



TOWN OF WEST SENECA

MATTHEW D. ENGLISH
SUPERINTENDENT OF
HIGHWAY DEPARTMENT

TOWN SUPERVISOR
SHEILA M. MEEGAN
TOWN COUNCIL
EUGENE P. HART
JOHN M. RUSINSKI

March 27, 2013

To: Honorable Town Board

From: Matthew D. English

Re: Highway School

Dear Honorable Town Board Members:

Please authorize Alan Kerner, Deputy Superintendent of Highways and myself to attend the 2013 School for Highway Superintendents. It will be held from June 3rd thru June 5th, 2013 at Ithaca College, Ithaca, NY. Costs for the school will not exceed \$1500.00.

Sincerely,

Matthew D. English
Superintendent of Highways

APR 01 2013
11.



Request & Authorization for Travel and Conference
(Other than Local)
Please Complete All Required Information

Traveler Information

Department: Highway Date: 3/27/2012
Name of Traveler(s): Matthew D. English Title: Superintendent of Highways
Alan Kerner Title: Deputy Superintendent of Highways
Purpose of Travel: 2012 Highway School

Travel Dates & Times

Departure Date: 6/2/2013 Return Date: 6/5/2013
Time: afternoon Time: _____

Estimated Costs

Registration Fees: 200.00
Hotel/Motel: 507.00
Meals: 543.00
Commercial Transportation: _____
Private Auto (Mileage Reimbursement @ _____ Per Mile)
Estimated Mileage: _____
Estimated Mileage Cost: _____
Town Vehicle: Truck #1
Tolls: E-Z Pass
Other (Explain) Gas 250.00
Total Cost Not To Exceed: 1500.00

Department Head Approval Matthew D English
(Signature/Date)

Budget Fund Balance _____ Account Code No. _____

Verified By _____
(Signature/Date)

Submitted to Town Clerk for Town Board Meeting of: 4/2/2013

Copy of this request to accompany agenda item and voucher for payment