



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

April 25, 2025

ALL AGREEMENT STATES  
CONNECTICUT, INDIANA, WEST VIRGINIA

TRAVEL FUNDING FOR THE 2025 ORGANIZATION OF AGREEMENT STATES ANNUAL  
MEETING (STC-25-022)

**Purpose:** To announce that the U.S. Nuclear Regulatory Commission (NRC) will provide travel funding for one representative from each Agreement State, Connecticut, Indiana, and West Virginia, this includes one representative from each entity for New York, South Carolina and Texas, to attend the 2025 Organization of Agreement States (OAS) Annual Meeting to be held August 11-14, 2025, in Washington, D.C.

**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 Agreement State program, Connecticut, Indiana, and West Virginia should identify one individual (OAS voting member) to receive NRC travel funding for attendance and participation at the 2025 OAS Annual Meeting. Please provide the selected individual's name, telephone number, and e-mail address to [ASTrainingandtravel.Resource@nrc.gov](mailto:ASTrainingandtravel.Resource@nrc.gov) no later than Friday, June 20th. Instructions for attendees are enclosed with this letter.

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

POINT OF CONTACT: Karen Meyer  
TELEPHONE: (301) 465-0791

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

A handwritten signature in dark ink, appearing to read "Adelaide S. Giantelli".

Signed by Giantelli, Adelaide  
on 04/25/25

Adelaide S. Giantelli, Branch Chief  
State Agreement and Liaison Programs  
Division of Material Safety, Security, State  
and Tribal Programs  
Office of Nuclear Material Safety  
and Safeguards

Enclosure:  
Instructions for Attendees

## IMPORTANT INFORMATION FOR ATTENDEES

**ATTENDEES:** Each Agreement State program, Connecticut, Indiana, and West Virginia should nominate one individual (OAS Voting Member) to receive travel and registration funding from the U.S. Nuclear Regulatory Commission (NRC) for their attendance and participation at the 2025 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](mailto:AStrainingandtravel.Resource@nrc.gov) no later than Friday, June 20th.

**OAS REGISTRATION:** All selected individuals will need to register via the OAS Web site (<https://www.agreementstates.org/>) and pay the registration fee (\$650) and provide the NRC a copy of the receipt for the travel authorization. Registration fees **cannot** be paid by a State directly, it must be a credit card with the individuals name on it for reimbursement. Everyone must register before registration closes on August 1st, a week before the meeting. The registration link will be active shortly.

### **TRAVEL APPLICATION FORM:**

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

- Airfare is billed directly to the NRC, unless pre-authorized
- Airline Baggage Fees
- Registration Fee \$650 (receipt must be provided for travel authorization & cannot be put on a State card, card must have travelers name it)
- Lodging expenses must not exceed a rate of \$183/night (excluding tax of 15.95%)
- Meals & Incidental Expenses (M&IE) are reimbursed at a rate of \$92 per day. For the first and last days of travel, M&IE is calculated at 75 percent of the daily rate.
- Mileage for personal vehicle usage is reimbursed at a rate of 70 cents per mile, with prior approval
- Rental cars are **NOT** authorized for reimbursement
- Taxi, Train, Shuttle, Bus, Rideshares (e.g., Uber/Lyft)

**VOUCHER:** Individuals that receive NRC travel funding will need to provide the following receipts with the reimbursement voucher:

- El Sol Travel Final Receipt
- Registration Fee receipt \$650
- Hotel Receipt, with a zero balance
- All receipts for ANY other expenses over \$75 which can include airport parking, taxis/ubers/lyfts (listed individually on voucher, not lump sum)

**SCHEDULE:** Please note there will be a Business Meeting for voting members on Sunday, August 10th from 4:00 p.m. – 5:00 p.m. please make your travel plans to make sure you arrive in time for the meeting. In addition, there will be a Meet & Greet on Sunday, August 10th at 5:30 p.m. The annual meeting officially starts at 8:00 a.m. on Monday, August 11th. The meeting concludes at 4:00 p.m. on Thursday, August 14th. See OAS Web site for additional details.

**TRANSPORTATION:** The meeting venue does not provide a courtesy airport shuttle service. There are several modes of transportation between the Ronald Reagan Washington National Airport (DCA), Dulles International Airport (IAD) and Baltimore/Washington International Thurgood Marshall Airport (BWI) airports and the hotel, including taxi, Rideshare (Uber/Lyft), and Metro. **Ronald Reagan Washington National (DCA) is the preferred airport.** The closest Metro Station from DCA is Gallery Place/Chinatown, estimated Metro Fares (one way): DCA \$3.50, IAD \$6.00; estimated taxi fares (one way): DCA \$25, IAD \$75; BWI \$100

**LODGING:** A block of rooms has been reserved at the meeting venue:

Westin Washington D.C. Downtown  
999 9<sup>th</sup> Street, NW  
Washington, DC 20001  
(202) 898-9000

Hotel reservations may be made online using the link on the OAS Web site (<https://www.agreementstates.org/2025-annual-meeting.html>) or through the direct link <https://book.passkey.com/event/50942856/owner/545/landing>. If you contact the hotel directly, be sure to reference the group “**OAS Annual Meeting**” to receive the special group rate.

When contacting El Sol, let them know that the hotel was booked under a block by the OAS for the meeting and is within per diem.

***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. Traveler **must** have direct deposit. Treasury no longer sends paper checks.
- Hotel reservations must be made by **July 11th**. The hotel may continue to accept reservations after this date, on a space and rate available basis.
- A personal credit card is required to guarantee individual hotel 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 72 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 PM. Check-out time is 12:00 PM. Cancellation policy is 3 days/72 hrs before arrival.
- Self-Parking \$48 per day. Valet parking is **not** reimbursable.
- The hotel will automatically charge a \$30/day Destination Fee. This daily Destination Fee includes enhanced Internet, **\$30 food and beverage credit daily**, 2 tickets to Museum of Illusions, 2 refillable bottles of Path still water, one fitness class per stay and 2-hour bicycle rental daily (based on availability). If you choose to use this or it shows on your hotel receipt, the daily M&IE (per diem) will be automatically deducted \$30 daily on your voucher.

STC-25-022 Travel Funding for the 2025 Organization of Agreement States Annual Meeting: Washington, DC August 11-14, 2025 DATE April 25, 2025

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DATE	Apr 25, 2025			

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