

**FINAL**  
**SUMMARY REPORT**  
**SOPPS COMMITTEE**  
**SOUTH ATLANTIC FISHERY MANAGEMENT COUNCIL**  
**Jekyll Island, GA**  
**March 3, 2020**

The Committee approved the meeting agenda and minutes from the June 2019 meeting.

**TRAVEL POLICY**

The Committee met during closed session and reviewed proposed changes to the SAFMC travel reimbursement policy. The changes were developed to simplify the travel reimbursement process and address concerns that the existing policy did not treat all travelers and travel situations equally.

**Motion # 1:** MODIFY THE EXISTING HANDBOOK LANGUAGE FOR THE TRAVEL REIMBURSEMENT SECTION TO REFLECT: ALL AIRLINE RESERVATIONS AND CAR RENTALS MUST BE MADE THROUGH THE COUNCIL'S DESIGNATED TRAVEL PROVIDER. TRAVEL EXPENSE REIMBURSEMENT WILL BE LIMITED TO THE PREVAILING AIRFARE RATE AS DETERMINED BY THE COUNCIL'S DESIGNATED TRAVEL PROVIDER. EFFECTIVE IMMEDIATELY.

APPROVED BY COMMITTEE

APPROVED BY COUNCIL

**Timing and Tasks**

MOVE TO APPROVE THE FOLLOWING TASKS

- UPDATE THE COUNCIL TRAVEL MEMOS AND INSTRUCTIONS TO REFLECT THE NEW POLICY.
- UPDATE THE SAFMC HANDBOOK FOR FUTURE APPROVAL.

APPROVED BY COUNCIL