

Schary, Claire

From: Schary, Claire
Sent: Thursday, March 07, 2013 11:57 AM
To: 'Bobby Cochran'
Subject: RE: Paying for EPA people to travel

It will have to be one at a time, since we will need approval from our ethics people each time. You might want to make sure the letter provides enough information each time about why these EPA people's participation is needed at the meeting because of specific topics they have expertise in. FYI, Susan is in the NPDES unit, Bill in the TMDL unit and Dustan is in the enforcement program. Christine is the senior manager tracking Region 10's water quality trading efforts.

-- Claire

From: Bobby Cochran [<mailto:cochran@willamettepartnership.org>]
Sent: Thursday, March 07, 2013 11:52 AM
To: Schary, Claire
Cc: Carrie Sanneman
Subject: Re: Paying for EPA people to travel

Claire,

Do we want to do something for all 4 workshops at once to get the ethics piece done with, or should we do one at a time?

On Thu, Mar 7, 2013 at 11:48 AM, Schary, Claire <Schary.Claire@epa.gov> wrote:

Hi Bobby & Carrie,

Thanks for offering to pay for 4 EPA staff to participate in your meeting. This will work best if you pay and book everything for us, and pay for our meals too. Reimbursement is too problematic in this tight budget time since we don't have enough money to even cover it upfront. However, we do need to run it through our ethics advisory people, and they need a minimum of two weeks prior to our travel to give us their official approval, so that we can accept this generous offer. For that process, I will need an invitation letter (transmitted via email is fine) mentioning all four people by name – myself, Bill Stewart, Susan Poulosom, and Dustan Bott – and who you are, what the meeting is for, why you want our participation, what you are offering to pay for, and that your offer to pay for our travel is coming out of funds not associated with the CIG grant either directly or the matching funds, with an accounting system that could verify that. We will also need exact dollar amounts (estimates are OK, but we will have to update the amounts with actual numbers later on) of what you are paying for – the airline ticket for Bill round-trip from Boise to Seattle, the cost of the rooms per person, and total amount for the meals on a per person basis. You should mention in the letter that you will be providing lunch only for Christine Psyk.

I am still waiting to hear back from Susan Poulosom, who is out of the office but hopefully returning tomorrow, that she is able to attend overnight, but the other two and myself are confirmed. I will wait to send in that information to Musa Jaman until I hear from Susan, if that's OK.

Let me know if you have any questions, and thank you again.

-- Claire

Claire Schary

Water Quality Trading Coordinator

Watershed Unit / Office of Water & Watersheds

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