

**Agenda**  
**Support Services Committee**  
**Information Technology**

- 1. request to attend conference**
- 2. presentation of new county web site**

SCHEDULE "A"  
**AUTHORIZATION TO ATTEND MEETING OR CONVENTION**

**Check one:**

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

The Support Services Committee hereby authorizes William Mahar  
(Supervisory Committee) (Employee Name)

to attend NYSLGITDA Spring Conference 2013  
(Name of meeting or organization)

at Saratoga Springs, NY  
(Address)

on 4/23-4/26. 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:

**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 \$ \_\_\_\_\_ GSA\* Rate \$ \_\_\_\_\_
- Meal costs - GSA \*per diem rate \$ \_\_\_\_\_

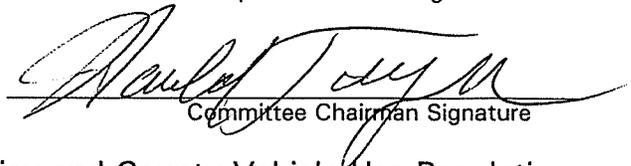
\*[www.gsa.gov](http://www.gsa.gov)

Date: 2/22/2013



Department Head Signature

Date: 2-25-13



Committee Chairman Signature

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

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Please check to request a fleet vehicle.

**REQUEST FOR USE OF FLEET VEHICLE**

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**Filing Instructions:**

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.

New York State Local Government Information Technology Directors' Association (NYSLGITDA) Spring 2013 Conference. This conference is the premier event for government technology leaders in New York State. All current and potential members as well as any Local or NY State Government employee with IT leadership responsibilities are invited to join us at The Saratoga Hilton located in Saratoga Springs, NY beginning on Tuesday April 23rd and running to Friday, April 26, 2013. Spend up to 4 days and 3 nights with government IT leaders and your peers discussing your important issues and technology solutions.

We offer this tremendous conference for the great price of \$49 Conference Fee per attendee with an additional \$49 cost for your guest. To get this low price, reservations must be made by March 21, 2013. The Conference Fee includes lodging for 3 nights and all meals.