



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: \$ 350⁰⁰
- Transportation (Air/Rail/Auto): \$ —
- Lodging: \$ —
- Meals & Incidentals: \$ —
- Other (Specify): \$ —

Total Estimated Cost: \$ 350⁰⁰

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.