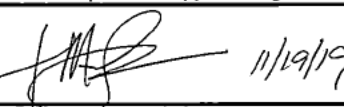


Munis Invoice Data Entry Form

Doc# 89618

Purchase Order:		or Contract No.		Entry Date:	11.19.19	Batch No.	6001
* Vendor Number:	10877	* Vendor Suffix:	1	Vendor Address:	Embassy Consulting		
* Invoice No.	88979	City, State Zipcode:	11278 Los Alamitos Blvd. #232, Los Alamitos, CA 90720				
* Gross Amount:	\$ 125.00	Payment Method (Check if not normal):	Transaction Description: (Max 50 characters)				
Sales Tax:		EFT: <input type="checkbox"/> Wire: <input type="checkbox"/> Single: <input type="checkbox"/>	PD_7499/Estrada, A./FountainValley/2/12/2020				
Use Tax:	FALSE						
Discount - \$\$	-	* Service Date:	2/12/2020	Separate Check:	<input checked="" type="checkbox"/>	Department Approval Signature:	
Discount - %		* Invoice Date:	11/14/2019	Include Documentation:	<input checked="" type="checkbox"/>	 11/19/19	
Net Amount	\$ 125.00	* Receive Date:	11/14/2019	PA Applied:	<input checked="" type="checkbox"/>	This invoice is approved for payment	

Comments/Notepad:

Tuition: Estrada, Armando Jr. - DP 20-048. 11/18/2019. 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



INVOICE

INVOICE TO:
Long Beach Police Department
Attn: Accounts Payable

11278 Los Alamitos Blvd. #232, Los Alamitos, CA 90720 | EMBASSYCONSULTINGSERVICES.COM | 562.577.5874

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

Requestor <i>Armando Estrada Jr.</i>		RACT ID <i>axestra</i>	Index Code <i>PD1096</i>
Date: <i>10-26-19</i>	DID#: <i>11287</i>	Bureau/Division <i>Records</i>	Daytime Phone # [REDACTED]
Course Title <i>Civilian Leadership Course</i>		Start Date: <i>02/12/2020</i> Time: <i>8:00 a.m.</i>	End Date: <i>02/12/2020</i> Time: <i>5:00 p.m.</i>
Course Location <i>Fountain Valley PD 92708</i> <i>10200 Slater Ave Fountain Valley, Ca</i>		Course Code/Control No. (if applicable)	
Presenter: <i>Chief Charlie Celano</i>	<i>Tustin PD</i>	<i>embassy.com</i>	Contact Phone #: [REDACTED]

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):

<i>Tuition</i>

<i>Armando Estrada Jr.</i> 1. Requestor	<i>10-26-19</i> Date	<i>[Signature]</i> 4. Deputy Chief/Bureau Chief	<i>10/29/19</i> Date
<i>[Signature]</i> 2. Division Training Sergeant	<i>10/28/19</i> Date	<i>[Signature]</i> 5. Deputy Chief – Support Bureau	<i>11/2/19</i> Date
<i>[Signature]</i> 3. Division Commander/Administrator	<i>10-30-19</i> Date	FINANCIAL BUREAU NOV - 5 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
TRAVEL REQUEST and EXPENSE REPORT

DATE: 10/26/2019
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 Armando Estrada Jr	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 Slater 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) \$20.65
APPROVALS		
9. I BELIEVE THIS TRIP TO BE NECESSARY AND BENEFICIAL TO THE CITY OF LONG BEACH	10. CITY MANAGER APPROVED IN THE AMOUNT OF \$	11. APPROVED BY CITY COUNCIL
	CITY MANAGER _____ DATE _____	DATE _____ \$ _____ MAX. AMOUNT _____
DEPARTMENT HEAD _____		

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	1 st WEEK									
	2 nd 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								0.00
BREAKFAST										
MEALS LUNCH										
DINNER										0.00
OTHER MEALS										0.00
MISCELLANEOUS (Specify)		20.65								20.65
Mileage (35.6 miles Roundtrip @ \$0.58/mile)										
TOTALS		20.65	0.00	0.00	0.00				0.00	

16. I CERTIFY THAT THE FOREGOING EXPENSES WERE INCURRED IN THE CONDUCT OF CITY BUSINESS.

Armando Estrada Jr 10-26-19
REQUESTEE

17. APPROVED:

DEPARTMENT HEAD DATE



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 (949) 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.

EMBASSYCONSULTINGSERVICES.COM

CREATING SAFE COMMUNITIES

562.577.5874

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