



CLARKSVILLE POLICE DEPARTMENT

1970 Broadway, Clarksville, Indiana 47129 • Phone (812) 288-7151 Fax (812) 283-8680
www.ClarksvillePolice.com

NAME: _____ Date: _____

SUBJECT: Request for Lodging / Department Approved Training

OFFICERS ATTENDING TRAINING

Make a list of officers who will be attending training. This will determine how many rooms I will make reservations for.

Officer Name: _____ Officer Name: _____

Officer Name: _____ Officer Name: _____

Officer Name: _____ Officer Name: _____

LODGING

Please complete the following information in full. Make sure to give me the actual date you will arrive at the hotel and the actual check out date. If this information is wrong, you will be responsible for checking in and paying for your room if you arrive early or stay later than arrangements made by this agency. You will be able to turn in your receipt for reimbursement at the next available claim submission date.

DATE OF ARRIVAL: _____ (List actual date you will arrive at hotel)

DEPARTURE: _____ (List date you will be checking out of hotel)

TRAINING INFORMATION

This information is needed when I turn the claim in for payment. The address is needed so I can make lodging arrangements as close as possible to your training location.

TRAINING COURSE NAME: _____

DATES OF TRAINING COURSE: _____

LOCATION OF TRAINING: _____

(Complete Address with City, State and Zip)

Once I receive this information I will make the hotel reservations and provide you with the confirmation of your request.

If you have any questions, please feel free to ask.

Thank you,

Danna M. Abell
Office Manager

Mark R. Palmer
Chief of Police

David Kirby
Asst. Chief of Police

Tim Hauber
Safety Director

**Metropolitan Board of
Fire, Police and Safety
Commission**

Randall Coleman
Chair

Mark Sutherland
Vice Chair

James Payne
Board Secretary

Crime Busters
(812) 284-4636
crimebusters@clarksvillepolice.com

Drug Tip Line
(812) 283-1455
drugtipline@clarksvillepolice.com

www.ClarksvillePolice.com

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"Serving and Protecting the Town of Clarksville"