



**CITY OF PITTSBURGH
OFFICE OF MANAGEMENT & BUDGET
MEMORANDUM**



TO: The Controller's Office &
Kim Clark-Baskin

FROM: Laurie Loper

DATE: January 16, 2026

SUBJECT: Approved Travel Requests

Attached are travel requests that have been approved by the Budget Office for the week ending January 16, 2026.

COREY O'CONNOR
MAYOR



ERIC SLOAN
ACTING DIRECTOR

CITY OF PITTSBURGH
DEPARTMENT OF PARKS & RECREATION
CITY-COUNTY BUILDING

January 12th, 2026

President and Members
City Council
City of Pittsburgh

Dear President and Members:

Permission is hereby requested for Jonathan Furman Park Ranger Supervisor to attend the 2026 Park Ranger Institute training located at Biden Environmental Center, Cape Henlopen State Park, Delaware from Sunday March 22, 2026 to Friday March 27, 2026.

The Park Ranger Institute provides training opportunities for sworn, non-sworn, naturalists, line officers, and administrators to gain knowledge and training in subjects affecting today's parks. This is a wonderful opportunity to grow the Pittsburgh Park Ranger Program through education, park promotion, and training. Permission is requested to provide reimbursement for the per diem (6) meals, tolls, and permission is requested to use Ranger 100 and/or Ranger 200 to attend this meeting/training. Cabin accommodations will be provided by the Park Ranger Institute at the North Carolina Forest Service Mountain Training Facility. The total cost of the travel will not exceed \$833.20. The costs will be paid from the Department of Parks and Recreation, ARAD Trust Fund, Account Number: 5000280400.53301.00, Year 2026.

Your favorable consideration of this request would be greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Sloan".

Eric Sloan
Parks & Recreation Acting Director

A handwritten signature in black ink, appearing to read "Sheldon Williams".

Sheldon Williams
Public Safety Acting Director

SR 1/15/2026

TRAVEL COST CALCULATION

NAME OF EMPLOYEE Jonathan Furman

PURPOSE, ORGANIZATION, CONFERENCE, ETC. Park Ranger Institute

Biden Environmental Center - Cape Henlopen Park

DESTINATION (CITY AND STATE) 37565 Dune Rd, Lewes, DE 19958

DURATION OF TRIP DEPART PITTSBURGH March 22, 2026

RETURN PITTSBURGH March 27, 2026

LINK TO ADDITIONAL TRAINING INFORMATION <https://www.parkrangertraining.org/>

1) REGISTRATION	\$ <u>575.00</u>	X	<u>1</u>				= \$ <u>575.00</u>
	Fee		# of Attendees				
2) LODGING COST		X		X		+	
	<u> </u>		<u> </u>	<u> </u>	<u> </u>		= <u> </u>
	# of Days		Daily Rate	# of Travelers		Tax	
						(If unknown, use 15%)	
3) TRANSPORTATION							
A) FLIGHT			<u> </u>	X	<u> </u>		= \$ <u> </u>
			Round-Trip		# of Travelers		
B) AIRPORT GROUND TRANSPORTATION - Receipts Required					<u> </u>	+	= \$ <u> </u>
Cab, rideshare, or public transportation fare to and from airport, parking					Pittsburgh	Destination	
C) OTHER GROUND TRANSPORTATION - Receipts Required							= \$ <u> </u>
Cab, rideshare, or public transportation fare to and from training site, hotel parking, tolls							
D) PERSONAL AUTOMOBILE					<u> </u>	X	= \$ <u> </u>
Mileage should be measured from the City-County Building					Round Trip Mileage		= \$ <u> </u>
						0.70	= \$ <u> </u>
						per mile (1/1/2025 IRS rate)	
E) MOTOR POOL VEHICLE - Receipts Required							= \$ <u> </u>
F) OTHER - Description and Receipts Required						\$ <u>62.00</u>	= \$ <u>62.00</u>
Tolls							
4) MEALS							
Do not include meals that are provided as part of the event.							
Breakfast	<u>2</u>	X	\$	<u>20.00</u>			= \$ <u>40.00</u>
Lunch	<u>2</u>	X	\$	<u>22.00</u>			= \$ <u>44.00</u>
Dinner	<u>2</u>	X	\$	<u>33.00</u>			= \$ <u>66.00</u>
5) INCIDENTALS	<u>5</u>	X	\$	<u>5.00</u>	per day		= \$ <u>25.00</u>
						Sub-Total	= \$ <u>812.00</u>
6) CONTINGENCY							= \$ <u>21.20</u>
						TOTAL	= \$ <u>833.20</u>

COREY O'CONNOR
MAYOR



ERIC SLOAN
ACTING DIRECTOR

CITY OF PITTSBURGH
DEPARTMENT OF PARKS & RECREATION
CITY-COUNTY BUILDING

January 12th, 2026

President and Members
City Council
City of Pittsburgh

Dear President and Members:

Permission is hereby requested for Madeleine Walting (MJ) Park Ranger to attend the 2026 Park Ranger Institute training located at Biden Environmental Center, Cape Henlopen State Park, Delaware from Sunday March 22, 2026 to Friday March 27, 2026.

The Park Ranger Institute provides training opportunities for sworn, non-sworn, naturalists, line officers, and administrators to gain knowledge and training in subjects affecting today's parks. This is a wonderful opportunity to grow the Pittsburgh Park Ranger Program through education, park promotion, and training. Permission is requested to provide reimbursement for the per diem (6) meals, tolls, and permission is requested to use Ranger 100 and/or Ranger 200 to attend this meeting/training. Cabin accommodations will be provided by the Park Ranger Institute at the North Carolina Forest Service Mountain Training Facility. The total cost of the travel will not exceed \$765.00. The costs will be paid from the Department of Parks and Recreation, ARAD Trust Fund, Account Number: 5000280400.53301.00, Year 2026.

Your favorable consideration of this request would be greatly appreciated.

Sincerely,

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Eric Sloan
Parks & Recreation Acting Director

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Sheldon Williams
Public Safety Acting Director

SR 1/15/2026

COREY O'CONNOR
MAYOR



ERIC SLOAN
ACTING DIRECTOR

CITY OF PITTSBURGH
DEPARTMENT OF PARKS & RECREATION
CITY-COUNTY BUILDING

January 12th, 2026

President and Members
City Council
City of Pittsburgh

Dear President and Members:

Permission is hereby requested for Nicole Hilton Park Ranger to attend the 2026 Park Ranger Institute training located at Biden Environmental Center, Cape Henlopen State Park, Delaware from Sunday March 22, 2026 to Friday March 27, 2026.

The Park Ranger Institute provides training opportunities for sworn, non-sworn, naturalists, line officers, and administrators to gain knowledge and training in subjects affecting today's parks. This is a wonderful opportunity to grow the Pittsburgh Park Ranger Program through education, park promotion, and training. Permission is requested to provide reimbursement for the per diem (6) meals, tolls, and permission is requested to use Ranger 100 and/or Ranger 200 to attend this meeting/training. Cabin accommodations will be provided by the Park Ranger Institute at the North Carolina Forest Service Mountain Training Facility. The total cost of the travel will not exceed \$833.20. The costs will be paid from the Department of Parks and Recreation, ARAD Trust Fund, Account Number: 5000280400.53301.00, Year 2026. Your favorable consideration of this request would be greatly appreciated.

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Eric Sloan
Parks & Recreation Acting Director

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Sheldon Williams
Public Safety Acting Director

SR 1/15/2026

TRAVEL COST CALCULATION

NAME OF EMPLOYEE Nicole Hilton

PURPOSE, ORGANIZATION, CONFERENCE, ETC. Park Ranger Institute

Biden Environmental Center - Cape Henlopen Park

DESTINATION (CITY AND STATE) 37565 Dune Rd, Lewes, DE 19958

DURATION OF TRIP DEPART PITTSBURGH March 22, 2026

RETURN PITTSBURGH March 27, 2026

LINK TO ADDITIONAL TRAINING INFORMATION <https://www.parkrangertraining.org/>

1) REGISTRATION
 \$ 575.00 X 1 = \$ 575.00
 Fee # of Attendees

2) LODGING COST
 # of Days X Daily Rate X # of Travelers + Tax =
 (If unknown, use 15%)

3) TRANSPORTATION
 A) FLIGHT Round-Trip X # of Travelers = \$ -

B) AIRPORT GROUND TRANSPORTATION - Receipts Required
 Cab, rideshare, or public transportation fare to and from airport, parkin Pittsburgh Destination = \$ -

C) OTHER GROUND TRANSPORTATION - Receipts Required
 Cab, rideshare, or public transportation fare to and from training site, hotel parking, tolls = \$ -

D) PERSONAL AUTOMOBILE Mileage should be measured from the City-County Building Round Trip Mileage X 0.70 = \$ -
 per mile (1/1/2025 IRS rate)

E) MOTOR POOL VEHICLE - Receipts Required = \$ -

F) OTHER - Description and Receipts Required
 Tolls \$ 62.00 = \$ 62.00

4) MEALS Do not include meals that are provided as part of the event.
 Breakfast 2 X \$ 20.00 = \$ 40.00
 Lunch 2 X \$ 22.00 = \$ 44.00
 Dinner 2 X \$ 33.00 = \$ 66.00

5) INCIDENTALS 5 X \$ 5.00 per day = \$ 25.00

Sub-Total \$ 812.00

6) CONTINGENCY 10% of Sub-Total, excluding registration and incidentals = \$ 21.20

TOTAL \$ 833.20

COREY O'CONNOR
MAYOR



ERIC SLOAN
ACTING DIRECTOR

CITY OF PITTSBURGH
DEPARTMENT OF PARKS & RECREATION
CITY-COUNTY BUILDING

January 12th, 2026

President and Members
City Council
City of Pittsburgh

Dear President and Members:

Permission is hereby requested for Owen McCann Park Ranger to attend the 2026 Park Ranger Institute training located at Biden Environmental Center, Cape Henlopen State Park, Delaware from Sunday March 22, 2026 to Friday March 27, 2026.

The Park Ranger Institute provides training opportunities for sworn, non-sworn, naturalists, line officers, and administrators to gain knowledge and training in subjects affecting today's parks. This is a wonderful opportunity to grow the Pittsburgh Park Ranger Program through education, park promotion, and training. Permission is requested to provide reimbursement for the per diem (6) meals, tolls, and permission is requested to use Ranger 100 and/or Ranger 200 to attend this meeting/training. Cabin accommodations will be provided by the Park Ranger Institute at the North Carolina Forest Service Mountain Training Facility. The total cost of the travel will not exceed \$765.00. The costs will be paid from the Department of Parks and Recreation, ARAD Trust Fund, Account Number: 5000280400.53301.00, Year 2026.

Your favorable consideration of this request would be greatly appreciated.

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Eric Sloan
Parks & Recreation Acting Director

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Sheldon Williams
Public Safety Acting Director

SR 1/15/2026

TRAVEL COST CALCULATION

NAME OF EMPLOYEE Owen McCann

PURPOSE, ORGANIZATION, CONFERENCE, ETC. Park Ranger Institute

Biden Environmental Center - Cape Henlopen Park

DESTINATION (CITY AND STATE) 37565 Dune Rd, Lewes, DE 19958

DURATION OF TRIP DEPART PITTSBURGH March 22, 2026

RETURN PITTSBURGH March 27, 2026

LINK TO ADDITIONAL TRAINING INFORMATION <https://www.parkrangertraining.org/>

1) REGISTRATION
 \$ 575.00 X 1 = \$ 575.00
 Fee # of Attendees

2) LODGING COST
 # of Days X Daily Rate X # of Travelers + Tax =
 (If unknown, use 15%)

3) TRANSPORTATION
 A) FLIGHT Round-Trip X # of Travelers = \$ -

B) AIRPORT GROUND TRANSPORTATION - Receipts Required
 Cab, rideshare, or public transportation fare to and from airport, parking Pittsburgh + Destination = \$ -

C) OTHER GROUND TRANSPORTATION - Receipts Required
 Cab, rideshare, or public transportation fare to and from training site, hotel parking, tolls = \$ -

D) PERSONAL AUTOMOBILE
 Mileage should be measured from the City-County Building Round Trip Mileage X 0.70 = \$ -
 per mile (1/1/2025 IRS rate)

E) MOTOR POOL VEHICLE - Receipts Required = \$ -

F) OTHER - Description and Receipts Required
 Tolls = \$ -

4) MEALS Do not include meals that are provided as part of the event.
 Breakfast 2 X \$ 20.00 = \$ 40.00
 Lunch 2 X \$ 22.00 = \$ 44.00
 Dinner 2 X \$ 33.00 = \$ 66.00

5) INCIDENTALS 5 X \$ 5.00 per day = \$ 25.00

Sub-Total \$ 750.00

6) CONTINGENCY 10% of Sub-Total, excluding registration and incidentals = \$ 15.00

TOTAL \$ 765.00

COREY O'CONNOR
MAYOR



ERIC SLOAN
ACTING DIRECTOR

CITY OF PITTSBURGH
DEPARTMENT OF PARKS & RECREATION
CITY-COUNTY BUILDING

January 12th, 2026

President and Members
City Council
City of Pittsburgh

Dear President and Members:

Permission is hereby requested for Victoria Gouza Park Ranger to attend the 2026 Park Ranger Institute training located at Biden Environmental Center, Cape Henlopen State Park, Delaware from Sunday March 22, 2026 to Friday March 27, 2026.

The Park Ranger Institute provides training opportunities for sworn, non-sworn, naturalists, line officers, and administrators to gain knowledge and training in subjects affecting today's parks. This is a wonderful opportunity to grow the Pittsburgh Park Ranger Program through education, park promotion, and training. Permission is requested to provide reimbursement for the per diem (6) meals, tolls, and permission is requested to use Ranger 100 and/or Ranger 200 to attend this meeting/training. Cabin accommodations will be provided by the Park Ranger Institute at the North Carolina Forest Service Mountain Training Facility. The total cost of the travel will not exceed \$765.00. The costs will be paid from the Department of Parks and Recreation, ARAD Trust Fund, Account Number: 5000280400.53301.00, Year 2026.

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Eric Sloan
Parks & Recreation Acting Director

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Sheldon Williams
Public Safety Acting Director

SR 1/15/2026

TRAVEL COST CALCULATION

NAME OF EMPLOYEE Victoria Gouza

PURPOSE, ORGANIZATION, CONFERENCE, ETC. Park Ranger Institute

Biden Environmental Center - Cape Henlopen Park

DESTINATION (CITY AND STATE) 37565 Dune Rd, Lewes, DE 19958

DURATION OF TRIP DEPART PITTSBURGH March 22, 2026

RETURN PITTSBURGH March 27, 2026

LINK TO ADDITIONAL TRAINING INFORMATION <https://www.parkrangertraining.org/>

1) REGISTRATION
 \$ 575.00 X 1 = \$ 575.00
 Fee # of Attendees

2) LODGING COST
 # of Days X Daily Rate X # of Travelers + Tax =
 (If unknown, use 15%)

3) TRANSPORTATION
 A) FLIGHT Round-Trip X # of Travelers = \$ -

B) AIRPORT GROUND TRANSPORTATION - Receipts Required
 Cab, rideshare, or public transportation fare to and from airport, parking Pittsburgh Destination = \$ -

C) OTHER GROUND TRANSPORTATION - Receipts Required
 Cab, rideshare, or public transportation fare to and from training site, hotel parking, tolls = \$ -

D) PERSONAL AUTOMOBILE Mileage should be measured from the City-County Building Round Trip Mileage X 0.70 = \$ -
 per mile (1/1/2025 IRS rate)

E) MOTOR POOL VEHICLE - Receipts Required = \$ -

F) OTHER - Description and Receipts Required
 Tolls = \$ -

4) MEALS Do not include meals that are provided as part of the event.
 Breakfast 2 X \$ 20.00 = \$ 40.00
 Lunch 2 X \$ 22.00 = \$ 44.00
 Dinner 2 X \$ 33.00 = \$ 66.00

5) INCIDENTALS 5 X \$ 5.00 per day = \$ 25.00

Sub-Total \$ 750.00

6) CONTINGENCY 10% of Sub-Total, excluding registration and incidentals = \$ 15.00

TOTAL \$ 765.00