



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240



May 16, 2000

In Reply Refer To:
FWS/DF

Memorandum

To: Washington Office Organizations

From: Chief, Division of Finance

Subject: Privately Owned Vehicle Mileage Reimbursement for the National Conservation Training Center

Effective immediately, employees traveling by their privately owned vehicle to the National Conservation Training Center (NCTC) for training purposes may claim actual mileage from their residence or duty station. Reimbursement for training expenses is authorized under 5 U.S.C, 4109.

Please disseminate this information to all Washington Office employees.

Thank you for your attention to this matter.

A handwritten signature in black ink, appearing to read "David J. Holland".

David J. Holland