

Atlantic States Marine Fisheries Commission

Travel Reimbursement Guidelines

Following are guidelines for use when traveling on Atlantic States Marine Fisheries Commission business. If, after reading these guidelines, you have questions that remain unanswered, please call Laura Leach at the Commission (703) 842-0740.

When you receive a travel authorization from the Commission, it will list your name as eligible for reimbursement. It is your responsibility to make your travel arrangements, based on meetings that you are required to attend. For example, if the Commission is meeting in Maine, you live in Georgia, and your meeting begins at 10:00 a.m., you will need to arrive the day before. You will probably need to stay over the night of your meeting, if it ends at 5:00 p.m. or later. If, however, you have a meeting that lasts 4 hours on one day but you stay at the meeting all week, you will not be reimbursed for expenses that are incurred outside of your meeting.

The basic guidelines for travel are outlined on the travel voucher. Additional details:

- *“Per Diem”* varies by location of the meeting, and will be listed on each travel authorization.
- *“Transportation Fares”* covers airfare, train, bus or rental car utilized for getting to the meeting. *Please try to find a reasonable airfare by researching different airports and airlines.*
- Please do your best to find the *most reasonable airfare*; in consideration of the Commission's budget. If you would like staff to help, please give us a call.
- *Rental cars* used AT a meeting must be specifically authorized by ASMFC.
- *“Mileage”* is currently **.535** per mile (effective 1/1/17). You may claim mileage when using your privately owned vehicle as transportation to and from the meeting; as well as to and from your departure terminal.
- *“Incidentals”* of *\$5.00/day* cover maid, shuttle or bellman tips; however taxi tips are part of the taxi expense.
- *“Other Expenses”* covers expenses not specifically listed (i.e. the registration fee for the annual meeting).

Please note that all expenses must be itemized separately on the travel form which can be found at http://www.asmfc.org/files/Meetings/ASMFCElectronicTravelVoucher_Jan17.xlsx. Original receipts must be provided for all expenses claimed, except for meals. Your airline itinerary is not an acceptable receipt; you must submit the “passenger receipt” from the actual ticket. For electronic tickets (e-tickets), we will accept a copy of your confirmation; or simply your boarding passes if you only have a confirmation number. Receipts for all tolls, cabs, and parking must be submitted in order to receive reimbursement for those charges. Any toll, cab, or parking charges lacking a receipt will be disallowed. EZ Pass statements will be accepted as a valid receipt for tolls. **If you received pre-approval for a rental car that correspondence must be submitted with your travel voucher.**

If you make your hotel reservation after the cutoff date and cannot get our negotiated rate, the Commission cannot pay the higher rate that the hotel will charge, unless there are mitigating circumstances such as a request issued by ASMFC, after the cut-off date, to attend the meeting.

If you attend a meeting that is within 35 miles of your office, you will not be reimbursed for mileage or meals; however, you will be reimbursed for parking, tolls, or other expenses that you would not normally incur on a regular work day.

Your voucher must be submitted within thirty days of the last day of the meeting. Please attach original receipts when submitting by U.S. mail; if forwarding electronically, please scan receipts and include as an attachment to the electronic voucher, to accounting@asmfc.org.