

# ASMI Board & Committee Members Travel Procedures

## Created 2.1.15 by B. Monagle

This is a guideline to assist Alaska Seafood Marketing Institute (ASMI) committee members with travel processes related to travel on behalf of ASMI during the year. These policies are based on the State of Alaska's Administrative Manual (AAM) and may be referenced at various points during this document.

The definition of a Traveler per AAM 60.020 is *“Traveler usually means a state official or a person employed by a state agency. At times, an agency may require board or commission members, volunteers, wards of the state, or other nonemployees to travel on state business. The agency must generally apply the same travel policies for nonemployees, except when travel reimbursement terms under a professional service contract differ as discussed in AAM 60.200.”* [AAM 60](#)

A pre-trip approval needs to be obtained for the travel with a “not to exceed” amount prior to booking any travel. This pre-approval should be submitted by the ASMI Travel Coordinator (currently Matthew Arnoldt) to the Executive Director so that he/she can book the airfare and hotel and assign a Travel Authorization (TA) number for the trip.

### Airfare & Hotel

In most cases, the airfare and hotel arrangements will be made on behalf of the committee members by ASMI and will be directly paid by ASMI. Your request will need to be sent to the Travel Coordinator (currently Matthew Arnoldt) to secure the requested flights and preference for airplane seating. If the committee member wishes to arrive earlier or stay longer after the meeting for personal reasons, the personal deviation policies will be applied (see section below). Tickets should be purchased at least 14 days in advance to get the best value for the state.

### Meals & Incidental Expenses (M&IE) AAM 60.250

Committee members will be treated the same as the Board of Directors and may be reimbursed Meals and Incidental Expenses (M&IE) also commonly referred to as “per diem” if requested with the Travel Reconciliation Form or via email upon submitting receipts to the Travel Coordinator. In some cases, meals are provided and will reduce the M&IE reimbursement as follows (this list is not all encompassing):

1. Meals provided by ASMI during the committee meetings whether consumed or not.
2. Lodging that the traveler is staying at provides a hot breakfast whether consumed or not.
3. Conferences that provide meals.

Meals that are provided must be noted on the Travel Reconciliation Form if requesting per diem reimbursement. Sufficient justification such as food allergies, gluten intolerance, etc. for not eating the provided meals will need to be approved.

### Ground Transportation

Receipts for taxis or other forms of ground transportation (light rail, etc.) need to be kept and submitted for reimbursement. Tips and gratuities are NOT reimbursable. If a car is rented, pre-approval is required and it must be a mid-size or smaller unless justification is made for a larger vehicle in the pre-approval. Prepaid gas should not be obtained and rental cars must be refueled prior to returning the vehicle. If a vehicle is rented for more than just ASMI business, a pro-rated charge will be reimbursed for the car rental as well as the gas purchased.

### Cancellations

If it is during business hours and a traveler cannot make a meeting, communication (either by phone or email) needs to be sent to the Travel Coordinator so that the ticket can be cancelled and any hotel rooms will not be charged. Travelers should only be communicating directly to the airlines or hotel if it is after business hours or if they have booked their own travel for a personal deviation. The state shall not reimburse travelers for charges incurred as a result of failure to release reservations. For example, if a no show charge is incurred because the traveler did not cancel the room reservation, they may be liable for that charge.

### Timeline for reimbursement

Travelers should submit their receipts within **five** working days after the trip has been completed. The ASMI fiscal staff has then another ten working days to finalize reimbursement. This should occur unless documentation is missing or there are questions. ASMI will attempt to reimburse travelers within the guidelines. Attached is a Traveler Reconciliation Form that summarizes your itemized receipts where per diem can be requested as well as documenting anything out of the ordinary. In the case of the All Hands Meeting where there are large numbers of travelers, there may be a small delay in getting all of those turned around.

Required documentation required to finalize Travel Authorization (TA):

- Pre-approval email
- Final itinerary
- Itemized commercial lodging receipt
- Rental car agreement
- Conference itinerary
- Itemized receipts for all expenses\*
- Document anything out of the ordinary (meals provided, flight changes, etc.)

\*Itemized receipts for all expenses are required. If you have lost a receipt, the state can reimburse the traveler up to \$25 per receipt but only a total of \$30 can be reimbursed cumulative for the entire trip.

Items not reimbursable may include, but are not limited to the following:

- Lost/stolen articles
- Alcoholic beverages
- Damage to personal cars, clothing, etc.
- Services to gain entry to a locked car
- Movies charged to hotel bills
- Parking tickets, traffic citations
- Entertainment expenses
- Tips/gratuities
- Towing charges
- GPS charges
- Expenses for children, spouses & companions while in travel status
- Personal phone calls/faxes

## **Personal Deviations AAM 60.080**

Personal deviations can be tricky and the traveler completing a personal deviation needs to be aware of the rules. It is recommended to read the AAM related to this.

- If a traveler books the airfare for a personal deviated trip, a Minimum Business Itinerary (MBI) must be booked at the same time as the deviated ticket is purchased. This shows the itinerary of what would occur if the traveler was not taking a personal deviation. MBI is important as it determines the amount of reimbursement for air travel and M&IE to be reimbursed to the traveler. The traveler will then be reimbursed for the lesser value of the two tickets.
- All expenses need documentation to support reimbursements.
- If personal deviation requires alternate routing for the ticket, the ticket **MUST** be purchased by the traveler and the lesser amount of the MBI or the ticket purchased by the traveler will be reimbursed by the state. If, for some reason, the meeting/conference is cancelled, the traveler is responsible for the ticket purchased and no state reimbursement will be issued.
- If the traveler chooses to utilize the companion fare option with Alaska Airlines, it is important that the board or committee member is the primary traveler (not the companion) on that ticket as they will be reimbursed for their ticket only. For example, if the committee member is traveling as the companion, they would only be reimbursed approximately \$119.00 for the companion ticket rather than the primary ticket amount.
- The State of Alaska reimburses the lesser value of the MBI or the purchased ticket cost. It is not recommended that a committee or board member use mileage for a ticket since there is no monetary value, there would be no reimbursement.
- If the routing destinations are the same and the deviation is an extended stay, ASMI will purchase the ticket for the following:
  - For domestic travel, if the difference between the deviated fare and the MBI is \$100 or less
  - For international travel, if the difference between the deviated fare and the MBI is \$200 or less

The fare difference will be deducted from the travel reimbursement.

- If a traveler volunteers to bump their flight in lieu of a credit, the traveler puts herself/himself on personal travel rather than state business. Travel status ends, no further per diem is allowed. Traveler is then responsible for any additional travel expenses caused by the voluntary action.