

**A REQUEST AUTHORIZING THE  
ATTACHED TRAVEL AND  
TRAINING REQUEST FORM  
FOR  
THE COMMISSIONER  
IN THE DEPARTMENT OF BUILDINGS  
TO ATTEND THE  
LASERFICHE EMPOWER CONFERENCE  
FROM  
APRIL 27 – 30, 2026**



# City of Mount Vernon

## Travel and Training Request Form

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### Employee Information

- **Employee Name:** Patrick G. Holder
- **Title:** Commissioner of Buildings
- **Department:** Buildings Department

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### Travel Details

- **Destination (City/State):** Las Vegas, Nevada
- **Purpose of Travel:** Conference
- **Conference / Training / Meeting Name:** Las Vegas Empower 2026
- **Travel Dates (From - To):** April 27th-April 30th, 2026

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### 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: Partial Funded (ICC -\$1,300)
- **Additional Justification (if applicable):**  
Registration valued at \$1,300

