CITY OF MOUNT VERNON, N.Y.
OFFICE OF THE COMPTROLLER

Darren M. Morton, Ed.D., CPRP, CMFO
Comptroller

City Hall, One Roosevelt Square
Mount Vernon, NY, 10550
(914) 665-2303

August 5, 2025

Honorable Members of the City Council
1 Roosevelt Square - City Hall
Mount Vernon, NY 10550

Re: Travel and Expense Policy
Referral # COMP2025-13

Dear Honorable Members:

Pursuant to Section 91 of the Mount Vernon City Charter, the Comptroller is entrusted with the supervision of the City's financial affairs and is authorized to establish rules, regulations, and general practices for organizing and regulating fiscal operations. This includes the authority to define the financial responsibilities and authority of City staff and elected officials.

In alignment with this responsibility, I respectfully request that the Mount Vernon City Council ("the Council") enact legislation adopting the attached Travel and Expense Policy for the City of Mount Vernon.

This proposed policy is intended to standardize and enhance the City's procedures for managing travel-related activities. City officials, whether elected or appointed official, employees, volunteers, board members, commissioners, and, at times, members of the public, may incur reasonable and necessary expenses in the course of conducting official City business. These expenses may relate to travel, education, training, or other authorized activities.

To ensure compliance with municipal finance regulations, applicable laws, sound accounting practices, and to support the efficient administration of City resources, it is essential to establish clear procedures, limitations, and safeguards. This policy provides the framework for the reimbursement or direct payment of such expenses in a consistent and transparent manner.

Accordingly, the attached legislation outlines updated and comprehensive guidance on:

- Authorization and approval of travel;
- Reimbursement procedures;
- Expense advances;
- Documentation and reporting requirements;
- Application of these procedures to all City-affiliated individuals, including non-employees engaged in City business.

It is both necessary and appropriate to periodically review and revise City policies to reflect best practices and ensure financial integrity. I appreciate your thoughtful consideration of this proposed legislation and look forward to your support in adopting a policy that promotes accountability, transparency, and operational consistency.

If you have any questions, please call the Comptroller's Office at 914-665-2304 or email at Comptroller@cmvny.com.

Sincerely,

Dr. Darren M. Morton Ed. D., CPRP. CMFO
Comptroller

cc: Mayor
Law Department