



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

July 14, 2016

Ms. Sherrie Flaherty, Chair
Organization of Agreement States
Minnesota Department of Health
Radioactive Materials Unit
625 N Robert Street
P. O. Box 64975
St. Paul, MN 55164

Dear Ms. Flaherty,

This is in reference to your participation and attendance at the U.S. Nuclear Regulatory Commission (NRC) meeting with NRC Stakeholders, on July 26, 2016, at 9:00 a.m. The Office of Nuclear Material Safety and Safeguards will fund your travel expenses to attend the meeting. I'm enclosing Travel Instructions. If you have any general questions regarding the process, please contact me at (301) 415-5804 or Carrie.Crawford@nrc.gov.

I look forward to seeing you at the Commission meeting.

Sincerely,

/RA/

Paul Michalak, Chief
Agreement State Programs Branch
Division of Material Safety, State, Tribal, and
Rulemaking Programs
Office of Nuclear Material Safety
and Safeguards

Enclosure: Travel Instructions

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OFFICE	MSTR/ASPB
NAME	PMichalak
DATE	7/14/16

OFFICIAL RECORD COPY

TRAVEL INSTRUCTIONS

LODGING AND TRAVEL: Please plan to arrive on Monday, July 25, 2016, and depart on Wednesday, July 27, 2016. You must make their own lodging and travel arrangements. 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 credit card ending 2835. Flights may be converted to less costly, non-refundable tickets, so please select carefully. If the need arises and you must make a change, please contact Carrie Crawford (301) 415-4132.

Please complete the [Travel Application Form](#) and submit to Carrie Crawford, AStrainingandtravel.Resource@nrc.gov, at your earliest opportunity. Individuals should request the Federal government rate at the hotels. The per diem for North Bethesda, Maryland is \$174 hotel and \$69 meals and incidentals. No rental cars will be authorized for travel. The hotel listed below is the most convenient, located on the Metro (White Flint Station on the Red Line), directly across from, and within walking distance of the training site. If you elect to stay at an alternate hotel, you will be responsible for your own transportation between your hotel and the training site. If you plan to drive, the Federal mileage reimbursement is 54 cents per mile.

Bethesda North Marriott Hotel
5701 Marinelli Rd.
North Bethesda, Maryland 20852
(301) 822-9200

DIRECT DEPOSIT: We are very pleased to be offering Direct Deposit for travel reimbursements. If you prefer this method, please complete the form located on our Web site and follow the instructions on the form. Once you have signed up for Direct Deposit, you are in the system and will not need to complete a new form unless your banking information changes. When it is time to complete your voucher for reimbursement, in the address box enter “Enrolled for Direct Deposit.” If you have any questions regarding direct deposit, please contact Lindsey Hawkins at (301) 415-6268.

VOUCHER FOR REIMBURSEMENT: At your earliest opportunity, but no later than 15 days following the conclusion of travel, please complete and submit the Voucher Reimbursement Form [Voucher Reimbursement Form](#) and return to Carrie Crawford at AStrainingandtravel.Resource@nrc.gov. Complete instructions as well as a sample are available on our website, [Travel Voucher Instructions and Sample Form](#). Individuals should request the Federal government rate at the hotels. Please be sure to familiarize yourself with the new requirements prior to completing your Voucher for Reimbursement.

Any questions about, or changes in travel should be directed to Carrie Crawford at (301) 415-4132.

Enclosure