



City of Oakland  
TRAVEL EXPENSE VOUCHER  
ATH/OPD/ 2016-008

FOR ACCOUNTING USE ONLY			
Period	Batch #	Type	Item

Page 1 of 1

1. Employee Name <b>HARRIS, Regina</b>		2. Position Title <b>Police Services Manager</b>		3. Vendor Number <b>64991</b>			
4. Department <b>Police Department</b>		5. Travel Destination <b>Washington DC</b>		6. No. of Work Days <b>5</b>			
7. Funding Source <b>Training</b>		8. Departure Date <b>8/15/2015</b>		9. Return Date <b>8/20/2015</b>			
10. Purpose of Travel <b>APCO International Conference - Participation in Public Safety Dispatch Roundtable</b>							
11. If City Vehicle Used:			12. If Private Vehicle Used:				
Veh. No. _____ Make/Model _____			License No. _____				
Odometer: _____ Start _____ End _____ Total Miles <b>0.0</b>			Make/Model: _____				
			Authorized by Risk Mgmt Division: <input type="checkbox"/> YES <b>0.00 *</b>				
13. Day and Date	Sa 8/15	Su 8/16	Mo 8/17	Tu 8/18	We 8/19	Th 8/20	TOTALS
<b>TRANSPORTATION EXPENSE</b>							
14. Airfare	557.20						557.20
15. Checked Baggage	50.00						50.00
16. Rental Vehicle / Fuel							50.00
17. Personal Car Mileage							34.44
18. Local Transportation	17.22					17.22	106.50
19. Parking							95.00
20. Tolls							4.00
<b>REGISTRATION</b>							
21. Registration	450.00	Ck no. 863781					450.00
22. Other Fees, Mmbrship							927.45
<b>MEALS (Per Diem) &amp; LODGING</b>							
23. Full or 75% Per Diem	53.25					53.25	106.50
24. Breakfast		71.00	12.00	0.00	12.00		95.00
25. Lunch			2.00	2.00	0.00		4.00
26. Dinner			36.00	0.00	36.00		72.00
27. Incidental Expenses			5.00	5.00	5.00		15.00
28. Lodging	185.49	185.49	185.49	185.49	185.49		927.45
29. Other:							
<b>COLUMN TOTALS</b>	<b>1,313.16</b>	<b>256.49</b>	<b>240.49</b>	<b>192.49</b>	<b>238.49</b>	<b>70.47</b>	<b>2,311.59</b>
REMARKS							Page 1 Total
							Page 2 Total
							2,311.59 Total Expenses
							1,829.96 Less Prepmts
							481.63 Due To (From)

Claim Approved by Fiscal Services Division

I certify under penalty of perjury that the above is a true statement of costs incurred by me in official business for the City of Oakland.

*Signature*  
**SEP 08 2015**

**SEP 08 2015**

*Signature*  
**Date**

Descrip	Fund/SF	Org	Account	Project/Grant	Program	Amount	FISCAL SERVICES USE ONLY	
Rental/Fuel			55111				Ck No. <b>872917</b>	
Transportation	1010	103430	55112	0	PS09	173.64	Date <b>9-18-15</b>	0.00 *
Meals			55113			76.12	Amount <b>8481.63</b>	
Lodging			55114			231.87		173.64 +
Parking			55119					76.12 +
Registration			55212					231.87 +
TOTAL:						<b>481.63</b>		481.63 *

Entered by  
TF-1096 5.1.15

Date

Accounts Payable

Date

RECEIVED AUG 26 2015



City of Oakland - Oakland Police Department

## TRAVEL AUTHORIZATION

ATH/OPD2016- 008

FOR ACCOUNTING USE ONLY			
Period	Batch #	Type	Item

1. Employee Name <b>HARRIS, Regina</b>		2. Date <b>4-Jun-15</b>		3. Vendor Number <b>64991</b>																																																															
4. Department <b>Police</b>		5. Position Title <b>Police Services Manager I</b>																																																																	
6. Travel Destination <b>Washington DC</b>		7. Number of Work Days <b>6</b>		8. Departure Date <b>16-Aug-15</b>																																																															
				9. Return Date <b>21-Aug-15</b>																																																															
10. Purpose of Travel <b>Asn of Public-Safety Communications Officials (APCO) 2015 Conference</b>																																																																			
11. Funding Source <input type="checkbox"/> Budgeted <input type="checkbox"/> Funds Available <input type="checkbox"/> Other:		12. Total Cost Estimate <b>\$2,289.95</b>		13. Total advance to employee <b>\$1,379.96</b>																																																															
14. Transportation <input type="checkbox"/> Use of City vehicle requested <input type="checkbox"/> Use of private vehicle requested:    Estimated Round-trip Miles:    Total: <b>0.00</b> <input type="checkbox"/> Use of rental vehicle requested:    Estimated Rental Cost:    Parking: <input checked="" type="checkbox"/> Airfare/Other (baggage, ground transportation)    Estimated Airfare <b>624.00</b> Other:																																																																			
15. Registration or Fees <input type="checkbox"/> Fee paid by employee <input type="checkbox"/> City will be billed <input checked="" type="checkbox"/> Fee to be paid in advance <b>450.00</b>		16. Meals (see attached for details) <b>288.50</b>		FISCAL USE ONLY - VENDOR PAYMENT Check No. <b>2016-008</b> Date <b>6-16-15</b> Amount <b>\$1,379.96</b>																																																															
Vendor check payable to: <b>APCO International, Inc.</b>		17. Estimated Lodging Per Day <b>185.49</b> No. Days <b>5</b> Total <b>927.45</b>		FISCAL USE ONLY - ADVANCE PAYMENT Check No. <b>2016-009</b> Date <b>6-16-15</b> Amount <b>\$1,379.96</b>																																																															
Vendor No. <b>53166</b>																																																																			
18. Department Head Review <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Not Approved  Signature <i>[Signature]</i> Date <b>05 JUN 15</b>		19. Department Remarks  <b>15 JUN - 8 AM 9:46</b> <b>CITY OF OAKLAND</b> <b>OFFICE OF CITY MANAGER</b>																																																																	
20. City Manager Review <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved  Signature <i>[Signature]</i> Date <b>6/8/15</b>		21. City Manager Remarks																																																																	
<table border="1"><thead><tr><th>Item</th><th>Amount</th><th>Account</th><th>Project / Grant</th><th>Program</th><th>Dept Specific</th></tr></thead><tbody><tr><td>1</td><td></td><td>1010</td><td>103430</td><td>55111</td><td>0</td><td>PS09</td><td>Rental Vehicle / Fuel</td></tr><tr><td>2</td><td></td><td></td><td></td><td>55112</td><td></td><td></td><td>Transportation (Mileage, Airfare, etc.)</td></tr><tr><td>3</td><td></td><td></td><td></td><td>55113</td><td></td><td></td><td>Meals</td></tr><tr><td>4</td><td></td><td></td><td></td><td>55114</td><td></td><td></td><td>Lodging</td></tr><tr><td>5</td><td></td><td></td><td></td><td>55118</td><td></td><td></td><td>Parking</td></tr><tr><td>6</td><td></td><td></td><td></td><td>55212</td><td></td><td></td><td>Registration</td></tr><tr><td>Total</td><td><b>\$1,625.96</b></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>						Item	Amount	Account	Project / Grant	Program	Dept Specific	1		1010	103430	55111	0	PS09	Rental Vehicle / Fuel	2				55112			Transportation (Mileage, Airfare, etc.)	3				55113			Meals	4				55114			Lodging	5				55118			Parking	6				55212			Registration	Total	<b>\$1,625.96</b>						
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Total	<b>\$1,625.96</b>																																																																		

Entered By \_\_\_\_\_  
Account Payable \_\_\_\_\_Date \_\_\_\_\_  
Date \_\_\_\_\_

JUN 03 2015

# TRAVEL REQUEST MEMORANDUM

OAKLAND POLICE DEPARTMENT

2016-008

TO: Chief Sean Whent/Sabrina Landreth  
(Chief / City Administrator)

Date: 1-Jun-15

FROM: Harris, Regina

PSM

3167

Name (Last, First, M.I.)

(Position Title)

(Employee #)

Assignment Location: Communications

Traveler's Contact # (510) 777 - 8803

Event Name APCO 2015

City, State Washington, DC,

Do not abbreviate

Start Date 16-Aug-15

End Date 20-Aug-15

Start Time 0800hr

End Time 2100hrs

Total Training Hours 32

55112	Transportation:		55113	Meals** (applicable if overnight lodging)	280.00
	City Vehicle <input type="checkbox"/>				280.50
	Personal Vehicle* (Est. Miles: )	\$50.00	55212	Registration/Tuition Do not send payment to vendor	\$450.00
	Airfare (RT)	624.00	55114	Lodging (only if over 75 miles)	922.45
	Other:				9950.94
				Total Estimated Cost	\$2334.94

\* Mileage reimbursement consists of .56 cents per mile. Attach MapQuest

\*\* Meal reimbursement consists of \$11.00 breakfast, \$16.00 lunch, \$29.00 dinner

All requests for advance funds must be submitted **45 days before** travel or training.

For further information review City AI-120 at <http://oaknetnews.oaklandnet.com>.

If you have any questions email [OPDAP@oaklandnet.com](mailto:OPDAP@oaklandnet.com)

2289.95

I agree to submit to the Fiscal Services Division within five days of my return: 1) a completed Expense Voucher with all dated original receipts; 2) a completed After Action Report; and 3) such other information that may be required (i.e. Certificate of Completion, course itinerary, etc.).

Traveler's Signature X

Date 1 JUN 15

## Proposed Funding Source:

☐ Training Section

or ☐ Other

Fund No.

Org No.

Project No.

Program

POST

☐ POST Plan I (Lodging, Meals, Travel, Tuition, Back-fill)

☐ POST Plan II (Lodging, Meals, Travel, Back-fill)

☐ POST Plan III (Lodging, Meals, Travel, Tuition)

☐ POST Plan IV (Lodging, Meals, Travel)

☐ POST Plan V (Lodging, Meals, Travel, Training Pres.)

☐ Letter of Agreement (LOA)

1010

108430

0

PS09

Approved by Traveler's Unit Commander

Date

3 JUN 15

☐ Not approved;  
Return to Traveler

If approved, forward this form, seminar brochure and any other pertinent information to your Deputy Chief

Approved by Deputy Chief of Traveler

Date

3 JUN 15

☐ Not approved;  
Return to Traveler

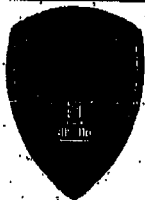
If approved, forward this form, seminar brochure and any other pertinent information to Training

Approved by Training Section Commander

Date

3 JUN 15

☐ Not approved;  
Return to Traveler



TF 3269 10/06  
Oakland Police Department

## Non-Department Training After Action Report

Name: Regina Harris		Serial number: 3920	Today's date: 8/25/15
Primary duties: Police Communications Manager - Manage day to day operations			Unit: Communications
Course attended: APCO 2015		Total hours of instruction: 32	Dates of attendance: 16-20 Aug 15
Describe the primary course content: To provide a forum of industry professionals for training and networking. Training sessions included NG911 discussions, staffing retention, public relations programs for PSAP's, etc..			
Was there scenario based training?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	If yes, approximately how many hours?	If yes, was it successful or helpful?
Did the course cover supervisory or management issues?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	If yes, approximately how many hours? 4	If yes, was it successful or helpful? Yes
Did the course cover professionalism and ethics?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	If yes, approximately how many hours?	If yes, was it successful or helpful?
What was the most useful or helpful information/section/aspect of this course? It was useful to interact with other center managers to discuss industry best practices. It was also helpful to network with vendors who service public safety communications centers.			
What was the least useful or helpful information/section/aspect of this course? N/A			
What was your reason for attending this course? To have an opportunity to network and gain insight on best practices with a variety of association experts, colleagues, and companies from around the world.			
Is a course curriculum included with this report?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Is a course lesson plan and material included with this report?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
On a scale of 1 to 5, 1 being poor and 5 being excellent, how would you rate this course? <input checked="" type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1		Do you recommend this course for others? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Provide any additional comments you would like to make about the course below: Very informative. Received information regarding CALEA Accreditation for the Communications Center and industry QA for the training program.			

**CITY OF OAKLAND**

**Memorandum**

**TO:** City Administrator  
**ATTN:** Sabrina Landreth  
**FROM:** Regina Harris  
**DATE:** 01 Jun 15

**RE:** Justification for Travel

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**Name of Training Course or Event:** Association of Public Safety Communications Officials 2015 Conference

**Reason for Training:** I would like to attend the APCO 2015 Conference as it will enable me to network with a variety of association experts, colleagues, and companies from around the world. In addition to attending several training sessions, I plan to participate in an invitation only PSAP roundtable of PSAP Directors/Managers (See attached letter). This will enable me to share, challenge and test ideas while networking with colleagues.

As the city prepares for NG911 and 911 wireless deployment, this forum would be helpful in providing an opportunity to learn from those that have already deployed wireless and those that have deployed and/or in the beta testing phase of NG911. This type of networking is crucial to enhance the city's knowledge regarding NG911 and wireless 911 business practices and to position the city to make sound deployment decisions.

**Training Requirement (Select One):** ☐ Mandatory; ☒ Essential; ☐ Discretionary

**Cite Reference Source for Mandatory Training:**

**Total Cost:** \$2354.94

**Anticipated Reimbursement of Cost:** 0

**Funding Source (Select One):** ☒ General Fund; ☐ Outside Funding Source

**Explain Outside Funding Source:**

If Training Course is certified by POST, complete below information:

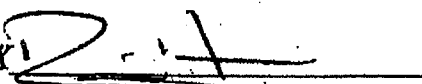
**Agency/Presenter:** APCO

**POST Course Control Number:** NA

**POST Funding Plan:** (Check only one box if POST reimbursable)

- ☐ POST Plan I (Subsistence, Commuter Lunch, Travel, Tuition, Back-Fill Salary)
- ☐ POST Plan II (Subsistence, Commuter Lunch, Travel, Back-Fill Salary)
- ☐ POST Plan III (Subsistence, Commuter Lunch, Travel, Tuition)
- ☐ POST Plan IV (Subsistence, Commuter Lunch, Travel)
- ☐ POST Plan V (Subsistence, Commuter Lunch, Travel, Training Presentation)
- ☐ POST Letter of Agreement (LOA)

Signature X







# APCO 2015

August 16-19 | Washington, DC

## APCO 2015 Conference & Expo Per Diem Information

With a full registration to the APCO 2015 Conference & Expo, some meals are provided, as shown below:

### Sunday, August 16

Breakfast	Not provided
Lunch	Only for New Attendees (pre-registration required)
Dinner	Not provided

*not a new attendee*

### Monday, August 17

Breakfast	Not provided
Lunch	\$10 food voucher to use <u>towards</u> lunch in the exhibit hall
Dinner	Not provided

*12/per diem*

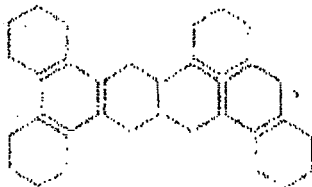
*Reimburse \$2*

### Tuesday, August 18

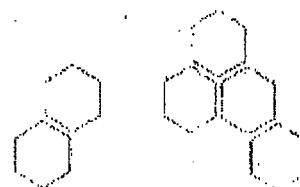
Breakfast	Yes (Distinguished Achievers Breakfast included in full registration)
Lunch	\$10 food voucher to use <u>towards</u> lunch in the exhibit hall
Dinner	Yes (Heavy Hors d' oeuvres and cash bar at the Block Party included in full registration)

### Wednesday, August 19

Breakfast	Not provided
Lunch	Yes (Food for Thought Luncheon included in full registration)
Dinner	Not provided (President's Dinner is held this evening at an additional cost of \$45.00 per ticket.)



[WWW.APCO2015.ORG](http://WWW.APCO2015.ORG)



## ITINERARY &amp; RECEIPT

**YOUR TRIP: SFO DCA**  
**CONFIRMATION: RCYLLL**

## ITINERARY

Round Trip , San Francisco to Washington ,  
Washington to San Francisco

## DATES

Aug 15 - Aug 21

## WHO'S FLYING?

GUEST(S)	TICKET NUMBER	FREQUENT Flier PROGRAM	FREQUENT Flier #	POINTS
REGINA HARRIS ADULT	9842142922977	Virgin America (Elevate)	45605943650	2,440

## DEPARTING FLIGHT 1

**SFO**  
8:00 AM

**DCA**  
4:10 PM

DATE  
Sat, 08/15/2015

CABIN  
Main Cabin

GUESTS  
REGINA HARRIS

DEPARTING SEAT  
Not Selected

## RETURNING FLIGHT 2

**DCA**  
5:05 PM

**SFO**  
8:00 PM

DATE  
Fri, 08/21/2015

CABIN  
Main Cabin

GUESTS

RETURNING SEAT



REGINA HARRIS

Not Selected

**PAYMENT INFORMATION****Payment By Credit Card**

Card Type: Visa

Cardholder Name: REGINA HARRIS

Card Number: XXXXXXXXXXXXXXXX

Payment Amount: \$557.20

**Payment By Credit Card-Baggage Fee**

Card Type: Visa

Cardholder Name: REGINA HARRIS

Card Number: XXXXXXXXXXXXXXXX

Payment Amount: \$50.00

**BILLING ADDRESS**

REGINA HARRIS

[REDACTED]

[REDACTED]

United States

**TRANSACTION SUMMARY**

Original Transaction: Jun 25, 2015

\$557.20

Transaction: Aug 14, 2015

\$50.00

**PRICE DETAILS**

Base Fare (x1)

\$492.09

Federal Excise Tax

\$36.91

**Domestic Taxes and Fees**

Segment Fee

\$8.00

Passenger Facility Charge

\$9.00

September 11th Security Fee

\$11.20

Total for 1 person

\$557.20

Baggage Fee

\$25.00

Baggage Fee

\$25.00

Total

\$50.00

**BAGGAGE INFORMATION**

Guests are welcome to bring aboard one (1) personal item and one (1) carry on item that does not exceed 30 pounds. All checked bags may have a maximum size of 62 linear inches, which is calculated by adding the length plus the width plus the height.

Main Cabin Guests are invited to check one up to ten (10) bags up to 50 pounds for a fee of \$25 each. Main Cabin Select Guests and Guests who purchase the fully refundable Main Cabin fare are invited to check one (1) bag up to 50 pounds free of charge and nine (9) more up to 50 pounds for a fee of \$25 each. First Class Cabin guests are welcome to check two (2) bags up to 50 pounds free of charge and eight (8) more up to 50 pounds for \$25 each.

And on behalf of the TSA, when boarding with gels or liquids, remember the 3-1-1 rule. First, bottles may only be 3 oz. or smaller in size. Second, they must be carried in only one 1-quart plastic bag. If you need to bring anything else, pack it in your checked luggage. We'd hate to see you lose anything when going through security.

Extra charges will apply for heavier or larger bags in addition to checked bag fees.

Please refer to our FAQ section for more information.

Nuestros Clientes son bienvenidos a llevar consigo abordo un (1) equipaje de mano con un peso máximo de 30 libras o 14 kilos y un (1) artículo personal. A nuestros Clientes en Main Cabin se les invita a documentar desde uno (1) hasta diez (10) equipajes cuyo peso de cada uno no exceda de 50 libras o 23 kilos con un cargo de \$25 por pieza. Clientes en Main Cabin Select y Clientes quienes adquieran un boleto en tarifa reembolsable en Main Cabin se les invita a documentar sin cargo un (1) equipaje con un peso máximo de 50 libras o 23 kilos y hasta nueve (9) equipajes adicionales cuyo peso de cada uno no exceda de 50 libras o 23 kilos con un cargo de \$25 por pieza. Clientes en First Class son bienvenidos a documentar dos (2) equipajes cuyo peso no exceda de 50 libras o 23 kilos cada uno sin cargo adicional y hasta ocho (8) equipajes adicionales con peso hasta 50 libras o 23 kilos cada uno con un cargo de \$25 por pieza.

Aplican cargos adicionales por equipajes mayores a 50 libras o 23 kilos así como en equipajes voluminosos, esto en adición a los cargos por pieza antes mencionado.

Artículos deportivos como cañas de pescar, tablas de surf, bicicletas, entre otros objetos son sujetos a cargos adicionales y no se consideran parte del equipaje permitido por la aerolínea.

La autoridad de seguridad TSA nos indica que al abordar gels o líquidos en el equipaje de mano recordemos la regla de 3-1-1. Primeramente, las botellas serán de una capacidad máxima de 3 oz. o 100 ml. y segundo, deberán estar colocados en una (1) bolsa de plástico transparente de 1 quart o 1 litro. Si usted requiere traer algún artículo diferente favor de colocarlo dentro de su equipaje documentado. No nos agradecería que la autoridad le retire estos artículos cuando pase por los filtros de seguridad.

**FARE RULES AND RESTRICTIONS**

For all fares levels, upgrade charges are inclusive of applicable taxes and fees. Fares and availability are not guaranteed until purchase. Security regulations may require us to provide government agencies access to data you disclose to us.

If you need to adjust your schedule, you can make changes and cancellations via our website until 60 minutes prior to departure time or contact our call center anytime until departure. Change/cancel fees may apply.

If you think you'll miss your flight or simply need to cancel, you have until your flight's departure time to notify us and get a credit minus a cancel fee or a refund if a refundable fare was purchased. If you don't contact our call center or inform our ticket counter that you will miss your flight, we will enforce our no-show policy.

Upon failure to check in, Virgin America will cancel that flight reservation and all subsequent segments for continuing or return flights. On non-refundable fares, the fare or Elevate points spent for all such reservations will be forfeited. So please contact us within the appropriate time and we will gladly reschedule or cancel your flight. If the fare is refundable, then you can contact our call center for credit. Again, change/cancel fees may apply.

Our website Help section never takes a day off, so please don't hesitate to use it for answers to all your questions.

**Main Cabin Non-Refundable Fares**

This ticket is non-refundable and non-transferable. Name changes are not allowed after purchase. Flight and/or date changes or cancellations for tickets purchased on or after December 12, 2014 will result in a \$100.00 fee per guest for travel solely between the Western Region (within LAS/LAX/PDX/PSP/PVR/SAN/SEA/SFO/SJC/SJD only) or a \$150 fee per guest for travel to/from all other locations. This fee applies for all changes or cancellations made through all channels including the Virgin America website, through the call center or at the airport. Flight and/or date changes or cancellations for tickets purchased between February 7, 2014 and December 11, 2014 will result in a \$75.00 fee per guest in the Western Region (LAS/LAX/PDX/PSP/PVR/SAN/SEA/SFO/SJC/SJD only) and all other tickets will result in a \$150 fee per guest made through all channels including the call center, Virgin America website or at the airport. Flight and/or date changes or cancellations for tickets purchased on or before February 6, 2014 will result in a \$100 fee per person made through all channels including the call center, Virgin America website or at the airport. Any applicable fare difference will be credited or collected. Changes or cancellation of flights booked with Elevate points will incur a \$100 redeposit fee for points to be restored to your Elevate account.

**Main Cabin Fully Refundable Fares**

Fully refundable fares allow for changes, cancellations and name changes. Flight and/or date changes or cancellations will incur no change fee, but any applicable fare difference will be collected or refunded. Changes or cancellation of flights booked with Elevate points will incur a \$100 redeposit fee for points to be restored to your Elevate account.

**Main Cabin Select Non-Refundable Fares**

This ticket is non-refundable and non-transferable. Name changes are not allowed after purchase. Flight and/or date changes or cancellations for tickets purchased on or after December 12, 2014 will result in a \$100.00 fee per

Español

Southwest

FLIGHT | HOTEL | CAR | SPECIAL OFFERS | RAPID REWARDS®

## Oakland, CA to Washington (Dulles), DC

Air

Total Price: \$624.00

ITINERARY				
DEPART AUG 16 SAT	10:45 AM	Depart Oakland, CA (OAK) on Southwest Airlines	Flight #1247 Southwest	Saturday, August 16, 2015  Travel Time 6 h 10 m (1 stop, includes 1 plane change) Wanna Get Away
	12:10 PM	Arrive in San Diego, CA (SAN)	WiFi available	
	02:00 PM	Change to Southwest Airlines in San Diego, CA (SAN)	Flight #2338 Southwest	
	05:55 PM	Arrive in Washington (Dulles), DC (IAD)	WiFi available	
RETURN AUG 21 FRI	09:40 AM	Depart Washington (Dulles), DC (IAD) on Southwest Airlines	Flight #1428 Southwest	Friday, August 21, 2015  Travel Time 7 h 25 m (1 stop, includes 1 plane change) Wanna Get Away
	11:30 AM	Arrive in Denver, CO (DEN)	WiFi available	
	12:30 PM	Change to Southwest Airlines in Denver, CO (DEN)	Flight #2338 Southwest	
	02:05 PM	Arrive in Oakland, CA (OAK)	WiFi available	

**What you need to know to travel:**

**Check-In:** Be sure to arrive at the departure gate with your boarding pass at least 10 minutes before your scheduled departure time. Otherwise, your reserved space may be cancelled and you won't be eligible for denied booking compensation.

**No Show Policy:** If you are not planning to travel on any portion of this itinerary, please cancel your reservation at least 10 minutes prior to scheduled departure of the flight. For tickets purchased on or after May 10, 2013 and travel beginning September 13, 2013, Customers who fail to cancel reservations for a Wanna Get Away or DING! fare segment at least ten (10) minutes prior to travel and who do not board the flight will be considered a no show, and all remaining, unused funds on this reservation will be forfeited, including Business Select and Anytime funds.

PRICE: ADULT					
Trip	Routing	Fare Type / View Fare Rules	Fare Details	Quantity	Total
Depart	OAK-SAN-IAD	Wanna Get Away Base Fare	<ul style="list-style-type: none"> <li>No Change Fees (applicable fare difference applies)</li> <li>Non-refundable - no same change allowed</li> <li>Non-transferable unless purchased with Points</li> </ul>	1	\$297.00
Return	IAD-DEN-OAK	Wanna Get Away Base Fare	<ul style="list-style-type: none"> <li>No Change Fees (applicable fare difference applies)</li> <li>Non-refundable - no same change allowed</li> <li>Non-transferable unless purchased with Points</li> </ul>	1	\$327.00
Enroll in Rapid Rewards and earn at least 3231 Points for this trip. Already a Member? Log in to ensure you are getting the points you deserve.				Subtotal	\$624.00
You can't find this great fare on any other website. Southwest fares are only on southwest.com®.				Fare Breakdown	
1st and 2nd Checked Bags Fly Free®* *Weight and size limits apply.				Bag Charge	\$0.00
					<b>Air Total:</b> <b>\$624.00</b>

Found  
cheaper  
flight  
out  
of  
SFO

Modify Trip

Purchase your shopping cart...

By clicking "Continue", you agree to accept the fare rules and want to continue with this purchase.

Apply Now

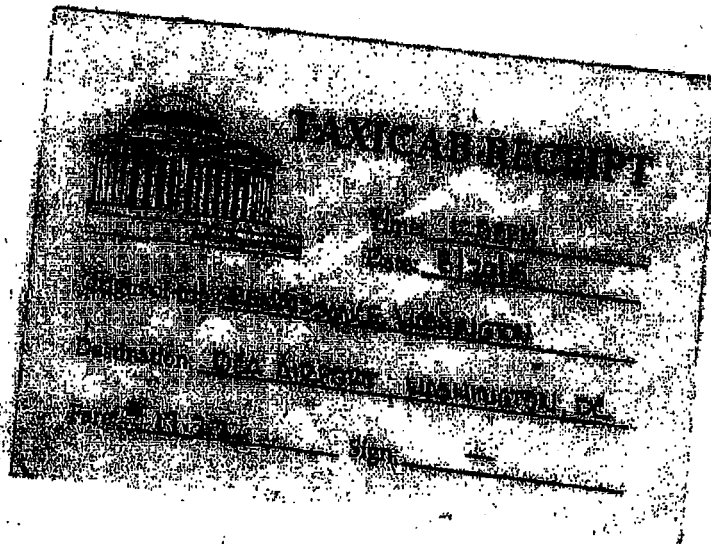
You Pay Today: \$624.00

Credit On Your Statement: -\$100.00

Total After Statement Credit: \$524.00

Add a Hotel

We'll keep an eye on your cart for you while you shop. Products not confirmed until purchase.



SPRINGFIELD

YELLOW

CAB #60

08/15/15 04:41p

08/15/15 04:54p

TRIP # 136

DIST 4.17 mi

FARE \$ 13.22

EXTRAS \$ 4.00

TOTAL \$ 17.22

TEL (703) 451-2255

THANK YOU

*Regina Harris*

RECEIVED AUG 31 2015

RENAISSANCE WASHINGTON D.C.

772 HARRISGILYARD/REGIN 162.00 08/18/15 12:00 16921

CK Room Name Rate Depart Time ACCT#  
Type 2 08/15/15 13:33  
Arrive Time

MRW#: XXXXX5318

Room Clerk	Address	Payment		
08/15 ROOM	772, 1	162.00		
08/15 RM TAX	772, 1	23.49		
08/16 ROOM	772, 1	162.00		
08/16 RM TAX	772, 1	23.49		
08/17 ROOM	772, 1	162.00		
08/17 RM TAX	772, 1	23.49		
08/18 VS CARD				

189.49

X 3

556.47

\$556.47

TO BE SETTLED TO: VISA BK CURRENT BALANCE .00

THANK YOU FOR CHOOSING RENAISSANCE! TO EXPEDITE YOUR  
CHECK-OUT, PLEASE CALL THE FRONT DESK, QUESTIONS REGARDING  
YOUR BILL CALL MBS 8664357627, EMAIL MBS.FOLIO@MARRIOTT.COM

----- EXP. REPORT SUMMARY -----

08/15 ROOM	162.00
RM TAX	23.49
08/16 ROOM	162.00
RM TAX	23.49
08/17 ROOM	162.00
RM TAX	23.49

556.47

370.98

927.45

total

AS REQUESTED, A FINAL COPY OF YOUR BILL WILL BE EMAILED TO:

GYNIES10AOL.COM

SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM

Your Rewards points/miles earned on your eligible earnings  
will be credited to your account. Check your  
Rewards Account Statement for updated activity.  
Marriott & A Woman's Nation appreciate housekeepers

772 HARRISGILYARD/REGIN 162.00 08/21/15 13:00 15278  
Room Name Rate Depart Time ACCT#  
CK 08/18/15 07:24  
Type Arrive Time  
2

MRW#: XXXXX5318

Room Clerk	Address	Payment	
08/18 ROOM	772, 1	162.00	
08/18 RM TAX	772, 1	23.49	
08/19 ROOM	772, 1	162.00	
08/19 RM TAX	772, 1	23.49	
08/20 ROOM	772, 1	162.00	
08/20 RM TAX	772, 1	23.49	
08/21 VS CARD		\$556.47	

> 185.49 x 2 = 370.98

> 185.49 personal

TO BE SETTLED TO: VISA BK CURRENT BALANCE .00 556.47  
THANK YOU FOR CHOOSING RENAISSANCE! TO EXPEDITE YOUR  
CHECK-OUT, PLEASE CALL THE FRONT DESK, QUESTIONS REGARDING  
YOUR BILL CALL MBS 8664357627, EMAIL MBS.FOLIO@MARRIOTT.COM  
-370.98 Rm  
185.49 pers.

----- EXP. REPORT SUMMARY -----

08/18 ROOM	162.00
RM TAX	23.49
08/19 ROOM	162.00
RM TAX	23.49
08/20 ROOM	162.00
RM TAX	23.49

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SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM

Your Rewards points/miles earned on your eligible earnings  
will be credited to your account. Check your  
Rewards Account Statement for updated activity.  
Marriott & A Woman's Nation appreciate housekeepers.



# APCO 2015

August 16-19 | Washington, DC

## Registration Fees and Information

REGISTRATION CATEGORY	EARLY REGISTRATION (AVAILABLE UNTIL 7/20/15)	ON-SITE
Member Full	\$450	\$500
Non-Member Full	\$650	\$700
Member Day Pass (S, M, T, W)	\$140 per day	\$190 per day
Non-Member Day Pass (S, M, T, W)	\$240 per day	\$290 per day
Member Exhibit Hall Only Two Day Pass (M & T)	\$55	\$75
Non-Member Exhibit Hall Only Two Day Pass (M & T)	\$85	\$105
Spouse, Guest, or Child over 5 yrs of age	\$135	\$135

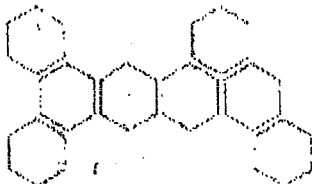
\*\* Please note that you must be a current Full, Associate or Commercial APCO member to register for member categories.

### Member Full Registration

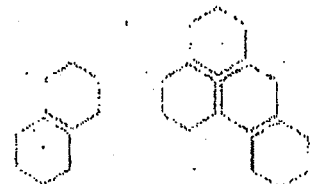
\$450 through 7/20/2015 \$500 On-Site

Available to **current members** (full, associate or commercial) of APCO International.  
Includes:

- Entrance into all Professional Development Tracks Sunday through Wednesday
- Entrance into the Exhibit Hall Monday and Tuesday
- (2) \$10 lunch vouchers redeemable at the exhibit hall food outlets
- Entrance into the APCO Block Party! (no ticket issued, badge required for entry)
- (1) Distinguished Achievers Breakfast ticket (ticket needed for entry)
- (1) Food for Thought Luncheon ticket (ticket needed for entry)
- (1) attendee bag ticket
- (1) attendee gift ticket



[WWW.APCO2015.ORG](http://WWW.APCO2015.ORG)





# APCO 2015

August 16-19 | Washington, DC

## Registration Fees and Information

A day pass must be purchased for each day you attend. Day passes are available Sunday through Wednesday. Other additional Social & Networking Event Tickets must be purchased separately.

### Member Exhibit Hall Only Two Day Pass:

\$55 through 7/20/2015 \$75 On-Site

Available to **current members** (full, associate or commercial) of APCO International.  
Includes:

- Access to Exhibit Hall **only** (includes both Monday & Tuesday)  
(does not include a lunch voucher)

### Non-Member Exhibit Hall Only Two Day Pass:

\$85 through 7/20/2015 \$105 On-Site

Includes:

- Access to Exhibit Hall **only** (includes both Monday & Tuesday)  
(does not include a lunch voucher)

### Spouse, Guest or Child Registration (5 yrs of age or over):

\$135

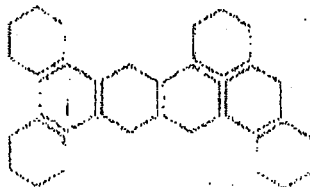
You must be registered as a full registrant in order to add this to your purchase.

Includes:

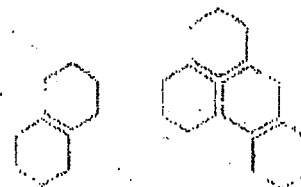
- Entrance into the Exhibit Hall Monday and Tuesday
- (2) \$10 lunch vouchers redeemable at the exhibit hall food outlets
- Entrance into the APCO Block Party! (no ticket issued, badge required for entry)
- (1) Distinguished Achievers Breakfast ticket (ticket needed for entry)
- (1) Food for Thought Luncheon ticket (ticket needed for entry)
- (1) attendee bag ticket
- (1) attendee gift ticket

### Additional Items for Purchase (if not included in your registration):

Social and Networking Event Tickets	
Distinguished Achievers Breakfast (Tuesday)	\$25
APCO Block Party! (Tuesday) <i>on-site</i>	\$15
Food for Thought Luncheon (Wednesday)	\$25
President's Dinner (Wednesday)	\$45
Attendee Bag Ticket	\$10



WWW.APCO2015.ORG





## Renaissance Washington, DC Downtown Hotel

999 Ninth Street NW Washington, District Of Columbia 20001 USA

+1-202-898-9000

Photos

Save

Hotel Details

[My Account > Reservations >](#)

## Upcoming Reservations # 84488306

[Print](#) [Email](#) [Add to Outlook](#) [SMS/text confo](#) [Book more rooms](#)

## MAKE CHANGES TO THIS RESERVATION

<b>Your Stay</b> <a href="#">edit</a> Check in: Saturday, August 15, 2015 Check out: Friday, August 21, 2015 Rooms: 1 Total guests: 2	<b>Room(s)</b> <a href="#">edit</a> Guest room: 1 King or 2 Double. 6 nights at 162.00 USD. 1,112.94 USD (Incl. est. taxes) total.	<b>Room Preferences</b> <a href="#">edit</a> This hotel has a smoke-free policy. <b>Guaranteed:</b> 2 Double Beds. <b>Not Guaranteed:</b> High Floor Room. <b>Please Note:</b> Non-Commissionable Rate, Qualifying Rate ID Required.	<b>Guest Information</b> <a href="#">edit</a> Reservation for Regina Harris@cityard
---------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------

## Summary of Charges

## Summary of Room Charges

	Cost per night per room (USD)
Saturday, August 15, 2015 - Friday, August 21, 2015 (6 nights, Govt/military rate, federal government ID required)	162.00
Estimated government taxes and fees	23.49
<b>Total for stay (per room)</b>	<b>1,112.94</b>

## Additional Charges

On-site parking, fee: 35 USD daily

Valet parking, fee: 45 USD daily

Changes in taxes or fees implemented after booking will affect the total room price.

## About this rate

## Cancelling Your Reservation

You may cancel your reservation for no charge until August 14, 2015 (1 day(s) before arrival).

Please note that we will assess a fee of 185.49 USD if you must cancel after this deadline.

If you have made a prepayment, we will retain all or part of your prepayment. If not, we will charge your credit card.

This fee equals 1 night of your room charge plus tax (for the first night of your reservation).

Cancel entire reservation

## Modifying Your Reservation

Please note that a change in the length or dates of your reservation may result in a rate change.

Eligible charges from this stay will be credited to your Marriott Rewards account.



# APCO 2015

August 16-19 | Washington, DC

Pre-Register before July 20, 2015 and save \$50

## President's Dinner Ticket Purchase

\$45 each

Quantity \_\_\_\_\_

Please indicate at which table you would like to be seated

Do you require a Vegetarian Meal?

☐ Yes

<input type="checkbox"/> No Preference	<input type="checkbox"/> East Coast Region	<input type="checkbox"/> VIP	<input type="checkbox"/> North Central	<input type="checkbox"/> Gulf Coast
<input type="checkbox"/> Life Member/Past Presidents	<input type="checkbox"/> Western States	<input type="checkbox"/> International	<input type="checkbox"/> CAC	

## Cancellation/Refund/Transfer Policy

If something comes up and you simply can't attend, cancellations, transfers and requests for refunds must be received in writing by July 20, 2015.

Refunds will be processed less a \$75 administrative charge. Transfers between attendees will incur a \$25 administrative charge. No refunds will be made after July 20, 2015, or for no-shows. We'd hate for you to miss the Annual Conference, but if you must, requests may be submitted via email to: [accounting@apcointl.org](mailto:accounting@apcointl.org), via fax to 386.944.2722 or via mail to APCO International, Attn: Accounting Dept., 351 North Williamson Blvd., Daytona Beach, FL 32114. For more details, visit [www.apco2015.org](http://www.apco2015.org) or call 1.888.272.6911 between 8 am and 5pm EST.

## Payment

Total Fees Due:	\$ _____
-----------------	----------

MAIL completed form with payment to:

Register ONLINE: <http://www.apco2015.org/>

APCO International, Inc.

Attn: Accounting Dept.

351 North Williamson Blvd.

Daytona Beach, FL 32114

Form must be received by August 7, 2015 for processing. After this date, please bring payment to the registration desk onsite.



Leaders in Public Safety Communications®

**EXECUTIVE DIRECTOR**

Derek K. Poarch  
poarchd@apcointl.org

**HEADQUARTERS**

J. Rhett McMillan, Jr. Building  
351 North Williamson Boulevard  
Daytona Beach, FL 32114-1112  
386-322-2800

**EXECUTIVE OFFICES**

Gregory T. Riddle Building  
1426 Prince Street  
Alexandria, VA 22314  
571-312-4400

www.apcointl.org

**BOARD OF DIRECTORS  
2014 - 2015**

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rfanalyst@gmail.com

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Brent Lee  
w.brent.lee@gmail.com

**Second Vice President**

Cheryl J. Greathouse  
cgreathouse@ppalo.org

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Gigi Smith  
gsmith@vecc9-1-1.com

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James J. McFarland

**Gulf Coast Region**

Martha K. Carter, ENP  
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Holly E. Wayt, RPL, ENP

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Kimberly D. Burdick, RPL  
Peggy A. Fouts, ENP

**Commercial Advisory Council**

Richard R. Solis

May 27, 2015

Regina Harris-Gilyard  
Police Services Manager  
Oakland Police Department  
7101 Edgewater Dr. Bldg 8  
Oakland, CA 94621

Dear Ms. Harris-Gilyard:

You are cordially invited to attend the first APCO International PSAP Directors Roundtable on Tuesday, August 18, 2015 in Washington, D.C. This invitation-only event will bring together Directors like you from the top 25 metro area PSAP's (by population) for an opportunity to directly contribute to the direction and value of APCO and the public safety industry. Participants will share, challenge and test their ideas through candid talk about complex issues while networking with colleagues. APCO will utilize a dynamic mix of presentation and interaction to discuss public safety best practices and current organizational challenges.

There is no cost to attend the roundtable; however, travel is not covered. Included in this event will be the opportunity to receive a complimentary day pass to experience APCO 2015 for the remainder of the day.

APCO 2015, APCO International's Annual Conference & Expo, is the premier event for public safety communications officials, from frontline telecommunicators to communication center managers to public safety communications equipment and services vendors. Starting August 16, APCO 2015 offers four days of educational sessions, committee meetings and special events, paired with two full days of exhibits.

**Agenda for Tuesday, August 18, 2015**

Walter E. Washington Convention Center, West Salon, Main Level  
7:30am Pick up Complimentary Conference Badge

Walter E. Washington Convention Center, Ballroom, Third Level  
8:00am Distinguished Achievers Breakfast – will have reserved tables

*Sarah Hill  
386-944-2450*

**Marriott Metro Center, Chinatown Room**

**10:30am Welcome and Roundtable Session #1 – Current Issues Facing Large PSAPs**

***Joe Hanna, President of Directions and APCO Past President***

Large PSAP's have unique qualities therefore we understand that your issues are different. During this session, Joe will facilitate an open discussion on common interests, current and future organizational challenges and best practices.

This conversation will dig deep into relationships, regulatory support and commercial aspects. APCO wants to hear from you! What are your needs? Are you aware of all the services APCO provides? How can we expand your leadership experience within APCO?

**11:30am Roundtable Session #2 - FirstNet Update**

***Jeff Cohen, Director of Government Relations, APCO***

Jeff will provide recent developments concerning the deployment of the FirstNet nationwide public safety broadband network, and APCO's related advocacy, including integration with 9-1-1 centers.

In the second half of this discussion, Jeff will describe APCO's interest and actions concerning the role of mobile apps and 9-1-1 services, including APCO's related May 2015 Fact Sheet and White Paper.

**12:00pm Roundtable Session #3 - Major Cities APCO Discussion**

APCO Executive Director, Derek Poarch, will lead participants in discussions on a Major Cities APCO and the next steps.

**12:30pm Closing Remarks**

Remainder of the day is open to experience APCO 2015.

12:30pm – 4:00pm Exhibit Hall Open

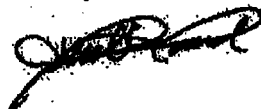
1:30pm - 3:40pm Professional Development Sessions

3:50pm – 4:50pm APCO's Second General Business Session

7:00pm – 10:00pm Block Party! at the Smithsonian National Air & Space Museum

To confirm your attendance to this invitation-only event, please email Patricia Giannini, Director of Events, at [gianninip@apcointl.org](mailto:gianninip@apcointl.org) or phone at 386-944-2424.

Sincerely,



Derek K. Poarch  
Executive Director  
APCO International

**Quaintance, Linda**

---

**From:** Quaintance, Linda  
**Sent:** Thursday, June 04, 2015 1:47 PM  
**To:** Harris, Regina  
**Subject:** (Harris 2016-008) APCO 2015 Conference - 16 Aug 15

Hello Ms. Harris,

I am processing your Travel Request for the referenced training which I received on 04 June. Thank you for including the explanation for late submission with your request in compliance with City policy.

Your travel package will now be routed for administrative approvals then I will notify you by email when approved at which time you can finalize your travel arrangements. Accounting will pay registration shortly thereafter and provide an advance on travel expenses within two weeks of the travel.

Do not hesitate to contact me if you have any questions.

Thank you,

*Linda*

**Linda Quaintance**  
Account Clerk II  
Oakland Police Department  
Fiscal Services  
455 7<sup>th</sup> Street, 7<sup>th</sup> Floor  
Oakland, CA 94607  
Phone: (510) 238-6973  
Fax: (510) 238-7490  
[lquaintance@oaklandnet.com](mailto:lquaintance@oaklandnet.com)

**Quaintance, Linda**

---

**From:** Harris, Regina  
**Sent:** Thursday, June 04, 2015 2:23 PM  
**To:** Quaintance, Linda  
**Subject:** RE: (Harris 2016-008) APCO 2015 Conference - 16 Aug 15

I plan to stay one extra day that I will pay for. The conference ends on the 19<sup>th</sup> at 9:00PM. I would technically have to travel back on the 20<sup>th</sup>. I did not include the extra day in my calculations. The room rate on the travel request form is only through the 20<sup>th</sup>.

Regina Harris  
Police Services Manager  
Communications Section  
(510) 777-8803 (Ofc)  
(510) 777-8826 (Fax)



---

**From:** Quaintance, Linda  
**Sent:** Thursday, June 04, 2015 2:20 PM  
**To:** Harris, Regina  
**Subject:** FW: (Harris 2016-008) APCO 2015 Conference - 16 Aug 15

I have one question that I'm sure the City Administrator will want to know: The conference ends on 19 June so why are you traveling back on 21 June instead of 20 June?

Thank you!

Linda

---

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Thank you,

*Linda*

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Phone: (510) 238-6973  
Fax: (510) 238-7490  
[lquaintance@oaklandnet.com](mailto:lquaintance@oaklandnet.com)

**Quaintance, Linda**

---

**From:** Quaintance, Linda  
**Sent:** Thursday, June 11, 2015 3:36 PM  
**To:** Dillahunty, Geary  
**Subject:** RE: Regina Harris 2016-008 - 16 Aug 15

Hi Geary,

I took it off on the 18<sup>th</sup> but neglected to include it on the 19<sup>th</sup> so it washes.

Linda

---

**From:** Dillahunty, Geary  
**Sent:** Thursday, June 11, 2015 3:25 PM  
**To:** Quaintance, Linda  
**Subject:** RE: Regina Harris 2016-008 - 16 Aug 15

Hi Linda,

I just left you a voice mail about the AUG 18<sup>TH</sup> Dinner. The Agenda you provided indicate Dinner provided on that date. On your meals Per Diem you indicated 36.00 for Dinner on that date AUG 18<sup>th</sup> is that a mistake? Please verify ok.

Thanks  
Geary

---

**From:** Quaintance, Linda  
**Sent:** Thursday, June 11, 2015 10:24 AM  
**To:** Dillahunty, Geary  
**Subject:** RE: Regina Harris 2016-008 - 16 Aug 15

Hi Geary,

Please see attached regarding schedule for Regina Harris' conference. I wish all conferences had a per diem schedule like this!

Linda

---

**From:** Dillahunty, Geary  
**Sent:** Thursday, June 11, 2015 8:13 AM  
**To:** Quaintance, Linda  
**Subject:** RE: Regina Harris 2016-008 - 16 Aug 15

Hi Linda,

Do have a more detail agenda than the one you submitted. I only see agenda for Tuesday August 18<sup>th</sup> I do not see the other days activities could you please provide?

Thanks  
Geary

---

**From:** Quaintance, Linda  
**Sent:** Wednesday, June 10, 2015 2:55 PM



**To:** Dillahunty, Geary

**Subject:** Regina Harris 2016-008 - 16 Aug 15

Hello Geary,

I just sent over the referenced TA for payment of registration and travel advance. Ms. Harris would like to have her advance as soon as possible so that she can purchase the airline ticket. Sorry, I didn't catch it before TJ picked it up!

Thank you!

Linda

***Linda Quaintance***

Account Clerk II

Oakland Police Department

Fiscal Services

455 7<sup>th</sup> Street, 7<sup>th</sup> Floor

Oakland, CA 94607

Phone: (510) 238-6973

Fax: (510) 238-7490

[lquaintance@oaklandnet.com](mailto:lquaintance@oaklandnet.com)

**Quaintance, Linda**

---

**From:** Harris, Regina  
**Sent:** Wednesday, June 10, 2015 1:49 PM  
**To:** Quaintance, Linda  
**Subject:** Re: (Harris 2016-008) Assn of Public-Safety Communications Officials (APCO) Conf - 16 Aug 15

Thanks Linda. It would be nice to receive the check a little earlier (4 weeks would be great) as I need to purchase the airline ticket to secure a reasonable rate.

Regina  
Sent from my iPad

On Jun 10, 2015, at 1:00 PM, "Quaintance, Linda" <[LQuaintance@oaklandnet.com](mailto:LQuaintance@oaklandnet.com)> wrote:

Hello Regina,

The City Administrator's Office has approved your referenced travel. You may now finalize your travel arrangements.

Accounting will pay the registration fee directly to the vendor. I will let you know when that payment has been made. A travel advance check will be issued to you 1-2 weeks prior to travel. Please let me know if you need the advance check earlier.

Please submit a signed Travel Expense Voucher, After-Action Report, course itinerary and certificate of completion within five (5) days of returning from your event.

Do not hesitate to contact me if you have any questions.

Thank you,

*Linda*

**Linda Quaintance**  
Account Clerk II  
Oakland Police Department  
Fiscal Services  
455 7<sup>th</sup> Street, 7<sup>th</sup> Floor  
Oakland, CA 94607  
Phone: (510) 238-6973  
Fax: (510) 238-7490  
[lquaintance@oaklandnet.com](mailto:lquaintance@oaklandnet.com)

<OPD Travel Expense Voucher.xlsx>

<OPD Travel Training After-Action Report.xlsx>

**Quaintance, Linda**

---

**From:** Quaintance, Linda  
**Sent:** Thursday, June 11, 2015 10:24 AM  
**To:** Dillahunty, Geary  
**Subject:** RE: Regina Harris 2016-008 - 16 Aug 15  
**Attachments:** Harris APCO Conf per diem.pdf

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Linda

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Oakland, CA 94607  
Phone: (510) 238-6973  
Fax: (510) 238-7490  
[lquaintance@oaklandnet.com](mailto:lquaintance@oaklandnet.com)

## **Quaintance, Linda**

---

**From:** Quaintance, Linda  
**Sent:** Wednesday, August 26, 2015 2:56 PM  
**To:** Harris, Regina  
**Subject:** RE: (Harris 2016-008) APCO International Conference - 15 Aug 15  
**Attachments:** OPD Lost Receipt - Affidavit.xlsx

Okay, could you please complete and sign the attached lost receipt form then have your supervisor sign too? Return it to me so I can include it with the expense voucher.

Here's the excerpt from the AI-120 about using Oakland Airport:

### **Mandatory Use of Oakland International Airport**

Travel on City business by scheduled air carrier must use the Oakland International Airport as the point of departure and return unless:

1. Scheduled air carrier service to and from the destination is not available from the Oakland International Airport.
2. The total cost of round-trip travel from Oakland International Airport exceeds the cost of round-trip travel from an alternative airport.
3. If for City business reasons, a traveler does not reside in Oakland or vicinity and is closer to an alternative airport.

Should a traveler not use Oakland International Airport for one of the exemptions above, he or she shall attach a written explanation to the Travel Authorization, indicating the justification for using an alternative airport.

Note: Travelers who choose to use their personal frequent flyer miles for City business shall not be reimbursed for the value of the flight tickets.

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**From:** Harris, Regina  
**Sent:** Wednesday, August 26, 2015 2:14 PM  
**To:** Quaintance, Linda  
**Subject:** Re: (Harris 2016-008) APCO International Conference - 15 Aug 15

Flights were cheaper out of San Francisco. I was not aware of this stipulation.

I had misplaced the second receipt, however, I did require transportation to the airport to return home. I recall that the fee was about the same.

I was not a new attendee and lunch was not provided for me Sunday.

Regina

On Aug 26, 2015, at 1:59 PM, Quaintance, Linda <[LQuaintance@oaklandnet.com](mailto:LQuaintance@oaklandnet.com)> wrote:

Hello Regina,

I am reconciling your Travel Expense Voucher for the referenced training which I received on 26 August. Thank you for submitting your paperwork in a timely manner in compliance to City travel policy.

I need to clarify a few things before sending the voucher on to Accounting:

- You changed your flights to San Francisco. Travel policy requires us to fly out of Oakland. Could you please reply to this email with explanation for flying out of SFO?
- Do you have a second taxi receipt for 20 August? I only have the one for 15 August.
- Did the venue provide lunch to you on Sunday, 16 August? The per diem sheet indicates the lunch was only for new attendees and I'm not sure if you fall into that category?

Thank you!

*Linda*

**Linda Quaintance**  
Account Clerk II  
Oakland Police Department  
Fiscal Services  
455 7<sup>th</sup> Street, 7<sup>th</sup> Floor  
Oakland, CA 94607  
Phone: (510) 238-6973  
Fax: (510) 238-7490  
[lquaintance@oaklandnet.com](mailto:lquaintance@oaklandnet.com)

Grand Total

Grand Total

Fund	Org	Acct	Project	Prog	Total Exp	Advance	Balance
1010	103430	55112	0	PS09	641.64	468.00	173.64
		55113			292.50	216.38	76.12
		55114			927.45	695.58	231.87
		55212			450.00	450.00	0.00
		55119					
					2,311.59	1,829.96	481.63

Grand Total

Status: By Budget

Accounted: By

By Number

Account Description: 1010-103430-55112-0-PS09-641.64-468.00-173.64

Page 1 of 1

Fund	Org	Acct	Project	Prog	Total Exp	Advance	Balance	Description
1010	103430	55112	0	PS09	641.64	468.00	173.64	Transportation
		55113			292.50	216.38	76.12	Meals
		55114			927.45	695.58	231.87	Lodging
		55212			450.00	450.00	0.00	Registration
		55119						Parking
					2,311.59	1,829.96	481.63	

CITY OF OAKLAND  
One Frank H. Ogawa Plaza  
Oakland, CA 94612

VENDOR NO. 53166

CHECK NUMBER 863781

INVOICE NUMBER	DESCRIPTION	NET AMOUNT
2016-008	H10P211-15CT # OPD(KL) EMPL TRAV REG ADV PMTS RHA <i>Oakland Police, Regina Harris</i>	450.00
	<i>Mailed JUN 17 2015</i>	450.00

THE FACE OF THIS CHECK IS BLUE. THE BACK HAS A RED A. MICRATED WATERMARK.

CITY OF OAKLAND  
ONE FRANK H. OGAWA PLAZA  
OAKLAND, CA 94612

CHECK # 863781  
DATE 16 JUN 15  
AMOUNT \$ 450.00

FOUR HUNDRED FIFTY DOLLARS AND ZERO CENTS

APCO INTERNATIONAL INC  
INTERNATIONAL INC  
ATTN: ACCOUNTING DEPT  
351 N WILLIAMSON BLVD  
DAYTONA, CA 32114

*[Signature]*  
TWO SIGNATURES REQUIRED  
VOID AFTER 180 DAYS

SEE REVERSE SIDE FOR OPENING INSTRUCTIONS

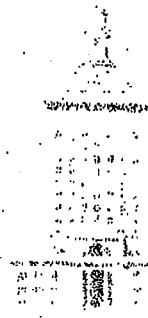
City of Oakland  
One Frank H. Ogawa Plaza  
Oakland, CA 94612

APCO INTERNATIONAL INC.  
INTERNATIONAL INC  
ATTN: ACCOUNTING DEPT  
351 N WILLIAMSON BLVD  
DAYTONA, CA 32114

CITY OF OAKLAND  
One Frank H. Ogawa Plaza  
Oakland, CA 94612

VENDOR NO. 64991

CHECK NUMBER 863869

INVOICE NUMBER	DESCRIPTION	NET AMOUNT
2016-008	H10P211-15CT # OPD(KL) EMPL TRAV ADV PMTS 08/16-21	1,379.96
		
<i>E-mailed</i> <b>JUN 17 2015</b>		
		1,379.96

CIP SOLUTIONS (816) 597-1222

THE FACE OF THIS CHECK IS BLUE. THE BACK CONTAINS A SIMULATED WATERMARK.

CITY OF OAKLAND  
ONE FRANK H. OGAWA PLAZA  
OAKLAND, CA 94612

CHECK # 863869  
DATE 16 JUN 15  
AMOUNT \$ 1,379.96

ONE THOUSAND THREE HUNDRED SEVENTY-NINE DOLLARS AND NINETY-SIX CENTS

PAY TO THE ORDER OF REGINA HARRIS  
455 - 7TH ST., OPD  
ROOM #712  
OAKLAND, CA 94607

*[Signature]*  
TWO SIGNATURES REQUIRED  
VOID AFTER 100 DAYS

SEE REVERSE SIDE FOR OPENING INSTRUCTIONS

City of Oakland  
One Frank H. Ogawa Plaza  
Oakland, CA 94612

REGINA HARRIS  
455 - 7TH ST., OPD  
ROOM #712  
OAKLAND, CA 94607



CHECK NUMBER 872917

CTF SOLUTIONS (818) 597-1222

**SEE REVERSE SIDE FOR OPENING INSTRUCTIONS**

REGINA HARRIS  
455 - 7TH ST., OPD  
ROOM #712  
OAKLAND, CA 94607