

MAR 03 2026

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**A REQUEST AUTHORIZING THE
ATTACHED TRAVEL AND
TRAINING REQUEST FORM
FOR
THE CITY CLERK
AND
EXECUTIVE ADMINISTRATIVE ASSISTANT
IN THE OFFICE OF THE CITY CLERK
TO
ATTEND THE NYCOM FALL TRAINING SCHOOL
FROM
SEPTEMBER 13 – SEPTEMBER 18, 2026**

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City of Mount Vernon

Travel and Training Request Form

Employee Information

- **Employee Name:** Nicole Bonilla
- **Title:** City Clerk
- **Department:** Office of the City Clerk

Travel Details

- **Destination (City/State):** Saratoga Springs, NY
- **Purpose of Travel:** Training School for City & Village Officials
- **Conference / Training / Meeting Name:** NYCOM
- **Travel Dates (From - To):** Sept 13-18, 2026

Travel Justification (Check all that apply)

Please answer the following questions to support the necessity of this travel request:

- **Is this travel a requirement of your job duties?**
 - Yes No
- **Is this travel required to maintain a professional license or certification?**
 - Yes No
 - If yes, specify certification/license: Registered Municipal Clerk (RMC)
- **Is this travel required as a result of an audit finding or corrective action plan?**
 - Yes No
 - If yes, identify audit or corrective action plan: _____
- **Is this travel funded by an external source or sponsorship?**
 - Yes No
 - If yes, identify funding source: _____
- **Additional Justification (if applicable):**
SEE ATTACHED

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MAR 03 2026

Estimated Travel Costs

- Registration / Tuition: \$ 600
- Transportation (Air/Rail/Auto): \$ 400
- Lodging: \$ 1000
- Meals & Incidentals: \$ 300
- Other (Specify): \$ _____

Total Estimated Cost: \$ 2300

Approvals

Employee Signature: Nicole Bonilla Date: 1/13/20
 Department Head Approval: Nicole Bonilla Date: 1/13/20
 Finance / Comptroller Approval: [Signature] Date: 3/3/20
 Mayor Approval: [Signature] Date: 3/3/20
 Council President Approval: Derrick Thompson Date: 3/3/2020

Submission of this form does not constitute approval. Travel may not be booked until all required approvals are obtained.

Vote Was Taken As Follows: 03/03/2026
 Morton: Yea Thompson: Yea
 Patterson-Howard: Yea
 Resolution: Adopted

APPROVED AS TO FORM

[Signature]
 Assistant Corporation Counsel

ADOPTED BY BOARD OF ESTIMATE AND CONTRACT

[Signature]
 Clerk

6



City of Mount Vernon

Travel and Training Request Form

Employee Information

- **Employee Name:** Kimberly Joshua
- **Title:** Executive Administrative Assistant
- **Department:** Office of the City Clerk

Travel Details

- **Destination (City/State):** Saratoga Springs, NY
- **Purpose of Travel:** Training School for City & Village Officials
- **Conference / Training / Meeting Name:** NYCOM
- **Travel Dates (From - To):** Sept 13-18, 2026

Travel Justification (Check all that apply)

Please answer the following questions to support the necessity of this travel request:

- **Is this travel a requirement of your job duties?**
 Yes No
- **Is this travel required to maintain a professional license or certification?**
 Yes No
 If yes, specify certification/license: _____
- **Is this travel required as a result of an audit finding or corrective action plan?**
 Yes No
 If yes, identify audit or corrective action plan: _____
- **Is this travel funded by an external source or sponsorship?**
 Yes No
 If yes, identify funding source: _____
- **Additional Justification (if applicable):**
SEE ATTACHED

6

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Estimated Travel Costs

- Registration / Tuition: \$ 600
- Transportation (Air/Rail/Auto): \$ 0
- Lodging: \$ 1000
- Meals & Incidentals: \$ 300
- Other (Specify): \$ _____

Total Estimated Cost: \$ 2000

Approvals

Employee Signature: [Signature] Date: 1/13/2026
 Department Head Approval: [Signature] Date: 1/13/26
 Finance / Comptroller Approval: [Signature] Date: 3/3/26
 Mayor Approval: [Signature] Date: 3/3/26
 Council President Approval: [Signature] Date: 3/3/2026

Submission of this form does not constitute approval. Travel may not be booked until all required approvals are obtained.

Vote Was Taken As Follows: 03/03/2026
Morton: Yea Thompson: Yea
Patterson-Howard: Yea
Resolution: Adopted

APPROVED AS TO FORM

[Signature]
Assistant Corporation Counsel

ADOPTED BY
BOARD OF ESTIMATE
AND CONTRACT

[Signature]
Clerk

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