

# ADMINISTRATIVE GUIDELINES

## Meetings

**FREQUENCY & LOCATION.** The Commission meets four times a year to conduct business related to its fisheries management program. Every attempt is made to schedule all necessary species management boards during these weeks, but there may be some boards or sections that need to meet outside of these weeks. Three of these meetings are held in the Washington D.C. area (currently Alexandria, Virginia) during the first week of February (Winter), the first week of May (Spring) and the third week of August (Summer). The fourth meeting is the Commission's Annual Meeting, held in the fall, which rotates among the fifteen member states. (Board meetings are available via livestream webinar. Registration information can be found at [ASMFC.org](http://ASMFC.org). Registrants will be able to view presentations and motions as they occur.)

The Commission can meet at other times at the call of the Chair or upon written request of five or more states. The Commission shall also conduct meetings of committees, advisory panels or other groups such as are established to assist in carrying out the Commission's responsibilities. Such meetings shall be called by the Executive Director with the approval of the Commission Chair.

**NOTICE.** The Executive Director notifies the Commissioners of all meetings six weeks in advance and requests that members from all states attend so far as possible. Any Commissioner may designate a proxy with power to vote by notifying the Executive Director or his designee in writing prior to a meeting. (See "Roles and Responsibilities" earlier in this document on guidance for designating a proxy).

**ATTENDANCE.** Commissioners are expected to attend all regularly scheduled meetings of the Commission. Failure to attend two consecutive meetings, except in the event of illness, may result in a letter of warning by the Chair. Continued absence by a Commissioner, if unexplained, may result in a request by the Commission to the Governor or legislature for the appointment of a new Commissioner. (See Article II of the Compact, Rules and Regulations).

**AGENDAS.** Agendas for all Commission meetings are drawn up, in draft, by the Executive Director in consultation with the Chair and Vice-Chair. The preliminary meeting schedule, including information on hotel accommodations and travel authorization, is circulated six weeks prior to the scheduled meeting week in the form of the First Meeting Notice. The final agenda and meeting materials are posted to the Commission's website ([www.asmfc.org](http://www.asmfc.org) under News/Meeting Archives) two weeks prior to the meeting. (CDs will be mailed to only those Commissioners and proxies that request it.) The board/committee chairs work with the relevant staff to develop final agendas for each board or committee that will be meeting.

**TRANSCRIPTS.** Verbatim minutes of management boards, ISFMP Policy Board, Executive Committee, and full Commission meetings are kept on file at the Commission's office, and are provided to each Board or Committee member prior to the next meeting. Transcripts for management boards and the ISFMP Policy Board are also posted to the Commission website.

**AUTHORITY OF THE CHAIR.** All formal meetings are conducted in accordance with Roberts Rules of Order.

**PUBLIC PARTICIPATION.** The public may speak on any issue at a regularly scheduled Commission meeting, except that proper administrative procedures shall be followed during the conduct of any formal administrative hearings held by the Commission.

**CLOSED MEETINGS.** All Commission meetings are open to the public. If it is necessary to conduct a closed meeting, proper notification must be made in advance of the called meeting. A meeting may not be closed once it has begun.

**MEMBERSHIP ON OTHER COMMITTEES.** When an advisory panel (AP) member becomes a Commissioner, ongoing proxy or board-specific proxy, he/she must step down as an AP member and the state may appoint a new AP member.

## Commissioner Travel

**AUTHORIZATION.** Commissioners and Proxies are eligible to travel to any Commission-sponsored meeting relating to a species for which the state has declared an interest. Eligible attendees will receive a travel authorization several weeks prior to the meeting (see sample travel authorization later in this section).

The Commission's Meetings and Membership Coordinator, handles reservations for all Commissioners and Proxies attending the Commission's Winter, Spring, Summer, and Annual Meetings. She will contact each attendee regarding the details of their accommodations. It is your responsibility to notify the Meetings and Membership Coordinator of any changes to your travel plans that will impact your hotel reservations otherwise the Commission will incur no-show penalties.

For meetings that fall outside the Commission's four Meeting Weeks, Commissioners and Proxies are responsible for making their own hotel and travel reservations.

**EXPENSES.** The reimbursement voucher (see sample later in this section) must be completed and submitted to the Commission's Finance and Administration Department within 30 days of the last day of travel. Original receipts (with copies) must be attached for transportation fares, hotel, taxi, rental car, parking and any other miscellaneous expenses. Receipts for meals or public transportation are not required, although travelers must stay within the authorized meal per diem which varies based on meeting location.

To avoid unnecessary delay in the processing and payment of travel claims, additional explanation should be made on the reimbursement voucher for those items that might appear improper or excessive to the voucher auditor. Periods of time that are not related to official business should be clearly explained.

Travel may be performed by common carrier (bus, train, airplane), privately owned vehicle (POV) or other means. When traveling by airplane, only coach fares will be allowed. When traveling by POV, mileage will be paid from the point of departure to the meeting location and return. Transportation expenses over \$500 must be pre-approved by Laura Leach, Bob Beal or Pat Campfield. Mileage for use of POV will be reimbursed at the prevailing federal rate, currently 57.5 cents per mile. The Commission will not reimburse expenditures for dry cleaning, auto repairs on private vehicles or other miscellaneous expenses not directly related to the conduct of business.

## ATLANTIC STATES MARINE FISHERIES COMMISSION

### *Travel Reimbursement Guidelines*

Following are guidelines for use when traveling on Atlantic States Marine Fisheries Commission business. If, after reading these guidelines, you have questions that remain unanswered, please call Laura Leach at the Commission (703) 842-0740.

When you receive a travel authorization from the Commission, it will list your name as eligible for reimbursement. It is your responsibility to make your travel arrangements, based on meetings that you are required to attend. For example, if the Commission is meeting in Maine, you live in Georgia, and your meeting begins at 10:00 a.m., you will need to arrive the day before. You will probably need to stay over the night of your meeting, if it ends at 5:00 p.m. or later. If, however, you have a meeting that lasts 4 hours on one day but you stay at the meeting all week, you will not be reimbursed for expenses that are incurred outside of your meeting.

The basic guidelines for travel are outlined on the travel voucher. Additional details:

- *“Per Diem”* varies by location of the meeting, and will be listed on each travel authorization.
- *“Transportation Fares”* covers airfare, train, bus or rental car utilized for getting to the meeting. *Please try to find a reasonable airfare by researching different airports and airlines.*
- Please do your best to find the *most reasonable airfare*; in consideration of the Commission's budget. If you would like staff to help, please give us a call.
- *Rental cars* used AT a meeting must be specifically authorized by ASMFC.
- *“Mileage”* is currently **.625** cents per mile (effective 7/1/22). You may claim mileage when using your privately owned vehicle as transportation to and from the meeting; as well as to and from your departure terminal.
- *“Incidentals”* of **\$5.00/day** cover maid, shuttle or bellman tips; however taxi tips are part of the taxi expense.
- *“Other Expenses”* covers expenses not specifically listed (i.e. the registration fee for the annual meeting).

Please note that all expenses must be itemized separately on the travel form which can be found at [http://www.asmfc.org/files/Meetings/ASMFCElectronicTravelVoucher\\_2022.xlsx](http://www.asmfc.org/files/Meetings/ASMFCElectronicTravelVoucher_2022.xlsx)

Original receipts must be provided for all expenses claimed, except for meals. Your airline itinerary is not an acceptable receipt; you must submit the “passenger receipt” from the actual ticket. For electronic tickets (e-tickets), we will accept a copy of your confirmation; or simply your boarding passes if you only have a confirmation number. Receipts for all tolls, cabs, and parking must be submitted in order to receive reimbursement for those charges. Any toll, cab, or parking charges lacking a receipt will be disallowed. EZ Pass statements will be accepted as a valid receipt for tolls. **If you received pre-approval for a rental car that correspondence must be submitted with your travel voucher.**

If you make your hotel reservation after the cutoff date and cannot get our negotiated rate, the Commission cannot pay the higher rate that the hotel will charge, unless there are mitigating circumstances such as a request issued by ASMFC, after the cut-off date, to attend the meeting.

If you attend a meeting that is within 35 miles of your office, you will not be reimbursed for mileage or meals; however, you will be reimbursed for parking, tolls, or other expenses that you would not normally incur on a regular work day.





# Atlantic States Marine Fisheries Commission

1050 N. Highland Street, Suite 200A-N, Arlington, VA 22201

703.842.0740 703.842.0741 (fax) www.asmfc.org

Vision: Sustainable and Cooperative Management of Atlantic Coastal Fisheries

## TRAVEL AUTHORIZATION

**TA No.** 20-014

**Charge To:** 0296000EWIN/0026000EWIN **Approved by:** Laura Leach

**Meeting Name:** ASMFC Winter Meeting 2020

**Meeting Date:** FEB-04-2020 - FEB-06-2020

**Meeting Location:** Arlington, Virginia

**Hotel Details:** The Westin Crystal City 1800 S. Eads Street, Arlington, VA 22202. Reservations can be made online via Star Group Website or 703.486.1111 and identify Atlantic States Marine Fisheries Commission to receive discounted rate.

**Cutoff Date:** JAN-06-2020

**Per Diem:** Hotel: \$184 plus tax (sgl/dbl) Meals: \$71 (\$18/\$19/\$34)

**Mileage Rate:** \$0.575/mile, eff. January 1, 2020. Rental cars must be specifically authorized.

**Airport Transportation:** The Westin Crystal City provides complimentary shuttle (white van) which operates Monday-Sunday and stops at Reagan National Airport (DCA) at Terminal A, Terminal B (Door 5) & Terminal C (Door 9), and runs every 30 minutes. From the hotel: first departure is 5:00AM; last departure is 11:30PM. From DCA: first departure: 5:15 AM; last departure is at 11:45 PM. By Metro from DCA: Yellow Line to MOUNT VERNON SQUARE or Blue Line to LARGO TOWN CENTER. Exit at Crystal City Metro Station. Travel Time: 5 minutes; the hotel is within walking distance from Crystal City (Underground) Metro Station

**Local Transportation:** Hotel is located across from Crystal City Metro station and its underground shops and restaurants. Additional restaurants are within walking distance

**Basic Guidelines:** In consideration of the Commission's budget please attempt to select the most reasonable airfare. You are responsible for determining your arrival and departure times. Commissioners (or their proxies) are eligible to attend all meetings; all others are eligible for reimbursement to attend board/committee meetings of which they are a member. If the distance from your office to the meeting site is under 35 miles, ASMFC will not reimburse hotel, mileage or per diem but may reimburse any miscellaneous expenses that would not normally occur during a work day (i.e., parking, tolls). ASMFC reserves the right to disallow travel expenses it deems excessive or unnecessary to conduct ASMFC business.

**Parking:** On-site (underground) self-parking \$25/day

**Reimbursement:** You must submit an ASMFC travel voucher with receipts within 30 days of the final day of travel. Electronic travel vouchers and scanned receipts are preferred and should be sent to [accounting@asmfc.org](mailto:accounting@asmfc.org). Vouchers and receipts will also be accepted via snail mail if emailing is not an option.

**General Notes:** Complete ASMFC Travel Reimbursement Guidelines can be found at [http://www.asmfc.org/files/Meetings/TravelReimbursementGuidelines\\_Jan2019.pdf](http://www.asmfc.org/files/Meetings/TravelReimbursementGuidelines_Jan2019.pdf) and the Electronic Travel Voucher: [http://www.asmfc.org/files/Meetings/ASMFCElectronicTravelVoucher\\_Jan19.xlsx](http://www.asmfc.org/files/Meetings/ASMFCElectronicTravelVoucher_Jan19.xlsx). Please contact the ASMFC office if you have questions or would like staff assistance.

### Authorized Travelers:

Abbott, Dennis	Allen, Russ	Altman, Thad
Anderson, Bill	Anstead, Kristen	Appelman, Max
Armstrong, Mike	Ballenger, Joey	Batsavage, Chris
Beal, Robert	Bell, Mel	Berger, Tina

MAINE . NEW HAMPSHIRE . MASSACHUSETTS . RHODE ISLAND . CONNECTICUT . NEW YORK . NEW JERSEY . DELAWARE PENNSYLVANIA . MARYLAND . VIRGINIA . NORTH CAROLINA . SOUTH CAROLINA . GEORGIA . FLORIDA