

Business/Travel Request Verification and Reimbursement Form

Part I - TRAVEL AND/OR CASH ADVANCE REQUEST/AUTHORIZATION

General Information	Expense Requested	Amount	Prepaid
Date of Request: <u>May 3, 2007</u>	Est. Registration	\$ <u>Free</u>	Yes No
Employee Name (s): <u>Chad Stoltenberg</u>	Est. Transportation (Air Only)	\$ <u>n/a</u>	Yes No
Department (s): <u>Police</u>	Est. Lodging	\$ <u>Free</u>	Yes No
Budget Code (s): <u>01-110-6230</u>	Est. Meals (Package)	\$ <u>15.00</u>	Yes No
Date of:	* Est. Miscellaneous	\$ <u>30.00</u>	Yes No
Departure:	Total Expense	\$ <u>45.00</u>	Yes No
Return:	Less: Pre-paid	- \$ <u>0</u>	
Meeting (s):	Balance	= \$ <u>45.00</u>	
	Advance Requested (Max \$50/Employee)	\$ <u>0</u>	

Hour (s)	Month	Day	Year
5 pm	May	6	2007
7 pm	May	8	2007
8 am - 4 pm	May	7	2007
	May	8	2007

Explanation and justification of Travel: Advanced Vehicle Contraband Concealment Training. This training is provided by Midwest Couterdrug Training Center. This training is free of charge and MCTC pays for the hotel and also provides meal vouchers for 3 meals on May 7 and 3 meals on May 8. Training is held in Des Moines.

I, the Department Head/Supervisor believe this travel to be necessary and beneficial to the City of LeClaire and certify that there are sufficient funds available in the appropriate budget line item (s).

James E. Pfeiff 5/3/2007
 Department Head / Supervisor Date

 Finance Chairperson Date Resolution #
 (Council Authorization, if necessary)

 City Administrator Date

If any of the above, required authorization **are not** granted, provide explanation here: _____

Part II - EMPLOYEE ACKNOWLEDGEMENT OF TRAVEL AND/OR CASH ADVANCE POLICIES

I / We hereby acknowledge receipt of the cash advance in the amount shown above and fully understand and agree to the following:

- The money advanced will be used only for necessary and authorized expenses associated with this approved travel.
- Any unused cash advance, along with this completed form and supporting documentation will be returned to the Clerks Office within one (1) working day after returning from said travel.
- It is further understood and agreed to that this failure to return any unused cash advance within the specified time frame or the use of any cash advance for unauthorized expenditures automatically authorized the Clerks Office to deduct from my next payroll check any and all amounts legally due and owing to the City of LeClaire, and furthermore, may jeopardize any future cash advances being granted to the undersigned and/or the respective departments.

Chad Stoltenberg 5/3/2007
 Employee (s) Signature (s) Date

 Employee (s) Signature (s) Date

 Employee (s) Signature (s) Date

Chad Stoltenberg
 Printed Full Name

 Printed Full Name

 Printed Full Name

Department Head/Supervisor Signature: James E. Pfeiff Date: 5/3/2007

* Please use this space below for any further explanation of any item or for any comments in general: \$30.00 is for fuel for the return trip. The \$15 meal allowance is for Sunday dinner. This is the only meal not covered by MCTC.

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Part III – BUSINESS / TRAVEL VERIFICATION AND REIMBURSEMENT REQUEST DETAIL

(Attach all receipts and other documentation as required by Section 6.8 of the LeClaire Personnel Policies and Regulations Manual)

Expense Items	Credit Card	Cash	(Date) Day of the week							Total \$ Amount	Pre-paid
			M	TU	WE	TH	FR	SA	SU		
1. Registration Fee										Free	
2. Transportation											
- Air Fair											
- City Vehicle	\$30.00									\$30.00	
- Personal Vehicle Mileage (Beg. _____ End _____ Total Miles _____)											
- Car Rental											
- Taxi, Bus, Subway Tolls, Parking, Ferry Etc. (Circle all Applicable)											
3. Lodging										Free	
4. Meals											
- Daily Business											
- Conference / Meeting											
- Breakfast											
- Lunch											
- Dinner	\$10.26									\$10.26	\$10.26
- Extended Business											
- Breakfast											
- Lunch											
- Dinner											
5. Telephone											
6. Laundry Service											
7. Miscellaneous											

TOTAL BUSINESS / TRAVEL EXPENSE \$ 40.26

LESS: PRE-PAID 0

CIRCLE ONE: LESS CASH ADVANCE / CREDIT CARD 40.26

* LESS INELIGIBLE / UNAUTHORIZED EXPENSE 0

AMOUNT DUE EMPLOYEE = 0

AMOUNT DUE CITY OF LECLAIRE = 0

* Explain Ineligible / Unauthorized expense here: _____

I / We hereby certify that the foregoing expense were incurred as stated herein and that said expense were verified and documented as required.

Employee Signature [Signature] Date 5/9/2007

Employee Signature _____ Date _____

Employee Signature _____ Date _____

Department Head / Supervisor [Signature] Date 5/9/2007

City Administrator _____ Date _____

* Please use this space below for any further explanation of any item or for any comments in general.

\$30.00 was for fuel for the return trip. \$10.26 was for dinner the first night. No meal vouchers were provided for this meal. All other meals were provided by the MCTC, as well as the training and lodging.

Bennigan's Grill & Tavern
Urbandale, Iowa 276-7777
4800 Merle Hay Road
Urbandale, IA 50322
(515) 276-7777

Server: Kaitley DOB: 05/06/2007
07:17 PM 05/06/2007
Table 312/1 S/S0126

VISA 5243005
Card #XXXXXXXXXXXX6018
Magnetic Card Present: PEIFFER JAMES E
Approval: 619183

Amount: 10.26
+ Tip: 0
= Total: 10.26

X
Approval: 619183

Store Copy

Some receipt

Detailed copy

Bennigan's Grill & Tavern
Urbandale, Iowa 276-7777
4800 Merle Hay Road
Urbandale, IA 50322
(515) 276-7777

Server: Kaitley 05/06/2007
Table 312/1 7:15 PM
Guests: 2 50126

Soda 1.89
Philly Cheese Burger 7.79
Sub Total 9.68
Tax 0.58
Total 10.26

Balance Due 10.26

Looking for a fun &
exciting place to work?
Ask your server or a
manager for application today!

QUIKTRIP #00568
5169 MERLE HAY RD
DES MOINES, IA

Date: 05/08/07
Time: 06:37AM
Auth# 606353

Acct #
XXXXXXXXXXXX6018

Pump Gallons Price
3 10 348 \$2.899
Product: UNLEADED-E

Total: \$30.46

Thank You for
Shopping QuikTrip!
Please Come Back
Again!!



7105 NW 70th Avenue, Bldg B-57, Johnston, IA 50131-1824 • 1-800-803-6532 • 515-252-4756 • fax 515-727-3613

03-May-07

MEMORANDUM FOR: All students

SUBJECT: Advanced Vehicle Contraband Concealment
07-AVC-02/ 7-8 May 07

1. General: Thank you for your interest in the course offered by the Midwest Counterdrug Training Center (MCTC). This memorandum contains the administrative, logistical, and personnel issues concerning your attendance at the MCTC *Advanced Vehicle Contraband Concealment* course.
 - a. This course will be held in Bldg **B-57, the Recreation Hall.**
 - b. **If you are NOT planning to attend the course, please contact us immediately so we can allow another student to attend.**
 - c. No walk-ins or substitutions will be permitted.
 - d. If you have any special circumstances, please let MCTC know prior to the course start date. Items may include: traveling with individuals from different departments so we can house you at the same facility, if you bring your K-9, or any other circumstances that require special arrangements.
2. Attire/Equipment: There is no dress code for MCTC courses. It is suggested students attend in casual clothing. There is no required equipment for this course.
3. Lodging: MCTC provides lodging for students who live outside 50 miles from Camp Dodge. Approved dates of lodging for this course are the evenings of **6 - 7 May 07**. Any additional nights must be pre-approved by MCTC or will be the responsibility of the student / agency.

MCTC will make reservations at the *Holiday Inn & Suites*, 4800 Merle Hay Road, Des Moines, IA 50322. Please advise the hotel upon check-in if you require a smoking room. MCTC will be paying for your room; however a credit card is required when checking in because we do not pay for items such as movies, phone calls, etc.. **Let the hotel know that you are with MCTC and provide course dates when you check in.**
4. Arrival and Departure: The training will run **Monday – Tuesday, 7-8 May 07**. Registration will be 0730-0800 and class will begin promptly at 0800. Identification must be provided the morning of registration.

5. Maps and Directions: You will find two maps attached to this letter. The first is a map from the Des Moines Airport to Camp Dodge and the second is a map to the classroom.

a. *To Reach Camp Dodge from the Airport (Map 1)*: Take Highway 5 west to Interstate 35. Proceed north on I-35. After it combines with I-80, follow it around the north side of Des Moines, exiting at Merle Hay Road. Take Merle Hay Road north through the city of Johnston. Take a left (west) onto NW 70th Avenue. The entrance to Camp Dodge is located at the stoplight. Turn right to gain access to post. **NOTE: You MUST have a photo ID to present to security.**

b. *To Reach MCTC on Camp Dodge (Map 2) Follow the white MCTC signs*: Enter Camp Dodge and continue straight until you reach 5TH Street. Turn right and follow 5th Street to Main Avenue, turn left. Turn right off of Main Avenue onto 7th Street and the parking lot will be directly on the right-hand side. Please park in this parking lot and walk to the specific building where your class is being held. Please do not park at the PX.

c. *To Reach the Holiday Inn from the Airport*: Follow the same set of directions as if you were going to Camp Dodge exiting on Merle Hay Road. Take Merle Hay Road south. The Holiday Inn is just off the exit on the right-hand side of the road.

d. *To Reach Camp Dodge from the Holiday Inn*: Leave the Holiday Inn heading north on Merle Hay Road. Follow Merle Hay Road through the city of Johnston. Take a left (west) onto NW 70th Avenue. The entrance to Camp Dodge is located at the stoplight on your right.

e. *Problems*: Contact MCTC at 515-252-4756 if you have trouble locating Camp Dodge or the classroom.

6. Meals: All students will be provided lunch, and those students who requested lodging will also be provided breakfast and dinner.

a. *Breakfast*: Breakfast will be available at Hy-Vee Food Stores & Deli, 5750 Merle Hay Road, Johnston, IA 50131. Please notify the kitchen staff that you are with MCTC upon arrival.

b. *Lunch*: Lunch will be provided to all students.

c. *Dinner*: Meal vouchers and directions will be issued upon registration. MCTC currently offers five dining locations.

7. Emergency Contact Numbers: Should your work or family need to contact you during the course, they can use the following numbers:

<u>Main Office (B57):</u>	515-252-4756
<u>Camp Dodge Security (24 hours)</u>	515-240-3742
<u>Fax Machine:</u>	515-727-3613

8. If you have any questions regarding this memorandum please contact the Administration Office at 515-252-4756.

ROBERT B. UPCHURCH
Midwest Counterdrug Training Center
Director of Training