



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

May 29, 2024

ALL AGREEMENT STATES
CONNECTICUT, INDIANA, WEST VIRGINIA

TRAVEL FUNDING FOR THE 2024 ORGANIZATION OF AGREEMENT STATES ANNUAL MEETING (STC-24-028)

Purpose: To announce that the U.S. Nuclear Regulatory Commission (NRC) will provide travel funding for one representative from each Agreement State, Connecticut, Indiana, and West Virginia to attend the 2024 Organization of Agreement States (OAS) Annual Meeting to be held August 18-22, 2024, in Santa Cruz, California.

Background: As authorized by Section 274i of the Atomic Energy Act, as amended, the NRC provides funding to representatives from current and prospective Agreement States for approved expenses associated with attending the OAS Annual Meeting.

Discussion: Each Agreement State program, Connecticut, Indiana, and West Virginia should identify one individual (OAS voting member) to receive NRC travel funding for attendance and participation at the 2024 OAS Annual Meeting. Please provide the selected individual's name, telephone number, and e-mail address to ASTrainingandtravel.Resource@nrc.gov no later than Friday, June 14, 2024. Instructions for attendees are enclosed with this letter.

If you have any questions regarding this correspondence, please contact the individual named below:

POINT OF CONTACT: Karen Meyer
TELEPHONE: (301) 415-0113

E-MAIL: ASTrainingandtravel.Resource@nrc.gov

A handwritten signature in cursive script, appearing to read "Adelaide S. Giantelli".

Signed by Giantelli, Adelaide
on 05/29/24

Adelaide S. Giantelli, Branch Chief
State Agreement and Liaison Programs
Division of Material Safety, Security, State
and Tribal Programs
Office of Nuclear Material Safety
and Safeguards

Enclosure:
Instructions for Attendees

IMPORTANT INFORMATION FOR ATTENDEES

ATTENDEES: Each Agreement State program, Connecticut, Indiana, and West Virginia should nominate one individual (OAS Voting Member) to receive travel and registration funding from the U.S. Nuclear Regulatory Commission (NRC) for their attendance and participation at the 2024 Organization of Agreement States (OAS) Annual Meeting. Please provide the name, telephone number, and e-mail address of the selected individual to AStrainingandtravel.Resource@nrc.gov no later than **Friday, June 14th.**

OAS REGISTRATION: All selected individuals will need to register via the OAS Web site (<https://www.agreementstates.org/2024-annual-meeting.html>) and pay the registration fee (\$550) and provide the NRC a copy of the receipt for the travel authorization. Registration fees **cannot** be paid by a State directly, it must be a credit card with the individuals name on it for reimbursement. Everyone must register before registration closes on **August 9th**, a week before the meeting. The registration link will be active shortly.

TRAVEL APPLICATION FORM: Travel Forms will be provided to attendees by **June 14th.**

FUNDING: The individuals that receive NRC travel funding will be eligible to receive the following reimbursements:

- Registration Fee (receipt must be provided for travel authorization)
- Lodging expenses must not exceed a rate of \$181/night (excluding tax)
- Airfare is billed directly to the NRC, unless pre-authorized
- Mileage for personal vehicle usage is reimbursed at a rate of 67 cents per mile, with prior approval
- Rental cars are **not** authorized for reimbursement
- Airline Baggage Fees
- Parking & Tolls
- Taxi, Train, Shuttle, Bus, Rideshares (e.g., Uber/Lyft)
- Meals & Incidental Expenses (M&IE) are reimbursed at a rate of \$69 per day. For the first and last days of travel, M&IE are calculated at 75 percent of the daily rate.

VOUCHER: Individuals that receive NRC travel funding will need to provide the following receipts with the reimbursement voucher:

- El Sol Travel Final Receipt
- Registration Fee receipt
- Hotel Receipt, with a zero balance
- Parking & Tolls Receipt over \$75
- Receipts for ANY other expenses over \$75

SCHEDULE: Please note there will be a Meet and Greet on Sunday, August 18th at 5:30 p.m. Pacific Time. The annual meeting officially starts at 8:00 a.m. Pacific Time on Monday, August 19th. The meeting concludes at noon on Thursday, August 22nd. See OAS Web site for additional details.

TRANSPORTATION: The meeting venue, Hotel Paradox, does not provide a courtesy airport shuttle service. There are several modes of transportation between the San Francisco (SFA) or San Jose (SJC) airports and the hotel, including taxi, Rideshare (Uber/Lyft), and rail, rental cars will NOT be reimbursed. San Jose is the preferred airport.

LODGING: A block of rooms has been reserved at the meeting venue:

Hotel Paradox
611 Ocean Street
Santa Cruz, CA 95060
(831) 425-7100

Hotel reservations may be made online using the link on the OAS Web site (<https://www.agreementstates.org/2024-annual-meeting.html>). If you contact the hotel directly, be sure to reference the group code "Organization of Agreement States (OAS) 2024 Meeting" to receive the special group rate.

When contacting El Sol, let them know that the hotel was booked under a block by the OAS for the meeting and is within per diem.

Please note the following:

- The NRC will not reimburse a State directly. All reimbursements will be paid directly to the traveler, and all receipts should identify the traveler as the payer. Traveler must have direct deposit. Treasury will no longer be sending paper checks.
- Hotel reservations must be made by **July 26th**. The hotel may continue to accept reservations after this date, on a space and rate available basis.
- A personal credit card is required to guarantee individual reservations.
- High speed internet expenses are not reimbursable by NRC.
- Individuals will be required to present a credit card upon check-in. The cancellation policy is 72 hours prior to arrival to avoid a charge of first night's room and tax. Hotel cancellation fees are not reimbursable by the NRC.
- Check-in time is 4:00 PM. Check-out time is 12:00 PM.
- The hotel offers self-parking for a daily rate of \$25 and valet parking for \$28.

STC-24-028 Travel Funding for the 2024 Organization of Agreement States Annual Meeting - Santa Cruz, CA: August 18-22, 2024 DATE May 29, 2024

DISTRIBUTION:

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| NAME | AGiantelli | AG | | |
| DATE | May 29, 2024 | | | |

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