ROBERT T. POLITI
SUPERVISOR
LAURIE C. DUDLEY
TOWN CLERK / TAX COLLECTOR
523-2162
COUNCIL
BOB MILLER
JAY I. RAND
DEREK DOTY
JACK FAVRO
LARRY C. STRAIGHT
SUPT. OF HIGHWAYS
523-9081
CATHERINE EDMAN, CPA
BUDGET OFFICER
TEL: 523-9517
FAX: 523-2599

TOWN OF NORTH ELBA
2693 MAIN STREET
LAKE PLACID, NEW YORK 12946
phone: (518) 523-9516 fax: (518) 523-9569
web: www.northelba.org

EUGENE MARTIN
PARK DIST. MGR.
523-2591
JAMES E. MORGANSON
DIRECTOR OF CODES
523-9518
TODD ANTHONY
ASSESSOR
TEL: 523-1975
FAX: 523-9821
TOWN JUSTICES
DEAN M. DIETRICH
HON. WILLIAM HULSHOFF
523-2141
RONALD J. BRIGGS
ATTORNEY FOR THE TOWN

TRAVEL PRE-AUTHORIZATION FORM

Name: _____ Date: _____

Department:_____

Requested date(s) off: _____

Time of Departure: _____ Time of Return:_____

Title and Location of Function: _____

_____

Reason for Request: _____

_____

Request for travel approved by North Elba Town Board ☐ YES_____ ☐ NO

If no, please give reason: _____

_____

_____

Signature: _____ Date: _____

For office use only: ☐ Compensable Town Travel_____ ☐ Non-compensable Town Travel

If non-compensable, deduct from: ☐ Vacation ☐ Personal ☐ Other:_____