

Donation

Version 2.4 released on 7/24/23


CITY COUNCIL USE ONLY

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

Tracking #: _____

Committee: _____

Hearing Date: _____

2nd Agenda Date: _____
CITY CLERK USE ONLY
☐ ScannedDate: 10.16.2024☐ PostedItem #: 2410.02794

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

Board Approval
Other Board Name
City Council Approval
☒ Yes ☐ No

Department
Police

Contact Name
Shelly Burkhalter

Email
sburkhalter@cityoftulsa.org

Phone
918-596-2802

Bid/Project Number

Project Title

Donator
National Criminal Justice Training
Center

Type of Donation
Travel

Travel Event Title
2024 Hate Crimes Grantee
Conference

Traveler's Name
Stanley Preston & Brandon
Watkins

Event Date
9/22/24

Donation Amount/Value
\$2,719.50

Funding Source(s)

Department:

Dennis L. Lamm

Legal:

Board:

Mayor:

Other:

[Signature]

TOTAL:

Date: 10-3-24

Date:

Date:

Date:

Date:

OCT 16 2024

Background Information

The 2024 Hate Crimes Grantee Conference is a multidisciplinary forum designed for award recipients of several Bureau of Justice Assistance funding programs: the Matthew Shepard and James Byrd, Jr. Hate Crimes Program, the Emmett Till Cold Case Investigations and Prosecution Program, the Collaborative Approaches toward Preventing and addressing Hate Crimes Program - Demonstration Projects, and the Community-based Approaches to Prevent and Address Hate Crimes Program.

This 2 1/2 day, invitation-only event aims to bring together a diverse group of grant recipients. Participants will include representatives from community-based organizations and law enforcement and prosecutorial agencies from across the country. The goal is to foster collaboration and enhance their capacities to prevent and respond to hate crimes. The conference will focus on three main themes: Understanding and Recognizing Hate Crimes, Building Strategies for Resilience and Response, and Advancing to Healing and Action.

Acknowledging the historical significance of Birmingham, Alabama, to the conference program, several optional educational opportunities will be available to conference attendees during off hours. These opportunities will create transformative experiences that promote cultural engagement and community involvement, particularly in the realm of civil rights history

Summation of the Requested Action

Request approval of the travel donation

Other Pertinent Details
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

Preston Stanley - Claim#6902	\$	Paid By
Per Diem (4x\$64)	256.00	Personal Card
Transportation	16.52	Personal Card
Transportation	21.17	Personal Card
Transportation	31.15	Personal Card
Total Personal	<u>324.84</u>	
Hotel	442.59	Pcard - Mayors Office
Airfare	568.95	Pcard - Mayors Office
Total Pcard	<u>1011.54</u>	
Total Expenses	<u>1336.38</u>	

Brandon Watkins - Claim#6937	\$	Paid By
Per Diem (4x\$64)	256.00	Personal Card
Hotel	483.39	Personal Card
Transportation	38.78	Personal Card
Parking	36.00	Personal Card
Total Personal	<u>814.17</u>	Personal Card
Airfare	568.95	Pcard - Mayors Office
Total Pcard	<u>568.95</u>	
Total Expenses	<u>1383.12</u>	

Marshelle Freeman released into workflow 10/2/24 9:11am

Total Expenses both travel 2719.50

MSS Claim Number: 6937

Name: Brandon Watkins

Emp #: 105450

Event: 2024 Hate Crimes Grantee Conference

Location: Birmingham, AL

ORG:

OBJ:

PROJECT:

532101

Is outside entity paying for any portion of this trip?

No

Yes

X

If yes, name of organization paying all or part of trip is required in green box at right:

National Criminal Justice Training Center

Expense	Number of Days or Miles as applicable	Rate (if applicable)	If Outside Entity direct pay or reimburse, put a "X" next to the expense	X	Actual Expenses	OWE
---------	---------------------------------------	----------------------	--	---	-----------------	-----

PER DIEM is the only advance provided for travel. All other expenses will be post travel.

Per Diem - HI/Low rates \$64 & \$74	Number of Days	4.0	\$	64.00	256.00	Advance: Paid	\$	-	\$	256.00	256.00
-------------------------------------	----------------	-----	----	-------	--------	---------------	----	---	----	--------	--------

Travel Dates: 09/22/2024 to 9/25/2024

Payroll Advance Paid:

NA

Post travel expenses that may be reimbursed: Do not include \$ amounts -provide those on Chiefs' memo only

Mark X applicable anticipated expense

Hotel	Paid with Personal Card		\$	483.39	483.39		
Transportation	Airport to Hotel & Hotel to Airport Paid with Personal Card		\$	38.78	38.78		
Personal Mileage or Coach Airfare, if less	0.670		\$	-	-		
Parking Tulsa International Airport			\$	36.00	36.00		
				-	-		
				-	-		
TOTAL AMOUNT OWED:			Advance:	\$	-	814.17	814.17

PAYROLL - FINAL PAYMENT PAID

PCARD PURCHASES		Estimate:			
Airfare	Paid by Mayor's Office	568.95		568.95	-
					-
					-
					-
					-
Expenses paid directly to the vendor		568.95		568.95	-
TOTAL TRIP					1,383.12

Amount Reimbursed from Other Entity

City Expense

Shelly Burkhalter

Reviewed By

10/2/2024

Date

Enter Notes Here:

Departed Tulsa 9/22/2024 5:00am | Returned to Tulsa 5:46pm on 9/25/2024



INTEROFFICE CORRESPONDENCE TRAVEL REQUEST


DATE SUBMITTED: 9/30/2024

MSS CLAIM NUMBER (ENTER AFTER TRAVEL APPROVED): 6937

TO: CHIEF LARSEN

FROM:

PRINT EMPLOYEE NAME/PAYROLL ID #: Lt. Brandon Watkins/105450

EMPLOYEE SIGNATURE: 

DIVISION: Det

DESTINATION: Birmingham, Al

DATES OF TRAVEL: START: 9/21/2024 9/22/24 END: 9/25/2024

EVENT: Hate Crimes Conference

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:

This trip was to participate in the Emmitt Till Grant Hate Crimes Conference since the city is an awardee of the Emmitt Till Grant.

ESTIMATED EXPENSES:

FUNDING SOURCE:

ORGANIZATION: BJA

OBJECT: _____

PROJECT: _____

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

IF YES, NAME OF ORGANIZATION: BJA

IS THIS A GOVERNMENT AGENCY? YES ☐

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

<u>EXPENSES</u>	<u>ESTIMATED COST</u>	<u>PAYMENT SOURCE</u>
PER DIEM (DAYS + RATE):	4 days + 64	PERSONAL CARD <input checked="" type="checkbox"/>
EVENT REGISTRATION:		SELECT
AIRFARE:		SELECT
HOTEL/LODGING:	483.39	SELECT
TRANSPORTATION:	38.78 Lyft	SELECT
OTHER:		SELECT
OTHER:		SELECT
OTHER:		SELECT
TOTAL TRIP COST:	\$ 0.00	
OUTSIDE ENTITY COST:		
TOTAL CITY COST:		

APPROVAL:

LIEUTENANT: _____

CAPTAIN:  _____

MAJOR:  _____

DEPUTY CHIEF: _____

CHIEF:  _____

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.

Burkhalter, Shelly

From: Watkins, Brandon
Sent: Monday, September 30, 2024 3:42 PM
To: Burkhalter, Shelly
Subject: Fw: TIME SENSITIVE: 2024 Hate Crimes Grantee Conference - Designation of Attendees

Lt. Brandon Watkins
Tulsa Police Department
Homicide Unit
(918)596-9135

From: Wollmershauser, Mark <mwollmershauser@cityoftulsa.org>
Sent: Friday, August 16, 2024 9:56 AM
To: Watkins, Brandon <bwatkins@cityoftulsa.org>; Stanley, Preston <pstanley@cityoftulsa.org>
Cc: Williams, Malcolm <mwilliams@cityoftulsa.org>; McCord, Matthew <mmccord@cityoftulsa.org>; Meulenberg, Richard <rgmeulenberg@cityoftulsa.org>
Subject: FW: TIME SENSITIVE: 2024 Hate Crimes Grantee Conference - Designation of Attendees

Here is the information. Lt. Watkins or Preston, I need just one of you to fill out both of your information using the link contained in the email. Opt to have email responses sent back to you and then send those to me. You will need to work with your chain of command to complete travel packets. I will loop you all in on a separate email with the Grant Coordinator in the Mayor's office, so you will know where to point budget info towards, if there is any need for that. As both slots are being covered by the program and not going against the grant budget, BJA may just handle all of your travel for you by reaching out to you directly to schedule flights and hotels.

Thank you all again for being willing to go to this and represent the department. Let me know if you have any questions.

Major Mark Wollmershauser Jr. | Training Director

City of Tulsa Police Department
Training Division
6066 E. 66th S.N., Tulsa, Ok 74117
T: 918-591-4507
F: 918-591-4505
E: mwollmershauser@cityoftulsa.org
www.cityoftulsa.org



Notice: This e-mail (including any attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. 2510-2521, is confidential and may be legally privileged. If you are not the intended recipient, you are hereby notified that any retention, dissemination, distribution, or copying of this communication (including any attachments) is strictly prohibited. Please reply to the sender that you have received the message in error, then delete it.

From: Jansen, Jen <jen.jansen7824@fvtc.edu>
Sent: Thursday, August 15, 2024 8:11 AM
To: Jansen, Jen <jen.jansen7824@fvtc.edu>
Cc: Rieckmann-Sell, Devin J <devin.rieckmann-sell7934@fvtc.edu>; Mahloch, Kristina M <kristina.mahloch9949@fvtc.edu>; Banks, Roicia S <roicia.banks3969@fvtc.edu>; Rasmussen, Janell L

<janell.rasmussen4001@fvtc.edu>

Subject: TIME SENSITIVE: 2024 Hate Crimes Grantee Conference - Designation of Attendees

Greetings Emmett Till Project Grantees!

On behalf of the U.S. Department of Justice, Bureau of Justice Assistance (BJA), please accept this invitation to the **2024 Hate Crimes Grantee Conference in Birmingham, Alabama, on September 23–25, 2024**. This invitation-only, 2½-day event will host award recipients of the Matthew Shepard and James Byrd, Jr. Hate Crimes Program; the Emmett Till Cold Case Investigations and Prosecution Program (Emmett Till); the Collaborative Approaches toward Preventing and Addressing Hate Crime–Demonstration Projects; and the Community-based Approaches to Prevent and Address Hate Crimes Program. The conference will bring together attendees from over 60 community-based organizations and law enforcement and prosecutorial agencies to interact with a diverse group of peers, practitioners, subject-matter experts, researchers, training and technical assistance (TTA) providers, civil rights advocates, and policymakers.

We are excited to be able to provide sponsorships for up to two individuals from each Emmett Till grantee site to attend the 2024 Hate Crimes Grantee Conference. The sponsorship will cover travel costs (including parking/transportation costs), accommodation at the host hotel, and per diem. Selection of the individuals to receive sponsorships should be made in collaboration with the project lead. If desired, three additional representatives from a program site can attend the conference. There is no registration fee to attend.

Grantee site representatives, please collaborate with the project lead to complete and submit the form found at the following link no later than 12:00 Noon, ET, Monday, August 19, 2024: [Grant Site Designee Form](#).

The form allows a grantee site to designate up to five individuals to attend the conference and will assist the conference planning team with vetting and confirming the site representatives.

Each individual approved to attend the conference will receive additional guidance and details regarding registration and any travel logistics (if applicable).

If no one from your agency/organization can attend this event, kindly respond to this email declining attendance.

If you have questions, please contact the conference planning team at info@hatecrimestta.org.

We hope you are able to join us for this conference and we are looking forward to seeing you there!

Thank you,

Jen Jansen

Project Coordinator
National Criminal Justice Training Center
of Fox Valley Technical College
1825 N. Bluemound Drive | Appleton, WI 54914
(855) 866-2582 – toll free
(920) 735-2516 – direct
(920) 831-5400 – fax
jansenj@fvtc.edu | www.ncjtc.org

CAUTION: This email originated from outside of the organization. Do not reply, forward, click links, or open attachments unless you recognize the sender and know the content is safe. Please report using the Phish Alert button in the Outlook Desktop Client if this message contains potentially unsafe content.



AA RECORD LOCATOR: OESYKH



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

Tulsa to Birmingham

2 Adults

Sunday September 22, 2024 – Wednesday September 25, 2024

Total Paid:

\$1,137.90 USD

AA Record Locator

OESYKH

Reservation Name

TUL/BHM

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

Status: **Ticketed** Sep 05, 2024

Flight	Depart	Arrive
American Airlines 882	Tulsa (TUL) September 22, 2024 05:00 AM Travel Time : 1 h 20 m Class : Economy Seat : 8A , 16A	Dallas/ Fort Worth (DFW) September 22, 2024 06:20 AM Booking Code : S Aircraft : Boeing 737-800
American Airlines 2859	Dallas/ Fort Worth (DFW) September 22, 2024 07:01 AM Travel Time : 1 h 44 m Class : Economy Seat : 8A , 9F	Birmingham (BHM) September 22, 2024 08:45 AM Booking Code : S Aircraft : Airbus A319

Fare Amount

Adult
2 × \$483.49 USD \$966.98 USD

AAdvantage® Benefits

Main Cabin Extra \$0.00 USD

Priority AccessSM \$0.00 USD

Same-Day Standby \$0.00 USD

Taxes & Carrier-Imposed Fees

Taxes and Fees \$170.92 USD

Carrier-Imposed Fees \$0.00 USD

Flight Subtotal

\$1,137.90 USD

Flight	Depart	Arrive
American Airlines 3888 Operated by Envoy Air	Birmingham (BHM) September 25, 2024 01:35 PM Travel Time : 2 h 9 m Class : Economy Seat : 9D , 10A	Dallas/ Fort Worth (DFW) September 25, 2024 03:44 PM Booking Code : Q Aircraft : Embraer 175
American Airlines 2360	Dallas/ Fort Worth (DFW) September 25, 2024 04:35 PM Travel Time : 1 h 11 m Class : Economy Seat : — , 9F	Tulsa (TUL) September 25, 2024 05:46 PM Booking Code : Q Aircraft : Boeing 737-800

Receipt

PASSENGER	TICKET NUMBER	FREQUENT FLYER NUMBER	FARE	EQUIV FARE	Tax/Fee/Charge	TICKET TOTAL
WATKINS,BRANDON	0012174002272		\$483.49 USD	0.00 USD	85.46	568.95
STANLEY,PRESTON	0012174002273	77XK3H4	\$483.49 USD	0.00 USD	85.46	568.95
Payment Type: VISA *****0959					Total	\$1,137.90 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.

Burkhalter, Shelly

From: Watkins, Brandon
Sent: Monday, September 30, 2024 3:20 PM
To: Burkhalter, Shelly
Subject: Fw: Kyra Carby 09/22/2024 trip details

I believe this is the itinerary

Lt. Brandon Watkins
Tulsa Police Department
Homicide Unit
(918)596-9135

From: American.Airlines@info.email.aa.com <American.Airlines@info.email.aa.com>
Sent: Thursday, September 5, 2024 4:56 PM
To: Stanley, Preston <pstanley@cityoftulsa.org>; Watkins, Brandon <bwatkins@cityoftulsa.org>
Subject: Kyra Carby 09/22/2024 trip details

American Airlines



AA Record Locator: OESYKH

Status: **Ticketed** - Sep 05, 2024

Your Itinerary

Carrier	Flight Number	Departing		Arriving		Booking Code	Meals
		City	Date & Time	City	Time		
AMERICAN AIRLINES	882	TUL Tulsa	Sep 22, 2024 05:00 AM	DFW Dallas/ Fort Worth	Sep 22, 2024 06:20 AM	S	N/A
AMERICAN AIRLINES	2859	DFW Dallas/ Fort Worth	Sep 22, 2024 07:01 AM	BHM Birmingham	Sep 22, 2024 08:45 AM	S	N/A
AMERICAN AIRLINES OPERATED BY ENVOY AIR AS AMERICAN EAGLE	3888	BHM Birmingham	Sep 25, 2024 01:35 PM	DFW Dallas/ Fort Worth	Sep 25, 2024 03:44 PM	Q	N/A
AMERICAN AIRLINES	2360	DFW Dallas/ Fort Worth	Sep 25, 2024 04:35 PM	TUL Tulsa	Sep 25, 2024 05:46 PM	Q	N/A

Traveler Information

Passenger	Class	Seat Assignment
KYRA CARBY	Economy	8F
BRANDON WATKINS	Economy	8A
PRESTON STANLEY	Economy	8B
KYRA CARBY	Economy	8F

BRANDON WATKINS	Economy	8A
PRESTON STANLEY	Economy	8C
KYRA CARBY	Economy	8C
BRANDON WATKINS	Economy	9D
PRESTON STANLEY	Economy	9F
KYRA CARBY	Economy	
BRANDON WATKINS	Economy	
PRESTON STANLEY	Economy	

Traveling passengers may check in and obtain boarding passes for U.S. domestic electronic tickets within 24 hours of the flight time online at AA.com by using www.aa.com/checkin or at a Self-Service Check-In machine at the airport. Check-in options may be found at www.aa.com/options. For information regarding American Airlines checked baggage policies, please visit www.aa.com/baggageinfo.

Travelers must present a government-issue photo ID with either a boarding pass or a priority verification card at the security screening checkpoint

Please remember flight details are subject to change. In order to check a flight's status, gate, or departure and arrival time, go to www.aa.com and enter the flight information in the Gates and Times search area. In order to receive automatic notifications of flight changes, click on the Flight Status Notifications section on the www.aa.com homepage and enter the required flight and contact information.

[Privacy Policy](#)

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Sheraton Birmingham Hotel
 2101 Richard Arrington Jr N Bl
 Birmingham, AL 35203
 United States Of America
 Tel: 205-324-5000 Fax: 205-307-3045



BRANDON WATKINS
 600 CIVIC CTR
 TULSA, OK, 741033829
 United States Of America
 207753 - 2024 Hate Crimes Grantee Conve

Page Number : 1 Invoice Nbr : 1002845960
 Guest Number : 3760183
 Folio ID : A
 Arrive Date : 22-SEP-24 08:59
 Depart Date : 25-SEP-24 11:01
 No. Of Guest : 1
 Room Number : 643
 Marriott Bonvoy Number :

Tax Invoice

Tax ID : 63-056-8679

Sheraton B'ham BHMSI SEP-25-2024 11:10 WHAWK754

Date	Reference	Description	Charges (USD)	Credits (USD)
22-SEP-24	1	Internet-Guest Room	9.95	
22-SEP-24	1	Internet-Guest Room	1.00	
22-SEP-24	RT643	Room Chrg - Grp - Association	123.00	
22-SEP-24	RT643	Occupancy/Tourism	21.53	
22-SEP-24	RT643	Convention And Tourism Tax	3.00	
23-SEP-24	1	Internet-Guest Room	29.85	
23-SEP-24	RT643	Room Chrg - Grp - Association	123.00	
23-SEP-24	RT643	Occupancy/Tourism	21.53	
23-SEP-24	RT643	Convention And Tourism Tax	3.00	
24-SEP-24	RT643	Room Chrg - Grp - Association	123.00	
24-SEP-24	RT643	Occupancy/Tourism	21.53	
24-SEP-24	RT643	Convention And Tourism Tax	3.00	
25-SEP-24	VI	Visa-8901		-483.39
For Authorization Purpose Only				
xxxxxx8901				
Date	Time	Code	Authorized	
22-SEP-24				

Continued on the next page

Sheraton Birmingham Hotel
2101 Richard Arrington Jr N Bl
Birmingham, AL 35203
United States Of America
Tel: 205-324-5000 Fax: 205-307-3045



BRANDON WATKINS
600 CIVIC CTR
TULSA, OK, 741033829
United States Of America
207753 - 2024 Hate Crimes Grantee Conve

Page Number	:	2	Invoice Nbr	:	1002845960
Guest Number	:	3760183			
Folio ID	:	A			
Arrive Date	:	22-SEP-24	08:59		
Depart Date	:	25-SEP-24	11:01		
No. Of Guest	:	1			
Room Number	:	643			
Marriott Bonvoy Number	:				

516.60

08:59 07

Approve EMV Receipt for VI - 8901: Signature Captured
Application Label: VISA CREDIT AID: A0000000031010
ARC: 00 IAD: 0602120360A002 TSI: E800 TVR: 0000008000

** Total	483.39	-483.39
*** Balance	0.00	

I agreed to pay all room & incidental charges.

Stay well, no matter where you travel. Reconnect with your well-being and find your next destination at westin.com.

Continued on the next page

Sheraton Birmingham Hotel
2101 Richard Arrington Jr N Bl
Birmingham, AL 35203
United States Of America
Tel: 205-324-5000 Fax: 205-307-3045



BRANDON WATKINS
600 CIVIC CTR
TULSA, OK, 741033829
United States Of America
207753 - 2024 Hate Crimes Grantee Conve

Page Number : 3
Guest Number : 3760183
Folio ID : A
Arrive Date : 22-SEP-24 08:59
Depart Date : 25-SEP-24 11:01
No. Of Guest : 1
Room Number : 643
Marriott Bonvoy Number :

EXPENSE SUMMARY REPORT

Currency: USD

Date	Room&Tax	Food&Bev	Telephone	Other	Total	Payment
09-22-2024	0.00	0.00	0.00	158.48	158.48	0.00
09-23-2024	0.00	0.00	0.00	177.38	177.38	0.00
09-24-2024	0.00	0.00	0.00	147.53	147.53	0.00
09-25-2024	0.00	0.00	0.00	0.00	0.00	-483.39
Total	0.00	0.00	0.00	483.39	483.39	-483.39

Signature_____

Bring the Sheraton sleep experience home with you. Visit [SheratonStore.com](https://www.sheratonstore.com).

Burkhalter, Shelly

From: Watkins, Brandon
Sent: Monday, September 30, 2024 3:35 PM
To: Burkhalter, Shelly
Subject: Fw: Your receipt for rides on September 23

Here are the Lyft receipts

Lt. Brandon Watkins
Tulsa Police Department
Homicide Unit
(918)596-9135

From: Brandon Watkins <bjwatkins1888@yahoo.com>
Sent: Monday, September 30, 2024 3:33 PM
To: Watkins, Brandon <bwatkins@cityoftulsa.org>
Subject: Fw: Your receipt for rides on September 23

[Sent from Yahoo Mail for iPhone](#)

Begin forwarded message:

On Tuesday, September 24, 2024, 9:45 AM, Lyft Receipts <no-reply@lyftmail.com> wrote:



Your total charges for September 23



September 23, 2024 5:38 PM

\$18.79

Ride fare

● **Pickup 5:38 PM**

2130 Richard Arrington Jr Blvd N, Birmingham, AL 35203,
United States

● **Drop-off 5:48 PM**

531 Brookwood Vlg, Homewood, AL 35209, United States



September 23, 2024 6:20 PM

\$19.99

Ride fare

● **Pickup 6:20 PM**

531 Brookwood Vlg, Homewood, AL 35209, United States

● **Drop-off 6:29 PM**

2130 Richard Arrington Jr Blvd N, Birmingham, AL 35203,
United States



MasterCard *1769

\$38.78



One day of rides in a single charge

You were charged \$38.78 for all of
the rides you took on September 23.

Review '[Payment frequency](#)' in the
'[Payment](#)' tab in your Lyft app.

Applies to all rides (including bikes and scooters) taken in your personal profile, using Mastercard®, Visa,
American Express, Apple Pay, or Discover.

[Help Center](#)

We never share your address with your driver after a ride.
[Learn more](#) about our commitment to safety.

© 2024 Lyft, Inc.
548 Market St., P.O. Box 68514
San Francisco, CA 94104
CPUC ID No. TCP0032513 - P

Work at Lyft
Become a Driver

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Thank you for visiting
Tulsa International Airport
Parking
Tel: 918-838-5466
Main Exit 5
DATE: 09/25/24
TIME: 06:02 PM

Receipt No. 218/1707/89
* Original *

Ticket: **797427**

Entry : 09/22/24 03:56 AM
LPR :

Amount **36.00**

Credit: 36.00
Trans ID : 500500150
Card No. : xxxxxxxxxxxx1763
Card Type: MASTER CARD

Company Name: ~1

Name: ~3

Exp. Date: ~4

Burkhalter, Shelly

From: Watkins, Brandon
Sent: Tuesday, October 1, 2024 10:13 AM
To: Burkhalter, Shelly
Subject: Fw: 2024 Hate Crimes Grantee Conference - Travel Reimbursement Items Needed

I just got this and I don't know if this complicates anything...

Lt. Brandon Watkins
Tulsa Police Department
Homicide Unit
(918)596-9135

From: Jansen, Jen <jen.jansen7824@fvtc.edu>
Sent: Tuesday, October 1, 2024 9:58 AM
To: Watkins, Brandon <bwatkins@cityoftulsa.org>
Subject: 2024 Hate Crimes Grantee Conference - Travel Reimbursement Items Needed

Good Morning, Brandon

I hope you had a wonderful time in Birmingham, AL for the 2024 Hate Crimes Grantee Conference.

For your travel reimbursement expenses, I will need a few things from you. Below are the items I will need in order to move forward with the reimbursement process.

- Please provide the name of the payee (as the name should appear on the check).
- Please provide the payee address the check will be mailed to.
- 1 checked baggage receipt(s) (to/from Birmingham).
- Airport parking receipts.
- Receipt of airfare costs.
- If you had any toll fees to/from home/airport, please provide those receipts.
- Detailed hotel receipt
- Google map showing mileage to/from home to/from airport (you will be reimbursed \$0.67/mile both ways).
- Rideshare/taxi receipts to/from hotel/airport.

You will receive straight per diem reimbursement at the GSA rate of \$69 for full days and \$51.75 for travel days. We do not need receipts for meals, since this is a 'flat' reimbursement total based off your travel itinerary.

Please let me know if you have any questions or need further clarifications on any of these needed items.

Thank you!

Jen Jansen
Project Coordinator
National Criminal Justice Training Center
of Fox Valley Technical College
1825 N. Bluemound Drive | Appleton, WI 54914
(855) 866-2582 – toll free

(920) 735-2516 – direct

(920) 831-5400 – fax

jansenj@fvtc.edu | www.ncjtc.org

CAUTION: This email originated from outside of the organization. Do not reply, forward, click links, or open attachments unless you recognize the sender and know the content is safe. Please report using the Phish Alert button in the Outlook Desktop Client if this message contains potentially unsafe content.

MSS Claim Number: 6902

Name Preston Stanley

Emp # 135013

Event 2024 Hate Crimes Grantee Conference

Location Birminham, Alabama

ORG:

OBJ:

PROJECT:

532101

2329FR0010.OthSvs.Trng.2428

Is outside entity paying for any portion of this trip?

No

Yes

X

If yes, name of organization paying all or part of trip is required in green box at right:

Emmett Till Cold Case Grant

Expense	Number of Days or Miles as applicable	Rate (if applicable)	If Outside Entity direct pay or reimburse, put a "X" next to the expense	X	Actual Expenses	OWE		
PER DIEM is the only advance provided for travel. All other expenses will be post travel.								
Per Diem - H/Low rates \$64 & \$74	Number of Days	4.0	\$ 64.00	256.00	Advance: Paid	\$ -	\$ 256.00	256.00

Travel Dates 9/22/2024 to 9/25/2024

Payroll Advance Paid:

NA

Post travel expenses that may be reimbursed: Do not include \$ amounts -provide those on Chiefs' memo only

Mark X applicable anticipated expense

Transportation	Airport to Hotel				\$ 16.52	16.52
Transportation	Hotel to Airport				\$ 21.17	21.17
Personal Mileage or Coach Airfare, if less		0.655				-
Transportation	Airport to Home				\$ 31.15	31.15
						-
						-
TOTAL AMOUNT OWED:			Advance:	\$ -		324.84
						324.84

PAYROLL - FINAL PAYMENT PAID

PCARD PURCHASES		Estimate:		
Airfare		568.95	568.95	-
Lodging		442.58	442.58	-
				-
				-
				-
Expenses paid directly to the vendor		1,011.53	1,011.53	-
TOTAL TRIP				1,336.37

Amount Reimbursed from Other Entity

City Expense

Shelly Burkhalter

Digitally signed by Shelly Burkhalter
Date: 2024.09.30 12:09:23 -05'00'

9/30/2024

Reviewed By

Date

Enter Notes Here:

Departed Tulsa 5:00 am on 9/22/2024 | Retured to Tulsa 5:46 pm on 9/25/2025

Re: Travel funding

Carby, Kyra <kcarby@cityoftulsa.org>

Fri 9/20/2024 10:38 AM

To: Stanley, Preston <pstanley@cityoftulsa.org>

Cc: Wollmershauser, Mark <mwollmershauser@cityoftulsa.org>

Morning,

Apologies for the delay as I got clarification.

The project information below can be used to charge training expenses to the grant.

- 2329FR0010.OthSvs.Trng.2428

With Gratitude,

Kyra Carby | Community Genealogy Grant Coordinator

City of Tulsa | Mayor's Office of Resilience and Equity

175 East 2nd Street

Tulsa, OK 74103

[918-596-7268](tel:918-596-7268) (office)

kcarby@cityoftulsa.org

www.cityoftulsa.org

Pronouns: she, her, hers

From: Stanley, Preston <pstanley@cityoftulsa.org>

Sent: Thursday, September 19, 2024 2:32 PM

To: Carby, Kyra <kcarby@cityoftulsa.org>

Cc: Wollmershauser, Mark <mwollmershauser@cityoftulsa.org>

Subject: Travel funding

Kyra-

We're completing our travel documentation for Birmingham – we're a little behind on it.

For the per diem and transportation, what is the funding source (organization, object, project)?

Thanks for the help!

Preston Stanley | Media Relations Specialist

Tulsa Police Department-Chief's Section

600 Civic Center, Suite 303

Direct: 539.629.9671

Email: Pstanley@cityoftulsa.org



INTEROFFICE CORRESPONDENCE TRAVEL REQUEST

DATE SUBMITTED: 09/19/2024

MSS CLAIM NUMBER (ENTER AFTER TRAVEL APPROVED): 6902

TO: CHIEF LARSEN

FROM:

PRINT EMPLOYEE NAME/PAYROLL ID #: Preston Stanley/135013

EMPLOYEE SIGNATURE: Preston Stanley

DIVISION: Public Affairs

DESTINATION: Birmingham, Alabama

DATES OF TRAVEL: START: 09/22/2024 END: 09/25/2024

EVENT: 2024 Hate Crimes Grantee Conference

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:

The 2024 Hate Crimes Grantee Conference is a multidisciplinary forum designed for award recipients of several Bureau of Justice Assistance funding programs: the Matthew Shepard and James Byrd, Jr. Hate Crimes Program, the Emmett Till Cold Case Investigations and Prosecution Program, the Collaborative Approaches toward Preventing and Addressing Hate Crimes Program—Demonstration Projects, and the Community-based Approaches to Prevent and Address Hate Crimes Program.

This 2 1/2-day, invitation-only event aims to bring together a diverse group of grant recipients. Participants will include representatives from community-based organizations and law enforcement and prosecutorial agencies from across the country. The goal is to foster collaboration and enhance their capacities to prevent and respond to hate crimes.

The conference will focus on three main themes: Understanding and Recognizing Hate Crimes, Building Strategies for Resilience and Response, and Advancing to Healing and Action.

Acknowledging the historical significance of Birmingham, Alabama, to the conference program, several optional educational opportunities will be available to conference attendees during off hours. These opportunities will create transformative experiences that promote cultural engagement and community involvement, particularly in the realm of civil rights history.

Williams, Chloe

From: Stanley, Preston
Sent: Thursday, September 19, 2024 1:17 PM
To: TPD Chief
Subject: Preston Stanley Travel Request
Attachments: PStanley_BirminghamTravel.pdf

*This travel is already booked. I was recommended to go to this by DCOP Wollmershauser and the cost will be reimbursed in full.

I just need this signed by a Chief as a formality so I can get this into munis.

Thanks!

Preston Stanley | Media Relations Specialist

Tulsa Police Department-Chief's Section

600 Civic Center, Suite 303

Direct: 539.629.9671

Email: Pstanley@cityoftulsa.org



Burkhalter, Shelly

From: Stanley, Preston
Sent: Thursday, September 26, 2024 10:33 AM
To: Burkhalter, Shelly
Cc: Orr, Erin
Subject: Travel receipts
Attachments: 3759991Folio-A_607693.pdf; Receipt_25Sep2024_233023.pdf; Receipt_25Sep2024_163259.pdf; Receipt_23Sep2024_004146.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Shelly -

I've attached the hotel receipt from my travel to Birmingham. The cost was as planned, \$442.58 and was prepaid.

I've also attached 3 rideshare receipts, totaling \$68.84 – this needs to be adjusted down as we put in \$100 for the anticipated cost of rideshare in an estimate.

I need to be reimbursed for the rideshare and the per diem – I don't think it will be on my check tomorrow.

Please let me know if you need anything else!

Preston Stanley | Media Relations Specialist

Tulsa Police Department-Chief's Section
600 Civic Center, Suite 303

Direct: 539.629.9671

Email: Pstanley@cityoftulsa.org



Sheraton Birmingham Hotel
2101 Richard Arrington Jr N Bl
Birmingham, AL 35203
United States Of America
Tel: 205-324-5000 Fax: 205-307-3045



PRESTON STANLEY
14510 E 80TH ST N
OWASSO, OK, 74055
United States Of America
207753 - 2024 Hate Crimes Grantee Conve

Page Number	:	1	Invoice Nbr	:	1002846100
Guest Number	:	3759991			
Folio ID	:	A			
Arrive Date	:	22-SEP-24	08:57		
Depart Date	:	25-SEP-24	11:02		
No. Of Guest	:	1			
Room Number	:	933			
Marriott Bonvoy Number	:	8084			

Information Invoice

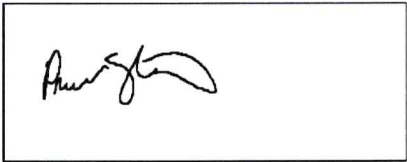
Tax ID : 63-056-8679
Sheraton B'ham BHMSI SEP-25-2024 11:10 KAMOT735

Date	Reference	Description	Charges (USD)	Credits (USD)
------	-----------	-------------	---------------	---------------

Approve EMV Receipt for MC - 2734: Signature Captured
Application Label: MASTERCARD AID: A0000000041010
ARC: 00 IAD: 01106070012200006E5C000000000000FF
TSI: E800 TVR: 0000008000

** Total	0.00	0.00
*** Balance	0.00	

I agreed to pay all room & incidental charges.



Sheraton Birmingham Hotel
2101 Richard Arrington Jr N Bl
Birmingham, AL 35203
United States Of America
Tel: 205-324-5000 Fax: 205-307-3045



PRESTON STANLEY
14510 E 80TH ST N
OWASSO, OK, 74055
United States Of America
207753 - 2024 Hate Crimes Grantee Conve

Page Number	:	2	Invoice Nbr	:	1002846100
Guest Number	:	3759991			
Folio ID	:	A			
Arrive Date	:	22-SEP-24	08:57		
Depart Date	:	25-SEP-24	11:02		
No. Of Guest	:	1			
Room Number	:	933			
Marriott Bonvoy Number	:	8084			

Stay well, no matter where you travel. Reconnect with your well-being and find your next destination at [westin.com](https://www.westin.com).

Signature_____

Bring the Sheraton sleep experience home with you. Visit [SheratonStore.com](https://www.SheratonStore.com).

Here's your receipt for your ride, Preston

We hope you enjoyed your ride this morning.

Total \$16.52

Trip fare \$12.63

Subtotal \$12.63

Birmingham-Shuttlesworth International Airport \$1.00

Booking Fee \$2.76

Alabama TNC Fee \$0.13

Payments

 Apple Pay Mastercard ****5597 \$16.52
9/22/24 7:41 PM

[Visit the trip page](#) for more information, including invoices (where available)

You rode with MARK

Airport to Hotel

Comfort 5.08 miles | 8 min

- 8:45 AM | Main Terminal, Birmingham-Shuttlesworth International Airport (BHM), Birmingham, AL 35212, US
- 8:53 AM | 2101 Richard Arrington Jr. Blvd N, Birmingham, AL 35203, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Thanks for tipping, Preston

Here's your updated Wednesday morning ride receipt.

Total \$21.17

Trip fare \$13.99

Subtotal \$13.99

Booking Fee \$4.04

Tip \$3.00

Alabama TNC Fee \$0.14

Payments

 Apple Pay Mastercard ****5597 \$21.17
9/25/24 11:32 AM

[Visit the trip page](#) for more information, including invoices (where available)

You rode with EMMA

Comfort 5.66 miles | 11 min

Hotel to Airport

11:11 AM | 2101 Richard Arrington Jr. Blvd N, Birmingham, AL 35203, US

11:22 AM | Main Terminal, Birmingham-Shuttlesworth International Airport (BHM), Birmingham, AL 35212, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Thanks for tipping, Preston

Here's your updated Wednesday evening ride receipt.

Total \$31.15

Trip fare \$20.31

Subtotal \$20.31

Booking Fee \$3.65

Tulsa International Airport Pickup Fee \$2.00

Tip \$5.19

Payments

Apple Pay Mastercard ****5597 \$31.15
9/25/24 6:30 PM

[Visit the trip page](#) for more information, including invoices (where available)

You rode with Isaac

UberX 13.54 miles | 18 min

Tulsa Airport to Home

6:01 PM | 7777 Airport Dr Ste A-211, Tulsa, OK 74115, US

6:20 PM | 14510 E 80th St N, Owasso, OK 74055, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.



Sheraton Birmingham Hotel

2101 Richard Arrington Jr. Boulevard North, Birmingham, Alabama
USA, 35203

Confirmation Number 1: 95396541

Your reservation is guaranteed to your Visa card.

Stay Details

STAY DATES	TOTAL FOR STAY	
Sun, Sep 22, 2024 - Wed, Sep 25, 2024	442.58 USD	
ROOM TYPE	ROOMS	ADULTS
Guest room, King or Double	1	1
ROOM PREFERENCES	RATE	
No room preferences were selected.	2024 HATE CRIMES GRA	

Summary of Charges

Sunday, Sep 22, 2024	123.00 USD
Monday, Sep 23, 2024	123.00 USD
Tuesday, Sep 24, 2024	123.00 USD
Total Cash Rate	369.00 USD
Estimated Government Taxes and Fees	73.58 USD

Total for Stay 442.58 USD



AA RECORD LOCATOR: OESYKH



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

Tulsa to Birmingham

2 Adults

Sunday September 22, 2024 – Wednesday September 25, 2024

Total Paid:

\$1,137.90 USD

AA Record Locator

OESYKH

Reservation Name

TUL/BHM

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

Status: **Ticketed** Sep 05, 2024

Flight	Depart	Arrive
American Airlines 882	Tulsa (TUL) September 22, 2024 05:00 AM Travel Time : 1 h 20 m Class : Economy Seat : 8A , 16A	Dallas/ Fort Worth (DFW) September 22, 2024 06:20 AM Booking Code : S Aircraft : Boeing 737-800
American Airlines 2859	Dallas/ Fort Worth (DFW) September 22, 2024 07:01 AM Travel Time : 1 h 44 m Class : Economy Seat : 8A , 9F	Birmingham (BHM) September 22, 2024 08:45 AM Booking Code : S Aircraft : Airbus A319

Fare Amount

Adult
2 × \$483.49 USD \$966.98 USD

AA Advantage® Benefits

Main Cabin Extra \$0.00 USD

Priority AccessSM \$0.00 USD

Same-Day Standby \$0.00 USD

Taxes & Carrier-Imposed Fees

Taxes and Fees \$170.92 USD

Carrier-Imposed Fees \$0.00 USD

Flight Subtotal

\$1,137.90 USD

Flight	Depart	Arrive
American Airlines 3888 Operated by Envoy Air	Birmingham (BHM) September 25, 2024 01:35 PM Travel Time : 2 h 9 m Class : Economy Seat : 9D , 10A	Dallas/ Fort Worth (DFW) September 25, 2024 03:44 PM Booking Code : Q Aircraft : Embraer 175
American Airlines 2360	Dallas/ Fort Worth (DFW) September 25, 2024 04:35 PM Travel Time : 1 h 11 m Class : Economy Seat : — , 9F	Tulsa (TUL) September 25, 2024 05:46 PM Booking Code : Q Aircraft : Boeing 737-800

Receipt

PASSENGER	TICKET NUMBER	FREQUENT FLYER NUMBER	FARE	EQUIV FARE	Tax/Fee/Charge	TICKET TOTAL
WATKINS,BRANDON	0012174002272		\$483.49 USD	0.00 USD	85.46	568.95
STANLEY,PRESTON	0012174002273	77XK3H4	\$483.49 USD	0.00 USD	85.46	568.95
Payment Type: VISA *****0959					Total	\$1,137.90 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.

Action Required - Hotel Block Expires September 6: 2024 Hate Crimes Grantee Conference Travel Information

Jansen, Jen <jen.jansen7824@fvtc.edu>

Thu 9/5/2024 12:00 PM

To: Asike, Sophie <sasike@oag.state.md.us>; david.fakunle@morgan.edu <david.fakunle@morgan.edu>; King, SaQuez <SaQuez.King@fultoncountygva.gov>; Jacques Morial <jacquesmorial@gmail.com>; Shorten, Darcus <darcus.shorten@houstonpolice.org>; Smartlowit, Lucy (ATG) <lucy.smartlowit@atg.wa.gov>; Stanley, Preston <pstanley@cityoftulsa.org>; Anwen Tormey <atormey@orleansda.com>; Watkins, Brandon <bwatkins@cityoftulsa.org>
Cc: Rieckmann-Sell, Devin J <devin.rieckmann-sell7934@fvtc.edu>; Mahloch, Kristina M <kristina.mahloch9949@fvtc.edu>; Banks, Roicia S <roicia.banks3969@fvtc.edu>

Greetings Emmett Till Grantees!

Please accept this email as confirmation of your registration for the **2024 Hate Crimes Grantee Conference in Birmingham, Alabama, on September 23–24, 2024**, hosted by the U.S. Department of Justice (DOJ), Bureau of Justice Assistance (BJA). Below you will find a summary of information, logistical details, and travel guidance to support your attendance.

Event Location

Birmingham-Jefferson Convention Complex (BJCC)
2100 Richard Arrington Jr. Boulevard North
Birmingham, AL 35203

Hotel

Sheraton Birmingham Hotel
2101 Richard Arrington Jr. Boulevard North
Birmingham, AL 35203

Conference Check-In

Sunday, September 22, 11:00 a.m. – 6:00 p.m., CT
Monday, September 23, 7:00 a.m. – 5:00 p.m., CT

Conference Dates and Times

Monday, September 23, 8:00 a.m. – 5:00 p.m., CT
Tuesday, September 24, 8:00 a.m. – 5:30 p.m., CT
Wednesday, September 25, 8:00 a.m. – 12:00 Noon, CT

Travel Guidance and Reimbursement Process

Your travel expenses will be reimbursed by the National Criminal Justice Training Center of Fox Valley Technical College following this event. Expenses eligible for reimbursement include lodging at the federal per diem rate, federal per diem for meals, airfare or train, ground transportation (such as taxi or Uber to and from the airport and meeting hotel or use of a personal vehicle to travel to the event if within driving distance - which will include mileage reimbursement at \$0.67/mile - route map will be required), and airport parking. I will be following up with individuals after the conference to obtain the necessary information for reimbursements.

On-Site Transportation: Please utilize taxi, ride-share services (e.g., Uber, Lyft, bus), or local rail transit as a mode of transportation from the airport, hotel, and meeting location when walking is not possible. Please keep receipts for your reimbursement.

Event and Hotel Parking: Self-parking is available at the hotel site at \$28.00 per day. You must obtain pre-authorization to drive a personal vehicle or agency vehicle in lieu of train or air travel.

1 Checked Bag (both ways) and Airport Parking: Both are reimbursable expenses; please obtain receipts to submit with your reimbursement.

Daily Per Diem: For days involving travel to and from your home and the authorized location (Birmingham, Alabama), you will be reimbursed at 75% of the daily federal rate, or \$51.75. The full per diem rate of \$69 will be paid for days when you are not traveling and will remain on-site at the authorized location.

Breakfast, lunch, and dinner are available for purchase at the event hotel, and other options are available nearby. Meals will not be provided for attendees; your per diem is what you will use for meals, and you do not need to keep receipts for food and/or beverage purchases.

Travel Logistics

Step 1: We are asking all grantees to book their own airfare, if possible, and seek reimbursement following the conference. Please note, we can only reimburse basic economy/main cabin seats.

Please note: *If you plan to drive to the event instead of utilizing a flight, please let me know as soon as possible.*

Step 2: Please use this [link](#) to reserve a room at the Sheraton Birmingham Hotel as soon as possible; you are only permitted to book dates from September 22, 2024, to September 25, 2024. **The last day to book rooms at the hotel is September 6, 2024.** When you arrive at the hotel, please provide the hotel with your credit card for all room charges. When you check out, obtain a hotel folio showing your method of payment and zero balance; you will turn this in with your reimbursement.

Step 3: I will be following up with individuals following the conference to obtain the necessary receipts for reimbursements.

Important Conference Information

Security Procedures: Please note that departmental or government-issued identification is required as part of the check-in/security process.

Dress: Smart casual or business attire. If you are participating in the Sunday walking tour experience, we would recommend comfortable shoes. Please note, temperatures in conference rooms may vary, so you may want to plan appropriate clothing.

Download the 2024 Hate Crimes Grantee Conference App Through the vFairs Platform: The app will contain the agenda, speakers' bios, and event information, as well as other useful tools and information to enhance your conference experience. The push notification feature will be used during the conference, so please enable that feature when you are prompted the first time you run the app. The app will be available soon at no cost from the Google Play Store and the Apple App Store. Conference attendees will be notified when the app is available to download.

If you have questions or need to request prior authorization for anything, please contact me.

We look forward to seeing you at the BJA 2024 Hate Crimes Grantee Conference!

Thank you on behalf of the Conference Planning Team,

Jen Jansen

Project Coordinator

National Criminal Justice Training Center

of Fox Valley Technical College

1825 N. Bluemound Drive | Appleton, WI 54914

Burkhalter, Shelly

From: Stanley, Preston
Sent: Tuesday, October 1, 2024 10:01 AM
To: Burkhalter, Shelly; Carby, Kyra
Subject: Fw: 2024 Hate Crimes Grantee Conference - Travel Reimbursement Items Needed

Good morning -

I have the hotel receipt, the airfare receipt, the uber receipts, and I can send the google mileage map to her – but I have no idea who the payee is or the address.

Any help with this?

Thanks!

Preston Stanley | Media Relations Specialist

Tulsa Police Department-Chief's Section
600 Civic Center, Suite 303

Direct: 539.629.9671

Email: Pstanley@cityoftulsa.org



From: Jansen, Jen <jen.jansen7824@fvtc.edu>
Sent: Tuesday, October 1, 2024 9:58 AM
To: Stanley, Preston <pstanley@cityoftulsa.org>
Subject: 2024 Hate Crimes Grantee Conference - Travel Reimbursement Items Needed

Good Morning, Preston

I hope you had a wonderful time in Birmingham, AL for the 2024 Hate Crimes Grantee Conference.

For your travel reimbursement expenses, I will need a few things from you. Below are the items I will need in order to move forward with the reimbursement process.

- Please provide the name of the payee (as the name should appear on the check).
- Please provide the payee address the check will be mailed to.
- 1 checked baggage receipt(s) (to/from Birmingham).
- Airport parking receipts.
- Receipt of airfare costs.
- If you had any toll fees to/from home/airport, please provide those receipts.
- Detailed hotel receipt
- Google map showing mileage to/from home to/from airport (you will be reimbursed \$0.67/mile both ways).

- Rideshare/taxi receipts to/from hotel/airport.

You will receive straight per diem reimbursement at the GSA rate of \$69 for full days and \$51.75 for travel days. We do not need receipts for meals, since this is a 'flat' reimbursement total based off your travel itinerary.

Please let me know if you have any questions or need further clarifications on any of these needed items.

Thank you!

Jen Jansen

Project Coordinator

*National Criminal Justice Training Center
of Fox Valley Technical College*

1825 N. Bluemound Drive | Appleton, WI 54914

(855) 866-2582 – toll free

(920) 735-2516 – direct

(920) 831-5400 – fax

jansenj@fvtc.edu | www.ncjtc.org

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