



July 2024 HUD Healthy Homes Action Planning Workshop  
July 25, 2024 | Chicago, IL

The National League of Cities (NLC) is pleased to provide financial support for up to three (3) municipal representatives per city/town to attend the July 2024 HUD Office of Lead Hazard Control & Healthy Homes Workshop. Financial support includes airfare (some restrictions apply) and on-the-ground travel, as well as some hotel costs. The Workshop will bring together municipalities, subject matter experts, and HUD staff for a **one-day** gathering and will feature presentations and workshop opportunities.

This document provides information to assist you in planning your travel. If you have any questions, please contact [healthyhousing@nlc.org](mailto:healthyhousing@nlc.org).

#### MEETING REGISTRATION

If you haven't already, please complete the registration survey by Wednesday, July 17, 2024, using [this link](#).

#### MEETING TIME

Registration will open at 8:45 AM Central. We will begin the Workshop at **9:30 AM (CT) on Thursday, July 25, 2024**. The Workshop will conclude at **4:30 PM (CT)**. **A continental breakfast and lunch will be provided. Please note any dietary requests on the registration form.**

#### MEETING LOCATION

The Workshop will take place at:

[The Palmer House Hilton](#)  
17 E. Monroe Street  
Chicago, IL 60603  
(312) 726-7500

#### GETTING TO THE WORKSHOP

Local participants are encouraged to drive or use public transit. If you drive to the meeting, NLC will reimburse you at 67 cents per mile, plus tolls. To be reimbursed for mileage, please submit a map of the route with total miles (using MapQuest, Google Maps, etc.) with your form.

If you are planning to travel from outside the Chicago area, you are encouraged to share taxis or ride sharing services from the airport to your hotel or the event location. Please contact [healthyhousing@nlc.org](mailto:healthyhousing@nlc.org) if you have questions.

#### Flight Arrangements (if applicable)

Participants should **book their own flight as soon as possible** to avoid high fares and submit the airfare receipt with other reimbursement requests. The closest airport to the venue is [Midway International Airport](#), which all attendees are strongly encouraged to fly into. Only coach class airfares will be reimbursed by NLC. If possible, discount fares should be secured. NLC will reimburse your roundtrip airfare **up to \$400 total**. Any airfare over \$400 round trip will need NLC's **prior approval before July 10, 2024**. Contact [healthyhousing@nlc.org](mailto:healthyhousing@nlc.org) to request approval. **Please book your airfare as soon as possible to secure a reasonable rate.**

### Flight Times

We expect participants to stay for the entire meeting. Please arrive in time to attend the workshop's opening at 9:30 AM (CT) on Thursday, July 25, 2024. Please do not book your return flight for earlier than 7:00 PM (CT). If you need to book a flight that is earlier than these specified times, please let NLC know, or you may not be eligible for reimbursement.

### Hotel Arrangements (if applicable)

Participants should **book their own hotel as soon as possible**. NLC will reimburse each participant up to **\$350** per night (inclusive of taxes and fees) for **up to 2 nights**. Any hotel costs over **\$350 per night** for up to 2 nights will need NLC's **prior approval before July 10, 2024**. Contact [healthyhousing@nlc.org](mailto:healthyhousing@nlc.org) to request approval.

**Please book your hotel as soon as possible to secure a reasonable rate.** You must provide copies of your hotel receipts with the other receipts. You may want to check travel sites for discounts, although sometimes booking directly with the hotel offers the best rate.

### **Reimbursement and Receipt Policy**

A reimbursement link or form will be distributed following the meeting and must be completed to obtain reimbursement for allowable travel costs. Receipts are required under NLC's accounting procedures. **Participants must scan the reimbursement form and copies of paid receipts as a PDF** and send to **Becky O'Meara at [omeara@nlc.org](mailto:omeara@nlc.org) no later than 5:00 PM (ET) on Thursday, August 15, 2024**. **NLC cannot reimburse participants on a per diem basis.**

### Always obtain receipts

Expenses more than \$10.00 **not documented by an original receipt** can only be reimbursed at a \$10.00 limit, including tax and gratuity, according to NLC's accounting procedures.

### Reimbursable Expenses:

- Roundtrip airfare (economy or coach only) up to \$400; over \$400 only with NLC prior approval **requested before Wednesday, July 10, 2024**. Contact [healthyhousing@nlc.org](mailto:healthyhousing@nlc.org) to request approval.
- Airline baggage fees up to, but not exceeding, \$60.00 for your roundtrip travel.
- Shuttle/taxi fares and private vehicle mileage round trip to airport and to hotel. If you drive to the meeting, NLC will reimburse you at 67 cents per mile, plus tolls. To be reimbursed for mileage, please submit a map of the route with total miles (using MapQuest, Google Maps, etc.) with your form.
- Hotel costs up to \$350 per night (inclusive of taxes and fees), for up to 2 nights; any costs over only with NLC prior approval **requested before Wednesday, July 10, 2024**. Contact [healthyhousing@nlc.org](mailto:healthyhousing@nlc.org) to request approval.
- Meals not provided during the meeting and with receipt/proof of purchase. The maximum amount reimbursable for breakfast is \$18, \$20 for lunch, and \$36 for dinner. *NLC will not reimburse you for meals provided during the event.*

### Meals Provided During the Workshop

Thursday, July 25, 2024—Continental Breakfast and Lunch

### Non-Reimbursable Expenses

- Travel other than economy, coach or super-saver type fares
- Telephone, internet, and fax charges
- Meals eaten during the meeting in which the meal is provided
- Alcoholic beverages
- Travel insurance fees for flight or luggage
- Laundry/dry cleaning
- Transportation cost to and from non-scheduled activities (e.g., to restaurants, shopping, etc.)
- Entertainment (i.e., in-room movies)
- Rental cars

Reimbursement Processing and Deadline

Reimbursement processing normally takes three to four weeks from receipt of the reimbursement package. **Any requests not received within twenty-one (21) days of the meeting (no later than Thursday, August 15, 2024) will not be reimbursed.**