

HAMPTON VA

ASSISTANT CHIEF OF POLICE, K. M. BRIGHTON

April 18, 2017

First Sergeant Steve Hall
Virginia State Police
H.E.A.T. Program Administrator
P.O. Box 27472
Richmond, Virginia 23261-7472

Re: IAATI Training Seminar – June 11-15, 2017

Dear First Sgt. Hall:

This letter is to request H.E.A.T. training funds to send investigators from the Hampton Police Division Auto Theft Unit to the 2017 IAATI Annual Training Conference, which is being held in Delray Beach, Florida from June 11 - 15, 2017. The requested funds are for travel, tuition, lodging, and per-diem expenses for Detective Jennifer Bentley and Detective Rachel Lawrence.

As requested, the federal identification number for the department is 54-6001336. Any additional questions may be directed to Detective Jennifer Bentley at (757) 728-2431.

•	TUITION (\$245.00 Non-Member fee for 2 Detectives)	\$ 490.00
•	AIRFARE for 2 people (airline luggage fee \$25.00 per person per flight)	\$ 731.20
•	LODGING - 2 Rooms (\$139 per night x 2, 12% tax per night, hotel parking \$8.00 x 5)	\$ 662.72
•	DAILY PER DIEM for 2 Detectives for the week (\$59.00 x 2 people x 5 days)	\$ 590.00
•	RENTAL VEHICLE - average cost rental vehicle for 5 days (Including taxes and insurance)	\$ 321.84
•	FUEL COSTS - approximate	\$ 75.00
•	TOTAL:	\$ 2870.76

Very truly yours,



Assistant Chief K. M. Brighton,
Commander, Investigations