Schary, Claire

From: Schary, Claire
Sent: Thursday, July 25, 2013 5:34 PM
To: Bott, Dustan; Poulsom, Susan; Stewart, William C.; Psyk, Christine
Cc: Patheal-Centenera, Bella
Subject: Need to fill out ethics form for Boise meeting
Attachments: EPA Invite Letter_Wkshp#3_2013.pdf; Form 2610-3 - Approval To Accept Travel Under Ethics Reform Act.pdf

We need to fill out a Travel Ethics form ASAP (so that Tom Jahnke in ORC can process all these before he goes on vacation Aug. 1). In case you've forgotten what goes in to what box, I provided text you can copy below, and a copy of my own completed form. When I clicked on New Form, it let me copy from the form I filled out last time, so hopefully you'll get to do that too. I also provided the new invitation letter we need to use for this meeting, since only our meals are being paid for by Willamette Partnership (they were way above our M&IE per diem, so we couldn't cover them on our TA).

Dates: 08/21/13 – 08/22/13

Purpose of Travel: This is a 2-day workshop, the third in a series of meetings, hosted by the nonprofit The Willamette Partnership, to develop a document supported by EPA Region 10, as well as the environmental agencies of Idaho, Oregon & Washington, that will provide a consistent framework for how water quality trading will be implemented in the region and to serve as a guidance to the states.

Describe the entity paying for travel: The Willamette Partnership is a non profit organization with the mission to expand the pace, scope and effectiveness of conservation and restoration in the Willamette Basin and the western U.S. As reported on its website, its Board Members come from: Clean Water Services (the wastewater management service for the Tualatin River Basin), the Oregon Business Council, Wildwood, Inc. (an urban design and development firm), Defenders of Wildlife, Willamette Riverkeeper, The Conifer Group (a multifaceted real estate development company), the Oregon Association of Nurseries, Weyerhaeuser, the Oregon Association of Conservation Districts, SOLV (an organization that builds community though volunteer action), the Network of Oregon Watershed Councils, Portland's Bureau of Environmental Services, local law firms, and the state's universities. Its first grant came from EPA, as a Targeted Watershed Grant completed in 2008 and is now primarily funded by USDA Conservation Innovation Grants and numerous other grants from its public and private partners.

Three questions – answer "no"

Itemization of Benefits:
Everything is $0 except ***Meals, in-kind*** *column, where you enter*: $142.08

Two questions – answer "yes"

Attach the invitation letter I'm providing attached to this message by doing the following:
-- Save the invitation letter to your computer where you can find it
-- Then, while you're in the Lotus Notes Ethics Form, Lotus Notes, click on File in the very top left corner and select "attach" from the drop-down menu.
-- Locate the invitation letter from where you saved it on your computer and click on "create" which will attach it the place where attachments are supposed to go.

Then click on submit/attach digital signature.

Questions or problems, please call!

-- Claire

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