

Actions Required By:

Nov. 10, 2011 **Last Day to Make Hotel Reservations (See details in this bulletin)**

Nov. 04, 2011 **Last Day to Submit IASCD Conference Registration Forms
(See details in this bulletin)**

Purpose. To Distribute information and guidelines for attending the IASCD and DC Meeting.

Expiration Date. December 31, 2011

Explanation. The IASCD Annual Conference is scheduled for November 13-16, 2011 at the Boise Riverside Hotel (Name change from the Doubletree Riverside) Boise, Idaho. All DC's are encouraged to attend the IASCD Conference with supervisor concurrence. IASCD conference information and registration forms can be found at <http://iascd.org>. Do not use this for NRCS hotel reservations.

In conjunction with the conference, NRCS will be conducting an All District Conservationist (DC) meeting November 15th from 1:00 p.m.-5:00 p.m. in the North Star Room at the Boise Riverside Hotel. The agenda will be forthcoming.

Criteria for attendance to the IASCD conference on government time and expense:

1. All DC's, to include new DC's and Acting DC's, are authorized and encouraged to attend the IASCD conference this year. You are not required to have two or more Soil Conservation District supervisors attending the conference for you to attend.
2. Employees who are not DC's, and have IASCD committee assignments as advisors are authorized to attend providing the IASCD committee chairperson has planned and scheduled an actual working session during the annual conference.

I am asking that those employees who can travel Monday morning and can get to the IASCD Conference in a reasonable time please do so in order to save travel expenses. Employees authorized to attend the IASCD Conference and who need to travel on Sunday should charge time for this day to compensatory travel when actually traveling. Overtime is not authorized. NRCS will approve official use of vehicles and per diem.

Lodging Information:

A block of rooms has been reserved at the Boise Riverside Hotel (Doubletree Riverside). Please call (208) 343-1871 and ask for the block of rooms under **NRCS** at the rate of \$77.00 per night. Taxes will be exempt per the hotel. Reserve and pay for your hotel reservation using your government travel credit card. All room reservations must be made by **November 10, 2011**. Reservation requests after the cutoff date will be subject to availability at a higher rate. If you need to cancel your reservation please do so prior to the meeting by calling the hotel. Federal employees may be required to present proper Federal identification at check-in. Once room reservations have been made or if you cancel your reservation, email Pam Dugan at pamela.dugan@id.usda.gov with the dates that you will be staying at the hotel along with a copy of your conference registration for budget tracking purposes.

IASCD Conference Registration Information:

IASCD Conference registrations must be post dated or received by IASCD no later than **November 4, 2011**. Refunds will not be given after this date. Registrations received after November 4th will be assessed a \$25.00 late fee. Do not pay for the conference registration fee with your government travel credit card. The fee will be paid by the State Office through a purchase order with IASCD. *If you are bringing a guest you must attach a personal check with the registration to pay for any guest charges. Please make checks payable to IASCD.* At the bottom of your registration please write Direct Bill NRCS and send to Nancy Weatherstone at 132 SW 5th Ave. Suite 102, Meridian, ID, mail, fax to 208-888-1536 or email to nancy.weatherstone@gmail.com.

Vehicle Information:

When possible, please share rides with other NRCS personnel. If you choose to use your personal vehicle in lieu of a government vehicle you will be reimbursed at the rate of \$0.19cents per mile.

Travel Voucher Information:

NRCS employees will use their government travel card to reserve and pay for the room at the Boise Riverside Hotel (Doubletree Riverside). Room charges and M&IE should be claimed on a travel voucher for reimbursement with the appropriate meal allowance deducted from the M&IE amount for meals provided to you as part of the IASCD conference. The M&IE rate for Boise is \$46.00. The appropriate meal allowance deductions are \$7 for breakfast, \$11 for lunch, \$23 for dinner and \$5 incidentals.

NRCS employees are required to create a travel authorization in GovTrip prior to travel. If you need assistance in preparing your authorization please contact the travel preparer for your area.

If you should have other questions you may contact Pam Dugan at pamela.dugan@id.usda.gov or by calling (208) 378-5705.

/s/

JEFF BURWELL
State Conservationist

