obtaining continuing education as provided in section 1.3.7 of the NFPA 1033 the Standard for Professional Qualifications for Fire Investigator.</p>
Would recommend attending again?	<p>Yes. I would recommend this training for all law enforcement investigators, fire company officers, and or prevention staff.</p>
How will this add value to the City of Lawrence?	<p>This continuing education opportunity provides our fire investigators the needed training to keep our investigators proficient in the profession of fire investigation. The international association of arson investigators provide excellent instructors on specialized topics, trends, and unique investigation techniques that are being used throughout the industry.</p>



## 2020 Travel Expense Statement City of Lawrence, Kansas

**Your Name:** Jason Ray      **Supervisor** Christopher King      **Your Department:** Fire Medical

Leave Date: 02/03/20  
Return Date: 02/06/20

Destination: Wichita, KS  
Trip Purpose: KS IAAI Conference

Per Diem:	61.00
-----------	-------

Method of Travel: (check one)  
City Vehicle: \_\_\_\_\_

Travel Advance: 183.00

[www.gsa.gov/portal/content/104878](http://www.gsa.gov/portal/content/104878)  
use M&IE column

Personal Vehicle:           x          

Other: \_\_\_\_\_ Explain: \_\_\_\_\_

Attach applicable receipts for motel/lodging expenses, public carrier tickets, personal auto mileage/gas/tolls, regist fees, etc.

Day of Week	Monday	Tuesday	Wednesday	Thursday					Category
Date	02/03/20	02/04/20	02/05/20	02/06/20					Totals
Allowable Lodging	51.65	51.65	51.65						154.95
Lodging paid w/ City VISA	51.65	51.65	51.65						154.95
Breakfast (20%)		12.20	12.20	12.20					36.60
Lunch (30%)		18.30	18.30	18.30					54.90
Dinner (50%)	30.50	30.50		30.50					91.50
Total Meals (w/per diem)	30.50	61.00	30.50	61.00	-	-	-	-	183.00
Fuel/Parking									-
Air Fare									-
Toll/Shuttle Bus/Taxi									-
Mileage (Enter as miles)									-
Calculated mileage (x.575)	-	-	-	-	-	-	-	-	-
Total Transportation	-	-	-	-	-	-	-	-	-
Transportation paid w/ City VISA									-
Registrations *See Below*	200.00								200.00
Registration paid w/ City VISA	200.00								200.00
Total Cost	282.15	112.65	82.15	61.00	-	-	-	-	537.95
City VISA Charges (Total)	251.65	51.65	51.65	-	-	-	-	-	354.95
Non-Visa Charge	30.50	61.00	30.50	61.00	-	-	-	-	183.00
Advance Received (-):									\$183.00
City Owes Employee:									-ZERO-
Employee Owes City									-ZERO-

\*If registration has been reported on previous expense statement leave blank\*

**If splitting between multiple Accounts please use box below**

TOTAL \$			-

City Account Number: City Account Number: 

Travel Request Filled out: ☒ ES ☐ IO

I hereby certify that the travel indicated hereon was incurred in the discharge of official City of Lawrence business and that information shown is correct; that no part of the compensation claimed was of a non-City business nature.

Employee Signature: Jason Ray

Date: 2/18/2020

Supervisor Approval: \_\_\_\_\_

Date: 2/18/2020

Dept. Head Approval: J. K. Kulkarni

Date: 2/19/20

(Out of State Travel) City Manager: \_\_\_\_\_

Date: \_\_\_\_\_

(If Required) Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Accounts Payable: \_\_\_\_\_

Date: \_\_\_\_\_

*Attach applicable receipts for motel/lodging expenses, public carrier tickets, personal auto mileage/gas/tolls, regist fees, etc.*

Comments:	
	<b>Please answer the following questions regarding your travel:</b>
How did this apply to your job?	To obtain Continuing Education Hours for Fire Investigation Certification for CFI II as required by KSA 31-157. This training will also ensure that the Lawrence Douglas County Fire Medical Fire investigators are obtaining continuing education as provided in section 1.3.7 of the NFPA 1033 the Standard for Professional Qualifications for Fire Investigator.
Would recommend attending again?	Yes. I would recommend this training for all law enforcement investigators, fire company officers, and or prevention staff.
How will this add value to the City of Lawrence?	This continuing education opportunity provides our fire investigators the needed training to keep our investigators proficient in the profession of fire investigation. The international association of arson investigators provide excellent instructors on specialized topics, trends, and unique investigation techniques that are being used throughout the industry.



**Your Name:** Paul Schneider      **Supervisor:** Chris King      **Your Department:** Fire Medical

## Fire Medical

Per Diem:	61.00
-----------	-------

use M&IE column

**Explain:**

[illegible]

Advance Received (-):	\$183.00
-----------------------	----------

City Owes Employee: -ZERO-

Employee Owes City	-ZERO-
--------------------	--------

	TOTAL \$	-
--	----------	---

City Account Number: City Account Number: 

Travel Request Filled out: ☒ ES  
☐ IO

Date: 2/18/2020

Date: 2/18/2020

Date: 2/19/20

Date: 11/22/2019

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attach applicable receipts for motel/lodging expenses, public carrier tickets, personal auto mileage/gas/tolls, regist fees, etc.	
Comments:	
<b>Please answer the following questions regarding your travel:</b>	
How did this apply to your job?	To obtain Continuing Education Hours for Fire Investigation Certification for CFI II as required by KSA 31-157. This training will also ensure that the Lawrence Douglas County Fire Medical Fire investigators are obtaining continuing education as provided in section 1.3.7 of the NFPA 1033 the Standard for Professional Qualifications for Fire Investigator.
Would recommend attending again?	Yes. I would recommend this training for all law enforcement investigators, fire company officers, and or prevention staff.
How will this add value to the City of Lawrence?	This continuing education opportunity provides our fire investigators the needed training to keep our investigators proficient in the profession of fire investigation. The international association of arson investigators provide excellent instructors on specialized topics, trends, and unique investigation techniques that are being used throughout the industry.







## 2020 Travel Expense Statement City of Lawrence, Kansas

## Fire Medical

Per Diem:	61.00
-----------	-------

use M&IE column

*Explain:*

Attach applicable receipts for motel/lodging expenses, public carrier tickets, personal auto mileage/gas/tolls, regist fees, etc.

Day of Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday			Category
Date	02/23/20	02/24/20	02/25/20	02/26/20	02/27/20	02/28/20			Totals
Allowable Lodging	249.62	249.62	249.62	249.62	249.62				1,248.10
Lodging paid w/ City VISA	249.62	249.62	249.62	249.62	249.62				1,248.10
Breakfast (20%)									-
Lunch (30%)	18.30	18.30	18.30	18.30	18.30	18.30			109.80
Dinner (50%)	30.50	30.50	30.50	30.50	30.50				152.50
Total Meals (w/per diem)	48.80	48.80	48.80	48.80	48.80	18.30	-	-	262.30
Fuel/Parking									-
Air Fare	306.97								306.97
Toll/Shuttle Bus/Taxi	67.54					67.54			135.08
Mileage (Enter as miles)									-
Calculated mileage (x.575)	-	-	-	-	-	-	-	-	-
Total Transportation	374.51	-	-	-	-	67.54	-	-	442.05
Transportation paid w/ City VISA	374.51					67.54			442.05
Registrations *See Below*	999.00								999.00
Registration paid w/ City VISA	999.00								999.00
Total Cost	1,671.93	298.42	298.42	298.42	298.42	85.84	-	-	2,951.45
City VISA Charges (Total)	1,623.13	249.62	249.62	249.62	249.62	67.54	-	-	2,689.15
Non-Visa Charge	48.80	48.80	48.80	48.80	48.80	18.30	-	-	262.30

Employee Owes City	-ZERO-
--------------------	--------

☐ YES

I hereby certify that the travel indicated hereon was incurred in the discharge of official City of Lawrence business and that information shown is correct; that no part of the compensation claimed was of a non-City business nature.

Date: \_\_\_\_\_

*Attach applicable receipts for motel/lodging expenses, public carrier tickets, personal auto mileage/gas/tolls, regist fees, etc.*

It will allow us to provide more accurate and thorough data.



## 2020 Travel Expense Statement City of Lawrence, Kansas

Fire Medical

Per Diem:	61.00
-----------	-------

[www.gsa.gov/portal/content/104878](http://www.gsa.gov/portal/content/104878)  
use M&IE column

**Explain:**

Attach applicable receipts for motel/lodging expenses, public carrier tickets, personal auto mileage/gas/tolls, regist fees, etc.

Day of Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday			Category
Date	02/23/20	02/24/20	02/25/20	02/26/20	02/27/20	02/28/20			Totals
Allowable Lodging	295.16	295.16	295.16	295.16	295.20				1,475.84
Lodging paid w/ City VISA	295.16	295.16	295.16	295.16	295.20				1,475.84
Breakfast (20%)									-
Lunch (30%)	18.30	18.30	18.30	18.30	18.30	18.30			109.80
Dinner (50%)	30.50	30.50	30.50	30.50	30.50				152.50
Total Meals (w/per diem)	48.80	48.80	48.80	48.80	48.80	18.30	-	-	262.30
Fuel/Parking						45.00			45.00
Air Fare	306.97								306.97
Toll/Shuttle Bus/Taxi									-
Mileage (Enter as miles)									-
Calculated mileage (x.575)	-	-	-	-	-	-	-	-	-
Total Transportation	306.97	-	-	-	-	45.00	-	-	351.97
Transportation paid w/ City VISA	306.97					45.00			351.97
Registrations *See Below*	999.00								999.00
Registration paid w/ City VISA	999.00								999.00
Total Cost	1,649.93	343.96	343.96	343.96	344.00	63.30	-	-	3,089.11
City VISA Charges (Total)	1,601.13	295.16	295.16	295.16	295.20	45.00	-	-	2,826.81
Non-Visa Charge	48.80	48.80	48.80	48.80	48.80	18.30	-	-	262.30

Employee Owes City	-ZERO-
--------------------	--------

City Account Number: 

Travel Request Filled out: ☒ YES  
☐ NO

Date: \_\_\_\_\_

It will allow us to provide more accurate data for output and outcome measures.



<b>Your Name:</b>	Kevin Joles	<b>Supervisor</b>	Shaun Coffey	<b>Your Department:</b>	Fire Medical
-------------------	-------------	-------------------	--------------	-------------------------	--------------

Per Diem:	61.00
-----------	-------

[www.gsa.gov/portal/content/104878](http://www.gsa.gov/portal/content/104878)  
use M&IE column

Travel-expense-statement-2020 (003).xlsx.xls 3/3/2020  
rev\_03/02/10 kl



## 2020 Travel Expense Statement City of Lawrence, Kansas

Supervisor

**Your Department:**

Leave Date: 02/23/20  
Return Date: 02/28/202

Destination: Austin, TX  
Trip Purpose: ESO Wave 2020.

Per Diem:	61.00
-----------	-------

Travel Advance: 262.30

[www.gsa.gov/portal/content/104878](http://www.gsa.gov/portal/content/104878)

*Air:* \_\_\_\_\_ x \_\_\_\_\_

use M&IE column

Other: \_\_\_\_\_

**Explain:**

Attach applicable receipts for motel/lodging expenses, public carrier tickets, personal auto mileage/gas/tolls, regist fees, etc.

Day of Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday			Category
Date	02/23/20	02/24/20	02/25/20	02/26/20	02/27/20	02/28/20			Totals
Allowable Lodging	249.62	249.62	249.62	249.62	249.62				1,248.10
Lodging paid w/ City VISA	227.74	257.58	267.52	267.52	227.74				1,248.10
Breakfast (20%)									-
Lunch (30%)	18.30	18.30	18.30	18.30	18.30	18.30			109.80
Dinner (50%)	30.50	30.50	30.50	30.50	30.50				152.50
Total Meals (w/per diem)	48.80	48.80	48.80	48.80	48.80	18.30	-	-	262.30
Fuel/Parking									-
Air Fare	306.97								306.97
Toll/Shuttle Bus/Taxi									-
Mileage (Enter as miles)									-
Calculated mileage (x.575)	-	-	-	-	-	-	-	-	-
Total Transportation	306.97	-	-	-	-	-	-	-	306.97
Transportation paid w/ City VISA	306.97								306.97
Registrations *See Below*	999.00								999.00
Registration paid w/ City VISA	999.00								999.00
Total Cost	1,604.39	298.42	298.42	298.42	298.42	18.30	-	-	2,816.37
City VISA Charges (Total)	1,533.71	257.58	267.52	267.52	227.74	-	-	-	2,554.07
Non-Visa Charge	70.68	40.84	30.90	30.90	70.68	18.30	-	-	262.30

Advance Received (-):	\$262.30
City Owes Employee:	\$0.00
Employee Owes City	-ZERO-

City Account Number: City Account Number: 

☐ YES

☐ NO

Employee Signature: Paul Schmoey

Date: 3/3/2020

Supervisor Approval: \_\_\_\_\_

Date: 03/03/2020

Dept. Head Approval: 

Date: 3/18/2020

City Manager: \_\_\_\_\_

Date: \_\_\_\_\_

**Mayor:**

Date: \_\_\_\_\_

Approved by Accounts Payable: \_\_\_\_\_

Date: \_\_\_\_\_

*Attach applicable receipts for motel/lodging expenses, public carrier tickets, personal auto mileage/gas/tolls, regist fees, etc.*

**Please answer the following questions regarding your travel:**

WAVE Academy is the leading EMS, fire and hospital industry conference for leveraging data to transform organizations and improve care quality. I attended two days of hands-on product training sessions and two days of best practices, industry insights, thought leadership and data management sessions. The training provided me with the ability to gather and enter data that can be used by our department to implement our constant improvement model. It was valuable for me and the dept.

I would recommend attending the conference again. The amount of valuable training information was great but overwhelming at times. Especially if we fully impliment the ESO software as our RMS I feel that it would be a valuable annual conference for all of our members to attend.

As stated above, I learned how to streamline the data I gather and enter into our RMS as part of my daily duties in Prevention. This data can be analysed and leveraged by our department and the city to streamline operations and better serve our customers. I feel that what I learned will help the City more efficiently serve our community by leverage our data input and analysis.



