

2007 North American Pesticide Applicator Certification and Safety Education Workshop

Travel Policy

C&T Program State Designee

US EPA in cooperation with the National Association of State Departments of Agriculture Foundation (NASDAF), will pay for the airfare to attend the workshop for approved state designees for: 1) one Extension PSEP coordinator, 2) one State Lead Agency C&T manager, and where applicable 3) one State Lead Structural C&T manager. People traveling on NASDA-paid tickets are expected to attend the entire meeting. NOTE: To meet the reimbursement criteria you must 1) be approved as the state-designee by April 30, and 2) have purchased your ticket prior to June 30, 2007.

Travel Reimbursements for State Designees

NASDAF will reimburse the State Designee for travel to and from the meeting in the most economical manner possible. Additional days or side trips may be added to the travel plan, but NASDAF will only reimburse travelers for the portion of the trip associated with direct travel to and from Portland, ME.

If airline travel is determined to be the most economical method of travel, Workshop attendees must purchase the lowest available airfare within reason. Travelers are not expected to make 3 connections, but also should not travel in first or business class. If attendees are extending travel or adding destinations, NASDAF will only reimburse the traveler for the lowest available airfare between the city of origin and Portland. If the traveler chooses a more expensive airfare to earn airline miles or for other reasons, he/she will only be reimbursed for the lowest airfare available on the date of purchase. Before purchasing a ticket above \$600, please contact Michelle DeVaux to obtain approval. Tickets that cost under \$600 will not require prior approval.

State designees are responsible for purchasing their own airline ticket (internet/travel agency). Book early to guarantee less expensive rates. NASDAF will reimburse any designee approved ticket once the receipt has been submitted by the state designee to NASDAF. Reimbursement may be requested as soon as tickets are purchased. If your agency does not allow you to be reimbursed for the purchase of a ticket, please contact Michelle DeVaux (devaux.michelle@epa.gov) or Dick Herrett (ariherrett@aol.com, dick@nasda.org) to make alternate arrangements to purchase your ticket.

If driving is determined to be the most economical method of travel, attendees will be reimbursed at the federal rate of \$0.485 per mile for the most direct route from the office/residence to the Workshop site. In order to be reimbursed for tolls, travelers must provide receipts, and the tolls must be along the most direct route. Travelers will not be reimbursed separately for gas. When submitting the reimbursement form, travelers must also include specific driving directions from their office or residence to the Workshop location to validate the mileage claimed.

To qualify for reimbursable tickets or travel, submit the State Designee Form to Michelle DeVaux for approval no later than April 30.

If the State Designee cancels his/her reservations, EPA requires that he/she reimburse the cooperative agreement partner for the cost of the ticket, less any associated cancellation handling fees.

Contact for Airfare Reimbursement & Questions

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Contact for State-Designee Approval

Michelle DeVaux, US EPA

1200 Pennsylvania Ave (7506C)

Washington, DC 20460-0001

Phone: 703-308-5891, Fax: 703-308-2962

Email: devaux.michelle@epa.gov

Important Dates to Remember

April 30 Last day to be approved as State-Designee for reimbursed airfare

June 30 Last day to purchase tickets as State-Designee for reimbursed airfare