



Pacific Fishery Management Council Travel

FREQUENTLY ASKED QUESTIONS

General

I've just been appointed to an advisory body or management team on the Council. How do I know which meetings to attend?

Advisory bodies and management teams will be emailed an invitation from Council staff. The invitation will designate travel authorization to attend the meeting including the specific days for which your travel will be reimbursed. Meetings without a "formal" invitation from Council staff are not reimbursable.

Will I be paid for my time to attend the meeting?

If funds are available and authorized, designated advisory body members are allowed a stipend. This will be paid out at the end of the year after all meetings have been completed.

What is the process if I'm unable to attend a committee or Council meeting?

If you are able to arrange an alternate, follow the [Council Operating Procedures](#) and contact the Council's Deputy Director, Mike Burner, as well as the Staff Officer and Chair/Vice Chair of the committee. If you are unable to arrange an alternate, please contact administrative staff (for a Council meeting) or Staff Officer (for a non-Council meeting).

I need to get an alternate. What do I do?

Plan ahead! Requests for alternates should be submitted 30 days prior to the meeting. All requests for alternates require approval by the Deputy Director (Mike.Burner@noaa.gov). Advisory body and management teams should follow the guidance in the [Council Operating Procedures](#) regarding alternates.

I was just approved as an alternate for an advisory body member. Now what?

If you haven't been set up with Concur (our travel expense claim program), an account will be made and information emailed to you to set it up. An invitation to the meeting will be provided and you will be asked if you would like a briefing book sent to you electronically or via FedEx. You should make your hotel and flight arrangements as soon as possible.

Basic Travel Questions

What if I don't know if I can travel until after the hotel deadline?

If you are unsure of your travel, we highly recommend you reserve a sleeping room before the hotel deadline, at the discounted government rate. After the deadline, the sleeping rooms are released and the rates may increase significantly. If you are unable to travel, the sleeping room can be cancelled 24-48 hours in advance.

May I arrive early or extend my stay at the city where a Council meeting is taking place?

You may arrive early or stay after a Council meeting, but hotel and per diem are not authorized for the additional days. Council staff will notify the hotel of the days where you need to pay them directly. If you would like to stay at the meeting hotel, there may be space limitations on the sleeping rooms.

Do I have to keep all of my receipts?

Meals and incidentals (tips to housekeeping) are part of the per diem reimbursement, so receipts are not needed unless you want to claim actual meals. Receipts are needed for anything over \$25.00 (taxi, hotel, airfare, etc.). These should be submitted electronically with your Concur claim.

I do not like Concur. What do I do?

We only allow claims to be submitted through Concur.

Can I get reimbursed for taking a taxi/ride-share to dinner while at the meeting?

No, only trips to and from the airport are reimbursable; all other travel is at your own cost.

I gave the hotel housekeeper a tip – may I report that in Concur?

No, this is part of your “meals and incidentals” (per diem).

May I rent a car while at the meeting?

Generally, no. Reimbursement (including car rental, parking and fuel) will be limited to the cost of shuttle service only, if shuttle service is not provided by the hotel.

Airfare

Do I have to book my flight reservation through Concur, or may I book on my own?

You may book your flight on your own, but you must upload your receipt to Concur in order to be reimbursed.

Do I have to pay for my airline ticket if I book through Concur?

No. Concur is part of our travel agency and tickets are paid by our credit card when booking through Concur or EasyBiz (Alaska Airlines).

May I fly first or business elite?

Reimbursement is limited to the 30-day coach fares. Upgrades to seat can be purchased, but will not be reimbursed.

What if I want to drive to a meeting? Would I get reimbursed for the full mileage?

The Council will reimburse you for the least expensive method of travel. If you choose to drive rather than fly to a meeting, we compare the 30-day advance airfare (including estimated fees, baggage and parking) with the cost of mileage/parking/tolls. You need to contact Council staff to have them do the comparison before the meeting.

I can no longer attend the meeting. What do I do about my travel arrangements?

For a Council meeting, contact Council staff immediately to cancel your hotel room reservation and cancel any flight arrangements. For a committee meeting hosted

outside the Council meeting, cancel your hotel and airfare as necessary. Make sure to contact the Staff Officer and the Chair/Vice Chair of your committee as well.

Will the Council reimburse costs associated with changes to my flight arrangements?

Yes, but additional costs (fees, additional airfare, etc.) should be kept to a minimum and, if you are changing your flights for personal convenience, there should be a net benefit to the Council. For instance, additional costs due to flight changes should be less than the cost of the hotel and per diem you would have incurred if staying.

Is shuttle service to and from airport reimbursable?

Yes. Please keep receipt for Concur claim if the total cost exceeds \$25.

Hotel

How do I make a hotel reservation for Council meetings?

The electronic meeting invitation will provide guidance and a link on how to make online hotel reservations.

How do I book a hotel for a meeting that is not a Council meeting?

Your meeting invitation will notify you if a room block has been arranged for the meeting. If there is a block, please use it, as it generally provides the best rates possible. If there is not a block, you should book on your own, either through Concur or directly through the hotel. Please try to find accommodations at the government rate or lowest available rate.

My hotel charged me taxes. May I claim that?

Sleeping rooms booked within our block are generally tax exempt. If you are booking outside of the block, you will be required to pay all hotel fees (including taxes) in excess of the room rate for our block (as noted in the meeting invitation). Please contact Council staff to confirm the amount of reimbursement allowed. For smaller meetings without a room block, taxes are allowed to be reimbursed.

Do I make hotel reservations through Concur or a travel agency?

For Council meetings, book through the link provided in the invitation sent via email by Council staff. For all other meetings, follow the instructions in the formal meeting invitation. Reimbursement is limited to the government rate plus taxes or the room block rate (if applicable).

I'm not staying at the hotel during a Council meeting. Do I need to let you know that, and how do I get reimbursed?

Yes, you need to let us know. Reimbursement for other lodging is limited and receipts must be provided.

May I depart early from the hotel?

Yes, if the hotel charges an early departure fee it is reimbursable with a receipt. If your change in travel arrangements involves flight changes, airfare should be kept to the minimum and, if you are changing your flights for personal convenience, there should be a net benefit to the Council. For instance, additional costs due to flight changes should be less than the cost of the hotel and per diem you would have incurred if staying.

PFMC

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