# Traveling for Advisory Committee Meetings and Board Meetings

## *Travel Arrangements*

All AC travel is arranged by the Boards Support. This includes travel to AC meetings as well as board meetings. Once meeting dates are determined, the regional coordinator will work with each member to arrange travel as needed for conducting business of the AC. When traveling to attend Board of Fisheries or Game meetings, each AC traveler or the chairperson will be required to notify their Regional Coordinator of their selected traveler and arrangements no later than 14 days prior to the scheduled meeting in order for the travel arrangements to be made.

Travel for AC members will include flights to and from place of residence and the meeting location, hotel accommodations while attending the meeting, and a per diem allowance to cover food and incidental expenses during time of travel. The State of Alaska rate for per diem is a flat rate of $45/first and last days of travel, and $60/day in between travel days, unless meals are provided. In certain circumstances, travelers may be eligible to receive up to 80% of the anticipated per diem allowance in advance. This will be coordinated by the regional coordinator and issued upon arrival at the meeting location. If issued funds in advance, and travel time is shortened or if the state incurs charges that are not approved, be advised the traveler may owe the state the difference. For a list of charges that are not approved while traveling, please review the reimbursable and non-reimbursable charges list.

## *While traveling:*

It is important to remember that you are representing the AC and the state at all times while traveling. Members will be expected to participate in AC meetings while attending and represent the AC at board meetings. Travel, when paid for by the state, is for state business only and a traveler should not be using this time to conduct personal business. In the event that a traveler has personal business to attend to during meeting times, the traveler is expected to disclose this information to their regional coordinator. The traveler may be responsible for any personal costs incurred by the state.

## *Post-travel:*

Once the traveler has completed travel and returned to his/her respective place of residence, the traveler is required to submit a Travel Documentation Form supplied by their regional coordinator, and all original receipts from travel related expenses within five business days of the trip ending. Though not all costs associated with travel may be reimbursable, it is advisable to submit all receipts to the regional coordinator for processing; for example, boarding passes, hotel folio/receipt, and receipts for cab fare. If it is determined that the traveler is owed a balance in per diem or has paid for approved travel costs out of pocket, this amount will be issued to the traveler via check from headquarters. If it is determined that the traveler received more than was due, or owes the state for personal costs, the traveler will be notified via letter to send a check for the balance.

If you have any further questions, please contact your regional coordinator or Boards Support Headquarters at 907-465-4110

## Personal Deviations During Travel

A personal deviation is any interruption or deviation from the minimum business travel required for personal convenience.

**Examples of personal deviations:**

- Extending the trip outside of the meeting dates for medical appointments, visiting family, or other personal reasons
- Travel to the meeting location using personal vehicles including snowmachine, car, or aircraft when a commercial flight is available
- Using transportation such as a ferry, bus, or charter when a commercial flight is available
- Changing flights for personal reasons during travel

Regional coordinators must be alerted to personal deviations **prior to travel**. The regional coordinator will complete a State-Authorized Fare Quote (SFQ) for the trip on the travelers' behalf to ensure accurate travel costs. If the SFQ is not completed prior to travel, the AC member will only be eligible for a **maximum reimbursement of $200 round trip, or $100 one-way.** If an AC member decides to deviate during a trip, they must pay the change fee and ticket fare using a personal form of payment.

**Reimbursable Charges**

- Airfare paid out of pocket for qualifying flights.
- Hotel/lodging expenses paid out of pocket during travel.
- Cab/taxi fare to-from residence, airport, meeting location as necessary.
- Mileage to-from meeting location when no common air carrier is available, or with approved personal deviation.
- Additional travel costs may be approved depending on circumstances.

**Non-Reimbursable**

- Airfare costs outside the minimum travel time for state business.
- Extra baggage fees.
- Hotel costs outside the minimum travel time for state business.
- Hotel charges for internet, food/alcohol/room service, parking, and room tax.
- Cab/taxi fare to-from any location outside residence, airport, meeting location.
- Tips on cab/taxi fares.
- Meals.
- Rental cars.
- Parking charges.