

# North Pacific Fishery Management Council

John Henderschedt, Acting Chairman  
Chris Oliver, Executive Director



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Visit our website: <http://www.npfmc.org/>

## TRAVEL EXPENSE CLAIM

Claimant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_ Period - mo/yr: \_\_\_\_\_

5. Date	6. Location	7. Expenses			8. Lodging Expenses ( <i>must attach receipt</i> )
		Breakfast	Lunch	Dinner	

9. OTHER EXPENSES (Airfare, Taxi, Parking, Private car - miles @ \$.56 mile) ITEMIZE EACH  
(PLEASE ENCLOSE A COPY OF PLANE TICKET and HOTEL BILL)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. TOTAL TRAVEL EXPENSES \_\_\_\_\_  
LESS TRAVEL ADVANCE \_\_\_\_\_  
BALANCE \_\_\_\_\_

**Claims must be filed within 30 days after travel is complete. Late claims may not be honored.**

11. The above expenses were incurred by me while conducting official business for the North Pacific Fishery Management Council. No other claim will be filed for travel.

Signature of Claimant: \_\_\_\_\_ Date: \_\_\_\_\_

Claim Approved by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_