CARIBBEAN FISHERY MANAGEMENT COUNCIL

TRAVEL GUIDELINES

(SUMMARY)

Effective Date: 07/2026

TRAVEL TIPS

- Obtain approval before making travel arrangements.
- Travel only on approved dates.
- Keep all required receipts.
- Submit your Travel Voucher within 30 calendar days after travel.
- Contact the Administrative Office if questions arise before traveling.

1 BEFORE YOU TRAVEL

- Obtain an approved Travel Order before traveling.
- Travel only on approved travel dates.
- Use the most direct and cost-effective travel route.
- Carpooling is encouraged whenever practical.

2 AIR TRAVEL

- Airline reservations require prior approval.
- Personal travel outside authorized travel dates is the traveler's responsibility.
- Reimbursement is limited to approved travel costs.
- Keep required receipts.

3 RENTAL VEHICLES

- Prior approval is required.
- Reserve the most economical vehicle that meets business needs.
- Optional upgrades are not reimbursable unless authorized.

4 MILEAGE REIMBURSEMENT

- Mileage reimbursement follows the current Puerto Rico mileage calculator at: act.dtop.pr.gov
- Reimbursement may be limited to the most economical authorized transportation cost.

5 LODGING

- Prior approval is required.
- Choose the most economical option that meets business needs.
- Keep itemized hotel receipts.

6 MEALS & INCIDENTAL EXPENSES (M&IE)

- Meals provided by a conference or meeting are not eligible for reimbursement.
- First and last travel days are reimbursed at 75% of the applicable M&IE rate.
- Applicable Per Diem rates and more information can be found at:

www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/

7 MISCELLANEOUS EXPENSES

Examples of reimbursable expenses include:

- Airport parking
- Taxi / Shuttle / Ride-share
- Rental vehicle fuel
- Road tolls
- Baggage fees
- Business internet (when authorized)
- Photocopies (when authorized)

Transportation tips are limited to applicable federal guidelines.

8 RECEIPTS REQUIRED

KEEP ALL RECEIPTS

Receipts are required for all non-meal reimbursable expenses.

9 TRAVEL REIMBURSEMENT

Submit your completed Travel Voucher and all supporting documentation within **30 calendar days** after completion of travel.

10 IMPORTANT REMINDERS – CFMC TRAVEL GUIDANCE

- Follow all CFMC Travel Guidance requirements.
- Obtain prior approval for exceptions.
- Contact the Administrative Office if assistance is needed.

FOR TRAVEL ASSISTANCE PLEASE CONTACT:

Travel Voucher Reimbursements & Receipts:	**Vivian Ruiz Camacho**	vivian_ruizcamacho_cfmc@yahoo.com
Hotel Reservation & Assistance:	**Diana Martino**	diana_martino_cfmc@yahoo.com
Approval for Alternate Travel Dates:	**María de los A. Irizarry**	mairizarry_cfmc@yahoo.com

Any questions or problems regarding travel should be addressed to Council staff at **(787) 766-5926.**