

CITY OF KEY WEST TRAVEL AUTHORIZATION REQUEST

DATE: July 11, 2022

TO: Patti McLauchlin, City Manager

FROM:

In accordance with Admin Directive, HR-2011-02 request is hereby made for travel beyond Marathon, as follows:

Travelers(s): Hollis Wood

Destination: Clermont, Florida

Purpose: Command Officer's Development Course

Budgeted: ☐ Yes ☐ No If not Budgeted indicate funding source: _____

Seminar/Training Dates: Oct. 3, 2022 – Feb. 17, 2023

Travel Dates - Departure: 10/2/22, 10/30/22, 11/27/22, 01/08/23, Feb. 5, 2023

Return: 10/14/22, 11/11/22, 12/9/22, 1/20/23, 2/17/23

Mode of Transportation: ☐ Rental Car, ☐ Air, ☐ Personal Vehicle, ☒ City Owned, ☐ Other
(Travel policy contains restrictions on transportation, please refer to policy. Consider tolls, Finance issues transponders)

Accommodations: Nightly rate greater than \$150, if ☐ Yes requires CM approval _____
for reimbursement N/A

Meals: Allowance based on established per diem rates

(Travel policy contains restrictions on meals, please refer to policy.)

Additional Justification: _____

☐ Back-up attached

Authorized by: [Signature] Title: Chief

☒ Approved

☐ Disapproved

[Signature]
City Manager

8/1/2022
Date

Sean T. Brandenburg

Chief of Police



Key West

POLICE DEPARTMENT

I Member requesting training (complete sections I-III)

Name: Hollis Wood	Position: Patrol Lieutenant
Reason for Attending Training: To further my career in management	
Specialized training attended in last 12 months: None	

II Course Information

Course Title: Command Officer's Development Course	Start Date: Oct. 3, 2022	End Date: Feb. 17, 2023	Tuition: \$3,800.00
Name of Institute: Southern Police Institute	Phone No: 502-852-6561		
Location / Address: 3700 Hwy 27	FAX No:		
City: Clermont	State: FL	Zip: 34711	Website: Louisville.edu/spi

III Travel Information, if applicable

Departure Date: Oct. 2, 2022	Time: 12pm	Returning Date: Feb. 17, 2023	Time: 5pm
Hotel Name (If applicable): Home2 Suites by Hilton	Phone No: 352-227-2900		
Address: 1450 Champions Way	FAX No:		
City: Clermont	State: FL	Zip: 34711	Misc:
Lodging: Room Rate \$105/ \$139 per room X 1	# of rooms X 58	# of nights	= \$8,600.93
Per Diem: \$46 per diem rate X 55	# of days X 1	# of members	= \$2,300.00
Tuition: \$3,800.00 per member X 1	# of members		= \$3,800.00
Mode of Travel: City Vehicle	Fuel	+ Tolls none	= \$700.00
Other Expenses: None			=
			TOTAL = \$15,400.93

IV Chain of Command Routing

	Sign	ID	Date	Recommend Approval	Comments
Supervisor				☐ YES ☐ NO	
Bureau Commander	<i>[Signature]</i>	2935	7/28/22	☒ YES ☐ NO	No OT
Chief of Police	<i>[Signature]</i>	2404	7/28/22	☒ YES ☐ NO	No O.T.

V Completed by the Training Unit

Signature of Training Officer:	Date:
Confirmation or Rejection Returned to Member on:	Travel Authorization Forwarded for signatures on:
Comments:	KWPDFORM59 v100118 Page 1 of 1



RESPECT - INTEGRITY - FAIRNESS - SERVICE

Key West Police Department 1604 N. Roosevelt Blvd. Key West, FL 33040 (305) 809-1111
cityofkeywest-fl.gov



TRAVEL REIMBURSEMENT VOUCHER

TO: ACCOUNTS PAYABLE, FINANCE DEPT CHARGE TO ACCOUNT: _____
FROM: _____ DEPT: _____

EXPENSE JUSTIFICATION:

NATURE OF MEETING: _____
LOCATION: _____
DATE AND TIME OF DEPARTURE: _____
DATE AND TIME OF RETURN: _____

FLAT PER DIEM: (\$70/DAY) _____ X Days \$ _____

OR

ACTUAL COST OF HOTEL ROOM: (Attach receipt) \$ _____

MEALS: (Attach receipt)

BREAKFAST _____ X \$11.00/day = _____
LUNCH _____ X \$12.00/day = _____
DINNER _____ X \$23.00/day = _____
INCIDENTALS _____ X \$ 5.00/day = _____ \$ _____

INCIDENTAL EXPENSES

Taxi: _____ Limousine: _____ Parking: _____
Tolls: _____ Registration: _____ Other: _____ \$ _____

MODE OF TRAVEL:

Airplane (attach receipt) \$ _____
Rental car (attach receipt) \$ _____
City vehicle (no mileage/attach gas receipts) \$ _____
Personal vehicle (attach gas receipt or compute mileage) \$ _____

MILEAGE: _____ miles at \$.39/mile \$ _____

TOTAL EXPENSES: \$ _____

LESS PREPAYMENTS: \$ _____

BALANCE DUE EMPLOYEE: \$ _____

I hereby certify or affirm that this travel claim is true and correct in every material matter; that the expenses were actually incurred by the undersigned as necessary travel expenses in the performance of my official duties; and that same conforms in every respect with the requirements of the City.

Signature of Employee

APPROVED BY:

Title Date

City Manager

Department Head/Reviewing Signature

Southern Police Institute presents the

91st Command Officer's Development Course

400-HOUR TRAINING COURSE Tuition: \$3800.00



The Command Officers Development Course (CODC) is the flagship continuing education course for law enforcement managers. It will provide a foundation for practical law enforcement administration and complement the Administrative Officers Course (AOC). The CODC has continuously evolved with changing social, economic and political environments associated with local, state and federal units of government.



Hosted by the
Clermont Police Department
at the
Clermont Arts and Recreation Center
3700 S. Hwy 27
Clermont, FL 34711

Sessions:

Oct. 3-14, 2022 / Oct. 31-Nov. 11-2022 /

Nov. 28 - Dec. 9-2022 / Jan. 9-20-2023 / Feb. 6-17-2023

Suggested Lodging

Home2 Suites by Hilton Clermont
1450 Champions Way
Clermont, FL 34711

For more information or to register, visit our website:

louisville.edu/spi

For additional questions, call SPI at: (502) 852-6561

Visit us on the web:
louisville.edu/spi

"Like" us on Facebook:
facebook.com/SPI.Louisville

UNIVERSITY OF
LOUISVILLE.
It's Happening Here.

Southern Police Institute
Excellence in Policing

Department of Criminal Justice
College of Arts and Sciences
University of Louisville
Louisville, KY 40292

Office: 502-852-6561
Fax: 502-852-0335
www.louisville.edu/spi

INVOICE

Federal Identification Number: 61-1014882

INVOICE NUMBER: SPI-923D14-24

DATE: July 11, 2022

TO: Key West Police Department, FL

FOR: Enrollment of the following student (s) listed below in:
91st Command Officers Development Course (923D14)
Starting on October 3, 2022, in Clermont, FL

Lieutenant Hollis Wood

Registration Fee: \$3,800.00

Amount Due: \$3,800.00

Please make checks payable to: University of Louisville

Please mail payment to: Southern Police Institute
Department of Criminal Justice
University of Louisville
Louisville, KY 40292

If you have any questions, please call 502 852 6561.