

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: 04.22.2026
 Posted Item #: 2604.01017

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: Catharine Worthen

Email: cworthen@cityoftulsa.org

Phone: 9185969119

Bid/Project Number: _____ Project Title: _____

Donator: Promega Corporation

Type of Donation: Travel

Travel Event Title: Promega Tech Tour- 2026 Traveler's Name: Catharine Worthen

Event Date: 5/28/26

Donation Amount/Value: \$1,909.15

Austin, Texas

05/27/2026 to
05/29/2026

City Council requires a dollar value

Budget

Funding Source(s)

Airfare- Round Trip:	\$670.00
Lodging - Conference Hotel - 2 Nights:	\$1,062.25
Transportation to and from airport- Uber:	\$65.90
Per Diem- 1 1/2 days- Tech Tour provides lunch:	\$111.00
TOTAL:	\$1,909.15

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: [Signature] Acting Chief of Police
Legal: _____
Board: _____
Mayor: [Signature]
Other: _____

Date: 4/20/2026
Date: _____
Date: _____
Date: APR 22 2026
Date: _____

Policy Statement

Background Information

The laboratory was asked to give a presentation at Promega's Tech Tour, which has good information about new and upcoming technologies in the field of forensic DNA. The analyst presenting/attending the tech tour at no cost as Promega will cover the cost of the trip. The presentation is centered on the Spectrum Capillary Electrophoresis Instrument, which the Tulsa Police Department was one of the first agencies to start using the instrument for DNA casework. Promega has informed the lab that it is a sought after topic for discussions.

Provide background information on the requested action.

Summation of the Requested Action

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: 04/20/2026

MSS CLAIM NUMBER (ENTER AFTER TRAVEL APPROVED): _____

TO: CHIEF LARSEN

FROM:

PRINT EMPLOYEE NAME/PAYROLL ID #: Catharine Worthen/131403

EMPLOYEE SIGNATURE: Catharine Worthen

DIVISION: LAB

DESTINATION: Austin, TX

DATES OF TRAVEL: START: 05/27/2026 END: 05/29/2026

EVENT: Promega Tech Tour

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 asked to give a presentation at Promega's Tech Tour, which has good information about new and upcoming technologies in the field of forensic DNA. I would also be attending the tech tour at no cost as Promega will cover the cost of the trip. The presentation is centered on the Spectrum Capillary Electrophoresis Instrument, which the Tulsa Police Department was one of the first agencies to start using the instrument for DNA casework. Promega has informed the lab that it is a sought after topic for discussions.

ESTIMATED EXPENSES:

FUNDING SOURCE:

ORGANIZATION: 1002115
OBJECT: 532101
PROJECT: _____

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

IF YES, NAME OF ORGANIZATION: Promega

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):	\$ 111.00	OTHER
EVENT REGISTRATION:	\$ 0.00	SELECT
AIRFARE:	\$ 670.00	OTHER
HOTEL/LODGING:	\$ 1,062.25	OTHER
TRANSPORTATION:	\$ 65.90	SELECT
OTHER:		SELECT
OTHER:		SELECT
OTHER:		SELECT
TOTAL TRIP COST:	\$ 1,909.15	
OUTSIDE ENTITY COST:	\$ 1,909.15	
TOTAL CITY COST:	\$ 0.00	

APPROVAL:

LIEUTENANT: n/a


CAPTAIN: [Signature] *This travel fulfills City's mandatory 8 hours of continuing education (FBI DNA Quality Assurance Standards) and costs reimbursed by the Promega Corporation. 8/4/04.20.26*

MAJOR: [Signature]

DEPUTY CHIEF: _____

CHIEF: [Signature] Acting Chief of Police

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.

 Outlook

[External Mail] Invitation to Present - Promega Tech Tour Workshop, Austin

From Julia Langbehn <julia.langbehn@promega.com>
Date Wed 4/15/2026 9:16 AM
To Worthen, Catharine <cworthen@cityoftulsa.org>
Cc Julia Langbehn <julia.langbehn@promega.com>; Sharon Zelanka <sharon.zelanka@promega.com>

Good morning, Catharine,

I hope this email finds you well.

I'm currently pulling together the agenda for our May Technology Tour taking place on **Thursday, May 28, 2026**, in **Austin, TX**. We are specifically interested in having you present on Tulsa PD bringing on the Spectrum CE Instrument. This is a highly requested topic of interest for lab participants attending.

As part of Promega's commitment to our speakers, we will cover any travel expenses, including accommodations, flights, local transportation, and meals.

Please feel free to reach out with any questions or for additional details. I'm excited about the possibility of your participation and look forward to hearing from you!

Warm regards,
Julia

Julia Langbehn
Manager, Global Events & Brand Experience, GI
Promega Corporation
608-298-4823 (direct phone)
julia.langbehn@promega.com

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Your trip summary

Main

Round trip (non-refundable)

\$607 per person

Total \$606.39 (all passengers)

Includes taxes and carrier-imposed fees

[Price and tax information](#)

[Bag and optional fees](#)

Make my trip refundable

No change fees; cancel any time

Round trip

+\$181 per person

Make it refundable

DEPART

Tulsa, OK to Austin, TX

Wednesday, May 27, 2026

TUL AUS
12:50 PM 5:22 PM 4h 32m 1 stop Main

TUL - DFW AA3829 E75-Embraer 175

Operated by Envoy Air as American Eagle

DFW - AUS AA972 321-Airbus A321

[Details](#) [Change](#)

RETURN

Austin, TX to Tulsa, OK

Friday, May 29, 2026

AUS TUL
7:00 AM 10:11 AM 3h 11m 1 stop Main

AUS - DFW AA2928 321-Airbus A321

DFW - TUL AA2851 738-Boeing 737

Transportation

Arrive:

Uber

Ride Rental Cars Courier Eat

Get a ride

Switch your ride to Uber \$200 per ride

Austin-Bergstrom International Airpo


The Otis Autograph Collection

Pickup now

For me

Choose a ride

Rides we think you'll like

 **UberX** 4
6 mins away • 9:16 AM
Affordable ride for up to 4 passengers

\$28.95


 **UberXL** 6
4 mins away • 9:14 AM
Extra legroom

\$39.98

 **Share** 2
6 mins away • 9:13 AM
Two seats only

\$23.90

Economy

 **Comfort Electric** 4
7 mins away • 9:16 AM
Electric ride with extra legroom

\$42.99

Return:

Uber

Ride Rental Cars Courier Eat

Get a ride

Switch your ride to Uber \$200 per ride

The Otis Autograph Collection


Austin-Bergstrom International Ai

Pickup now

For me

Choose a ride

Rides we think you'll like

 **UberX** 4
10 mins away • 9:18 AM
Affordable ride for up to 4 passengers

\$36.95

 **Comfort** 4
8 mins away • 9:15 AM
Extra legroom

\$37.99

 **UberXL** 6
4 mins away • 9:13 AM
Extra legroom

\$50.97

 **Share** 2
12 mins away • 9:00 AM
Two seats only

\$27.92

Economy



The Otis Hotel Austin, Autograph Collection

1901 San Antonio Street, Austin, TX

Guest Room 1 King

+ eTickets Bundle ⓘ

CHECK-IN
Wed, May 27, 2026

CHECK-OUT
Fri, May 29, 2026

NIGHTS
2

ROOMS
1

✓ Jackpot! This is today's low rate.

Price per night

Wed May 27 \$363.45

Thu May 28 \$363.45

Number of nights 2

Subtotal \$726.90

Taxes & Fees \$285.35

Total \$1,062.25

Pay today \$1,012.25

Due at property \$50.00

Reservations are subject to availability. Rates are per room, per night, and include taxes and fees. A \$50.00 deposit is required at check-in. Payment in full is due at check-in. A \$50.00 deposit is required at check-in. Payment in full is due at check-in. A \$50.00 deposit is required at check-in. Payment in full is due at check-in.

[View Rate Details](#)