

**Travel support for designated community members to attend the AOC Cross Agency  
Partnership Summit in Toledo, Ohio, Sept. 16-18, 2025  
REQUEST FOR TRAVEL COST ESTIMATES**

---

Partners for Clean Streams (PCS) is requesting travel cost estimates from local representatives from the U.S. and binational Great Lakes Areas of Concern. Travel support is intended for members of local AOC advisory councils and other partners supporting the AOC process. It is our goal to support one representative from each of the 31 U.S. AOCs. An AOC may request support for more than one individual. In that case, please indicate any travel efficiencies (e.g., carpooling, sharing hotel rooms) in the explanation of expenses provided in Attachment A. Decisions to approve requests for more than one representative will be made by PCS and the Local Planning Team with consideration of total amount requested by the AOC representatives, travel efficiencies identified, and total amount of travel support requested from all AOCs. Priority will be given to supporting travel from as many AOCs as possible, and preference will be given to requests demonstrating efficient travel and lodging arrangements. We may approve only the primary representative if the funding requested by all applicants exceeds the amount available for travel support.

The request must be submitted by the chair of the AOC advisory committee or the state AOC coordinator and include a letter of support naming the person(s) to be reimbursed. The **Attachment A Form** should indicate which representative will be primary.

**Additional information for receiving travel support:**

- Designated community members who are requesting travel support are asked to complete the information in Attachment A **before Sunday, August 10th, 2025. Please do not incur travel expenses before submitting this information and receiving approval from PCS.**
- Instructions for receiving reimbursements will be provided by PCS – namely proof of expense (receipts). Each person will be reimbursed for approvable expenses, not to exceed the pre-approved estimate. Upon approval by PCS of the requested amount in **Attachment A Form**, a check will be sent to the location detailed on the Attachment A. PCS will confirm your attendance prior to issuing payment for expenses.
- To confirm your attendance with PCS, please visit the registration desk during the conference.
- The amount approved in advance by PCS is the amount that will be provided after conference attendance has been verified by PCS.
- The amount approved in advance by PCS (as indicated on the Attachment A form) is the amount that will be reimbursed after PCS verifies conference attendance. Minor increases to

the approved amount may be considered, due to marketplace changes (e.g., differences between quoted and actual travel costs), if funding permits.

- Reimbursements will be up to the maximum allowed for eligible expenses. Eligible expenses include lodging and applicable fees and taxes, meals, least-cost transportation option, incidentals (e.g., tolls) and the conference registration fee. Please note that meals provided during the conference are not eligible for reimbursement, even if you choose not to participate or to select a meal off-site. The provided meals are breakfast and lunch on September 17 and breakfast and lunch on September 18, 2025. Note: alcoholic beverages are ineligible expenses.

**Maximum amounts eligible for reimbursement:**

Reimbursement limits apply to the total cost of eligible expenses, including any applicable taxes and fees.

Registration	\$ 98.00
Breakfast*	\$ 16.00
Lunch*	\$ 19.00
Dinner*	\$ 28.00
Mileage (per mile)	\$ 0.70
Taxi/Uber/Ride Share	\$ 150.00
Flight	Please try to keep flights to less than \$500 if possible
Lodging	\$ 115.00
Incidentals Expenses	\$5.00
Hotel tax (approx.) NPO should request an exemption	\$ 25.00

- On travel days, meals are eligible for reimbursement if:
- Breakfast: overnight or leave home before 6 a.m.
- Lunch: leave home before 10:30 a.m. / return home after 2:30 p.m.
- Dinner (return after 7:00 p.m. or overnight stay)

**Instructions for Receiving Reimbursements**

1. Submit a TRAVEL COST ESTIMATES (Attachment A) to [gl2025@partnersforcleanstreams.org](mailto:gl2025@partnersforcleanstreams.org) no later than Sunday, August 10<sup>th</sup>, 2025. Note - *The amount requested here, if approved, is the amount that applicants will be provided following the conference (i.e., itemized receipts are required following the conference).*
2. The requested reimbursement amount will be **reviewed and approved by PCS**. PCS will confirm the approved amount based on the provided documentation and your eligibility.
3. Notification of Application status will be given no later than August 15<sup>th</sup>, 2025, with Approval/Denial/Reductions

4. Check your travel reimbursable receipts
5. Check in. Visit the registration desk during the conference.
6. Submit a Travel Expense Reimbursement Form (Attachment B) with receipts to PCS
  - a. To receive reimbursement, all expenses must be accompanied by valid proof of expense.
7. Issuance of Payment:
  - a. Upon approval of the requested reimbursement and confirmation of attendance, a check will be issued to the location specified on the Attachment A Form by Oct 18, 2025.

## ATTACHMENT A

Travel Support requested by:

**AOC:** Click or tap here to enter text.

**Name:** Click or tap here to enter text.

**Organization:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

**Amount Requested:** \$Click or tap here to enter text.

*The amount requested here, if approved, is the amount that applicants will be provided following the conference (i.e., itemized receipts are required following the conference).*

Individual(s) who will receive support: Click or tap here to enter text.

If support is sought for more than one attendee, please also:

- Provide justification.
- Indicate which attendee is the primary representative.
- Indicate if attendees will be submitting expenses jointly or separately. If they will submit expenses separately, please provide an amount for each person.

Explanation of expenses expected to be incurred:

Click or tap here to enter text.

**Please return completed form by August 10th, 2025**

By email to: [gl2025@partnersforcleanstreams.org](mailto:gl2025@partnersforcleanstreams.org)

If you have questions, please contact:

Jesse Stock

Phone: 419-874-0727

Email: gl2025@partnersforcleanstreams.org

**Notification of Application status will be given no later than August 15th, 2025**

**ATTACHMENT B  
Expense Reimbursement Form**

First and Last Name: \_\_\_\_\_

Speaker (Circle one): Yes or No

AOC Affiliation: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Travel Expenses**

<b>Expense Type</b>	<b>Date/s</b>	<b>Description</b>	<b>Total Amount (\$)</b>
Airfare/Transportation		Flight/Train/Bus To/From	
Hotel Accommodation		Hotel name:	
Meals		Breakfast/Lunch/Dinner	
Taxi/Uber/Car Rental		Transportation while at conference	
Parking			
Conference Registration Fee		Conference Tickets	
Other expenses		List any additional travel expenses	

**Total Expenses Requested for Reimbursement**

Total Amount: \_\_\_\_\_

**Required Documentation**

Scanned copied receipts for airfare, hotel, meals, and other expenses. (preferably .pdf)

**PCS Approval**

Date: \_\_\_\_\_