

United States Department of Agriculture



Natural Resources Conservation Service  
P.O. Box 2890  
Washington, D.C. 20013

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October 29, 2007

SUBJECT: FNM- Attendance at the IASWCD's Annual Conference

TO: Indiana NRCS Employees

File Code: 250-13-16

The IASWCD Annual Conference will be held in downtown Indianapolis on Monday, January 14 through Wednesday, January 16. Leadership Team members, District Conservationists and RC&D Coordinators are authorized to attend the IASWCD Annual Conference on official time at government expense. Other staff will be considered as recommended by their supervisors.

NRCS staff attending the conference are expected to participate in the breakout sessions, meals and other opportunities the conference offers, including the Legislative Breakfast. There will be a District Conservationist meeting held during the conference on Wednesday January 16 at 9:30. There will not be separate District Conservationist training sessions as there were last year.

Registration information is available at <http://www.iaswcd.org/whatsnew/conference.html>. Registration should be completed online by **December 14**, and the selection of 'payment by check' should be clicked to submit the registration electronically. Each Field Operations Assistant will forward a list of participants to Steve Baldwin, Contract Specialist at the State Office, by **December 19**. All NRCS employee registration fees will be paid directly by Steve Baldwin. *Please do not pay the registration fee individually.*

Gail Voiles on the Financial Management Staff will prepare one travel authorization for all employees attending the conference. The following is applicable for those who are authorized to attend on official time at government expense whose headquarters duty station is other than Indianapolis and the commuting distance from their duty station to Indianapolis is more than 35 miles:

1. Lodging will be authorized at the actual cost not to exceed \$112.00. The reservation deadline is **December 14**.
2. The M&IE rate for Indianapolis is \$44.00 per day. This daily rate will be reduced as provided by travel regulations, i.e., breakfast \$8.00; lunch \$12.00; dinner \$21.00; for all meals that are provided in the registration cost. Lodging taxes are to be claimed as miscellaneous expense.

It is inappropriate to accept payment of, or reimbursement for, any expenses incidental to the conference from any source other than NRCS. NRCS employees should pay for all of their own fees.

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Use of GOV is authorized for both the conference and training. I strongly encourage that you coordinate with other partnership and NRCS employees to minimize the number of GOVs at the event.

If you have questions concerning travel or reimbursement, please contact Gail Voiles at (317) 290-3200 ext. 323.

/s/

JANE E. HARDISTY  
State Conservationist

cc: Jennifer Boyle, Director, IASWCD, Indianapolis, IN  
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