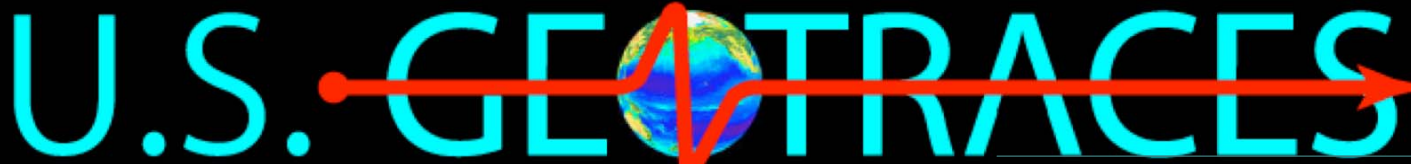


U.S. GEOTRACES



Memorandum

To: Participants
From: Moanna St. Clair
cc: Robert F. Anderson
Date: August 12, 2011
Re: Travel Reimbursement Information

Room 405
The Gary C. Comer Geochemistry Building
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Dear Participants,

For your participation in the U.S. GEOTRACES Pacific Workshop (12 - 14 September 2011, Sheraton La Jolla, CA), the Project Office will reimburse your expenses up to \$1000.00 USD. Please note that this travel stipend includes your accommodations and breakfast/lunch for the three days of the meeting, which the Sheraton La Jolla will directly invoice to us. We are willing to increase the subsidy for those who have difficulty finding low airfares.

Although we are not breaking down the travel subsidy by location, we do anticipate that the travel expenses incurred by those on the west coast will be substantially less than travelers from the east coast. We appreciate all that you do to keep costs down so we can accommodate everyone who wishes to attend this workshop.

Please note that in February 2011, Columbia University/Lamont-Doherty Earth Observatory implemented new travel reimbursement procedures for non-employees of CU/LDEO. The new forms and guidelines/instructions are available online <<http://www.usgeotracess.org/html/travelinfo.html>>.

You are welcome to contact me directly with any questions or concerns you may have.

Regards, Moanna

Moanna St. Clair, GEOTRACES Project Office Coordinator

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