



**Transportation options from the airport:**

You should fly into Chicago O'Hare airport or the Milwaukee airport, whichever is the most cost effective. It is highly recommended to use Airport Connection when flying into either one of these airports.

- **Taxi:** Approx. \$25 per cab
- **Airport Connection:** \$13 per person each way or \$24 roundtrip. Reservations only.  
Please call 414-769-2451 or 1-800236-5450 to make reservations.

We ask that you inform us of any cancellations 30 days prior to the meeting or as soon as you are aware that you cannot attend the meeting.

If you have any questions regarding this correspondence, please contact me or the individual named below.

POINT OF CONTACT: Brenda G. Usilton  
TELEPHONE: (301) 415-2348

INTERNET: [Brenda.Usilton@nrc.gov](mailto:Brenda.Usilton@nrc.gov)  
FAX: (301) 415-3502

***/RA/ Christian Einberg***

Brian J. McDermott, Director  
Materials Safety and State Agreements  
Office of Federal and State Materials  
and Environmental Management Programs

Enclosure:  
Travel Form

INFORMATION NEEDED FOR NRC TO AUTHORIZE AGREEMENT STATE TRAVEL

Please send the following information to: [Brenda.Usilton@nrc.gov](mailto:Brenda.Usilton@nrc.gov) or fax to (301) 415-3502.

STATE:

Dates of Meeting:

Travel Purpose:

Location:

Name:

Home Address:

Business Address:

Work Phone Number:

E-Mail Address:

Social Security Number:

\*If you have traveled for us this year, then we only need the last 4 digits of your SS number. If this is your first time traveling this year, then we need the entire number.

Departure City (airport):

Date of Departure: (note anything unusual):

Please provide reason:

Cost of Airfare (from Carlson Travel):

If you are driving, indicate the round trip miles: \*please note that you need to get a cost estimate for the airfare from Carlson in order to know what it would cost if you were to fly. The reimbursed driving costs cannot exceed the cost of flying. Please be aware that for driving your personal vehicle you will be reimbursed .55.5 cents per mile not to exceed cost of lowest airfare.

\*Please call Carlson Wagonlit Travel on 1-866-250-2160 (normal business hours are 8:00 a.m.-6:00 pm. Eastern Standard Time).