



## TOWN OF MERRIMAC

### REQUEST FOR APPROVAL FOR CONFERENCE ATTENDANCE

(Approval must be 60 days in advance)

Employee: \_\_\_\_\_

Department: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

#### Estimated Expenses:

Lodging: \_\_\_\_\_

Airfare/Mileage: \_\_\_\_\_

Car Rentals: \_\_\_\_\_

Meals: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Board of Selectmen)

**Please Note:** If you have free or discounted travel, attach the Disclosure by Appointed Public Employee of Free or Discounted Travel or Admission Form, as required by M.G.L. c. 268A, § 23(b)(3) and 930 C.M.R. § 5.05.