



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 20, 2013

To: Honorable Town Board

From: Matthew D. English

Re: Animal Control Seminar

Dear Honorable Town Board Members:

Please authorize Jeff Schwing, Ron Stacey and Phil Steffan to attend the 2013 Animal Control Seminar sponsored by the Town of Webster Animal Control Unit in cooperation with the NYS Dept of Agriculture and Markets. It will be held from April 23rd thru April 24th at the West Webster Fire Station #1, 1051 Gravel Rd, Webster, NY 14580. Costs for the seminar registration and fuel should not exceed \$310.00. Lodging is being paid by the CSEA Blue Collar Union. Breakfast and lunch are provided with the registration. Registrants are responsible for dinner expenses.

Sincerely,

Matthew D. English  
Superintendent of Highways

APR 01 2013  
12.



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

Traveler Information

Department: Highway Date: 3/20/2013

Name of Traveler(s): Jeff Schwing Ron Stacey

Phil Steffan

Purpose of Travel: to attend an animal control seminar

Travel Dates & Times

Departure Date: 4/23/2013 Return Date: 4/24/2013

Time: 6:00 A.M. Time: \_\_\_\_\_

Estimated Costs

Registration Fees: 195.00

Hotel/Motel: CSEA Blue Collar Union to pay

Meals: 0.00

Commercial Transportation: \_\_\_\_\_

Private Auto (Mileage Reimbursement @ 0.56.5

Estimated Mileage: \_\_\_\_\_ 186

Estimated Mileage Cost: \_\_\_\_\_ 105.09

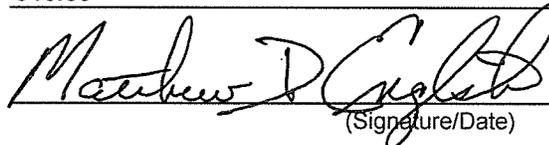
Town Vehicle: \_\_\_\_\_

Tolls: \_\_\_\_\_

Other (Explain) \_\_\_\_\_

Total Cost Not To Exceed: 310.00

Department Head Approval

  
(Signature/Date)

Budget Fund Balance 950.00 Account Code No. 001.3510.0200

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**