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**A REQUEST AUTHORIZING THE
ATTACHED TRAVEL AND
TRAINING REQUEST FORM
FOR
THE CITY CLERK
IN THE OFFICE OF THE CITY CLERK
TO
ATTEND THE 2026 SUMMER IIMC MUNICIPAL
CLERKS EDUCATION PROGRAM
FROM
JULY 13 – 16, 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):** Latham, New York
- **Purpose of Travel:** Municipal Clerk Education Program
- **Conference / Training / Meeting Name:** CMC Summer Program
- **Travel Dates (From – To):** July 13-16, 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: Certified Municipal Clerk (CMC)
- ☐ **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: \$400 IIMC Scholarship
- **Additional Justification (if applicable):**
SEE ATTACHED

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Estimated Travel Costs

- Registration / Tuition: \$ 500
- Transportation (Air/Rail/Auto): \$ 250
- Lodging: \$ 700
- Meals & Incidentals: \$ 0
- Other (Specify): \$

Total Estimated Cost: \$ 1450

Approvals

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