



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

May 8, 2019

ALL AGREEMENT STATES, VERMONT

TRAVEL FUNDING FOR THE 2019 ORGANIZATION OF AGREEMENT STATES ANNUAL MEETING (STC-19-024)

Purpose: To announce that the U.S. Nuclear Regulatory Commission (NRC) will provide travel funding for one representative from each Agreement State and Vermont to attend the 2019 Organization of Agreement States (OAS) Annual Meeting to be held August 19-22, 2019, in Minneapolis, Minnesota.

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 and Vermont should nominate one individual to receive NRC travel funding for their attendance and participation at the 2019 OAS Annual Meeting. Please provide the name, phone number, and e-mail address of the selected individual to ASTrainingandtravel.Resource@nrc.gov no later than Friday, June 7, 2019. 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

/RA Paul Michalak for/

Andrea L. Kock, Director
Division of Material 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 and Vermont should nominate one individual to receive travel funding from the U.S. Nuclear Regulatory Commission (NRC) for their attendance and participation at the 2019 Organization of Agreement States (OAS) Annual Meeting. Please provide the name, telephone number, and e-mail address of the selected individual to ASTrainingandtravel.Resource@nrc.gov by **no later** than Friday, June 7, 2019.

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 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 provide receipt upon reimbursement. The NRC will **not** reimburse for expenses associated with the night out.
- Hotel and hotel tax (not to exceed per diem of \$151/night before tax). Hotel tax is separate line item on the voucher for reimbursement.
- Flights (directly billed to the NRC, unless pre-authorized). Rental cars are **not** authorized for reimbursement.
- Mileage for personal vehicle (reimbursed at 58 cents per mile)
- Airline Baggage Fee
- Airport Parking & Tolls
- Taxi/Train/Shuttle/Bus
- Meals & Incidentals (reimbursed via a per diem of \$76 per day. For the first and last day of travel M&IE are calculated at 75 percent).

VOUCHER: Voucher forms will be provided after the conference to individuals. The individuals that are selected for NRC funding will need to provide the following upon return from travel for reimbursement:

- El Sol Final Receipt
- Registration Fee receipt
- Hotel Receipt
- Parking & Tolls Receipt
- ANY other expenses over \$50

TRAVEL: Please plan to arrive on Sunday, August 18, 2019 and depart on Thursday, August 22, 2019. You may elect to depart on Friday, August 23rd, if available transportation will not allow you to arrive home prior to midnight on Thursday, August 22nd. In this event, the NRC will reimburse your hotel on Thursday, August 22nd and will provide per diem on Friday, August 23rd. If traveling by air, please contact El Sol Travel at (844) 244-6694 for airline reservations, and indicate that the travel is "Invitational" for the NRC. Please select a fully refundable government fare if one is available, and make sure that El Sol Travel correctly direct bills your fare to the NRC credit card. If the need arises and you must make a change to your reservation, contact El Sol first then Karen Meyer at (301) 415-0113.

TRANSPORTATION: Transportation between the Minneapolis-St. Paul International Airport (MSP) and the Renaissance Minneapolis Hotel can be accomplished in several ways. The most economical method for a single traveler is to utilize the bus that services the airport. From the airport, take the Blue Northbound Minneapolis-Target Field bus to Government Plaza Station (\$16 fare for a 22 minute bus ride followed by a 6 minute walk (0.3 mile) to the hotel). The most economical method for multiple travelers is to share a taxi which costs \$35 one way from the airport to the hotel. For more information about the train please visit: <http://www.mspairport.com>

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

Renaissance Minneapolis Hotel, The Depot
225 3rd Avenue South
Minneapolis, Minnesota 55401
Phone: (612) 375-1700

Individuals may make hotel reservations online using the link on the OAS Web site: <http://agreementstates.org> or by calling the hotel at (612) 375-1700. Be sure to reference the group code "OAS" to receive the special group rate if calling the hotel.

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 23, 2019. 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. 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 24 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 3:00 PM. Check-out time is Noon.
- On-site self-parking of \$16 daily is reimbursable by the NRC.