

## ADMINISTRATIVE MATTERS

Board members are authorized transportation costs and per diem to attend board meetings. For scheduled meetings the transportation costs are computed on the basis of travel from the member's residence. For emergency meetings, travel may be authorized from other points of origin. Travel to symposia and seminars may be authorized depending upon available funds.

Travel: Board members travel arrangements are completed by Boards Support administrative staff in Juneau. Keep and submit all itineraries, change fee charges, and boarding passes with Board Member Reimbursement Form. If your flight is delayed, please be sure to provide that information, to enable accurate calculation of per diem.

Personal Vehicles: You may use your personal car and are reimbursed at the rate of .54 per mile. Use of personal airplane at 1.04 per mile, snow machines and boats are also reimbursed at .530 per mile. A travel documentation form must be completed to receive this reimbursement. If you wish to use your private aircraft, you will need to contact the Boards Support headquarters office before flying. Members should keep in mind that they should always take the most direct and cost-effective route. For example, if a board member drives a car from Homer to Anchorage to attend a board meeting and claims \$100 for cost of travel, but the cost of flying to Anchorage is \$90, the member will be reimbursed \$90 because that is the cost of least expensive route available.

Per Diem/Honorarium: Honorarium for regulatory meetings is \$277.28 per day, equal to a state employee pay range 20, step A, and one-half that amount per day for non-regulatory meetings. In addition, board members are paid a meal allowance (per diem) of \$60.00 per day, prorated for less than a full day. Lodging expenses are reimbursed. Board members must provide a receipt from a commercial establishment in order to be reimbursed. Lodging and other expenses must be reasonable and necessary. Board members must file per diem claims to receive these funds. Per diem claims (travel documentation forms) and honorarium requests (attendance sheets) should be completed and submitted within five days of the end of travel. Per diem claims are handled by the Administrative Assistant.

Phone Calls: Calling cards can be issued to all board members for board-related long distance telephone calls. The billing will be sent to Board Support headquarters office for review, authorization and payment.

W-2 Forms: At the end of every tax year a W-2 tax form will be sent to each board member. The honorarium, per diem and transportation reimbursements are above the IRS tax allowance and are therefore considered taxable income. Keep receipts of travel expenses, including cash withdrawal receipts, for tax calculation purposes.

Conflict of Interest / APOC: The Alaska Public Offices Commission requires "Conflict of Interest Statements" from all board members. Please file these as soon as possible since failure to file can result in finds and loss of your seat on the board. The APOC will contact you by mail.

## TRAVEL INSTRUCTIONS FOR BOARD MEMBERS

### **Before the meeting:**

1. Work with Boards HQ's travel coordinator (Administrative Assistant) to have tickets and hotel reservations reserved and purchased. Do not purchase any tickets or hotel with your personal credit card unless it's a personal deviation; deviations must be preapproved by the Executive Director. If unsure please work with your travel coordinator in Boards HQ office.
2. If personal deviation is taken; the travel coordinator must get a research ticket printed for the most direct means as if no personal deviation was taken as the state will only reimburse the lesser of the two.
3. You can obtain a Cash Advance withdrawal for meals (do not use state credit cards at restaurants). You may withdraw \$60 for every full day at the meeting – do not include the travel days. The remainder of the meals is reimbursed on the final travel authorization. The state will pay for the ATM fee. Only use your state credit card for ATM withdrawal for meal allowance, final hotel charges minus personal charge(s) and taxes and airline charges that are business related.
4. Double check your hotel receipt to make sure that no taxes or personal charges are listed. Personal charges like movies, room service, laundry, etc. must be paid by personal credit card or cash (or used within your \$60 day meals and incidental allowance through the ATM withdrawal).

### **Within 5 days after the meeting:**

1. Complete Travel Documentation Form and give to the Regulation Specialist at the end of the meeting or mail to Alaska Department of Fish and Game, Boards Support Section, P.O. Box 115526, Juneau, AK 99811-5526.
  - a. Include all boarding passes, taxi receipts, ATM withdrawal receipts and note the beginning and ending mileage if a personal vehicle was used and method of payments used.
  - b. Any expenses without a receipt attached to the form may not be reimbursed.
  - c. Honorarium will be paid after each meeting on the state payroll cycle on the 15<sup>th</sup> or the end of the month if honorarium forms are signed and turned in timely.

If you have any administrative questions, please contact:

Administrative Officer, (907) 465-6096

# Boards Support Travel Documentation Form

## TO BE COMPLETED BY TRAVELER

FULL LEGAL NAME (As it appears on Government ID)	Email Address	Phone #
P.O. BOX OR STREET ADDRESS	CITY	STATE
ZIP CODE		
PURPOSE OF TRIP		

## HOW DID YOU TRAVEL? Please check all that apply.

<input type="checkbox"/> Airline/Charter	<input type="checkbox"/> Personal Vehicle	<input type="checkbox"/> Personal Snowmobile	<input type="checkbox"/> Personal ATV	<input type="checkbox"/> Other (Specify below)
<input type="checkbox"/> Ferry	<input type="checkbox"/> State Vehicle	<input type="checkbox"/> Personal Boat	<input type="checkbox"/> Personal Aircraft	_____

## IF PERSONAL VEHICLE USED, PROVIDE BEGINNING AND ENDING MILEAGE

Starting Mileage: \_\_\_\_\_ Ending Mileage: \_\_\_\_\_

## LEG OF TRAVEL TO MEETING

RESIDENCE/DEPARTURE LOCATION:	DEPARTURE DATE/TIME:	FINAL DESTINATION:	TIME ARRIVED:

## LEG OF TRAVEL FROM MEETING

FINAL DESTINATION:	DEPARTURE DATE/TIME:	RESIDENCE:	TIME ARRIVED:

## IMPORTANT\*\* Please provide original receipts for all associated travel expenses including, but not limited too:

<input type="checkbox"/> Original and ALL corresponding changes to itinerary	<input type="checkbox"/> Boarding Passes	<input type="checkbox"/> Hotel Receipt (no tax)
<input type="checkbox"/> Transportation (eg: gas, taxi, public)	<input type="checkbox"/> Other: _____	

**\*\*To receive proper reimbursement you MUST provide all receipts and itinerary paperwork from your trip**

## Per Diem Advance Log

*By signing you are accepting this travel advance with the understanding that you will be required pay back any excess per diem received if travel is shortened due to unforeseen circumstances. A maximum of 80% of the anticipated per diem allowance will be issued at this time per AAM 60.070. Any remaining per diem owed to the traveler will be paid via a State issued warrant post travel.*

<input type="checkbox"/> Amount \$ _____	<input type="checkbox"/> See attached	<input type="checkbox"/> N/A
--	---------------------------------------	------------------------------

## TRAVELER SIGNATURE AND DATE

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**HQ Internal Use Only**

CC/LC: \_\_\_\_\_

PVN # \_\_\_\_\_

Name:	Board member	Employee ID	
Board:	Board of Game	Department:	ADF&G/Boards Support
Payroll RD:		Regulatory:	<input type="checkbox"/> \$277.53 Daily Rate
Financial		Non-Regulatory:	<input type="checkbox"/> \$135.27 Daily Rate
Coding:			

Note: Honorariums are processed thru payroll with each pay period.

Please remember to submit them no later than the 15th and the last day of the month (each pay period).

ETS entries are automatically uploaded and a manual entry is not required.

Member \_\_\_\_\_  
Signature: \_\_\_\_\_

Board Staff  
Signature: \_\_\_\_\_

**State of Alaska Attendance Sheet  
For Members of Boards and Commissions**