

CORRESPONDENCE/MEMORANDUM

Date: 13 November 1991 File Ref: 8100  
 TO: Jim Addis - ADM/5  
 FROM: Jerry Bartelt - RS/RC  
 SUBJECT: Out-of-state Travel Request - John Kubisiak  
 Keith McCaffery

Request: The Minnesota Department of Natural Resources is hosting this year's meeting of the Midwest Deer and Turkey Group, an organization of biologists and managers from throughout the Midwest. The 1992 meeting will be held 13-16 January at Whitewater State Park.

Reference: A copy of the meeting announcement is attached. A detailed agenda is being prepared using input from prospective attendees.

Justification: This will be the 16th annual meeting of the deer and turkey group. It is hosted on a rotational basis among the 11 participating states. Meetings focus on current issues bearing on deer and turkey research and management, and normally include a field trip. Most of the meeting occurs in concurrent sessions. The information exchange helps keep us informed on regional programs and facilitates coordinating research activities. John and Keith are both research biologists with major responsibility in Wisconsin's turkey and deer programs, respectively. Attendance at this conference is on their training schedules.

Costs: Travel by vehicle will be coordinated between the two individuals. Total distance from Rhinelander is about 200 miles. On site costs for registration, room and board are expected to be under \$100/person.

Recommended: \_\_\_\_\_  
 Robert T. Dumke Date

Approved: \_\_\_\_\_  
 James T. Addis Date

INSTRUCTIONS: Complete and obtain approval whenever special authorization is required by department policy (ref. M.C. 9336.13). Each request must be completed and approved prior to the expense being incurred. All authorizations must be made by personal signature and dated. If more than one person attends the same activity, all participants may be listed on the same approval request. Use supplemental sheets if needed. A copy of this form must be attached to each individual's travel voucher for reimbursement of expenses. In each case, the originator of the request is responsible for the preparation, routing and distribution of the approved copies to each individual.

EMPLOYEE NAME	Checkbook	Subunit	PMN	INFORMATIONAL DATA		
JOHN KUBISIAK	RS102	NIUG	RS1234	Destination	No. Attending	
				WHITWATER S.P., MN	TWO	
KEITH McCAFFERY	RS102	NIUG	RS028	Division/District	Estimated Total Cost	
				RESOUR MGT	\$300	
				Departure Date	Return Date	No. Of Working Days
				13 JAN 92	16 JAN 92	FOUR
				Costs To Be Claimed For Reimbursement		
				<input checked="" type="checkbox"/> Transportation	<input checked="" type="checkbox"/> Meals	<input checked="" type="checkbox"/> Registration Fees
				<input checked="" type="checkbox"/> Lodging	<input type="checkbox"/> Other—Specify _____	
				Reimbursement Limitations/Restrictions (if any)		
				Type Of Approval Requested		
				<input type="checkbox"/> Headquarters City	<input checked="" type="checkbox"/> Out-Of-State Travel	
				<input type="checkbox"/> Training. On Approved Plan?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Other—Specify _____		
Justification For Approval/Description Of Business Purpose — MANDATORY				Signature of Requestor	Date	
THESE INDIVIDUALS HAVE BEEN PRINCIPAL LIAISONS WITH THIS TECHNICAL GROUP. THESE CONFERENCES HELP KEEP WISCONSIN WILDLIFE PERSONNEL INFORMED ON REGIONAL RS/MGT PROGRAMS.				<i>Keith McCaffery</i>	13 NOV 91	
				Signature of Supervisor	Date	
				Signature of District Dir./Div. Admin.	Date	

REQUESTOR—ATTACH TO TRAVEL VOUCHER

FIRST NOTICE

SIXTEENTH ANNUAL MIDWEST DEER/TURKEY GROUP MEETING

- WHERE:           Whitewater State Park  
                  Altura, Minnesota  
                  (25 miles east of Rochester)
- WHEN:            January 13-16, 1992
- TIME:            Arrive and Register Monday, January 13, 1992  
                  Nearest Airport - Rochester or LaCrosse  
                  Wildlife will provide shuttle service.
- FACILITIES:     Heated Cabins  
                  Bring your sleeping bag and towel.
- PROGRAM:        The customary reports, discussions and short field  
                  trip. (What more do you want?) We are accepting  
                  program suggestions.



STATE OF  
**MINNESOTA**  
DEPARTMENT OF NATURAL RESOURCES

PHONE NO.

P. O. Box 6247  
Rochester, MN 55903  
November 6, 1991

FILE NO.

TO: Participants

SUBJECT: Midwest Deer/Turkey Group Meeting

Attached is your first reminder that Minnesota is hosting the Deer/Turkey Meeting in January. Please write your program suggestions to Dick Kimmel or Jay McAninch, Wildlife Research Unit, Madelia, MN 56062. Call Gary Nelson, 507/932-4133, for information on transportation and lodging.

There was talk about consolidating the Great Lakes Deer Group Meeting and our meeting since Minnesota is hosting both this year. As of today, all attempts to do this have been dropped so our meeting is on as usual.

jp