TUPELO POLICE DEPARTMENT
TRAINING REQUEST

Name: Brenton Thornton Date: August 11, 2026

Describe training: (*Attach Course Description*)

A training event with multiple Civil Support Teams (CST), and other Agencies and assests.
Training will be on Mass WMD/NCB incidents and scenarios in Tashkent Uzbekistan a State Partner. This is a
follow on training from Operation Marlin Spike training from March of 2026 in Biloxi Ms.

How will training benefit the Department? (*Is this training beneficial?*)

This training will benefit the Department if ever dealing with a WMD or NBC device, provide knowledge of regional
and National assests that are available, and their capabilities. Tupelo Bomb Squad will be conducting training with State
and National assests.

Describe method of travel: City Vehicle/ Air/ Rental

Date(s) of Training **10/22/26 - 10/31/26**

Location: **Tashkent, Uzbekistan** Cost of Training: $ **Free**

Lodging: **$0.00** Per Diem: **$0.00** Total Cost: **Free**

Note: The travel expense reimbursement voucher must be completed and turned in within five days after completon of school

Approved	*Not Approved*	*Initials*	
			Supervisor
✓		SB	*Captain*
✓		DM	*Academy Director*
			Major of Operations/Support
			Deputy Chief
✓		JQ	*Chief of Police*

Comments:

Upon completion of training, copies of certificates should be turned into the Training Director.

CITY of TUPELO TRAVEL AUTHORIZATION

In-State ☐ Out-of-State ☐ Out-of-Country ☑ Travel Advance ☐

TO BE COMPLETED BY TRAVELER

Name: Brenton Thornton Title: LT.

Department Name: Police Division Name: Bomb Squad

Travel Date From: 10/22/26 To: 10/31/26 Destination(s): Tashkent, Uzbekistan

Conference/Meeting Name: Joint Training with Civil Support Team

Purpose of Travel: Training will be on mass WMD/ NCB incidents and scenarios.

Travel Advance Amount: 0 Prior to Trip Expense Authorized: ☐ or ☐

Total Estimated Cost: $50 fuel Fund Source: General or Special *Complete Payment Info below, if known.*

Total Actual Cost: 0 Difference in Estimated and Actual Cost:

Signature: Brenton Thornton Date: 8.11.26

TO BE COMPLETED BY DEPARTMENT

Division Approval: John Quaka Title: Chief of Police Date: 8.11.26

COO Approval: Don Lewis Title: COO Date: 8.11.26

INSTRUCTIONS FOR TRAVEL AUTHORIZATION

1. A separate form must be completed for each traveler and travel type (e.g., in-state, out-of-state, out-of country).
2. Complete all applicable items and obtain approval COO PRIOR to commencing travel.
3. All travel outside the continental limits of the United States must be approved by the Tupelo City Council prior to departure.
4. Be as accurate as possible in estimating costs, including gratuities, taxis, or any other applicable travel expenses.
5. The travel advance should include travel related costs paid by the traveler, not expenses paid directly by the city (e.g. pre-paid registration, travel account charges). If an advance is not settled within 10 working days after the end of the month in which travel is completed, the traveler's paycheck WILL be held until the debt to the City is resolved. Only two outstanding advances are allowed at any time. Additional advances require City Council approval.
6. The Prior to Trip Expense authorization is granted for any lodging or public transportation purchases to be paid by the traveler prior to traveling.
7. A copy of this approved form along with supporting documentation must be submitted with the travel advance or travel voucher form in order to receive reimbursement.