



Yovani Baez-Rose
Assistant City Manager/DPD Director

Camilo Espitia
Deputy Director

TO: Thomas A. Golden, Jr., City Manager 

FROM: Yovani Baez-Rose, Assistant City Manager/DPD Director

SUBJECT: Out of State Travel Request

I respectfully request your permission to allow the city's Energy Coordinator and Energy Advocate to attend the US Department of Energy, Better Buildings Better Plants Summit. This conference will provide the opportunity for staff to network with peers across the country and explore emerging technologies and innovative strategies in the field of energy efficiency. Costs for this conference will be covered fully by grant funding.

Travel Details

Training:	US Department of Energy, Better Buildings Better Plants Summit
Location:	Washington, DC
Travel Dates:	April 11-13, 2023
Conference Fee:	\$350.00
Train:	\$236.00 roundtrip
Hotel:	\$296.57 x 3 nights = \$889.71 (includes taxes)
Per Diem:	\$59.00 x 3 = \$177.00
Number of people:	2
Total:	\$3,305.42