



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

November 21, 2017

Megan Shober, Nuclear Engineer - Advanced  
Radiation Protection Section  
Division of Public Health  
Department of Health Services  
P.O. Box 2659  
Madison, WI 53701-2659

Dear Ms. Shober:

Your participation is requested on the Integrated Materials Performance Evaluation Program (IMPEP) review of the North Carolina Agreement State Program. The team leader for this review is Mr. Lance Rakovan of the U.S. Nuclear Regulatory Commission's Office of Nuclear Material Safety and Safeguards. To participate on this review team, you will be required to travel to Raleigh, North Carolina, for the inspector accompaniments portion of this review. The inspector accompaniments portion of the IMPEP review of the North Carolina Agreement State Program is scheduled for January 22 - 26, 2018. To facilitate an early start for the inspector accompaniments on Monday, January 22, 2018, you will be required to travel on Sunday, January 21, 2018.

Enclosed are the Travel Instructions for Agreement State IMPEP Team Members. Specific questions regarding the North Carolina IMPEP review should be directed to Mr. Rakovan at (301) 415-2589 or [Lance.Rakovan@nrc.gov](mailto:Lance.Rakovan@nrc.gov).

Thank you for your continued support of IMPEP.

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 for Agreement State  
IMPEP Team Members

SUBJECT: M.Shober FY 18 North Carolina Accompaniments Travel

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<b>OFFICE</b>	MSTR/ASPB
<b>NAME</b>	PMichalak
<b>DATE</b>	11/21/2017

**OFFICIAL RECORD COPY**

## **TRAVEL INSTRUCTIONS FOR AGREEMENT STATE IMPEP TEAM MEMBERS ACCOMPANIMENTS**

**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 21, 2018, and depart on January 26, 2018. 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](mailto: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 Raleigh, NC is \$115 for hotel and \$59 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 53.5 cents per mile. Taxi fare, including no more than 15 percent for tip, is reimbursable. Rental cars must be pre-approved. 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](mailto: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](mailto:ASTrainingandtravel.Resource@nrc.gov).

Enclosure