



## SOUTH ATLANTIC FISHERY MANAGEMENT COUNCIL

4055 Faber Place Drive, Suite 201, North Charleston, SC 29405

Call: (843) 571-4366 | Toll-Free: (866) SAFMC-10 | Fax: (843) 769-4520 | Connect: [www.safmc.net](http://www.safmc.net)

Jessica McCawley, Chair / Mel Bell, Vice-Chair  
John Carmichael, Executive Director

### TRAVEL AUTHORIZATION

Insert Issue Date

**Meeting Name:** SAFMC September 2020 Council Meeting

**Meeting Date(s):** 9/14/20-9/18/20

**Approved Travel Date(s):** 9/14/20-9/18/20

**Meeting Location:** Hotel Name, Address, Phone #, Fax #

**Hotel Details:** Web link, group code info, etc.

**Cutoff Date:** 8/14/20- **Reimbursement for reservations made after the cutoff date, will be limited to the contracted price.**

**Per Diem:** Hotel \$150; Meals \$71 (Breakfast \$17.75 / Lunch \$17.75 / Dinner \$35.50 **(as authorized)**)

**Mileage Rate:** .575 per mile effective January 1, 2020.

**Airport Transportation:** Complimentary; authorized for taxi/paid shuttle service if not available

**Local Transportation:** Complimentary

**Basic Guidelines:** In consideration of the South Atlantic Council's budget, please make your hotel and transportation reservations as soon as possible using the most practical, economical options. If the distance from your office to the meeting site is 50 miles or under, SAFMC will not reimburse for a hotel stay.

**Parking:** Complimentary

**Reimbursement:** You must submit an SAFMC travel order with receipts within 30 days of the final day of travel. Electronic reimbursements and scanned receipts should be sent to [cindy.chaya@safmc.net](mailto:cindy.chaya@safmc.net).

**General Notes:** Please refer to the attached Travel Guidelines that explains how to log in and setup an Amex Global Business Travel profile. Council travelers flying to the meeting and those authorized to have a rental car will make arrangements through Amex GBT to schedule your travel as outlined in the attached.

**For questions related to the event, please contact [INSERT Tech Staff Name, Phone, Email]  
For travel assistance, please contact SAFMC staff at 843-571-4366**

**AUTHORIZED TRAVELERS**

**Lead Staff: Staff #1**

- Traveler #1 - TO 30-1000
- Traveler #2 - TO 30-4001
- Traveler #3 - TO 30-4002
- Traveler #4 - TO 30-4003
- Traveler #5 - TO 30-4004
- Traveler #6 - TO 30-4005
- Traveler #7 - TO 30-4006
- Traveler #8 - TO 30-4007
- Traveler #9 - TO 30-4008
- Traveler #10 - TO 30-4009

**CHAIR if applicable**

- Members
- Invited guests/participants/TO#

**CO-CHAIR if applicable**

- Members
- Invited guests/participants/TO#

cc: SAFMC Staff

Attachments: Travel Order  
Travel Guidelines

Demo Example