

SOUTH ATLANTIC FISHERY MANAGEMENT COUNCIL

TRAVEL GUIDELINES (Revision Effective 1/1/17)

1. All Council related travel will be performed under authorization of the Executive Director in conjunction with the Chairman. Approved travel orders will be furnished to individuals to cover each incidence specifying the purpose and duration. **Any changes from the approved itinerary and dates must have advance approval** and be explained on the Travel Order. **Travelers must make their reservations by the date specified on the meeting memo in order to obtain the contracted price. Reimbursement for reservations made after the block period ends will be limited to the contracted price specified on the meeting notice.**
2. Excess airline costs associated with personal travel outside the authorized dates indicated on the travel order are to be paid for by the traveler. For example, if authorized to travel beginning on Friday but the traveler books a ticket for Thursday to accommodate a personal side trip and the Friday ticket is \$50 cheaper than the Thursday ticket, the traveler is expected to pay the additional \$50 which can be charged to a personal card via Connie. Any additional costs resulting from a change in travel, for routine personal reasons, is expected to be paid for by the traveler.
3. Meals and Incidental expenses (gratuities) will be reimbursed for actual expenses up to a maximum allowable daily rate as indicated on your Travel Order. Miscellaneous expenses are taxi fares, in-room internet charges, baggage fees, gas for rental cars, road tolls, and parking fees.
4. **All airline reservations and authorized car rentals must be made through AAA at 1-800-765-6223. Ask for Connie Eichel in the Charleston, South Carolina office to discuss your travel needs.** Let her know that you are traveling for the South Atlantic Fishery Management Council on official business. Tickets will be provided to you through electronic transfer to be picked up at your airline ticket counter on your day of departure. **A copy of the itinerary emailed or faxed to you from AAA Travel prior to traveling which reflects the total airfare including AAA's fee should accompany your Travel Order claim.** Coach or tourist rate air fare is mandatory. Use of privately owned vehicle in lieu of commercial transportation is permissible. Private automobile travel is reimbursable at a rate of \$0.535 cents per mile. However, charges for use of private automobile will only be reimbursed not to exceed the commercial cost of air fare unless prior approval has been obtained (odometer readings are required). Charges for commercial transportation must be supported by original receipt. Please call the office to discuss the use of a motorcycle or privately owned plane for official travel (843-571-4366).
5. Use of rental car is reimbursable if authorized on the travel order. Our insurance policy provides rental car coverage in the following amounts while in an approved travel status: Liability \$1,000,000 and damage \$50,000, so the optional coverage should be declined. Additional coverage will be considered a non-reimbursed out-of-pocket expense. AAA, as listed above is mandatory for the rental. The original receipt must be attached to the Travel Order reflecting the total rental cost which you should obtain from the rental agency when you return the vehicle.
6. Following completion of travel, the completed Travel Order should be forwarded to Council Headquarters for processing along with any required receipts for an issuance of a check. Claims for reimbursement are to be submitted on specified forms **within 30 days** following completion of travel. Claims received 30 days or more following completion of travel will not be reimbursed unless there are exceptional circumstances and are documented in writing and reimbursement is approved by the Executive Director. In no case will claims be reimbursed 30 days after the end of a funding year.
7. **If you do not intend to claim any travel expenses or if you did not attend this meeting please indicate "No claim" or "Did not attend" on your travel order and return to the Council office.**

Any questions or problems regarding travel should be addressed to Council staff.