



Pacific Fishery Management Council

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Pete Hassemer, Chair | Merrick J. Burden, Executive Director

Travel Order No: PFMC-04-2026-CM

INVITATION TO PARTICIPATE IN THE PACIFIC FISHERY MANAGEMENT COUNCIL MEETING HELD SEPT 16-21, 2026

Members of the Pacific Fishery Management Council and Council Staff are invited to participate in the Sept 2026 Council meeting. If you travel on Council funds, this represents your formal invitation and effective travel order. If you need to make changes to your initial reservations (either before or during the meeting), you must request approval from Patricia Hearing (patricia.hearing@pcouncil.org) if the change fees are over \$100.00.

The table below shows the dates you are authorized to be reimbursed for travel expenses. If you are an Appointed Council Member (Obligatory, At-Large, or Tribal), the dates eligible for compensation are also included. Members wishing to attend other meetings must request approval from the Executive Director or Council Chair prior to traveling.

	ELIGIBLE TRAVEL DATES	ELIGIBLE COMPENSATION DATES
COUNCIL MEMBERS	SEPT 17-22	SEPT 17-22
BUDGET COMMITTEE ^A	SEPT 17-22	SEPT 17-22

^A COMMITTEE BEGINS AT 1PM

LOCATION:

Hilton Vancouver Washington
301 W. 6th Street
Vancouver, WA 98660
Telephone: 360 993-4500

COUNCIL AGENDAS:

Open Session for the Council Meeting is scheduled to begin at 9 am on Friday, September 18 and continues through Monday, September 21. There is a one-hour closed session of the Council scheduled from 8 am – 9 am on Friday, September 18.

HOTEL INFORMATION: [Please make hotel reservations as soon as possible](#). Please include your travel preparers in the form. **The room block at the hotel closes on Wednesday, August 19, 2026.**

The government lodging rate for the Vancouver, Washington area is \$155.00 per night. The per diem for meals and incidentals is \$86.00 for full days and \$64.50 for travel days.

If you reserve a room outside the block, your reimbursement rate will be limited to the amount the Council would have otherwise paid.

HOTEL POLICIES:

- Early Departure Fees – no charge if in contracted room block otherwise, \$75.00 per night and tax if the reservation changes 48 hours after check in.
- No-Show Policy – one night of room and tax if you do not show on the reserved day, the Council may request reimbursement if this occurs.
- Cancellation Policy – must cancel (with hotel) 72 hours prior to arrival or one night plus tax fee. (Note- if you send information to Samantha, please give me an extra business day to get the information to the hotel).
- In the case of medical or family emergency please contact Samantha and the front desk if you have already arrived.

AIRLINE RESERVATIONS: For authorized non-federal Council invitees please make your airline reservations as soon as possible by:

1. Booking flights on your own and requesting reimbursement through Concur. If flying Alaska, **use this meeting's Alaska Airlines discount code** ECMO901 (Note: If booking through Alaska on your own credit card, request reimbursement after the meeting through Concur; if enrolled in and booking through the Council's Alaska Business account, the Council's credit card is charged and therefore no reimbursement is necessary).
2. Using Concur to purchase tickets online through Direct Travel (this method will direct bill the Council, but receipts are needed when claim is completed).

GENERAL INFORMATION:

- Closest Airport: Portland International Airport (PDX)
- Hotel Parking: Hotel parking has been discounted to \$28 per night (plus tax), Additional parking for local attendees is at the nearby park-n-go (250 W Sixth Street, Vancouver, WA 98660)
- Hotel Shuttle: Hotel does not have shuttle service from Portland Airport).
- Driving: If you choose to drive rather than fly, you need to notify Patricia Hearing so cost comparisons can be completed prior to the meeting. The Council will reimburse the lowest cost alternative.

Bill to the Master: All non-federal invitees are encouraged to arrange a room within the Council room block to be billed to the master account. If an invitee chooses to individually

pay or stay at another venue, the Council will reimburse only up to the contracted (or government) rate, whichever is lower. Depending on the location, we are considered tax exempt and, as such, reimbursement will be limited to what we are responsible for on the master account.