



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

(FSME-09-053, July, Training, Funding)

July 15, 2009

ALL AGREEMENT STATES, MICHIGAN, NEW JERSEY

FUNDING FOR THE ANNUAL ALL AGREEMENT STATES MEETING (FSME-09-053)

Purpose: To provide funding for the Annual All Agreement States Meeting.

Discussion: The OAS annual meeting will be held September 21-24, 2009 at the Hilton Baton Rouge Capital Center, 201 Lafayette Street, Baton Rouge, LA 70801. Each Agreement State (including MI, NJ) interested in the NRC paying for one person to attend this meeting should make their flight arrangements through Carlson Wagonlit Travel at 1-866-250-2160 as soon as possible, identify the traveler and have them submit the travel information needed for NRC to issue their travel authorization to Brenda Usilton (Fax 301-415-3502) (Enclosure). The per diem rate for Baton Rouge, Louisiana is 101/44/145. This means: \$101 is for lodging/\$44 is for meals and incidentals/with the total not to exceed \$145.00. The phone number to make a reservation at the hotel is 225-344-5866. Be sure to ask for the "Organization of Agreement States" when making your reservation. There is a cut-off date of August 21, 2009 for securing the government rate. NRC will also cover the registration fee of \$300.00. NRC will not cover any rental cars.

We ask that you inform us of any cancellations 30 days prior to the meeting or as soon as you are aware that you cannot attend the meeting.*

If you have any questions regarding this correspondence, please contact me or the individual named below.

POINT OF CONTACT: Brenda G. Usilton
TELEPHONE: (301) 415-2348

INTERNET: Brenda.Usilton@nrc.gov
FAX: (301) 415-3502

/RA/

Robert J. Lewis, Director
Materials Safety and State Agreements
Office of Federal and State Materials
and Environmental Management Programs

Enclosure:
As stated

*This information request has been approved by OMB 3150-0029, expiration 08/31/2010. The estimated burden per response to comply with this voluntary collection is approximately 8 hours. Send comments regarding the burden estimate to the Records and FOIA/Privacy Services Branch (T-5F52), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to infocollects@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0029), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

INFORMATION NEEDED FOR NRC TO AUTHORIZIE AGREEMENT STATE TRAVEL

Please fax the following information to: Brenda Usilton at (301) 415-3502

STATE:

Dates of Meeting:

Travel Purpose:

Location:

Name:

Home Address:

Business Address:

Work Phone Number:

E-Mail Address:

Social Security Number:

*If you have traveled for us this year, then we only need the last 4 digits of your SS number. If this is your first time traveling this year, then we need the entire number.

Departure City (airport):

Date of Departure: (note anything unusual):

Please provide reason:

Cost of Airfare (from Carlson Travel):

If you are driving, indicate the round trip miles: *please note that you need to get a cost estimate for the airfare from Carlson in order to know what it would cost if you were to fly. The reimbursed driving costs cannot exceed the cost of flying.

*Please call Carlson Wagonlit Travel on 1-866-250-2160 (normal business hours are 8:00 a.m.-6:00 p.m. Eastern Standard Time).