

Your Name: Kevin Fussell **Supervisor** Chris King **Your Department:** Fire Medical

Per Diem:	\$61.00
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www.gsa.gov/portal/content/104878
use M&IE column

Day of Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday			Category
Date	03/08/20	03/09/20	03/10/20	03/11/20	03/12/20	03/13/20			Totals
Allowable Lodging	227.00	227.00	227.00	227.00	227.00				1,135.00
Lodging paid w/ City VISA	214.29								214.29
Breakfast (20%)		12.20	12.20	12.20	12.20	12.20			61.00
Lunch (30%)	18.30					18.30			36.60
Dinner (50%)	30.50	30.50	30.50	30.50	30.50				152.50
Total Meals (w/per diem)	48.80	42.70	42.70	42.70	42.70	30.50	-	-	250.10
Fuel/Parking									-
Air Fare	676.40								676.40
Toll/Shuttle Bus/Taxi	28.80								28.80
Mileage (Enter as miles)									-
Calculated mileage (x.575)	-	-	-	-	-	-	-	-	-
Total Transportation	705.20	-	-	-	-	-	-	-	705.20
Transportation paid w/ City VISA	676.40								676.40
Registrations *See Below*									-
Registration paid w/ City VISA									-
Total Cost	981.00	269.70	269.70	269.70	269.70	30.50	-	-	2,090.30
City VISA Charges (Total)	890.69	-	-	-	-	-	-	-	890.69
Non-Visa Charge	90.31	269.70	269.70	269.70	269.70	30.50	-	-	1,199.61

Advance Received (-):	\$250.10
City Owes Employee:	\$949.51
Employee Owes City	-ZERO-

[illegible]

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?	The Certified Fire Plan Examiner: 3-day Classroom Training is based on the job requirements found in Chapter 7 of NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner, 2014 edition. This course will help the participants to perform their jobs, and along with additional study, assist them in preparing for certification examinations.
Would recommend attending again?	Yes, I would attend this course again. I learned a lot about plan review and feel it will be very beneficial for me and my job duties.
How will this add value to the City of Lawrence?	This course will add value to the City of Lawrence by certifying me as a plan examiner to perform code interpretation for building and site plan review for all new construction in the City. Ensuring buildings meet life safety and Fire Code helps keep the community safer.

2020 Travel Expense Statement City of Lawrence, Kansas

Your Department: Fire Medical

Per Diem:	66.00
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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	Friday				Category
Date	03/02/20	03/03/20	03/04/20	03/05/20	03/06/20				Totals
Allowable Lodging	178.88	178.88	178.88	178.88					715.52
Lodging paid w/ City VISA	178.88	178.88	178.88	178.88					715.52
Breakfast (20%)		13.20	13.20	13.20	13.20				52.80
Lunch (30%)	19.80	19.80		19.80	19.80				79.20
Dinner (50%)	33.00	33.00	33.00	33.00	33.00				165.00
Total Meals (w/per diem)	52.80	66.00	46.20	66.00	66.00	-	-	-	297.00
Fuel/Parking									-
Air Fare	265.98				265.98				531.96
Toll/Shuttle Bus/Taxi									-
Mileage (Enter as miles)									-
Calculated mileage (x.575)	-	-	-	-	-	-	-	-	-
Total Transportation	265.98	-	-	-	265.98	-	-	-	531.96
Transportation paid w/ City VISA	265.98				265.98				531.96
Registrations *See Below*									-
Registration paid w/ City VISA									-
Total Cost	497.66	244.88	225.08	244.88	331.98	-	-	-	1,544.48
City VISA Charges (Total)	444.86	178.88	178.88	178.88	265.98	-	-	-	1,247.48
Non-Visa Charge	52.80	66.00	46.20	66.00	66.00	-	-	-	297.00

Employee Owes City	-ZERO-
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If splitting between multiple Accounts please use box below

Travel Request Filled out: ☒ YES
☐ NO

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.

Comments:	
<i>Please answer the following questions regarding your travel:</i>	
How did this apply to your job?	This conference applied to my job in multiple ways. As a Data Analyst, I was able to collaborate with others, from around the world about topics that are relevant to the department and my position. Chief Fagan and I presented during this conference, as well. The accreditation conference is a hub for driving the continuous improvement culture and increased risk reduction efforts. All of these items helped my <u>knowledge of the process grow</u> .
Would recommend attending again?	Yes, it was a good opportunity to not only listen to applicable presentations, but also network with others that have similar responsibilities. The CPSE conference continues to push departments forward in the way they view and respond to risk, as well as the other main topics that are influenced by the accreditation process.
How will this add value to the City of Lawrence?	The City of Lawrence will see the value of this trip because the conference enhances LDCFM's practices, knowledge, and involvement in the accreditation process. Chief Fagan and I presented our Continuous Improvement Model presentation during this conference. This experience not only increased our involvement and interaction with people in the process, but gave us a great opportunity to enhance our presentation skills.

2020 Travel Expense Statement City of Lawrence, Kansas

Fire Medical

Per Diem:	66.00
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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	Friday				Category
Date	03/02/20	03/03/20	03/04/20	03/05/20	03/06/20				Totals
Allowable Lodging	178.88	178.88	178.88	178.88					715.52
Lodging paid w/ City VISA	178.88	178.88	178.88	178.88					715.52
Breakfast (20%)		13.20	13.20	13.20	13.20				52.80
Lunch (30%)	19.80	19.80		19.80	19.80				79.20
Dinner (50%)	33.00	33.00	33.00	33.00	33.00				165.00
Total Meals (w/per diem)	52.80	66.00	46.20	66.00	66.00	-	-	-	297.00
Fuel/Parking	88.00				40.00				128.00
Air Fare	218.98								218.98
Toll/Shuttle Bus/Taxi									-
Mileage (Enter as miles)									-
Calculated mileage (x.575)	-	-	-	-	-	-	-	-	-
Total Transportation	306.98	-	-	-	40.00	-	-	-	346.98
Transportation paid w/ City VISA	306.98				40.00				346.98
Registrations *See Below*	-								-
Registration paid w/ City VISA									-
Total Cost	538.66	244.88	225.08	244.88	106.00	-	-	-	1,359.50
City VISA Charges (Total)	485.86	178.88	178.88	178.88	40.00	-	-	-	1,062.50
Non-Visa Charge	52.80	66.00	46.20	66.00	66.00	-	-	-	297.00

Employee Owes City	-ZERO-
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City Account Number:

Travel Request Filled out: ☒ YES
☐ NO

Date: _____

It allows LDCFM to stay informed on developments of the 10th edition model and strategies for improving services to the City of Lawrence and Douglas County.



City of Lawrence

Traveler Information		Expenses	
Sherri Riedemann	Airline:	\$	-
Employee Name	Registration Fee:	\$	335.00
City Clerk	Lodging:	\$	330.34
Department	Parking:	\$	-
Casey Toomay	Tolls:	\$	3.00
Supervisor	Ground Transportation:	\$	-
Manhattan, KS	Private Auto Miles:	\$	96.08
Destination	Other Expenses:	\$	-
3/11/2020 to 3/13/2020	Meals (Per Diem):	\$	71.50
Travel Dates	Total Cost of Travel:	\$	835.92
Purpose of Travel			
Educational - 70th Annual CCMFOA Spring Conference			
How does this travel apply to your job? How will this add value to the City of Lawrence?			
<p>The Spring Professional Development conference provides continuing education and IIMC points toward municipal clerk certification. The International Institute of Municipal Clerks (IIMC) Region 7 meeting is also being held at this time which provides an opportunity to network with a broader group of municipal clerks and also provides IIMC points. Courses for professional development this session are focused on leadership and communication challenges for public servants. Courses include dysfunctional teams, reality based leadership, listening, negotiating, and leadership skills to become a more authentic leader.</p>			