

ADDITIONAL INFORMATION

The staff person handling all **SSP** related matters is:

EMILY CONCANNON
concannon@pittcon.org
(412) 825-3220 x212

COMMITTEE MEETINGS:

When convenient, committee chairman should use the facilities at The Pittsburgh Conference office for committee meetings. Please contact Emily Concannon to **reserve** a meeting room and to make food arrangements for your meeting.

Committee meetings may be held at a restaurant or another location, provided the meeting costs are reasonable.

Committee members may be reimbursed for travel to committee meetings. The reimbursement rate will be the same rate as approved for The Pittsburgh Conference travel (generally the maximum allowed by the IRS) and is currently \$0.55 per mile.

