

TOWN OF WEST SENECA



JACQUELINE A. FELSER  
TOWN CLERK

RECEIVER OF TAXES  
REGISTRAR OF VITAL STATISTICS  
NOTARY PUBLIC  
RECORDS MANAGEMENT OFFICER

TOWN SUPERVISOR  
SHEILA M. MEEGAN

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

To: West Seneca Town Board

From: Jacqueline A Felser, Town Clerk

Date: February 17, 2015

Re: New York State Town Clerks Association Conference

Honorable Board Members:

The New York State Town Clerks Association will be conducting its annual conference in Rochester, April 26 – 29, 2015. This conference offers programs instructional and informational in nature on topics including records management, tax collection, dog licensing/enumeration, sporting licenses, and vital records, among others.

Kindly approve costs for my attendance at this conference not to exceed \$1000. Funds are available in Continuing Education & Training line item #1.1410.0414.

**Request & Authorization for Travel and Conference**  
(Other than Local)

*Please Complete All Required Information*

Traveler Information

Department: Town Clerk Date: 02/17/2015  
Name of Traveler(s): Jacqueline Felser Title: Town Clerk  
J Title: \_\_\_\_\_  
Purpose of Travel: NYS Town Clerk's Assoc conference

Travel Dates & Times

Departure Date: 04/26/2015 Return Date: 04/29/2015  
Time: \_\_\_\_\_ Time: \_\_\_\_\_

Estimated Costs

Registration Fees: 125  
Hotel/Motel: 555  
Meals: 225  
Commercial Transportation: \_\_\_\_\_  
Private Auto (Mileage Reimbursement @ .575 Per Mile)  
Estimated Mileage: 150  
Estimated Mileage Cost: 90  
Town Vehicle: \_\_\_\_\_  
Tolls: 5  
Other (Explain) \_\_\_\_\_  
Total Cost Not To Exceed: \$ 1000

Department Head Approval

Jacqueline A Felser  
(Signature/Date)

Budget Fund Balance

\$1535.00 Account Code No. 01.1410.0414

Verified By

Joanne Krakowski 2/17/2015  
(Signature/Date)

Submitted to Town Clerk for Town Board Meeting of:

02/23/2015

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