



VILLAGE OF CHITTENANGO

"where the water runs north"

222 GENESEE STREET

CHITTENANGO, NEW YORK 13037

PHONE: (315) 687-3936

FAX: (315) 687-6622

www.chittenango.org

Travel Request Form

Per the Village of Chittenango Travel Policy, all travel over 35 miles from Chittenango for conferences, training or meetings must be pre-approved by the Village Board of Trustees using this form.

Date: 4/21/2020 Department: Court

Employee Name: Christina Sudo

Name and address of travel location 600 Albany Shaker Rd Albany NY 12211

Reason for travel Conference / training

Expected Cost of Travel

Registration Costs (including prepaid meals)	\$	<u>75.00</u>
Hotel/Overnight Stay Costs	\$	<u>946.00</u>
Meals (not including those prepaid) (receipts to be submitted) *	\$	<u>—</u>
Mileage - <u>252</u> (if not using a Village vehicle) <u>72.5</u> * * <u>70 =</u>	\$	<u>182.70</u>
Total	\$	<u>1203.70</u>

Department Managers Signature: Hon. Christina M. Sudo

Date: _____ Date Approved by the Village Board: _____

Please include a copy of this form, indicating the date travel was approved, with any vouchers for prepayment of conferences, credit card charges or reimbursement requests.

* Visit NYS Comptroller Travel Manual for guidelines -

<https://www.osc.ny.gov/state-agencies/gfo/chapter-xiii/xiii4d-meals-and-incidental-expenses-breakdown>

** Travel Mileage <https://www.osc.ny.gov/state-agencies/gfo/chapter-xiii/xiii4c-travel-mileage-rates>



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Date: 4/7/2020 Department: Court

Employee Name: Jessica Gorman

Name and address of travel location: 600 Albany Shaker Rd Albany NY 12211

Reason for travel: Conference / training

Expected Cost of Travel

Registration Costs (including prepaid meals)	\$	100.00
Hotel/Overnight Stay Costs	\$	721.00
Meals (not including those prepaid) (receipts to be submitted) *	\$	
Mileage - <u>252</u> (if not using a Village vehicle) <u>72.5</u> * <u>70</u> = **	\$	182.70
Total	\$	1003.70

Department Managers Signature: Hon. Christina M. Sudol

Date: _____ Date Approved by the Village Board: _____

Please include a copy of this form, indicating the date travel was approved, with any vouchers for prepayment of conferences, credit card charges or reimbursement requests.

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