



Natural Resources Conservation Service  
375 Jackson St. Suite 600  
St. Paul, MN 55101

Phone: (651) 602-7900  
Fax: (651) 602-7914

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Transmitted via E-mail

MINNESOTA BULLETIN NO. 120-8-3

November 8, 2008

SUBJECT: ADS – TRAINING/CONFERENCE COSTS

Purpose. To remind employees of the policy on paying for training and conference costs.

Expiration Date. September 30, 2009.

Employees cannot use their Government Travel Card to pay for training or registration. Therefore, when employees have been approved to attend a conference or training, Area Administrative Coordinators will use their purchase card, if accepted, to pay for the training of their area employees. If the purchase card is not accepted, employees can claim reimbursement on an SF-1164 provided the training is successfully completed. The original SF-1164 with employees and supervisor's signatures and **original** receipt are to be submitted to FNM for processing. Fax copies will not be accepted.

The exception to the rule is the MASWCD Convention. Because a credit card is not accepted for payment and we have a large group attending, registrations are handled and paid for in a lump sum by the state office.

Please contact Laurie Otte, Management Services Specialist if you have questions.

/s/

WILLIAM HUNT  
State Conservationist

DIST: AE

