



U.S. Geological Survey Manual

Guidelines for USGS employee registration for:

Modeling Complex Systems

Class: Nov 19

Workshop: Nov 20-21, 2002

If you plan to attend the class and/or workshop as an official USGS activity with reimbursement from project money, please be advised that you cannot use FY-02 project money to pay for services delivered in FY-03, nor can you pay for FY-03 services out of your own pocket in FY-02 and expect to be reimbursed out of FY-03 project funds. Whew!

We request that you go ahead and register for the class and workshop as soon as possible, while delaying sending a check for the fees until after October 1, 2002.

Your status as a USGS employee or contractor should be noted on the registration form as shown below.

Reimbursement of your fees can be recovered in one of two ways. If you are on travel status to attend the class/workshop, simply identify the registration/tuition fees paid on your travel voucher. If you are only claiming local expenses, submit [SF 1164, Claim for Reimbursement for Expenditures on Official Business](#) to your administrative officer.

Registration

Please e-mail the following information to:
Ms. Ellen Jacobson at:

jacobsoe@unr.edu

- Full Name:
- Organization:
 - USGS: Employee/Contractor
 - Team & Project Names:
- General scientific area of interest:
- Participation category (Non-Student \$190/Student \$80)
- Presenting paper Yes/No if yes give title:
- Address:
- Phone:
- e-Mail address:

Make check payable to :
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Mail check to:
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