



# Gulf of Mexico Fishery Management Council

*Managing Fishery Resources in the U.S. Federal Waters of the Gulf of Mexico*

4107 West Spruce St Suite 200  
Tampa, Florida 33607 USA

Phone: 813.348.1630 • Toll free: 888.833.1844 • Fax: 813.348.1711  
[www.gulfcouncil.org](http://www.gulfcouncil.org)

## Meeting and Hotel Information

Meeting:	Reef Fish Advisory Panel Meeting
Date/Time:	<b>Tuesday, April 23, 2024; 8:30am – 5pm, EDT</b>
Location:	Gulf Council Office – Tampa, FL
Hotel:	Fairfield Inn & Suites, 2215 N. Lois Avenue, Tampa, FL 33607
Room Block:	April 22-24, 2024
Group Name:	Reef Fish AP
Reservation Link:	<a href="#"><u>Book your group rate for Reef Advisory Panel Meeting</u></a>
Group Rate:	\$192.00/night (govt per diem)
Cut-off Date:	<b>Monday, April 1, 2024</b>
Cancellation Policy:	5 days prior to arrival; if you cancel less than 5 days the hotel will charge you for one night's lodging plus tax.
Hotel Airport Transportation:	Complimentary hotel shuttle available; must call the hotel for pick-up between the hours of 9am – 4pm, Monday thru Friday (813/872-0044)
Local Transportation:	Rideshare transportation available; Lyft/Uber or taxi.
POV Mileage:	0.67¢ per mile effective January 1, 2024
Meals (per diem):	\$69/day; (minus \$17/day for working lunch)

### **NOTES:**

**Hotel Accommodations:** Please make your hotel reservations **prior** to the cut-off date to ensure you receive the negotiated group/govt rate. Hotel reservations will need to be guaranteed with a credit or debit card at the time of booking. Your room will be charged to our hotel master account when you check-in; therefore, you will only need to cover any personal incidentals charged to your room.

**Rates include:**

- 🚩 Hot American breakfast, served buffet style.
- 🚩 Wireless / Wired High speed internet access.
- 🚩 Standard rooms are with 1 king bed or 2 queen beds.
- 🚩 All rooms equipped with mini fridge and microwave

**Booking Link/Reservations:** The booking link will bring you to the hotel's reservation webpage with the rate code preloaded, all you need to do is enter the dates, select the room type, and enter the

guest information. Credit/debit cards are required to make a reservation but are not charged in advance. You may also call our reservation center at 1-877-550-3529 and mention the group name. For more information, our website is [www.Marriott.com/TPAWA](http://www.Marriott.com/TPAWA) .

**Flights:** Please book your flights to allow for **full participation** of the meeting. Flights shall be booked no less than (14) days from departure date and select economy/main cabin/non-refundable tickets. Feel free to use our new booking platform, AmTrav, your flights will be charged to our master account.

**Breaks & Lunch:** Refreshments will be available each morning and afternoon. A **working lunch** will be provided each day of the meeting to ensure there is ample time to work through the agenda. A \$17 daily lunch per diem will be deducted from your travel expense reimbursement claim for each day of the meeting.

**Travel Guidelines:** Current travel guidelines are attached and should be reviewed prior to booking your travel method and/or hotel accommodations.

A meeting authorization and travel expense claim form is attached. Please complete, sign and date your claim form and submit with receipts (no receipts required for meals) within 60 days of your travels.

Please feel free to contact me prior to your travels should you have any questions, changes in your travel plans, or special requests.

Safe travels,

Kathy Pereira  
Meeting/Travel Planner  
[Kathy.pereira@gulfcouncil.org](mailto:Kathy.pereira@gulfcouncil.org)  
813.348.1630 ext. 2240

**To submit your expense report:**

Email to: [Travel@gulfcouncil.org](mailto:Travel@gulfcouncil.org)

Mail to: Gulf Council

Attn: Travel Claims  
4107 W. Spruce Street  
Suite 200  
Tampa, FL 33607