



Natural Resources Conservation Service
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Date: October 16, 2006

WASHINGTON BULLETIN WA250-7-3

SUBJECT: FNM - Washington Association of Conservation Districts (WACD) Annual Meeting
November 28-30, 2006, Spokane, Washington

Purpose. To issue guidance for attendance.

Expiration Date. December 2, 2006

ACTION REQUIRED BY: OCTOBER 24, 2007

This year's WACD Annual Meeting is being held at The Mirabeau Park Hotel and Conference Center, Spokane, Washington, from November 28 through 30, 2006. The following employees are eligible to attend the meeting for the purpose of training in partnership issues. Note that representation by the respective conservation districts and RC&D councils is considered essential to assure that the focus of the meeting remains on WACD issues and that NRCS employees do not appear to be representatives of others.

District Conservationists - 2 or more supervisors and/or associates representing their local conservation district are in attendance.

Resource Conservationists (in offices where no DC is present) - 2 or more supervisors and/or associates representing their local conservation district are in attendance.

RC&D Coordinators - Representation from their Council is in attendance.

State Leadership Team and other state staff - Those involved in the meeting's program or as directed by the supervisor.

Submit nominations to attend this meeting to your respective Area Conservationist or State Office supervisor, by e-mail, not later than October 24, 2007. Copies of nominations should also be sent to Kathy Randazzo for development of the Request for Meeting Attendance. We must submit for National Office approval a complete list of proposed attendees for approval not later than October 26, 2007

Helping People Help the Land

An Equal Opportunity Provider and Employer

In preparation for this meeting, we are providing guidance regarding reimbursement for meals during the conference. As a general rule, employees may not be reimbursed for meals at their official duty station. The Agriculture Travel Regulations do allow a meal to be reimbursed if an external agency organized the meeting and when attendance at the meal is necessary for full participation and employees are not free to take the meal elsewhere without missing essential formal speeches concerning the purpose of the meeting. Therefore, for those employees whose duty station is Spokane, the only meal that may be reimbursed is the Partnership Breakfast on Thursday, November 30, 2006.

Employees must pay for the conference registration via personal check and after the conference is held may request reimbursement. Spokane-based employees will claim reimbursement for the registration using an SF-1164, Claim for Reimbursement. The employees will complete the SF-1164, obtain signature from their supervisor and route the completed claim to FNM for payment.

Employees on travel status may attend any of the meals and claim reimbursement on their travel voucher, however, an amount must be deducted for each meal attended as meal provided by the government. The amounts to be deducted for the Spokane per diem rate are: Breakfast - \$9, Lunch - \$13, Dinner - \$24.

If you have any further questions please call your area office travel coordinator or at the state office contact Georgia Sormun.

A specific travel authorization will be issued for this meeting.

A. STEFAN FECHTER
State Administrative Officer

DIST: E