Caribbean Fishery Management Council Travel

Frequented Asked Questions

Basic Travel Questions

1. **What should I do if my travel plans change after my travel order has already been approved?**
   If your travel plans change after you T.O. has been approved, you need to contact the accounting staff as soon as possible so we can review the circumstances and the reason for the change, and determine whether any updates are needed.

2. **Do I need prior approval for every miscellaneous expense listed under item 14 of the travel order?**
   If it's a regular reimbursable expense, we will need the receipt if is over the $75.00 and the business purpose.
   Keep in mind that all missing information during the process may delay the reimbursement.

3. **What if I lose a receipt for an expense during my trip? Can I still request reimbursement?**
   Yes, you may still be reimbursed for the expense, but it depends on the amount of the expense.
   If the expense is less than $75.00, you may claim it without a receipt, unless accounting staff requires additional documentation or information for that specific expense.

4. **What happens if I submit my travel voucher more than 30 calendar days after the last day of travel?**
   In that situation, your reimbursement may be delayed. That's why we encourage travelers to submit their T.V. within 30 calendar days after travel.

SPECIAL TRAVEL AUTHORIZATION

5. **What happens if I rent a car without prior approval because an unexpected situation came up during my trip? Please, refer to Item 13 of the Travel Order.**
   In that situation, we would need a written justification explaining why prior authorization was not obtained and the business purpose of the rental car.
   We would then review the circumstances and determine whether the expense can be approved for reimbursement.

MEALS (M&IE)

6. **If a meal is provided during the meeting, but I decide not to eat it and purchase my own meal instead, can I still claim that meal for reimbursement? Please refer to Item 12, for the basic guidelines.**
   Normally, if a meal is provided, it is deducted from the M&IE allowance.
   However, if the participant cannot have that meal for a valid reason, we will review the circumstances and supporting documentation.

HOTEL

7. **If my hotel rate is higher than the authorized lodging rate on my travel order, will CFMC reimburse the full amount?**
   Sometimes the hotel rate may be higher that the applicable lodging rate. In that situation, the CFMC may reimburse the additional lodging amount if it is allowable under the applicable guidelines and properly approved by the E.D.

8. **I can no longer attend the meeting. What do I do about my travel arrangements?**
   For a Council meeting, contact Council staff immediately to cancel your hotel room reservation and cancel any flight arrangements.

9. **How do I make a hotel reservation for Council meetings?**
   The electronic meeting invitation will provide guidance and a link on how to make online hotel reservations.

10. **I'm not staying at the hotel during a Council meeting. Do I need to let you know that, and how do I get reimbursed?**
    Yes, you need to let us know. Reimbursement for other lodging is limited and receipts must be provided.

AIRFARE

11. **What happens if my return flight is canceled and I have to stay an extra night at the hotel?**
    In that situation, we will need documentation explaining why the flight was canceled, along with the updated flight itinerary showing the additional cost and the hotel receipt. After that, we will review the expenses for reimbursement.

12. **May I arrive early or extend my stay at the city where a Council meeting is taking place?**
    You may arrive early or stay after a Council meeting, but hotel and per diem are not authorized for the additional days. Council staff will notify the hotel of the days where you need to pay them directly. If you would like to stay at the meeting hotel, there may be space limitations on the sleeping rooms.

Advisory Body Members: Travel Frequently Asked Questions

1. **I've just been appointed to an advisory body on the Council. How do I know which meeting to attend?**
   Advisory bodies will receive an invitation by email from Council staff. The invitation will authorize travel to the meeting and specify the days for which travel expenses are reimbursable. Travel to meetings without a formal invitation form Council staff is not reimbursable.

2. **Will I be paid for my time to attend the meeting?**
   If funds are available and authorized, designated advisory body members are allowed a stipend.

3. **What is the process if I'm unable to attend a committee or Council meeting?**
   If you are unable to arrange an alternate, please contact the administrative office.