



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

May 21, 2018

To: Terrence D. McCracken, Secretary to the Authority

From: Michael T. Haendiges, Production Engineer *MTH*

Subject: Travel Request for Scott Aiple to Attend the Factory Acceptance Test (FAT) for ECWA's Wide Area Network, Project No. 201400160
GL Acct. Number 8525 107300 101185

Attached is a Travel Request for ECWA Electrical Engineer, Scott Aiple, to attend the ECWA Wide Area Network Project's two-day factory acceptance tests at Aviat Networks, 200 Parker Drive, Suite C100A, Austin, TX, beginning on July 10, 2018 in Austin, Texas.

EMA will also have a representative present to witness the testing.

MTH*1mb
Attachment
cc: R.Stoll
S.Aiple

TRAVEL REQUEST

Name SCOTT APPLE Today's Date 5/17/18

Job Title ELECTRICAL ENGINEER

Department INSTRUMENTATION / PRODUCTION

Destination(s) AUSTIN, TX (AVIAT NETWORKS)

Reason for Travel (check one): Training Authority Business

Is this training needed to meet professional licensing requirements? _____

Description of training or business, and reasons and benefits of attendance
FACTORY WITNESS TEST OF AVIAT MICROWAVE EQUIPMENT FOR ECWA WIDE AREA NETWORK (WAN) PROJECT.

Dates of Travel

From: Day (M T W T F S S), Date 7/9/18 To: Day (M T W T F S S), Date 7/12/18

Total number of business days: 4

Estimated Cost Transportation costs can be obtained from Trish Fabozzi in Legal X8456.

Transportation \$ 500 Hotel Accommodations \$ 400 Meals \$ 60

TOTAL ESTIMATED COST \$ 960 W/ REGISTRATION FEE \$ N/A

Balance in the travel budget prior tot his trip \$ 1,604,957 G/L Number 8525 107300 101185

Comments (i.e. spouse traveling, preferences): PREFERRED HOTEL IS STAYBRIDGE SUITES (SEE ATTACHED). WILL NEED RENTAL CAR.

Approvals:

Department Head [Signature] Date 5/17/2018

Executive Director [Signature] Date 5/17/18

Secretary [Signature] Date 5/21/18

Date of Resolution _____ Item No. _____