



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

May 8, 2017

ALL AGREEMENT STATES, VERMONT, WYOMING

TRAVEL FUNDING FOR THE 2017 ORGANIZATION OF AGREEMENT STATES ANNUAL MEETING (STC-17-042)

**Purpose:** To announce that the U.S. Nuclear Regulatory Commission (NRC) will provide travel funding for one representative from each current Agreement State, Vermont, and Wyoming to attend the 2017 Organization of Agreement States (OAS) Annual Meeting to be held August 21-24, 2017, in Memphis, Tennessee.

**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 attending the OAS Annual Meeting.

**Discussion:** Each current Agreement State program, Vermont, and Wyoming should nominate one individual to receive NRC travel funding for their attendance and participation at the 2017 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 26, 2017. Additional information and instructions for attendees can be found in the enclosure.

If you have any questions regarding this correspondence, please contact the individual named below:

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

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

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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 2017 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) no later than Friday, May 26, 2017.

**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). Expenses associated with entertainment (e.g., the “night out”) are not authorized for reimbursement.
- Hotel and hotel tax for a check-in date no earlier than Sunday, August 20, 2017, and a check-out date no later than Friday, August 25, 2017 (not to exceed per diem of \$113/night before tax). Hotel tax is reimbursed as a separate line item on the voucher.
- Flights are billed directly to the NRC. Rental cars are not authorized for reimbursement.
- Typical airline baggage fees.
- Mileage for personal vehicle (reimbursed at \$0.535 per mile).
- Parking & Tolls.
- Taxi/Train/Shuttle.
- Meals & Incidentals reimbursed via a per diem rate of \$59 per day. For the first and last day of travel the reimbursement is 75 percent of \$59 (i.e. \$44.25).

**TRAVEL:** Please plan to arrive on Sunday, August 20, 2017, and depart on Thursday, August 24, 2017. You may elect to depart on Friday, August 25, 2017, only if available transportation will not allow you to return prior to midnight on Thursday, August 24, 2017. In this event, you must contact the OAS Executive Assistant at [admin@agreementstates.org](mailto:admin@agreementstates.org) for assistance booking the extra hotel night at the per diem rate.

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 the credit card ending in 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 to your travel reservations, contact Marcia Casby at (301) 415-6525.

**TRANSPORTATION:** Transportation between the Memphis International Airport and the Westin hotel can be accomplished in several ways. One option is to use a taxi or a ride-hailing application (Uber or Lyft). This option costs in the range of \$15-35 for a single traveler on a one-way trip. Reasonable efforts to reduce the cost of transportation are appreciated. The Westin hotel does not offer a shuttle to or from the airport.

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

The Westin Memphis Beale Street  
170 Lt. George W. Lee Avenue  
Memphis, TN 38103  
Phone: 901-334-5900

To obtain the government per diem rate of \$113/night, hotel reservations must be made through the following web link on or before July 20, 2017:

<https://www.starwoodmeeting.com/events/start.action?id=1610207251&key=14D1568A>

All attendees booked under the government per diem rate of \$113/night must show a government employee ID at check-in. If you do not show your government employee ID at check-in, your room rate will be \$159/night, and you will be responsible for the additional costs.

Additional information on the 2017 OAS Annual Meeting is available on the OAS Web site at <https://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 July 20, 2017. 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.
- Individuals will be required to present a credit card and government employee ID 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 3:00 PM. Check-out time is Noon.
- High speed internet expenses are not reimbursable by NRC.