

United States Department of Agriculture



Natural Resources Conservation Service
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December 20, 2012

KANSAS BULLETIN NO. KS210-13-2

SUBJECT: ENG–Scholer-Peterson Concrete Conference

Action required by: January 24, 2013

Purpose. To provide guidance for attendance

Expiration Date. September 30, 2014

The Scholer-Peterson Concrete Conference is scheduled for February 7, 2013, at the Kansas State University Student Union in Manhattan, Kansas. Attached are the agenda, an information sheet, and a fillable registration form. Information is also available online at <http://www.dce.k-state.edu/conf/scholer/>. The registration fee includes conference materials, refreshment break, and lunch.

Request for attendance on official time and travel should be submitted through appropriate channels.

Assistant state conservationists for field operations and state office management team members should forward a list of names and an estimate of individual travel costs along with a completed registration form for each person they are requesting to attend the conference. Please submit these to Doreen McDowell by January 24, 2013.

There is an opportunity for participants to receive an optional six hours of Continuing Education Units (CEUs). Mark the appropriate portion on the registration form if you wish to obtain the CEUs.

For those who are approved to attend and **not obtaining CEUs**, the state office will submit the registration forms and pay registration fees. For those who are approved to attend but **obtaining CEUs**, the employee will submit his/her own registration form and make payment directly. The employee can then be reimbursed for the registration fee and the parking permit by submitting Form SF-1164, Claim for Reimbursement for Expenditures on Official Business.

Individuals should make their own lodging reservations.

Contact: Arvil Bass, State Conservation Engineer, at 785-823-4534 or arvil.bass@ks.usda.gov

(signed) JEFFREY L. GROSS, ACTING FOR

ERIC B. BANKS
State Conservationist

Attachments

DIST: A, S, ENG

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