

ADDENDUM A
REQUEST FOR TRAVEL EXPENSE APPROVAL

1 4 - 0 4 3

REQUESTOR: James M. Casey

DEPARTMENT: Town Clerk

DATE OF MEETING OR CONFERENCE: June 11-13, 2014

- 1) Name and Description of Conference Joint meeting of the Massachusetts Town Clerks' Association and Massachusetts city Clerks' Association
- 2) Agenda or course description See attached Program Overview
- 3) Number of days for conference 3
- 4) Relativity to job function Resources and Tools for New Town Clerks, State Primary and State election Preparations and networking with other Town Clerks
- 5) Expected value to Council member or employee including continuing education credits Build knowledge and obtain clarity of the Town Clerk's role and responsibilities; gain insight into the challenging aspects of administering the State primary and State elections; (Both provide education credits). Network with other Town Clerks and foster relationships to provide guidance in various areas of the position. Speak with vendors and evaluate new voting machines that will be required within the next few years.
- 6) Expected value to the Individual and Town expressed both **quantitatively** and qualitatively Gain insight into the challenges facing a new Town Clerk and the tools needed to face these challenges. Provide Town with comprehensive capital plan to prepare funding sources for replacement of new voting machines.
- 7) Number of days out of the office due to conference and meeting travel 3
 - a) Meeting Cost \$ 50.00 (Conference Registration)
 - b) Travel Cost \$ 60.00 (estimated)
 - c) Lodging Cost \$521.00 (lodging and meals)
 - d) Total Cost \$631.00 (+/-)
 - e) Comparable costs showing the most economical choice is presented for pre-approval n/a

Authorized Signature (Requestor)

Town Council President certifying favorable vote

Approval date _____