



Office of the City Manager

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CONSENT CALENDAR
June 30, 2020

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Andrew Greenwood, Chief of Police

Subject: Reimbursement agreement with the City of San Jose and the City of Berkeley Police Department for training related to the Internet Crimes Against Children (ICAC) Task Force

RECOMMENDATION

Adopt a Resolution approving the Agreement of Reimbursement between the City of San Jose and the City of Berkeley Police Department (Internet Crimes Against Children Training Costs) to provide for training reimbursement of Internet Crimes Against Children federal grant-related training costs to the City of Berkeley.

FISCAL IMPACT OF RECOMMENDATION

The ICAC Task Force will reimburse the City of Berkeley for costs associated with investigators attending ICAC training events. The Berkeley Police Department could receive as much as \$25,000 of specialized training annually. The training reimbursement is comprehensive (travel, rental cars, lodging, tuition, & meals). The City of Berkeley will not incur additional costs associated with attending these trainings.

CURRENT SITUATION AND ITS EFFECTS

The Berkeley Police Department has an existing memorandum of understanding with the ICAC Task Force and the San Jose Police Department, which administers the federal grant and operates the Task Force under MOU 1.15, first approved by Council September 18, 2012. Federal Grant money has been made available to fund training for investigators who are members of the task force. This MOU is required for the City of Berkeley Police Department to allow investigators to attend specialized trainings and receive reimbursement. This Grant will make multiple specialized trainings available each year for Berkeley investigators who investigate Internet Crimes Against Children.

BACKGROUND

The Berkeley Police Department participates in the Silicon Valley Internet Crimes Against Children ("SVICAC") Task Force. The Task Force is Federally and State funded and is geared towards combatting the exploitation of children using the Internet. The Task Force is a nationwide effort with 61 Task Forces in the Country. The SVICAC Task Force covers from Sonoma County to Monterey County with over 104 agencies. The relationship has been

effective in holding those who would use the internet to victimize children accountable and prevent further abuses. The Department partners with the Task Force and investigates dozens of cases each year. The Task Force provides expertise and training to the department and maintains a clearing house for reported abuses. The Task Force is administered at the San Jose Police Department and has regional, State and Federal Partners.

The Berkeley Police Department's involvement in the Task Force has and will continue to conform to all Berkeley Police Department Policies.

ENVIRONMENTAL SUSTAINABILITY

There are no identifiable environmental effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

The Berkeley Police Department has an ongoing and effective relationship with the Silicon Valley Internet Crimes Against Children Task Force that impacts the victimization of children in our community. This enforcement is highly specialized and technical as it requires forensic investigation of a crime committed in the digital world. The training funding made available to the Berkeley Police Department through this Memorandum of Understanding will serve to educate investigators in making children safer in our community.

CONTACT PERSON

Andrew Greenwood, Chief of Police, (510) 981-5900

ATTACHMENTS

1. Resolution
2. Agreement of Reimbursement between the City of San Jose and the City of Berkeley Police Department (Internet Crimes Against Children Training Costs)

RESOLUTION NO. ##,###-N.S.

TRAINING MEMORANDUM OF UNDERSTANDING: SILICON VALLEY INTERNET CRIMES
AGAINST CHILDREN TASK FORCE

WHEREAS, The Silicon Valley Internet Crimes Against Children Task Force (SVICAC) is committed to the protection of children from sexually-oriented dangers posed by the internet; and

WHEREAS, The SVICAC works to maintain a networking group focused on internet crimes against children, and to work in concert with regional community law enforcement agencies; and

WHEREAS, The Berkeley Police Department has been a contributing member of the Task Force since approved by Council in 2012, and the Department has received information, advice and training from the Task Force that has helped to protect children in Berkeley from sexual exploitation via the internet; and

WHEREAS, the mission of the SVICAC Task Force is to identify, apprehend and prosecute internet sexual predators who exploit children through the use of computers, and to sponsor community education efforts regarding the prevention of Internet crimes against children, and the SVICAC Task Force further seeks to enhance the effectiveness of participating agencies by providing investigative training to participants; and

WHEREAS, the City of San Jose has been awarded the Internet Crimes Against Children Grant from the Office of Justice Programs and will reimburse approved travel and training costs associated with the SVICAC in accordance with all provisions of the Grant; and

WHEREAS, training provided to Berkeley PD investigators has proven invaluable in the investigation of crimes perpetrated on children using the internet, and ongoing specialized training for investigators offered and funded under the Grant will enhance Berkeley Police Department's capability to investigate and impact criminal exploitation and crimes against children;

NOW THEREFORE, BE IT RESOLVED by the City Council of Berkeley that the City Manager is authorized to enter into and execute the Memorandum of Understanding "Agreement of Reimbursement between the City of San Jose and the City of Berkeley Police Department (Internet Crimes Against Children Training Costs)"

**AGREEMENT OF REIMBURSEMENT
BETWEEN
THE CITY OF SAN JOSE
AND
CITY OF BERKELEY POLICE DEPARTMENT**

(INTERNET CRIMES AGAINST CHILDREN TRAINING COSTS)

This AGREEMENT is entered into on this ____ day of _____ 2020 by and between the City of San Jose (“CITY”) and City of Berkeley Police Department (“AGENCY”) for the purpose of defining the terms and conditions of the reimbursement of Internet Crimes Against Children Federal grant-related expenses by the CITY for the AGENCY to attend Silicon Valley Internet Crimes Against Children (“SVICAC”) Task Force training events.

RECITALS

WHEREAS, the mission of the SVICAC Task Force is to identify, apprehend and prosecute Internet sexual predators who exploit children through the use of computers, and to sponsor community education efforts regarding the prevention of Internet crimes against children. The SVICAC Task Force seeks to enhance the effectiveness of participating agencies by providing investigative training to participants; and

WHEREAS, the CITY is the lead agency in the SVICAC Task Force. The SVICAC Task Force includes investigators, supervisors, or prosecutors from various local, state, and federal law enforcement agencies who act as partners. All participants acknowledge that the SVICAC Task Force is a joint operation in which all agencies act as partners in joint efforts to address Internet crimes against children. The chain of command and supervision of the San Jose Police Department is responsible for the policy and general direction of the SVICAC Task Force. The SVICAC Task Force coordinator will periodically contact supervisors, investigators, and prosecutors from other participating agencies to keep them informed of training opportunities, unusual circumstances, problems and successes of the SVICAC Task Force; and

WHEREAS, the CITY has been awarded the Internet Crimes Against Children Grant from the United States Department of Justice, Office of Justice Programs, and will reimburse approved travel and training costs associated with the SVICAC in accordance with all provisions of the Grant.

NOW THEREFORE, the AGENCY and the CITY agree as follows:

SECTION 1. TERM

This AGREEMENT shall become effective _____, 2020 (“Effective Date”), and shall remain in effect, subject to funding availability and the provisions of Section 4 of this

AGREEMENT. Regardless of the date of execution of the AGREEMENT, this AGREEMENT will be effective as of the Effective Date.

SECTION 2. **AGENCY RESPONSIBILITIES**

The AGENCY Agrees to:

1. Within fifteen (15) days of written notification to the AGENCY's Programmatic Contact as specified in Section 6 of this AGREEMENT, from the SVICAC Task Force of an upcoming training event, the AGENCY agrees to notify the SVICAC Task Force coordinator of their intent to attend the training session by completing and submitting the attached Training Request Form (Exhibit B).
2. For all training approved by the SVICAC Task Force coordinator, the AGENCY shall pay all approved expenditures for training events attended by AGENCY personnel, as noted in the Allowable Costs section of the Training Request Form (Exhibit B).
3. Comply with all provisions of the CITY's travel policy as attached in Exhibit A.
4. Upon completion of travel, submit the attached Reimbursement Request Form (Exhibit C) within thirty (30) days to the CITY's Fiscal Contact; as specified in Section 6 of this AGREEMENT, for the purpose of obtaining reimbursement of travel expenses. This submittal shall include an invoice, itemized receipts, all supporting documentation, and proof of AGENCY payment.

SECTION 3. **CITY RESPONSIBILITIES**

The CITY agrees to:

1. Notify in writing each participating AGENCY Programmatic Contact, as specified in Section 6 of this AGREEMENT, of the details regarding training events for the year. This notification will take place at least forty-five (45) days prior to the training event whenever possible.
2. Upon receipt of the completed Training Request Form (Exhibit B), the CITY will notify the AGENCY within fifteen (15) days acknowledging receipt of the request and whether or not the request is approved or disapproved. If training is approved, the CITY will provide the AGENCY with a signed copy of the Training Request Form (Exhibit B). Approval of the training request will be subject to and dependent upon availability of funds and CITY approval of the appropriateness of the training.
3. Upon receipt of the completed Reimbursement Request Form (Exhibit C), and all appropriate attachments and supporting documentation, the CITY will process

the reimbursement within forty-five (45) days of receipt and mail payment to the address indicated on the Reimbursement Request Form.

SECTION 4. **TERMINATION**

CITY shall have the right to terminate this AGREEMENT, without cause, by giving not less than seven (7) days' written notice of termination. CITY's Police Chief is empowered to terminate this AGREEMENT on behalf of CITY. In the event of a termination, CITY shall process reimbursement payments for any completed Reimbursement Request Forms received for training requests approved by the SVICAC Task Force Coordinator prior to the delivery of written notice of termination pursuant to Section 6 of this AGREEMENT.

SECTION 5. **AMENDMENTS**

No amendment or change to the provisions of this AGREEMENT shall be valid or binding unless reduced to writing and signed by duly authorized representative(s) of the parties.

SECTION 6. **NOTICES**

All notices required by this AGREEMENT will be deemed given when in writing and delivered personally or deposited in the United States mail, postage prepaid, return receipt requested, addressed to the other party at the address set forth below or at such other address as the party may designate in writing:

CITY:

Programmatic Contact:

Sgt. Sean Pierce
SVICAC Task Force Coordinator
San Jose Police Department
Sexual Assaults Investigation Unit/
Child Exploitation Detail
201 W. Mission St.
San Jose CA 95110

Phone: 408-537-1397
Fax: 408-971-8031
Email: sean.pierce@sanjoseca.gov

Fiscal Contact:

Linda Chan
Grants Analyst
San Jose Police Department
Fiscal Unit
201 W. Mission St.
San Jose, CA 95110

Phone: 408- 537-1626
Fax: 408- 286-1174
Email: linda.chan@sanjoseca.gov

AGENCY:

Programmatic Contact:

Lt. Dan Montgomery
Phone: (510) 981-5733
Email: dmontgomery@cityofberkeley.info

Fiscal Contact:

Chuck Gunter
Phone: (510) 981-5976
Email: cgunter@cityofberkeley.info

SECTION 7. GOVERNING LAW

This AGREEMENT has been executed and delivered in, and will be construed and enforced in accordance with, the laws of the State of California.

SECTION 8. INDEPENDENT CONTRACTOR

AGENCY, in attending any training reimbursed under this AGREEMENT, shall act as and be an independent contractor and not an agent or employee of CITY, and as an independent contractor, AGENCY shall obtain no rights to retirement benefits or other benefits which accrue to CITY's employees, and AGENCY hereby expressly waives any claim it may have to any such rights.

SECTION 9. COMPLIANCE WITH LAWS

AGENCY shall comply with all applicable laws, ordinances, codes and regulation of the federal, state, and local governments.

SECTION 10. ASSIGNMENT

The parties may not assign this AGREEMENT or the rights and obligations hereunder without the specific written consent of the other.

SECTION 11. ENTIRE AGREEMENT

This document, including Exhibits A through C, represents the entire Agreement between the parties with respect to the subject matter hereof. All prior negotiations and written and/or oral agreements between the parties with respect to the subject matter of the AGREEMENT are merged into the AGREEMENT.

SECTION 12. SEVERABILITY

If any provision of this AGREEMENT is found by a court of competent jurisdiction to be void, invalid, or unenforceable, the same will either be reformed to comply with

applicable law or stricken if not so conformable, so as not to affect the validity or enforceability of this AGREEMENT.

SECTION 13. WAIVER

No delay or failure to require performance of any provision of this AGREEMENT shall constitute a waiver of that provision as to that or any other instance. Any waiver granted by a party must be in writing, and shall apply to the specific instance expressly stated.

SECTION 14. AUTHORITY/AUTHORIZED REPRESENTATIVES

AGENCY represents and warrants that it has the authority to enter into the AGREEMENT. AGENCY further represents and warrants that its signatory to this AGREEMENT is authorized under California law to execute this AGREEMENT on AGENCY's behalf.

WITNESS THE EXECUTION HEREOF on the day and year hereinabove written.

CITY:

APPROVED AS TO FORM:

CITY OF SAN JOSE,
A municipal corporation

By _____
CARL B. MITCHELL
Senior Deputy City Attorney

By _____
LELAND WILCOX
Chief of Staff, City Manager's Office

APPROVED AS TO FORM AND
LEGALITY:

AGENCY:
City of Berkeley Police Department

By _____
Dee Williams-Ridley, City Manager

By _____
Andrew R. Greenwood, Chief of Police

By _____
Farimah Brown, City Attorney

Exhibit A

City of San Jose Travel Policy

(Selected relevant portions thereto for the sole purpose of providing informational guidance for this Memorandum of Understanding)

DEFINITIONS OF TRAVEL

In-State Travel: Travel within the State of California that requires airfare and/or an overnight stay.

Out-of-state Travel: Any travel outside of the State of California within the continental United States.

4.2 Environmentally Preferable Travel Requirements

Travelers shall attempt to reduce the environmental impact of their travel through the following actions:

4.2.1 Transportation shall be by commercial airline or public transit whenever appropriate. Use of the most fuel efficient and lowest emission vehicle available.

4.2.2 Travelers are encouraged to carpool with others attending the same event and shall consider the use of public transit or shuttle buses.

5.5 Reimbursable Travel Expenses

5.5.1 Ground Transportation

Travelers are strongly encouraged to choose the lowest cost for ground transportation taking into consideration reasonable travel time and other related cost factors such as parking. Carpooling is encouraged for all group travel.

5.5.1.3 Rental Cars

Rental cars are only allowed for business reasons in the situation when the hotel location is not within walking distance of the event location and a shuttle service is not available. All rental car requests will have prior approval by the Approving Official. Rental cars shall only be approved, if other ground transportation, such as shuttles or taxis, is more expensive during the stay at the destination. Documentation of cost savings must be attached to the Travel Request Form. The following restrictions apply to all cars rented by a Traveler:

Exhibit A (Continued)

5.5.1.3.1 Only compact cars or equivalent may be rented for individuals. Rental car levels above compact require prior approval by the Approving Official and is only authorized for Group Travel.

5.5.1.3.2 Traveler will refuel the rental car prior to returning the car to avoid refueling charges

5.5.1.3.3 Rental car options are not eligible for reimbursement including items such as car insurance, GPS devices, and pre-paid gas.

5.5.2 Airfare

The City will pay only the costs for the most direct route necessary to accomplish the purpose of the City travel. Travelers shall comply with the following restrictions when utilizing airfare for travel:

5.5.2.2.1 Travelers shall fly coach class on the lowest cost flight(s) available. Upgrades of any kind shall not be reimbursed, including early boarding.

5.5.2.2.3 Costs incurred from personal travel will not be reimbursed, unless incurred for the benefit of the City, as determined by the Approving Official.

5.5.2.2.5 Excess baggage charges shall not be reimbursed. The City will cover the cost of one checked baggage only.

5.5.2.2.6 Airfare tickets purchased with a personal credit card must provide a valid receipt for reimbursement purposes and a copy of the boarding pass.

5.5.3 Lodging

Travelers shall seek lodging options that provide safety and convenience to the traveler, at the lowest possible cost. The following restrictions apply to lodging options:

5.5.3.1 Travelers shall stay at a conference hotel at the negotiated conference rate.

5.5.3.2 If the conference hotel is not available, the traveler shall stay at an alternate hotel with the most economical rate, which shall be the applicable CONUS rate for lodging.

5.5.3.5 Travelers must submit an itemized check-out receipt. Booking receipts are not acceptable forms of documentation.

Exhibit A (Continued)

5.5.4 Meals

All meal and incidental expenses are reimbursed on a per diem basis. Per diem meal expenses are determined by the applicable CONUS (Continental United States) rates established by the United States General Services Administration for meals and incidental expenses unless traveling to a non-standard area. The Domestic Per Diem Rates Schedule (<http://www.gsa.gov/>) shall be used to determine if a travel destination is listed as a non-standard area and to determine the appropriate per diem rate. Traveler must comply with the following restrictions for meal and incidental reimbursement:

5.5.4.1 For the first and last day of travel, a traveler is limited to 75% of the applicable per diem rate for meals and incidental expenses.

5.5.4.2 In cases where breakfast is included in the room price it must be stated and deducted from the per diem reimbursement.

5.5.4.3 Breakfast and dinner expenses are only reimbursed in the event of overnight travel.

5.5.4.6 Event brochures/agendas are a required documentation to accompany the Travel Request. They will be used to determine what meals are provided as part of the event (included in the registration fee). When meals are provided as part of the cost of an event or included in the cost of the hotel fee, travelers will not be provided per diem for these meals. When the traveler can justify a legitimate business or personal, or medical reason and there are no accommodations available to not participate in the provided meal, the traveler must submit written justification to receive per diem for that meal.

5.6 Non-reimbursable Travel Expenses

5.6.1 Alcoholic Beverages

Alcoholic beverages will not be reimbursed by the City, except as permitted in the Food and Beverage Policy (see City Policy Manual Section 5.1.5 Food and Beverage Expenditure Policy).

5.6.2 Personal Expenses

Personal expenses for entertainment costs such as in-room movies or games are not eligible for reimbursement.

Exhibit A (Continued)

5.6.3 Laundry and Dry Cleaning

Laundry services and dry cleaning are generally not eligible for reimbursement.

5.7 Reimbursement for Travel Expenses

5.7.1 Submission Deadline

Within 45 days after completion of travel, an approved Reimbursement of Travel Statement shall be submitted to Finance for processing. Statements that are not turned in within 45 days from the Return Date will be considered delinquent.



Silicon Valley Internet Crimes Against Children Task Force Training Request (ICAC Grant)

THE TERMS AND CONDITIONS DETERMINING REIMBURSABLE TRAVEL AND TRAINING COSTS ARE OUTLINED IN THE AGREEMENT FOR REIMBURSEMENT SIGNED BY EACH PARTICIPATING AGENCY
COMPLETE AND SUBMIT ONE TRAINING REQUEST FORM FOR EACH INDIVIDUAL ATTENDING TRAINING

Course Name		Date of Course	
		Start	End
Course Location			
Participant Name	Rank / Title	Phone	Email Address
Allowable Costs			Estimated Costs
Registration			
Airfare	Date of Departure	Date of Return	
Meals (75% of GSA rate on first and last day of travel) GSA Rate \$ _____			
Lodging (# of Nights ___) X (GSA Rate \$ _____) plus taxes			
Airport Shuttle / Uber / Lyft / Taxi			
Total Estimated Cost			\$0.00

By signing below, the undersigned:

- a) Acknowledges that prior approval of the Silicon Valley Internet Crimes Against Children SVICAC Task Force coordinator is required for the expenditure of ICAC grant funds associated with the delivery of ICAC training.
- b) Acknowledges that this form will be completed and submitted to the SVICAC Task Force coordinator within 15 days of notification of an upcoming training event.
- c) Acknowledges that participating agencies receiving ICAC grant funds for the reimbursement of operating expenses must comply with the provisions of CITY's travel policy (see Exhibit A of the AGREEMENT FOR REIMBURSEMENT signed by each participating agency).
- d) Acknowledges that the Department of Justice may conduct a randomized review/audit of all expenditures. If the review/audit reveals that expenditures are outside the scope of ICAC grant guidelines, the agency agrees to repay all reimbursed costs.

Your Agency / Department Approval

Agency Submitting Request & Date

Agency Coordinator Name & Phone Number

Agency / Dept. Head Authorized to Expend Grant Funds

Agency Coordinator E-mail

Notes / Comments:

*** Email completed form to the San Jose Police Department SVICAC Task Force Commander 3415@sanjoseca.gov ***

SJPD Office Use Only

Initial & Date:	Initial & Date:	
Received:	Participant Notified:	Grant Source: Federal ICAC Grant
Approved:	Copy to Grants Administrator:	Grant #: 2017-MC-FX-K020
Denied:		



Silicon Valley Internet Crimes Against Children Task Force Reimbursement Request (ICAC Grant)

Mail this form along with your agency invoice, itemized receipts, proof of agency payment, and supporting documentation to:
San Jose Police Department, Grants Administrator, Fiscal Unit, 201 W. Mission St., San Jose, CA 95110

THE TERMS AND CONDITIONS DETERMINING REIMBURSABLE TRAVEL AND TRAINING COSTS ARE OUTLINED IN THE AGREEMENT FOR REIMBURSEMENT SIGNED BY EACH PARTICIPATING AGENCY

ITEMIZED RECEIPTS AND ALL APPLICABLE SUPPORTING DOCUMENTATION ARE REQUIRED FOR ALL REIMBURSEMENT REQUESTS

COMPLETE AND SUBMIT ONE REIMBURSEMENT REQUEST FORM FOR EACH INDIVIDUAL ATTENDING TRAINING

THE TERMS AND CONDITIONS DETERMINING REIMBURSABLE TRAVEL AND TRAINING COSTS ARE OUTLINED IN THE AGREEMENT FOR REIMBURSEMENT SIGNED BY EACH PARTICIPATING AGENCY

PARTICIPANT NAME:		COURSE NAME:	
COURSE DATE:	Start End	COURSE LOCATION:	
			COSTS:
Registration			
Airfare	Date of Departure:	Date of Return:	
Lodging	(# of Nights) X (GSA Rate \$) + Taxes		
Meals (75% of GSA rate on Travel days)			
Airport Shuttle / Taxi / Uber / Lyft			

TOTAL:	\$0.00
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_____ **AGENCY NAME**

_____ **AGENCY ADDRESS (Remittance)**

_____ **Date of Request**

By signing below, the undersigned:

- a) Acknowledges that prior approval of the Silicon Valley Internet Crimes Against Children SVICAC Task Force coordinator is required for the expenditure of ICAC grant funds associated with the delivery of ICAC training.
- b) Acknowledges that this form will be completed and mailed to the Grants Administrator within 30 days of completion of travel.
- c) Affirms that the attached itemized receipts are true and accurate original documents or photocopies of original documents kept on-file with the undersigned's agency and that this reimbursement request is a true and accurate account of costs expended solely as a result of the listed person's participation in the training course noted above.
- d) Acknowledges that participating agencies receiving ICAC grant funds for the reimbursement of operating expenses must comply with the provisions of CITY's travel policy (see Exhibit A of the Agreement for Reimbursement signed by each participating agency).
- e) Acknowledges that the Department of Justice may conduct a randomized review/audit of all expenditures. If the review/audit reveals that expenditures are outside the scope of ICAC grant guidelines, the agency making this reimbursement request agrees to repay all reimbursed costs.

Notes / Comments:

_____ **SIGNATURE of Agency Chief Executive**

_____ **(PRINT NAME)**

SJPD Fiscal Office Use Only	
Received: _____	Grant #: _____
Processed: _____	Grant Source: _____
Initials: _____	Visible Code: _____

**INSTRUCTIONS FOR EXECUTION OF AGREEMENTS WITH
CITY OF SAN JOSE FOR INTERNET CRIMES AGAINST CHILDREN
TRAINING COSTS
(PLEASE READ THIS PAGE BEFORE SIGNING SIGNATURE PAGE)**

1. AGREEMENT DATE:

DO NOT place a date in the date fields throughout the agreement. We will add the date when the agreement is fully executed. Also, DO NOT print the agreement pages or exhibit pages doubled sided, must be single sheets.

2. SIGNATURE PAGE:

- Section 14 of the agreement must be executed by two officials: (1) the Agency's approving official who is authorized to lawfully enter into a binding agreement on behalf of the Agency, and the Agency Attorney who approves the form of the agreement (e.g., the City Attorney or County Counsel for the Agency). The Agency official who approves and executes the agreement must be authorized either by Charter, ordinance, or resolution of the Agency's governing body to execute an agreement on behalf of the Agency. Please note that we have had problems with officials, from both general law and charter agencies, signing the agreement who are not authorized under California law to execute a binding agreement on behalf of the Agency. Please consult with your Agency Attorney to determine which Agency official is lawfully authorized to execute an agreement on behalf of the Agency.
- Make sure that the approving official signs and dates the agreement on the RIGHT side and the attorney approving the form of the agreement signs and dates on the LEFT side.
- The signatures on the signature page **MUST BE ORIGINAL SIGNATURES ONLY.**

3. Exhibit A

- Please review the San José Travel Policy.

4. Exhibit B

- Please review Exhibit B. This is a Training Request Form to submit prior to making any travel arrangements. The following documents are required when submitting a travel request:
 - Training brochure or agenda, if available
 - Airfare cost estimate, e.g., copy of the airfare estimate before payment
 - Lodging cost estimate, e.g., copy of the hotel reservation before payment

5. Exhibit C

- Please review Exhibit C. This is a Reimbursement Request Form to submit after travel.
- The following documents are required when submitting a travel request:

Airfare	Valid purchase receipt and boarding passes required
Ground Transportation	Valid receipt required Uber/Lift Receipts should show, date of travel, route, and fare
Hotel	Valid itemized receipt required
Per Diem	Any meals provided by the training will be deducted from this amount. Meal receipts not required
Invoice	Agency Invoice required for reimbursement

6. Mailing the signed agreement

After the agreement has been reviewed and signed, please mail the original to the following address:

San José Police Department, Fiscal Unit
Attn: Linda Chan / Grants Team
201 W. Mission St., San José, CA 95110