

June 5, 2008

ALL AGREEMENT STATES, MICHIGAN, NEW JERSEY, VIRGINIA

FUNDING FOR THE ANNUAL ALL AGREEMENT STATES MEETING (FSME-08-045)

This is a follow up notice to the All Agreement State letter dated October 4, 2007 (FSME-07-091) indicating the change in policy for funding the Agreement State staff training and travel. In that letter, we also indicated that the U.S. Nuclear Regulatory Commission (NRC) would be paying for one person from each Agreement State to attend the Organization of Agreement States (OAS) Annual Meeting .

This year the OAS Annual Meeting will be held August 18-21, 2008 at The Columbus, a Renaissance Hotel, 50 North 3rd Street, Columbus, Ohio 43215. Each Agreement State (including MI, NJ, VA) interested in the NRC paying for one person to attend this meeting should make their flight arrangements through Carlson Wagonlit Travel at 301-415-5006 as soon as possible. Please identify the traveler and have them submit the travel information needed for NRC to issue their travel authorization to Traci Kime (Fax 301-415-3502) (Enclosure). The per diem rate for Columbus, Ohio is 101/49/150. This means: \$101 is for lodging/\$49 is for meals and incidentals/with the total not to exceed \$150.00. The phone number to make a reservation at the hotel is 614-228-5050. NRC will also cover the registration fee of \$350.00. NRC will not cover any rental cars.

If you have any questions regarding this correspondence, please contact me or the individual named below.

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

INTERNET: Brenda.Usilton@nrc.gov
FAX: (301) 415-3502

/RA/

Robert J. Lewis,, Director
Division of Materials Safety and State Agreements
Office of Federal and State Materials
and Environmental Management Programs

Enclosure:
As stated

INFORMATION NEEDED FOR NRC TO AUTHORIZE AGREEMENT STATE TRAVEL

Please fax the following information to: Traci Kime at (301) 415-3502

STATE:

Dates of Meeting:

Travel Purpose:

Location:

Name:

Home Address:

Business Address:

Work Phone Number:

E-Mail Address:

Social Security (SS) Number:

*If you have traveled for us this year, then we only need the last 4 digits of your SS number. If this is your first time traveling this year, then we need the entire number.

Departure City (airport):

Date of Departure: (note anything unusual):

Please provide reason:

Cost of Airfare (from Carlson Travel):

If you are driving, indicate the round trip miles:

*Please note that you need to get a cost estimate for the airfare from Carlson in order to know what it would cost if you were to fly. The reimbursed driving costs cannot exceed the cost of flying.

*Please call Carlson Wagonlit Travel on (301) 415-5006. (normal business hours are 8:00 a.m.-5:00 p.m. Eastern Standard Time).

FSME-08-045

Distribution:

DMSSA R/F

Traci Kime

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DATE	5/27/08	6/5/08