

Munis Invoice Data Entry Form

Doc. # 90876

Purchase Order: <input type="text"/>		or Contract No. <input type="text"/>		Entry Date: 11-20-2019	Batch No. 6112
* Vendor Number: 10877	* Vendor Suffix: 1	Vendor Address: Embassy Consulting			
* Invoice No. <small>Max 25 characters</small> 88989	City, State Zipcode: 11278 Los Alamitos Blvd. #232, Los Alamitos, CA 90720		Transaction Description: (Max 50 characters) PD_7499/Stamps,B./FountainValley/2/12/2020		
* Gross Amount: \$ 125.00	Payment Method (Check if not normal): EFT: <input type="checkbox"/> Wire: <input type="checkbox"/> Single: <input type="checkbox"/>		Separate Check: <input checked="" type="checkbox"/>		
Sales Tax: <input type="text"/>	Use Tax: FALSE		Include Documentation: <input checked="" type="checkbox"/>		
Discount - \$\$ <input type="text"/>	* Service Date: 2/12/2020	PA Applied: <input checked="" type="checkbox"/>			
Discount - % <input type="text"/>	* Invoice Date: 11/19/2019	<div style="border: 1px solid black; padding: 5px;"> Department Approval Signature: 11/20/19 This invoice is approved for payment </div>			
Net Amount \$ 125.00	* Receive Date: 11/20/2019				

Comments/Notepad:

Tuition: Stamps, Brenda - DP 20-053. 11/20/2019. A. Rygh

Line	T	Fund	CAFR	Dept	Bureau	Unit	Program	Activity	Location	Object	Invoice Line Amount	Sales Tax	Use Tax	Total
Example		1000	23	22	2201	220101	000000	000000	000000	830002				
1											\$ 125.00			\$ 125.00
2			Auto Fill	-	-	-	-	-	-	-				
3			Auto Fill	-	-	-	-	-	-	-				
4			Auto Fill	-	-	-	-	-	-	-				
5			Auto Fill	-	-	-	-	-	-	-				
6			Auto Fill	-	-	-	-	-	-	-				
7			Auto Fill	-	-	-	-	-	-	-				
8			Auto Fill	-	-	-	-	-	-	-				
9			Auto Fill	-	-	-	-	-	-	-				
10			Auto Fill	-	-	-	-	-	-	-				
Page Totals:											\$ 125.00	\$ -	\$ -	125.00

This form is not required to be used unless individual department has elected it to be so.

Form Dated 2/1/19




DATE	INVOICE
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[illegible]

Number of items	Percentage of correct responses
10	10
20	20
30	30
40	40
50	50
60	60
70	70
80	80
90	85
100	85

[illegible]

TRAINING/CONFERENCE – TRAVEL REQUEST
City of Long Beach Police Department

Requestor Brenda Stamps		RACT ID Brestimp	Index Code PD 1096
Date: 10/27/19	DID#: 10102	Bureau/Division Records/LBPD	Daytime Phone #
Course Title Civilian Leadership		Start Date: 02/12/2020	End Date: 2/12/2020
Course Location Fountain Valley Police Dept		Time: 0800	Time: 0500pm
Presenter: Jacob Green & Chief Charlie Celano		Contact Person: 	

Circle Appropriate Information for Each Item in the Box Below

<input checked="" type="radio"/> Training/Conference	P.O.S.T. Course: Y <input checked="" type="radio"/> N	P.O.S.T. Backfill Qualified: Y <input checked="" type="radio"/> N
------------------------------------------------------	-------------------------------------------------------	-------------------------------------------------------------------

Tuition Cost: \$ 125.00 **MUST Attach copy of Conference/Training Bulletin/Flyer Literature**

Generally, meals are reimbursable up to \$50/day (breakfast/\$10; lunch/\$15; dinner/\$25) depending on distance and time of training/conference. Tips are reimbursable up to 15% for table services only.



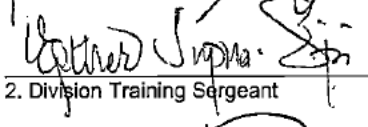
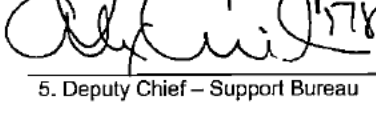
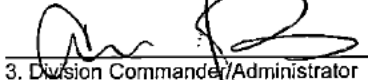
Alcoholic beverages are not reimbursable.

The requestor may be required to use a personal vehicle if a City vehicle is unavailable. Reimbursement for use of a personal vehicle will be made under the City of Long Beach guidelines.

Rental car must be approved by the requestor's Deputy Chief or Bureau Chief.

Notes & Cost Information (include travel & accommodation needs):

Tuition

	
1. Requestor	4. Deputy Chief/Bureau Chief
10/27/19	11/6/19
Date	Date
	
2. Division Training Sergeant	5. Deputy Chief – Support Bureau
10/29/19	11/13/19
Date	Date
	RECEIVED
3. Division Commander/Administrator	6. Chief of Police
11-4-19	
Date	Date

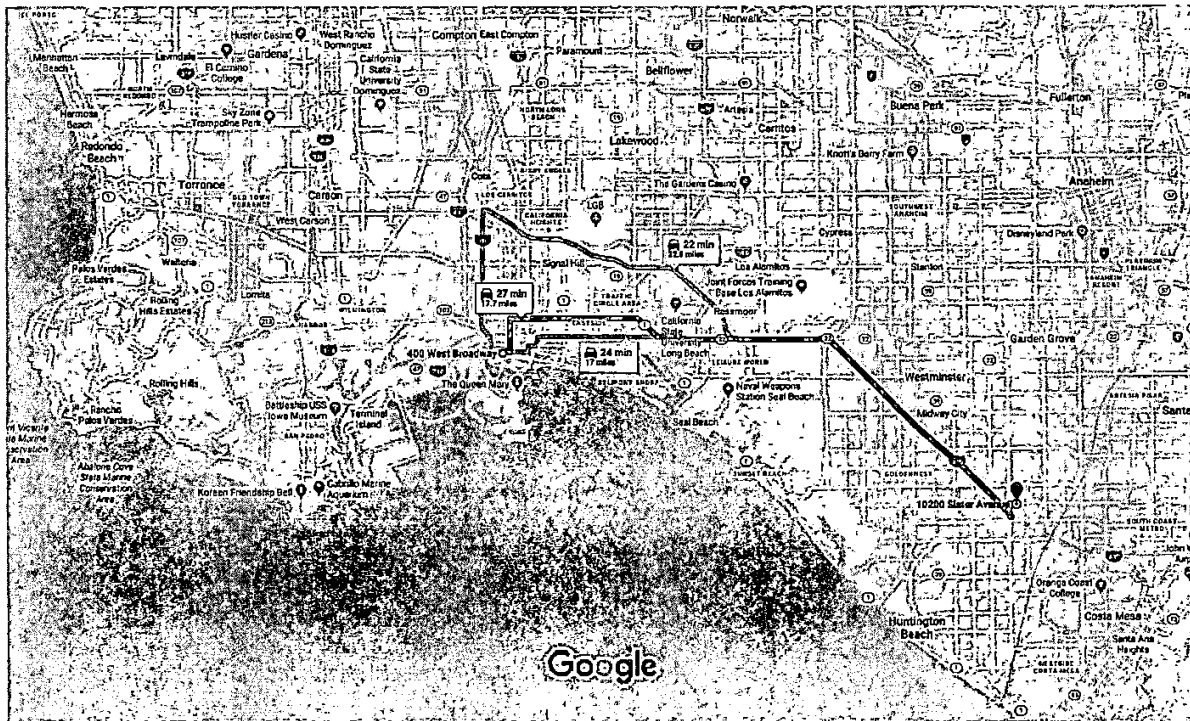
NOV 14 2019

INSTRUCTIONS: SEE AR 3-6, MAKE OUT PART I IN FOUR COPIES, FILE WITH CITY MANAGER, AFTER APPROVAL RETAIN TWO COPIES TO FILL IN PART II FOR REIMBURSEMENT.		CITY OF LONG BEACH		DATE: 10/27/19							
		TRAVEL REQUEST and EXPENSE REPORT		BUDGET NO.							
PART I. TRAVEL REQUEST											
1. REQUESTING OFFICIAL		2. TITLE		3. DEPARTMENT							
TRAVEL AUTHORIZATION IS REQUESTED FOR: (IF OTHER THAN REQUESTING OFFICIAL)											
4. NAME Brenda Stamps		5. TITLE Clerk Typist III		6. DEPT./DIVISION LBPD/Records							
7. EXPLANATION OF TRAVEL REQUEST: Mileage for a 02/12/2020 Training Course (Civilian Leadership Course for Public Safety Personnel). 10200 Salter Ave, Fountain Valley, CA 92708 (17.8 miles) from 400 West Broadway, Long Beach, CA 90802. \$0.58/mile X 35.6 miles (roundtrip) = \$20.65					8. Amount requested (See Item 13)						
9. I BELIEVE THIS TRIP TO BE NECESSARY AND BENEFICIAL TO THE CITY OF LONG BEACH DEPARTMENT HEAD		APPROVALS 10. CITY MANAGER APPROVED IN THE AMOUNT OF \$ CITY MANAGER DATE				11. APPROVED BY CITY COUNCIL DATE \$ MAX. AMOUNT					
PART II. EXPENSE REPORT											
INSTRUCTIONS: FILL OUT ONE COPY, ATTACH TO DIRECT PAYMENT REQUEST, FILE WITH CITY ACCOUNTANT PAYMENT SECTION WITHIN FIVE WORKING DAYS AFTER RETURN. ATTACH ALL RECEIPTS FOR HOTEL, TRANSPORTATION, AND OTHER ITEMS.											
12. EXPENSE CATEGORY		13. ESTIMATED TOTALS		14.			15. TOTALS				
				SUN.	MON.	TUES.	WED.	THUR.	FRI.	SAT.	
DATES		1st WEEK									
		2nd WEEK									
TRANSPORTATION (Check one) <input type="checkbox"/> Rail <input type="checkbox"/> Air <input checked="" type="checkbox"/> Priv. Car											
GARAGE											0.00
TAXIS/CAR FARE											
LODGING											
TELEPHONE & TELEGRAPH											0.00
TIPS AND GRATUITIES											
REGISTRATION FEES		125.00									125.00
BREAKFAST											
MEALS LUNCH											0.00
DINNER											0.00
OTHER MEALS											0.00
MISCELLANEOUS (Specify)		20.65									20.65
Mileage (35.6 miles roundtrip @ \$0.58/mile)											
TOTALS		\$145.65		0.00	0.00	0.00				0.00	
16. I CERTIFY THAT THE FOREGOING EXPENSES WERE INCURRED IN THE CONDUCT OF CITY BUSINESS.				17. APPROVED:							
REQUESTEE				DEPARTMENT HEAD DATE							

Google Maps

400 W Broadway, Long Beach, CA 90802
to 10200 Slater Ave Fountain Valley

Drive 17.7 miles, 27 min



Map data ©2019 Google 2 mi

400 W Broadway

Long Beach, CA 90802

Take W Anaheim St to CA-22 E in Seal Beach

- 22 min (7.0 mi)
- ↑ 1. Head east on W Broadway toward Chestnut Ave
0.2 mi
 - ↙ 2. Turn left onto Pacific Ave
① Pass by Burger King (on the right in 0.2 mi)
0.9 mi
 - ↘ 3. Turn right onto W Anaheim St
① Pass by AutoZone Auto Parts (on the left in 2.1 mi)
3.5 mi
 - ↘ 4. Turn right onto CA-1 S
0.8 mi

5. Use the left 2 lanes to turn left after Jack in the Box (on the left)
Continue to follow CA-22 E
-----1.7 mi

Take I-405 S to Brookhurst St in Fountain Valley. Take exit 14 from I-405 S.

- 10 min (10.2 mi)
6. Continue straight to stay on CA-22 E (signs for I-405 S)
-----0.7 mi
7. Merge onto CA-22 E/I-405 S
-----2.0 mi
8. Keep left at the fork to stay on I-405 S
-----7.0 mi
9. Take exit 14 for Brookhurst St toward Fountain Valley
-----0.1 mi
10. Keep left at the fork, follow signs for Brookhurst St N and merge onto Brookhurst St
-----0.4 mi

Continue on Brookhurst St. Drive to Civic Center Dr

- 2 min (0.5 mi)
11. Merge onto Brookhurst St
-----0.4 mi
12. Turn right onto Slater Ave
Pass by Wells Fargo Bank (on the right)
-----0.2 mi
13. Turn right onto Civic Center Dr
-----36 ft

10200 Slater Ave

Fountain Valley, CA 92708

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.



EMBASSY CONSULTING SERVICES

CIVILIAN LEADERSHIP COURSE FOR PUBLIC SAFETY PERSONNEL

IN PARTNERSHIP WITH THE FOUNTAIN VALLEY POLICE DEPARTMENT

GOAL

This interactive course is designed specifically for **civilian public safety supervisors, managers and those aspiring to be leaders within their organization**. The goal of this training is to provide participants the opportunity to develop skills and strategies to become engaging and effective supervisors and leaders in their organization.

This training will explore leadership, leadership styles, essential elements of building morale, understanding the importance of leadership and the role supervisors play in building effective teams and more.

PRESENTER

Chief Charlie Celano, Tustin Police Department (ret)

Charlie Celano is a recently retired police chief and has 27 years of law enforcement experience, including over 18 years in supervisory, management and command level positions within the organization. Charlie has taught law enforcement professionals throughout the country and is a graduate of the FBI National Academy Class #258.

Jacob Green, MPA, Managing Director, Interwest Consulting Group

Jacob Green is a nationally recognized leadership and change management expert and author. Jacob spent several years in public service, working in a civilian role in both Fire and Police Departments in Southern California. Many private and public organizations have brought Jacob in to help their teams navigate change, leverage adversity and build organizational resilience.

WAYS TO REGISTER

1. Visit: www.EmbassyConsultingServices.com/register
 - a. Under the list of upcoming classes, click on Civilian Leadership Course for Public Safety Personnel, Wednesday, February 12, 2020
 - b. Complete Booking Form and online payment information through PayPal
2. Send an email to info@embassyconsultingservices.com or call [562.577.5874](tel:562.577.5874) to register and request to be invoiced or to pay by credit card

DETAILS

- All civilian/professional staff working in a public safety organization, including Law Enforcement, Fire/EMS, Emergency Management, Probation, Parole and those working in the Judicial System are encouraged to attend.
- Continental breakfast and afternoon snacks will be served

Embassy Consulting Services LLC is owned and operated by Josef Levy, Commander (Retired) Long Beach Police Department and Lysa Gamboa-Levy. Embassy training seminars are not open to the general public. Embassy seminars are for Law Enforcement personnel or those who, in some capacity, represent law enforcement, public or government agencies. Embassy reserves the right to restrict or deny enrollment or access to any individual. No refunds, however, substitutions will be permitted. For additional information, please visit our website at www.embassyconsultingservices.com.

- DATE -

Wednesday, February 12, 2020

- TIME -

8:00 am to 5:00 pm

- LOCATION -

Fountain Valley Police Dept.
10200 Slater Ave.
Fountain Valley, CA 92708

- TUITION -

\$125.00

EMBASSYCONSULTINGSERVICES.COM
CREATING SAFE COMMUNITIES
562.577.5874