

# Traveling for Advisory Committee Meetings and Board Meetings

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## Travel Arrangements

All advisory committee travel is arranged by regional coordinators. Regional coordinators arrange all travel needs for advisory committee members within their region. This includes travel to advisory committee meetings as well as board meetings. Once meeting dates are determined, regional coordinator will arrange travel as appropriate for conducting state business.

Travel will include flights to and from place of residence and the meeting location, hotel accommodations while attending the meeting, and a per diem (food and incidental) allowance during time of travel. 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 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

While traveling it is important to remember that you are representing the AC and the state at all times. Traveler 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 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 and traveler may be responsible for any personal costs incurred by the state.

## Post-travel

Once 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. 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 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.

## 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, and parking.
- Cab/taxi fare to-from any location outside residence, airport, meeting location.
- Tips on cab/taxi fares.
- Meals.
- Rental cars.
- Parking charges.