



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

March 20, 2018

Sherrie Flaherty, Supervisor  
Radioactive Materials Unit  
Environmental Health Division  
Department of Health  
625 Robert Street North  
P.O. Box 64975  
St. Paul, MN 55164-0975

Dear Ms. Flaherty:

Your participation is requested on the Integrated Materials Performance Evaluation Program (IMPEP) review of the Colorado 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. Your assigned indicator will be Technical Quality of Inspections. To participate on this review team, you will be required to travel to Denver, Colorado, for the on-site portion of this review, which is scheduled for April 9-13, 2018. To facilitate an early start to the review on Monday, April 9, 2018, you will be required to travel on Sunday, April 8, 2018.

Enclosed are the Travel Instructions for Agreement State IMPEP Team Members. Specific questions regarding the Colorado 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: S. Flaherty Colorado IMPEP Invitational Travel

DISTRIBUTION:

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**ML18078A110**

<b>OFFICE</b>	MSTR/ASPB
<b>NAME</b>	PMichalak
<b>DATE</b>	03/20/18

**OFFICIAL RECORD COPY**

## **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 Sunday, April 8, 2018, and depart on Friday, April 12, 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**. 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 Denver, Colorado is \$180 for hotel and \$69 for meals and incidentals.

**CHANGES AND/OR CANCELATIONS:** If the need arises and you must make a change or cancelation, please notify Marcia Casby at [AStrainingandtravel.Resource@nrc.gov](mailto:AStrainingandtravel.Resource@nrc.gov) or (301) 415-6525.

**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 54.5 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](mailto:AStrainingandtravel.Resource@nrc.gov). Complete instructions will be provided to you. 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

**NRC INVITATIONAL  
TRAVEL APPLICATION FORM**

TRAVEL PURPOSE			
			<b>STATE:</b>
PURPOSE:			
LOCATION (CITY/STATE):			
COURSE START DATE:		COURSE END DATE:	
TRAVELER INFORMATION			
FULL NAME*:		SS#**:	
HOME ADDRESS (Check if this is a new address <input type="checkbox"/> )		Last 4 digits <i>only</i> . See highlighted note below	
STREET:	Apt.#:	DATE OF BIRTH:	GENDER:
CITY:			
STATE:	ZIP:	CELL #:	
WORK E-MAIL:		WORK PHONE #:	
TRIP INFORMATION			
DATE OF DEPARTURE:		DATE OF RETURN:	
DEPART FROM (CITY):		RETURN TO (CITY):	
DESTINATION CITY:		Will you arrive home before midnight? (Yes/No):	
AIRFARE (IF FLYING): \$		AGENCY REFERENCE NUMBER***:	
<i>Flight selected must be departing from and returning to your home airport</i>		<i>Agency Reference Number will <b>not</b> contain any numbers (6 all cap letters)</i>	
# MILES (R/T) IF DRIVING ****:		STATE OWNED VEHICLE?: (YES/NO):	
<i>Complete cost comparative below if driving your personal vehicle</i>		<i>Do not enter # of miles if driving a State Vehicle</i>	
LODGING ARRANGEMENTS (not to exceed \$128 + tax per night)			
HOTEL SELECTED:			
HOTEL RATE (NIGHTLY): \$		HOTEL TAX (NIGHTLY): \$	

\* **NAME AND AIRPORT SECURITY:** Please make certain that the name you provide above is identical to what is on the photo identification that will be presented at the airport. Due to increased airport security, travelers may be turned away at the gate if the name on the identification does not match the name on the ticket.

\*\* **SOCIAL SECURITY NUMBER:** Provide the last 4 digits *only*. If this is the 1<sup>st</sup> time you are providing your SS#, please call Marcia Casby at 301-415-6525 with the preceding digits.

\*\*\* **AGENCY REFERENCE NUMBER:** THIS IS **REQUIRED** IF YOU ARE FLYING. YOU WILL FIND IT UNDER YOUR NAME ON THE ITINERARY THAT EL SOL TRAVEL EMAILS TO YOU. IT WILL NOT CONTAIN ANY NUMBERS.

\*\*\*\* **DRIVING:** If you plan to drive a *personal* vehicle and claim mileage reimbursement, a cost comparative is required. If you plan to drive a State owned vehicle, it is not necessary to complete the Cost Comparative below

Please call El Sol Travel at 844-244-6694 and provide the travel attendant with your flight requirements. The El Sol Travel attendant will provide you with options, advising you of the Government Contract Carrier. **You must select a flight which will allow you to attend the course through the posted end time as indicated in the Acceptance Letter.** If you have any questions, please contact the Training and Travel Coordinator, Marcia Casby, at 301-415-6525. Please complete this form and e-mail to [AStrainingandtravel.Resource@nrc.gov](mailto:AStrainingandtravel.Resource@nrc.gov).

Notes:

COST COMPARATIVE TO DRIVE VERSUS FLY (COMPELTE <b>ONLY</b> IF YOU PLAN TO DRIVE YOUR PERSONAL VEHICLE)			
FLY – no need to complete this section if cost to drive is less than \$500		DRIVE	
Airfare Quoted by El Sol Travel	\$	Total Mileage at 54.5 cents per mile:	\$
Allowance for additional associated costs (Checked bag fees, taxi, etc.)	\$ 250.00	Tolls (if applicable)	
		Is your drive time greater than 6 hours (Y/N):	
<b>TOTAL</b>	<b>\$</b>	<b>TOTAL</b>	<b>\$</b>

