2026 Clean Cities Director 101 Travel Expense Reimbursement Guidelines
Pittsburgh, PA October 27-30th, 2026

General Information

We will be reimbursing you for your travel expenses including hotel, airfare costs, ground transportation, and a per diem for meals and incidentals. You will pay these expenses as you incur them, but you will need to save and submit most of your receipts for reimbursement.

After the event, you will submit your required receipts to KBC Energy Solutions, invoices@kbcenergysolutions.com. The KBC team will be handling the reimbursements.

Official Travel Dates: October 27-30th, 2026: If traveling outside of these dates, we will reimburse expenses related to the official meeting only. The meeting takes place the **full day of October 28th and ends at approximately 4:30 pm on October 29th.** We expect attendees to travel back **either the evening of October 29th, or October 30th.**

If you have exceptional circumstances or need special accommodations, please contact Sandra Loi at Sandra.loi@nlr.gov to discuss. You're also encouraged to include your DOE Regional Manager.

Receipts required: All travel-related expenses including:

- Hotel
- Airfare
- Baggage fees
- Airport parking
- Transportation to and from the airport
- Other…

Receipts not required: Meals and Incidental Expenses (M&IE) will be provided as a flat rate.

We reserve the right to reimburse fewer travel costs if they are not compliant with these dates or are over the approved rate. Please let us know in advance if you are traveling outside of **October 27-30th.**

A cap on travel costs has been set: $1,600 for expenses other than hotel and M&IE PER Person.

Hotel

We will reimburse **Tuesday (Oct 27), Wednesday (Oct 28), and Thursday (Oct 29) night at the hotel.** We require using the room block negotiated below.

The Embassy Suites by Hilton Pittsburgh Downtown
535 Smithfield Street
Pittsburgh, PA 15222

- The room rate is **$138 +** taxes / night.
- Valet parking, fee: $50.00 USD daily (self-parking is not available)
- The **last day** to make a reservation is **October 5th, 2026**.

Amenities:

- Check-in time is 4 p.m.; check-out time is 11 a.m.
- Free breakfast
- Indoor pool.

To make a reservation: Reserve a room in the block

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A second hotel room block has been secured at the :

The Hilton Garden Inn Pittsburgh Downtown
250 Forbes Avenue,
Pittsburgh, PA 15222

- The room rate is **$138 +** taxes / night.
- Self-parking, fee: $50.00 USD daily (Valet parking is not available)
- The **last day** to make a reservation is **October 5th, 2026**.

This hotel is a 6-minute walk from the Embassy Suites. Please book your stay by Oct. 5, 2026.

Amenities:

- Check-in time is 3 p.m.; check-out time is 11 a.m.
- Covered parking
- Fitness center
- On-site restaurant

To make a reservation: Reserve a room in the block

Airfare

Please make reasonable flight arrangements. We recommend using economy class. We will **NOT** pay business class or first-class rates, or seat selection upgrades.

We will reimburse for reasonable baggage and airport parking fees.

Meal and Incidental Expenses (M&IE)

M&IE will be reimbursed through a per diem (flat rate). You do not need to provide receipt for M&IE. This rate is based on the location of the meeting.

Per diem rates are applied to Pittsburgh, PA/Allegheny County. The flat rate per diem to cover meals and incidental expenses is:

- Tuesday (travel day) $60.00
- Wednesday: Full day rate: $60.00 (Breakfast Provided By Hotel #1)
- Thursday (if staying overnight): Full day rate: $60.00 (Breakfast Provided By Hotel #1)
- Thursday (if travel day): Travel Day rate: $60.00
- Friday (if travel day): Travel Day rate: $60.00

Note: If you are staying at the **second** hotel option, breakfast is **not** included. This cost can be applied to your M&IE **only** if you choose to stay at the second hotel option.

Ground Transportation

Workshop participants must arrange their own transportation to and from the airport.

Getting To and From the Airport:

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The meeting location is approximately 30 minutes away from the Pittsburgh International Airport. Transportation options for getting from the airport to the hotel include:

- **Rental Cars:** We will NOT reimburse the cost of rental cars. **We recommend taking a taxi, TNC or shuttle.** You need to keep and submit receipts showing transportation between the airport and the hotel. Transportation not directly related to getting to and from the airport will not be reimbursed.
- **Privately Owned Vehicles:** IF YOU DECIDE TO DRIVE, PLEASE REACH OUT TO - THE KBC TEAM REPRESENTATIVE LISTED BELOW:

  Matthew.traverso@bcs-hq.com (KBC Team representative)
  Isaiah.thompson@netl.doe.gov(KBC Team representative)
  Justin.solley@netl.doe.gov (KBC Team representative)

  CC: Neil.kirschner@netl.doe.gov
  Trevelyn.hall@netl.doe.gov