

**Registration, Invoice & Voucher Certification Form**

**Seminar Title: Orientation for Municipal Officials That Are Newly Elected, Reelected, Or Experienced**

**(Circle the date you plan to attend)**

**Saturday, January 21, 2023**  
**8:30a.m.-3:30p.m.**  
 Westin Hotel  
 555 Fellowship Road  
 Mount Laurel, NJ 08054

or

**Saturday, February 11, 2023**  
**8:30a.m.-3:30p.m.**  
 Hilton Meadowlands Hotel  
 East Rutherford, NJ 07073

**Registration Fee:** \$130.00 per person - Member Rate      \$150.00 per person - Non-Member Rate  
*All Non-Member Registrations must be prepaid*

Returning a copy of this completed form insures you a reservation at the above seminar. Just send us this form with or without a check. No need to send us your voucher for a separate signature because **this form has been approved by the Local Finance Board and meets the requirements for certification of performance of service.**

**Cancellation Policy**

If you are unable to attend this seminar, you may transfer your registration to a colleague, or fax us **three (3) working days PRIOR** to the seminar and we will be happy to issue a refund. **After the Cancellation Period there are no refunds.**

**VENDOR**  
**CLAIMANT'S CERTIFICATION AND DECLARATION**

I do solemnly declare and certify under the penalties of the Law that the bill/invoice statement is correct in all its particulars; that the materials have been furnished or services rendered as stated herein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

01/01/2022    21-6000935        Executive Director  
 Date                      Federal I.D. #                      Signature                      Official Position

<p style="text-align: center; border: 1px solid black; margin: 0;"><b>CERTIFICATION BY RECEIVING AGENCY</b></p> <p>I, having knowledge of the facts, certify and declare that materials have been received or the services rendered and are in compliance with the specifications or other requirements, and said certification is based on signed delivery slips or other reasonable procedures, or verifiable information.</p>	<p style="text-align: center; border: 1px solid black; margin: 0;"><b>CERTIFICATION BY APPROVAL OFFICIAL</b></p> <p>I certify and declare that this bill/invoice statement is correct, and that the sufficient funds are available to satisfy this claim. The payment shall be chargeable to:</p> <p>Appropriation Account(s) Charged    <b>P.O. # - MANDATORY</b></p> <p>Amount(s): \$ _____</p>
<p>Signature _____</p> <p>Title _____                      Date _____</p>	<p>Signature _____                      Date _____</p> <p>Title (CFO, Finance Director) _____</p>

**Seminar Registration (Please fill in all of the below information)**

	Name of Seminar Registrant	Title	E-Mail Address	Municipal Phone #
1)				
2)				
3)				
4)				

Contact Person: \_\_\_\_\_  
 Municipality: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

PLEASE NOTIFY US IF YOU  
 DESIRE ANY SPECIAL  
 COMMUNICATION  
 EQUIPMENT OR SERVICES

**MAKE CHECKS PAYABLE TO:**  
 New Jersey State League of Municipalities  
 222 West State Street - Trenton, NJ 08608

Email: [sdelany@njlm.org](mailto:sdelany@njlm.org)  
 Phone: (609) 695-3481  
 Fax: (609) 695-0151

**IN CASE OF INCLEMENT WEATHER OR CANCELLATION:** We will announce emergency seminar or webinar cancellations via recorded announcement on our Weather Hotline: 609-695-3481 ext. 200 and post announcements on our website [www.njslom.org](http://www.njslom.org) Facebook page [facebook.com/njleague](https://facebook.com/njleague), and Twitter [@NJ\\_League](https://twitter.com/NJ_League) after 6:00am on the morning of the meeting.

## **Directions to Seminar Locations:**

### **Westin Hotel 555 Fellowship Road, Mount Laurel, NJ 08054**

#### **From PHILADELPHIA INTERNATIONAL AIRPORT**

Take Interstate 95 North from Airport and merge onto I-76 E toward the Walt Whitman Bridge. From the Bridge take the US-130 S exit 1C toward Brooklawn/Westville. Merge onto I-295 North (Trenton). Take Exit 36A (Route 73 South). Take Jug Handle for U-turn at first traffic light. Turn Right onto Fellowship Road. The Westin Hotel will be on your left.

#### **From PHILADELPHIA (Center City and Amtrak's 30th Street Station)**

Take 676 East to 76 East to the Walt Whitman Bridge Exit. From the Bridge, follow signs for 295 North (Trenton). Take Exit 36A (Route 73 South). Turn Right onto Fellowship Road. The Westin Hotel will be on your left.

#### **From NEW YORK CITY and NORTH JERSEY**

Take the New Jersey Turnpike South to Exit 4. After the toll, follow signs for Philadelphia/Camden and Route 73 North. Turn right onto Fellowship Road. The Westin Hotel will be on your left.

### **Hilton Meadowlands Hotel 2 Meadowlands Plaza, East Rutherford, NJ 07073**

From the North:

Take the George Washington Bridge to the New Jersey Turnpike South. Take Exit 16 West and go through the toll plaza. Follow the signs for Route 3 East and the service road and keep to the right. Turn right at the sign that reads "Sports Arena". The Hilton Meadowlands hotel entrance will be to your right.

From New Jersey Turnpike:

Take the New Jersey Turnpike to Exit 16 West. Proceed to Route 3 East on the far right and the service road. Take the first right turn at the sign that says "Sports Arena" and proceed to the hotel.

From Garden State Parkway:

Take Exit 153 from the Garden State Parkway onto Route 3 East. Take the Stadium/Racetrack Exit. Follow the signs to Sheraton Plaza Drive.