



# Atlantic States Marine Fisheries Commission

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*Sustainable and Cooperative Management of Atlantic Coastal Fisheries*

## Travel Reimbursement Guidelines

The following guidelines are for use when traveling for Atlantic States Marine Fisheries Commission (Commission or ASMFC) business. If, after reading these guidelines, you have questions that remain unanswered, please contact Laura Leach or Lisa Carty at 703.842.0740.

### Travel Authorization (Required)

- You must receive a Travel Authorization form from the Commission before making travel arrangements.
- Authorization confirms eligibility, dates, destination, and per diem.
- Travelers are responsible for booking their own travel, unless specified otherwise.

### Plan Your Travel

- Plan travel based on required meeting times.
- Mileage and meals are not reimbursed for local meetings within 35 miles from the regular workplace. However, parking, tolls, or other ancillary expenses may be reimbursed.
- Overnight stays are reimbursable when meeting location is greater than 35 miles from the regular workplace and start at/before 9 a.m. or end at/after 5 p.m.
- Expenses incurred outside meeting dates/times are not reimbursable.
- Consider and compare the most reasonable and cost-effective options for travel.
- Complete a [Cost Comparison Form](#) when requesting approval for alternate transportation, lodging, or travel routes.

### Submit Travel Voucher

- Receipts are required for all expenses except meals.
- All expenses must be itemized separately on the travel voucher form.
- Federal per diem meal rates vary by location and are listed on the Travel Authorization.
- Transportation includes airfare, train, bus, rideshare vehicles (Uber/Lyft), and rental car (pre-approval required).
- Personal vehicle mileage is reimbursed at current federal rate (includes travel to/from airport).
- ASMFC-negotiated lodging is based on federal room rates and vary by location. If no hotel is blocked by the Commission, consider comparably priced nearby hotels.
- Incidentals such as maid, shuttle, and bellman tips may be reimbursed up to \$5/day.
- Other Expenses include parking, tolls, registration fees, or meeting-required costs.

### ✓ Quick Travel Checklist

- 1) Receive Travel Authorization
- 2) Plan Travel
- 3) Complete Cost Comparison Form (if needed)
- 4) Save Receipts
- 5) Submit Voucher [accounting@asmfc.org](mailto:accounting@asmfc.org)

### Notes

- Airline itineraries alone are not acceptable.
- EZ-Pass statements are acceptable for tolls.
- Expenses without receipts (except meals) will not be reimbursed, unless there are extenuating circumstances.
- Higher lodging rates incurred due to reservations made after the room block cutoff date will not be reimbursed unless extenuating circumstances apply.
- Submit vouchers within 30 days of travel completion.
- Email electronic vouchers with scanned receipts to: [accounting@asmfc.org](mailto:accounting@asmfc.org)