



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

April 5, 2018

ALL AGREEMENT STATES, VERMONT, WYOMING

TRAVEL FUNDING FOR THE 2018 ORGANIZATION OF AGREEMENT STATES ANNUAL MEETING (STC-18-023)

**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 2018 Organization of Agreement States (OAS) Annual Meeting to be held August 13-16, 2018, in Montgomery, Alabama.

**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 2018 OAS Annual Meeting. Please provide the name, phone number, and e-mail address of the selected individual to Karen Meyer at [AStrainingandtravel.Resource@nrc.gov](mailto:AStrainingandtravel.Resource@nrc.gov) no later than Friday, May 25, 2018. 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: Karen Meyer  
TELEPHONE: (301) 415-0113

E-MAIL: [AStrainingandtravel.Resource@nrc.gov](mailto:AStrainingandtravel.Resource@nrc.gov)

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Kevin Williams, Acting Director  
Division of Materials Safety, Security, State,  
and Tribal 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 2018 Organization of Agreement States (OAS) Annual Meeting. Please provide the name, phone number, and e-mail address of the selected individual to Karen Meyer at [ASTrainingandtravel.Resource@nrc.gov](mailto:ASTrainingandtravel.Resource@nrc.gov) by no later than Friday, May 25, 2018.

**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 Karen Meyer 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 (not to exceed per diem of \$93/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 .545 cents per mile)
- Parking & Tolls
- Taxi/Train/Shuttle
- Meals & Incidentals (reimbursed via a per diem of \$51 per day. For the first and last day of travel the reimbursement is 75 percent of \$51 or \$38.25).

**TRAVEL:** Please plan to arrive on Sunday, August 12, 2018, and depart on Thursday, August 16, 2018. You may elect to depart on Friday, August 17, 2018, if available transportation will not allow you to arrive home prior to midnight on Thursday, August 16, 2018. In this event, the NRC will reimburse your hotel on Thursday, August 16<sup>th</sup> and will provide per diem on Friday, August 17<sup>th</sup>. 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. If the need arises, and you must make a change, contact Karen Meyer at (301) 415-0113.

**TRANSPORTATION:** The Renaissance Montgomery Hotel & Spa at the Convention Center is located 8 1/2 miles from the airport. Note that the hotel does not provide shuttle service. Transportation between the Montgomery Regional Airport and the Renaissance Montgomery Hotel & Spa at the Convention Center can be accomplished by taxi for approximately \$20 each way.

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

**Renaissance Montgomery Hotel & Spa at the Convention Center**

201 Tallapoosa Street  
Montgomery, Alabama 36104  
Phone: (334) 481-5000

Individuals may make hotel reservations online using the link on the OAS Web site or by calling the hotel at (334) 481-5000. Be sure to reference the group "Organization of Agreement States" when making reservations to receive the special group rate of \$93. 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 5:00 p.m. July 15, 2018. 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.
- Hotel guests will receive complimentary internet service in their rooms. Please be sure that you are not charged for this item as it is not reimbursable by NRC
- Individuals will be required to present a credit card upon check-in. The cancellation policy is 48 hours prior to arrival to avoid a charge of first night's room and tax. Hotel cancellation fees are not reimbursable by the NRC.
- Check-in time is 4:00 p.m. Check-out time is 11:00 a.m.
- On-site self-parking of \$16 daily is reimbursable by the NRC.