



SEDAR

SouthEast Data, Assessment, and Review

4055 Faber Place Drive #201
North Charleston SC 29405

Phone (843) 571-4366
Fax (843) 769-4520
www.sedarweb.org

SEDAR TRAVEL INFORMATION

Meeting Name:	SEDAR 74 Gulf of Mexico Red Snapper Data Workshop
Meeting Date(s):	5/2-6/2022 – Meeting begins at 1 pm on 5/2 and ends at 1 pm on 5/6
Approved Travel Date(s):	5/2-6/2022
Meeting Location:	Courtyard Gulfport Beachfront, 1600 E. Beach Blvd, Gulfport, MS 39501
Hotel Details:	You may make your reservations by calling 1-228-858-6652 and requesting the SEDAR 74 Data Workshop group rate (Group Code: SED) or by visiting the following link: https://www.marriott.com/event-reservations/reservation-link.mi?id=1646246344678&key=GRP&app=resvlink
Cutoff Date:	4/11/22- Reimbursement for reservations made after the cutoff date, will be limited to the contracted price.
Per Diem:	Hotel \$96; Meals \$59 (Breakfast \$14.75 / Lunch \$14.75 / Dinner \$29.50 (as authorized))
Mileage Rate:	0.585 per mile
Airport Transportation:	No hotel shuttle; authorized for taxi or shuttle service if not available
Local Transportation:	Many restaurants within walking distance; SEDAR does not provide rental cars without special authorization
Basic Guidelines:	In consideration of the SEDAR budget, please make your hotel and transportation reservations as soon as possible using the most practical, economical options. If the distance from your office to the meeting site is 50 miles or under, SAFMC will not reimburse for a hotel stay.
Parking:	Complimentary
Reimbursement:	If SEDAR is covering your travel, a completed SAFMC travel order with receipts, except for meals, must be submitted within 30 days of the final day of travel. Electronic reimbursements and scanned receipts should be sent to cindy.chaya@safmc.net .
General Notes:	Travelers flying to the meeting are required to make reservations through Amex GBT as outlined in the attached Travel Guidelines. Failure to make arrangements through the SAFMC Amex GBT account could result in delay, modification or rejection of your claim. If you are new to the Council travel reimbursement process and do not have an account, please refer to the attached Travel Guidelines that explains how to log in and setup an Amex Global Business Travel profile.

Please contact SAFMC Admin Staff at (843) 571-4366 if you require travel assistance

