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

**Claimant:**

**Period of Claim:**

**Purpose of Travel:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Departure Location &amp; Time of Departure</th>
<th>Arrival Location &amp; Return Time</th>
<th>Private Car Miles</th>
<th>Date Total Cost</th>
<th>Per Diem</th>
<th>Lodging</th>
<th>Total</th>
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</tbody>
</table>

**Subtotal**

**PFMC Use**

**Date and description of Miscellaneous Costs (airport parking, bus fares, etc.) and Deductions (amounts owed the Council or alternatively provided by the Council).** **Receipts are needed for any items over $25.**

- Air Travel
- Baggage Fees
- Airport Parking
- Hotel Taxes
- Taxi
- Shuttle Charges and Tips

**Total**

**Subtotal**

**Grand Total**

**Note:** Remember to attach receipts for: lodging, airline ticket or itinerary showing flight information and price, and any miscellaneous cost items over $25.

Under penalty of perjury and fraud, I claim the above expenses were incurred by me in conducting official business for the Pacific Fishery Management Council. I have not and will not receive reimbursement of claimed expenses from another source.

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**Signature of Claimant**

**Date**

**Verification/Approval (For Council Use)**

**Effective January 1, 2015**
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 57.5 cents per mile (2015 rate).
- 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.

2015 Council Meeting Per Diem Rates

<table>
<thead>
<tr>
<th>Month</th>
<th>Location</th>
<th>Lodging</th>
<th>Full</th>
<th>Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>March-15</td>
<td>Vancouver, Washington</td>
<td>137.00</td>
<td>56.00</td>
<td>42.00</td>
</tr>
<tr>
<td>April-15</td>
<td>Rohnert Park, California</td>
<td>121.00</td>
<td>61.00</td>
<td>45.75</td>
</tr>
<tr>
<td>June-15</td>
<td>Spokane, Washington</td>
<td>88.00</td>
<td>61.00</td>
<td>45.75</td>
</tr>
<tr>
<td>September-15</td>
<td>Sacramento, California</td>
<td>107.00</td>
<td>61.00</td>
<td>45.75</td>
</tr>
<tr>
<td>Nov-15</td>
<td>Garden Grove, California (rates may change October 1).</td>
<td>138.00</td>
<td>71.00</td>
<td>53.25</td>
</tr>
</tbody>
</table>

Effective January 1, 2015