Date: November 12th, 2024

TO: Greenfield Board of Works and Public Safety

RE: Out of State Travel Training

I am requesting the Board of Works to approve the out of State Travel request to Cincinnati, OH.. This travel will be for training. The training is for the recertification of CVSA Operator (Certified Voice Stress Analysis). The dates of training are December 3rd to December 5th. The cost of the class is $595.00. We will also have hotel, gas, and food expense. Not to exceed $1000.00 and permission to take a city vehicle.

Respectfully,

Chief Brian Hartman