



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

May 5, 2021

ALL AGREEMENT STATES, CONNECTICUT

TRAVEL FUNDING FOR THE 2021 ORGANIZATION OF AGREEMENT STATES ANNUAL MEETING (STC-21-023)

Purpose: To announce that the U.S. Nuclear Regulatory Commission (NRC) will provide travel funding for one representative from each Agreement State and Connecticut to attend the 2021 Organization of Agreement States (OAS) Annual Meeting to be held August 16-19, 2021, in Philadelphia, Pennsylvania.

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 and Connecticut should identify one individual to receive NRC travel funding for attendance and participation at the 2021 OAS Annual Meeting. Please provide the name, telephone number, and e-mail address of the selected individual, and indicate whether the individual will attend in-person or virtually, to ASTrainingandtravel.Resource@nrc.gov no later than Friday, June 11, 2021. 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 black ink, appearing to read "B. C. Anderson".

Signed by Anderson, Brian
on 05/05/21

Brian C. Anderson, Chief
State Agreement and Liaison Programs Branch
Division of Materials Safety, Security, State
and Tribal Programs
Office of Nuclear Material Safety
and Safeguards

Enclosure:
Instructions for Attendees

INSTRUCTIONS FOR ATTENDEES

ACCEPTANCE: Each Agreement State program and Connecticut should nominate one individual to receive travel and registration funding from the U.S. Nuclear Regulatory Commission (NRC) for their attendance and participation at the 2021 Organization of Agreement States (OAS) Annual Meeting. Please provide the name, telephone number, and e-mail address of the selected individual, and indicate whether the individual will attend in-person or virtually to Astrainingandtravel.Resource@nrc.gov no later than Friday, June 11, 2021.

OAS REGISTRATION: All selected individuals, whether attending the OAS 2021 Annual Meeting in-person or virtually, will need to register via the OAS website. Those attending in-person must pay the registration fee with an individual credit card and provide the NRC a copy of the receipt prior to travel authorization. Those attending virtually will need to register but will not need to pay the registration fee. NRC will pay the registration fee for those selected to attend virtually.

TRAVEL APPLICATION FORM: A Travel Application Form will be provided to the selected in-person attendees, who should follow the instructions on the form and submit to Astrainingandtravel.Resource@nrc.gov.

FUNDING: In-person attendees selected to receive NRC travel funding will be eligible to receive the following reimbursements:

- Registration Fee receipt must be provided prior to travel authorization (note: applies only to those attending the Annual Meeting in-person).
- Hotel lodging expenses must not exceed a rate of \$166/night. Hotel taxes should be submitted as a separate line item on the reimbursement voucher.
- Airfare is billed directly to the NRC, unless pre-authorized.
- Mileage for personal vehicle usage is reimbursed at a rate of 56 cents per mile.
- Rental cars are **not** authorized for reimbursement.
- Airline Baggage Fees
- Parking & Tolls
- Taxi, Train, Shuttle, Bus, Uber or Lyft
- Meals & Incidental Expenses (M&IE) are reimbursed at a rate of \$61 per day. For the first and last days of travel, M&IE are calculated at 75 percent of the daily rate.

VOUCHER: Individuals selected for NRC funding will need to provide the following receipts with the reimbursement voucher:

- El Sol Travel Final Receipt
- Registration Fee receipt
- Hotel Receipt
- Parking & Tolls Receipt
- ANY other expenses over \$50

TRAVEL: Please plan to arrive on Sunday, August 15th, and depart on Thursday, August 19th. If there are no flights available that would allow arrival at home before midnight on Thursday, August 19th, the traveler may elect to depart early on Friday, August 20th. In this event, NRC will provide reimbursement for hotel on Thursday night and per diem on Friday, August 20th.

Travelers must make their own lodging and travel arrangements. If traveling by air, please contact El Sol Travel at 1-844-244-6694 for airline reservations and indicate that the travel is “Invitational” for the NRC. Make sure that El Sol Travel direct bills your airfare to the NRC credit card. If the need arises, and you must make a change, contact Karen Meyer at (301) 415-0113.

TRANSPORTATION: The meeting venue (Element Philadelphia) does not provide airport shuttle service. There are several modes of transportation between the Philadelphia International Airport (PHL) and the hotel, including SEPTA train, taxi, and Uber/Lyft. The most economical method for a single traveler is to utilize the Southeastern Pennsylvania Transportation Authority (SEPTA), which provides train service on the Airport Regional Rail Line. Trains run every 30 minutes and operate from 5:07 am to 12:30 am (Airport to Center City) and from 4:52 am to 11:52 pm (Center City to Airport). Stations on the Airport Regional Rail Line include Terminal E/F, Terminal C/D, Terminal B, Terminal A (East). All stations on the Airport Line are wheelchair accessible. Suburban Station is nearest the meeting venue, approximately 0.2 miles from the hotel. Alternate transportation: Philadelphia Taxi Services; fee: \$28.50 (one way); on request or you may use Uber/Lyft.

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

Element Philadelphia
1441 Chestnut Street
Philadelphia, Pennsylvania 19102
Phone: (215) 709-9000

Hotel reservations may be made online using the link on the OAS Web site, or by calling the hotel at (215) 709-9000. Be sure to reference the group code “Organization of Agreement States (OAS) 2021 Conference” to receive the special group rate.

A link to hotel reservations is provided on the OAS website, <http://agreementstates.org>.

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.
- Hotel reservations must be made by July 23, 2021. The hotel may continue to accept reservations after this date, on a space and rate available basis.
- A credit card is required to guarantee individual reservations.
- High speed internet expenses are not reimbursable by NRC. Please be sure that you are not charged for this item as it is 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 3:00 PM. Check-out time is Noon.
- The hotel offers parking, however additional parking can be located at: <https://www.parkwaycorp.com/parking/locations/hourly/philadelphia>

- The hotel follows their Marriott Commitment to Clean procedure: <https://clean.marriott.com/#commitment>. The hotel will have hand sanitizing stations, increased cleaning measured based on current conditions, and visual signage to help. All ventilation systems will be utilizing filters that are MERV 13 rated, which is hospital grade. <https://www.grainger.com/know-how/equipment-information/kh-what-is-merv-rating-air-filter-rating-chart>