



# LASSEN COUNTY SHERIFF'S OFFICE

1415 Sheriff Cady Lane Susanville, CA 96130

**Administration**  
Phone: (530) 251-8013  
Fax: (530) 251-2884

**Dispatch**  
Phone: (530) 257-6121  
Fax: (530) 257-9363

**Civil**  
Phone: (530) 251-8014  
Fax: (530) 251-2884

**Adult Detention Facility**  
Phone: (530) 251-5245  
Fax: (530) 251-5243

**Dean F. Growdon**  
Sheriff - Coroner

To: Lassen County Board of Supervisors

From: Amy Foster, Sergeant

Date: Wednesday July 3, 2019

Agenda Date: July 16<sup>th</sup>, 2019

**Discussion:**

Two Correctional Sergeants are scheduled to attend the AJA Command Academy. This course will be held at Las Colinas Detention and Reentry Facility 451 Riverview Parkway Santee, CA 92071 August 5<sup>th</sup> through August 9<sup>th</sup>. The second week will be held at Board of State and Community Corrections 2590 Venture Oaks Drive Sacramento, CA 95833. The Sergeants will stay in San Diego for week one and will stay in Sacramento for week two. The up-front training costs will exceed \$2000 and require advance Board Authorization pursuant to the Lassen County Travel Policy. A portion of this course is reimbursed by the California Standards and Training for Corrections. The training costs are as follows:

| <b>AJA Command Academy</b> | <b>Per person</b> | <b>Per Person</b> |
|----------------------------|-------------------|-------------------|
| Tuition/Registration Fees  | \$1,200           | \$1,200           |
| Lodging                    | \$2,015.45        | \$2015.45         |
| Per Diem                   | \$762             | \$762             |
| Travel                     | \$374.97          | \$374.97          |
| Rental car                 | \$369.30          |                   |
|                            |                   |                   |
| <b>Total (Est)</b>         | <b>\$4,721.72</b> | <b>\$4,352.42</b> |

**Funding:**

These training costs would be expended from the conferences and training line in the Sheriff's Jail Budget 130-0525-(3002901)

**Recommendation:** That the Board of Supervisors authorizes the listed training expenditures for required training, and approves per diem and tuition provided prior to the training session.

# LASSEN COUNTY TRAVEL AUTHORIZATION AND REPORT

The County Travel Policy and bargaining unit MOUs can be found on the county intranet at [Lassen County Policies and Procedures](#).

Incomplete Travel Authorizations and claim forms will be returned to the department.

Once a Travel Authorization Form has been signed by the appropriate authority it should not be changed - enter actual expense in the Actual column.

Questions regarding how to complete County forms or allowable expenses should be referred to the Lassen County Auditor's Office.

|                       |            |                              |             |                |                         |  |            |  |
|-----------------------|------------|------------------------------|-------------|----------------|-------------------------|--|------------|--|
| <b>EMPLOYEE NAME:</b> |            | <b>Christopher Moberg</b>    |             |                | <b>BARGAINING UNIT:</b> |  | <b>POA</b> |  |
| <b>DEPARTMENT:</b>    |            | <b>Lassen County Sheriff</b> |             |                |                         |  |            |  |
| <b>FUND</b>           | <b>130</b> | <b>B/U</b>                   | <b>0525</b> | <b>ACCOUNT</b> |                         |  |            |  |

  

|  |  |   |  |
|--|--|---|--|
| <b>TRAVEL DETAILS</b>                                |  |   |  |
| DATES: <b>10/20/2019</b> through : <b>10/25/2019</b> |  | TIME DEPARTED: <b>4pm</b> <input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.  |  |
| FROM: <b>Susanville</b> (City)                       |  | TO: <b>Sacramento</b> (City)  |  |
|  |  | TIME RETURNED: <b>10pm</b> <input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M. |  |
| MODE OF TRAVEL (Select from list): <b>COUNTY CAR</b> |  | NATURE OF BUSINESS: <b>AJA Command Academy</b>  |  |

  

|   | Estimated          | Actual<br>(if different) | Date Paid or<br>check number | Notes or special<br>instructions |              |              |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |               |  |  |  |
|---|--------------------|--------------------------|------------------------------|----------------------------------|--------------|--------------|----------|----------------------|-------|-------|-------|-------|-------|-------|-----------------|-------|-------|-------|-------|-------|-------|------------------|-------|-------|-------|-------|-------|-------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|--|--|--|
| Registration  |                    |                          |                              |                                  |              |              |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |               |  |  |  |
| Reimbursable miles <b>                    </b> x <b>\$0.535</b>   | -                  |                          |                              |                                  |              |              |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |               |  |  |  |
| Secondary Transportation  |                    |                          |                              |                                  |              |              |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |               |  |  |  |
| Lodging: Number of Days <b>5</b> @ <b>\$ 222.69</b> per day   | <b>1,113.45</b>    |                          |                              |                                  |              |              |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |               |  |  |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Date:</th> <th>10/20/19</th> <th>10/21/19</th> <th>10/22/19</th> <th>10/23/19</th> <th>10/24/19</th> <th>10/25/19</th> </tr> <tr> <td>Breakfast @ \$ 11.00</td> <td style="text-align: right;">16.00</td> <td style="text-align: right;">16.00</td> <td style="text-align: right;">16.00</td> <td style="text-align: right;">16.00</td> <td style="text-align: right;">16.00</td> <td style="text-align: right;">16.00</td> </tr> <tr> <td>Lunch @ \$12.00</td> <td style="text-align: right;">17.00</td> <td style="text-align: right;">17.00</td> <td style="text-align: right;">17.00</td> <td style="text-align: right;">17.00</td> <td style="text-align: right;">17.00</td> <td style="text-align: right;">17.00</td> </tr> <tr> <td>Dinner @ \$23.00</td> <td style="text-align: right;">28.00</td> <td style="text-align: right;">28.00</td> <td style="text-align: right;">28.00</td> <td style="text-align: right;">28.00</td> <td style="text-align: right;">28.00</td> <td style="text-align: right;">28.00</td> </tr> <tr> <td><b>TOTALS</b></td> <td style="text-align: right;"><b>61.00</b></td> <td style="text-align: right;"><b>61.00</b></td> <td style="text-align: right;"><b>61.00</b></td> <td style="text-align: right;"><b>61.00</b></td> <td style="text-align: right;"><b>61.00</b></td> <td style="text-align: right;"><b>61.00</b></td> </tr> </table> | Date:              | 10/20/19                 | 10/21/19                     | 10/22/19                         | 10/23/19     | 10/24/19     | 10/25/19 | Breakfast @ \$ 11.00 | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 | Lunch @ \$12.00 | 17.00 | 17.00 | 17.00 | 17.00 | 17.00 | 17.00 | Dinner @ \$23.00 | 28.00 | 28.00 | 28.00 | 28.00 | 28.00 | 28.00 | <b>TOTALS</b> | <b>61.00</b> | <b>61.00</b> | <b>61.00</b> | <b>61.00</b> | <b>61.00</b> | <b>61.00</b> | <b>366.00</b> |  |  |  |
| Date:   | 10/20/19           | 10/21/19                 | 10/22/19                     | 10/23/19                         | 10/24/19     | 10/25/19     |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |               |  |  |  |
| Breakfast @ \$ 11.00  | 16.00              | 16.00                    | 16.00                        | 16.00                            | 16.00        | 16.00        |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |               |  |  |  |
| Lunch @ \$12.00   | 17.00              | 17.00                    | 17.00                        | 17.00                            | 17.00        | 17.00        |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |               |  |  |  |
| Dinner @ \$23.00  | 28.00              | 28.00                    | 28.00                        | 28.00                            | 28.00        | 28.00        |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |               |  |  |  |
| <b>TOTALS</b>   | <b>61.00</b>       | <b>61.00</b>             | <b>61.00</b>                 | <b>61.00</b>                     | <b>61.00</b> | <b>61.00</b> |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |               |  |  |  |
| <p>Per my bargaining unit's MOU I may request meals to be reimbursed at reasonable actual costs. Itemized receipts will be attached to all claims for reimbursement. I understand that per diem for meals and receipts may not be mixed on any one day.</p>   |                    |                          |                              |                                  |              |              |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |               |  |  |  |
| Incidental Expenses   |                    |                          |                              |                                  |              |              |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |               |  |  |  |
|   |                    |                          |                              |                                  |              |              |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |               |  |  |  |
|   |                    |                          |                              |                                  |              |              |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |               |  |  |  |
| <b>TOTAL ESTIMATED COST OF TRAVEL</b>   | <b>\$ 1,479.45</b> |                          |                              |                                  |              |              |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |               |  |  |  |
|   |                    |                          |                              |                                  |              |              |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |               |  |  |  |
| <b>TOTAL ACTUAL EXPENSE</b>   | -                  |                          |                              |                                  |              |              |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |               |  |  |  |
| <b>TRAVEL ADVANCE TO EMPLOYEE</b>   | -                  |                          |                              |                                  |              |              |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |               |  |  |  |
| <b>AMERICAN EXPRESS CHARGES</b>   | -                  |                          |                              |                                  |              |              |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |               |  |  |  |
| <b>NET DUE TO EMPLOYEE</b>  | -                  |                          |                              |                                  |              |              |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |               |  |  |  |

  

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|---|--|---|--|
| <p><b>Department Head Authorization for Travel</b><br/>(payment will not be made without proper authorization)</p><br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Department Head _____</p> <p>Fiscal Officer (if necessary) _____</p> <p>Director _____</p> <p>CAO (if necessary) _____</p> </div> <div style="width: 45%;"> <p>Date approved _____</p> <p>Date approved _____</p> <p>Date approved _____</p> <p>Date approved by Board (if necessary) _____</p> </div> </div> |  | <p>The undersigned, under penalty of perjury, states that the items listed on this claim are true and correct, that the amounts are properly due this claimant, that no items have been previously paid, and that the claim is being presented within one year of when the expenses were incurred. I certify from my own knowledge, the the articles or services listed on this claim were ordered for use by the department for the purpose indicated and that the articles or services have been delivered or performed and that this claim does not violate any provisions of Article 4, Chapter 1, Division 4 of Title 1 of the government code (conflict of interest).</p><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Signature of Claimant _____</p> </div> <div style="width: 35%;"> <p>Date _____</p> </div> </div> |  |
|---|--|---|--|

Per Lassen County Travel Policy #01-P01 all travel outside of the county must be authorized in advance.

Department Heads shall authorize travel up to \$1500. The CAO shall authorize any travel between \$1500 - \$2000. The Board of Supervisors shall authorize any travel over \$2000.

All travel requests by members of boards and commissions must be authorized in advance by the Board of Supervisors and/or the CAO.

# LASSEN COUNTY TRAVEL AUTHORIZATION AND REPORT

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|                       |     |                       |      |                |                         |  |     |  |
|-----------------------|-----|-----------------------|------|----------------|-------------------------|--|-----|--|
| <b>EMPLOYEE NAME:</b> |     | Amy Foster            |      |                | <b>BARGAINING UNIT:</b> |  | POA |  |
| <b>DEPARTMENT:</b>    |     | Lassen County Sheriff |      |                |                         |  |     |  |
| <b>FUND</b>           | 130 | <b>B/U</b>            | 0525 | <b>ACCOUNT</b> |                         |  |     |  |

  

|  |   |
|--|---|
| <b>TRAVEL DETAILS</b>  |   |
| <b>DATES:</b> 10/20/2019 through : 10/25/2019<br><b>FROM:</b> Susanville (City) <b>TO:</b> Sacramento (City)<br><b>MODE OF TRAVEL (Select from list):</b> COUNTY CAR | <b>TIME DEPARTED:</b> 4pm <input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.<br><b>TIME RETURNED:</b> 10pm <input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.<br><b>NATURE OF BUSINESS:</b> AJA Command Academy |

  

| Estimated   | Actual<br>(if different) | Date Paid or<br>check number | Notes or special<br>instructions |              |              |              |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |
|---|--------------------------|------------------------------|----------------------------------|--------------|--------------|--------------|----------|----------------------|-------|-------|-------|-------|-------|-------|-----------------|-------|-------|-------|-------|-------|-------|------------------|-------|-------|-------|-------|-------|-------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|--------|--|--|
| Registration  |                          |                              |                                  |              |              |              |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |
| Reimbursable miles      x      \$0.535  | -                        |                              |                                  |              |              |              |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |
| Secondary Transportation  |                          |                              |                                  |              |              |              |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |
| Lodging: Number of Days      5      @      \$      222.69      per day  | 1,113.45                 |                              |                                  |              |              |              |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |
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| Date:   | 10/20/19                 | 10/21/19                     | 10/22/19                         | 10/23/19     | 10/24/19     | 10/25/19     |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |
| Breakfast @ \$ 11.00  | 16.00                    | 16.00                        | 16.00                            | 16.00        | 16.00        | 16.00        |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |
| Lunch @ \$12.00   | 17.00                    | 17.00                        | 17.00                            | 17.00        | 17.00        | 17.00        |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |
| Dinner @ \$23.00  | 28.00                    | 28.00                        | 28.00                            | 28.00        | 28.00        | 28.00        |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |
| <b>TOTALS</b>   | <b>61.00</b>             | <b>61.00</b>                 | <b>61.00</b>                     | <b>61.00</b> | <b>61.00</b> | <b>61.00</b> |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |
| Per my bargaining unit's MOU I may request meals to be reimbursed at reasonable actual costs. Itemized receipts will be attached to all claims for reimbursement. I understand that per diem for meals and receipts may not be mixed on any one day.  |                          |                              |                                  |              |              |              |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |
| Incidental Expenses   |                          |                              |                                  |              |              |              |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |
| <b>TOTAL ESTIMATED COST OF TRAVEL \$ 1,479.45</b>   |                          |                              |                                  |              |              |              |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |
| <b>TOTAL ACTUAL EXPENSE</b>   |                          | -                            |                                  |              |              |              |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |
| <b>TRAVEL ADVANCE TO EMPLOYEE</b>   |                          | -                            |                                  |              |              |              |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |
| <b>AMERICAN EXPRESS CHARGES</b>   |                          | -                            |                                  |              |              |              |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |
| <b>NET DUE TO EMPLOYEE</b>  |                          | -                            |                                  |              |              |              |          |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |

  

|  |                                       |  |      |
|--|---------------------------------------|--|------|
| <b>Department Head Authorization for Travel</b><br>(payment will not be made without proper authorization) |                                       | The undersigned, under penalty of perjury, states that the items listed on this claim are true and correct, that the amounts are properly due this claimant, that no items have been previously paid, and that the claim is being presented within one year of when the expenses were incurred. I certify from my own knowledge, the the articles or services listed on this claim were ordered for use by the department for the purpose indicated and that the articles or services have been delivered or performed and that this claim does not violate any provisions of Article 4, Chapter 1, Division 4 of Title 1 of the government code (conflict of interest). |      |
| Department Head  | Date approved                         |  |      |
| Fiscal Officer (if necessary)  | Date approved                         |  |      |
| Director   | Date approved                         |  |      |
| CAO (if necessary)   | Date approved by Board (if necessary) |  |      |
|  |                                       | Signature of Claimant  | Date |

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7/3/2019H:\Desktop\TRAINING\travel auth san diego 302Travel Authorization



# LASSEN COUNTY TRAVEL AUTHORIZATION AND REPORT

The County Travel Policy and bargaining unit MOUs can be found on the county intranet at [L:\Policies and Procedures](#).

Incomplete Travel Authorizations and claim forms will be returned to the department.

Once a Travel Authorization Form has been signed by the appropriate authority it should not be changed - enter actual expense in the Actual column.

Questions regarding how to complete County forms or allowable expenses should be referred to the Lassen County Auditor's Office.

|                       |            |                              |             |                |                         |  |            |  |
|-----------------------|------------|------------------------------|-------------|----------------|-------------------------|--|------------|--|
| <b>EMPLOYEE NAME:</b> |            | <b>Amy Foster</b>            |             |                | <b>BARGAINING UNIT:</b> |  | <b>POA</b> |  |
| <b>DEPARTMENT:</b>    |            | <b>Lassen County Sheriff</b> |             |                |                         |  |            |  |
| <b>FUND</b>           | <b>130</b> | <b>B/U</b>                   | <b>0525</b> | <b>ACCOUNT</b> |                         |  |            |  |

  

|  |  |
|--|--|
| <b>TRAVEL DETAILS</b>  |  |
| <b>DATES:</b> <b>8/4/2019</b> through: <b>8/9/2019</b><br><b>FROM:</b> <b>Susanville</b> <b>TO:</b> <b>San Diego</b><br><small>(City) (City)</small> | <b>TIME DEPARTED:</b> <b>7am</b> <input checked="" type="checkbox"/> A.M. <input type="checkbox"/> P.M.<br><b>TIME RETURNED:</b> <b>2am</b> <input checked="" type="checkbox"/> A.M. <input type="checkbox"/> P.M. |
| <b>MODE OF TRAVEL (Select from list):</b> <b>AIR</b>   |  |
| <b>NATURE OF BUSINESS:</b> <b>AJA Command Academy</b>  |  |

  

|   | Estimated    | Actual<br><small>(if different)</small> | Date Paid or<br>check number | Notes or special<br>instructions |              |              |        |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |  |
|---|--------------|---|------------------------------|----------------------------------|--------------|--------------|--------|----------------------|-------|-------|-------|-------|-------|-------|-----------------|-------|-------|-------|-------|-------|-------|------------------|-------|-------|-------|-------|-------|-------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|--------|--|--|--|
| Registration  | 1,200.00     |   |                              |                                  |              |              |        |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |  |
| Reimbursable miles <span style="float: right;">X \$0.535</span>   | -            |   |                              |                                  |              |              |        |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |  |
| Secondary Transportation  | 374.97       |   |                              |                                  |              |              |        |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |  |
| Lodging: Number of Days <b>5</b> @ \$ <b>180.40</b> per day   | 902.00       |   |                              |                                  |              |              |        |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date:</th> <th>8/4/19</th> <th>8/5/19</th> <th>8/6/19</th> <th>8/7/19</th> <th>8/8/19</th> <th>8/9/19</th> </tr> </thead> <tbody> <tr> <td>Breakfast @ \$ 11.00</td> <td style="text-align: right;">17.00</td> <td style="text-align: right;">17.00</td> <td style="text-align: right;">17.00</td> <td style="text-align: right;">17.00</td> <td style="text-align: right;">17.00</td> <td style="text-align: right;">17.00</td> </tr> <tr> <td>Lunch @ \$12.00</td> <td style="text-align: right;">18.00</td> <td style="text-align: right;">18.00</td> <td style="text-align: right;">18.00</td> <td style="text-align: right;">18.00</td> <td style="text-align: right;">18.00</td> <td style="text-align: right;">18.00</td> </tr> <tr> <td>Dinner @ \$23.00</td> <td style="text-align: right;">31.00</td> <td style="text-align: right;">31.00</td> <td style="text-align: right;">31.00</td> <td style="text-align: right;">31.00</td> <td style="text-align: right;">31.00</td> <td style="text-align: right;">31.00</td> </tr> <tr> <td><b>TOTALS</b></td> <td style="text-align: right;"><b>66.00</b></td> <td style="text-align: right;"><b>66.00</b></td> <td style="text-align: right;"><b>66.00</b></td> <td style="text-align: right;"><b>66.00</b></td> <td style="text-align: right;"><b>66.00</b></td> <td style="text-align: right;"><b>66.00</b></td> </tr> </tbody> </table> | Date:        | 8/4/19                                  | 8/5/19                       | 8/6/19                           | 8/7/19       | 8/8/19       | 8/9/19 | Breakfast @ \$ 11.00 | 17.00 | 17.00 | 17.00 | 17.00 | 17.00 | 17.00 | Lunch @ \$12.00 | 18.00 | 18.00 | 18.00 | 18.00 | 18.00 | 18.00 | Dinner @ \$23.00 | 31.00 | 31.00 | 31.00 | 31.00 | 31.00 | 31.00 | <b>TOTALS</b> | <b>66.00</b> | <b>66.00</b> | <b>66.00</b> | <b>66.00</b> | <b>66.00</b> | <b>66.00</b> | 396.00 |  |  |  |
| Date:   | 8/4/19       | 8/5/19                                  | 8/6/19                       | 8/7/19                           | 8/8/19       | 8/9/19       |        |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |  |
| Breakfast @ \$ 11.00  | 17.00        | 17.00                                   | 17.00                        | 17.00                            | 17.00        | 17.00        |        |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |  |
| Lunch @ \$12.00   | 18.00        | 18.00                                   | 18.00                        | 18.00                            | 18.00        | 18.00        |        |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |  |
| Dinner @ \$23.00  | 31.00        | 31.00                                   | 31.00                        | 31.00                            | 31.00        | 31.00        |        |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |  |
| <b>TOTALS</b>   | <b>66.00</b> | <b>66.00</b>                            | <b>66.00</b>                 | <b>66.00</b>                     | <b>66.00</b> | <b>66.00</b> |        |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |  |
| Per my bargaining unit's MOU I may request meals to be reimbursed at reasonable actual costs. Itemized receipts will be attached to all claims for reimbursement. I understand that per diem for meals and receipts may not be mixed on any one day.  | 369.30       |   |                              | rental car                       |              |              |        |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |  |
|   |              |   |                              |                                  |              |              |        |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |  |
|   |              |   |                              |                                  |              |              |        |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |  |
|   |              |   |                              |                                  |              |              |        |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |  |
| Incidental Expenses   |              |   |                              |                                  |              |              |        |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |  |
| <b>TOTAL ESTIMATED COST OF TRAVEL \$ 3,242.27</b>   |              |   |                              |                                  |              |              |        |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |  |
| <b>TOTAL ACTUAL EXPENSE</b>   |              | -                                       |                              |                                  |              |              |        |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |  |
| <b>TRAVEL ADVANCE TO EMPLOYEE</b>   |              | -                                       |                              |                                  |              |              |        |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |  |
| <b>AMERICAN EXPRESS CHARGES</b>   |              | -                                       |                              |                                  |              |              |        |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |  |
| <b>NET DUE TO EMPLOYEE</b>  |              | -                                       |                              |                                  |              |              |        |                      |       |       |       |       |       |       |                 |       |       |       |       |       |       |                  |       |       |       |       |       |       |               |              |              |              |              |              |              |        |  |  |  |

  

|   |                                       |  |      |
|---|---------------------------------------|--|------|
| <b>Department Head Authorization for Travel</b><br><small>(payment will not be made without proper authorization)</small> |                                       | The undersigned, under penalty of perjury, states that the items listed on this claim are true and correct, that the amounts are properly due this claimant, that no items have been previously paid, and that the claim is being presented within one year of when the expenses were incurred. I certify from my own knowledge, the the articles or services listed on this claim were ordered for use by the department for the purpose indicated and that the articles or services have been delivered or performed and that this claim does not violate any provisions of Article 4, Chapter 1, Division 4 of Title 1 of the government code (conflict of interest). |      |
| Department Head   | Date approved                         |  |      |
| Fiscal Officer (if necessary)   | Date approved                         |  |      |
| Director  | Date approved                         |  |      |
| CAO (if necessary)  | Date approved by Board (if necessary) |  |      |
|   |                                       | Signature of Claimant  | Date |

Per Lassen County Travel Policy #01-P01 all travel outside of the county must be authorized in advance.

Department Heads shall authorize travel up to \$1500. The CAO shall authorize any travel between \$1500 - \$2000. The Board of Supervisors shall authorize any travel over \$2000.

All travel requests by members of boards and commissions must be authorized in advance by the Board of Supervisors and/or the CAO.



# California Jail Command Academy



Save the Date! STC # 4750-085906

Be a part of Class #4 of the California Jail Command Academy. The Academy will be comprised of two one-week sessions. Below is a tentative overview of the instruction:

## Curriculum Topics

### Week One—San Diego August 5 – 9, 2019

- Leadership
- Leading and Managing Change
- Managing Data and Data-Driven Decisions
- Criticism and Accountability
- Constitutional Law
- Critical Incident Management & Preparedness
- Legal Challenges in California Jails
- Generations at Work
- Trends in California Corrections

### Week Two—Sacramento October 21 — October 25, 2019

- Self-Discovery
- Managing Your Jail's Workforce
- Collaboration for Jail Leaders
- Agency Culture
- Employee Recruitment
- Power & Influence
- California-Based Challenges
- Strategic Planning/Budget
- Ethics for Jail Leaders
- Developing Your Agency's Next Leader

Target Audience:  
Mid-level Managers

Tuition (STC # 4750-085906)  
\$1,200.00

Registration opens on May 31 at [aja.org](http://aja.org).

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U.S. General Services Administration

# FY 2019 Per Diem Rates for ZIP 92108

## Meals & Incidentals (M&IE) Breakdown

| Primary Destination | County       | M&IE<br>Total | Continental<br>Breakfast/Breakfast | Lunch | Dinner | Incidental Expenses | First &<br>Last Day<br>of<br>Travel |
|---------------------|--------------|---------------|------------------------------------|-------|--------|---------------------|-------------------------------------|
| San Diego           | San<br>Diego | \$71          | \$17                               | \$18  | \$31   | \$5                 | \$53.25                             |

**Amy Foster**

---

**From:** Marriott Hotels & Resorts Reservations <reservations@res-marriott.com>  
**Sent:** Tuesday, July 02, 2019 3:39 PM  
**To:** Amy Foster  
**Subject:** Reservation Confirmation #99468341 for San Diego Marriott Mission Valley

[ENHANCE YOUR STAY](#) | [SUMMARY OF CHARGES](#) | [CONTACT US](#)



## San Diego Marriott Mission Valley

📍 8757 Rio San Diego Drive San Diego California 📞 +1-619-692-3800  
92108 USA

Thank you for booking directly with us, Amy Foster.

We look forward to hosting you.

Sun, Aug 04, 2019 – Fri, Aug 09, 2019

Confirmation Number: 99468341



Check-In: Sunday, August 4, 2019

04:00 PM

Check-Out: Friday, August 9, 2019

11:00 AM



|                            |                             |
|----------------------------|-----------------------------|
| Number of rooms            | 2 Rooms                     |
| Guests per room            | 2 Adults                    |
| Guarantee Method           | Credit Card Guarantee, Visa |
| <hr/>                      |                             |
| Total for Stay (all rooms) | 1,804.00 USD                |

#### Room 1

---

Room Type › Guest room, 1 King or 2 Double, City view, Balcony

Guaranteed Requests:

None

[ALL REQUESTS ›](#)

#### Room 2

---

Room Type › Guest room, 1 King or 2 Double, City view, Balcony

Guaranteed Requests:

None

[ALL REQUESTS ›](#)

[Modify or Cancel Reservation](#)

ways of thinking. With over 550 properties, from urban to resort, there is a Marriott Hotel almost anywhere you want to go.



## Member Benefits

Amy Foster

You could earn 16,000 points during your stay.



Members get free nights, room upgrades, free Wi-Fi, exclusive offers, Member Rates and more.

Join

---

## Summary Of Charges

Sunday, August 4, 2019 – Friday, August 9, 2019

5 Nights at 160.00 USD per night per room

Govt/military rate, federal government ID required

### Taxes & Fees (per night per room)

Estimated Government Taxes & Fees 20.40 USD

### Totals

Total for Stay (per room) 902.00 USD

Total for Stay (all rooms) 1,804.00 USD

### Other Charges

On-site parking, fee: 29 USD daily

Valet parking, fee: 39 USD daily

Garage height clearance 6 feet 8 inches

## Rate Details & Cancellation Policy

- **You may cancel your reservation for no charge until Friday, August 2, 2019 (2 day[s] before arrival).**
- Please note that we will assess a fee of 360.80 USD if you must cancel after this deadline.
- Please be prepared to show proof of eligibility for your rate (such as a membership card, corporate or government identification card, or proof of your age).

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

#### **Rate Guarantee Limitation(s)**

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

#### **Additional Information**

- Upon check-in an authorization request will be placed on your credit/debit card in an amount equal to the cost of the room, tax and incidental charges for the length of your stay (up to seven nights). If your stay exceeds seven nights, an additional authorization may be requested for the entire amount of your stay (room, tax and incidentals). Upon check-out, your payment card will be charged for the actual amount incurred during your stay.

Enjoy instant benefits because you booked directly with  
US



Member Rates



Free Wi-Fi



Mobile Check-In

[Learn More >](#)

## Contact Us

### Phone Numbers

Call 1-800-228-9290 in the US and Canada

[For everywhere else, call our Worldwide Telephone Numbers](#)



FREQUENTLY ASKED QUESTIONS >



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[Privacy Policy](#)

[About Us](#)

[Find a Hotel](#)

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U.S. General Services Administration

# FY 2019 Per Diem Rates for ZIP 95833

## Meals & Incidentals (M&IE) Breakdown

| Primary Destination | County     | M&IE<br>Total | Continental<br>Breakfast/Breakfast | Lunch | Dinner | Incidental Expenses | First &<br>Last Day<br>of<br>Travel |
|---------------------|------------|---------------|------------------------------------|-------|--------|---------------------|-------------------------------------|
| Sacramento          | Sacramento | \$66          | \$16                               | \$17  | \$28   | \$5                 | \$49.50                             |

**Amy Foster**

---

**From:** Hilton Garden Inn Confirmed <noreply@h4.hilton.com>  
**Sent:** Tuesday, July 02, 2019 5:09 PM  
**To:** Amy Foster  
**Subject:** Your Oct-20-2019 Confirmation #3118314732



**Christopher Moverg, join  
Hilton Honors**

**sign up**

Christopher Moverg,  
see you on Oct-20-2019



## **Your Upcoming Stay**

Hilton Garden Inn Sacramento/South Natomas  
2540 Venture Oaks Way  
Sacramento CA 95833-3200, US  
T: 19165685400

**Confirmation #3118314732**

Sun  
**20**  
October  
Check In: 3:00PM

**5 nights**

Fri  
**25**  
October  
Check Out: 12:00PM



## Your Room Information

1 KING BED W/ SOFABED

Rooms: 1

Guests: 1 Adult

**CHRISTOPHER MOVERG,**  
ENJOY A SPECIAL ROOM  
UPGRADE FOR ONLY

**\$20**

[SHOW MY CUSTOM UPGRADE](#)



## Your Rate Information

GOV CONTRACTOR RATE

**Rate Per Night:**

Oct-20-2019 - Oct-25-2019

195.00 USD



|                                      |                    |
|--------------------------------------|--------------------|
| <b>Total for Stay per Room Rate:</b> | <b>975.00 USD</b>  |
| Taxes                                | 138.45 USD         |
| <hr/>                                |                    |
| <b>Total for Stay</b>                | <b>1113.45 USD</b> |



Your Stay Benefits



Experience Dining



Your On Site Amenities



Explore Neighborhood

Disclaimer: Room interior varies by hotel and the room booked may differ from room shown in this email.

\*Standard Wi-Fi is free for Hilton Honors members. Premium, if available, has a fee (except for Diamond members). Wi-Fi access is not free in meeting spaces or at properties with a resort charge.

\*\* Service of alcoholic beverages is subject to state and local laws. Must be of legal drinking age. Hilton Requests Upon Arrival(TM) items are subject to availability.

† Visit [hilton.com/guarantee](https://hilton.com/guarantee) to learn more about our Best Price Guarantee.

Using a debit/credit card to check in? A hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through date of check-out. Holds may not be released for 72 hours from date of check-out or longer at the discretion of your card issuer. [Click here](#) if you need to modify or cancel your reservation.

Any change to your arrival or departure date or room type is subject to hotel availability and may result in a possible rate change or additional fee. Changes also may not be possible at a later date. Please [click here](#) to see all rules and restrictions.

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Hilton Reservations and Customer Care | 2050 Chenault Drive | Carrollton, Texas 75006, USA

2019\_R03\_B02\_NMK\_OTR\_V33\_MULTIBR\_H03\_ML

**Amy Foster**

---

**From:** Hilton Garden Inn Confirmed <noreply@h4.hilton.com>  
**Sent:** Tuesday, July 02, 2019 5:09 PM  
**To:** Amy Foster  
**Subject:** Your Oct-20-2019 Confirmation #3119623797



**Amy Foster, join Hilton  
Honors**

**sign up**

Amy Foster,  
see you on Oct-20-2019



## **Your Upcoming Stay**

Hilton Garden Inn Sacramento/South Natomas  
2540 Venture Oaks Way  
Sacramento CA 95833-3200, US  
T: 19165685400

**Confirmation #3119623797**

Sun  
**20**  
October  
Check In: 3:00PM

5 nights

Fri  
**25**  
October  
Check Out: 12:00PM



---

## Your Room Information

1 KING BED W/ SOFABED

Rooms: 1

Guests: 1 Adult

**AMY FOSTER,**

ENJOY A SPECIAL ROOM  
UPGRADE FOR ONLY

**\$20**

SHOW MY CUSTOM UPGRADE



## Your Rate Information

GOV CONTRACTOR RATE

---

**Rate Per Night:**

Oct-20-2019 - Oct-25-2019

195.00 USD



**Total for Stay per Room Rate:**

**975.00 USD**

Taxes

138.45 USD

---

**Total for Stay**

**1113.45 USD**

---



Your Stay Benefits



Experience Dining



Your On Site Amenities



Explore Neighborhood

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Hilton Reservations and Customer Care | 2050 Chenault Drive | Carrollton, Texas 75006, USA

2019\_R03\_B02\_NMK\_OTR\_V33\_MULTIBR\_H03\_ML



# Your car is booked!

We're sending a confirmation email to [afoster@co.lassen.ca.us](mailto:afoster@co.lassen.ca.us) right now.

## Trip summary



Car

CONFIRMATION #  
**11259685US3**

| PICK-UP    | RETURN     |
|------------|------------|
| <b>SAN</b> | <b>SAN</b> |
| 8/4/2019   | 8/9/2019   |

ESTIMATED CAR TOTAL  
**\$369.30**

## 8/4 - San Diego

AUG 4 - 9

### Budget, Full-size - San Diego, CA (SAN)

Confirmation # **11259685US3**

DRIVER

**Amy Price**

## Car details

PICK-UP  
**8/4/19** 2:00PM  
**SAN**  
San Diego, CA

RETURN  
**8/9/19** 8:00PM  
**SAN**  
San Diego, CA



#### Pick-up instructions

- Rental counter is located outside of the airport terminal
- Shuttle is provided



Full-Size: Chevrolet Impala or similar

## RATE BREAKDOWN

1 week at \$254.00

 Special rate

## MILEAGE

Unlimited

## BASE RATE

\$254.00

Taxes &amp; fees

\$115.30

Estimated car total

**\$369.30**

Includes approximate taxes and fees. Excludes rental car extras.

**Car policies**

- The minimum rental age is 25 years old on most rentals.
- All drivers must have a major credit card and a valid driver's license in the driver's name.
- Additional taxes, surcharges, or fees may apply.

**ESTIMATED TOTAL REMAINING**

(Due at car return)

**\$369.30**



**Amy Foster**

**From:** Southwest Airlines <southwestairlines@ifly.southwest.com>  
**Sent:** Tuesday, July 02, 2019 3:03 PM  
**To:** Amy Foster  
**Subject:** Amy Louise Price's 08/04 San Diego trip (TDC533): Your reservation is confirmed.

Here's your itinerary and other important travel information.

[View our mobile site](#) | [View in browser](#)



[Manage Flight](#) | [Flight Status](#) | [My Account](#)



**Hello friends,**

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

**AUGUST 4 - AUGUST 9**

**RNO**  **SAN**

Reno/Tahoe to San Diego

Confirmation # **TDC533**

Confirmation date: 07/02/2019

**PASSENGER** **Amy Louise Price**

RAPID REWARDS # [Join](#) or [Log in](#)  
TICKET # 5262494181984  
EXPIRATION<sup>1</sup> July 1, 2020  
EST. POINTS EARNED 1,934

**PASSENGER** **Christopher John Moberg**

RAPID REWARDS # [Join](#) or [Log in](#)  
TICKET # 5262494181983  
EXPIRATION<sup>1</sup> July 1, 2020  
EST. POINTS EARNED 1,934

Rapid Rewards® points are only estimations.

## Your itinerary

**Flight 1:** Sunday, 08/04/2019 Est. Travel Time: 1h 30m [Wanna Get Away®](#)

FLIGHT  
# 3418

DEPARTS  
**RNO 11:10AM**  
Reno/Tahoe



ARRIVES  
**SAN 12:40PM**  
San Diego

Flight 2: Friday, 08/09/2019 Est. Travel Time: 1h 25m [Wanna Get Away®](#)

FLIGHT  
# 1527

DEPARTS  
**SAN 09:50PM**  
San Diego



ARRIVES  
**RNO 11:15PM**  
Reno/Tahoe

## Payment information

### Total cost

#### Air - TDC533

|                             |           |               |
|-----------------------------|-----------|---------------|
| Base Fare                   | \$        | 644.40        |
| U.S. Transportation Tax     | \$        | 48.34         |
| U.S. 9/11 Security Fee      | \$        | 22.40         |
| U.S. Flight Segment Tax     | \$        | 16.80         |
| U.S. Passenger Facility Chg | \$        | 18.00         |
| <b>Total</b>                | <b>\$</b> | <b>749.94</b> |

### Payment

Visa ending in 7325

Date: July 2, 2019

**Payment Amount: \$374.97**

Visa ending in 7325

Date: July 2, 2019

**Payment Amount: \$374.97**

Fare Rules: If you decide to make a change to your current itinerary it may result in a fare increase. In the case you're left with travel funds from this confirmation number, you're in luck! We're happy to let you use them towards a future flight for the individual named on the ticket, as long as the new travel is completed by the expiration date.

Your ticket numbers: 5262494181984, 5262494181983

## Prepare for takeoff



### 24 hours before your departure:

Check-in on Southwest.com® or using the Southwest Mobile App. Use your mobile device and receive a mobile boarding pass.



### 30 minutes before your departure:

Arrive at the gate prepared to board.



### 10 minutes before your departure:

This is the last opportunity to board your flight if you are present in the gate area and have met all check-in requirements.

**If you do not plan to travel on your flight:** Things happen, we understand! Please let us know at least 10 minutes prior to your flight's scheduled departure if you won't be traveling. If you don't notify us, you may be subject to our [No Show Policy](#).

[See more travel tips](#)

## Don't miss out on automatic check-in



EarlyBird Check-In® reserves your boarding position at 36 hours before your flight, earlier than regular check-in.

[Get it now >](#)



## Save up to 30%

and earn up to 2,400 Rapid Rewards® points with Budget® on your trip.



[Book car >](#)



## Earn up to 10,000 Rapid Rewards® points per night

Choose a hotel in San Diego.

[Book hotel >](#)



## Have questions about your upcoming trip?

Get all the answers before you leave for the airport.

[Prepare now >](#)

5262494181984: NONREF/NONTRANSFERABLE STANDBY REQ UPGRADE TO Y -BG WN RNO WN SAN231.33WN  
RNO90.87USD322.20END ZP RNO4.20SAN4.20 XF RNO4.5SAN4.5  
5262494181983: NONREF/NONTRANSFERABLE STANDBY REQ UPGRADE TO Y -BG WN RNO WN SAN231.33WN  
RNO90.87USD322.20END ZP RNO4.20SAN4.20 XF RNO4.5SAN4.5

WLN7PNR WLN7PNR  
ELNVKNR ELNVKNR

**No Show Policy:** you must notify Southwest® at least ten (10) minutes prior to your flight's scheduled departure if you do not plan to travel on your flight. Customers who fail to cancel reservations for a Wanna Get Away® fare segment at least 10 minutes prior to travel and who do not board the flight will be considered a no show, and all remaining unused Wanna Get Away funds will be forfeited. All remaining unused Business Select® and Anytime funds will be converted to reusable travel funds. If you no show your reward travel reservation, the points will be redeposited to the purchaser's Rapid Rewards account. Any taxes and fees associated with your reward travel reservation will be held for future use in the form of reusable travel funds under the name of the traveler(s).

**Prohibition on Multiple/Conflicting Reservations:** to promote seat availability for our Customers, Southwest prohibits multiple reservations for the same Passenger departing from the same city on the same date, or any multiple reservations containing conflicting or overlapping itineraries (such as departures for the same Customer from multiple cities at the same time). Furthermore, without advance notice to the Passenger or purchaser, Southwest may cancel such reservations, or any other reservations that it believes, in its sole discretion, were made without intent to travel. With the exception of Southwest gift cards, funds from proactively canceled reservations by Southwest will be returned to the original form of payment. Reservations paid for with a Southwest gift card will have the amount applied from the gift card held as travel funds for use by the Customer on a future Southwest Airlines flight.

### Need help?

[Contact us](#)

[Customer service](#) | [FAQs](#)

### Connect with us



[Get the mobile app](#)

† All travel involving funds from this Confirmation Number must be completed by the expiration date.

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See Southwest Airlines Co. Notice of Incorporation

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# CALIFORNIA JAIL COMMAND ACADEMY REGISTRATION FORM CLASS 4

STC# 4750-085906

**Reserve your spot today!** You may cancel up to 30 days prior to the start of the California Jail Command Academy. No refunds will be given for cancellations received within 30 days of the class. All cancellations are subject to a \$50 service fee. **Your cancellation must be received in writing via fax or e-mail.** Substitutions will be acceptable. Please direct questions to [katrinas@aja.org](mailto:katrinas@aja.org) or [conniel@aja.org](mailto:conniel@aja.org).

IT IS STRONGLY RECOMMENDED THAT PARTICIPANTS DO NOT PURCHASE AIRLINE TICKETS WITHOUT FIRST CONTACTING AJA FOR PROGRAM CONFIRMATION.

## APPLICANT INFORMATION

Name: Amy Foster

Title: Correctional Sergeant

Rank: Sergeant

AJA Member #:

E-mail: [afoster\\_1313@co.lassen.ca.us](mailto:afoster_1313@co.lassen.ca.us)

Work Phone: 530 251-5258

Cell Phone: 530 310-5022

## AGENCY INFORMATION

Facility Name: Lassen County Jail

Facility Address: 1405 Sheriff Cady Ln

City: Susanville

State: CA

ZIP Code: 96130

## PERSONAL INFORMATION

Home Address: 1255 Orlo Dr

City: Susanville

State: Ca

ZIP Code: 96130

Home Phone: 530 310 -5022

Personal E-mail: [amyfoster\\_1313@yahoo.com](mailto:amyfoster_1313@yahoo.com)

## ADDITIONAL INFORMATION

Would you like your materials to be mailed to your home \_\_\_\_ or work x (select one)

Shirt Size (circle one): S M L XL 2X 3X 4X

What do you believe is your biggest challenge at your facility? Mental Health

## PAYMENT INFORMATION

**Tuition:** Please remit your Tuition of **\$1,200 per person** no later than July 15, 2019.

If you will be paying by credit card or a fully executed purchase order, you may register by completing this form and faxing it to 301-790-2941 or by emailing this completed form to [katrinas@aja.org](mailto:katrinas@aja.org).

If you will be paying by check, please complete this form and mail with payment to:  
American Jail Association • 1135 Professional Court • Hagerstown, MD 21740-5853

**(Make checks payable in U.S. funds, drawn on a U.S. bank to American Jail Association)**

**Payment Via Credit Card:** Charge to: ☐ VISA ☐ MasterCard ☐ American Express ☐ Discover

Account #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security #: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Signature of Cardholder: \_\_\_\_\_

Billing Address/ZIP Code: \_\_\_\_\_

**Payment Other:** PO#: \_\_\_\_\_

Please Invoice: X