



**Pacific Fishery Management Council
Travel Expense Claim Form**

7700 NE Ambassador Place, STE 101
Portland, OR 97220
503-820-2280 Phone
503-820-2299 FAX

Instructions

- Claimant/Address:** The check will be mailed to this address.
Period of Claim: Fill in the month and year that the travel occurred (e.g. March 2011).
Purpose of Travel: Write in the name of the meeting or event you traveled for (e.g., March Council Meeting).

Columns:

- Date:** List each day on a separate line that you were in travel status.
 - Location:** Fill in the city and time from which you left under the departure; the city to which you are traveling under Arrival; and the reverse for day of return.
 - Private Car:** Enter the miles driven that day. Calculate the allowable cost by multiplying the number of miles by 555 cents per mile (2012 rate). (Jan 1- April 16 - .51)
 - Meals:** List the allowable reimbursement total according to the Federal limit in Date Total Cost. Council policy is for travel of less than 24 but more than 12 be allowed 75% of Meals & Incidental Rate.
 - Lodging:** Enter the actual cost of lodging, not including hotel taxes. Make sure a receipt is attached for such expenses. Reimbursement of lodging costs will not exceed the per diem rates listed in the Travel Rules without prior approval by the Executive Director.
 - Totals:** Add the total of mileage, meals and lodging.
- Miscellaneous:** Provides an opportunity to claim bus and taxi fares, hotel taxes, airport parking, and other charges for Council-related business expenses. Additional costs must have adequate explanation of the nature and purpose of the expense and show the cost is reasonable and related to the conduct of official business. A receipt needs to be provided for such costs over \$25.
- Signature:** All Claims for reimbursement must be signed in ink by the traveler verifying the authenticity of the charges.
- General:** Claims must be submitted within 30 days after travel is completed. All claims need to be submitted to the Council office.

2012 Council Meeting Per Diem Rates

Month	Location	M&I Rates		
		Lodging	Full	Travel
March-12	Sacramento, Ca	99.00	61.00	45.75
April-12	Seattle, Washington	137.00	71.00	53.25
June-12	San Mateo, California	111.00	61.00	45.75
September-12	Boise, Idaho	77.00	46.00	34.50
November-12	Costa Mesa, California	125.00	71.00	53.25