



City of Mount Vernon

Travel and Training Request Form

Employee Information

- **Employee Name:** Lukas Herbert
 - **Title:** Assistant Commissioner of Planning
 - **Department:** Planning and Community Development
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Travel Details

- **Destination (City/State):** Tarrytown, NY
 - **Purpose of Travel:** To attend 1.5 day conference
 - **Conference / Training / Meeting Name:** Walk Bike and Roll NY
 - **Travel Dates (From – To):** June 2 & 3, 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: AICP
- **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:** \$ 150
- **Transportation (Air/Rail/Auto):** \$ 0
- **Lodging:** \$ 0
- **Meals & Incidentals:** \$ 0
- **Other (Specify):** \$ 0

Total Estimated Cost: \$ 150

Approvals

Employee Signature:  **Date:** 5/7/2026

Department Head Approval: _____ **Date:** _____

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.