

MAR 17 2026

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A REQUEST AUTHORIZING THE
ATTACHED TRAVEL AND
TRAINING REQUEST FORM
FOR
THE COMMISSIONER OF THE
DEPARTMENT OF PLANNING AND
COMMUNITY DEVELOPMENT
TO ATTEND
THE AMERICAN PLANNING
ASSOCIATION NATIONAL CONFERENCE
FROM
APRIL 24 - APRIL 28, 2026

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City of Mount Vernon

Travel and Training Request Form

Employee Information

- Employee Name: James Rausse
- Title: Commissioner
- Department: Planning & Community Development

Travel Details

- Destination (City/State): Detroit
- Purpose of Travel: Conference
- Conference / Training Meeting Name: APA C&Wotwco
- Travel Dates (From-To): 4/24 to 4/28

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? o
☒ 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):

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Estimated Travel Costs

- Registration / Tuition: \$ 895
- Transportation (Air/Rail/Auto): \$ 337
- Lodging: \$ 1201.76
- Meals & Incidentals: \$
- Other (Specify): \$

Total Estimated Cost: \$ 2,433.76

Approvals

Employee Signature: [Signature] Date: 3/3/26
Department Head Approval: [Signature] Date: 3/12/26
Finance / Comptroller Approval: [Signature] Date: 3/17/26
Mayor Approval: [Signature] Date: 3/17/26
Council President Approval: [Signature] Date: 3/17/26

Submission of this form does not constitute approval. Travel may not be booked until all required approvals are obtained.

Vote Was Taken As Follows: 03/17/2026
Morton: Yea Gleason: Yea
Patterson-Howard: Yea
Resolution: Adopted

APPROVED AS TO FORM

[Signature]
Assistant Corporation Counsel

ADOPTED BY
BOARD OF ESTIMATE
AND CONTRACT

[Signature]
Clerk

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