

# Donation

Version 1.9 released on 8/3/21

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



<b>CITY COUNCIL USE ONLY</b> Date Received: _____ Committee Date: _____ 1 <sup>st</sup> Agenda Date: _____	Tracking #: _____ Committee: _____ Hearing Date: _____ 2 <sup>nd</sup> Agenda Date: _____	<b>CITY CLERK USE ONLY</b> <input type="checkbox"/> Scanned      Date: <u>03.04.2026</u> <input type="checkbox"/> Posted         Item #: <u>2603.00567</u>
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**All department items requiring Council approval must be submitted through the Mayor's Office.**

### Primary Details

Board Approval	Other Board Name	City Council Approval <input checked="" type="radio"/> Yes <input type="radio"/> No	
Department Police	Contact Name Alexia Benson	Email abenson@cityoftulsa.org	Phone 9183203489
Bid/Project Number	Project Title	Donator National Real Time Crime Center Association	Type of Donation Travel
Travel Event Title Washington DC - Meetings	Traveler's Name Alexia Benson	Event Date	Donation Amount/Value \$2,443.97 <i>City Council requires a dollar value</i>

### Budget

Funding Source(s)

	<b>Airfare:</b>	\$923.77
	<b>Hotel:</b>	\$1,220.20
	<b>Per Diem:</b>	\$300.00
	<b>TOTAL:</b>	\$2,443.97

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:		Date: <u>2-26-26</u>
Legal:	_____	Date: _____
Board:	_____	Date: _____
Mayor:		Date: <u>MAR 04 2026</u>
Other:	_____	Date: _____

## Policy Statement

### Background Information

I am requesting approval to travel to Washington, D.C. to attend meetings related to real-time crime center operations and national public safety initiatives. While there, I will be meeting with Genetec to discuss how their camera, access control, and ALPR platforms align with real-time crime center operational needs and national best practices. I am also scheduled to visit with U.S. Capitol Police and Washington Metropolitan Police Department to discuss their deployment models and coordination strategies. In addition, I will be meeting with the National Real-Time Crime Center Association (NRTCCA) lobby team and board legal counsel to discuss legislative matters, including Oklahoma HB 3545, and the development of a 501(c)(6) structure to support RTCCs nationwide. These discussions will provide insight into national policy trends and sustainability efforts that impact RTCC operations.

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*Provide background information on the requested action.*

### Summation of the Requested Action

All travel expenses (airfare, lodging, and per diem) will be covered by the National Real Time Crime Center Association if approved.

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*Summarize the pertinent details of the requested action*

### Other Pertinent Details

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*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

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# INTEROFFICE CORRESPONDENCE

Travel Request Form

Date Submitted: 02/25/2026

MSS Claim Number: \_\_\_\_\_  
(Enter after travel approved.)

To: Chief Larsen

From: Alexia Benson

Print Name/Payroll ID #: Alexia Benson 137212 Division: PITD

Employee Signature: \_\_\_\_\_

Destination: Washington D.C.

Dates of Travel:

Start: 03/09/2026 End: 03/12/2026 Event: See Below

Is it mandatory in order to maintain a certification?  Yes  No

If yes, what certification: \_\_\_\_\_

Is this travel related to law enforcement training functions?  Yes  No

Trip Justification:

I am requesting approval to travel to Washington, D.C. to attend meetings related to real-time crime center operations and national public safety initiatives. While there, I will be meeting with Genetec to discuss how their camera, access control, and ALPR platforms align with real-time crime center operational needs and national best practices. I am also scheduled to visit with U.S. Capitol Police and Washington Metropolitan Police Department to discuss their deployment models and coordination strategies. In addition, I will be meeting with the National Real-Time Crime Center Association (NRTCCA) lobby team and board legal counsel to discuss legislative matters, including Oklahoma HB 3545, and the development of a 501(c)(6) structure to support RTCCs nationwide. These discussions will provide insight into national policy trends and sustainability efforts that impact RTCC operations. All travel expenses (airfare, lodging, and per diem) will be covered by the NRTCCA.

## Travel Request Form

Estimated Expenses: \$0.00

Funding Source:

Organization: \_\_\_\_\_

Object: \_\_\_\_\_

Project: \_\_\_\_\_

Is an outside entity paying for any portion of this trip?  Yes  No

If yes, name of organization: National Real Time Crime Center Association

Is this a government agency?  Yes  No

If not, complete RFA donation form [HERE](#).

EXPENSES:	ESTIMATED COST:	PAYMENT SOURCE:
Per Diem (Days + Rate):	300	Select <input type="checkbox"/>
Event Registration:		Select <input type="checkbox"/>
Airfare:	923.77	Select <input type="checkbox"/>
Hotel/Lodging:	1220.20	Select <input type="checkbox"/>
Transportation:		Select <input type="checkbox"/>
Other:		Select <input type="checkbox"/>
Other:		Select <input type="checkbox"/>
Other:		Select <input type="checkbox"/>
<b>Total Trip Cost:</b>	<b>\$2,443.97</b>	
<b>Outside Entity Cost:</b>	<b>\$2,443.97</b>	
<b>Total City Cost:</b>	<b>\$0.00</b>	

Approval:

Lieutenant: *[Signature]*

Deputy Chief: \_\_\_\_\_

Captain: *[Signature]*

Chief: *[Signature]*

Major: \_\_\_\_\_

Employee must fill out all fields, print this document, obtain all divisional signatures, attached travel flyer and proof of estimated expenses before scanning and emailing this document to [TPDChief@cityoftulsa.org](mailto:TPDChief@cityoftulsa.org).



Navan, Inc.  
 3045 Park Blvd  
 Palo Alto, CA 94306  
 Tax ID: 216-632128

[www.navan.com](http://www.navan.com)

National Real Time Crime Center Association  
 7904 East Chaparral Rd  
 A110-271  
 Scottsdale, AZ, 85250, US

Traveller

Alexia Benson

Receipt Date  
 Reference #

Feb 25, 2026  
 U-10106829399

## Estimated Hotel Charges

Booking ID	B8848C	Booked by	Alexia Benson
		Trip Reason	Genetec Visit

Merchant	Description	Price
<b>Hyatt Centric                      Arlington</b> 1325 Wilson Blvd Arlington, VA, US  Check in Mar 9, 2026 Check out Mar 12, 2026  Service Provider: AMADEUS Confirmation: 151145RA021847	<b>Mar 9, 1x Room, 1 King Bed (High Floor)</b>	\$450.00
	<b>Mar 10, 1x Room, 1 King Bed (High Floor)</b>	\$343.00
	<b>Mar 11, 1x Room, 1 King Bed (High Floor)</b>	\$275.00
	<b>Subtotal</b>	<b>\$1,220.20</b>
	<b>Totals</b>	<b>\$1,220.20</b>
	Payment methods	
	<b>VISA</b> Ross *****6321	\$1,220.20

\*This summary of charges is an estimate and should be used for information purposes only. The actual total charge will be calculated and processed by the hotel in its local currency and will include local taxes in effect at the time of charge.



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National Real Time Crime Center Association  
7904 East Chaparral Rd  
A110-271  
Scottsdale, AZ, 85250, US

Traveller Alexia Benson  
Receipt Date Feb 25, 2026  
Reference # U-10106830053

# Flight receipt

Booking ID KOSNL7 Booked by Alexia Benson  
Trip Reason Genetec Visit

Merchant	Description	Price	Tax	Total
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<b>American Airlines</b> Feb 24, 2026 - Booking Date	<b>4 Economy Class flights</b>	\$812.44	\$111.33	<b>\$923.77</b>
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Ticket #00174081907403

- Mar 9 8:55 AM • Mar 9 10:56 AM TUL > ORD • 4221 (S)
- Mar 9 11:50 AM • Mar 9 2:41 PM ORD > DCA • 2166 (S)
- Mar 12 5:24 PM • Mar 12 7:08 PM DCA > CLT • 1537 (G)
- Mar 12 8:17 PM • Mar 12 9:51 PM CLT > TUL • 2662 (G)

**Subtotal** \$923.77

**Totals** \$923.77

Payment methods

**VISA** \$923.77  
Ross \*\*\*\*\*6321