



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

October 31, 2016

Mary Navara, Manager
Indoor Environments & Radiation
Division of Environmental Health
Department of Health
625 Robert Street N.
P.O. Box 64975
St. Paul, MN 55164-0975

Dear Ms. Navara:

Your and Ms. Sherrie Flaherty's participation is requested at the Integrated Materials Performance Evaluation Program (IMPEP) Management Review Board (MRB) for the State of Minnesota. The Minnesota IMPEP MRB is scheduled for Thursday, January 5, 2017, at 1:00 p.m. ET. The U.S. Nuclear Regulatory Commission (NRC) will provide travel, lodging, and per diem for one representative of the Minnesota Program to attend the MRB meeting at the NRC Headquarters in Rockville, Maryland.

Enclosed are the Travel Instructions, in accordance with Federal travel regulations. If you have any questions, please contact Ms. Lisa Dimmick at (301) 415-0694 or lisa.dimmick@nrc.gov.

Thank you for your continued support of IMPEP.

Sincerely,

/RA/

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

Enclosure:
Travel Instructions and
Course Information

cc: Sherrie Flaherty, Supervisor
Radioactive Materials Unit

Mary Navara, Manager
Indoor Environments & Radiation
Division of Environmental Health
Department of Health
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P.O. Box 64975
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OFFICE	MSTR/ASPB
NAME	PMichalak <i>w/edits</i>
DATE	10/31/16

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TRAVEL INSTRUCTIONS FOR AGREEMENT STATE IMPEP MRB PARTICIPATION

COORDINATION: Information regarding times, lodging, and location of the Integrated Materials Performance Evaluation Program (IMPEP) review that you are scheduled to participate in should be obtained from your team leader.

LODGING AND TRAVEL: Please plan to arrive on January 4, 2017, and depart on January 5, 2017. You must make your 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 U.S. Nuclear Regulatory Commission (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 Marcia Casby at (301) 415-6525.

Please complete the Travel Application Form which will be provided to you and submit via email to ASTrainingandtravel.Resource@nrc.gov, at your earliest opportunity, but no later than 2 weeks after the date of this letter. You should request the Federal government rate at the hotels. The per diem for Washington, DC is \$182 for hotel and \$69 for meals and incidentals.

EXPENSES: State participants in IMPEP review will be reimbursed per diem or actual, (whichever is less) for the hotel. Airfare is directly billed to the NRC. If you plan to drive your personal vehicle, the Federal mileage reimbursement is 54 cents per mile. Taxi fare, including no more than 15 percent for tip, is reimbursable. Rental cars are not reimbursable. You will receive a meal per diem, with the first and last days of travel reimbursed at 75 percent. Please note that receipts are necessary to claim any expense of \$50.00 or more.

VOUCHER FOR REIMBURSEMENT: At your earliest opportunity, but no later than 10 days following the conclusion of travel, please complete and submit the Voucher Reimbursement Form which will be provided to you and return to ASTrainingandtravel.Resource@nrc.gov. Complete instructions as well as a sample will be provided to you. El Sol Travel will e-mail you two itineraries – one when you make your reservation, and one when your flight has been ticketed. Please include the flight itinerary/receipt that you receive with your Voucher for Reimbursement. Be sure to use the Voucher Checklist which is part of the instructions before you submit the Voucher for Reimbursement to ASTrainingandtravel.Resource@nrc.gov.