

MAR 03 2026
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**A REQUEST AUTHORIZING THE
ATTACHED TRAVEL AND
TRAINING REQUEST FORM
FOR
SENIOR ACCOUNT CLERK
IN THE OFFICE OF THE CITY CLERK
TO
ATTEND THE 2026 OPENGOV CONFERENCE
FOR CERTIFICATION
FROM
APRIL 26 – MAY 1, 2026**

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City of Mount Vernon

Travel and Training Request Form

Employee Information

- **Employee Name:** N'Quan Stephens
- **Title:** Senior Account Clerk
- **Department:** Office of the City Clerk

Travel Details

- **Destination (City/State):** Rosemont, IL
- **Purpose of Travel:** OpenGov Conference
- **Conference / Training / Meeting Name:** Certification
- **Travel Dates (From – To):** April 26 - May 1, 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
o If yes, specify certification/license: _____
- ☐ **Is this travel required as a result of an audit finding or corrective action plan?**
☐ Yes ☒ No
o If yes, identify audit or corrective action plan: _____
- ☐ **Is this travel funded by an external source or sponsorship?**
☐ Yes ☒ No
o If yes, identify funding source: _____
- **Additional Justification (if applicable):**
SEE ATTACHED

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Estimated Travel Costs

- Registration / Tuition: \$ 1000
- Transportation (Air/Rail/Auto): \$ 500
- Lodging: \$ 1150
- Meals & Incidentals: \$ 400
- Other (Specify): \$

Total Estimated Cost: \$ 3050

Approvals

Employee Signature: M'Quan Stephens Date: 1/15/26
Department Head Approval: Mcle Bonilla Date: 1/15/26
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