



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 FBINAA Annual Training Conference

Purpose of Training / Education: Job Skills Career Advancement

Name of Provider: FBINAA 57th National Annual Training Conference

Address: Rosen Shingle Creek Hotel; 9939 Universal Blvd, Orlando, FL 32819

Course/Seminar Title: 2021 FBINAA 57th National Training Conference

Start Date: 07/07/2021

End Date: 07/10/2021

Registration Fee: \$ 475.00

Accommodations: \$ 486.00

Total Cost: \$ 961.00

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.

_____ 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.

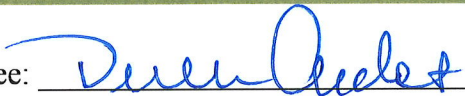
_____ Course is job-related or provides benefit to the City.

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

_____ 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.

_____ 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.

_____ 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.

Employee:  Date: 2.17.21

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.

***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: 2021 FBINAA 57th National Annual Training Conference

Date & Time of Departure: 07/07/2021 @ 6 a.m. **Date & Time of Return:** 07/10/2021 @ 8 p.m.

Destination: Rosen Shingle Creek Hotel; 9939 Universal Blvd, Orlando, FL 32819

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

Expense Items	Prepaid \$ To Others	Advance \$ To Employee	Actual Total
TRANSPORTATION			
Public	\$ (A)		
Private: (Est. Miles _____ @ .445) (Act. Miles _____ @ .445)		\$ _____	\$ _____
Begin Mileage: _____			\$ _____
Ending Mileage: _____			\$ _____
LODGING: 3 Days @ \$ 162	\$ <u>486.00</u> (B)	\$ _____	\$ _____
MEALS: B: 4 @ \$ 6.00 L: 1 @ \$ 11.00 D: 4 @ \$ 19.00		\$ _____ 24 \$ _____ 11 \$ _____ 76	\$ _____ \$ _____ \$ _____ \$ _____
PER DIEM: Days @ \$80	\$ (C)	\$	\$
ACTUAL COST TOTAL (Attach receipt for each meal. Do not mix per diem & actual)			\$ _____
CONFERENCE FEES: Employee	\$ <u>475.00</u> (D) \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
TOTALS	\$ <u>961.00</u>	\$ 111.00	\$ _____
Less Prepaid			\$ _____
Less Advances			\$ _____
Amount Due City			\$ _____

OR

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:** 2-17-21

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: 07/01/2021

City of Green Cove Springs Travel and Funds Advance Request

RULES AND REGULATIONS CONCERNING TRAVEL AND TRAVEL ADVANCES

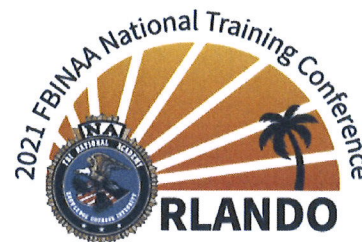
- ❖ All travel must be an official nature, and all seminars, courses, meetings, etc. must be directly related to the performance of the traveler's assigned duties.
 - ❖ All travel must be approved in writing, using this form, prior to any travel being performed. Failure to obtain prior approval could 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 City Hall.
 - ❖ 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.

FBINAA

57th National Annual Training Conference

July 7 – 10, 2021 | Orlando, Florida



SCHEDULE AT A GLANCE

DAY	DATE	START	END	AGENDA ITEM	TYPE
TUE	7/6	6:00 AM	8:00 PM	Command Post	Attendee Services
TUE	7/6	8:00 AM	8:00 PM	Information & Activity Desk	Attendee Services
DAY	DATE	START	END	AGENDA ITEM	TYPE
WED	7/7	6:00 AM	8:00 PM	Command Post	Attendee Services
WED	7/7	6:30 AM	1:30 PM	Optional Activity - FBINAA Golf Tournament	Optional Activity
WED	7/7	7:45 AM	7:00 PM	Check-in & Registration	Attendee Services
WED	7/7	7:45 AM	5:00 PM	FBINAA Conference Store & 5.11 Store	Attendee Services
WED	7/7	8:00 AM	8:00 PM	Information & Activity Desk	Attendee Services
WED	7/7	9:00 AM	2:30 PM	Optional Activity - FBINAA Wild Florida Tour	Optional Activity
WED	7/7	9:00 AM	10:00 PM	Family Lounge	Attendee Services
WED	7/7	9:00 AM	11:30 AM	Family Lounge Open House	Attendee Services
WED	7/7	9:30 AM	10:30 AM	Family Badge Networking & Information Session	Attendee Services
WED	7/7	10:00 AM	11:30 AM	Breakout Sessions	Training
WED	7/7	11:00 AM	3:30 PM	Optional Activity - Wine Bar George and Shopping	Optional Activity
WED	7/7	1:00 PM	2:30 PM	Breakout Sessions	Training
WED	7/7	2:00 PM	4:00 PM	YLP Meet-up	Invite-Only
WED	7/7	4:30 PM	6:00 PM	Opening Ceremonies	Attendee Services
WED	7/7	6:00 PM	7:30 PM	President's Welcome Reception	Optional Social Event
WED	7/7	9:00 PM	11:00 PM	After Hours Reception	Optional Social Event
WED	7/7	11:00 PM	12:30 PM	The Board Room	Optional Social Event
DAY	DATE	START	END	AGENDA ITEM	TYPE
THU	7/8	6:00 AM	8:00 PM	Command Post	Attendee Services
THU	7/8	6:00 AM	7:30 AM	Optional Activity - FBINAA 5k Fun Walk/Run	Optional Activity

FBINAA

57th National Annual Training Conference

July 7 - 10, 2021 | Orlando, Florida



DAY	DATE	START	END	AGENDA ITEM	TYPE
THU	7/8	7:00 AM	8:00 AM	Optional Activity - Yoga Session	Optional Activity
THU	7/8	8:00 AM	4:00 PM	Check-in & Registration	Attendee Services
THU	7/8	8:00 AM	10:00 PM	Family Lounge	Attendee Services
THU	7/8	8:00 AM	4:00 PM	FBINAA Conference Store & 5.11 Store	Attendee Services
THU	7/8	8:00 AM	8:00 PM	Information & Activity Desk	Attendee Services
THU	7/8	8:30 AM	10:00 AM	Keynote Presentation	Training
THU	7/8	8:30 AM	10:00 AM	Optional Activity - Kennedy Space Center	Optional Activity
THU	7/8	10:00 AM	3:30 PM	Law Enforcement Exhibition	LE Attendees
THU	7/8	10:15 AM	3:30 PM	Optional Activity - FBINAA Shooting Competition	Optional Activity
THU	7/8	11:00 AM	2:30 PM	Optional Activity - FBINAA Women Graduates Event	Optional Activity
THU	7/8	11:30 AM	5:00 PM	Optional Activity - Orlando Brewery Tour	Optional Activity
THU	7/8	12:00 PM	12:45 PM	Conference Badge Lunch with Sponsors & Exhibitors	LE Attendees
THU	7/8	12:45 PM	3:00 PM	Optional Activity - iFly Excursion	Optional Activity
THU	7/8	1:00 PM	2:30 PM	Keynote Presentation	Training
THU	7/8	3:00 PM	4:30 PM	Breakout Sessions	Training
THU	7/8	6:15 PM	9:00 PM	A Night with Friends & Colleagues	Optional Social Event
THU	7/8	10:00 PM	12:00 AM	The Board Room	Optional Social Event
FRI	7/9	6:00 AM	8:00 PM	Command Post	Attendee Services
FRI	7/9	7:00 AM	8:00 AM	Optional Activity - Yoga Session	Optional Activity
FRI	7/9	8:00 AM	4:00 PM	Check-in & Registration	Attendee Services
FRI	7/9	8:00 AM	10:00 PM	Family Lounge	Attendee Services
FRI	7/9	8:00 AM	4:00 PM	FBINAA Conference Store & 5.11 Store	Attendee Services
FRI	7/9	8:00 AM	8:00 PM	Information & Activity Desk	Attendee Services
FRI	7/9	8:00 AM	9:30 AM	YLP Breakfast	Invite-Only
FRI	7/9	8:30 AM	10:00 AM	Keynote Presentation	Training

FBINAA

57th National Annual Training Conference

July 7 – 10, 2021 | Orlando, Florida



FRI	7/9	8:30 AM	2:00 PM	Optional Activity - Winter Park Cultural Tour with Lunch	Optional Activity
FRI	7/9	10:00 AM	3:30 PM	Law Enforcement Exhibition	LE Attendees
FRI	7/9	12:00 PM	12:45 PM	Conference Badge Lunch with Sponsors & Exhibitors	LE Attendees
FRI	7/9	12:45 PM	1:00 PM	Executive Board Call for Nominations	LE Attendees
FRI	7/9	1:00 PM	2:30 PM	Keynote Presentation	Training
FRI	7/9	3:00 PM	4:30 PM	Breakout Sessions	Training
FRI	7/9	6:00 PM	10:00 PM	FBINAA Night at Sea World	Optional Social Event
FRI	7/9	10:00 PM	12:00 AM	The Board Room	Optional Social Event
DAY	DATE	START	END	AGENDA ITEM	TYPE
SAT	7/10	6:00 AM	8:00 PM	Command Post	Attendee Services
SAT	7/10	7:00 AM	8:00 AM	Optional Activity - Yoga Session	Optional Activity
SAT	7/10	7:30 AM	9:30 AM	Election for Section III Representative	LE Attendees
SAT	7/10	8:00 AM	12:00 PM	Check-in & Registration	Attendee Services
SAT	7/10	8:00 AM	10:00 PM	Family Lounge	Attendee Services
SAT	7/10	8:00 AM	12:00 PM	FBINAA Conference Store & 5.11 Store	Attendee Services
SAT	7/10	8:00 AM	8:00 PM	Information & Activity Desk	Attendee Services
SAT	7/10	8:30 AM	10:00 AM	Keynote Presentation	Training
SAT	7/10	10:00 AM	2:00 PM	Optional Activity - Gatorland Ziplining	Optional Activity
SAT	7/10	10:30 AM	12:00 PM	Breakout Sessions	Training
SAT	7/10	12:00 PM	1:30 PM	Lunch & Annual Business Meeting	LE Attendees
SAT	7/10	1:35 PM	2:30 PM	Keynote Presentation	Training
SAT	7/10	3:00 PM	4:30 PM	Breakout Sessions	Training
SAT	7/10	5:30 PM	10:00 PM	Youth Wrap Party	Optional Social Event
SAT	7/10	6:00 PM	9:30 PM	Gala Banquet & Closing Ceremonies	Optional Social Event
SAT	7/10	9:30 PM	11:00 PM	After Hours Reception	Optional Social Event
SAT	7/10	11:30 PM	12:30 PM	The Board Room	Optional Social Event

FBI NAA

57th National Annual Training Conference
 July 7 - 10, 2021 | Orlando, Florida



SUN	7/11	6:00 AM	6:00 PM	Command Post	Attendee Services
SUN	7/11	8:00 AM	2:00 PM	Information & Activity Desk	Attendee Services

Amanda Upton

From: conference@fbinaa.org
Sent: Thursday, February 11, 2021 3:42 PM
To: Derek Asdot
Cc: Amanda Upton
Subject: FBINAA - Balance Due Reminder

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.

FBINAA

57th National Annual Training Conference
July 7 - 10, 2021 | Orlando, Florida



Dear Derek,

Thank you for registering. Please see your registration detail below. Since you have a balance due, you are not able to add guests for a Family Badge at this time. Click the icon below to download your invoice with payment instructions. **You can make your hotel reservation now with the link below.**

Total Balance Due: \$475.00

You're registered for:

Sales Date	Description	Unit Price	Qty	Gross Amount
02/11/21	Conference Badge - FBINAA Member	\$475.00	1	\$475.00
02/11/21	President's Welcome Reception - Included	\$0.00	1	\$0.00
02/11/21	Conference Memento - Attendee	\$0.00	1	\$0.00
02/11/21	Lunch Ticket #1	\$0.00	1	\$0.00
02/11/21	Lunch Ticket #2	\$0.00	1	\$0.00
02/11/21	Lunch Ticket #3	\$0.00	1	\$0.00
			Balance Due	\$475.00



Click to View

Next Steps Now After Registering:

Conference Policies, Terms & Conditions

A necessary place to start your planning, [click here](#) to read about important policies pertaining to your conference participation.

Hotel Reservations

Information and rates for the hotels that currently make up the conference block can be [found here](#). When you are ready to book your hotel room, click your link below to begin the hotel reservation process. Please note that online reservations are required. You may call the hotel after your reservation is made online to make changes, submit special requests, or to cancel.

Rosen Shingle Creek Orlando

You are able to book a maximum of two rooms. If you require more, please contact us by replying to this email. [Hotel reservation link. Please click here.](#)

Access to the Attendee Service Center (ASC) is limited to paid registrants. You will receive an email with login information once your registration has been approved and your registration fee is paid.

Questions, comments, suggestions? We want to hear from you. Contact the Conference Helpline at conference@fbinaa.org or (800) 941-8840.

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Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning.

_ DEREK

SUCCESS! YOUR ROOM IS BOOKED.

Check aupton@gcspd.com to view your confirmation email.

Thanks, Derek! Your itinerary number is 10237B50989802

ROOM 1 CONFIRMATION #: 69867SC084936

Confirmed

Thank you for choosing our property. We look forward to your arrival.

ADD TO CALENDAR

SHARE

Room Details

Rosen Shingle Creek

9939 Universal Blvd,
Orlando, Florida 32819
1-407-996-9939

HotelConfirmations@rosenshinglecreek.com
<http://www.rosenshinglecreek.com>

CONFIRM #69867SC084936

King Room

\$432.00

FBINAA Annual Conference July 2021 3 NIGHTS

GRPFBINAA2021 Applied

Dates

Wed, Jul 7, 2021
Sat, Jul 10, 2021 (3 Nights)

Guests

1 Adult

Guest Information

Derek Asdot

Booking Engine by Preferred Hotels & ResortsSM

[VIEW FULL POLICY](#)

tax

Cancellation required by 4pm at least 5 days prior to arrival to avoid a charge of one night's room and

Cancel Policy

time of authorization.

All reservations are required to be guaranteed with a valid credit card . Please be advised that five days prior to your arrival, an authorization equivalent to a one night's room and tax charge will be processed on your card. Authorizations on a debit card will place a hold on funds within your bank account at the

Guarantee Policy


ROOM 1 KING ROOM

Check-in After 3:00 PM

Check-out Before 11:00 AM

Policies

CANCEL ROOM

 Card ending in 1837

Payment Method

Tax exempt and card authorization.

Additional Details and Preferences

9042977322

aupdn@gcspdn.com

Total: \$486.00

TAXES AND FEES: \$54.00