



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



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

**FROM:** Laurie Loper

**DATE:** December 30, 2025

**SUBJECT:** Approved Travel Requests

---

Attached are travel requests that have been approved by the Budget Office for the week ending December 26, 2025.

ED GAINNEY  
MAYOR



HEIDI NORMAN  
CIO & DIRECTOR

CITY OF PITTSBURGH  
**DEPARTMENT OF INNOVATION & PERFORMANCE**  
CITY-COUNTY BUILDING

December 17, 2025

President and Members  
City Council  
Fifth Floor  
City-County Building  
Pittsburgh, PA 15219

Dear President and Members:

Permission is requested for Christopher Belasco, Senior Manager, Digital Services and Chief Data Officer, to travel to Miami, FL, from February 24 - February 27, 2026, to attend the City Innovation Network City Leadership Forum.

At the event, Chris will exchange best practices through roundtable discussions. The purpose of the City Innovation Network is for cities to learn how to scale innovation, develop workforce capacity, and ensure digital transformation provides measurable benefits to citizens.

The cost of this trip will not exceed \$690.00 (Six Hundred Ninety Dollars) payable from JDE chartfield: 11101.103000.53.53301.2026, Department of Innovation & Performance.

Sincerely,

A handwritten signature in blue ink that reads "Heidi Norman".

Heidi Norman  
CIO & Director, Innovation & Performance

AW - 12/22/2025



ED GAINNEY  
MAYOR



HEIDI NORMAN  
CIO & DIRECTOR

CITY OF PITTSBURGH  
**DEPARTMENT OF INNOVATION & PERFORMANCE**  
CITY-COUNTY BUILDING

December 19, 2025

President and Members  
City Council  
Fifth Floor  
City-County Building  
Pittsburgh, PA 15219

Dear President and Members:

Permission is requested for Andrew Hayhurst, Senior Manager, Innovation, to travel to Raleigh, NC, from March 9 - 12, 2026, to attend Smart Cities Connect 2026.

At the event, Andrew and the Innovation team will serve as invited speakers on a panel to discuss civic innovation and PGH Lab.

The cost of this trip will not exceed \$1,984.00 (One Thousand Nine Hundred Eighty-Four Dollars) payable from JDE chartfield: 11101.103000.53.53301.2026, Department of Innovation & Performance.

Sincerely,

A handwritten signature in blue ink that reads "Heidi Norman".

Heidi Norman  
CIO & Director, Innovation & Performance

AW - 12/22/2025



ED GAINNEY  
MAYOR



HEIDI NORMAN  
CIO & DIRECTOR

CITY OF PITTSBURGH  
**DEPARTMENT OF INNOVATION & PERFORMANCE**  
CITY-COUNTY BUILDING

December 19, 2025

President and Members  
City Council  
Fifth Floor  
City-County Building  
Pittsburgh, PA 15219

Dear President and Members:

Permission is requested for Marlaina Kaine, Civic Innovation Specialist, to travel to Raleigh, NC, from March 9 - 12, 2026, to attend Smart Cities Connect 2026.

At the event, Marlaina and the Innovation team will serve as invited speakers on a panel to discuss civic innovation and PGH Lab.

The cost of this trip will not exceed \$1,126.00 (One Thousand One Hundred Twenty-Six Dollars) payable from JDE chartfield: 11101.103000.53.53301.2026, Department of Innovation & Performance.

Sincerely,

A handwritten signature in purple ink that reads "Heidi Norman".

Heidi Norman  
CIO & Director, Innovation & Performance

AW - 12/22/2025



ED GAINNEY  
MAYOR



HEIDI NORMAN  
CIO & DIRECTOR

CITY OF PITTSBURGH  
**DEPARTMENT OF INNOVATION & PERFORMANCE**  
CITY-COUNTY BUILDING

December 19, 2025

President and Members  
City Council  
Fifth Floor  
City-County Building  
Pittsburgh, PA 15219

Dear President and Members:

Permission is requested for Chase Klingensmith, Civic Technology & Policy Analyst, to travel to Bethlehem, PA, from January 21 - 23, 2026, to attend the KINBER MOR Leaders Program at Lehigh University.

At the event, Chase will learn about building a diverse workforce and creating an inclusive work environment. He will strengthen relationships and foster collaboration with statewide cohorts, leading to greater success in digital equity and inclusion.

The cost of this trip will not exceed \$422.00 (Four Hundred Twenty-Two Dollars) payable from JDE chartfield: 11101.103000.53.53301.2026, Department of Innovation & Performance.

Sincerely,

A handwritten signature in blue ink that reads "Heidi L. Norman".

Heidi Norman  
CIO & Director, Innovation & Performance

AW - 12/22/2025



ED GAINNEY  
MAYOR



HEIDI NORMAN  
CIO & DIRECTOR

CITY OF PITTSBURGH  
**DEPARTMENT OF INNOVATION & PERFORMANCE**  
CITY-COUNTY BUILDING

December 19, 2025

President and Members  
City Council  
Fifth Floor  
City-County Building  
Pittsburgh, PA 15219

Dear President and Members:

Permission is requested for Chase Klingensmith, Civic Technology & Policy Analyst, to travel to Chicago, IL, from February 2 - 5, 2026, to attend NetInclusion 2026.

At the event, Chase will receive the Visionary Trailblazers Award for the City of Pittsburgh's broadband and digital equity efforts.

The cost of this trip will not exceed \$942.00 (Nine Hundred Forty-Two Dollars) payable from JDE chartfield: 11101.103000.53.53301.2026, Department of Innovation & Performance.

Sincerely,

A handwritten signature in blue ink that reads "Heidi L. Norman".

Heidi Norman  
CIO & Director, Innovation & Performance

AW - 12/22/2025



ED GAINNEY  
MAYOR



HEIDI NORMAN  
CIO & DIRECTOR

CITY OF PITTSBURGH  
**DEPARTMENT OF INNOVATION & PERFORMANCE**  
CITY-COUNTY BUILDING

December 19, 2025

President and Members  
City Council  
Fifth Floor  
City-County Building  
Pittsburgh, PA 15219

Dear President and Members:

Permission is requested for Chase Klingensmith, Civic Technology & Policy Analyst, to travel to Raleigh, NC, from March 9 - 12, 2026, to attend Smart Cities Connect 2026.

At the event, Chase and the Innovation team will serve as invited speakers on a panel to discuss civic innovation and PGH Lab.

The cost of this trip will not exceed \$1,077.00 (One Thousand Seventy-Seven Dollars) payable from JDE chartfield: 11101.103000.53.53301.2026, Department of Innovation & Performance.

Sincerely,

A handwritten signature in blue ink that reads "Heidi L. Norman".

Heidi Norman  
CIO & Director, Innovation & Performance

AW - 12/22/2025

## TRAVEL COST CALCULATION

**NAME OF EMPLOYEE** Chase Klingensmith

**PURPOSE, ORGANIZATION, CONFERENCE, ETC.** Travel to Smart Cities Connect 2026 to participate in panel discussion March 9-12, 2026

**DESTINATION (CITY AND STATE)** Raleigh, NC

**DURATION OF TRIP**

**DEPART PITTSBURGH** March 9, 2026

**RETURN PITTSBURGH** March 12, 2026

**LINK TO ADDITIONAL TRAINING INFORMATION** <https://spring.smartcitiesconnect.org/>

**1) REGISTRATION**

	<u>        </u>	X	<u>        </u>			= \$ <u>        </u>	-
	Fee		# of Attendees				

**2) LODGING COST**

	<u>        </u>	X	\$ <u>        </u>	X	<u>        </u>	+	\$ <u>        </u>		= \$ <u>        </u>	784.35
	# of Days		Daily Rate		# of Travelers		Tax (If unknown, use 15%)			

**3) TRANSPORTATION**

<b>A) FLIGHT</b>		X	<u>        </u>		<u>        </u>		= \$ <u>        </u>	-
	Round-Trip		# of Travelers					

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

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

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

<b>E) MOTOR POOL VEHICLE - Receipts Required</b>							= \$ <u>        </u>	-
--	--	--	--	--	--	--	----------------------	---

<b>F) OTHER - Description and Receipts Required</b>							= \$ <u>        </u>	-
	Type description here.							

**4) MEALS**

Do not include meals that are provided as part of the event.

<b>Breakfast</b>	<u>        </u>	X	\$ <u>        </u>		<u>        </u>		= \$ <u>        </u>	60.00
	3		20.00 (2025 GSA Pittsburgh amount, \$80 total)					
<b>Lunch</b>	<u>        </u>	X	\$ <u>        </u>		<u>        </u>		= \$ <u>        </u>	22.00
	1		22.00 (2025 GSA Pittsburgh amount, \$80 total)					
<b>Dinner</b>	<u>        </u>	X	\$ <u>        </u>		<u>        </u>		= \$ <u>        </u>	99.00
	3		33.00 (2025 GSA Pittsburgh amount, \$80 total)					

**5) INCIDENTALS**

	<u>        </u>	X	\$ <u>        </u>		<u>        </u>		= \$ <u>        </u>	15.00
	3		5.00 per day				(2025 GSA Pittsburgh amount, \$80 total)	

	<b>Sub-Total</b>	= \$ <u>        </u>	980.35
--	------------------	----------------------	--------

**6) CONTINGENCY**

	10% of Sub-Total, excluding registration and incidentals	= \$ <u>        </u>	96.54
--	--	----------------------	-------

	<b>TOTAL</b>	= \$ <u>        </u>	1,076.89
--	--------------	----------------------	----------

ED GAINNEY  
MAYOR



HEIDI NORMAN  
CIO & DIRECTOR

CITY OF PITTSBURGH  
**DEPARTMENT OF INNOVATION & PERFORMANCE**  
CITY-COUNTY BUILDING

December 19, 2025

President and Members  
City Council  
Fifth Floor  
City-County Building  
Pittsburgh, PA 15219

Dear President and Members:

Permission is requested for Trever Stoll, Civic Innovation Specialist, to travel to Raleigh, NC, from March 9 - 12, 2026, to attend Smart Cities Connect 2026.

At the event, Trever and the Innovation team will serve as invited speakers on a panel to discuss civic innovation and PGH Lab.

The cost of this trip will not exceed \$1,077.00 (One Thousand Seventy-Seven Dollars) payable from JDE chartfield: 11101.103000.53.53301.2026, Department of Innovation & Performance.

Sincerely,

A handwritten signature in blue ink that reads "Heidi K. Norman".

Heidi Norman  
CIO & Director, Innovation & Performance

AW - 12/22/2025

