



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, D.C. 20555-0001

May 4, 2016

ALL AGREEMENT STATES, VERMONT, WYOMING

TRAVEL FUNDING FOR THE 2016 ORGANIZATION OF AGREEMENT STATES ANNUAL MEETING (STC-16-039)

**Purpose:** To announce that the U.S. Nuclear Regulatory Commission (NRC) will provide travel funding for one representative from each Agreement State, Vermont, and Wyoming to attend the 2016 Organization of Agreement States (OAS) Annual Meeting to be held August 22-25, 2016, in Denver, Colorado.

**Background:** As authorized by Section 274i of the Atomic Energy Act, as amended, the NRC provides funding to representatives from current and prospective Agreement States for approved expenses associated with attendance to the OAS annual meeting.

**Discussion:** Each Agreement State program, Vermont, and Wyoming should nominate one individual to receive NRC travel funding for their attendance and participation at the 2016 OAS Annual Meeting. Please provide the name, phone number, and e-mail address of the selected individual to Marcia Casby at [ASTrainingandtravel.Resource@nrc.gov](mailto:ASTrainingandtravel.Resource@nrc.gov) no later than Friday, May 20, 2016. Additional information and instructions for attendees can be found in the enclosure.

If you have any questions regarding this correspondence, please contact me at (301) 415-3340 or the individual named below:

POINT OF CONTACT: Marcia Casby  
TELEPHONE: (301) 415-6525

E-MAIL: [Marcia.Casby@nrc.gov](mailto:Marcia.Casby@nrc.gov)

***/RA Paul Michalak for/***

Daniel S. Collins, Director  
Division of Material Safety, State, Tribal  
and Rulemaking Programs  
Office of Nuclear Material Safety  
and Safeguards

Enclosure:  
Instructions for Attendees

## INSTRUCTIONS FOR ATTENDEES

**ACCEPTANCE:** Each Agreement State program, Vermont, and Wyoming should nominate one individual to receive travel funding from the U.S. Nuclear Regulatory Commission (NRC) for their attendance and participation at the 2016 Organization of Agreement States (OAS) Annual Meeting. Please provide the name, phone number, and e-mail address of the selected individual to Marcia Casby at [ASTrainingandtravel.Resource@nrc.gov](mailto:ASTrainingandtravel.Resource@nrc.gov) by no later than Friday, May 20, 2016.

**TRAVEL APPLICATION FORM:** A Travel Application Form will be provided to the selected attendees following their identification. Attendees should follow the instructions on the form and submit to Marcia Casby at [ASTrainingandtravel.Resource@nrc.gov](mailto:ASTrainingandtravel.Resource@nrc.gov).

**FUNDING:** The individuals that are identified to receive NRC travel funding will be eligible to receive the following reimbursements:

- Registration Fee (must be paid by the attendee, *not* the State). The NRC will not reimburse for expenses associated with the night out.
- Hotel and hotel tax for a check-in date no earlier than Sunday, August 21, 2016, and a check-out date no later than Friday, August 26, 2016 (not to exceed per diem of \$172/night before tax). Hotel tax is separate line item on the voucher for reimbursement.
- Flights (directly billed to the NRC). Rental cars are not authorized for reimbursement.
- Baggage Fees
- Mileage for personal vehicle (reimbursed at \$0.54 per mile)
- Parking & Tolls
- Taxi/Train/Shuttle
- Meals & Incidentals (reimbursed via a per diem of \$69 per day. For the first and last day of travel the reimbursement is 75 percent of \$69 or \$51.75.

**TRAVEL:** Please plan to arrive on Sunday, August 21, 2016, and depart on Thursday, August 25, 2016. You may elect to depart on Friday, August 26, 2016, if available transportation will not allow you to return prior to midnight on Thursday, August 25, 2016. The individuals that are identified to receive NRC travel funding must make their own lodging and travel arrangements. Please contact NRC's travel management company, El Sol Travel, Inc. at 844-244-6694 for airline reservations, and indicate that the travel is "Invitational" for the NRC. Please select a fully refundable Government fare and make sure that El Sol Travel, Inc. correctly direct bills your fare to credit card ending 2835. Flights may be converted by Marcia Casby to less costly, non-refundable tickets, so please select carefully. If the need arises, and you must make a change, contact Marcia Casby at (301) 415-6525.

**TRANSPORTATION:** Transportation between the Denver International Airport and the Embassy Suites hotel can be accomplished in several ways. The most economical method for a single traveler is to utilize Denver's new rail line that services the airport. From the Denver International Airport, take the University of Colorado A Line to Union Station (\$9 fare for a ~40 min. train ride). The hotel is less than 1 mile from Union Station, and this distance can be covered with a short taxi or bus ride. For more information about the train please visit <http://www3.rtd-denver.com/a-line.shtml>.

Enclosure

**LODGING:** A block of rooms has been reserved at the following hotel:

Embassy Suites Denver Downtown Convention Center  
1420 Stout Street  
Denver, Colorado, 80202  
Phone: 303.592.1000

Individuals may make hotel reservations online using the link on the OAS Web site or by calling the hotel at (303) 592-1000. Be sure to reference the group code "OAS" to receive the special group rate.

A link to hotel reservations is provided on the OAS Web site, <http://agreementstates.org>.

***Please note the following:***

- The NRC will not reimburse a State directly. All reimbursements will be paid directly to the traveler, and all receipts should identify the traveler as the payer.
- Hotel reservations must be made by August 1, 2016. The hotel may continue to accept reservations after the specified cut-off date on a space and rate available basis.
- A credit card is required to guarantee individual reservations.
- High speed internet expenses are not reimbursable by NRC.
- Individuals will be required to present a credit card upon check-in. The cancellation policy is 24 hours prior to arrival to avoid a charge of first night's room and tax.
- Check-in time is 4:00 PM. Check-out time is Noon.
- In the event a guest checks out prior to the guest's reserved check-out date, the hotel will add an early checkout fee of \$75 to that guest's individual account. Guests wishing to avoid an early checkout fee should advise the Embassy Suites hotel at or before check-in of any change in planned length of stay.