

# **Atlantic States Marine Fisheries Commission**

## *Travel Reimbursement Guidelines*

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Following are guidelines for use when traveling on Atlantic States Marine Fisheries Commission business. If, after reading these guidelines, you have questions that remain unanswered, please call Laura Leach at the Commission (703)842-0740.

When you receive a travel authorization from the Commission, it will list your name as eligible for reimbursement. It is your responsibility to make your travel arrangements, based on meetings that you are required to attend. For example, if the Commission is meeting in Maine, you live in Georgia, and your meeting begins at 10:00 a.m., you will need to arrive the day before. You will probably need to stay over the night of your meeting, if it ends at 5:00 p.m. or later. If, however, you have a meeting that lasts 4 hours on one day but you stay at the meeting all week, you will not be reimbursed for expenses that are incurred outside of your meeting.

The basic guidelines for travel are outlined at the top of the travel voucher.

Please note that all expenses must be itemized separately on the travel form which is provided in an excel file. Original receipts (plus one copy of each receipt IF submitting via U.S. Mail) must be provided for your hotel and airline (if applicable) charges. An e-receipt is acceptable for airfare costs.

If you make your hotel reservation after the cutoff date and cannot get our negotiated rate, the Commission cannot pay the higher rate that the hotel will charge, unless there are mitigating circumstances such as a request issued by ASMFC, after the cut-off date, to attend the meeting.

Your voucher must be submitted within thirty days of the last day of the meeting. Please attach original receipts when submitting by standard mail (attn: Laura Leach); if forwarding electronically, please scan and include as an attachment and email, along with electronic voucher, to [accounting@asmfc.org](mailto:accounting@asmfc.org). Copies are acceptable if submitting by fax (attn: Laura Leach).