

From: Monosmith, Carrie (DEQ)
To: Deveraux, Tracy Jo (DEQ); Shekter Smith, Jane (DEQ)
Subject: FW: ORD Small Systems Workshop Travel Approval
Date: Thursday, July 16, 2015 8:51:17 AM
Attachments: 2015 DW Workshop Draft Agenda -- July 1 Version.docx
 ORD Reimbursement Aug 2015.pdf
 Monosmith, Ostrander_001.pdf

fyi

From: Maves, Tom [mailto:tmaves@asdwa.org]
Sent: Thursday, July 9, 2015 2:13 PM
To: Monosmith, Carrie (DEQ); Ostrander, Debbie (DEQ)
Cc: Benzie, Richard (DEQ)
Subject: ORD Small Systems Workshop Travel Approval

Congratulations Carrie and Deb -- we are able to approve your travel to the ORD Small Systems Workshop being held in Cincinnati, Ohio August 25-27, 2015.

You have been recommended as a possible facilitator for one of the small group discussion topics. The development of these sessions is still underway. You will be notified by Darrell Osterhoudt if your assistance is needed there. EPA could ultimately pay travel expenses for the discussion facilitators but you should still proceed with arranging your travel plans including air flights and hotel reservations.

Your approved pre-travel form is attached as well as a reimbursement form for your use after travel has been completed. Please read the instructions carefully on the back of the attached forms. We require a receipt for any expense over \$10.00. Also, please note that expenses for alcoholic beverages will not be reimbursed. For any credit card receipt ASDWA requires both the **itemized receipt in addition to the signature copy**. Without the itemized receipt the maximum reimbursement may not exceed \$10.00.

Our Approach to Reimbursement: We do not book or pay for any of your travel expenses in advance; instead, we ask that you pay for these expenses up front and we will reimburse you promptly afterwards, in accordance with the travel policy for this conference on the reverse side of the attached Travel Expense Reimbursement Form.

Airline Reservations: Delta Airlines has something of a monopoly on Cincinnati's airport (located in Covington, KY and called "CVG") **so please make your reservations as soon as possible** to get the best possible rates. ASDWA asks that you not purchase refundable tickets, their cost is too prohibitive. Please book the lowest possible economy class fare that's convenient with your travel times. You do not need to rent a car. A taxi to downtown Cincinnati costs about \$30 and shared shuttle arrangements would be less. Please note that ASDWA will not reimburse you for optional airline fees such as seat preferences/upgrades or more than one checked bag.

Hotel Reservations: We recommend that you reserve a hotel room as soon as possible at the workshop hotel (the Hyatt Regency Cincinnati) through the link provided below. There are a limited number of rooms available in our room block and they'll be reserved on first-come-first-served basis.

Information for Workshop: Please use the following link for information on the Workshop including registration and hotel information:

[Registration and Hotel Information](#)

Please contact me if you have any concerns or further questions.
Safe Travels,

Tom

Tom Maves
Office Manager

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