



# North Pacific Fishery Management Council

Simon Kinneen, Chair | David Witherell, Executive Director  
1007 W. 3rd Ave. Suite 400, Anchorage, AK 99501  
Phone 907-271-2809 | www.npfmc.org

## TRAVEL EXPENSE CLAIM FORM

Claimant:

Purpose of Trip:

Address:

Travel Period:  /   

Month
Year

**DAILY EXPENSES:** Meals are reimbursed as per diem based on GSA rates. Record per diem amounts in each box to claim a meal; reimbursement will total automatically. If the meal was provided please leave the box blank.

GSA Per Diem for: <i>Seattle, WA</i>		\$ 59	\$ 12	\$ 20	\$ 32	\$ 15	Total MIE	\$ 79
Date	Location	Travel Day	Breakfast	Lunch	Dinner	Incidentals <small>(not on travel day)</small>	Hotel <small>(w/tax)</small>	Daily Total
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
Total								\$

**ITEMIZE EXPENSES:** Attach flight itinerary for airfare. Private car @ \$.655 per mile (record miles). Receipts are required for hotel, airfare, and individual items \$75 or greater. Please include a description for anything included in "other" or if a receipt is not available.

ITEM	Amount	ITEM	Amount	Travel Advance	
Rental Car (only if authorized)	<input style="width: 50px; background-color: #ffff00;" type="text"/>	Airfare-if not purchased on EasyBiz	<input style="width: 50px; background-color: #ffff00;" type="text"/>	TOTAL CLAIM	
Rental Car Fuel (if authorized)	<input style="width: 50px; background-color: #ffff00;" type="text"/>	Mileage	<input style="width: 50px; background-color: #ffff00;" type="text"/>		
Parking	<input style="width: 50px; background-color: #ffff00;" type="text"/>	Telephone/Internet	<input style="width: 50px; background-color: #ffff00;" type="text"/>		
Parking	<input style="width: 50px; background-color: #ffff00;" type="text"/>	Other:	<input style="width: 50px; background-color: #ffff00;" type="text"/>		
Taxi	<input style="width: 50px; background-color: #ffff00;" type="text"/>	Other:	<input style="width: 50px; background-color: #ffff00;" type="text"/>		
Taxi	<input style="width: 50px; background-color: #ffff00;" type="text"/>				

Notes/Comments:

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

Travel form questions: Nicole Schmidt  
Telephone: (907) 271-2818  
Email: Nicole.Schmidt@noaa.gov

Signature of Claimant

Finance Officer Signature

Date:

Date:

## **NPFMC TRAVEL GUIDELINES**

### **AIRLINE TRAVEL**

**Reservations:** Coach airfare must be utilized and economy fares are encouraged when available. There are many coach airfare options, please practice prudence in booking your airfare resulting in the best economic value. We understand the flexibility necessary to engage effectively in the Council process, including the necessity to have somewhat flexible tickets (and avoid expensive change fees). Therefore, you do not have to buy the cheapest ticket available, but rarely is it necessary to purchase the most expensive coach fare. **First Class:** Purchase of first class airfare is not allowed except in extenuating circumstances and requires prior approval. If you purchase a first class fare you will only be reimbursed for a coach fare equivalent.

### **TRAVEL DAY**

Travel days will now be reimbursed according to the GSA regulations, which is 75% of the daily MIE rate.

### **LODGING**

**Reservations:** Each traveler is responsible for confirming their hotel reservations unless otherwise instructed. Utilizing the NPFMC room block rate is required, when available. Hotel expenses are based on actual costs and require a receipt. If the original receipt is lost, the traveler is responsible for calling the hotel to obtain a replacement receipt. **Unallowable Expenses:** The following will not be reimbursed: games, movies, fitness club fees, and mini bar. Valet/laundry is only reimbursed upon approval of the Executive Director. The daily incidental value is only available to those travelers staying overnight and utilizing lodging. Tips for hotel staff, bellhops, and concierges, and any other incidentals, are included in this value.

### **MEALS**

**Per Diem:** Meals are reimbursed based on the approved GSA per diem rate for the meeting location and season. A travel claim form reflecting the appropriate reimbursement rates will be sent out prior to travel. Contact the Finance Officer if you have questions on the rates or if you do not receive the form.

**Provided Meals:** Leave blank any meal that was provided by the Council, you will not receive reimbursement for these meals. You will not receive per diem for meals that you choose to purchase instead of meals provided at an NPFMC meeting/event unless approved by the Executive Director.

### **OTHER TRAVEL EXPENSES**

**Transportation:** Other transportation expenses, including bus, taxi, subway, parking, etc. are reimbursed based on actual expenses.

**Car Rental:** Rental cars are not authorized during Council meetings unless with advanced approval from the Executive Director. Participation in various Plan Team, Committee, and Staff meetings typically do require rental cars, and prior approval is not required for those meetings. Reimbursement requires a receipt.

**Vehicle Mileage:** Personal vehicle use will be reimbursed at the Federal rate per mile, currently \$0.655 p/mile.

### **PERSONAL TRAVEL**

The traveler is responsible for any incremental cost resulting from the personal travel. If business travel is extended or re-routed for personal reasons, the traveler must price the direct trip without the personal travel as proof of the base cost – at the time of reservation. Any cost above the base cost will be the responsibility of the traveler. Indicate personal days on the form, when applicable.

### **FOREIGN TRAVEL**

Foreign travel funded through NPFMC must be pre-approved by the Executive Director. Initiate the approval process with NPFMC well in advance of making any foreign travel arrangements (including Canada and Mexico).

### **SUBMITTING REIMBURSEMENT REQUESTS**

**Receipts:** Always include the airfare itinerary with the claim. Hotel receipt is required. Original receipts are required for all individual expenses of \$75 or more, although you are encouraged to submit receipts for all expenses.

**Forms:** The travel reimbursement form, including original receipts, must be submitted to NPFMC within 30 days of completion of travel. Electronic submissions are accepted but still require a signature.

### **SEND CLAIMS TO**

Nicole Schmidt  
North Pacific Fishery Management Council  
1007 W. 3rd Ave #400  
Anchorage, AK 99501  
Nicole.Schmidt@noaa.gov  
(907) 271-2818 Phone