

From: Moore, Marc K. [<mailto:Marc.Moore@chicagopolice.org>]

Sent: Sunday, March 24, 2019 12:20 AM

To: Steve Berlin

Cc: Karla Johnson

Subject: Fw: Chicago Police Department

I went to Portland, OR. on 03 March 2019 and returned on 06 March 2019 to be an Assessor for their Captain's promotion exam. Portland Police Bureau paid for everything and their travel expense report is attached to this e-mail. The Police Bureau also gave a swag bag gift which contained a glass from Portland PD and an USB port shaped as a Portland PD car.

Captain Marc K. Moore
Executive Officer

City of Portland Travel Authorization/Expense Report

Pre-Travel: Please enter information in blue cells only, where applicable. For Meals & Incidental Expenses, use Per Diem Calculator - totals will automatically be included here. Post-Travel: Confirm M&IE per diem using Per Diem Calculator; complete green cells, as applicable. Yellow cells include formulas and will populate based on entries in blue and green cells.

Today's Date:	2/22/2019	Bureau/Interoffice Add.	119/1542
Name (printed):	Marc Moore	Employee PERNR#:	
Destination City/State:	Portland, OR	Employee Vendor #:	
Travel Dates - Departure:	March 3, 2019	Return:	March 6, 2019
Title of Travel/Training:	Captain Assessment Center		
Purpose of trip and benefit to the City:			
Marc Moore will be serving as an external sworn assessor on our Captain promotional assessment center, he is traveling from Chicago Police Department.			
Notes/Other information:			

ESTIMATED EXPENSES		ACTUAL EXPENSES				NOTES FOR BUREAU USE ONLY
FILL THIS PORTION OUT BEFORE BOOKING TRAVEL TO GAIN APPROVAL ON ESTIMATED EXPENSES (BLUE CELLS ONLY)		FILL THIS PORTION OUT AFTER TRAVEL IS COMPLETED (GREEN CELLS ONLY)				
		FINAL COSTS	ITEMIZATION BY PAYMENT METHOD			
			All payment methods	City check or other	P-card	Paid by employee
	\$					
TRANSPORTATION TO DESTINATION (see instructions)	\$818.16	\$818.16	\$818.16			
LODGING	\$518.85	\$518.85		\$518.85		
MEALS & INCIDENTAL EXPENSES PER DIEM	\$170.00	\$170.00			\$170.00	
REGISTRATION FEES		\$0.00				
OTHER (List Each Category below)						
Baggage Fees	\$50.00	\$60.00			\$60.00	
Blue Star Shuttle PDX to Hotel on arrival	\$80.00	\$14.00			\$14.00	
Cab from Hotel to PDX on departure		\$42.49			\$42.49	
		\$0.00				
		\$0.00				
		\$0.00				
		\$0.00				
Total Estimated Costs	\$1,637.01					
Total Actual Costs (All/By Payment Method)		\$1,623.50	\$818.16	\$518.85	\$286.49	
Actual Costs vs. Estimated - Percentage		99.2%	Total due employee		\$286.49	

Authorizations, Approvals, Reviews				
Pre-Travel			Post-Travel	
Pre-Travel	Signature	Date	Signature	Date
Employee			<i>Marc Moore</i>	3/15/19
Other				
Other				
Bureau Director/Designee				
Commr. In Charge/Designee				
Fund	Cost Object	Account Number	Project Number	Amount
	PLSB000012			
Invoice Number:			Date:	