

**DOUBLETREE HOTEL
2001 POINT WEST WAY
SACRAMENTO, CA 95815
916-929-8855**

FROM AIRPORT DIRECTIONS:

Take I-5 south to the Garden Highway exit. Turn Left on Garden Highway, following Garden Highway as it turns into Garden-Arden access. Continue until it turns into Arden Way. Continue on Arden Way, going under Interstate 80. Doubletree Hotel is just past Interstate 80 on Arden Way. Directly after I-80, on Arden Way, the hotel grounds will be on the right hand side. Turn right on Point West Way, and right into the hotel parking lot.

SUPER SHUTTLE:

Sacramento International Airport Super Shuttle is located directly outside the baggage claim area at each terminal. Reservations are not required unless for large parties, or private charters. Simply go to the Super Shuttle service center, and purchase either a round-trip or one way ticket. Taxis are also available at the airport.

General Arrival Directions:

GOING I-5 NORTH:

Take I-5 to HWY 50. Take HWY 50 east to Business 80/Capital City Freeway East. Exit at Arden Way East, keep right. Take the first right onto Point West Way.

GOING I-5 SOUTH:

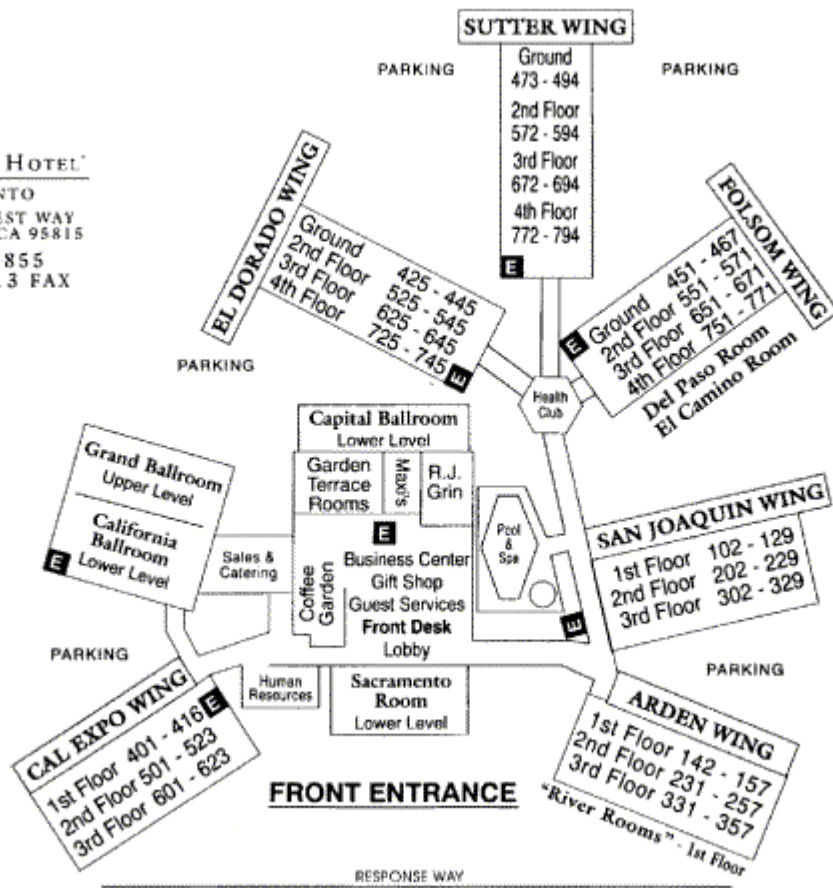
Take the Garden Highway exit, turning left onto Garden Highway. Continue on Garden Highway until it turns into Garden-Arden. Continue on Garden-Arden as it turns into Arden way. Continue on Arden Way, going under Interstate 80. Just past Interstate 80 you will turn right onto Point West Way, and right into the hotel parking lot.

FROM HIGHWAY 99:

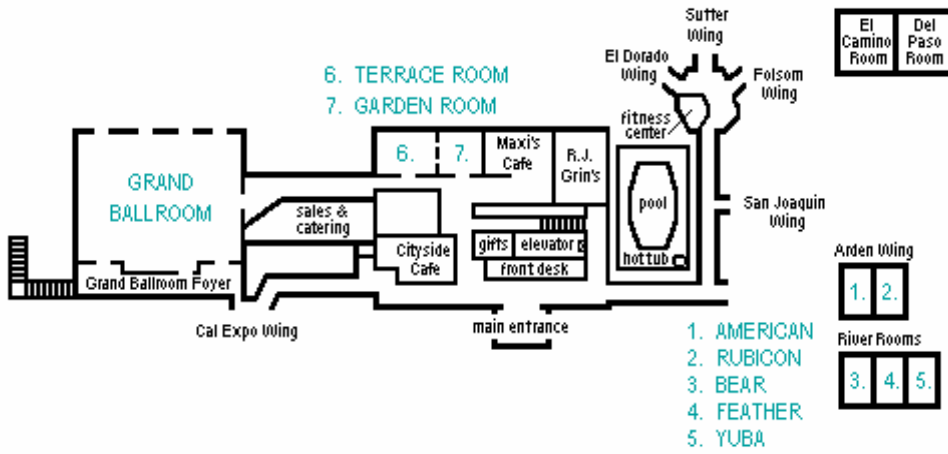
Keep to the left when approaching Sacramento. HWY 99 merges into Business 80/Capital City Freeway. Take the Arden Way east, keep right. Take the first right onto Point West Way. FROM HWY 50: Take the Business 80/Capital City Freeway split. Exit at Arden Way east, keep right. Take the first right onto Point West Way.

DoubleTree Hotel Sacramento Room Layout

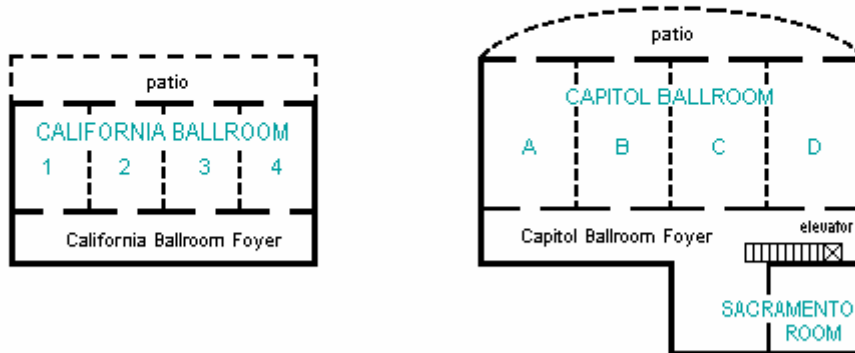

DOUBLETREE HOTEL
 SACRAMENTO
 2001 POINT WEST WAY
 SACRAMENTO, CA 95815
 916-929-8855
 916-924-4913 FAX



DOUBLETREE HOTEL SACRAMENTO - MAIN LEVEL



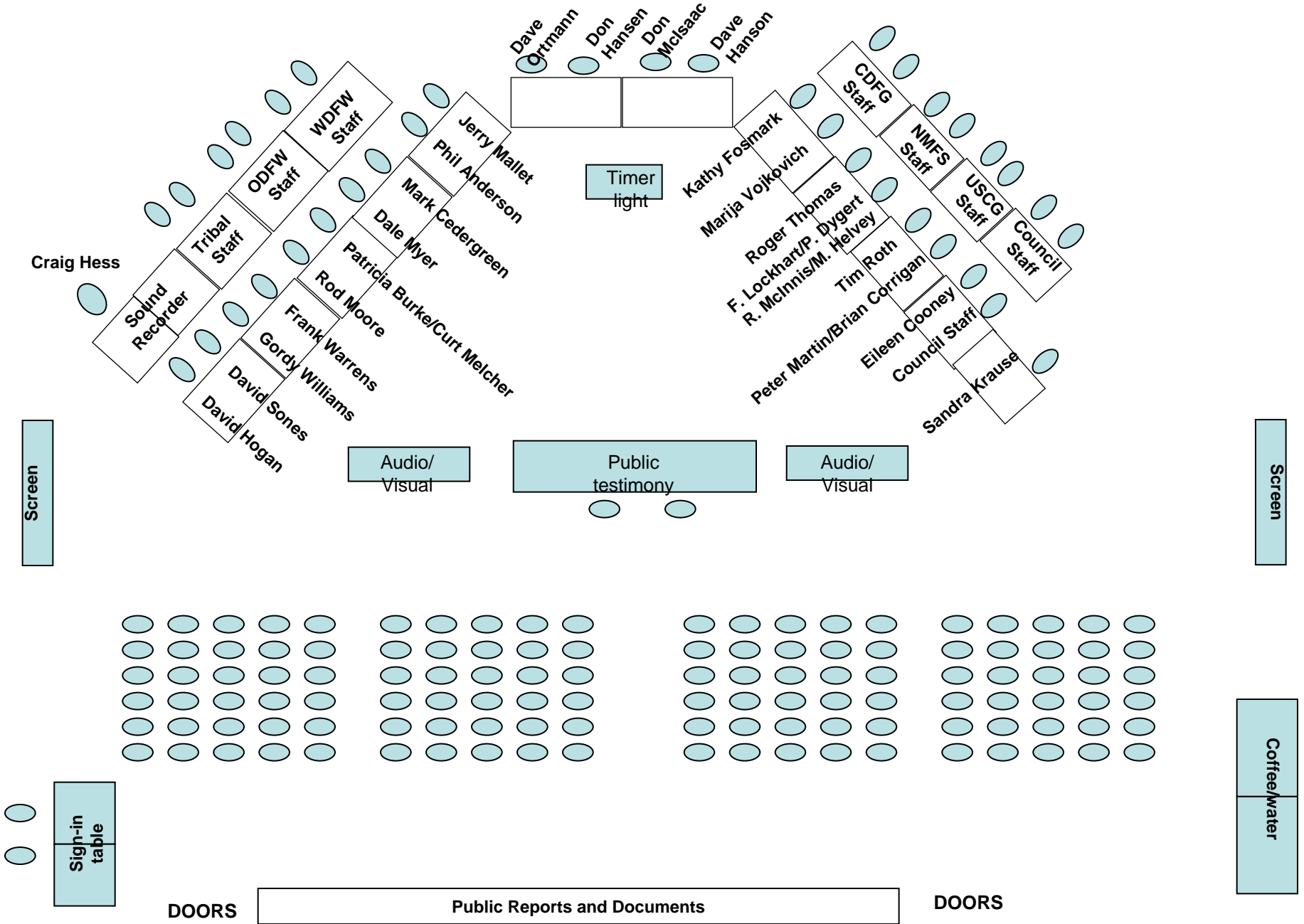
DOUBLETREE HOTEL SACRAMENTO - LOWER LEVEL



PFMC
02/06/07

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COUNCIL MEETING ROOM DIAGRAM- Doubletree Hotel



Pacific Fishery Management Council

Council Meeting Schedule

www.pcouncil.org/events/future.html

WEEK OF	LOCATION
March 5-10, 2006	Seattle Marriott Hotel-Sea Tac, 3201 S 176 th Street, Seattle, WA 98188-4094 206-241-2000 or 800-314-0925
April 2-7, 2006	Double Tree Hotel, 2001 Point West Way, Sacramento, CA 95815-4702 916-929-8855 or 800-222-8733
June 11-16, 2006	Crowne Plaza Mid Peninsula, 1221 Chess Drive, Foster City, CA 94404 800-227-6963 or 650-570-5700
September 10-15, 2006	Crowne Plaza Hotel, 1221 Chess Drive, Foster City, CA 94404 650-5700 or 800-477-5700
November 12-17, 2006	Hilton San Diego/Del Mar, 15575 Jimmy Durante Blvd, Del Mar, CA 92014 858-792-5200
◆ ◆	◆ ◆ ◆
March 4-9, 2007	Double Tree Hotel, 2001 Point West Way, Sacramento, CA 95815-4702 916-929-8855 or 800-222-8733
April 1-6, 2007	Seattle Marriott Hotel - Sea Tac, 3201 South 176 th Street, Seattle, WA 98188 206-241-2000
June 10-15, 2007	Crowne Plaza Hotel, 1221 Chess Drive, Foster City, CA 94404 650-5700 or 800-477-5700
September 9-14, 2007	Washington, Oregon or California
November 4-9, 2007	Hyatt Regency Islandia Hotel, 1441 Quivira Road, San Diego, CA 92109 619-224-1234
◆ ◆	◆ ◆ ◆
March 9-14, 2008	Oregon or Washington
April 6-11, 2008	California
June 8-13, 2008	Washington, Oregon or California
September 14-19, 2008	Washington, Oregon or California
November 2-7, 2008	Oregon or California
◆ ◆	◆ ◆ ◆

Council Meeting Schedule (*continued*)

WEEK OF	LOCATION
March 8-13, 2009	California
April 5-10, 2009	Oregon or Washington
June 14-19, 2009	Washington, Oregon or California
September 13-18, 2009	Washington, Oregon or California
November 1-6, 2009	Oregon or California
◆ ◆	◆ ◆ ◆
March 7-12, 2010	Oregon or Washington
April 5-10, 2010 ¹	California
June 13-18, 2010	Washington, Oregon, or California
September 12-17, 2010	Washington, Oregon, or California
October 31- November 5, 2010	Oregon or California
◆ ◆	◆ ◆ ◆

PFMC
02/20/07

¹ Easter is April 4, 2010

Restaurant Guide to Sacramento, CA



NEARBY – ARDEN FAIR MALL AND VICINITY

			Food Type		Distance from DoubleTree Hotel
* Fresh Choice	1630 Arden Way	(916) 649-3839	Healthy	Nice lunch spot	0.34 mi.
California Pizza Kitchen	1630 Arden Way	(916) 568-0932	Pizza		0.34 mi.
Panda Express	Arden Fair Mall	(916) 921-5386	Chinese		0.35 mi.
Dos Coyotes Border Café	1735 Arden Way	(916) 927-0377	Mexican		0.39 mi.
El Torito	1598 Arden Way	(916) 927-0071	Mexican		0.23 mi.
California Café	1689 Arden Way	(916) 925-2233	American		0.43 mi.
Monterey Bay Cannery	1785 Challenge Way	(916) 920-3474	Seafood		0.46 mi.
Olive Garden	1780 Challenge Way	(916) 649-8305	Italian		0.4 mi.
* Cheesecake Factory	1771 Arden Way	(916) 567-0606	American		0.5 mi.
Luau Garden Chinese & American	1890 Arden Way	(916) 929-3690	Chinese		0.63 mi.
Xochimilco Mexican Restaurant	1901 El Camino Ave.	(916) 923-1411	Mexican		0.8 mi.
Maxi's American Café	2001 Point West Way	(916) 929-8855	American		<1.0 mi.
Max's Opera Café	1735 Arden Way Near Mall	(916) 927-6297	American	(Frank's kinda place)	<1.0 mi.
Mana Japanese Restaurant	2580 Alta Arden Expy	(916) 971-0728	Japanese		1.0 mi.
Formosa Café	2424 Del Paso	(916) 925-8532	Chinese		1.0 mi.
Tony Roma's	1441 Howe Ave.	(916) 922-8787	Barbeque Ribs	(Dee's fave)	1.0 mi.
New Rice Bowl	1407 Howe Ave.	(916) 922-1288	Asian		1.0 mi.
* Arigato Sushi	1608 Howe Ave.	(916) 929-1184	Sushi	(Jorgensen's kinda place)	1.0 mi.



Henry Nguyen Restaurant

1537 Howe Ave. (916) 929-1184 Vietnamese Inexpensive 1.1 mi.

* Buca di Beppo

1249 Howe Ave. (916) 922-6673 Italian Go in large groups, huge food portions 1.3 mi.

Sudwerk Brewery & Grill

2713 Exposition Blvd. (916) 922-1288 Brew pub 0.56 mi.



A DRIVING DISTANCE FROM SACRAMENTO DOUBLE TREE HOTEL

Greek Village Inn

65 University Ave. (916) 922-6334 Greek 2.3 mi.

Eastern Empire

460 Howe Ave. (916) 646-1698 Chinese 2.4 mi.

* Lemon Grass

601 Munroe St. (916) 486-4891 Thai/Vietnamese (WTA hangout) 2.4 mi.
www.lemongrassrestaurant.com

Black Angus

1625 Watt Ave. (916) 973-1901 Steaks 2.7 mi.

* Tapa the World

1215 J St. (916) 442-4353 Spanish 3.0 mi.

* Tres Hermanas

2416 K St. (916) 443-6919 Mexican (Authentic) (Stuart's fave) 3.0 mi.

Mikuni Japanese Restaurant & Sushi Bar

1530 J St. (916) 447-2111 Japanese/sushi 3.3 mi.

Celestin's Caribbean Restaurant

1815 K St. (916) 444-2423 Caribbean 3.3 mi.

Nine Doors

815 11th St. (916) 558-1580 Pan-Asian 3.0 mi.

Ernesto's Mexican Food

1901 16th St. (916) 441-5850 Mexican (Darla's kinda place) 3.5 mi.
www.ernestomexicanfood.com

Kamon Japanese Restaurant

2210 16th St. (916) 443-8888 Japanese 3.5 mi.
www.kamonsushi.com

Huki Lau Island Grill

1501 16th St. (916) 444-5850 Hawaiian 3.5 mi.

La Flor De Michocan

2339 Northgate Blvd. (916) 927-7265 Mexican and Salvadoran 3.5 mi.

Chevy's Fresh Mex Restaurant

1369 Garden Way (916) 649-0390 Mexican (STT hangout) 4.5 mi.

Crawdad's River Cantina

1375 Garden Hwy. (916) 929-2268 Cajun/Creole 4.0 mi.

Sushi on the River

1801 Garden Hwy. (916) 929-2525 Sushi (Difficult to find) 4.0 mi.



Virgin Sturgeon

1577 Garden Hwy. (916) 921-2694 *Seafood* On a riverboat on the Sacramento R. 4.0 mi.

Miyagi Bar & Sushi

2580 Fair Oaks Blvd. (916) 485-2299 *Japanese – sushi* 4.5 mi.
www.osakasushi.com

Osaka Sushi Japanese Restaurant

8785 Center Parkway, (916) 689-8228 *Japanese – sushi* 4.5 mi.
Ste. B-140 www.osakasushi.com
Mgr. Rob Yamamoto



DOWNTOWN

Morton's of Chicago

521 L St. (916) 442-5091 *Steaks* (Bob's fave) \$\$\$\$ 4.0 mi.

Rio City Café

1110 Front St. (916) 442-8226 *California cuisine* \$\$\$\$ 4.6 mi.

River City Brewing Company

545 Downtown Plaza (916) 447-2739 *Brew pub* 4.0 mi.

Royal Hong King Lum Restaurant

419 J. St. (916) 443-1584 *Chinese* 4.0 mi.

Frank Fats

806 L. St. (916) 441-7966 *Chinese* 4.0 mi.

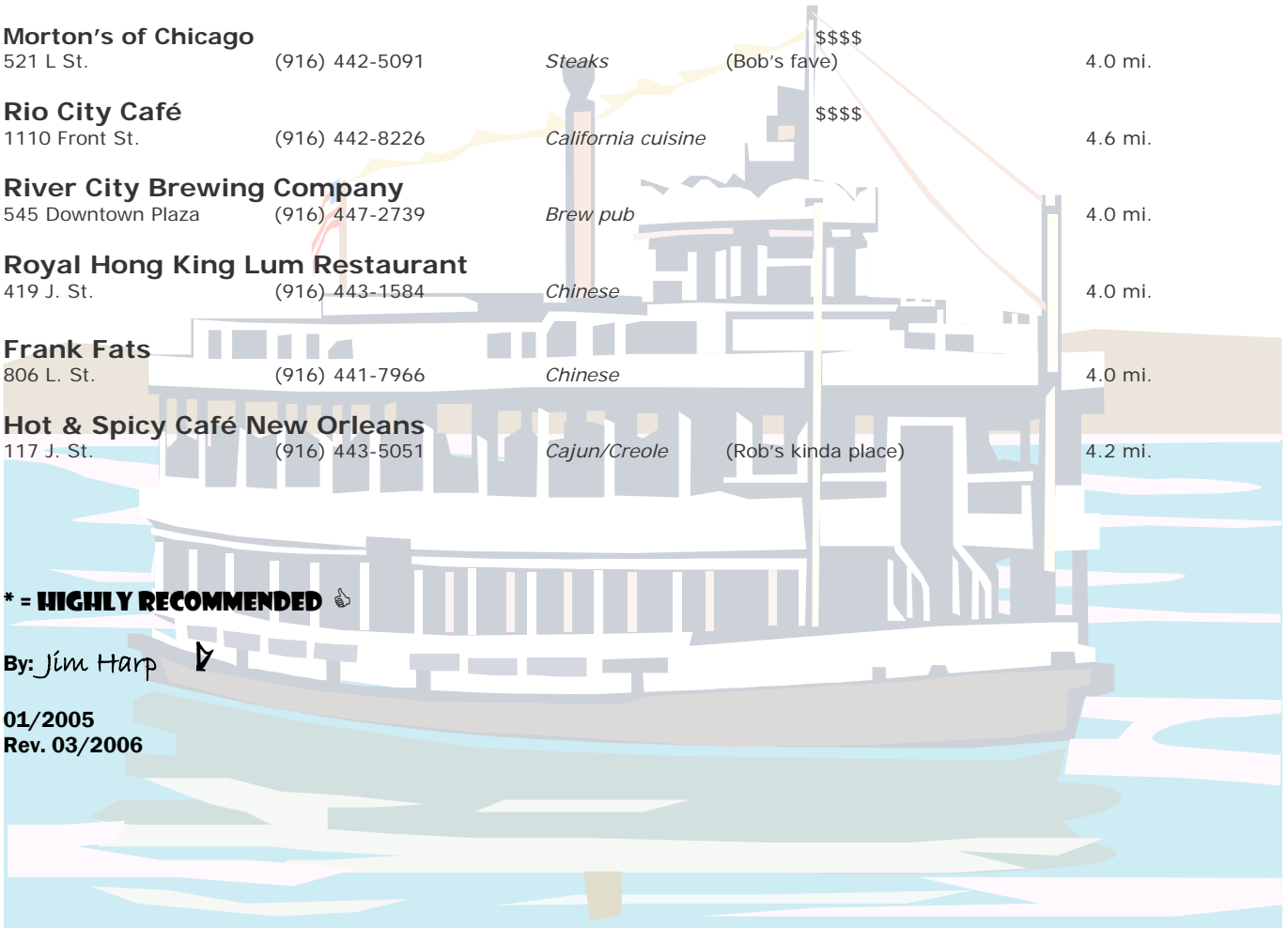
Hot & Spicy Café New Orleans

117 J. St. (916) 443-5051 *Cajun/Creole* (Rob's kinda place) 4.2 mi.

* = **HIGHLY RECOMMENDED** 👍

By: Jim Harp

01/2005
Rev. 03/2006

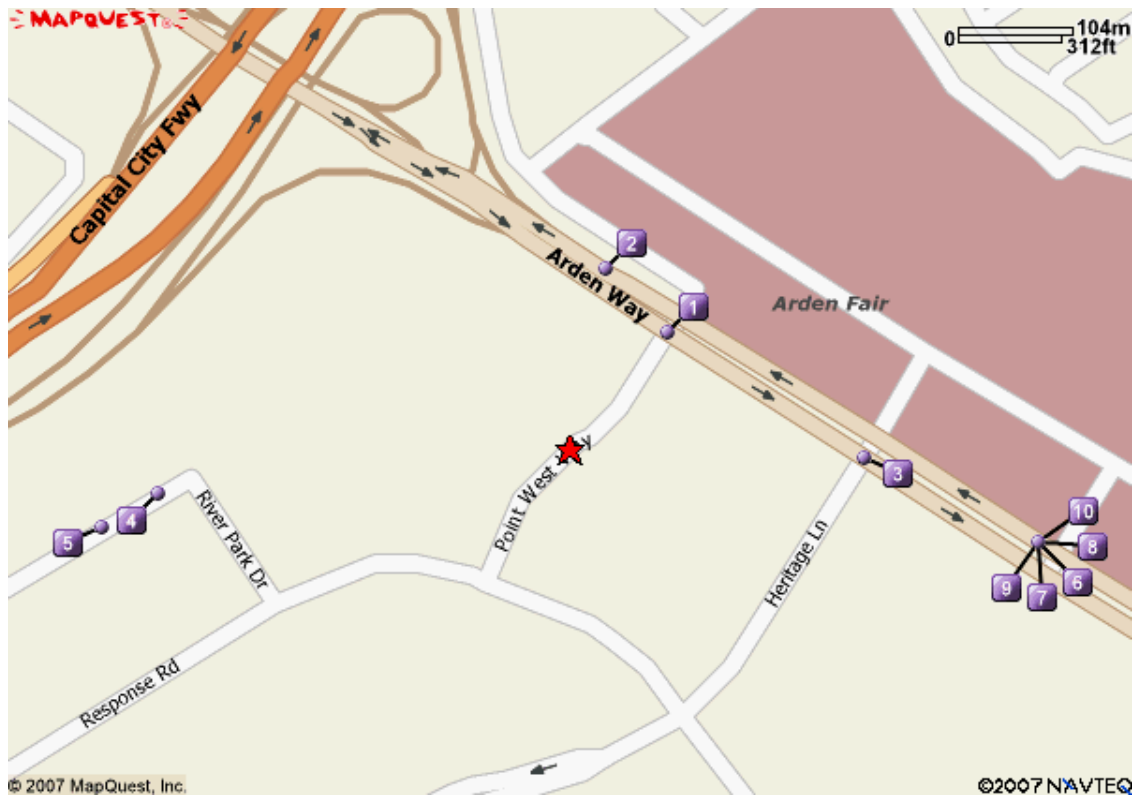




Notes:

Results 1 to 10 for Restaurants near 2001 Point West Way, Sacramento, CA 95815-4702

- | | |
|--|---|
| <p>1 Elephant Bar Restaurant
1500 Arden Way, Sacramento, CA
(0.09 miles away)
916-564-2526</p> <p>2 Cheesecake Factory
1401 Arden Way, Sacramento, CA
(0.11 miles away)
916-567-0606</p> <p>3 El Torito Mexican Restaurant
1598 Arden Way, Sacramento, CA
(0.16 miles away)
916-927-0071</p> <p>4 Papayas Cafe
1555 River Park Dr # 100, Sacramento, CA
(0.23 miles away)
916-564-3633</p> <p>5 Waffle Shop
1540 River Park Dr # 109, Sacramento, CA
(0.26 miles away)
916-564-8880</p> | <p>6 China Inn
1689 Arden Way, Sacramento, CA
(0.27 miles away)
916-920-0959</p> <p>7 Pretzel Time
1689 Arden Way # 1118, Sacramento, CA
(0.27 miles away)
916-924-0332</p> <p>8 Frank & Stein Dogs & Drafts
1689 Arden Way, Sacramento, CA
(0.27 miles away)
916-924-1249</p> <p>9 Johnny Rockets
1689 Arden Way # 1106, Sacramento, CA
(0.27 miles away)
916-564-9567</p> <p>10 La Salsa Restaurant
1689 Arden Way # 2012, Sacramento, CA
(0.27 miles away)
916-565-0144</p> |
|--|---|



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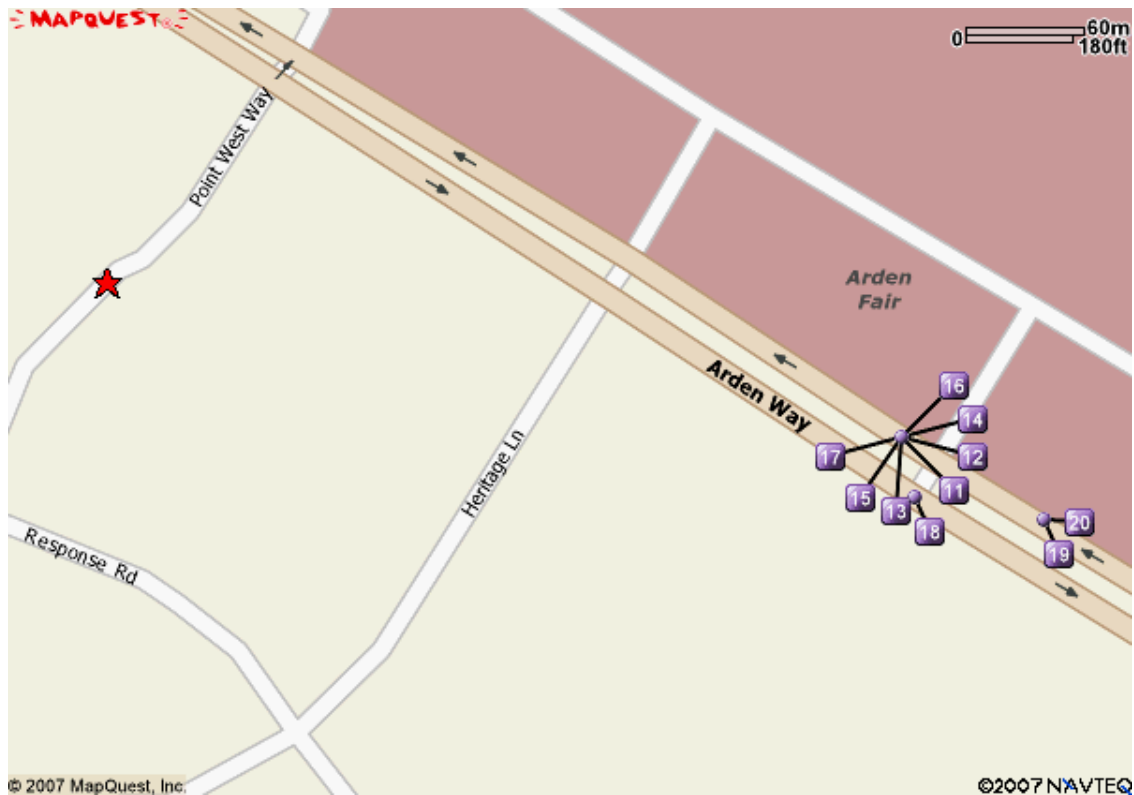


Notes:



Results 11 to 20 for Restaurants near 2001 Point West Way, Sacramento, CA 95815-4702

- | | |
|---|---|
| <p>11 Steak Escape
1689 Arden Way # 2026, Sacramento, CA
(0.27 miles away)
916-924-8552</p> <p>12 Oishii
1689 Arden Way # 2028, Sacramento, CA
(0.27 miles away)
916-920-5578</p> <p>13 California Cafe Bar & Grill
1689 Arden Way # 1058, Sacramento, CA
(0.27 miles away)
916-925-2233</p> <p>14 Cafe Europa
1689 Arden Way # 2016, Sacramento, CA
(0.27 miles away)
916-929-4140</p> <p>15 Orange Julius
1689 Arden Way # 1112, Sacramento, CA
(0.27 miles away)
916-646-6484</p> | <p>16 Fresh Choice
1689 Arden Way, Sacramento, CA
(0.27 miles away)
916-649-3839</p> <p>17 Sbarro
1689 Arden Way # 2014, Sacramento, CA
(0.27 miles away)
916-564-0341</p> <p>18 Point West Cafe
1610 Arden Way # 155, Sacramento, CA
(0.28 miles away)
916-649-1928</p> <p>19 Market Square Grill
1735 Arden Way # 218, Sacramento, CA
(0.32 miles away)
916-925-3500</p> <p>20 Panda Express
1735 Arden Way # 224, Sacramento, CA
(0.32 miles away)
916-921-5386</p> |
|---|---|



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PFMC Council Meeting Secretariat

Purpose and Services Provided

Purpose

The purpose of the PFMC Council meeting Secretariat is to provide specific secretarial services during meetings of the Council.

Services

1. Production and Distribution of Documents

Committee Reports

1.1 Electronic Drafts

Assign agenda item number.
Proof the document for typos and consistent format.
Edit.
Obtain approval of chair or staff officer.
Photocopy.
Distribute per established criteria.

1.2 Hard Copy Drafts

Assign agenda item number.
Prepare an electronic draft in a consistent format.
Obtain approval of chair or staff officer.
Photocopy.
Distribute per established criteria.

Documents from PFMC Staff

1.3 As requested by staff with lower priority than committee reports unless prioritized by the Executive Director.

Public Comments and Other Documents

1.4 Individual Committee Members

No services provided, except when they are writing a Committee report, unless authorized by the Executive Director

1.5 Council Members

Assign agenda item number, if appropriate.
Prepare an electronic draft in consistent format.
Inform Executive Director about the document.
Photocopy.
Distribute with direction from Executive Director.

1.6 General Public

No services provided, except if time allows:

- label public comment documents;
- photocopy; and
- give to Executive Assistant for distribution at time of testimony.

2. Committee Meeting Records and Materials

Records

- 2.1 Responsible for creating sign in sheets and maintaining record of committee attendance.

Materials

- 2.2 Pack box of Committee briefing materials and supplies.
 2.3 Assist in unpacking/packing equipment and documents in committee meeting rooms.

3. Coordinate Meeting Rooms and Equipment

Rooms

- 3.1 Maintain list and assign unused meeting rooms for authorized, impromptu meetings.

Equipment

- 3.2 Maintain list of audiovisual equipment and check out as needed to PFMC staff only.

4. Telephone Messages

PFMC Staff

Deliver or post on message board depending on urgency.

Council Members

Deliver messages to during breaks or to Executive Assistant or Deputy Director anytime during the meeting.

Committee Members

Post on message board located outside Council general session room, or deliver to Committee member or chair depending on urgency of message and work load.

Public

Post on message board located outside Council general session room.

5. Computers, Printer, and Photocopiers

Computers and Printer

PFMC Staff

Two computers reserved for Secretarial use only

One additional computer for Secretarial staff first and other staff when available.

- 5.2 Committee Members
Two computers are available for use in writing committee statements first and other documents only when not needed for priority documents.
- 5.3 Other Public
No computer services available.
- 5.4 Internet and Email Access
When available, may be used for Council business only.

Projectors and Screen

- 5.5 Screen
Two available to be checked out by staff only.
Renting hotel screens must be approved by Carolyn Porter or Renee Dorval.
None are available for public use.
- 5.6 Projectors
Two reserved for general session room only.
Three available to be checked out to PFMC staff only.
None are available for public use.

Photocopiers

- 5.7 Secretariat
There are two copiers in the Secretariat, of which one reserved for Secretarial use only and one is available for use by other staff.
Committee and Council members may request copies to be made for Council business only.
Secretariat will make copies of comments for the public as time permits.
- 5.8 GMT or STT
One copier is available in either the GMT or STT meeting room for use by Committee members to copy documents used for Committee/Council business.

6. *Administrative Record*

- 6.1 The Secretariat collects copies of all materials distributed to and used by the Council during the meeting.
- 6.2 Electronic or hard copies are maintained on file at the Council office. Hard copies are distributed to National Marine Fisheries Service, Northwest Regional Office for their files.

Pacific Fishery Management Council

Roster



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March 2007

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Roster published by the Pacific Fishery Management Council pursuant to National Oceanic and Atmospheric Administration contract number NA05NMF4410008.

TABLE OF CONTENTS

ACRONYMS	4
PACIFIC FISHERY MANAGEMENT COUNCIL.....	5
Council Members.....	5
ADVISORY BODIES	9
Coastal Pelagic Species Advisory Subpanel.....	9
Coastal Pelagic Species Management Team	11
Enforcement Consultants.....	13
Groundfish Allocation Committee – Voting Members	15
Groundfish Allocation Committee Advisory Members – Non-Voting	17
Groundfish Advisory Subpanel	19
Groundfish Management Team	21
Habitat Committee.....	23
Highly Migratory Species Advisory Subpanel	25
Highly Migratory Species Management Team.....	27
Model Evaluation Workgroup	29
Salmon Advisory Subpanel	31
Salmon Technical Team	33
Scientific and Statistical Committee.....	35
AD HOC COMMITTEES	37
Coastal Pelagic Species Tribal Allocation Committee:.....	37
Full Retention Committee:.....	37
Groundfish EFH EIS Oversight Committee:	37
Groundfish Habitat Technical Review Committee:.....	37
Groundfish Multi-year Management Committee:	37
Groundfish Strategic Plan Implementation Oversight Committee:.....	37
Groundfish Strategic Plan Implementation Oversight Committee: Open Access Conversion Subcommittee	37
Groundfish Trawl Individual Quota Committee:.....	37
Highly Migratory Species Management Committee:	37
Marine Protected Area Committee:	37
Observer Implementation Committee:.....	37
Salmon Amendment Committee:.....	37
Shore-based Whiting Amendment Workgroup:	38
Trawl Individual Quota Analytical Team:.....	38
Trawl Individual Quota Enforcement Group:.....	38
Trawl Individual Quota Independent Experts Panel:.....	38
Vessel Monitoring System Committee:.....	38
STANDING COMMITTEES	39
REPRESENTATIVES TO OTHER FORUMS.....	39

ACRONYMS

ADFG	Alaska Department of Fish and Game
CDFG	California Department of Fish and Game
IDFG	Idaho Department of Fish and Game
NMFS	National Marine Fisheries Service
NOAA	National Oceanic and Atmospheric Administration
NWFSC	Northwest Fisheries Science Center
ODFW	Oregon Department of Fish and Wildlife
PSMFC	Pacific States Marine Fisheries Commission
USFWS	United States Fish and Wildlife Service
WDFW	Washington Department of Fish and Wildlife

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Groundfish Strategic Plan Implementation Oversight Committee: Open Access Conversion Subcommittee

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TO BE RETAINED BY OPERATORS OF HOTELS
MOTELS, AND SIMILAR ACCOMMODATIONS AS
EVIDENCE OF EXEMPT OCCUPANCY

EXEMPTION CERTIFICATE
TAX ON OCCUPANCY
OF HOTEL ROOMS

Imposed Pursuant to
Articles 28 and 29 of the Tax Law

NAME OF HOTEL, APARTMENT HOTEL, OR LODGING HOUSE

DoubleTree Hotel Sacramento

DATES

March 4-9, 2007

ADDRESS

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Council Staff

Council Advisory Bodies:	Habitat Committee	
Enforcement Consultants	Groundfish Management Team	Salmon Management Team
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This is to certify that the above individuals are representatives of the United States Governmental department, agency or instrumentality indicated below; that the charges for the occupancy at the above establishment on the dates set forth below have been or will be paid for by such governmental unit; and that such charges are incurred in the performance of official duties as representatives or employees of such governmental unit.

DATES OF
OCCUPANCY

Group Name: Pacific Fishery
Management Council
Dates: March 4-9, 2007

SIGNATURE

GOVERNMENTAL
UNIT

DOC/NOAA/NMFS/
Pacific Fishery Management Council

TITLE



The Pacific Fishery Management Council is a federal instrumentality operating under authority of the United States Department of Commerce, National Oceanic and Atmospheric Administration.





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TRAVEL RULES

***REVISED* February 2007**



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TABLE OF CONTENTS

AUTHORIZATION TO CLAIM EXPENSES	1
COUNCIL TRAVEL REIMBURSEMENT POLICIES	1
Full and Partial Travel Days	1
Miscellaneous Expenses.....	2
Telephone Calls and Internet Connections	2
Tips	2
Travel Within a 30-Mile Radius	2
Privately Owned Vehicles.....	2
Rental Cars.....	2
Commercial Airlines	3
Making Reservations	3
Changing and Canceling Airline Reservations	3
Delivery of Paper Airline Tickets	3
Payment for Airline Tickets	3
Private Airplanes	3
TRAVEL EXPENSE CLAIM	4
Disallowance	4
Claim Form Instructions.....	4
Maximum Per Diem Reimbursement Rate Limits	5
Travel Expense Claim Form.....	7

AUTHORIZATION TO CLAIM EXPENSES

All nonfederal Pacific Fishery Management Council (Council) members of the Council, Scientific and Statistical Committee, advisory subpanels, technical teams, work groups, ad hoc committees, staff, and special consultants performing authorized services are eligible to receive reimbursement for limited per diem travel expenses when away from their home station or while away from their work location in the metropolitan area of their residence. Travel expenses for which reimbursement is allowable will be confined to those expenses essential to transacting official Council business.

Unless approved by authorized Council staff, the claimant must have a current **Photo Identification (ID) card** issued and signed by the Executive Director in order to claim travel expenses. **Photo ID cards** are issued to each nonfederal individual in the Council membership at time of appointment or interim benchmark. The claimant must also have a meeting invitation, which lists them as an attendee of the meeting and has been signed by the Executive Director or his designee. Approximately three weeks prior to every Council-funded meeting, a memorandum is sent to the appropriate Council membership inviting them to attend. This invitation, typically in memorandum form, includes the dates, times, and locations of the meeting along with the allowable per diem rates for lodging and meals and incidental expenses.

COUNCIL TRAVEL REIMBURSEMENT POLICIES

The Council observes the General Service Administration (GSA) reimbursement rates for mileage, commercial transportation, and per diem rates for lodging, meals, and incidental expenses; additional information may be found in 41 CFR Part 301 and will be provided by the Council office upon request. Meals and lodging will be reimbursed at actual costs up to the GSA meal and hotel limits unless prior approval is granted by the Executive Director for actual costs above the limit for the area. The table on page five shows the current maximum GSA meal and hotel limits in several key locations where meetings relating to Council business are expected to be held. For locations not listed on page five, contact the Council office for current maximum rates.

Miscellaneous travel costs submitted for reimbursement must have adequate explanation of the nature and purpose of the expenses and must show the cost is reasonable and related to the conduct of official Council business. Requests for reimbursement over \$25 per item must be submitted with a receipt or original credit card receipt.

Means of travel shall be by the method of transportation which will result in the greatest financial advantage to the Council, considering cost and other relevant factors. Travel may be performed by common carrier (i.e., air, bus, etc.), privately owned vehicle, or other means. First class travel is not allowed without prior approval from the Executive Director and will be authorized only in certain unusual instances. Reimbursement of means of travel will be from the traveler's designated work station, or home in the case of no designated work station.

Full and Partial Travel Days

For each full 24-hour calendar day of travel status, the actual costs of lodging and meals and incidental expenses are limited to the maximum meal and hotel limit for the particular location of travel status, as shown in the table on page 5. Without prior approval from the Executive Director, there will be no per diem reimbursement for travel less than 12 hours total duration. For travel exceeding 12 hours but less than 24 hours, meals and incidental expenses will be reimbursed at 75% of the applicable per diem rate, and lodging will be reimbursed up to the full allowance with an overnight stay. For the first and last days of multiple day travel, meals and incidental expenses will be reimbursed at 75% of the applicable per diem rate, regardless of the time of day the trip begins or ends.

Miscellaneous Expenses

Miscellaneous expenses may include costs incurred for the conduct of Council business such as fees, service tips, transportation between lodging and meeting sites, and telephone calls. Receipts are required for miscellaneous expenses which exceed \$25 in cost.

Telephone Calls and Internet Connections

Telephone calls and charges for internet connections for Council-directed business may be judged reimbursable, at reasonable cost, when itemized on the claim by date, length of time, and general nature of business. Use local phone numbers when accessing internet providers to avoid long distance charges and restrict use to Council business only.

Tips

Tips for meals are considered part of the meals and incidental expenses per diem rate and are reimbursable up to the maximum per diem rate. Reimbursement of tips for any other purpose will be judged reimbursable on the basis of described necessity to business travel and at a reasonable amount.

Travel within a 30-Mile Radius

Without approval by the Executive Director, meals and lodging expenses will not be paid within a 30-mile radius of an individual's home or work station. Meal expenses will be allowed up to one-half the appropriate per diem rate if official Council business is carried on as part of a meeting taking place coincident with a meal.

Privately Owned Vehicles

Mileage will be reimbursed at the designated GSA mileage rate, **48.5¢ per mile effective February 1, 2007**. Use of a privately owned conveyance must be justified by comparison with use of commercial transportation, with consideration being given to total distance of travel, number of destination points on the itinerary, and the number of travelers. When a privately owned conveyance is used as a matter of personal preference and such use is not determined to be advantageous to the Council, reimbursement will be limited to the lesser amount as determined by cost comparison between the mileage reimbursement cost and the use of commercial transportation, such as air travel through American Express One Business Travel Services (see Commercial Airlines - Making Reservations).

When two or more people travel together in a privately owned vehicle, the names of all travelers need to be stated on each travel claim submitted.

Mileage for Council staff will be measured from the Council office location to the point of destination and return.

Rental Cars

The use of rental cars is discouraged. Airport shuttles, group use of taxis, and other more economical options should be used in lieu of renting cars. Reimbursement will be made for use of rental cars when unusual circumstances justify the need. In most cases, reimbursement will not be made for the use of rental cars in excess of the individual cost of available public transportation unless cost comparisons are stated on the expense claim that demonstrate an economic advantage to the Council. When two or more people travel together in a rented vehicle, the names of all travelers must be stated on each travel claim submitted.

Commercial Airlines

American Express One Business Travel Services currently handles the airline arrangements for Council business.

Making Reservations

- Make your reservations as soon as possible to avoid the extra cost associated with short advance notice or few remaining seats on a particular flight.
- Reservations can be made by contacting **American Express One** at **800-958-8815**.
- When contacting American Express One, begin by identifying yourself to the travel agent and state you are traveling as a member of the Pacific Fishery Management Council.
- The agent is to quote the government fare and lowest fare, which in most cases will be the government fare. If the lowest fare quoted is less than the government fare, choose the lowest fare instead of the government fare for your desired flight, unless you believe there is substantial probability you will need to cancel the ticket or the price differential is less than 5%. Electronic tickets should be used because additional fees are charged for "paper" tickets. Please verify your fax number or email address with the travel agent.
- You will receive a fax or email with a copy of your invoice/itinerary attached. The email will also refer you to an internet AirWeb site for flight information; however, it is not necessary to access the site because your itinerary is already attached to the email itself.

Changing and Canceling Airline Reservations

If a change in your itinerary or cancellation of your trip is necessary, contact either the airline carrier or American Express One, whichever made your original reservations.

Delivery of Paper Airline Tickets

Tickets are sent directly to the traveler by American Express One. American Express One will issue electronic tickets unless you specifically request paper tickets at the additional cost. **Paper tickets are discouraged unless absolutely necessary.**

Payment for Airline Tickets

The Council is billed directly for all travelers calling American Express One Business Travel Services for Council-approved travel. Reimbursement for tickets purchased directly from the airline carrier is through the travel expense claim. In either case, the traveler is responsible for attaching the remaining stub of the ticket, a copy of the electronic ticket, or a copy of the itinerary to the travel expense claim form.

Private Airplanes

Private airplanes may be used with prior approval from the Executive Director, with reimbursement at the current GSA airfare rate.

TRAVEL EXPENSE CLAIM

Please return Travel Expense Claim forms and necessary receipts to the Council office within 30 days after travel is completed. Claims for travel reimbursement received over 60 days after travel is completed may not be paid.

Disallowance

A disallowance to the claim submitted may occur at the time the travel claim is processed for payment. This may occur because there is a lack of necessary receipts, lack of a cost comparison when the private mileage option is chosen over commercial travel options, claims in excess of allowed rates, or an error made in the computation of costs shown on the claim. Please review any disallowance and contact the Council office should you have any questions about the amount reimbursed. Amounts disallowed may be reconsidered for payment upon presentation of the necessary receipts or additional information.

Claim Form Instructions

Fill in your *Name, Address,* and *Travel Order Number* in the sections provided.

Period of Claim, fill in the month and year that the travel occurred (e.g., March 2007).

Purpose of Travel, write in the name of the meeting or event you traveled to (e.g., March Council Meeting).

Date column, list each day on a separate line that you were in travel status.

Fill in the city from which you left under the *Travel Origination;* the city to which you are traveling under *Travel Destination;* and the reverse on the day of return.

Private Car columns, enter the miles driven that day. Calculate the allowable cost by multiplying the number of miles by **\$0.485 per mile.**

Breakfast, Lunch, and Dinner columns, list the actual costs of meals. Reimbursement of these costs will not exceed the per diem rates listed in the Travel Rules without prior approval by the Executive Director.

Lodging column, list the actual costs 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.

Add all expenses claimed across each line and place the amount under the Daily Total column.

The *Miscellaneous Costs* section provides an opportunity to claim bus and taxi fares, hotel taxes, airport parking, and charges for other Council business-related expenses. These 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.

All claims for reimbursement must be signed in ink by the traveler verifying the authenticity of the charges.

Maximum per Diem Reimbursement Rate Limits

The following table lists current per diem rates (effective October 1, 2006) for cities and counties most commonly visited for Council business. Rates for additional locations are available from the Council office.

State	City	County	Maximum Lodging ¹	Full Day Meals & Incidental Expenses ²	First & Last Day M&I ³
CALIFORNIA	Eureka	Humboldt	60	39	29.25
	Foster City	San Mateo	98	54	40.50
	La Jolla	San Diego	131	64	48
	Los Alamitos	Orange County	110	64	48
	Los Angeles	Los Angeles	110	64	48
	Sacramento	Sacramento	103	59	44.25
	San Diego	San Diego	131	64	48
	San Francisco	San Francisco	140	64	48
	San Mateo	San Mateo	98	54	40.50
	San Jose	Santa Clara	110	59	44.25
	Santa Barbara	Santa Barbara			
	(Oct 1-Jun 30)		130	59	44.25
	(Jul 1-Aug 31)		169	59	44.25
	(Sep 1-Sep 30)		130	59	44.25
	Santa Cruz	Santa Cruz			
(Oct 1-May 31)		101	54	40.50	
(Jun 1-Aug 31)		126	54	40.50	
(Sep 1-Sep 30)		101	54	40.50	
Santa Rosa	Sonoma	108	64	48	
OREGON	Coos Bay	Coos	60	39	29.25
	Gladstone/Clackamas	Clackamas	72	39	29.25
	Lincoln City/Newport	Lincoln			
	(Oct 1-Jun 30)		76	49	36.75
	(Jul 1-Aug 31)		100	49	36.75
	(Sep 1-Sep 30)		76	49	36.75
	Portland	Multnomah	98	49	36.75
	Seaside	Clatsop			
(Oct 1-Jun 30)		77	54	40.50	
(Jul 1-Aug 31)		111	54	40.50	
(Sep 1-Sep 30)		77	54	40.50	
WASHINGTON	Seattle	King	136	64	48
	Olympia/Tumwater	Thurston	76	49	36.75
	Tacoma	Pierce	96	59	44.25
	Vancouver	Clark	101	49	36.75
	Westport/Ocean Shores	Grays Harbor	82	44	33

¹ Lodging does not include state or local taxes. Show current photo ID card to be tax exempt. Reimbursement requires receipt with expenses limited to single room rate.

² Incidental expenses include fees and tips, transportation between lodging and restaurants, and telephone calls directly related to Council business.

³ For the first and last days of travel, meals will be reimbursed at 75% of the applicable per diem rate regardless of the time of day the trip begins or ends.



Pacific Fishery Management Council

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 Portland, Oregon 97220
 Phone: 503-820-2280 ▪ 1-866-806-7204 ▪ Fax 503-820-2299

Travel Expense Claim Form

(NOTE: Instructions on reverse side. For current per diem rates see the back of this form or visit the PFMC website at:

<http://www.pcouncil.org/operations/travel.html>

Name: _____

Time Period: _____

Address: _____

Purpose or Travel: _____

Date	Travel Origination	Travel Destination	Private Car		Meals				Lodging	Total	PFMC Use	
			No. of Miles	Total at 48.5¢	Breakfast	Lunch	Dinner	Total Meals				
Date	Description of Miscellaneous Costs (airfare, parking, bus fares, etc.)											
NOTE: Remember to attach receipts for: lodging, airline ticket or itinerary showing flight information and price, and any miscellaneous cost items over \$25. File claims within 30 days of completed travel.										Total Claim		

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.

 Signature of Claimant

 Date

 PFMC Approval