

## **ASMI TRAVEL POLICIES AND PROCEDURES per Alaska Administrative Manual, Part 60**

Throughout these policies, a traveler means a state official or a person employed by a state agency; state officials include board and committee members. Note ASMI arranges for and processes reimbursement for upwards of 300 trips annually for nearly 100 travelers so adherence to these procedures is essential not only for staff efficiency and effectiveness, but for the benefit of the traveler as well.

### **TRAVELING AS A BOARD/COMMITTEE MEMBER**

The State of Alaska travel regulations are established under AS 39.20.160 to provide approval for travelers on State business and to provide reimbursement for actual and necessary expenses incurred by travelers while traveling on State business. State agencies and travelers are required to comply with these policies whenever traveling on State business and are prohibited from adopting their own policies that differ from statewide policies without the approval of the Commissioner of Administration.

Comprehensive travel policies per AAM 60 of the State of Alaska travel rules are available through ASMI staff or at <http://doa.alaska.gov/dof/manuals/aam/resource/60t.pdf> . ASMI staff is very helpful in assisting with any travel arrangements, questions or issues. Please also note the following guidelines:

#### **Before travel – the more lead time the better:**

- Submit ASMI's Travel Request Form (attached) to ASMI's Travel coordinator, Sherry Brakes (sbrakes@alaskaseafood.org) cc to Naresh Shrestha (nshrestha@alaskaseafood.org) and Shannon McCain (smccain@alaskaseafood.org). When filling out the ASMI Travel Request Form, be very clear if there will be any personal or non-ASMI business travel and indicate such on the form. More detail will assist the travel coordinator in processing the trip in a timely manner.

#### **After Travel:**

- Within 5 days of return to their home destination, travelers are required to submit the ASMI Reconciliation of Traveler's Expenses Form (attached) and include all receipts with their Reconciliation Form. Required receipts are: airline itinerary, itemized lodging receipts, rental car agreement and receipt, ATM cash advances, cab fare, all ground transportation receipts and other receipts necessary to conduct official business. Traveler's are required to be detailed and concise in filling out the ASMI Reconciliation of Traveler's Expenses Form, indicating what the traveler paid for on their personal credit card or cash and what was purchased by ASMI. Travelers will only be reimbursed for expenses required to conduct state business.
- The travel desk will issue reimbursements within 10 business days of receipt of the properly completed expense form.
- Receipts for expenses of \$25.00 or less are not required, although they are strongly encouraged – total reimbursement of expenses without a receipt is limited to \$30.00 per trip.

### **Per Diem Calculation Table**

If making your own lodging accommodations, consult the per diem rate table to ensure the room rate is within the allowed rate <http://www.gsa.gov/portal/content/104877> . In most cases, commercial hotel rates exceed per diem and you must request the State government rate. However, you must show proof of State employment or use a State government credit card to get this rate which Board and Committee members don't have. Best to have ASMI staff make and pay for the hotel reservation. If you prefer to stay at a hotel that exceeds per diem, you must pay for it yourself and only be reimbursed the authorized per diem rate. In rare instances, such as a conference rate at a hotel exceeds per diem, and state government rates are not available, the Executive Director can pre-authorize exceeding the per diem rate. Hotel rates exceeding \$300/night require approval from the Department of Administration.

### **Personal Travel Deviation**

Quite often a traveler will add personal days or conduct other business in conjunction with an ASMI related trip. This is not a problem, however, ASMI can only reimburse the traveler for the State of Alaska related expenses, and this needs to be very well documented.

When a traveler stays longer at the State-authorized destination for personal reasons, it is a deviation with an extended stay. When a traveler goes to a different destination outside of the State-authorized destination, it is considered a personal deviation with a routing change. If the trip includes personal travel with a routing change, the airfare must be booked and purchased by the traveler on this own time using a personal form of payment.

In either case, a state authorized fare quote for business only travel must be obtained when the travel is approved for a price comparison to determine traveler reimbursement. Once travel is completed the traveler must present a copy of the ticket receipt or itinerary showing payment and the state authorized fare quote to obtain reimbursement. The traveler will be reimbursed at the lower of the two.

Also all travel expense reimbursements are calculated for the minimum itinerary that is required to conduct state business without regard for the actual itinerary that includes the deviation for personal reasons. You will not be reimbursed per diem, lodging, rental cars or any other expenses while on non-ASMI business during the travel. Please call the fiscal staff if you have any questions or concerns. They can also help with obtaining the business only airfare quote.

Travel status should be confined to the minimum amount of time required to conduct the business of the state. As a rule, a traveler may travel the day prior if the only available scheduled flights depart prior to 7:00am and a traveler may stay an extra night if the only available scheduled flights arrive after 10:00pm. Exceptions are allowed for example, for travel crossing several time zones, it may be beneficial to begin the travel the previous day so travelers are rested for the purpose of the trip.