

June 5, 2003

ALL AGREEMENT STATES, MINNESOTA, PENNSYLVANIA, WISCONSIN

TRAVEL REQUIREMENTS FOR INVITATIONAL TRAVELERS (STP-03-042)

I am writing to ask for your assistance regarding State program staff traveling under NRC invitational travel authorization. Recently, some State travelers have initiated invitational travel prior to their providing travel information to the Office of State and Tribal Programs (STP) and their receiving a signed NRC authorization covering their invitational travel. We ask that your staff follow STP Procedure AD-500, "Invitational Travel Authorization and Vouchers," issued December 2, 2002, (<http://www.hsr.d.ornl.gov/nrc/procedures/ad500.pdf>). In accordance with this procedure, invitational travelers for STP must contact STP (the lead contact is Brenda Usilton, STP's Management Analyst) prior to commencement of travel. (When traveling under invitational travel for another NRC office, please determine and contact the appropriate staff contact in that office, for assistance in preparation of a travel authorization.) Appendix A of STP Procedure AD-500 specifies the necessary information which the traveler must provide for NRC's preparation of the travel authorization. Please note that State travelers traveling under invitational travel cannot buy their own tickets. If a State traveler initiates travel without a signed authorization from NRC, the State traveler may be at risk of having to travel at their own, or State, expense, since obtaining approval after the traveler has commenced travel may not be possible, and may not be accepted by NRC's travel unit. Also, whenever possible, please provide travel information to STP within two weeks prior to travel.

I thank you in advance for your assistance. If you have any questions regarding this correspondence, please contact me or the individual named below:

POINT OF CONTACT: Brenda G. Usilton
(301) 415-2348

INTERNET: BGU@NRC.GOV
FAX: (301) 415-3502

/RA/

Paul H. Lohaus, Director
Office of State and Tribal Programs

STP-03-042

June 5, 2003

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