



City of Mount Vernon

Travel and Training Request Form

Employee Information

- Employee Name: Curtis Woods
- Title: CITY Engineer
- Department: DPW

Travel Details

- Destination (City/State): White Plains
- Purpose of Travel: TRAINING
- Conference / Training / Meeting Name: TRAINING
- Travel Dates (From – To): 2/24, 25 3/25, 26

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: C.O.E
- **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):**

Estimated Travel Costs

- Registration / Tuition: \$ 350.00
- Transportation (Air/Rail/Auto): \$
- Lodging: \$
- Meals & Incidentals: \$
- Other (Specify): \$

Total Estimated Cost: \$ 350.00

Approvals

Employee Signature:  Date: 1/16/26

Department Head Approval:  Date: 1/16/26

Finance / Comptroller Approval: _____ Date: _____

Mayor Approval: _____ Date: _____

Council President Approval: _____ Date: _____

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