Instructions for Council Travel and Reimbursement

Before you Travel

- To expedite payment of your reimbursement claim, it is mandatory to complete the attached Vendor Request Form (attachment #1). If you ***do not*** wish to have your travel reimbursement sent to your bank account electronically and want to receive a check instead, please check the waiver box under Financial Institution Information. However, you will need to provide a justification and the waiver will need to be approved by our National Business Center.

- Before you book airline and hotel accommodations, you will receive instructions via email issuing individual travel authorizations/numbers. Use the travel authorization numbers to book your flights by calling our travel management company, SATO, to arrange accommodations. **Air travel is directly billed to a Fish and Wildlife Service account . To ensure that your airfare costs are covered, you must use SATO Travel (866-486-6135).**

- Follow the instructions in the pre-travel email to arrange lodging accommodations. In most cases you should call the hotel directly for the room block. You will use your own credit card to book and pay for the room and will receive reimbursement through your claim.

- Please notify us if changes in the travel order are needed.

Upon Return from Travel

- A travel reimbursement form (SF-1012) will be handed out at the meeting. The form will likely contain estimated costs. Mark-up actual expenses on page 2 for accuracy, then sign and date box 13 (attachment #2).

- Attach a note with the following information:
  Time you departed home or office
  Time you returned to home or office
  Mileage, if a Privately Owned Vehicle (POV) was driven to and from airport (mileage reimbursement is currently **55.5 cents** per mile)

- Mail original receipts for airline ticket/or SATO invoice (attachment #3), hotel, and ground transportation (e.g., cab fare, rental car fees, and mileage to and from the airport, etc) to:

  Douglas L. Hobbs
  Sport Fishing and Boating Partnership Council
  U.S. Fish and Wildlife Service (DPPS)
  4401 N. Fairfax Drive, MS-3103-AEA
  Arlington, VA 22203

I am also including information for calculating the breakdown on meals (attachment #4). If you have any questions, please contact Virginia Takang at (703) 358-2543 or via email at Virginia_takang@fws.gov.