

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: 08.27.2025

☐ Posted

Item #: 2508,02206

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

Primary Details

Board Approval

Other Board Name

City Council Approval

☒ Yes ☐ No

Department

Police

Contact Name

Alexia Benson

Email

abenson@cityoftulsa.org

Phone

918-703-6141

Bid/Project Number

Project Title

Donator

National Real Time Crime
Center Association NRTCCA

Type of Donation

Travel

Travel Event Title

National Real Time Crime
Center Association NRTCCA

Traveler's Name

Alexia Benson

Event Date

9/20/25

Donation Amount/Value

City Council requires a dollar value

Budget

Funding Source(s)

Per Diem (7 Days): \$518.00

Event Registration Reimbursement: \$600.00

Airfare: \$418.97

Hotel/Lodging: \$1,323.00

TOTAL: \$2,859.97

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.AbstTitle5413102.6001-4043122-541102-\$30,000.01)

Approvals

Department: _____

Legal: _____

Board: _____

Mayor: _____

Other: _____

Date: 8-25-25

Date: _____

Date: _____

Date: AUG 27 2025

Date: _____

Policy Statement

Background Information

Attending and assisting with the NRTCCA Conference

Provide background information on the requested action.

Summation of the Requested Action

Requesting approval of a donation for NRTCCA to cover the cost of the trip for the NRTCCA Conference. This includes airfare, lodging, per diem, and reimbursement for event registration. The Real Time Crime Center Association Conference is the leading national training event for RTCC professionals. As RTIC's Training Supervisor, attending is critical so I can stay current on the latest practices and incorporate them into our structured training program. This will also allow me to obtain RTCCP certification and then guide our specialists through their own certification process, ensuring they meet progression requirements and remain aligned with national standards. I was also recently elected to the NRTCCA Board of Directors, where attendance is strongly encouraged. This involvement provides additional access to resources, training opportunities, and professional networks that I can bring back to enhance RTIC operations. Because NRTCCA is covering all travel expenses, this opportunity provides significant benefit to RTIC and TPD at no cost to the department. Event registration was previously paid for using PCARD for the unit. NRTCCA has advised they will provide reimbursement for this.

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 (addt'l signature copies attached)
- ☐ Must be filed with other governmental entity
- ☐ Addt'l governmental entity approval(s) required

Additional Routing and Processing Details



INTEROFFICE CORRESPONDENCE TRAVEL REQUEST

DATE SUBMITTED: 08/18/2025

MSS CLAIM NUMBER (ENTER AFTER TRAVEL APPROVED): _____

TO: CHIEF LARSEN

FROM:

PRINT EMPLOYEE NAME/PAYROLL ID #: Alexia Benson

EMPLOYEE SIGNATURE: *Alexia Benson*

DIVISION: PITD

DESTINATION: Atlanta, GA

DATES OF TRAVEL: START: 09/20/2025 END: 09/26/2025

EVENT: National Real Time Crime Center Association (NRTCCA) 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 National Real Time Crime Center Association (NRTCCA) Conference is the leading national training event for RTCC professionals. As RTIC's Training Supervisor, attending is critical so I can stay current on the latest practices and incorporate them into our structured training program. This will also allow me to obtain RTCCP certification and then guide our specialists through their own certification process, ensuring they meet progression requirements and remain aligned with national standards. I was also recently elected to the NRTCCA Board of Directors, where attendance is strongly encouraged. This involvement provides additional access to resources, training opportunities, and professional networks that I can bring back to enhance RTIC operations. Because NRTCCA is covering all travel expenses, this opportunity provides significant benefit to RTIC and TPD at no cost to the department.

Event registration was put on RTIC PCARD, however, NRTCCA will issue a reimbursement.

ESTIMATED EXPENSES:

FUNDING SOURCE:

ORGANIZATION: 24002111

OBJECT: 532101

PROJECT: 1929fr0015.OthSvs.Trng

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



IF YES, NAME OF ORGANIZATION: National Real Time Crime Center Association NRTCCA

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	OTHER NRTCCA <input checked="" type="checkbox"/>
EVENT REGISTRATION:	\$ 600.00	P CARD <input checked="" type="checkbox"/>
AIRFARE:	\$ 418.97	OTHER NRTCCA <input checked="" type="checkbox"/>
HOTEL/LODGING:	\$ 1,323.00	OTHER NRTCCA <input checked="" type="checkbox"/>
TRANSPORTATION:		SELECT
OTHER:		SELECT
OTHER:		SELECT
OTHER:		SELECT
TOTAL TRIP COST:	\$ 2,859.97	
OUTSIDE ENTITY COST:	\$ 2,259.97	NRTCCA
TOTAL CITY COST:	\$ 600.00	NRTCCA will reimburse

APPROVAL:

LIEUTENANT: _____

CAPTAIN: *[Signature]*

MAJOR: *[Signature]*

DEPUTY CHIEF: *[Signature]*

CHIEF: *[Signature]*

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.



[External Mail] NRTCCA Communications Director

From Chris Henningsen <chris.henningsen@nrtcca.org>

Date Fri 8/8/2025 7:00 PM

To Benson, Alexia <abenson@cityoftulsa.org>

Cc Amber Wisgerhof <awisgerhof@nrtcca.org>; Bradley Young <byoung@nrtcca.org>; Ross Bourgeois <rbourgeois@nrtcca.org>; Erik Lavigne <elavigne@nrtcca.org>; Chris Henningsen <chris.henningsen@nrtcca.org>

Alexia,

Today our Executive Board (copied as a courtesy) met to discuss and identify our incoming new board positions including the board position you put in for Training Webinar Director & Regional Training Director.

Unfortunately we received several applications for these two positions and we chose different people for these two positions due to their qualifications.

We did discuss a new position that we feel you have the right qualifications for which is our **Communications Director**. This position is focused on helping to build upon the current platforms we use to promote marketing of our association. As well as identify new platforms and resources to help promote more about our association.

If you could please let us know if you will accept this position as Communications Director, and we will start the onboarding process for you.

We would also like for you to join us at our NRTCCA Conference in Cobb County at our Board Meeting on Sunday September 21st and leave on Friday September 26th. Our Association will pay for all of your travel needs for the conference to include conference registration, plane ticket, hotel, and per diem. If you already have a hotel room let us know, we can work something out to pay you back as well.

Our next Board Meeting will be on Wednesday August 13th at 0800 (PST) which is virtual.

I hope you accept as I look forward to working with you on our Board of Directors.

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Thank you for your time,

Chris Henningsen

NRTCCA President

National Real Time Crime Center Association (NRTCCA)

Mobile: 717-508-RTCC (7822)

Email: chenningsen@nrtcca.org.