



January 29, 2004

**OKLAHOMA BULLETIN NO. OK250-4-19**

**SUBJECT: FNM - 66<sup>th</sup> Annual OACD Meeting – February 22-24, 2004**

**Purpose:** To furnish guidelines on attendance at the subject meeting.

**Expiration Date:** September 30, 2004

**ACTION REQUIRED BY: February 6, 2004**

This bulletin is to notify employees of the upcoming OACD meeting set for February 22-24, 2004, in Oklahoma City. Attendance at this meeting will be subject to the Oklahoma NRCS budget. If we are restricted, requests to attend may be modified. At this time, proceed with plans to attend based upon the information provided. All DC's, RC&D coordinators, TRC's, and SLT members are encouraged to attend the OACD meeting.

The annual meeting of the Oklahoma Association of Conservation Districts (OACD) will be held at the Biltmore Hotel in Oklahoma City, Oklahoma, February 22-24, 2004. The registration form for this meeting is attached for convenience. Also, attached is an SF-1164 for those who will not be staying overnight in Oklahoma City, but will need to claim expense for registration and/or mileage.

The phone number for the Biltmore Hotel is: 405.947.7681, or 800.522.6620. Ask for the OACD room block (or for Federal Government rate). The room rate is \$59 per night, single or double. (Oklahoma City Tax Exempt Form attached.) The hotel requires a credit card number for each room reservation to guarantee the reservation.

Allowable expenses for employees authorized to attend the meeting on government time and government expense fall into two categories:

1. For employees in travel status (outside 50 mile radius), the M&IE rate for Oklahoma City is \$43.00 per day. The Biltmore Hotel honors the rate of \$59.00 per night. The Oklahoma City Tax Exempt form is attached and must be used. All other taxes not covered by this form should be shown under Miscellaneous (Supplies) on the AD-616 Travel Voucher for reimbursement. Receipts for lodging are required and should be itemized.
  - a. In the Remarks block on the travel voucher, please state, "Unable to obtain meals elsewhere without being absent from essential formal discussions of the meeting." Employees should deduct \$9.00 for lunch and \$22.00 for dinner from M&IE.
  - b. Mileage for POV will be limited to 10.5 cents per mile.
  - c. Registration fee and banquet/luncheon fees should be claimed under miscellaneous on travel vouchers. (Receipt is required).

2. Employees NOT in travel status, but attendance is authorized on government time/government expense and attendance at special meal function is required
  - a. Employees can claim reimbursement for the registration fee and POV mileage at 10.5 cents per mile, if necessary, on an SF-1164. These claims should be submitted to your zone Office Assistant for payment. (Receipt for registration is required.) Form SF-1164 is attached for convenience. **This item includes employees within a 50 mile radius of the Biltmore Hotel.**
  - b. Employees should include a statement on the SF-1164 stating they were not free to obtain meals elsewhere without being absent from essential formal discussions of the meeting.

If you have questions, please contact your zone Office Assistant.

/s/

M. DARREL DOMINICK  
State Conservationist

Attachment

DIST: AE