

SOUTH ATLANTIC FISHERY MANAGEMENT COUNCIL

TRAVEL GUIDELINES

Effective 08/03/20

These guidelines are a summary of key travel rules. Requests for exceptions from this policy or other special considerations can be made by submitting a request, with justification for the exception, to the Administrative Officer for approval by the Executive Director.

The most direct route for travel is to be used. Carpooling is encouraged when practical, for both POV and rental car transportation.

Any questions or problems regarding travel should be addressed to Council staff at (843) 571-4366.

TRAVEL ORDERS: All Council related travel will be performed under authorization of the Executive Director in conjunction with the Council Chair. Following completion of travel, forward completed travel order and required receipts to the Council office within 30 days for reimbursement.

SAFMC DESIGNATED TRAVEL PROVIDER: American Express Global Business Travel (AmExGBT)

First time users will need to self-register. To get started, please set up your AmExGBT account [here](#).

Once your registration is approved, please follow these steps to complete your travel profile:

1. You will receive an email. Click on the link contained in the email to continue your registration, set your password, and create a password hint.
2. You will then be directed to the Concur travel site. Click Profile on the top right, then Profile Settings, then Personal Information where you will fill out the remainder of your profile. All mandatory boxes are marked with the word **[Required]**.

Once your profile is complete, book your travel [here](#).

Please bookmark this site, as it is the only site you will need for flights or rental cars going forward.

FLIGHTS: All airline reservations must be made through the Council's designated travel provider. Excess airline costs associated with personal travel outside the authorized dates indicated on the travel order are to be paid for by the traveler and require advance approval.

CAR RENTALS: All car rentals must be made through the Council's designated travel provider. Rental cars for use at a meeting in conjunction with a flight must be specifically approved in advance. Rental cars are limited to mid-sized sedans or lower cost classes unless work or medical requirements require a larger vehicle.

SAFMC provides rental car insurance coverage. Additional optional coverage will not be reimbursed.

The rental receipt, obtained from the rental agency upon return, must be attached to the travel order reflecting the total rental cost. Receipts are also required for gas and toll reimbursements.

PRIVATELY-OWNED VEHICLE (POV): POV travel is reimbursable at the current GSA POV rate per mile. When electing to drive a POV, travel expense reimbursement will be limited to the prevailing airfare rate as determined by the Council's designated travel provider.

HOTELS: Travelers must make their reservations by the date specified on the Travel Authorization to obtain the contracted price. Reimbursement for reservations made after the block period ends will be limited to the contracted price specified in the Travel Authorization.

PER DIEM: Meals, incidental expenses and all non-transportation gratuities will be reimbursed for actual expenses up to a maximum allowable daily rate as indicated on the Travel Authorization.

MISCELLANEOUS EXPENSES: Include airport shuttle/taxi fares, cars for hire, baggage fees, gas for rental cars, road tolls, and parking fees. Transportation related gratuities are limited to \$5 per occurrence. All non-meal related expenses must be supported by receipts.