

**Aleutian Island Risk Assessment  
Advisory Panel  
Travel Policies and Procedures**

**Adopted/Modified:** *April 24, 2009*

**Travel Policies**

In accordance with the Aleutian Islands Risk Assessment (AIRA) Advisory Panel (AP) Charter; National Fish and Wildlife Foundation (NFWF) will pay for necessary travel expenses associated with scheduled AP meetings for advisory panel members and invited subject matter experts<sup>1</sup>. NFWF is responsible for the management of the project funds and has the obligation to make the best use of project funds. NFWF requests that individuals and organizations that can afford to pay for travel do so at their own expense as an in-kind contribution to the study. If travel assistance is necessary, these travel expenses must be documented, submitted, and authorized in accordance with the following AIRA travel policies and procedures.

- 1) Each trip for each traveler be tracked and authorized on a Travel Request (TR) form.
- 2) No travel will be authorized without a TR.
- 3) All travel must be authorized in advance of the travel.
- 4) Travel cost based on actual expense, will only be reimbursed if a copy of a valid receipt is submitted. Travelers must agree to maintain original receipts for at least one year.
- 5) Only the NFWF Project Manager can authorize the expenditure of travel funds.
- 6) Whenever possible, all travelers will be lodged at the same location to minimize ground transportation costs and maximize participant interactions.
- 7) Whenever possible ground transportation cost will be minimized. Rental cars will only be authorized if there is a special need.
- 8) All liabilities associated with vehicle rental are the responsibility of the traveler.
- 9) Necessary travel can be arranged in two ways:
  - a. The traveler can make their own travel reservations, fill out the TR, and submit it to the Travel Coordinator - preferred.
  - b. The traveler can request the Travel Coordinator to make reservations. She will fill out the TR and fax/email it to the traveler for signature.
- 10) Meals and incidental expenses will be paid by Per Diem (see Rate Schedule).
- 11) Transportation costs (airfare, taxi, rental car) will be paid at actual expenses.
- 12) Ground transportation costs will be reimbursed for travel to/from lodging for: meetings, meals, and air travel. Other personal ground transportation during scheduled travel is not reimbursable, unless pre-authorized.
- 13) Personal vehicle mileage will be paid at the prevailing IRS rate (see Rate Schedule).
- 14) Lodging be paid at actual expenses up to an authorized maximum (see Rate Schedule). Whenever possible, blocks of rooms will be booked and all travelers will stay at the same facility.

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<sup>1</sup> Subject Matter Expert travel must be approved by the AIRA Management Team.

- 15) Travelers may request a cash advance for per diem. A letter justifying the need for a cash advance is required.
- 16) All costs, fees, or rate increases associated with a traveler voluntarily choosing to travel early or stay-over beyond scheduled meeting dates are the responsibility of the traveler and will not be reimbursed.
- 17) Unless pre-approved, excess baggage or excess weight fees will not be reimbursed.
- 18) The Travel Coordinator will coordinate the travel process with the NFWF Project Manager. All inquiries about travel, should be directed to the Travel Coordinator.
- 19) Only the NFWF project manager may alter or waive these policies.

## **Travel Procedures**

### **Procedure for Travel Authorization**

Travelers must submit a Travel Request (TR) form to receive NFWF authorization prior to travel. NFWF will review and authorize travel for individuals each time the Advisory Panel meets. All travel must be pre-approved; unauthorized travel will not be reimbursed.

The following steps are used to authorize travel:

1. As soon as attendance is confirmed, each traveler will contact the Travel Coordinator, preferably by email.
2. The Travel Coordinator will provide a TR form and discuss travel arrangements with traveler, ensuring the traveler is aware of meeting venue, host hotel, and ground transportation options.
3. The traveler will enter estimated costs for travel expenses and sign and date on the line reading 'Submitted by Traveler for Travel Authorization.'
4. The traveler will fax or email signed TR to the Travel Coordinator.
- 5. TR must be submitted to AP administrator at least 21 days prior to scheduled travel date.**
6. AP administrator will review the TR and either work with traveler for more information or forward to NFWF Project Manager for travel authorization.
7. NFWF Project Manager will sign authorizing travel and return to traveler and Travel Coordinator.
8. Traveler will make authorized travel reservations and provide an itinerary to the Travel Coordinator.

For reimbursement of actual expenses upon completion of travel, please see the 'Process for Reimbursement' section.

### **Procedure for Receiving a Travel Advance**

An authorized traveler may request a travel advance by submitting a TR and letter justifying a need for the advance. The travel advance will be calculated as 100% of

estimated per diem associated with scheduled meeting and itinerary. The Travel Coordinator will book and pay for air transportation and lodging.

The following steps are used to authorize travel advances:

1. As soon as attendance is confirmed, the traveler will contact the Travel Coordinator, preferably by email.
2. The Travel Coordinator will provide a TR form and discuss travel arrangements with traveler, ensuring the traveler is aware of meeting venue, host hotel, and ground transportation options.
3. The traveler will enter estimated costs for travel expenses and sign and date on the line reading 'Submitted by Traveler for Travel Advance'
4. The traveler will fax or email signed TR to the Travel Coordinator.
5. **TR must be submitted to AP administrator at least 30 days prior to scheduled travel date.**
6. AP administrator will review the TR and either work with traveler for more information or forward to NFWF Project Manager for travel authorization.
7. NFWF Project Manager will sign authorizing travel and return to traveler and Travel Coordinator.
8. Travel Coordinator will make authorized airfare and lodging reservations and provide an itinerary and conformation to the traveler.
9. Travel Coordinator will pay the travel advance to the traveler at least seven (7) days prior to travel.

For reimbursement of actual expenses upon completion of travel, please see the next section 'Procedure for Reimbursement.'

### **Procedure for Reimbursement**

Authorized travelers will be reimbursed at actual expenses for transportation/lodging. Upon completion of travel, travelers must submit an amended TR detailing actual expenses with accompanying receipts to the Travel Coordinator.

The following steps are used to reimburse travel expenses:

1. **No later than seven (7) days after completion of travel, the traveler must submit an amended TR to the Travel Coordinator itemizing actual expenses and per diem claims.**
2. Sign and date on the line reading 'Submitted by traveler for Final Reimbursements'.
3. Fax or mail signed, amended TR to Travel Coordinator with accompanying receipts.
4. AP administrator will review the TR and either work with the traveler for more information or forward to NFWF, and request approval for final reimbursement.
5. Once approved by NFWF, reimbursement funds will be sent via check within 21 days.

## **Travel Request Form**

### **TR Number**

The Travel Coordinator will enter the TR number.

### **Traveler Information**

Complete each line with the proper traveler identification and contact information. Please complete each item legibly, so we may contact you with any questions regarding your travel authorization or reimbursement.

### **Transportation Information**

Authorized travel transportation costs include airfare, vehicle rental & refuel, taxi/public transportation, and mileage reimbursement for personal vehicles. Please see each section below for documentation details. All costs, fees, or rate increases associated with a traveler voluntarily choosing to travel early or stay-over beyond scheduled meeting dates are paid by the traveler and will not be reimbursed. Ground transportation cost will be reimbursed for travel to/from lodging for: meetings, meals, and air travel. Other personal ground transportation during scheduled travel is not reimbursable, unless pre-authorized.

#### Airfare

Enter round trip segments and include the airline, departure and arrival destinations, and round trip flight costs. Attach itineraries for each leg of travel. Airfare estimates must include taxes and fees. Unless pre-approved, excess baggage or excess weight fees will not be reimbursed.

#### Vehicle Rental

Rental cars are not authorized unless, pre-approved. Include car rental agency, number of days rented, and total calculated cost. Fuel costs are covered in the next section. All liabilities associated with vehicle rental are the responsibility of the traveler.

#### Fuel (for rental vehicles only)

Fuel is reimbursed at actual cost for refueling rental vehicles only and must be accompanied by receipts.

#### Taxi or Public Transport

Taxis/Public Transport is reimbursed at actual expense and must be accompanied by receipts.

#### Parking

Parking is reimbursed at actual expense and must be accompanied by a receipt.

#### Mileage Reimbursement

Calculate daily mileage on personal vehicle using google.maps, mapquest or similar application to approximate distance between destinations. NFWF will reimburse mileage at the IRS standard rate (see Rate Sheet). Fuel is not reimbursed for personal use vehicles.

### **Lodging Information**

Lodging is reimbursed at actual cost for room/fees/taxes up to the authorized maximum (see Rate Sheet) and must be accompanied by receipts/folio. Authorized lodging facilities may be designated by NFWF for meeting purposes. Additional lodging services (i.e. laundry, movies, etc.) are consider incidental expenses under per diem and will not be reimbursed. Any costs associated with early travel or stay-over beyond scheduled meeting dates are at cost to the individual.

### **Per Diem Information**

Each full day away from authorized traveler's home base will be reimbursed at the Daily Per Diem Rate (see Rate Sheet), this includes meals and incidental expenses (M/IE); for partial travel days Per Diem will be prorated as follows:

Midnight to 10:00 AM – (Breakfast) 21% of Per Diem

10:00 AM to 3:00 PM – (Lunch) 26% of Per Diem

3:00 PM to Midnight – (Dinner) 53% of Per Diem

If the traveler is traveling by air, flight itineraries are necessary to claim daily per diem during travel.

### **Travel Dates**

Enter the date you leave your home base and the date you return. If you choose to travel early or stay-over beyond the scheduled meeting dates, per diem begins on the day/time of the first scheduled meeting and ends after last scheduled meeting date/time.

### **Travel Times**

Enter beginning travel time, when traveler departed home base (flight departure time) and end travel time, when traveler arrived back to home base (flight arrival time); this information must be supported by copies of all flight itineraries.

### **Signatures**

Sign and date on the proper line to submit TR for authorization and/or travel advance.

## **Rate Sheet**

Current rates as of May 1, 2009

### **Per Diem**

\$76.00 prorated as follows:

Midnight to 10:00 AM – (Breakfast) \$16 - 21% of Per Diem

10:00 AM to 3:00 PM – (Lunch) \$20 - 26% of Per Diem

3:00 PM to Midnight – (Dinner) \$40 - 53% of Per Diem

### **Maximum Lodging**

Peak-season (May 15 to September 15) \$180 per night, including taxes and fees.

Off-season (September 16 to April 14) \$110 per night, including taxes and fees.

### **Vehicle Mileage**

\$0.55 per mile.

# NFWF Aleutian Islands Risk Assessment: Travel Authorization Form

Check here to request TR Advance

TR Number:

Traveler Name		Submit To	Amy Gilson
Agency / Organization			Nuka Research & Planning Group
Email Address		Email Address	<a href="mailto:amy@nukaresearch.com">amy@nukaresearch.com</a>
Contact Number		Contact Number	907.234.7821 / 615.468.1436 (fax)
Mailing Address		Mailing Address	PO BOX 175 Seldovia, AK 99663
Emergency Contact	Name:	Phone:	Relation to Traveler:
Purpose of Travel			

Transportation	Description: Vendor Name & Dates	Submitted		Payment		Estimated Cost	Actual Cost	Receipt
		Reviewed	Approved	Pre-Pd	Remb			
<small>(Actual Expenses)</small>								
Airfare		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Airfare		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Airfare		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Airfare		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Vehicle Rental		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Rental Re-fuel		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Taxi		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Parking		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Mileage <small>(see rate sheet)</small>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Lodging</b> <small>(Actual Expenses)</small>	<b>not to exceed \$110 / \$180 based on seasonal rate</b>	Reviewed	Approved	Adv	Remb			Folio
Commercial	Sheraton - Downtown Anchorage May 13/14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$222.00		
Subtotal Transportation / Lodging								

Daily Per Diem Rate M/EI	\$76.00	Departure	Return	Total Travel Days	Estimated Cost	Actual Cost	Itinerary
Travel Begins / Ends	Date:						
Departure / Arrival	Time:						
Subtotal Per Diem							

For Official Use Only			
Submitted by Traveler for TR Authorization or TR Advance	Date	Estimated Cost	Actual Cost
		Subtotal Per Diem	
		Subtotal Trans / Lodging	
Approved by NFWF for TR Authorization or TR Advance	Date	Subtotals	
		<b>Total Actual Travel Cost</b>	
Submitted by Traveler for Final Reimbursement	Date	Date Paid	Pymt Type
			Per Diem Advance Paid Out
			Trans/Lodging Pre-Paid
			<b>Total Pre-Paid Travel</b>
Approved by NFWF for Final Reimbursement	Date		Total Requested Reimbursement
			Final Reimbursement Paid