



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

March 28, 2016

Charlene Graham  
Bureau of Environmental Health and  
Radiation Protection  
Ohio Department of Health  
246 North High Street  
Columbus, OH 43215

Dear Ms. Graham:

Your participation is requested on the Integrated Materials Performance Evaluation Program (IMPEP) review of the Minnesota Agreement State Program. The team leader for this review is Mr. Randy Erickson of the U.S. Nuclear Regulatory Commission's Office, Region IV. Mr. Erickson will notify you of your assigned indicator upon making assignments. To participate on this review team, you will be required to travel to St. Paul, MN, for the on-site portion of this review. The on-site portion of the IMPEP review of the Minnesota Agreement State Program is scheduled for October 3-7, 2016. To facilitate an early start to the review on Monday, October 3, 2016, you will be required to travel on Sunday, October 2, 2016.

Enclosed are the Travel Instructions for Agreement State IMPEP Team Members. Specific questions regarding the Minnesota IMPEP review should be directed to Mr. Erickson at (817) 200-1143 or [Randy.Erickson@nrc.gov](mailto:Randy.Erickson@nrc.gov).

Thank you for your continued support of IMPEP.

Sincerely,

/RA/

Paul Michalak, Acting 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

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Agreement State Programs Branch  
Division of Material Safety, State, Tribal  
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Enclosure:  
Travel Instructions for Agreement State  
IMPEP Team Members

DISTRIBUTION: (SP07)  
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**ML16082A284**

<b>OFFICE</b>	MSTR/ASPB
<b>NAME</b>	PMichalak
<b>DATE</b>	3/28/16

**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 October 2, 2016, and depart on October 7, 2016. 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 to Marcia Casby, [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 St. Paul, MN is \$140 for hotel and \$64 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 54 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 Marcia Casby. 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 Marcia Casby.

Enclosure