



United States Department of Agriculture

Research, Education, and Economics  
Agricultural Research Service

June 11, 2008

SUBJECT: Request for Actual Subsistence

TO: Steve Helmrich  
For the Administrator

THROUGH: Diane Eggert  
Chief, Travel and Relocation Service Branch

FROM: Dr. W.H. Blackburn  
Area Director, NPA

The approval of actual subsistence is requested for Dr. Charles Cantrell, for attendance at the Phytochemical Society of North America meeting to be held in Pullman, WA, June 25 – 30, 2008. Dr. Cantrell will present a paper at the meeting. He attempted to obtain the government rate for lodging at the hotels listed on the meeting web site but, was unable to obtain the rate. Pullman is a small town, therefore hotel options are very limited.

He was able to obtain lodging at the Holiday Inn Express at \$110.00 per night which exceeds the published allowable rate of \$70.00. I am requesting that actual subsistence expenses be approved in the amount of \$119.00 for lodging.

**Decision**

- Approved
- Disapproved

Approving Official: \_\_\_\_\_ Date \_\_\_\_\_



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