



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

To: Jerome D. Schad, Chair
Peggy A. LaGree, Vice Chair
Michele M. Iannello, Treasurer
Terrence D. McCracken, Secretary to the Authority

From: Dave Aubertine, Director IT *DWA*

Subject: Request to Travel to Saratoga Springs

The NYSAWWA Annual Conference is in Saratoga Springs from 4/12/22-4/14/22. Representatives from the IT Departments of other NYS Water Authority's will be in Saratoga Springs on Monday, April 11, the day before the conference to discuss a variety of best practices and new accounting pronouncements.

I am planning to represent the Authority at this meeting. A resolution approving travel to Saratoga Springs is included in the March 24th, 2022 meeting for your consideration.

cc R. Stoll
T. McCracken

ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Documents
(check which apply)

Contract:	Project No.:
Project Description:	Request to travel to Saratoga Springs to meet with other NYS Water Authorities for Director of IT/Cybersecurity (Dave Aubertine)

Item Description:

<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract	<input type="checkbox"/> Amendment	<input type="checkbox"/> Change Order
<input type="checkbox"/> BCD	<input type="checkbox"/> NYSDOT Agreement	<input type="checkbox"/> Contract Documents	<input type="checkbox"/> Addendum
<input type="checkbox"/> Recommendation for Award of Contract	<input type="checkbox"/> Recommendation to Reject Bids		
<input type="checkbox"/> Request for Proposals			
<input checked="" type="checkbox"/> Other <u>Travel Request</u>			

Action Requested:

<input type="checkbox"/> Board Authorization to Execute	<input type="checkbox"/> Legal Approval
<input type="checkbox"/> Board Authorization to Award	<input type="checkbox"/> Execution by the Chairman
<input type="checkbox"/> Board Authorization to Advertise for Bids	<input type="checkbox"/> Execution by the Secretary to the Authority
<input type="checkbox"/> Board Authorization to Solicit Request for Proposals	
<input checked="" type="checkbox"/> Other <u>Approve Travel Request</u>	

Approvals Needed: APPROVED

AS TO CONTENT:

<input type="checkbox"/> Other (if Applicable)	_____	Date: _____
<input checked="" type="checkbox"/> Chief Operating Officer		Date: <u>3/10/2022</u>
<input type="checkbox"/> Executive Engineer	_____	Date: _____
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input type="checkbox"/> Chief Financial Officer	_____	Date: _____
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority		Date: <u>3/16/22</u>
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Remarks: Approval for Dave Aubertine Travel

Resolution Date: _____	Item No: _____
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TRAVEL REQUEST

Name Dave Aubertine Today's Date 3/9/22

Job Title Director, IT & Cybersecurity

Department IT

Destination(s) Saratoga Springs, NY

Reason for Travel / (check one): Training Authority Business

Is this training needed to meet professional licensing requirements? No

Description of training or business, and reasons and benefits of attendance

Travel to participate in AWWA related conference and meet with other representatives

from NYS Water Authorities.

Dates of Travel

From: Day (M T W T F S S), Date 4/10/2022 To: Day (M T W T F S S), Date 4/12/2022

Total number of business days: 2

Estimated Cost Transportation costs can be obtained from Shari Zajdel X8459.

Transportation \$ 335.00 Hotel Accommodations \$ 320.00 Meals \$ 100.00

TOTAL ESTIMATED COST \$ 755.00 **W/ REGISTRATION FEE** \$ 0

Balance in the travel budget prior to this trip \$ 8,250.00 G/L Number 401000 931212

Unit # 8525 Primary # 931212

Comments (i.e. spouse traveling, preferences): _____

Both travel days may not be required depending on spillover into Tues 4/12

Approvals:

Department Head David Aubertine Date 3/10/2022

Executive Director Russell Fells Date 3/10/2022

Secretary [Signature] Date 3/10/22

Date of Resolution _____ Item No. _____

WHEN TO USE THIS FORM

Use this form whenever you will be traveling on Authority business. **Complete this form as soon as possible to obtain all the necessary approvals in time to make reservations.** All travel arrangements and cost estimates should be obtained from Trish Fabozzi in Legal at the Ellicott Square Building.

Note: If your travel relates to training, you must also complete a TRAINING REQUEST FORM.

INSTRUCTIONS

1. Complete the top section of the form including, name, date, job title, department, and destination. If your trip includes more than one destination, please list each on the line provided.
2. Indicate the **Reason for Travel**. Training includes any type of seminar, conference, etc.. Examples of Authority Business include meetings, travel to evaluate business or systems operations, etc..
3. If you must obtain continuing education or contact hours to meet professional licensing requirements, please indicate if this course or conference can be applied to those hours.
4. Describe the purpose of your trip. Indicate the topic of the training seminar or conference. You must also attach a copy of the training brochure, if applicable, including hotel information. If you are not attending training, please specify the purpose of your trip and the benefit to the Authority.
5. Indicate the **Dates of Travel**. Circle the day of the week and write the calendar date that you will be leaving and returning.
6. Count the total number of business days you will be away from your duties at the Authority. Do not include weekends or holidays, unless you are scheduled to work on those days.
7. Calculate the **Estimated Cost of Travel and Estimated Cost of Travel including registration fee**. Transportation costs include, airfare, train fare, car rental, etc.. Hotel accommodations should include the total cost for lodging. It should not include meals or other expenses you may charge to your room. Estimate the cost of meals on the line provided.
8. If you are traveling Monday or Friday, find out what the transportation cost would be if you travel on either Saturday or Sunday.
9. Total the estimated cost of transportation, hotel accommodations and meals.
10. Determine how much money is left in the travel budget for your department. Show the account number you will be charging these costs to. Your department head should complete this section for you.
11. Specify if your spouse is traveling with you so arrangements can be made for him/her. Also, if you have a flight preference (such as time or airlines) or hotel preference please indicate on the line provided.
12. Travel requests must be approved by your Department Head, the Executive Director and the Secretary. After receiving approval from the Executive Director, send your request to Trish Fabozzi at the Ellicott Square Building. Further approvals will be coordinated through her. She will notify you when your request is approved or denied by the Board.