



United States  
Department of  
Agriculture

Forest  
Service

Southern  
Research  
Station

Monticello-Crossett Forestry  
Sciences Laboratory, SRS-4106  
Room 211, Chamberlin Forestry  
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P.O. Box 3516, UAM Station  
Monticello AR 71656-3516

File Code: 6500

Date: 20 August 1999

Ms. Anne Weiskircher  
Southern Research Station  
P.O. Box 2680  
Asheville NC 28802

Dear Anne,

I'd like to request approval for actual subsistence in association with the SRS-sponsored Symposium on Ecosystem Management Research in the Ouachita and Ozark Mountains, which is being held on Oct. 25-29, 1999, in Hot Springs AR.

When I initiated planning for the symposium in January 1999, the CONUS rate in Hot Springs AR was \$55/night. I finalized the contract with the Arlington Resort Hotel and Spa, the only hotel in Hot Springs with the facilities to conduct a meeting for 150 attendees, in February 1999. The room rate to which we agreed was \$55/night. This is well below their usual room rate, and I am certain they would balk at lowering the rate further.

Between the development of this contract and the current time, the CONUS rate for Hot Springs changed to \$50/night, and I only recently was apprised of this. Therefore, we are in a situation where attendees will not be able to cover their subsistence under the current room rate. We have guaranteed a block of 20 rooms on the evening of the 25th and 28th, and a block of 60 rooms for the 26th and 27th.

If approved, I envision that attendees would be able to stay in the Arlington Resort Hotel and Spa, and would be authorized for reimbursement for the actual cost of the lodging, \$55/night, rather than the CONUS \$50/night. The advantages in staying at the same motel for sidebar and after-hours discussions are a key element of the technology transfer and professional interchange we seek during this symposium.

Let me know if and when this request is approved, and I'll add the information for attendees on the symposium web page.

With best regards,

James M. Guldin  
Project Leader



August 23, 1999

Due to the circumstances surrounding the arrangements for this meeting, I approve actual subsistence for all Southern Research Station employees attending the meeting and staying at the Arlington Resort Hotel between October 25 and 29, 1999. This approval does not include any other hotels in Hot Springs, nor any other dates.

/s/ Vickie Brooks  
Budget Analyst