



**TO: UCR Participating State Personnel**  
**FROM: UCR Administrator**

**RE: State Auditor Training in Chicago**

All state employees responsible for managing and executing the required annual carrier audit for the UCR program are invited to attend our training session, May 21-22 in Chicago, IL. UCR is authorized to reimburse reasonable travel expenses based on the criteria outlined below.

There will be interactive training, so all attendees will be required to bring a laptop or mobile device.

**Training Location:**

UCR Administrator (Kellen)  
One Parkview Plaza  
Suite 800  
Oakbrook Terrace, IL 60181

**Travel and Reimbursement:**

The UCR Board voted to reimburse two (2) hotel nights for one (1) state representative from participating states **that have not previously attended a state auditor training** at or below the federal per diem rate of \$113 per night. It is each attendee's responsibility to secure lodging at or below this rate. Attendees will also be responsible for covering the cost of any additional nights. UCR will be reimbursing private car mileage as well as coach/economy airfare for appropriate business related travel for this training.

Please consider this authorization for the travel of state personnel who will be in attendance at our Chicago training, based off of the above stipulations. Don't hesitate to reach out with any other questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon Krueger". The signature is fluid and cursive, with the first name "Jon" being particularly prominent.

Jon Krueger, Operations Manager  
UCR Administrator