

Donation

Version 1.9 released on 8/3/21

Updated RFA for donations including travel donations (use employee reimbursement process for travel approvals)



CITY COUNCIL USE ONLY

Date Received: _____
Committee Date: _____
1st Agenda Date: _____

Tracking #: _____
Committee: _____
Hearing Date: _____
2nd Agenda Date: _____

CITY CLERK USE ONLY

☐ Scanned Date: 07.10.2024
☐ Posted Item #: 2407,01735

All department items requiring Council approval must be submitted through the Mayor's Office.

Primary Details

Board Approval

Department: Police
Contact Name: Jacob K. "Moose" Johnston
Bid/Project Number: _____
Project Title: _____
Travel Event Title: Senior Management Institute For Police
Traveler's Name: Jacob Johnston

Other Board Name

Email: jjohnston@cityoftulsa.org
Donator: Tulsa Police Foundation
Event Date: 07-06-2024 to 07-28-2024

City Council Approval

☐ Yes ☒ No

Phone: 9188942116
Type of Donation: Travel
Donation Amount/Value: \$10,600.00
City Council requires a dollar value

Budget

Funding Source(s)

Registration: \$10,600.00

TOTAL: \$10,600.00

Enter the funding source(s) using the appropriate Munis funding format: Org (Allocation Code)-Object-Amount (1001211-531401-\$10.00) or Project String-Amount (144104.AbstTitle5413102.6001-4043122-541102-\$30,000.01)

Approvals

Department: [Signature]
Legal: _____
Board: _____
Mayor: [Signature]
Other: _____

Date: 7/3/24
Date: _____
Date: _____
Date: JUL 10 2024
Date: _____

Policy Statement

Background Information

The Tulsa Police Foundation is sponsoring one member of the Tulsa Police Department to attend the Police Executive Research Form's Senior Management Institute for Police by paying the registration fee.

Provide background information on the requested action.

Summation of the Requested Action

Need approval for registration fee.

Summarize the pertinent details of the requested action

Other Pertinent Details

Provide any additional information that should be considered when considering approval of this contract document

Processing Information for City Clerk's Office

Post Execution Processing

- ☐ Mail vendor copy (add'l signature copies attached)
- ☐ Must be filed with other governmental entity
- ☐ Add'l governmental entity approval(s) required

Additional Routing and Processing Details



INTEROFFICE CORRESPONDENCE TRAVEL REQUEST

DATE SUBMITTED: 05/02/2024

MSS CLAIM NUMBER (ENTER AFTER TRAVEL APPROVED): 5692

TO: CHIEF FRANKLIN

FROM:

PRINT EMPLOYEE NAME/PAYROLL ID #: Jacob Johnston/100977

EMPLOYEE SIGNATURE: Jacob Johnston

DIVISION: PITD

DESTINATION: Boston, MA

DATES OF TRAVEL: START: 07/06/2024 END: 07/28/2024

EVENT: Senior Management Institute for Police

IS IT MANDATORY IN ORDER TO MAINTAIN A CERTIFICATION? NO

IF SO, WHAT CERTIFICATION? _____

IS THIS TRAVEL RELATED TO LAW ENFORCEMENT TRAINING FUNCTIONS?

YES

TRIP JUSTIFICATION:

I was selected to attend the Senior Management Institute for Police Session in the summer of 2024. The Tulsa Police Foundation will be funding my tuition and the department will be funding all other expenses, namely travel.

ESTIMATED EXPENSES:

FUNDING SOURCE:

ORGANIZATION: 1252116

OBJECT: 532101

PROJECT: _____

IS AN OUTSIDE ENTITY PAYING FOR ANY PORTION OF THIS TRIP? YES

IF YES, NAME OF ORGANIZATION: Tulsa Police Foundation

IS THIS A GOVERNMENT AGENCY? NO

IF NOT, COMPLETE RFA DONATION FORM [HERE](#)

<u>EXPENSES</u>	<u>ESTIMATED COST</u>	<u>PAYMENT SOURCE</u>
PER DIEM (DAYS + RATE):	\$ 148.00	OTHER
EVENT REGISTRATION:	\$ 11,500.00	OTHER
AIRFARE:	\$ 585.20	P CARD
HOTEL/LODGING:		SELECT
TRANSPORTATION:	\$ 100.00	PERSONAL CARD
OTHER:	\$ 100.00	PERSONAL CARD
OTHER:		SELECT
OTHER:		SELECT
TOTAL TRIP COST:	\$ 12,433.20	
OUTSIDE ENTITY COST:		
TOTAL CITY COST:		

APPROVAL:

LIEUTENANT: _____

CAPTAIN: _____

MAJOR: B.L. Wed 3 July 2024

DEPUTY CHIEF: _____

CHIEF: Dennis P. Lauer

EMPLOYEE MUST FILL OUT ALL FIELDS, PRINT THIS DOCUMENT, OBTAIN ALL DIVISIONAL SIGNATURES, ATTACH TRAVEL FLYER AND PROOF OF ESTIMATED EXPENSES BEFORE SCANNING AND EMAILING THIS DOCUMENT TO TPDCHIEF@CITYOFTULSA.ORG.

Police Executive Research Forum
1120 Connecticut Ave. NW
Suite 930
Washington, DC 20036
United States

INVOICE 20345

Remittance Address:
PERF
PO Box 418044
Boston, MA 02241



POLICE EXECUTIVE
RESEARCH FORUM

Tulsa Police
Jacob Johnston
5356 S. 73rd E. Ave.
Tulsa, Oklahoma 74145
United States

Invoice # 20345
Invoice Date 11/06/2023
Invoice Due 12/06/2023

Amount Due	\$ 0.00
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Transactions

Description	Amount
Remaining Balance - Remaining Balance - \$10600.00	\$ 10,600.00

Payments

Description	Amount
Check - 1096 on 11/03/2023	-\$ 10,600.00

Total Amount	\$ 10,600.00
Amount Paid	-\$ 10,600.00
Amount Due	\$ 0.00

For any questions, please contact Sydney Eischens at
seischens@policeforum.org or 202-454-8322.



AA RECORD LOCATOR: GUESVR



Get your boarding pass faster!
Scan this barcode at any
American Airlines Self-Service
Machine.

Tulsa to Boston 1 Adult

Saturday July 6, 2024 – Sunday July 28, 2024

AA Record Locator

GUESVR

Your record locator is your reservation confirmation number and will be needed to retrieve or reference your reservation.

Reservation Name

TUL/BOS

Status: Ticketed May 02, 2024

Total Paid:

\$585.20 USD

Flight	Depart	Arrive
<div><div>American Airlines</div><div>4384</div><div>Operated by Envoy Air</div></div>	<div>Tulsa (TUL)</div> <div>July 6, 2024 07:09 AM</div> <div>Travel Time : 2 h 51 m</div> <div>Class : Economy</div> <div>Seat : 16D</div>	<div>Washington (DCA)</div> <div>July 6, 2024 11:00 AM</div> <div>Booking Code : G</div> <div>Aircraft : E75</div>
<div><div>American Airlines</div><div>989</div></div>	<div>Washington (DCA)</div> <div>July 6, 2024 11:58 AM</div> <div>Travel Time : 1 h 35 m</div> <div>Class : Economy</div> <div>Seat : 18D</div>	<div>Boston (BOS)</div> <div>July 6, 2024 01:33 PM</div> <div>Booking Code : G</div> <div>Aircraft : 319</div>

Fare Amount

Adult

1 × \$498.60 USD

\$498.60 USD

Taxes & Carrier-Imposed Fees

Taxes and Fees

\$86.60 USD

Carrier-Imposed Fees

\$0.00 USD

Flight Subtotal

\$585.20 USD

Flight	Depart	Arrive
<div><div>American Airlines</div><div>2265</div></div>	<div>Boston (BOS)</div> <div>July 28, 2024 06:49 AM</div> <div>Travel Time : 2 h 56 m</div> <div>Class : Economy</div> <div>Seat : 28A</div>	<div>Chicago (ORD)</div> <div>July 28, 2024 08:45 AM</div> <div>Booking Code : L</div> <div>Aircraft : 738</div>
<div><div>American Airlines</div><div>4155</div><div>Operated by Envoy Air</div></div>	<div>Chicago (ORD)</div> <div>July 28, 2024 09:40 AM</div> <div>Travel Time : 2 h 4 m</div> <div>Class : Economy</div> <div>Seat : 16A</div>	<div>Tulsa (TUL)</div> <div>July 28, 2024 11:44 AM</div> <div>Booking Code : L</div> <div>Aircraft : E75</div>

Receipt

PASSENGER	TICKET NUMBER	FREQUENT FLYER NUMBER	FARE	EQUIV FARE	Tax/Fee/Charge	TICKET TOTAL
JOHNSTON,JACOB	0012137908275	0P943Y4	\$498.60 USD	0.00 USD	86.60	585.20
Payment Type: VISA *****4135					Total	\$585.20 USD

Endorsements/Restrictions
NONREF/FAREDIF/CXL BY FLT TIME OR NOVALUE

Terms and conditions:
If you've already begun travel, this receipt may only show portions of your trip not flown.
If your ticket involves travel outside the U.S., Canada, U.S. Virgin Islands or Puerto Rico and has been reissued, your ticket total may not include all taxes. Please contact Reservations for the correct total.
A summary of all the terms and conditions that apply to your travel are available on [aa.com/conditionsofcarriage](https://www.aa.com/conditionsofcarriage).



POLICE EXECUTIVE
RESEARCH FORUM

Police Executive Research Forum

Remittance Address:

PO Box 418044
Boston, MA 02241
(202) 466-7820 fax (202) 466-7826

October 6, 2023

Invoice No: 209407403

INVOICE

SMIP Attendee:

Name	Jacob Johnston
Organization	Tulsa Police
Address	600 Civic Center
	Tulsa, Oklahoma 74105
SMIP Session	Session 92: July 7th - July 25th

Please pay the **BALANCE DUE** by check within 45 days. The check should be payable to *Police Executive Research Forum*, with the name of the participant and agency in the memo section, and sent to:

PERF c/o SMIP
PO Box 418044
Boston, MA 02241-8044

Description	Amount
Session 92: July 7th - July 25th Parking Jacob Johnston Tulsa Police	\$11,150.00
Please make checks payable in U.S. funds	
Subtotal	\$11,150.00
Amount Paid to Date	\$550.00
Balance Due	\$10,600.00

PLEASE CONTACT GABRIELLE SEREBOFF AT gsereboff@Policeforum.org or (202) 454-8343 WITH ANY QUESTIONS