



# CITY OF GREEN COVE SPRINGS ADVANCED TRAINING/ LICENSE/CERTIFICATE REQUEST

**\*Requires Department Head's, Human Resources Director's, and City Manager's approval before scheduling\***

Name: Derek Asdot Hire Date: \_\_\_\_\_ Employee ID #: 654

Department: Police Position: Chief of Police

Type of Training / Education:  Advanced Training  License  Other FPCA Summer Conference

Purpose of Training / Education:  Job Skills  Career Advancement

Name of Provider: Florida Police Chief's Association

Address: Seminole Hard Rock Hotel Hollywood, FL - 1 Seminole Way, Hollywood, FL 33314

Course/Seminar Title: 69th Annual Summer Training Conference & Exposition

Start Date: 06/27/2021

End Date: 06/30/2021

Registration Fee: \$ 400.00

Accommodations: \$ 606.81

**Total Cost:** \$ 1,006.81

### FOR HR USE ONLY

\_\_\_\_ Copy given to employee after authorization

\_\_\_\_ Copy given to Finance

\*Traveling – Review Travel and Funds  
Advance Request Form

***\*Employee: Please attach copy of class description.***

Please read each statement below and initial to the left of each statement to verify your understanding of the rules regarding the Training & Education Policy. For more information, please refer to the Personnel Manual, Section 10.

BSL Reimbursement for any training, license(s), certificates and books may only be requested after the employee has worked for the City for one (1) continuous year of full-time service.

BSL Course is job-related or provides benefit to the City.

BSL The cost of books for the course may be reimbursable up to 100%, upon approval by the City Manager.

BSL I certify that I have read and understand the Training & Education Policy and that to the best of my knowledge this application is complete and correct. I further understand that falsifying this application can be grounds for suspension from the Training & Education Program or disciplinary action and could constitute fraud which could result in criminal penalties.

BSL If separation of employment occurs with the City within three (3) years for advanced training or certifications costing more than \$250 and paid by the City, I agree to reimburse the City a prorated amount.

BSL If separation of employment occurs with the City within six (6) months of receiving a certification/license costing less than \$250 such as, CDL, Water/Wastewater license, or Notary Public and paid by the City, the employee shall be responsible for 100% reimbursement.

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Employee: Derek Oudea Date: 2.11.21

Sergeant/Supervisor: n/a Date: \_\_\_\_\_  Approved  Disapproved

Division Commander: n/a Date: \_\_\_\_\_  Approved  Disapproved

Dept. Head: n/a Date: \_\_\_\_\_  Approved  Disapproved

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  Approved  Disapproved

City Manager: \_\_\_\_\_ Date: \_\_\_\_\_  Approved  Disapproved

**NOTE: Once you have obtained Department Head's signature, this form must be submitted to the HR Department.**

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*\*Employee: Please attach copy of class description.*

# City of Green Cove Springs Travel and Funds Advance Request

**Name of Traveler:** Derek Asdot **Department:** Police

**Date Submitted:** 02/16/2021

**Purpose of Travel:** Florida Police Chiefs Association Summer Conference

**Date & Time of Departure:** 06/27/2021 @ 10 a.m. **Date & Time of Return:** 06/30/2021 @ 11 p.m.

**Destination:** Seminole Hard Rock Hotel in Hollywood, FL - 1 Seminole Way, Hollywood, FL 33314

**Mode of Travel: (Circle One)** City Vehicle Private Auto Air Bus Train

Expense Items	Prepaid \$ To Others	Advance \$ To Employee	Actual Total
<b>TRANSPORTATION</b>			
<b>Public</b>	\$ (A)		
<b>Private:</b> (Est. Miles _____ @ .445) (Act. Miles _____ @ .445)		\$ _____	\$ _____
Begin Mileage: _____			\$
Ending Mileage: _____			\$
<b>LODGING:</b> 3 Days @ \$ 202.27	\$ 606.81 (B)	\$ _____	\$ _____
<b>MEALS:</b> B: 3 @ \$ 6.00 L: 2 @ \$ 11.00 D: 3 @ \$ 19.00		\$ 18 \$ 22 \$ 57	\$ _____ \$ _____ \$ _____
<b>OR</b>			
<b>PER DIEM:</b> Days @ \$80	\$ (C)	\$	\$
<b>ACTUAL COST TOTAL</b> (Attach receipt for each meal. Do not mix per diem & actual)			\$ _____
<b>CONFERENCE FEES:</b> Employee	\$ 400 (D) \$	\$ _____ \$	\$ _____ \$
<b>TOTALS</b>	\$ 1,006.81	\$ 97	\$
<b>Less Prepaid</b>			\$
<b>Less Advances</b>			\$
<b>Amount Due City</b>			\$

I request approval of travel and hold myself accountable for prepaid and advances. I have read and agree to abide by the rules and regulations printed on the reverse side of this form. **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPROVALS:** FUND 001 DEPT 2021 ACCOUNT 5004000

**Department Head:**  **City Manager:** \_\_\_\_\_ **Finance Director:** \_\_\_\_\_

**PREPAID INFORMATION: SEND PREPAID CHECKS TO THE FOLLOWING:**

(A) \_\_\_\_\_ **DATE REQUIRED:** \_\_\_\_\_  
 (B) \_\_\_\_\_ **DATE REQUIRED:** \_\_\_\_\_  
 (C) \_\_\_\_\_ **DATE REQUIRED:** \_\_\_\_\_

**DATE ADVANCE REQUIRED BY EMPLOYEE:** 06/23/2021

# City of Green Cove Springs




## Travel and Funds Advance Request

### RULES AND REGULATIONS CONCERNING TRAVEL AND TRAVEL ADVANCES

- ❖ All travel must be an official nature, and all seminars, courses, meetings, etc. must be directly related to the performance of the traveler's assigned duties.
  - ❖ All travel must be approved in writing, using this form, prior to any travel being performed. Failure to obtain prior approval could result in the traveler not being reimbursed for travel expenses.
  - ❖ All travel requests must be submitted and approved as far in advance of commencement of travel as possible to ensure that the request for prepaid expenses and advancement of funds can be processed in a timely and orderly manner.
  - ❖ **Final report of travel, showing actual expenses incurred and with receipts for expenditures attached, must be submitted within 10 days after the completion of travel. If funds are due to the City, a check must be attached to the final report.**
  - ❖ Failure to submit a final report in a timely manner could result in a deduction from the employee's pay for any advanced funds in excess of the actual expenses or up to the full amount of advanced funds.
  - ❖ If prepaid expense checks are required to be mailed to a vendor, the name, address, and disbursement date of the check **MUST** be completed on the front of the form. A copy of all documents that must be sent with the check must be completed and sent with the check must be completed by the traveler and attached to this request. A copy of the announcement giving a description of the class, seminar, etc., must be attached.
  - ❖ All travel must be by a usually traveled route. Reimbursement may be made by common carrier and shall be sustained by receipts therefore. The use of a privately-owned vehicle for official travel in lieu of public owned or common carrier may be authorized under certain circumstances by the City Manager, and when authorized, reimbursement will be on a mileage basis not to exceed mileage as defined by applicable State of Florida rate. Reimbursement for expenditures related to the operation, maintenance and ownership of a vehicle shall not be allowed when a privately-owned vehicle is used on public business. Mileage shall be calculated as though travel began and terminated at CityHall.
  - ❖ While on official business for the City, public officers and employees may be allowed for subsistence and lodging when traveling to a convention, conference or other authorized City business which may serve a direct public purpose of the City by the person attending such meeting, eighty dollars (\$80) per diem per day to cover lodging & meals. Alternately, the employee may be reimbursed for actual expenses for meals up to the following:

Breakfast \$6.00	Lunch: \$11.00	Dinner: \$19.00
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- Plus actual expenses for lodging at a single occupancy rate to be substantiated by paid bills therefore. When on authorized business not requiring an overnight stay, a City officer or employee shall not be reimbursed on a per diem basis, but shall receive subsistence based upon expenses of meals not to exceed the rates listed above. Allowance shall be made for meals when on official business in the City or immediate vicinity when approved by the City Manager, and reimbursement shall be made for actual expenses as substantiated by paid bills. If the cost of a meal for a guest is included in the claim, the following information is required: name of the guest, city business discussed, why expense was beneficial to the City.
- ❖ Incidental expenses such as taxi fare, parking fees, auto storage, communication expense and convention registration fees are also reimbursable. Receipts for all incidental expenses must be furnished to the City Finance Director on all authorized travel.
  - ❖ Advancements may be made for approved travel and per diem on the basis of anticipated expenses provided that proper accounting for such expenses is made following completion of approved travel.

2636 Mitcham Drive Tallahassee, FL 32308  
(850) 219-3631  
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(850) 219-3631

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## Hotel Information

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**Seminole Hard Rock Hotel**  
**Hollywood, FL**

**FPCA Summer Conference 2021 Room Rate – \$179**

**Rate is only guaranteed until Thursday, June 3, 2021**

**To make reservations by phone, call 954-377-5219 and provide the Group Code GFPCA21 to ensure you receive the special rate.**

**Check in: 3:00 pm Check out: 11:00 am**

*FPCA does not engage any third party vendors to assist with rooming. You should handle your room reservations directly with the hotel. If you receive an email or call indicating such, please do not engage them. They are NOT working with the FPCA.*

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## Location



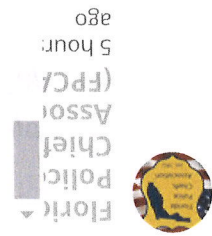
**Florida Police Chiefs Association**  
 Address: 2636 Mitcham Dr, Tallahassee, FL 32308  
 Phone: (850) 219-3631

## Tweets

Florida Police Chiefs Association



## Facebook



Brown Deer PD congratulated Lt. George King on his retirement after 32 years in law enforcement. Good luck and be safe!



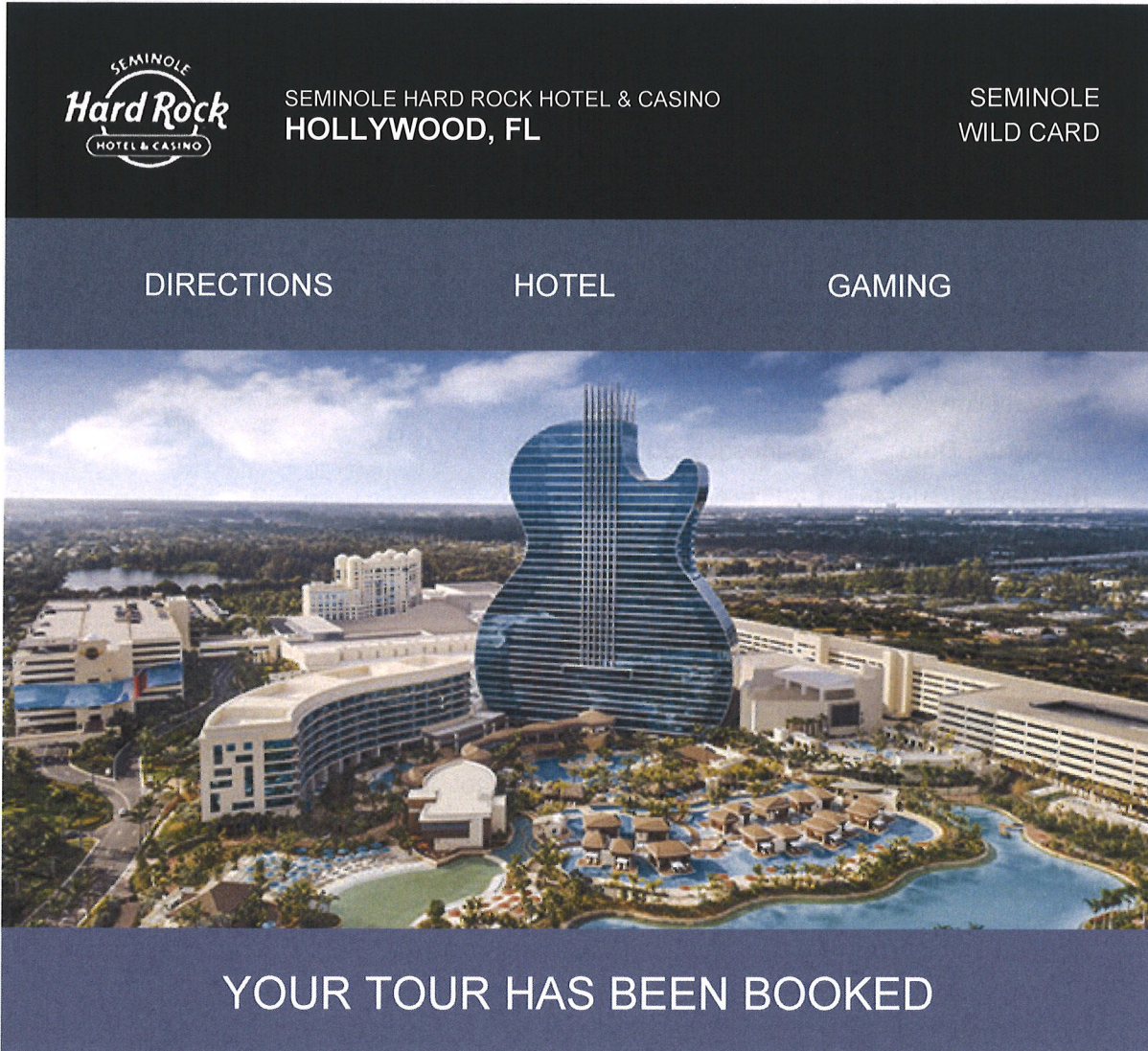
## Amanda Upton

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**From:** Hard Rock Hotel and Casino Hollywood <hotelreservations@seminolehardrock.com>  
**Sent:** Thursday, February 11, 2021 4:29 PM  
**To:** Amanda Upton  
**Subject:** Your reservation is confirmed.

**CAUTION:** This email originated from outside of the organization. . Do not click links or open attachments unless you recognize the sender and know the content is safe.

[View in Browser](#)



The banner features the Seminole Hard Rock Hotel & Casino logo on the left, the text "SEMINOLE HARD ROCK HOTEL & CASINO HOLLYWOOD, FL" in the center, and "SEMINOLE WILD CARD" on the right. Below this is a navigation bar with "DIRECTIONS", "HOTEL", and "GAMING" buttons. The main image is an aerial view of the hotel's guitar-shaped tower and surrounding resort area. At the bottom, a dark blue bar contains the text "YOUR TOUR HAS BEEN BOOKED".

### RESERVATION CONFIRMATION


Derek Asdot,

You're all set! The details about your upcoming stay at Seminole Hard Rock Hotel & Casino Hollywood, FL are below.

Hopefully you've had a chance to check out our [website](#) to see what we have going on during your stay. If you have any special requests for your stay, please contact us prior to your arrival. Call us at [+1-954-327-7625](tel:+1-954-327-7625). Our Customer Care team will be pleased to assist you.

See you soon,

The Team at Seminole Hard Rock Hotel & Casino Hollywood, FL



Visit [Safe + Sound](#) for more information on our health and safety programs. Prior to your stay, please contact your hotel for the latest local travel guidelines and restrictions.

## RESERVATION DETAILS

<b>Confirmation</b>	L7VSXS1MQY
<b>Guest Name</b>	Derek Asdot
<b>Arrival Date</b>	Sunday, June 27, 2021
<b>Departure Date</b>	Wednesday, June 30, 2021
<b>Number of Guests</b>	1 Adults & 0 Children
<b>Tower</b>	Hard Rock Tower
<b>Room Type</b>	Deluxe Best Available

The above rate(s) may not reflect all possible fees, additional charges or taxes associated with this reservation. For clarification regarding these charges, please contact our Customer Care team. Room types are not guaranteed.

Check-in time is at 4pm and check-out time is 11am. If you need to make a modification to your reservation please inform us by 3pm (EST) the day before your arrival.

## OUR POLICIES

**DEPOSIT POLICY:** Credit card guarantee for all reservations. Full pre-payment may be required for special events, holidays, packages, and non-refundable discounted





# The Florida Police Chiefs Association

PO Box 14038  
Tallahassee, FL 32317

**Florida Police Chiefs Association**

## Invoice

Date	Invoice #
2/11/2021	200003673

Bill To
Derek Asdot Green Cove Springs P.D. 1001 Idlewild Ave (SR16) Green Cove Springs, FL 32043 United States

Ship To
Derek Asdot Green Cove Springs P.D. 1001 Idlewild Ave (SR16) Green Cove Springs, FL 32043 United States

PO Number	Terms	Due Date
	Due on receipt	2/11/2021

Qty	Description	Price	Totals
1	Annual Installation and Awards Banquet Ticket - Derek Asdot	\$50.00	\$50.00
1	69th Annual Summer Conference Member Registration - Derek Asdot	\$350.00	\$350.00
<b>Sub-Total</b>			\$400.00
<b>Total</b>			\$400.00
<b>Balance Due</b>			\$400.00



# 69<sup>th</sup> Annual Summer Training Conference & Exposition

Sponsored by  
The Florida Police Chiefs Education & Research Foundation

Tentative Agenda – Subject to Change

<b>Saturday June 26, 2021</b>	
8:00am	Golf Tournament Location:
2:00pm-3:30pm	Highway Safety Committee Meeting Location:
2:00pm-3:30pm	Legislative Committee Meeting Location:
3:30pm-4:30pm	Executive Board Meeting Location:
<b>Sunday June 27, 2021</b>	
8:00am-6:00pm	Registration Desk Opens Location:
8:00am-10:30am	Board of Directors Meeting <i>Sponsor: Rumberger, Kirk and Caldwell</i> Location:
10:30am-11:30am	Awards Committee Meeting Location:
11:30am-1:00pm	Foundation Board Meeting and Lunch Location:
12:00pm-4:00pm	Exhibitor Setup Location:
12:30pm-1:30pm	Professional Standards Committee Meeting Location:
1:00pm-2:00pm	Alarm Management Sub-committee Location:
2:00pm-4:00pm	Public Private Partnership Committee Meeting Location:
2:00pm-3:00pm	University/Education Chiefs Committee Meeting Location:
3:00pm-4:00pm	Airport Chiefs Committee Meeting Location:
3:30pm-4:30pm	New Law Enforcement Members Reception – Invitation Only Location:
4:00pm	FPCA Staff/Exhibitor Meeting Location: Seminole Ballroom ABJGHI
5:00pm	Exhibition Opens Location: Seminole Ballroom ABJGHI
5:00pm-7:00pm	Member/Exhibitor Reception <i>Sponsor: Seminole Tribe of Florida</i> Location: Seminole Ballroom ABJGHI

<b>Monday June 28, 2021</b>	
7:30am-4:30pm	Attendee Registration Desk Open Location:
7:30am-8:00am	Continental Breakfast in Exposition Hall Location: Seminole Ballroom ABJGHI
7:30am-2:30pm	Exhibition Open Location: Seminole Ballroom ABJGHI
8:00am-9:15am	Opening Ceremonies Location:
9:30am-10:30pm	<b>Training:</b> <b>Speaker:</b> Location:
10:30am-12:30pm	<b>Training:</b> <b>Speaker:</b> Location:
12:30pm-1:30pm	Tradeshow Lunch Location: Seminole Ballroom ABJGHI
1:00pm-2:00pm	Past Presidents/Nominating Committee Meeting Location:
1:30pm-2:30pm	Dessert & Refreshment Break/Member Door Prize Raffle Location: Seminole Ballroom ABJGHI
3:00pm	Exhibitors Move Out
2:30pm-4:30pm	<b>Training:</b> <b>Speaker:</b> Location:
6:00pm-9:00pm	Host: Location: To be determined
<b>Tuesday June 29, 2021</b>	
8:00am-9:30am	Sponsor Appreciation Breakfast <i>Sponsor: Florida Police Chiefs Association</i> Location:
8:00am-4:30pm	Registration Desk Opens Location: Atrium
9:30am-11:30am	<b>Training:</b> <b>Speaker:</b> Location: British Ballroom
11:45pm-1:45pm	Awards Luncheon Police Officer of the Year Awards – <i>Sponsor: Publix</i> Rocky Pomerance Excellence in Policing Awards – <i>Sponsor: United Badges</i> <i>Insurance</i> Public Private Partnership Awards Location: PGA Ballroom
2:00pm-4:00pm	<b>Training:</b> <b>Speaker:</b> Location: British Ballroom
4:00pm-5:00pm	<b>Training:</b> <b>Speaker:</b>

	Location:
<b>Wednesday June 30, 2021</b>	
8:30am-9:30am	Annual Business Meeting/Elections Banquet Ticket Distribution Location:
9:30am-10:30am	<b>Training:</b> <b>Speaker:</b> Location:
10:30am-12:30pm	<b>Training:</b> <b>Speaker:</b> Location:
12:30pm-1:00pm	Annual Conference Group Photo – <i>Class A Uniforms Please</i> Location:
5:00pm-5:45pm	President’s Reception Location:
6:00pm-9:00pm	Annual Installation & Awards Banquet President’s Award Chief Executive of the Year Award Command Officer of the Year Award Wall of Honor – <i>Sponsors: Alarm Association of Florida &amp; SIAC</i> Location:

**Suggested Attire:**

Committee Meetings – Business Casual

Opening Ceremonies – Business

Training – Business Casual

Host Chiefs Night - Casual

Awards Luncheon (Tuesday) – Business

Group Photo (Wednesday) – Class A Uniform

President’s Reception (Wednesday) – Black Tie for Executive Board, Black Tie Optional for others

Annual Installation & Awards Banquet – Black Tie for Executive Board, Black Tie Optional for others

