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

January 2, 2018

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 Illinois Agreement State Program. The team leader for this review is Dr. Lizette Roldan-Otero of the U.S. Nuclear Regulatory Commission. Dr. Roldan-Otero will notify you of your assigned indicator upon making assignments. To participate on this review team, you will be required to travel to Springfield, Illinois, for the on-site portion of this review, which is scheduled for April 16-20, 2018. To facilitate an early start to the review on Monday, April 16, 2018, you will be required to travel on Sunday, April 15, 2018.

Enclosed are the Travel Instructions for Agreement State IMPEP Team Members. Specific questions regarding the Illinois IMPEP review should be directed to Dr. Roldan-Otero at (817) 200-1596 or Lizette.RoldanOtero@nrc.gov.

Thank you for your continued support of IMPEP.

Sincerely,

/RA/ LJRakovan for

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 Illinois IMPEP Invitational Travel

DISTRIBUTION: (SP07)
AStrainingandtravel Resource
LRakovan, MSTR
LRoldan-Otero, MSTR
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ML18002A450

OFFICE	MSTR/ASPB
NAME	PMichalak
DATE	01/02/18

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TRAVEL INSTRUCTIONS FOR AGREEMENT STATE IMPEP TEAM MEMBERS
ON-SITE REVIEW

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 April 15, 2018, and depart on April 20, 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, 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 Springfield, IL is $93 for hotel and $51 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 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.

Enclosure