

INTRADEPARTMENTAL CORRESPONDENCE

February 12, 2009
16.3

TO: Commanding Officer, Administrative and Technical Services Bureau

FROM: Commanding Officer, Metropolitan Division

SUBJECT: DECLARATION OF DONATED TRAVEL EXPENSES

On May 19, 2009, Officer Glad Togo, Serial No. 27776, will travel to Louisville, Kentucky to teach search warrant tactics to a class of Kentucky State troopers. His salary will be compensated by The Los Angeles Police Department. His airfare, hotel and incidentals will be paid for by the requesting agency. The donated expenses are valued at approximately \$1200.00.

Airfare:	\$500.00
Hotel:	\$400.00
Incidentals:	<u>\$300.00</u>
Total:	\$1200.00

If you have any questions or require additional information, please have a member of your staff contact Sergeant _____ at (213) 972-2421.

JEFFREY L. GREER, Captain
Commanding Officer
Metropolitan Division

Attachment