



TOWN OF WEST SENECA

MATTHEW D. ENGLISH
SUPERINTENDENT OF
HIGHWAY DEPARTMENT

TOWN SUPERVISOR
SHEILA M. MEEGAN

TOWN COUNCIL
EUGENE P. HART
WILLIAM P. HANLEY, JR.

March 27, 2014

To: Honorable Town Board

From: Matthew D. English

Re: Highway School

Dear Honorable Town Board Members:

Please authorize Greg Zimmerman, Deputy Superintendent of Highways and myself to attend the 2014 School for Highway Superintendents. It will be held from June 2nd thru June 4th, 2014 at Ithaca College, Ithaca, NY. Costs for the school will not exceed \$1500.00.

Sincerely,

Matthew D. English
Superintendent of Highways



2014

Request & Authorization for Travel and Conference

(Other than Local)

Please Complete All Required Information

Traveler Information

Department: Highway Date: 3/28/14

Name of Traveler(s): Matthew D. English Title: Superintendent of Highways

Greg Zimmerman Title: Deputy Superintendent of Highways

Purpose of Travel: 2014 Highway School

Travel Dates & Times

Departure Date: 6/1/2014 Return Date: 6/4/2014

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 
(Signature/Date)

Budget Fund Balance _____ Account Code No. _____

Verified By _____
(Signature/Date)

Submitted to Town Clerk for Town Board Meeting of: _____

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