



# United States Department of the Interior



FISH AND WILDLIFE SERVICE  
Arcata Fish and Wildlife Office  
1655 Heindon Road  
Arcata, California, 95521  
Phone: (707) 822-7201 FAX: (707) 822-8411

In Reply Refer To:  
AFWO

**MAY 21 2015**

## Memorandum

To: Trinity River Adaptive Management Working Group Members

From: Joseph C. Polos, Designated Federal Officer,  
Arcata, California 

Subject: 2015 Federal Travel Guidelines for non-government TAMWG Members

The purpose of this memorandum is to provide Trinity River Adaptive Management Working Group (TAMWG) members and their alternates revised and updated travel guidelines to ensure prompt reimbursement of travel expenses incurred while attending official TAMWG related functions.

TAMWG members or their alternates who are traveling for official TAMWG related functions can be reimbursed for transportation and for per diem expenses. TAMWG members or their alternates traveling for official TAMWG meetings at government expense are expected to “exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business” (Federal Travel Regulation §301-2.3). **Note:** If both the primary member and their alternate attend the same meeting, travel reimbursement may only be submitted by the primary member.

TAMWG related travel that will be reimbursed requires prior authorization. Call or send an email to Vina Frye ([vina\\_frye@fws.gov](mailto:vina_frye@fws.gov), 707-826-5115) stating the number of days and specific dates you plan on being in travel status, the number of miles you will be traveling, and where you will be lodging. Failure to request approval for travel expenses could result in those expenses not being reimbursed. If you require any of the above accommodations, please contact Vina Frye or a travel coordinator at the Arcata Fish and Wildlife Office at least one month prior to travel.

The traveler must be 50 miles from their home to be eligible for reimbursement. The per diem rate for a given locality consists of lodging, meal, and incidental expense allowances. The government cannot reimburse you for lodging expenses in excess of the prescribed per diem allowance without prior approval. The per diem allowances for Weaverville, CA, are \$83 for lodging and \$46 for meals and incidentals. The meal and incidental allowance is pro-rated at 75% (\$34.50) for the first and last day of travel. Travelers do not need to provide receipts to receive the meal and incidental allowance. For a complete listing of current per diem rates visit <http://www.gsa.gov>. Lodging receipts must be itemized and the name of the motel must be

printed on the receipt. Please ensure that your receipts are correct before you leave the motel. **A credit card slip alone is not sufficient to support a claim for reimbursement.**

Transportation expenses for TAMWG members usually consist of a mileage reimbursement. You should claim the round trip mileage from your home to the meeting location. The current mileage rate is \$ 0.575 per mile. You do not need to submit fuel receipts.

To request reimbursement for travel expenses you must submit a completed and signed Per Diem Time Sheet with attached receipts to the USFWS-Arcata Fish and Wildlife Office staff. A sample Per Diem Time Sheet is attached to this memorandum. If you only wish to claim mileage expenses please submit a form SF-1164 (see attached).

You should receive your Travel Voucher within one week of submitting your Per Diem Time Sheet and receipts or your SF-1164. Once you receive your voucher please review, sign, date, and return it promptly. Your reimbursement should be electronically deposited into your personal bank account within two weeks.

Things that you can do to ensure prompt reimbursement of your expenses include:

- (1) Seek prior travel authorization.
- (2) Make your lodging reservations at least one month in advance.
- (3) Ask for the government rate (per diem rate) when making your reservation.
- (4) Ensure that your lodging receipt is correct and itemized.
- (5) Promptly complete and return your Per Diem Time Sheet (see attached).
- (6) Review, sign, date, and submit your Travel Voucher as quickly as possible.
- (7) If you need assistance, contact a travel coordinator (Vina) at the Arcata Fish and Wildlife Office (AFWO).

New TAWWG members must submit an FBMS Vendor Request Form to Vina. You cannot be reimbursed without this form. The FBMS enables us to reimburse you for your travel expenses. Once you have submitted an FBMS you do not need to submit it again unless your account information changes.

Please send your FBMS form to:

Attn: Vina Frye  
U.S. Fish and Wildlife Service  
Arcata Fish and Wildlife Office  
1655 Heindon Road  
Arcata, CA 95521

If you have any questions regarding Federal Travel guidelines as they relate to TAMWG activities, please contact Vina Frye at (707) 825-5115. If Vina is not available, identify yourself as a TAMWG member and request assistance from an available travel coordinator.

Attachments:

Sample Per Diem Time Sheet

Sample SF-1164

FBMS Form

Blank Per Diem Time Sheet

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