

SCHEDULE "A" AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Human Services Committee hereby authorizes Denise A. Di Resta
(Supervisory Committee) (Employee Name)

to attend 2011 CVSOA Annual Conference
(Name of meeting or organization)

at The American Legion Post #230 in Sherrill NY
(Address)

on August 12, 2011. Mode of transportation to be used County Vehicle
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:
N/A

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

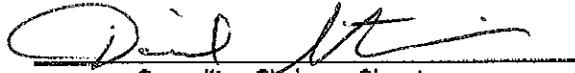
- Room rate \$ N/A GSA* Rate \$ 0.00
- Meal costs - GSA*per diem rate \$ 0.00

*www.gsa.gov

Date: July 11, 2011


Department Head Signature

Date: July 22, 2011


Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.