

# 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: 08.13.2025  
 Posted Item #: 2508.02018

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

## Primary Details

al			City Council Approval <input checked="" type="radio"/> Yes <input type="radio"/> No
Department Police	Contact Name Grace Hobbs	Email ghobbs@cityoftulsa.org	Phone 660-988-2464
Bid/Project Number	Project Title	Donator Artemis Self Defense	Type of Donation Travel
Travel Event Title SOLE Summit	Traveler's Name Grace Hobbs	Event Date <u>10/12 - 10/18</u>	Donation Amount/Value \$318.95 <i>City Council requires a dollar value</i>

## Budget

Funding Source(s)

Fuel: \_\_\_\_\_ \$318.95  
TOTAL: \_\_\_\_\_ \$318.95

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 AbstrTitle5413102.6001-4043122-541102-\$30,000.01)

## Approvals

Department: *Mark Williams* ACOP  
Legal: \_\_\_\_\_  
Board: \_\_\_\_\_  
Mayor: \_\_\_\_\_  
Other: \_\_\_\_\_

Date: 8/4/25  
Date: \_\_\_\_\_  
Date: \_\_\_\_\_  
Date: AUG 13 2025  
Date: \_\_\_\_\_

## Policy Statement

### Background Information

Artemis Self Defense is planning to re-imburse me for my fuel costs to travel for instruction purposes at the SOLE Summit 2025. They asked me to assist in instruction for a weeklong course covering firearms, combatives, and combat medicine.

*Provide background information on the requested action.*

### Summation of the Requested Action

Requesting approval for travel to SOLE Summit 2025. This course is located in Knoxville, TN and is a week long course.

*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

\_\_\_\_\_

---

This trip will require **115.1** gallons of gas, which amounts to a fuel cost of **\$318.95**.

If 5 mpg, it will use 322.4 gallons of gas with cost of \$893.05

If 10 mpg, it will use 161.2 gallons of gas with cost of \$446.52

If 20 mpg, it will use 80.6 gallons of gas with cost of \$223.26

If 30 mpg, it will use 53.7 gallons of gas with cost of \$148.84

If 40 mpg, it will use 40.3 gallons of gas with cost of \$111.63

If 50 mpg, it will use 32.2 gallons of gas with cost of \$89.3

If 60 mpg, it will use 26.9 gallons of gas with cost of \$74.42

A screenshot of a fuel cost calculator interface. It features three input fields with dropdown menus for units. The first field contains '1612' and 'miles'. The second field contains '14' and 'miles per gallon (mpg)'. The third field contains '\$2.77' and 'per gallon'. Below the input fields are two buttons: 'Calculate' and 'Clear'.

1612	miles
14	miles per gallon (mpg)
\$2.77	per gallon

Calculate Clear



**INTEROFFICE CORRESPONDENCE  
TRAVEL REQUEST**

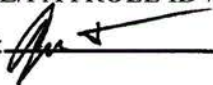
DATE SUBMITTED: 07/29/2025

MSS CLAIM NUMBER (ENTER AFTER TRAVEL APPROVED): \_\_\_\_\_

TO: CHIEF LARSEN

FROM:

PRINT EMPLOYEE NAME/PAYROLL ID #: Grace Hobbs 131954

EMPLOYEE SIGNATURE: 

DIVISION: GID

DESTINATION: Knoxville, TN

DATES OF TRAVEL: START: 10/12/2025 END: 10/18/2025

EVENT: SOLE Summit 2025

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 SOLE Summit is a class geared specifically towards women in law enforcement and is focused on combat firearms training, defensive tactics, and combat medicine. The founder of Artemis Self-Defense, Julie Werhnyak, has developed this program which she teaches nationwide. She focuses her training on effective communication to influence behavior and effective physical tactics to control and subdue suspects.

I was able to attend this course in 2024. I learned new teaching techniques, new firearm and defensive tactics drills and a lot about leadership. At the end of last year's course, Ms. Werhnyak asked me to return in 2025 to assist in the instruction of the firearm and range portions of the 2025 SOLE Summit. Returning to instruct would allow me to continue to learn and gain experience as an instructor and leader.

The 2024 Summit was so valuable because there were participants from law enforcement agencies all over the country. I saw how other departments are training on high-risk car stops, ambush training, shooting decisions, and use of force decisions. A portion of this training is geared towards developing leadership. I was inspired to take on more leadership roles after. I plan to try and promote in the next few years, and I believe that this training will develop my network and resources to become a more effective leader and help me with that process.

ESTIMATED EXPENSES:

FUNDING SOURCE:

ORGANIZATION: Travel Budget 1252116

OBJECT: 532101

PROJECT: \_\_\_\_\_

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

IF YES, NAME OF ORGANIZATION: Artemis Self Defense

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):	\$ 518.00	PERSONAL CARD
EVENT REGISTRATION:	\$ 0.00	OTHER <input type="checkbox"/>
AIRFARE:	\$ 0.00	OTHER <input type="checkbox"/>
HOTEL/LODGING:	\$ 0.00	OTHER <input type="checkbox"/>
TRANSPORTATION:	\$ 318.95	PERSONAL CARD
OTHER:	\$ 0.00	SELECT _____
OTHER:		SELECT _____
OTHER:		SELECT _____
TOTAL TRIP COST:	\$ 836.95	
OUTSIDE ENTITY COST:	\$ 318.95	
TOTAL CITY COST:	\$ 518.00	

APPROVAL:

LIEUTENANT: 00 2234

CAPTAIN: Capt K Sipler 24 July 25

MAJOR: Maj M B O'G 2300

DEPUTY CHIEF: \_\_\_\_\_

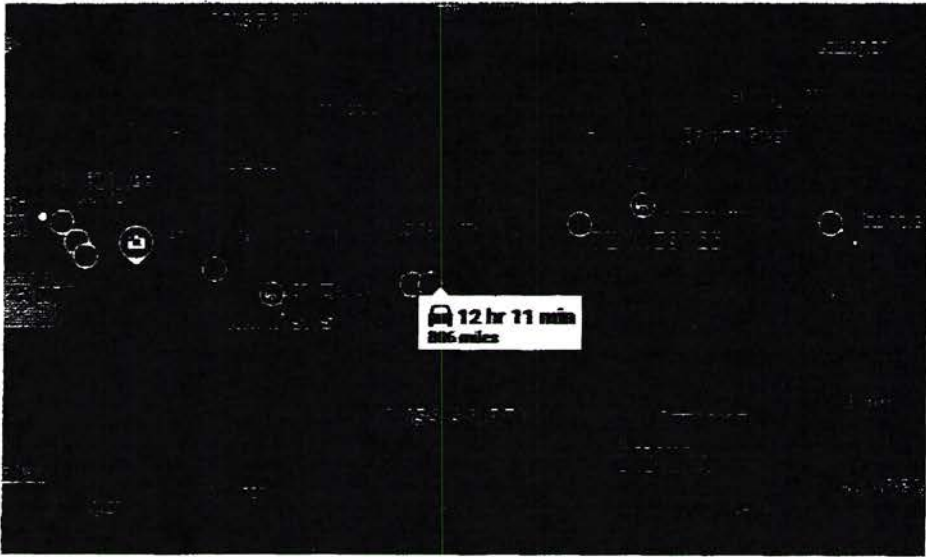
CHIEF: Sal Weller #02177 ACOP

EMPLOYEE MESSAGE: CITY ATTORNEY'S OFFICE HAS REVIEWED THIS DOCUMENT AND HAS DETERMINED THAT IT IS IN COMPLIANCE WITH THE CITY OF CHICAGO'S POLICY ON THE PROTECTION OF PERSONAL INFORMATION. IF YOU HAVE ANY QUESTIONS REGARDING THIS DOCUMENT, PLEASE CONTACT THE CITY ATTORNEY'S OFFICE AT (773) 304-3000. FOR MORE INFORMATION, VISIT [www.cityofchicago.org](http://www.cityofchicago.org). SCANNING AND EMAILING THIS DOCUMENT TO: [TRFCHIEF@CITYOFCHICAGO.ORG](mailto:TRFCHIEF@CITYOFCHICAGO.ORG)

Oklahoma average gas prices

	<b>Regular</b>	<b>Mid-Grade</b>
Current Avg.	<b>\$2.774</b>	<b>\$3.179</b>
Yesterday Avg.	<b>\$2.799</b>	<b>\$3.198</b>
Week Ago Avg.	<b>\$2.771</b>	<b>\$3.162</b>
Month Ago Avg.	<b>\$2.802</b>	<b>\$3.205</b>

1 more row



## Williams, Chloe

---

**From:** Hobbs, Grace  
**Sent:** Tuesday, July 29, 2025 11:22 AM  
**To:** TPD Chief  
**Subject:** Travel Request Packet 07/29/25  
**Attachments:** Travel Packet 072925 SOLE Summit.pdf; IMG\_6697.JPEG

Good morning,

Please see the attached travel request. I've attached the travel flyer as well if needed. Thank you for your time!

Respectfully,

[Officer G. Hobbs](#) Gilcrease Division

City of Tulsa Police Department  
500 Civic Center Tulsa, OK 74103