

EXXON VALDEZ OIL SPILL

Public Advisory Group

Background & Guidelines

September 1996

Contents

I.	Introduction	page 1
A.	Purpose	
B.	Authority	
C.	Background	
D.	Intent	
II.	Membership	page 5
A.	Member Composition	
B.	Eligibility	
C.	Nomination and Appointment	
D.	Term and Removal	
E.	Officers	
F.	Alternate Members	
G.	Filling Member Vacancies	
III.	Duties	page 8
A.	Restoration Advice	
B.	Program Operations	
IV.	Operations	page 9
A.	Designated Federal Officer	
B.	Quorum	
C.	Presiding Officer	
D.	Rules of Order	
E.	Action/Rules of Voting	
F.	Subcommittees	
G.	Public Information	
H.	Records	
I.	Amendment of Procedures	
V.	Meetings	page 11
A.	Frequency	
B.	Agenda	
C.	Notices	
D.	Minutes	
E.	Public Participation	
F.	Executive Sessions	

VI.	Reports	page 13
A.	Trustee Council	
B.	Annual Report	
VII.	Support	page 14
A.	Administrative Director	
B.	Travel and Expenses	
C.	Non-PAG Events	
VIII.	Appendices	page 16
A.	Map of the Oil Spill Area	
B.	Forms and Formats	
C.	Charter	
D.	Basic Information for Members	
E.	Federal Advisory Committee Act	
F.	Trustee Council Intent (excerpt from March 10, 1993 meeting)	
G.	State Travel Regulations	
H.	Process for Appointment of Members	

NOTE: The ** before a paragraph indicates procedures that are at the discretion of the Public Advisory Group.

I. Introduction

A. Purpose

The purpose of this manual is to provide background information and guidelines for the administration of the Exxon Valdez Oil Spill Public Advisory Group (also known as the PAG).

B. Authority

The Public Advisory Group is established as required by Paragraph V.A.4 of the Memorandum of Agreement and Consent Decree (MOA) between the United States of America and the State of Alaska August 27, 1991 and entered and approved by the United States District Court for the District of Alaska on August 28, 1991, in resolution of United States of America v. State of Alaska, Civil Action No. A91-081 CV. Additional authority is found in the Comprehensive Environmental Response Compensation and Liability Act of 1980, as amended. The Federal Advisory Committee Act of 1972, as amended (5 U.S.C. App.), and the rules implementing the act (41 CFR 101-6) (see Appendix) establishes the overall procedures for the establishment and use of advisory committees. A charter (see Appendix) has been unanimously approved by the Trustee Council and signed by the Secretary of the Interior and filed with the appropriate Federal agencies. The Public Advisory Group is chartered for a two-year period. Renewal of the charter shall be by the same process, and should be initiated six months prior to the termination date.

C. Background

The Oil Spill

The March 24, 1989, grounding of the T/V *Exxon Valdez* on Bligh Reef in Alaska's Prince William Sound caused the largest oil spill in U.S. history. Approximately 11 million gallons of North Slope crude oil moved through the southwestern portion of the Prince William Sound and along the coast of the western Gulf of Alaska (the eastern coast of the Kenai and Alaska peninsulas), contaminating portions of the Kodiak Archipelago and lower Cook Inlet (see map in Appendix). Numerous islands and beaches were oiled, some nearly 600 miles from Bligh Reef. An unprecedented effort to clean-up the oil and rescue birds and wildlife and protect resources from the oil was undertaken by the State and Federal governments, Exxon Company USA, and the public. The spill injured fish, birds, mammals, and a variety of other forms of marine life, habitats, resources, and the services these resources provide. Clean-up activities continued through the summers of 1989, 1990, 1991, and were completed in 1992. Immediately after the spill, as clean-up efforts were underway, a series of Natural Resources Damage Assessment studies were initiated by the natural resources Trustees and the Environmental Protection Agency to determine the extent of injury to resources.

and services in the area affected by the oil spill.

The Settlement

On October 8, 1991, an agreement was approved by the U. S. District Court that settled the claims of the United States and the State of Alaska against Exxon Corporation and Exxon Shipping Company for various criminal violations and for recovery of civil damages resulting from the oil spill. The appeal period ended December 9, 1991. The settlement imposed criminal fines and restitution of \$150 million and the Exxon companies agreed to pay \$900 million the United States and State of Alaska Governments in the civil settlement over a ten year period. The State and Federal governments serve as equal co-trustees in managing civil settlement funds. The Trustees must unanimously agree to all decisions relating to the use of trust funds. It was further agreed that: "The Governments shall jointly use all natural resource damage recoveries for purposes of restoring, replacing, enhancing, rehabilitating or acquiring the equivalent of natural resources injured as a result of the Oil Spill and the reduced or lost services provided by such resources..."

The Restoration Organization

The *Exxon Valdez* Trustees include the Alaska Attorney General, Alaska Department of Law; Commissioner, Alaska Department of Environmental Conservation; Commissioner, Alaska Department of Fish and Game; Secretary, U.S. Department of the Interior; Secretary, U.S. Department of Agriculture; and the Administrator, National Oceanic and Atmospheric Administration, U.S. Department of Commerce. The Trustees have designated a Trustee Council, to direct restoration activities. The Trustee Council is made up of the three State Trustees and the Assistant Secretary for Fish, Wildlife & Parks of the Department of the Interior; Regional Forester of the U. S. Department of Agriculture; and Regional Director of the National Marine Fisheries Service, U. S. Department of Commerce. The Trustee Council has hired an Executive Director, who manages hired staff in the Restoration Office and coordinates with agency representatives to handle day-to-day planning, management, and administrative functions for implementation of the restoration program. Various working groups have been formed to work on components of the restoration program, such as the restoration plan and habitat protection. The Public Advisory Group will provide the Trustee Council with its recommendations and advice as well as help to obtain additional public input into the restoration program.

The Restoration Plan

A conceptual Restoration Framework was developed in April 1992 for public review, and a supplement concerning habitat protection was issued in July 1992. A draft Restoration Plan was issued in November 1993, and an accompanying draft Environmental Impact Statement (EIS) was prepared and issued in June 1994. A Final EIS was issued in September 1994, with a Record of Decision made in October 1994. The final Restoration Plan was approved in November 1994. These documents detail the options and alternatives for best achieving restoration of resources and services,

based upon scientific and agency recommendations, public comments, and the judgement of the Trustees. The Restoration Plan presents a strategy for guiding restoration projects over the next several years.

Annual Work Plans

The Restoration Plan will be implemented through annual Work Plans. These Work Plans will detail the projects to be funded during forthcoming Federal fiscal years (October 1 through September 30), as well as the administrative support requirements for the restoration program.

Sources of Information

Copies of publications, documents, reports, and data may be obtained from various sources. The Oil Spill Public Information Center at 645 G Street, Anchorage (907/278-8012), contains copies of most relevant materials to use as references, including meeting transcripts and reports, annual work plans, the Restoration Framework, the Restoration Plan, Environmental Impact Statements, various damage assessment study reports, project reports, maps, and other information.

D. Intent

The Trustee Council intends that the Public Advisory Group be established as an important component of the Council's public involvement process. It is not the intent of the Council that the Public Advisory Group be the Council's sole source of public involvement and public opinion. Nor is it the intent of the Council that the Public Advisory Group seek public involvement except as specifically requested by the Council. The Council values the views of the Public Advisory Group based on the individual and collective experiences of Public Advisory Group members as an informed source of advice.

The Trustee Council carefully selected the members of the Public Advisory Group so that a wide spectrum of views and interest are available for the Council to consider as it evaluates, develops, and implements restoration activities. It is the Council's intent that the diversity of interests and views held by the Public Advisory Group members contribute to wide ranging discussions that will be of benefit to the Trustee Council. It is not the intent of the Council that individual Public Advisory Group members be the only spokesperson for a specific interest or that the Public Advisory Group filter or direct general public comment.

Because of the desire of the Trustee Council to have this wide spectrum of views among the Public Advisory Group members, it is essential that the formation of any subsets or subcommittees preserve the full spectrum of views and interests that are represented on the Public Advisory Group. The Trustee Council believes that preserving this spectrum of views in any subset to be a difficult task and, therefore, the use of subcommittees or subsets will be extremely limited and subject to the approval of the Trustee Council.

It is also the Trustee Council's intent to develop, with assistance from the Public Advisory Group, and approve an annual budget allowing the Public Advisory Group to

meet prior to each Trustee Council meeting, as necessary. Public Advisory Group costs will be monitored to prevent expenditures in excess of the annual budget. Also, the Trustee Council will approve in advance all expenditures, including those arising from the scheduling of meetings. See the Appendix for additional discussion on intent.

II. Membership

A. Member Composition

The Public Advisory Group shall consist of 17 voting members appointed to represent the following principal interests: aquaculture, commercial fishing, commercial tourism, conservation, environmental, forest products, local government, Native landowner, recreation users, science/academic, sport hunting and fishing, subsistence, and five public-at-large members. One member each from the Alaska State House of Representatives and the Alaska State Senate, selected by the Speaker of the House and the President of the Senate, respectively, shall be *ex officio* members. Other *ex officio* members may be appointed at the discretion of the Trustee Council.

B. Eligibility

Public Advisory Group members shall be chosen based on their demonstrated knowledge of the region, peoples, or principal economic and social activities of the area affected by the *Exxon Valdez* oil spill, or by demonstrated expertise in public lands and resource management as it relates to restoration, as applicable.

C. Nomination and Appointment

Nominations for membership may be submitted from any source. From these nominations, the Trustee Council will, by unanimous agreement, recommend membership to the Trustees. Following selection by the Trustees, the Secretary of the Interior appoints those selected by the Trustees. Nominees must submit a resume or background information and respond to a conflict of interest request in order to be considered.

D. Term and Removal

Each member of the Public Advisory Group may serve a two-year term from the date of appointment. The first term began October 23, 1992. Members are eligible for renomination and reappointment at the close of their terms. Appointments to fill the unexpired term of a vacancy will be for the term of that vacancy. All appointments will end at the termination of the Public Advisory Group on January 1, 2002, unless it is extended or terminated before that date. The Trustees may remove a member or officer of the Public Advisory Group for reasons of malfeasance, incompetence, or failure to attend to membership responsibilities.

E. Officers

The Public Advisory Group shall have a chairperson and a vice-chairperson, who shall be elected annually from the voting membership by a majority vote of the membership, and approved by the Trustee Council in consultation with members of the Public Advisory Group. Officers shall serve a one-year term. The chairperson and vice-chairperson are eligible for re-election and reappointment to successive one-year terms.

F. Alternate Members

- ** Public Advisory Group members may recommend an alternate for their position. Alternates must be approved by the Trustee Council. A resume or biographical sketch and a statement of no conflict of interest for the recommended alternate are to be submitted to the Trustee Council. From these nominations, the Trustee Council will recommend one alternate for each Public Advisory Group member to the Trustees, and following selection by the Trustees, the Secretary of the Interior will appoint the designated alternates selected by the Trustees. The official Public Advisory Group member must inform the Designated Federal Officer or the Restoration Office ahead of time if travel funds are requested for the alternate to attend a meeting. Once approved, alternates have all the responsibilities of the official Public Advisory Group member they represent at a particular meeting.

G. Filling Member Vacancies

- ** If a Public Advisory Group member vacates their membership, the appointed alternate member may assume the position of the full member. If there is no alternate member or they are unwilling or unable to fill the member position, the Trustee Council may solicit new members. Nominees must submit a resume or background information and respond to a conflict of interest request in order to be considered. The Trustee Council will, by unanimous agreement, recommend membership to the Trustees. Following selection by the Trustees, the Secretary of the Interior appoints the member selected by the Trustees.

III. Duties

A. Restoration Advice

The Public Advisory Group shall advise the Trustee Council on all decisions relating to injury assessment restoration activities, or other use of natural resource damage recoveries, including:

- planning, evaluation, and allocation of available funds;
- planning, evaluation, and conduct of injury assessments;
- planning, evaluation, and conduct of restoration activities; and
- coordination of the above items.

B. Program Operations

The Public Advisory Group shall advise the Trustee Council and its Restoration Office on the operation of the restoration program and related activities, including the process for obtaining public input.

IV. Operations

A. Designated Federal Officer

The Designated Federal Officer is a requirement of the Federal Advisory Committee Act (FACA). The Designated Federal Officer shall be the U.S. Department of the Interior, Office of Environmental Affairs - Alaska, Regional Environmental Assistant (or his/her designee). For the Public Advisory Group and its subcommittees, the Designated Federal Officer shall:

- approve or call the meeting
- approve the agenda
- attend the meeting
- adjourn the meeting when such adjournment is in the public interest
- chair the meeting when so directed by the Trustee Council
- review official PAG public announcements and/or news releases prior to their issuance

B. Quorum

- ** A quorum of the Public Advisory Group shall be ten (10) voting members. A quorum (along with the attendance of the Designated Federal Officer) is required to convene a meeting and conduct business. Participation in meetings by teleconference is accepted as attendance.

C. Presiding Officer

The chairperson shall be the presiding officer and conduct all meetings. If the chairperson is unavailable, the vice-chairperson shall preside. If both the chair and vice-chair persons are unavailable, the Designated Federal Officer shall conduct business as a non-voting facilitator.

D. Rules of Order

- ** The current edition of Robert's Rules of Order Revised will be used as the basic governing procedures of the Public Advisory Group. All provisions of these rules of order will apply to Public Advisory Group deliberations except when they are amended by Public Advisory Group action according to the procedures set forth therein.

E. Action/Rules of Voting

- ** Matters before the Public Advisory Group requiring a vote to make a recommendation to the Trustee Council shall have a majority approval of the voting members present (which must constitute a quorum). The Designated Federal Officer and any *ex officio* members shall not vote on matters before the Public Advisory Group. When recommendations are approved with less than unanimous consent, a minority report(s) indicating the range of opinion on the issue will be submitted, along with the majority recommendation, to the Trustee Council.

F. Subcommittees

The Public Advisory Group may, upon Trustee Council approval, create *ad hoc* subcommittees or work groups to review in depth subject matter brought before the Public Advisory Group. Under Federal law, the Designated Federal Officer must approve the agenda and any travel involved and be present at all subcommittee or work group meetings. Meetings will be publicly announced ahead of time by the issuance of public service announcements to relevant local media, posting of meeting notices at the Oil Spill Public Information Center and local libraries and teleconference sites, and by distribution of meeting notices to Public Advisory Group members, the Restoration Office staff and the Trustee Council. A record of the subcommittee or work group meeting will be maintained, noting the time and location of the meeting, who was in attendance/their organizations represented, and the issues raised.

G. Public Information

- ** The official spokesperson for the Public Advisory Group is the chairperson, or in his/her absence, the vice-chairperson. All inquiries regarding the official position of the Public Advisory Group shall be referred to these officers.

H. Records

All accounts and records of the activities and transactions of the Public Advisory Group shall be kept and maintained by the staff of the Restoration Office and, subject to the provisions of 5 U.S.C 552, such accounts and records shall be available for public inspection at the offices of the Executive Director.

I. Amendment of Procedures

The Public Advisory Group may adopt appropriate procedures for operating and decision making consistent with applicable Federal and State law and the Public Advisory Group charter--such procedures require the approval of the Trustee Council. The Public Advisory Group may suggest amendments to their charter to the Trustee Council, who must approve such amendments by unanimous consent. Charter amendments must be submitted by the Trustee Council to the Secretary of the Interior for signature.

V. Meetings

A. Frequency

The Public Advisory Group is required by its charter to meet not less than four times a year.

B. Agenda

The agenda for each meeting will be issued to Public Advisory Group members at least 15 days prior to the scheduled meeting. The agenda will include (see format in Appendix):

- the exact name of the group
- the time, date, place, and purpose of the meeting
- the agenda, denoting action items
- a time for public comment

Background materials for items to be discussed at the meeting shall be enclosed with the agenda or issued to Public Advisory Group members 15 days prior to the meeting at which they are to be discussed.

C. Notices

In accordance with the Federal Advisory Committee Act, 15 days advance notice of meetings of the Public Advisory Group shall be published in the Federal Register. The notice shall include:

- the exact name of the group: Exxon Valdez Oil Spill Public Advisory Group
- the time, date, place, and purpose of the meetings
- a summary of the agenda
- whether the meeting is open to the public

Notice of an upcoming meeting shall also be published in statewide and regional newspapers of general circulation within the oil spill area, as noted below, and a press release issued for use by print and electronic media.

--Anchorage Daily News

--Cordova Times

--Fairbanks News Miner

--Homer News

--Juneau Empire

--Kodiak Daily Mirror

--Peninsula Clarion

--Seward Phoenix Log

--Valdez Vanguard

--Valdez Star

D. Minutes

Detailed minutes of each Public Advisory Group meeting shall be kept by the Executive Director (see format in Appendix). The minutes must include:

--time, date, place of meeting

--a list of Public Advisory Group members and staff present

--a list of agency employees present

--members of the public who presented oral and/or written comments

--an estimate of the number of other members of the public present

--an accurate description of each matter discussed, and the resolution, if any, made by the Public Advisory Group on such matters

--copies of each report or other document received, issued, or approved by the Public Advisory Group

--a certification of the minutes by the chairperson of the Public Advisory Group

E. Public Participation

By law, Public Advisory Group meetings are open to the public. Meetings shall be held at a reasonable time and in a place accessible to the public. Any member of the public shall have to opportunity to speak at meetings or submit written comments to the Public Advisory Group. (Federal Advisory Committee Act (5 U.S.C., App.), Alaska Open Meeting Act (AS 44.62), and the Federal Disability Act (P.L. 101-336))

F. Executive Sessions

No closed meetings of the Public Advisory Group are permitted.

VI. Reports

A. Trustee Council

The Public Advisory Group shall report to the Trustee Council through the chairperson, or the vice chairperson in the absence of the chairperson, at Trustee Council meetings. Other members of the Public Advisory Group may report with the chairperson, as appropriate. The Trustee Council's regular agenda shall include a period during which the chairperson of the Public Advisory Group may report on its activities, ask questions of the Trustee Council members, and be available for questioning by the Trustee Council.

B. Annual Report

No later than November 1 of each year, or as required by the Secretary, the Designated Federal Officer shall issue an annual report of the Public Advisory Group, with concurrence of the Executive Director, to the Secretary of the Interior for inclusion in the President's annual report on advisory committees to the Congress. The report shall include (see Appendix):

- the name of the group
- the date of and the authority for its creation
- its termination date
- its functions
- reference to the reports it has submitted
- a statement as to whether it is an *ad hoc* or continuing committee
- the dates of its meetings
- the names and occupations of its current members
- the total estimated annual cost of the committee

VII. Support

A. Executive Director

The Public Advisory Group functions are advisory only and its officers shall have no administrative authority by virtue of their membership, except to recommend budget and support needs to the Executive Director or the Designated Federal Officer. The Trustee Council, through the Executive Director, shall procure and provide all needed meeting space, supplies, copying, mailing, equipment, and support for the Public Advisory Group. An annual budget to support the Public Advisory Group shall be prepared as part of the Trustee Council regular budget process. All Public Advisory Group expenditures will be preceded by coordination and approval of the Director of Operations and the Designated Federal Officer.

B. Travel and Expenses

Public Advisory Group members are voluntary and do not receive compensation for time and materials used in order to participate on the Public Advisory Group. Actual travel (to a maximum allowable amount) plus travel-related expenses (eg. taxi cab) and per diem for meals and incidental expenses, are reimbursable (except for *ex officio* members) in the same manner as persons employed intermittently by the State of Alaska. Members must have pre-approved (by the Director of Operations) travel authorizations for any travel related to Public Advisory Group business. Travel expenses and per diem will be reimbursed based on standard Federal government travel regulations and rates. Members should indicate to vendors that they are travelling on government business and request that government rates be applied (show the Travel Authorization form). Forms for reimbursement (receipts are required) are in the Appendix and should be filed with the Director of Operations within 5 days of completion of the trip.

The information on the following pages summarizes the rules for travel and expenses. Any questions and pre-approvals should be directed to the Director of Operations, or as otherwise noted in the following procedures.

C. Non-PAG Events

- * * The Public Advisory Group may recommend that a member attend and report on a Trustee Council sponsored or sanctioned workshop, meeting, or other event within the State of Alaska, and be reimbursed for travel and expenses. Prior approval of the Director of Operations is required. This does not preclude Public Advisory Group members from attending such functions at their own expense.

TRAVEL INFORMATION

This travel/reimbursement information is for the Exxon Valdez Oil Spill Public Advisory Group. Reimbursements will be made in accordance with State of Alaska travel regulations (Alaska Administrative Manual--AAM 60.010-.400). All travel must be approved in advance by the Director of Operations using the form: Travel Authorization (02-027) (see Appendix B). A copy of this form will be sent to Public Advisory Group members and the authorized travel agent prior to the date of travel.

Airline Tickets: Travel economy class from the home town by the most direct route. First class tickets will not be reimbursed unless first class is the only means available. Cherri Womac at (907) 278-8012 or toll free in-state (800) 478-7745 will make the necessary travel arrangements. The original ticket stub/coupon must be turned in with all paperwork.

Car Rental: Car rental is not encouraged since it is less expensive to use a taxi cab or shuttle bus. Prior approval must be obtained for car rentals, if this is to be a reimbursable expense. Save receipts.

Mileage: Authorized mileage for use of personal vehicles will be reimbursed at the rate of 31 cents per mile, but cannot exceed the cost of an airline ticket or other common carrier to the same destination.

Hotels: Members should make their own hotel reservations. Accommodations are usually available at government rates, if you request them--show your Travel Authorization form. Save receipts and submit them for reimbursement of actual hotel expenses at the Government rate.

Per Diem: The per diem rate (for and meals and incidental expenses varies by location and is subject to periodic change (see Appendix G).

Reimbursement Process: Travel Authorizations (form 02-027, in Appendix B) requesting reimbursement of travel expenses will be prepared for Public Advisory Group members. Members will need to furnish (use the Travel Itinerary form in the Appendix):

- date and time travel commences and ends

- method(s) of travel

- for airline travel, the passenger coupon receipt remaining after travel has been completed

- receipts for lodgings and other reimbursable expenses over \$15.00

- expenses totalling \$30.00 or more will not be reimbursed without receipts

From the information and receipts furnished, the Travel Authorization will be completed and sent to the member for signature if the signature was not obtained at the meeting. An addressed envelope will be provided for returning the form for further processing. Any questions should be directed to Cherri Womac at (907) 278-8012. She can also be reached toll-free in-state at (800) 478-7745 or out-of-state at (800) 283-7745.

X. Appendices

- A. Map of the Oil Spill Area
- B. Forms and Formats
- C. Charter
- D. Basic Information for Members
- E. Federal Advisory Committee Act
- F. Trustee Council Intent (excerpt from March 10, 1993 meeting)
- G. State Travel Regulations
- H. Process for Appointment of 1994-1996 Members

A. Map of the Oil Spill Area

— See Restoration Plan —
(Section VII)

B. Forms and Formats

1. Format for Federal Register notice
2. Format for news release
3. Format for newspaper announcement
4. Format for meeting agenda
5. Format for meeting summary
6. Form for meeting sign-in
7. Form for recording votes
8. Format for Resolutions
9. Form for Travel Itinerary
10. Form for travel requests (Travel Authorization)
11. Instructions for expense reimbursement (use Travel Authorization form)
12. Vehicle Mileage Report

DRAFT

DEPARTMENT OF THE INTERIOR
OFFICE OF THE SECRETARY

AGENCY: Department of the Interior, Office of the Secretary

ACTION: Notice of Meeting

SUMMARY: The Department of the Interior, Office of the Secretary is announcing a public meeting of the Exxon Valdez Oil Spill Public Advisory Group to be held on October 29, 1992, at 9:00 a.m., in the first floor conference room, 645 "G" Street, Anchorage, Alaska.

FOR FURTHER INFORMATION CONTACT: Douglas Mutter, Department of the Interior, Office of Environmental Affairs, 1689 "C" Street, Suite 119, Anchorage, Alaska, (907) 271-5011.

SUPPLEMENTARY INFORMATION: The Public Advisory Group was created by Paragraph V.A.4 of the Memorandum of Agreement and Consent Decree entered into by the United States of America and the State of Alaska on August 27, 1991 and approved by the United States District Court for the District of Alaska in settlement of United States of America v. State of Alaska, Civil Action No. A91-081 CV. This initial meeting will include organizational issues and background reports on: (1) Oil Spill Restoration; (2) 1993 Proposed Work Plan; (3) Habitat Protection Status; (4) Restoration Plan; (5) Environmental Impact Statement; (6) Oil Spill Symposium; and (7) Restoration Funds.

Dated: October ____, 1992

Signature and title

Exxon Valdez Oil Spill Trustee Council

645 G Street, Suite 401, Anchorage, AK 99501-3451 907/278-8012 fax: 907/276-7178



Media Advisory/Release

Date: February 13, 1997

97-2

Trustee Council to discuss habitat protection, FY97 Work Plan

The Exxon Valdez Oil Spill Trustee Council will meet Friday, February 14, to discuss acquisition of English Bay Corporation lands within Kenai Fjords National Park, deferred projects from the FY97 Work Plan, and other matters.

The Trustee Council will consider a proposal to acquire 32,470 acres of coastal habitat as part of its efforts to aid the recovery of species injured in the 1989 oil spill. This habitat is used by numerous species injured by the spill, including harlequin ducks, black oystercatchers, harbor seals, sea otters, and herring. Adjacent upland areas support river otters, marbled murrelets, spawning salmon and other species injured by the spill. The habitat protection package was negotiated by the U.S. Dept. of the Interior. It would add 30,200 acres to the Kenai Fjords National Park and 2,270 acres to the adjacent Alaska Maritime National Wildlife Refuge.

The FY97 Work Plan is the document that sets the Trustee Council budget and identifies community projects, scientific studies and administrative duties for the fiscal year beginning October 1. The Trustee Council will consider projects to produce a video, to study herring, and to fertilize lakes for better salmon production.

The public is invited to comment on any Trustee Council activity beginning at 9 a.m. The meeting will be held at the Trustee Council Restoration Office at 645 G Street, beginning at 8:30 a.m. It will also be teleconferenced to the Legislative Information Office in Juneau, Goldstein Building, Room 319.

-30-

NOTE: Agenda attached

Contact: Molly McCammon or Joe Hunt at 907/278-8012

Public Meeting
Exxon Valdez Oil Spill Trustee Council

645 G Street, Suite 401, Anchorage

Friday, February 14, 8:30 a.m.

Agenda items include:

- Deferred Work Plan Projects
- Status of Archaeological Planning Effort
- Data Policy
- Habitat Protection (English Bay)
- Small Parcel Program (Kenai River)

Public Comment Period

The public is invited to comment on Trustee Council activities at 9:00 a.m.

This meeting will be teleconferenced to the Juneau Legislative Information Office, Goldstein Building, Rm. 319.



Juneau Empire
for placement
February 12, 1997

2 col. x 3 inches

Public Meeting
Exxon Valdez Oil Spill Trustee Council

645 G Street, Suite 401, Anchorage

Friday, February 14, 8:30 a.m.

Agenda items include:

- Deferred Work Plan Projects
- Status of Archaeological Planning Effort
- Data Policy
- Habitat Protection (English Bay)
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Exxon Valdez Oil Spill Trustee Council

645 G Street, Suite 401, Anchorage, AK 99501-3451 907/278-8012 fax: 907/276-7178



AGENDA

Exxon Valdez Oil Spill Trustee Council
Public Advisory Group
Fourth floor conference room
645 G Street, Anchorage, Alaska

Tuesday-Wednesday, March 4-5, 1997

10:00 a.m. - Tuesday
9:00 a.m. - Wednesday

DRAFT

DRAFT

2/21/97

PURPOSE:

1. New PAG member orientation
2. Develop recommendations for Archaeological Repositories

Tuesday, March 4 — Orientation for New PAG Members

10:00 a.m.	Call to order Introductions	Doug Mutter
10:15	Welcome Introduction of EVOS staff Role of Public Advisory Group	Molly McCammon
10:30	Briefing: How Did We Get Here? Court Settlement Restoration Plan	Craig Tillery Molly McCammon
11:00	Briefing: Status of Restoration Injured Resources List Status of Recovery Science Review Process	Stan Senner
12:00	Lunch on your own	

1:00	Briefing: Major Elements of Restoration Program	
	Annual Work Plan Process	Sandra Schubert
	Habitat Protection	Molly McCammon
	Restoration Reserve	Molly McCammon
2:30	Briefing: Other Components of Restoration Program	
	Administrative Functions	Molly McCammon
	Public Outreach	Joe Hunt
3:00	PAG Operating Procedures/Travel	Cherri Womac
3:30	Tour of OSPIC, including web site	

Adjourn for day

March 5 — Regular Meeting

9:00 a.m.	Election of chair	
9:15	Executive Director's Report on Recent Activities	
9:45	Discussion/Recommendation	
	Archaeological Repositories	Molly McCammon & Veronica Christman
11:15	Discussion	
	Restoration Reserve	Molly McCammon & Veronica Christman
12:00	Lunch on your own	
1:00	Public Comment	
1:30	Discussion	
	FY 98 Invitation and Work Plan	Sandra Schubert & Stan Senner
2:00	Discussion of PAG Priorities for 1997	
	Development of 1997 Meeting Schedule	

Adjourn

Meeting Summary

A. MEETING:

B. DATE/TIME:

C. LOCATION:

D. MEMBERS IN ATTENDANCE:

Name

Principal Interest

E. NOT REPRESENTED:

Name

Principal Interest

F. OTHER PARTICIPANTS:

Name

Organization

G. SUMMARY:

H. ACTION ITEMS:

I. NEXT MEETING:

J. ATTACHMENTS:

K. CERTIFICATION:

PAG Chairperson

Date

Public Advisory Group Meeting Sign-In Sheet
August 7, 1996

Page 1 of

Name	Affiliation	<i>(If you are not on the Trustee Council mailing list.)</i> Address/Phone #	Do you wish to present public comment?

Exxon Valdez Oil Spill

Public Advisory Group Voting Record

Date: _____

Motion by: _____

Second by: _____

Issue: _____

Name	YES	NO	ABSTAIN	ABSENT
Rupert Andrews				
Torie Baker				
Christopher Beck				
Pamela Brodie				
Sheri Buretta				
Dave Cobb				
Chip Dennerlein				
Eleanor Huffines				
James King				
Mary McBurney				
Dan Hull				
Charles Meacham				
Brenda Schwantes				
Stacy Studebaker				
Charles Totemoff				
Howard Valley				
Ed Zeine				

EXXON VALDEZ OIL SPILL PUBLIC ADVISORY GROUP

Recommendation to the Trustee Council.

RESOLUTION NO. 1

WHEREAS, the Trustee Council established the Exxon Valdez Oil Spill Public Advisory Group through the Charter filed by the Secretary of the Interior on October 26, 1992; and

WHEREAS, the Public Advisory Group finds it necessary and beneficial to establish operational procedures as set forth in the Exxon Valdez Oil Spill Public Advisory Group Background and Guidelines; and

WHEREAS, the Charter states that "All rules and procedures governing the proceedings of the Public Advisory Group must be approved by the Trustee Council";

NOW, THEREFORE BE IT RESOLVED BY THE PUBLIC ADVISORY GROUP to advise that the Trustee Council approve the above named procedures (attached) for use by the Public Advisory Group.

ADOPTED the 2nd day of December, 1992, by majority vote.

ATTEST:

Chairperson

TRAVEL ITINERARY

Traveler's Name: _____ Travel Dates: _____

Destination and Purpose: _____

	DATE	POINTS OF DEPARTURE AND ARRIVAL	TIME	MODE OF TRAVEL**	IF POV* SHOW MILES TRAVELED
DEPART					
ARRIVE					
DEPART					
ARRIVE					
DEPART					
ARRIVE					
DEPART					
ARRIVE					
DEPART					
ARRIVE					
DEPART					
ARRIVE					

* POV - Privately Owned Vehicle

** If on a commercial flight, show the airline and flight number.

RECORD REIMBURSABLE EXPENSES ON REVERSE SIDE

REIMBURSABLE EXPENSES

Record all non per diem expenses such as: hotel, parking, official EVOS calls, tolls, taxi, registration fees, misc. EVOS related expenses, etc.

[illegible]

Instructions for Expense Reimbursement
(use Travel Authorization form)

Complete the following: (must be legible in ink or typewritten)

3. Your name
4. EVOS TC PAG member
5. Your social security number
6. Your personal mailing address and location of your residence, if different than mailing address (do not use your work or business address)
10. City where you reside
11. Purpose of trip
14. City and date (month-day-year) of return
15. Destination(s) and date (month-day-year) of return
20. Specific dates showing the date of departure, each day while in travel status, and the date of return.
21. Detailed itinerary, including the times of departures and arrivals. This detailed information must coincide with and explain the reimbursements listed in the Miles X Rate, Mileage or Cash Fare, Per Diem, and Other columns.
22. Mileage claimed times rate (generally 31 cents per mile) up to or equal to the cost of airfare to destination.
23. Total mileage or cash fare due the employee: includes cab, bus, airfare, or parking.
24. Actual lodging and M&IE by day for each day in travel status. Meal allowances on beginning and ending days will be prorated as indicated by departure and arrival times listed in explanation field.
25. Any other costs to be reimbursed
30. Your signature

ATTACH YOUR AIRLINE TICKET STUB OR LAST COUPON FROM THE TICKET
ATTACH THE RECEIPT FOR YOUR LODGING
ATTACH RECEIPTS FOR PARKING, TAXI OR RELATED TRANSPORTATION

Send the form and all receipts to:

Cherri Womac
Exxon Valdez Oil Spill Trustee Council Restoration Office
645 G Street, Suite 401, Anchorage, AK 995021-3451

STATE OF ALASKA
Department of Fish and Game
VEHICLE MILEAGE REPORT

DISTRIBUTION OF THIS REPORT: Complete form and submit to nearest Accounting office.

INSTRUCTIONS

1. This form must be completed for the reporting of all mileage for individuals claiming Personal Vehicle Mileage reimbursement.
2. The employee recording mileage for a vehicle will record the information in the spaces provided. The employee should verify beginning mileage before starting out.
3. Use as many forms as necessary to record all the trips for a month. You should not lump multiple trips onto a single line.
4. Complete separate forms for each personal vehicle. Also use separate a form for each different Vehicle Legend type when claiming Personal Vehicle Mileage.

CLAIMING PERSONAL VEHICLE MILEAGE REIMBURSEMENT

PVN Bargaining Unit: License No:
Print Name: SSN:
Address, _____ City, _____ State & _____
Financial Coding _____ Zip Code _____

EMPLOYEE SIGNATURE: _____ Date: _____

APPROVING OFFICER
SIGNATURE _____ Date: _____

Vehicle Legend: H - Highway Vehicle A - Aircraft S - Snowmobile
 B - Boat (Motor Vessel) T - All Terrain Vehicle O - Other

Vehicle Legend

DATE	MILEAGE		TOTAL MILES	CODING	PERSONAL RATE	VEHICLE ONLY DOLLARS
	BEGIN	END				

DIVISION OF ADMINISTRATION USE ONLY

Number of Miles Rate/Mile: Reimbursement Paid:

Document Number: Warrent Issue Date:
(MMDDYY)

C. Charter

(See Section V, Tab B)

D. Basic Information for Members

(See Section V, Tab D)

E. Federal Advisory Committee Act

(See Section V, Tab D)

- A. Federal Advisory Committee Act (5 U.S.C., Appendix)
- B. Federal Register Volume 52, Number 231 (41 CFR 101-6)
- C. Federal Register Volume 54, Number 192 (41 CFR 101-6)
- D. Highlights of 41 CFR 101-6

**F. Trustee Council Intent
(excerpt from March 10, 1993 meeting)**

EXCERPT

EXXON VALDEZ OIL SPILL SETTLEMENT
TRUSTEE COUNCIL

RESTORATION OFFICE
Simpson Building
645 G Street
Anchorage, Alaska

VOLUME II
March 10, 1993
8:30 a.m.

TRUSTEE COUNCIL MEMBERS in attendance:

State of Alaska	MR. CHARLES COLE Attorney General
State of Alaska Department of Environmental Conservation	MR. JOHN SANDOR Commissioner
United States Department of the Interior	MR. PAUL GATES Acting Special Assistant
State Department of Fish and Game	MR. CARL ROSIER Commissioner
United States Department of Agriculture - Forest Service	MR. MIKE BARTON Regional Forester
United States Department of Commerce - NOAA	MR. STEVE PENNOYER Director, Alaska Region

RESTORATION TEAM in attendance:

DAVE GIBBONS	Interim Administrative Director, Trustee Council
MARK BRODERSEN	Restoration Chief, Alaska Department of Environmental Conservation
JEROME MONTAGUE	Director, Oil Spill Impact Assessment & Restoration Division, Alaska Department of Fish and Game

BYRON MORRIS Chief, Office of Oil Spill Damage Assessment
and Restoration, United States Department of
Commerce - NOAA

KEN RICE Deputy Natural Resource Manager, United
States Department of Agriculture -
Forest Service

PAMELA BERGMAN Regional Environmental Assistant, United
States Department of the Interior

MARTY RUTHERFORD Assistant Commissioner of EVOS,
Alaska Department of Natural Resources

PUBLIC ADVISORY GROUP MEMBERS in attendance:

DOUGLAS MUTTER Department of the Interior
Designated Federal Officer

BRAD PHILLIPS Chairman

PAMELA BRODIE

KIM BENTON (substituting for JOHN STURGEON)

CHARLES TOTEMOFF

DR. RICHARD KNECHT

OTHERS in attendance:

DR. ROBERT SPIES

CRAIG O'CONNER NOAA Legal Counsel

KATHLEEN CHOROSTECKI NOAA Damage Assessment Center

MARIA LISOWSKI Of Counsel

JEROME SELBY Mayor of Kodiak Island Borough

TOM FINK

JOE SULLIVAN

CRAIG TILLERY

ARTHUR WEINER, Ph.D.

CHUCK GILBERT

KIM SUNDBERG

CAROL GORBICS

ROBERT LOEFFLER

* * * * *

1 I was just reading the operating procedures. It says "A quorum,"
2 and it says "(along with the attendance of the Designated Federal
3 Officer)". And my concern might be if Doug's sick and you've
4 got, you know, 14 members there. If he's sick and cannot attend
5 the meeting, they still don't have a quorum. Perhaps we should
6 have an alternate for the designated federal officer, also.

7 MR. PENNOYER: Mr. Gates.

8 MR. GATES: We can take care of that.

9 MR. PENNOYER: Fine. All right. The second item you
10 had then was a question of direction?

11 MR. PHILLIPS: Yes. I don't know whether you've
12 formulated anything since our last discussion, but I know the
13 group would welcome any specific direction you have for us so
14 that we aren't going off on rabbit trails and doing things that
15 aren't helpful to you to be able to expedite our discussions too.
16 And you may not have anything ready, but we're ready to receive
17 any direction you can give us that will be helpful.

18 MR. PENNOYER: I think the direction you specifically
19 were talking about was the amount of interaction with the public
20 and what type of public interaction...

21 MR. PHILLIPS: That's part of it, yes.

22 MR. PENNOYER: ...other public interaction from the PAG
23 should serve. I guess the other factor, too, of just the
24 process. Do you deal with our agenda in total before each
25 meeting. I mean there's some procedural things I'm not sure have
26 been -- for example, have you met since our last meeting?

1 MR. PHILLIPS: No.

2 MR. PENNOYER: I don't think you've have.

3 MR. PHILLIPS: No, we haven't had a reason to meet
4 until we get some...

5 MR. PENNOYER: You haven't specifically commented on
6 this agenda content then that's been holdover from last the
7 meeting?

8 MR. PHILLIPS: No, sir. And you know, we have the same
9 30-day thing to contend with. We just thought maybe if you --
10 even informally, if you can tell us what we're doing right or
11 wrong, particularly the wrong thing or where we could strengthen
12 our activities to help you so that we don't spin our wheels and
13 waste time and that we can be helpful.

14 MR. PENNOYER: Mr. Cole.

15 MR. COLE: I have a thought that I hope is shared by
16 other members of the Trustee Council. And that is that we're
17 looking for broad advice, not narrow, selective advice. I
18 received a letter -- I think all the other members of the Trustee
19 Council did -- from one of the members of the Public Advisory
20 Group, I think, who sort of appeared to misconstrue the functions
21 of the Public Advisory Group, at least from my standpoint.

22 I mean as I looked at the transcript of the Public
23 Advisory Group's actions on the last 1993 work plan projects, I
24 did not see in the transcript the type of full discussion and
25 reflection upon each project which I personally would liked to
26 have seen. I mean it's my contemplation that when the Public

1 Advisory Group looks at these proposed projects, that they say,
2 "Does this project really make sense?" and they scrutinize it
3 carefully from that standpoint, number one. I mean is too much
4 money being spent based upon the broad views of those in the
5 Public Advisory Group for this project? Is this project a
6 project which the sense of the group thinks that the agency
7 should be doing as part of its normal statutory functions and
8 duties? This was part of what the group did but are there other
9 projects which should be examined carefully by the group. Is our
10 general approach to projects too narrow or should it be more
11 wide-ranging?

12 I mean that's the sort of help, if you will, that I
13 would like to see come from this advisory group and not simply
14 say, "Well, we haven't been told to do this, so we're not going
15 to do it." I mean, you know, just take a shot at us, if you
16 will. I mean, you know, but we...

17 MR. PHILLIPS: That's the kind of help we had in...

18 MR. COLE: ...need that sort of advice.

19 MR. PHILLIPS: That's what we need, Mr. Cole. So far,
20 we haven't had it and if that's what you want, then we can follow
21 those guidelines. I have no problem with that. We did discuss
22 all of those projects. We didn't know at the time whether we
23 could go outside of those projects for work -- for '93 or not.
24 We did make some comments on concerns that we had. We couldn't
25 vote because we didn't have a quorum but we did try to transmit
26 to you the general feeling, a consensus of things that -- and I

1 think we even sent you some minority concerns about things like
2 -- as an example, one of the things that bothered all the way
3 through the meeting was that layer upon layer of projects given
4 to an agency really inflates the personnel section of the costs
5 of these things. And we did question each representative of that
6 agency on whether this is a thing that you normally do in the
7 course of your business. Are you hiring new people or are the
8 old people taking it? There was a concern about where that
9 money is going and that, I think, was transmitted to you and so
10 we worked within the framework we had and that is those projects
11 that we had concern ourselves.

12 I appreciate your comments because it gives me a better
13 direction on where we can go and believe me, we've got a lot of
14 independent thinkers in that group and you will probably get a
15 lot of ideas outside of the agenda.

16 MR. COLE: See, that's why we selected them for that
17 very reason is for their independent thinkers in the group
18 so we'd get a composite of what people of this state are
19 saying. And also, I mean, for example, just one more thought,
20 Mr. Pennoyer.

21 MR. PENNOYER: Go ahead.

22 MR. COLE: You know, we get this are there enough
23 projects being devoted for the commercial fishing interests?
24 You know, we received -- I received letters on that saying, "Hey,
25 you know, you're not looking after us enough." Are we -- is our
26 general approach to habitat acquisition, is it too full or not

1 full enough. You know, so that's the type of thing that frankly
2 I would like to see. I leave it to the other members now for
3 their comments to see if they agree or disagree.

4 MR. PENNOYER: Other comments?

5 MR. BARTON: Mr. Chairman, I would endorse the Attorney
6 General's remarks. I also understand that after I had to leave
7 the last council meeting, there was some language distributed to
8 the council members regarding the intent of the council with
9 regard to the Public Advisory Group and what the council had
10 hoped for. I don't know whether there was any action taken on
11 that or not, but I think that also might be helpful and I know it
12 could be inserted in the operating procedures that you all have
13 developed very nicely in there and that would perhaps also
14 provide some assistance, Brad.

15 MR. PHILLIPS: Okay, that's fine. We'll discuss these
16 things at our next meeting, I'm sure, because they're all anxious
17 to know if we're headed in the right direction and we don't see
18 our position as adverse to yours. We just want to be helpful.

19 One of the other things, as an example, that was of
20 concern in our last meeting was to what extent or how close
21 should these projects be to actual damage by the oil spill? Some
22 of them really have a tendency to get far out and you can't find
23 the link, necessarily, between the oil spill and the project. And
24 to what extent do you want our feeling on that? That was a very
25 major thing that we talked about last time.

26 MR. COLE: Mr. Chairman.

1 MR. PENNOYER: Mr. Cole.

2 MR. COLE: That is crucial. I mean that is the mandate
3 of the congressional statute. It is the order of the United
4 States District Court and it is the specific language of the
5 memorandum of agreement between the state and federal trustees.
6 We must have that. And we also met with the members of the
7 General Accounting Office last Friday and I think they focused,
8 in part, on that very issue. We need in my view the thought
9 process, the views of the Public Advisory Group on that subject.
10 And I think, as I told -- we told the GAO people that we sit here
11 as trustees with the obligations of trustees and we look for that
12 link on every project.

13 MR. PHILLIPS: That's the kind of direction we need.
14 appreciate those comments very much because it was a concern of
15 the whole group.

16 MR. PENNOYER: Mr. Rosier.

17 MR. ROSIER: Thank you, Mr. Chairman. Brad, I realize
18 this is kind of a negotiating thing here in terms of direction
19 and operation but -- and I don't think that the PAG has had the
20 opportunity to really look at the budget that we've identified
21 for it but I, for one, am certainly interested in seeing a very
22 strong Public Advisory Group here on this and when you're talking
23 about this direction that you want to go and the direction that
24 you may be seeking from us on this, I would hope that you would
25 keep in mind the budget aspect of this. I think that budget
26 figure that we gave for the PAG was kind of a generalized budge

1 and we weren't exactly sure what that level should be or anything
2 else but I think that would certainly be a key to supporting the
3 PAG.

4 MR. PHILLIPS: Thank you.

5 MR. PENNOYER: Mr. Barton.

6 MR. BARTON: Mr. Chairman, is a motion in order to
7 adopt the intent language that was distributed?

8 MR. PENNOYER: I'm not sure the other members have it
9 in front of them, Mr. Barton, so you can make the motion but I'm
10 not clear we're prepared at this time to review it and I don't
11 know where it went to, so...

12 MR. BARTON: I understood that Mr. Sandor distributed
13 it at the earlier session of this meeting, so I guess I move the
14 adoption of that language. I'd be pleased to read it.

15 MR. PENNOYER: Maybe you could arrange for copies to be
16 made and we could take it up -- Mr. Cole. There it is.

17 MR. BARTON: How's that for responsiveness?

18 MR. PENNOYER: That's pretty responsive.

19 MR. COLE: When we start looking at language like that,
20 you know, it requires more than simply, in my view or reading
21 here, and say, "Well, it looks all right." And you know, then
22 six months later, somebody calls the language to our attention
23 and, you know, you say, whoops. I would not want to sit here and
24 dissect this language and approve it here. I would feel more
25 comfortable with a general adoption of the remarks here this
26 morning, have them transcribed and be done with it, but if other

1 trustees think we should adopt language -- this language or
2 similar language, I would prefer to defer it until after lunch
3 until we can scrutinize it carefully.

4 MR. PENNOYER: Any problem with deferring this until
5 after lunch? This seems to speak to a part that we haven't spent
6 a lot of time talking about this morning, namely, the public
7 interaction -- general public interaction. Why don't we defer
8 this until after lunch then? Is that acceptable to everybody?

9 (Unanimous inaudible positive agreement.)

10 MR. PENNOYER: I think you've heard a lot of comments
11 this morning that may give you some help in doing your work.

12 MR. PHILLIPS: Absolutely. It was worth getting up
13 for.

14 MR. PENNOYER: I think that clearly your role is not a
15 restrictive one, you know, and I don't think anybody's asking you
16 just to comment on projects or budgets. We're getting into a
17 Restoration Plan now that's going to set some of these parameters
18 down in terms of the scope of things that this council wants to
19 undertake and your comments on that as well are appropriate. So,
20 I think practically anything on our agenda that you feel we need
21 that advice on is certainly something we'd like to hear from you.

22 MR. PHILLIPS: All right.

23 MR. PENNOYER: The one other item that was brought up
24 by Mr. Phillips was the trip to Prince William Sound. Do we have
25 an actual proposal of a dollar amount in front of us? You
26 mentioned that there was some type of a proposal and fuel costs

G. State Travel Regulations

Travel Summary

Travel shall be authorized and approved in advance by Eric Myers, Director of Operations. Travel must be by the most direct route and efficient means.

Travel status begins when the member leaves their residence. Travel status ends when the member returns to their residence. Members will not receive per diem when attending a meeting in their resident community.

Airfare arrangements will be by the EVOS office. Please contact Cherri Womac at 907/278-8012 or toll free in-state at 800/478-7745.

Keep receipts. Original receipts are required for all travel expenditures over \$15.00 for which reimbursement is claimed. Expenses totalling more than \$30.00 without receipts will not be reimbursed. Following is a partial list of expenses allowed for reimbursement: airfare, hotel, parking expenses, taxi fares. The State will not reimburse for: parking violations, lost key replacement charges, telephone calls not related to EVOS business.

Per diem consists of \$42.00 per day for meals and incidentals and actual hotel reimbursement. Per diem, travel allowances, and reimbursements shall be based solely on charges incurred by traveling the most direct and efficient means.

Travel Advance: Advances on per diem may be arranged with a two-week notice.

Each member will be responsible for making their own **hotel reservations** in a hotel near the meeting location. Keep your receipt and submit the original receipt (not credit card carbon) with your Travel Itinerary. Reimbursement of actual hotel charges is authorized.

Please use the enclosed Travel Itinerary to record travel and expenses. When you arrive at the meeting Cherri will have a Travel Authorization Form for you to sign. At that time you may also give her your receipts.

Please contact Cherri Womac at 907/278-8012 or toll free in-state at 800/478-7745 to schedule your travel or if you have questions.

AAM 60.010 - INTRODUCTION TO TRAVEL PROCEDURES (12-94)

The travel policies of the State of Alaska are adopted by the Commissioner of the Department of Administration in accordance with section 39.20.160 of the Alaska Statutes. State agencies and employees are required to comply with these policies. It is anticipated that circumstances occasionally warrant deviating from the stated policy. In such cases, written approval must be obtained from the Commissioner of Administration.

The purpose of the travel policies is to provide reimbursement for actual and necessary expenses incurred by employees while traveling on state business. The policies apply uniformly to all employees unless otherwise provided for by a collective bargaining agreement. Whenever there is a conflict between these policies and a collective bargaining agreement, the relevant provisions of the collective bargaining agreement supersede.

The travel policies of the state are generally intended to be in compliance with current IRS regulations. The IRS regulations specify the allowable rates of reimbursement for business related travel expenses, including per diem allowances for meals and lodging, mileage, and moving. Whenever an employee receives a payment for business related travel or moving expenses which exceeds an IRS allowed rate, the state will report such reimbursements as required by IRS regulations, including withholding income and other taxes as may be applicable.

AAM 60.020 - TRAVEL DEFINITIONS (06-96)Employee

Throughout these policies, employee usually means either a state official or a person employed by a state agency (permanent or nonpermanent). At times an agency will provide travel for board or commission members, volunteers, wards of the state, or other nonemployees. While the agency may apply the same travel policies for nonemployees, it must ensure the payments are not required to be paid under a professional service contract. For example, if the nonemployee is being paid for services under a contract, and the travel reimbursements are related to this contract, these reimbursements are a part of the cost of the contract. They must be coded to the related contractual services account code in the state accounting system (AKSAS) rather than the travel account codes.

Travel Status

Employees shall be considered in travel status from the time an authorized trip begins until it ends. An "authorized trip" is a trip approved in accordance with administrative manual guidelines and where an employee is traveling outside the boundaries of their duty station and/or residence.

An authorized trip begins when an employee is leaving the duty station and/or residence and:

- leaves the normal work location if travel begins during normal working hours; or
- leaves the primary dwelling if travel begins outside normal working hours (a maximum of one hour travel time is allowed from the residence to the point of departure).

An authorized trip ends when an employee returns to the duty station and/or residence and:

- arrives at the normal work location if the trip ends during normal working hours; or
- arrives at the primary dwelling if the trip ends outside normal working hours (a maximum of one hour travel time is allowed from the point of return to the employee's residence).

An employee is not in travel status for local travel and/or "day trips." The following are some examples of employees who would not be considered in travel status under the local travel and/or day trip provision: a state trooper while on patrol in his/her assigned territory; a safety inspector whose normal duties include driving from his/her normal duty station to a construction site for purposes of conducting an inspection; a health inspector whose normal duties include driving from his/her normal duty station to various communities to inspect facilities. Mileage expenses may be reimbursed using a mileage reimbursement form rather than a Travel Authorization.

Duty Station

The duty station of an employee is the city, town, or village, or within a 50-mile radius thereof, where the employee spends the major portion of the working time or the place to which the employee returns on completion of special assignments. State agencies may define a radius or commuting area that is broader than the above limits within which per diem, etc., will not be allowed for travel within one calendar day.

Residence

The residence of an employee is the location, or within a 50-mile radius thereof, where the employee maintains the primary dwelling.

If an employee maintains multiple residences, the commissioner of the department shall designate the residence which bears the most logical relationship to the employee's duty station as the employee's primary residence. Factors to be considered in determining the primary residence include: the time ordinarily spent performing duties at each location; the degree of business activity at each location; the relative amount of state wages earned at each location. Agencies may also contact the Division of Finance for assistance.

Travel Authorization (TA) form

The TA is the form which shall be approved before an employee leaves on a trip. The form is used to itemize expenditures of an approved trip and to request reimbursement of any employee paid expenses. Employees seeking mileage reimbursement for business mileage driven while not in travel status should use a mileage reimbursement form, not the TA.

Travel Expenses

Travel expenses include:

1. **Transportation Expenses:** Transportation expenses consist of commercial carrier fares, vehicle mileage allowances, necessary taxi, bus, and other essential transportation expenses while on official state business.
2. **Per Diem Allowance:** The per diem allowance (hereinafter per diem) consists of two parts, meals and incidental expenses, and lodging.
3. **Subsistence:** Subsistence expenses consist of charges for meals, lodging, and other personal expenses incurred while traveling on official state business.
4. **Other Authorized Expenses:** Other expenses consist of charges for business telephone calls, telegrams, parking fees, emergency purchases of supplies, and other charges necessary to conduct the official business function. Costs not necessary to conduct official business are not authorized. Fines for traffic or parking violations, lost keys, lost airline tickets, or similar expenses are not authorized and will not be reimbursed.

Commercial Lodging Facility

A commercial lodging facility is a licensed entity which is in the business of selling lodging to the general public and would include hotels, inns, motels, apartments, and similar establishments but would not include campgrounds, trailer parks, etc.

AAM 60.030 TRAVEL APPROVALS (06-96)

All official travel shall be authorized and approved in advance by the appropriate supervisor or appointed designee. The request for approval shall be in writing and submitted on the Travel Authorization (TA) form # 02-027. Any deviation from the original travel plans reflected on the approved TA shall be documented on the TA and approved by the appropriate authority. An agency may require levels of approval in addition to those required by this section. All delegation of approving authority shall be documented and kept on file at the agency.

Travel Within Alaska

The TA requires prior approval within the department and shall at a minimum have the approval of the employee's immediate supervisor or designee.

Travel to the Contiguous United States, Hawaii, British Columbia, and Yukon Territory

In addition to the approvals required for travel within Alaska, prior approval is required by the department's commissioner or designee.

Travel Outside the United States

In addition to the approvals required for travel within Alaska, prior approval is required by the department's commissioner and the Governor's Office. A memorandum explaining the need for the travel must be included with the TA sent to the Governor's Office.

AAM 60.040 - ROUTING OF TRAVEL (12-94)

Reimbursable travel must be by the most direct route and efficient means.

AAM 60.050 INTERRUPTION OR DEVIATION OF TRAVEL FOR EMPLOYEE CONVENIENCE (12-94)

Any interruption or deviation from the most direct and efficient means of travel for employee convenience requires, at a minimum, prior approval at the agency level by

the appropriate supervisor or designee. Any additional time or expense resulting from an interruption or deviation for employee convenience shall be borne solely by the employee. See AAM 60.120 for clarification on travel involving privately owned conveyances.

When an employee begins and/or ends a period of leave while on travel status, the following apply:

1. Per diem, travel allowances, and reimbursements shall be based solely on such charges as would have been incurred if traveling by the most direct and efficient means.
2. Per diem, travel allowances, and reimbursements stop the hour an employee goes on annual or personal leave and resumes the hour the employee returns to duty or resumes route of travel required by state business. For example, an employee (Anchorage duty station) is traveling on state business (in Seattle) and the business is concluded at noon on Wednesday. For personal reasons the employee will not return to the duty station until the following Monday. In this example, the employee's leave status would begin at one o'clock on Wednesday and would end one hour before flight time from Seattle to return to the duty station.
3. Any additional time away from the employee's duty station that may be required for such indirect travel will be charged to annual leave, personal leave, or leave without pay.
4. Per diem is allowed when an employee is granted leave due to illness. However, the per diem allowance shall not be authorized for a period of illness exceeding three calendar days in any one period of absence. Per diem is not authorized if the employee is hospitalized or otherwise has no actual and necessary business expense requiring reimbursement.
5. Copies of leave slips shall be submitted with the Travel Authorization (TA) upon completion of the trip.

AAM 60.060 - COMMON CARRIER TOURIST CLASS ACCOMMODATIONS (11-92)

When traveling on state business, employees must obtain the lowest tourist class accommodations (AS 39.20.140) unless:

- tourist class accommodations are not available;

- waiting for tourist class accommodations would cause a greater cost to the state;
- tourist class accommodations are not in the best interest of the state.

Use of first class accommodations at state expense must be approved, in advance, by the department's commissioner or designee. Additionally, a written justification must be attached to the TA.

AAM 60.070 - COMMON CARRIER SPECIAL AIRFARES AND TRAVEL INCENTIVES (11-92)

Employees are directed to anticipate travel sufficiently in advance to procure discounted rates whenever possible. However, an employee may not vary from the most direct route of travel unless it is in the best interest of the state (AAM 60.040).

When employees are required to be in travel status over a regular day off in order to be eligible for special rates, they will be eligible for applicable per diem on the regular day off. However, all additional costs for per diem, and/or wages shall be considered in deciding if the special fares are in the state's best interest. If the total of all additional travel costs are greater than the regular fare, the special fare shall not be authorized.

For example, if an employee is required to stay over a Saturday night to be eligible for a special airfare, any increased cost in per diem or wages will be offset against the airfare savings when determining if the reduced fare should be used.

AAM 60.080 - CHARTERED AIRCRAFT (2-89)

Air charters must be handled in compliance with the policies and provisions of AS 36.30, purchasing regulations 2 AAC 12, and the agency's purchasing delegation of authority.

AAM 60.090 - PRIVATELY OWNED AIRCRAFT (12-94)

When an employee, who is a qualified pilot, rents an aircraft or uses their own or another privately owned aircraft for state business, the following items must be filed with the Department of Administration or the agency administrative officer before using the aircraft:

- a copy of a valid pilot's license;
- a copy of current medical certification;

- proof of liability insurance policy for \$1,000,000 combined single limit for bodily injury and property damage per occurrence/annual aggregate.

It is the responsibility of each agency to ensure these documents are on file before paying a claim for the use of a privately owned aircraft. The reimbursement rate for privately owned aircraft is forty-five (45) cents per mile or the common carrier rate to the same destination, whichever is less. Bargaining unit agreements may supersede this rate. See section AAM 60.120 concerning private conveyances.

For employees who do not have the required \$1,000,000 liability insurance policy referred to above, the Division of Risk Management has an insurance policy to provide the required coverage for state employees who meet certain minimum pilot qualifications. This coverage is a separate legal liability policy for \$1,000,000 combined single limit liability, for bodily injury and property damage including state employed passengers. In the event the aircraft owner has liability insurance, the state policy would apply as excess insurance over any other valid and collectible policies.

The Division of Risk Management has trip coupons available for this flight insurance. To obtain these coupons, write to:

Division of Risk Management
Department of Administration
P.O. Box 110218
Juneau, AK 99811-0218

The cost is \$20 per coupon for up to a two-seat aircraft, and \$30 for aircraft with seating capacity for more than two. The first order for coupons must be accompanied by a copy of the Pilot Qualification Certification (note minimum flight hour requirements on this form), a copy of the pilot's license, and current medical certification. The coupons may be purchased by the employee pilot or through a request to transfer the funds via an interdepartmental billing (Journal Entry).

The original completed coupon shall be attached to the TA. A copy must be returned to Risk Management to comply with insurance policy requirements.

AAM 60.100 - RENTAL VEHICLES (06-96)

When necessary, the rental of an automobile may be authorized for employees in travel status. Justification for the rental vehicle must be documented and requires advance written approval by the appropriate division director. The cost and intended use of the vehicle must be considered in determining the size and type of vehicle to rent. Rental of a larger vehicle may be allowed when several employees are traveling together or circumstances require the use of a larger vehicle. Such situations must also be documented and approved in advance by the appropriate division director or designee.

When it is necessary to rent a vehicle, every attempt shall be made to use the contract award vendor for the location. The contract award listing may be obtained from the Contract Award Manual or through the Division of General Services, Department of Administration.

When making reservations, it is necessary to receive a confirmation number. If no vehicles are available at the contract award rate, agencies may then rent a vehicle following the appropriate procurement method.

State insurance coverage applies to state-used rentals and additional vendor offered insurance coverage is to be denied by the traveler. Rental vehicles may be driven on state business only, and state insurance coverage applies only where the vehicle is used on state business.

If there is damage done to any rental vehicle:

- employees are cautioned to never accept or admit liability;
- if the lessor requests information or payment, advise the lessor to contact the Department of Administration, Division of Risk Management;
- if there is personal injury or an accident, telephone the Division of Risk Management as soon as possible.

See AAM 60.350 for use of rental vehicles connected with an employee move.

AAM 60.110 - AIRPORT SHUTTLE, COURTESY VAN, AND TAXI SERVICE (06-96)

When an employee in travel status requires transportation either to or from an airport or ferry terminal, airport shuttle or courtesy van service shall be used whenever possible. Taxi fare is allowed only when a shuttle or courtesy van is not available or when it is in the best interest of the state.

AAM 60.120 - PRIVATELY OWNED CONVEYANCES (12-94)

An employee may use a privately owned vehicle or boat when it is in the best interest of the state. The approving official shall be responsible for substantiating that use of a privately owned vehicle or boat is in the state's best interest. The employee shall receive a mileage reimbursement for the use of a personal automobile of thirty-one (31) cents per mile for mileage incurred while engaged in official state business. Reimbursement shall be at twenty (20) cents per mile for boat, snowmobile, motorcycle, etc. When an employee uses a privately owned vehicle or boat for personal

convenience, the amount of reimbursement shall be limited to what the lowest available taxi, airport shuttle, courtesy van, airfare, boat charter, or any other common carrier or charter would have cost. Per diem, actual hotel expenses and meal allowances, or other travel reimbursements shall not exceed that which would have been incurred had the employee used common carrier transportation. Only mileage incurred while engaged in official state business is reimbursable.

Any additional time away from the duty station required as a result of using a privately owned conveyance for personal convenience will be charged to annual leave, personal leave, or leave without pay.

When two or more officials or employees are traveling in the same direction, and it is possible to share a privately-owned automobile or airplane, the mileage permitted shall be allowed only once (AS 39.20.130).

AAM 60.130 - TRANSPORTATION BY STATE FERRY (06-96)

Transportation on state ferries may be authorized when in the best interest of the state. All ferry transportation will be paid by the issuing department through use of a State Transportation Request (STR) or an interdepartmental billing. Staterooms and meals are to be paid by the employee and are not an obligation of the agency. The employee may be eligible for reimbursement of lodging expenses and/or M&IE in accordance with AAM 60.190 and AAM 60.220.

AAM 60.140 - CHARTERS AND GROUP TRANSPORTATION (11-92)

When it is necessary to hire a boat, aircraft, or other special conveyance an explanation stating the facts constituting the necessity must accompany the Travel Authorization (TA). When two or more employees travel as a group or with a group, the names and business relationship of each member of the group shall be noted on the TA of each employee.

AAM 60.150 - PROCUREMENT OF TRANSPORTATION (06-96)

The State of Alaska uses two primary methods to purchase transportation for individuals traveling on official state business. Either the American Express Business Travel Account (BTA) or the traveler's individual State of Alaska American Express Corporate Card (CARD) may be used. Employees who are frequent travelers are encouraged to apply for and use the CARD. Travel data collected by American Express and provided to the state is vital to the state's ability to administer its travel program effectively and efficiently.

Commercial Passenger Airfare

Commercial passenger airfare shall be purchased using either the BTA or the CARD. The BTA may be used only at a travel agency and only for obtaining transportation, not for hotel guarantees. A traveler using the CARD may purchase airfare from a travel agency or may purchase airfare directly from the air carrier.

There may be occasions when neither the BTA nor the CARD can be used to purchase commercial passenger airfare. When this occurs, the airfare shall be purchased using one of the following methods:

- 1) an AKSAS general warrant;
- 2) a field warrant; or,
- 3) a State Transportation Request (STR).

The traveler shall document why it was not possible to use either the BTA or the CARD.

Alaska Marine Highway

Alaska Marine Highway tickets may be purchased from the Alaska Marine Highways System in accordance with AAM 60.130.

Other Transportation

Other types of transportation (rental vehicles, air charters, etc.) shall be purchased using one of the following methods:

- 1) the CARD;
- 2) an AKSAS general warrant;
- 3) a field warrant; or,
- 4) a State Transportation Request (STR).

AAM 60.160 - STATE TRANSPORTATION REQUEST (STR) (11-92)

The State Transportation Request (STR), Form 02-019, is a three part form and is generally recognized in the Alaska travel industry as an order for transportation (see AAM 60.150 for preferred methods of procuring transportation). It may be used for airfare, car rental, bus, train, excess state baggage, and marine transportation (an STR may not be used for staterooms or meals). It is to be used only for travel related expenses and only by employees in travel status. It provides a convenient way for a traveler to procure travel with the vendor billing the state directly.

STRs come in books of ten and are allocated to individual departmental STR custodians, who then allocate books to individual divisional STR custodians. As each STR is issued the divisional STR custodian shall record the STR number, vendor, and dollar amount on the "STR Log" on the inside flap of each book. The traveler shall record the same information on his/her Travel Authorization (TA). The white STR is to be given to the vendor, the yellow is attached to the TA upon completion of the trip, and the pink returned to the STR custodian.

The departmental STR custodian shall:

- maintain control over the STRs issued to each division;
- maintain the "STR Log";
- retain all pink copies with the log including any voided STRs;
- store blank stock in a locked secure location;
- immediately report the loss of any STRs to the departmental finance officer.

The divisional STR custodian shall:

- maintain the STR log;
- retain all pink copies with the log, including any voided STRs;
- store blank stock in a locked, secure location;
- immediately report the loss of any STRs to the departmental STR custodian.

Other Transportation

Other types of transportation (rental vehicles, air charters, etc.) shall be purchased using one of the following methods:

- 1) the CARD;
- 2) an AKSAS general warrant;
- 3) a field warrant; or,
- 4) a State Transportation Request (STR).

AAM 60.170 - EXCESS BAGGAGE (06-96)

Excess baggage to be paid for by the state will be limited to personal and state baggage necessary to carry out official state business. Such baggage shall be transported by the most economical method (checked as excess baggage, shipped via air freight, etc.).

AAM 60.180 - UNUSED TRANSPORTATION AND ACCOMMODATIONS (11-92)

When an employee finds they will not be using accommodations which have been reserved, the employee shall release them within the time limits specified by the carriers and hotels. The state will not normally reimburse employees for charges incurred as a result of failure to release accommodations.

When an employee's journey is terminated short of the destination specified on the ticket, the employee shall submit the unused portion of the ticket with the Travel Authorization (TA).

AAM 60.190 - PER DIEM TYPES AND RATES (06-96)

Except as otherwise provided by collective bargaining agreements, an employee shall be allowed reimbursement for lodging expenses when traveling on official state business and overnight lodging is obtained. In addition, the employee shall be reimbursed for meal and incidental expenses (M&IE) in accordance with section AAM 60.220, MEAL AND INCIDENTAL EXPENSE ALLOWANCES. Together, the reimbursement for lodging and the M&IE allowance are considered the per diem allowance. An employee is not entitled to any per diem or M&IE allowance if they do not incur expenses for either meals or lodging.

The circumstances and the locations where overnight lodging is obtained determine the applicable per diem **type** and **rate**. There are **two types** of per diem, short-term and long-term. In addition, there are provisions to cover business travel related expenses for circumstances where commercial facilities are not available.

Per Diem Types and Rates**1. Short-term (Actual Lodging Expenses)**

This is the most common per diem type. It is authorized when the traveler can reasonably be expected to incur expenses comparable to those arising from the use of good and moderately priced commercial lodging establishments catering to the general public. It is intended for trips of short duration and **may not** be used after the thirtieth (30th) consecutive day in one location unless a continuation has been approved in advance by the Division of Finance, Department of Administration. In applying the 30 days rule, agencies are to consider the nature and duration of the assignment to the location and not just the calendar days away from the primary duty station (see long-term below).

Employees who are traveling on short-term per diem are eligible for reimbursement of actual and necessary lodging expenses (receipts required) plus the applicable M&IE allowance (see AAM 60.220 for M&IE allowance). Each agency is responsible for ensuring that lodging costs are reasonable and necessary (the Division of General Services publishes a listing of hotels, etc., for many Alaska communities) and that government or other discount rates are used.

Prior approval by the Department of Administration is required when the requested actual lodging expenses exceed \$200 per day (including applicable taxes, etc.). Requests shall be addressed to the Director of the Division of Finance and shall include justification why lodging cannot be acquired for a lesser rate.

2. Long-term (\$45)

Long-term per diem is authorized when the traveler can reasonably be expected to incur expenses comparable to those arising from the use of commercial lodging establishments catering to the long-term visitor. It **may not** be used after six consecutive months in one location unless a continuation has been approved in advance by the Division of Finance, Department of Administration. Long-term per diem shall apply beginning with the first day of travel status if the employee is expected to be in travel status for more than thirty (30) days at any one location.

Temporary interruptions of travel to return to the employee's duty station and/or residence do not necessarily change the per diem type (long-term vs. short-term) applicable to the employee's travel. Agencies need to analyze whether it is more cost-effective to continue reimbursing the employee for travel costs under the long-term per diem type when there are short-term interruptions of a long-term assignment.

When an employee is traveling on long-term per diem within Alaska, they are allowed a flat rate for lodging of \$45 per day plus the applicable long-term M&IE (AAM 60.220) while staying in a commercial lodging facility. Employees are required to certify on the travel authorization (TA) whether they are staying in commercial facilities (CF) or noncommercial facilities (NCF). If the employee is **not** staying in a commercial lodging facility, the employee is only entitled to reimbursement at the noncommercial rate. The long-term rate outside Alaska is 55% of the federal maximum lodging amount for short-term. The federal maximum lodging amount may be obtained by contacting the Division of Finance, Department of Administration, at 465-2240.

3. Noncommercial (\$30)

When an employee traveling on official state business is required to stay in a community or location where no commercial lodging facilities are available and is not provided with lodging by the state or a vendor, the employee is entitled to a

noncommercial allowance of \$30 per day for lodging (this payment is reportable as compensation on the employee's payroll records). The employee is also entitled to the applicable M&IE unless commercial eating facilities are not available, in which case the employee is entitled to the long-term M&IE. Such payments in one location will not be allowed for more than six consecutive months unless a continuation has been approved in advance by the Division of Finance, Department of Administration.

Note: For employees covered by a collective bargaining agreement, refer to their contract to determine the appropriate per diem rate.

AAM 60.200 - NOT USED (12-94)

AAM 60.210 - NOT USED (12-94)

AAM 60.220 - MEAL AND INCIDENTAL EXPENSE ALLOWANCES (06-96)

Meal and incidental expense (M&IE) allowances and prorated M&IE allowances are used when the employee is in travel status and the travel is of a nature which requires overnight lodging. The M&IE is to cover the cost of meals and necessary incidental expenses including tips, laundry expenses, etc.

The appropriate M&IE for a day is the rate prescribed for the community in which the employee is required to obtain overnight lodging. On the day of return an employee is entitled to the M&IE applicable for the preceding day. On the day of departure and return, the employee receives a prorated M&IE if the employee is in travel status at least three consecutive hours during a normal meal period.

Employees who are in travel status less than 24 hours but more than 10 hours and who return to their residence and/or duty station rather than obtaining overnight lodging at their travel destination are also entitled to a M&IE allowance if they incur meal expenses. Such allowance is one-half of the daily M&IE allowance for the destination (Note: employees who normally work more than eight hours must be in travel status at least two hours more than their normal workday to be eligible for the M&IE allowance). For employees covered by a bargaining agreement who are allowed to and do receive a meal allowance when in travel status less than 10 hours, the state is required by IRS rules to report the meal allowance as compensation.

Occasionally an employee is provided with a meal while at a conference, training seminar, etc. When an employee is provided with a meal in these or similar circumstances, the employee is not eligible for the related M&IE allowance.

The normal meal periods are:

Breakfast midnight to 10:00 a.m.
 Lunch 10:00 a.m. to 3:00 p.m.
 Dinner 3:00 p.m. to midnight

There are three short-term M&IE rates, one for Alaska, one for high cost areas of the contiguous United States (high cost CONUS), and one for the remainder of the contiguous United States (CONUS). The list of high cost CONUS areas is at the end of the travel section (after AAM 60.400). The M&IE rates are:

SHORT-TERM M&IE	Alaska	High Cost CONUS	CONUS
Breakfast	\$9.00	\$8.00	\$6.00
Lunch	11.00	9.00	7.00
Dinner	22.00	19.00	15.00
Daily Allowance	\$42.00	\$36.00	\$28.00

Employees traveling to Hawaii and foreign destinations shall be allowed the federal M&IE allowance. The federal M&IE allowance may be obtained by contacting the Accounting Control Section, Division of Finance, Department of Administration at 465-2240. If travel involves crossing the international date line, the meal allowance shall be calculated based on the total number of hours in flight.

The long-term M&IE rates and the proration are as follows:

LONG-TERM M&IE	Alaska	High Cost CONUS	CONUS
Breakfast	\$6.00	\$5.00	\$4.00
Lunch	6.00	5.00	4.00
Dinner	13.00	12.00	9.00
Daily Allowance	\$25.00	\$22.00	\$17.00

Whenever an employee is in travel status and is entitled to reimbursement for lodging under both the long-term and short-term per diem rules, the employee is entitled to only one M&IE allowance. If an employee is temporarily returned to the employee's duty station while on a long-term assignment and is continuing to receive a long-term lodging per diem, the employee is not entitled to any M&IE allowance while at the duty station.

EXCEPTION: If an employee maintains a dwelling at their destination and it is available to them, they will be entitled to only a M&IE allowance for normal workdays. A M&IE allowance for other than the normal workdays is not allowed.

Note: For employees covered by a collective bargaining agreement, refer to their contract to determine the appropriate meal allowance. If the bargaining agreement provides for a meal allowance which exceeds the IRS allowed rate, the excess must be reported as compensation on the employees payroll records.

AAM 60.230 - CONTRACTING FOR SUBSISTENCE (10-77)

Agreements may be entered into with restaurants, hotels, and lodging houses to furnish subsistence to an employee or groups of employees when such a method of handling is in the best interest of the state (AS 36.30). A contract for subsistence must be negotiated in compliance with appropriate procurement regulations. When such agreements are entered into, the vendor will receive payment by billing the state on a regular itemized invoice.

AAM 60.240 - BOARDS AND COMMISSIONS (12-94)

Except for those specifically covered in statute, each day that a board or commission member is in travel status the member is entitled to reimbursement for necessary transportation expenses and per diem (AAM 60.190, AAM 60.220) to the same extent, in the same manner, and under the same conditions as provided to state officials and employees. Board and commission members are not in travel status nor entitled to per diem or M&IE when the meeting or other business takes place in the community of which the member is a resident (AS 39.20.180).

AAM 60.250 - AIRLINE DELAYS, RESCHEDULING, AND OVERHEADING (11-92)

When an airline assumes the cost of an employee's lodging and/or meals due to airline delays or overheading the employee shall be paid up to the originally scheduled arrival time. When the airline does not assume the cost of an employee's lodging and/or meals the employee shall be paid in the same manner as the rest of the trip.

AAM 60.260 - TRAVEL ADVANCES (06-96)

An advance of estimated per diem and other travel costs may be made to an employee before the employee enters travel status.

Departments either may expense the advances directly to the agency's appropriation or use the "employee advance account."

- 1) When the "employee advance account" is used the expenses are not charged to an agency's appropriation until a completed Travel Authorization (TA) is submitted. When using the employee advance account, encumbrances should be established to prevent an overobligation of the appropriation.
- 2) The advance is charged directly to the agency's appropriation. This is the preferred and most widely used method.

Every Travel Authorization (TA) must be submitted for final payment and reconciliation of the travel advance within five business days of completion of the trip. If the final amount due an employee is less than the travel advance previously received, a personal check or money order must accompany the TA. If the employee is due an additional amount, final payment shall be made within ten business days of the receipt of a properly completed TA.

Employees shall not receive an additional travel advance until the previous travel advance and trip has been closed out.

AAM 60.270 - COMPLETION OF THE TRAVEL AUTHORIZATION (TA) FORM (06-96)

The Travel Authorization (TA), Form 02-027, is a multipurpose form and is used to secure approval for all travel, apply for advance payment of proposed travel, and claim reimbursement for travel performed. No travel expenses shall be paid unless claimed on a TA, or upon some other form approved by the Department of Administration. A copy of the TA is at the end of the travel section.

Before actual travel, the employee completes the top portion of the TA (fields 1 through 18) pertaining to the itinerary and submits it for the appropriate approvals as stated in AAM 60.030. All fields must be completed by the employee with the exception of the travel authorization number which is optional.

1. The TA may be assigned a tracking number by the agency.
2. The date the TA is prepared.
3. Employee's full name.
4. Employee's full title.

5. Employee's social security number. No payments will be made unless this field is completed.
6. Employee's address. This is the physical location at which the employee maintains a permanent residence (see AAM 60.020, Residence).
7. Employee's department.
8. Employee's division or agency.
9. Employee's bargaining unit. For a nonemployee, use N/A.
10. City name of the employee's work station (see AAM 60.020, Duty Station).
11. Clear and precise explanation of the purpose of the trip.
12. Financial coding to which expenses are to be charged.
13. Estimated costs for transportation, per diem, other costs, and the total.
14. City and date of departure.
15. Destination(s) and date of return.
16. Division approval and date.
17. Department approval and date. This is required for all travel out of Alaska.
18. Governor's Office approval and date. This is only required for all travel out of the country.

Within five business days of completion of the trip, the employee completes the Actual Costs section of the TA, signs as the claimant, obtains the divisional approval signature, and submits the TA for payment. Only those expenses and amounts due the employee are to be listed in this section. The fields to be completed are as follows:

19. All State Transportation Requests (STRs), Business Travel Account (BTA) number, and field warrants (FWs) issued to purchase airline tickets, rental vehicles, or any other item must be listed in this area.
20. Specific dates showing the date of departure, each day while in travel status, and the date of return.
21. Detailed trip itinerary, including the times of departures and arrivals. This detailed information must coincide with and explain the employee reimbursements listed in the Miles X Rate, Mileage or Cash Fare, Per Diem, and Other columns. If the employee is on long-term per diem (see AAM 60.190), they must also note in this column whether they stayed in a commercial facility (CF) by including the business name, address, & phone number, or if they stayed in another facility (NCF).
22. Mileage claimed and the rate used to reimburse the employee.
23. Total mileage or cash fare due the employee. This includes any cab, bus, airfare, or parking for which the employee paid and is requesting reimbursement.
24. Per diem calculation (flat rate or actual lodging costs plus M&IE) by day for each day the employee is in travel status. Be sure to indicate the prorated meal allowances as derived from the departure and arrival times listed in the explanation field.

25. Any other costs to be reimbursed to the employee.
26. Subtotal each of the four columns.
27. Total costs paid by the employee. Include the subtotals from any Travel Authorization Continuation forms (04-027A).
28. List the warrant number and amount of any travel advance received.
29. Total cost of the trip less any travel advance the employee received.
30. Employee signs here before presenting the TA for reimbursement.
31. Appropriate supervisor or designee (16 above) approving the travel signs here approving the reimbursement and payment of expenses as detailed on the TA.
32. Information in this field is used when entering the warrant in AKSAS. This field is not usually completed by the employee.
33. the financial coding for warrants may be entered here by the appropriate departmental accounting or administrative personnel.

**AAM 60.280 - TRAVEL EXPENSES AND REQUIRED RECEIPTS/
DOCUMENTATION (06-96)**

The following shall be attached to the TA when it's submitted for final payment:

- a copy of the airline or other tickets;
- original hotel receipts (short-term per diem);
- receipts for expenses exceeding \$15.00;
- a copy of the rental car agreement;
- leave slips, if the trip is interrupted for leave;
- yellow copy of STR.

Though receipts for expenses of \$15.00 or less are not required, total reimbursement for which receipts are not available shall not exceed a cumulative total of \$30.00 per trip.

All expenses claimed for which receipts are not provided are subject to review. **Receipts are strongly encouraged.** Reimbursement of unsupported expenses may be disallowed. Fraudulent claims may be subject to disciplinary and/or other action.

NOTE: For an employee covered by a collective bargaining agreement who receives a per diem for lodging and/or meals under contract provisions, if the per diem paid exceeds the actual lodging expenses per attached lodging receipts plus the administrative manual meal allowance, the excess (trip-by-trip basis) must be reported as employee compensation in accordance with IRS regulations.

AAM 60.290 - THIRD PARTY REIMBURSEMENTS (06-96)

Occasionally a third party may agree to pay all or a part of the costs of a state employee's travel expenses. In such cases, the travel authorization (TA) must be completed clearly indicating the third party's involvement in the trip. The employee is entitled to reimbursement for travel expenses, per diem or other expense allowances, etc., in accordance with state policies. The third party should be encouraged to reimburse the state directly for the travel expenses to reduce the potential tax consequences to the employee. When this is not possible, any third party reimbursement made directly to the employee for travel expenses, per diem, and/or meal allowances shall be turned over to the employee's state agency for deposit into the state treasury.

Any time a third party is paying for a state employee's travel expenses, the state agency must avoid the appearance of or the fact of any conflict of interest. The agency should also ensure the transaction does not violate the code of ethics and if there is any question, the Department of Law should be consulted on the matter.

AAM 60.300 - NOT USED**AAM 60.310 - INTRODUCTION TO MOVING EXPENSES (11-92)**

It is the purpose of the moving policies to provide reimbursement for relocation costs. These policies apply to all employees unless otherwise provided for by a collective bargaining agreement negotiated under the authority of the Public Employment Relations Act.

AAM 60.320 - SCOPE OF ENTITLEMENT TO MOVING EXPENSES (12-94)

Whenever an employee is required by the appointing authority to change his/her place of residency because of a change in assignment or other reason related to his/her duties, the employee will be reimbursed for actual and necessary expenses in accordance with AAM 60.310 - 60.400.

When an employee elects to change his/her place of residency to accept employment and/or a promotion, the employee may be reimbursed, at the agency's discretion, for all or part of actual and necessary expenses in accordance with AAM 60.310 - 60.400.

All costs, including travel expenses and the cost of moving personal effects of members of the employee's household, must be incurred within one year from the date of the change in assignment, etc.

All payments made to or on the behalf of an employee associated with relocating (moving) the employee are required by Internal Revenue Service regulations to be reported on an employee's W-2. Each agency is responsible for processing the necessary transactions to report these payments on the employee's payroll records.

AAM 60.330 - RESPONSIBILITY OF APPOINTING AUTHORITY (11-92)

It is the responsibility of the appointing authority to ensure that persons who come within the purview of these policies are aware of pertinent limitations before a move is made. Each appointing authority will limit the number of days of allowable per diem for persons who drive to their new stations. Weight and dollar limitations, the need for itemized receipts or invoices, the meaning of the reimbursement agreement, and other matters will be explained in advance.

It is also the responsibility of the appointing authority to ensure that the Division of Personnel has authorized recruitment of qualified employees from outside the immediate work station, unless the employee is appointed to an exempt or partially exempt position (see AAM 60.380 - New Employee Repayment of Moving Expenses).

AAM 60.340 - MOVING AUTHORIZATION (2-89)

Whenever an employee is being moved at state expense, a Moving Authorization form must be completed. This form formally advises the employee and a carrier that an official move has been authorized.

If the employee wishes to assign his/her interest in the reimbursement of moving expenses from the state, he/she must complete the assignment portion of the form. If the assignment portion has been completed, the carrier will bill the state for whatever amount is properly authorized on the Moving Authorization form. A copy of the Moving Authorization with the assignment portion completed must be given to the carrier and must accompany his/her bill to the state.

AAM 60.350 - REIMBURSABLE MOVING EXPENSES (06-96)

Employees will be reimbursed for moving expenses as follows:

1. Actual and necessary expenses charged by a commercial mover for packing, transporting, and unpacking up to ten thousand (10,000) pounds of household and personal effects; in-transit insurance up to one dollar and twenty-five cents per hundredweight (cwt.); and in-transit storage up to thirty days. **Limit: up to two vehicles may be shipped (or driven) which are not included in the 10,000 pounds.**

2. The cost of renting a trailer or truck to move household effects and charges by a commercial hauler to tow house trailers containing the personal effects of an employee provided that the total cost of the move is not in excess of the cost of moving ten thousand (10,000) pounds of household effects by commercial carrier.
3. Mileage for a personal vehicle at the rate of thirty-one (31) cents per mile, for towing a house trailer or other trailer or driving a truck containing the household effects of an employee, provided that the total cost of the move is not in excess of the cost of moving ten thousand (10,000) pounds of household effects by commercial carrier.
4. When ordered to duty at a location other than his/her assigned duty station for a period estimated to be not less than three nor more than six months, an employee may be reimbursed for actual household moving costs up to one thousand (1,000) dollars each way plus round trip transportation for the employee, spouse, and dependents.

Note: The cost of renting a vehicle for personal use before, during, or after the move (for example while a personal vehicle is being shipped) will not be reimbursed by the state.

AAM 60.360 - REIMBURSABLE TRAVEL EXPENSES FOR A MOVE (06-96)

Employees may be reimbursed for travel expenses associated with a move as follows:

1. Tourist class airfare for the employee, spouse, and each of the employee's other dependents or thirty-one (31) cents per mile for driving each family-owned car, truck, or motor home, whichever is used. **Limit: reimbursement shall be for no more than two vehicles, whether driven, or shipped as allowed under AAM 60.350.**
2. A per diem of \$100 for the employee, \$50 for the employee's spouse, and \$20 for each of the employee's other dependents while en route within Alaska (of which \$42, \$42, and \$20 respectively is the M&IE portion). The per diem for the employee, spouse, and each dependent outside Alaska is \$80, \$40, and \$16 respectively (\$32/\$32/\$16 M&IE). Upon arrival at the new duty station and while looking for permanent housing, the employee, spouse, and dependents are entitled to per diem at the same rate as en route. Such per diem will end when permanent housing is secured or at the end of fifteen days from the date of arrival at the new duty station whichever comes first.
3. When applicable, a ticket for all members of the family and each conveyance (limit two) for transportation on the state ferry system.

4. The appointing authority may authorize the payment of travel and per diem (at the same rate as paragraph 2 above) for only the employee and spouse to secure housing before the change of duty station. Such authorization, however, will be made only if the change in duty station is at the request of the employer. The per diem paid under this item is considered a part of the fifteen days allowed under 2 above.

AAM 60.370 - RESPONSIBILITY FOR EXPENSES (10-77)

Payment of moving expenses are the responsibility of the employee. The employee may:

1. Apply to the state for reimbursement of moving expenses within the limitation of these policies by submitting itemized receipts or invoices.
2. Assign his/her interest in the reimbursement of moving expenses by completing the assignment portion of the moving authorization in accordance with Section AAM 60.340.

When necessary, an employee may apply to his/her department head for an advance against moving expenses.

AAM 60.380 - NEW EMPLOYEE REPAYMENT OF MOVING EXPENSES (12-94)

Whenever a person changes his/her place of residence for the purpose of accepting employment with the state, the following conditions will apply:

1. New employees may not be given an advance against moving expenses.
2. Employees who are new to state service and are assisted with their moving expenses are required to sign a Moving Expense Reimbursement Agreement form (Form 02-222) prior to employment. The agreement stipulates that the employee will reimburse the state for all or part of such expenditures in the

event the employee voluntarily leaves state service within a period of two years according to the following schedule (this schedule may not be amended without the written approval of the Commissioner of the Department of Administration):

Less than six months	100%
Six but less than twelve months	75%
Twelve but less than eighteen months	50%
Eighteen but less than twenty-four months	25%
Two years or over	00%

AAM 60.390 - NOT USED

AAM 60.400 - EXEMPT AND PARTIALLY EXEMPT PUBLIC OFFICIALS (11-92)

Whenever a person changes a place of residence to accept an appointment as a public official (as defined in AS 39.50.200(a)(8)) in the exempt service or in the partially exempt service, the employee may be reimbursed for actual and necessary moving expenses in accordance with sections AAM 60.310 through AAM 60.380.

On satisfactory completion of the term of appointment, the appointing authority may authorize the reimbursement of all or part of the actual and necessary moving expenses:

1. to return the employee to the original residence;
2. to return the employee to a location other than the original residence provided that the reimbursable amount may not exceed the cost of returning the employee to the original residence.

A "term of appointment" is the period of time, not to exceed eight years, when the employee was employed continuously in state service as an exempt or partially exempt public official.

An estimate of expense to return the employee to the original residence must be encumbered and the move must be authorized in writing by the appointing authority. All costs must be incurred within one year from the date of the employee's separation.

**HIGH-COST CONUS
\$36 MEAL ALLOWANCE**

STATE, Key City**County/other defined location****CALIFORNIA**

Death Valley
Gualala/Point Arena
Los Angeles

Inyo
Mendocino
Los Angeles, Kern, Orange & Ventura
counties; Edwards Air Force Base,
Naval Weapons Center & Ordinance
Test Station, China Lake
Alameda, Contra Costa & Marin
Riverside
Santa Clara
San Diego
San Francisco
San Luis Obispo
El Dorado
Placer
Mariposa

Oakland
Palm Springs
Palo Alto/San Jose
San Diego
San Francisco
San Luis Obispo
South Lake Tahoe
Tahoe City
Yosemite Nat'l Park

COLORADO

Aspen
Denver
Keystone/Silverthorne
Vail

Pitkin
Denver, Adams, Arapahoe & Jefferson
Summit
Eagle

CONNECTICUT

Hartford
Salisbury

Hartford & Middlesex
Litchfield

DISTRICT OF COLUMBIA

Washington, D.C.

Cities of Alexandria, Falls Church &
Fairfax; Arlington, Loudoun & Fairfax
counties. in VA, Montgomery & Prince
Georges counties in MD

FLORIDA

Fort Meyers (1/1-4/30)
Key West
Naples (12/15-4/14)

Lee
Monroe
Collier

GEORGIA

Atlanta

Clayton, De Kalb, Fulton & Cobb

IDAHO

Ketchum/Sun Valley

Blaine

ILLINOIS

Chicago

Du Page, Cook & Lake

MARYLAND

Baltimore

Baltimore & Hartford

Ocean City (5/1-9/30)

Worcester

MASSACHUSETTS

Boston

Suffolk

Cambridge/Lowell

Middlesex

Hyannis (6/1-9/30)

Barnstable

Martha's Vineyard/Nantucket

Dukes & Nantucket

MICHIGAN

Detroit

Wayne

Mackinac Island (6/1-9/30)

Mackinac

MISSOURI

St. Louis

St. Charles & St. Louis

NEVADA

Las Vegas

Clark County; Nellis AFB

Stateline

Douglas

NEW JERSEY

Atlantic City

Atlantic

Edison

Middlesex

Newark

Bergen, Essex, Hudson, Passaic & Union

Ocean City/Cape May (5/15-9/30)

Cape May

NEW MEXICO

Santa Fe (5/1-10/31)

Santa Fe

NEW YORK

Lake Placid (6/1-11/14)

Essex

New York City

Bronx, Brooklyn, Manhattan, Queens &
Staten Island boroughs; Nassau & Suffolk
Counties

Saratoga Springs

Saratoga

White Plains

Westchester

NORTH CAROLINA

Duck (5/1-9/30)

Dare

OHIO

Cleveland

Cuyahoga

PENNSYLVANIA

Chester/Radnor

Delaware

Philadelphia

Philadelphia; Bala Cynwyd city in
Montgomery County

Valley Forge

Chester

RHODE ISLAND

Newport (5/1-10/14)

TEXAS

Houston

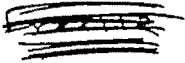
VIRGINIA

Wintergreen

Newport

Harris County; L.B. Johnson Space Center &
Ellington AFB

Nelson



Seattle, Washington should be included as high cost city

H. Process for Appointment of Members

Process for Appointment of 1996-1998 Members of the Exxon Valdez Oil Spill Public Advisory Group

The term for all 17 members of the Public Advisory Group (PAG) ends February 13, 1997. The PAG Charter will be renewed as of October 22, 1996, and it is desired to have the two-year membership synchronized with the two-year Charter period. The process for selecting PAG members for the next two-year session follows the process the Trustee Council used for the initial appointments and the last membership selection. This process is based upon the requirements set forth in the PAG Charter. The process involves notifying the public and compiling a list of potential nominees for Trustee Council consideration. Current members of the PAG are eligible for renomination and reappointment. The Trustee Council will review the nominations and recommend membership to the Trustees, and upon their approval, to the Secretary of the Interior for official appointment (the Department of the Interior is the designated Federal agency for ensuring compliance with the Federal Advisory Committee Act (FACA)).

- Nominations will be solicited using a wide range of media, including newspapers in the affected area, the Federal Register, the Trustee Council mailing list, public service announcements, flyers posted in communities in the affected area, the present PAG membership, and persons having expressed an interest in serving on the PAG. About 60 days should be allowed for response.
- The request for nominations will ask for information presented in the attached solicitation and instructions.
- The Trustee Council Office will compile a list of nominees and a summary of information about them, including name, address, telephone number; principal interest; group affiliations; who they were nominated/endorsed by; if their information packet is complete; and if additional information is required.
- The Trustee Council will meet to review the nominees and make their unanimous recommendation for the membership.
- The nominees will be notified of the recommendations of the Trustee Council.
- Trustee Council recommendations will go to the Trustees. Upon their approval, the Designated Federal Officer will forward the information for recommended members to the Secretary of the Interior for official appointment. The Designated Federal Officer will also submit appropriate reports to the Federal government pursuant to the FACA.

- After the appointment of Public Advisory Group members, members may submit nominees for alternates.

The process for the designation of alternates to PAG members, if members wish to designate voting alternates, will occur after PAG members have been appointed. PAG members may recommend an alternate for their position. All alternates must be approved by the Trustee Council. The information described on the attached for member nominees should be submitted to the Trustee Council. From these nominations, the Trustee Council may select a designated alternate for each member or the Trustee Council may request additional nominations. The Trustee Council will forward their recommendations to the Trustees. Following approval by the Trustees, the Secretary of the Interior will officially appoint those alternates approved by the Trustees. When appointed, alternates may substitute for the official PAG member at a particular meeting and will have all the responsibilities of the member they represent.

a.r 2.3.3

Department of the Interior
OFFICE OF THE SECRETARY
Office of Environmental Policy and
Compliance - Alaska

NOTE

June 27, 1994

RECEIVED
JUL 11 1994

TO: EVOS Public Advisory Group and PAG Notebook Holders
FROM: Doug Mutter, ^WPAG Designated Federal Officer
SUBJECT: Updated PAG Guidelines

EXXON VALDEZ OIL SPILL
TRUSTEE COUNCIL
ADMINISTRATIVE RECORD

Enclosed are updates to the "Public Advisory Group Background and Guidelines".

To update PAG notebooks:

1. Locate Volume I, tab IV.C.
2. Remove page ii, second page of "Contents", and replace with new page ii.
3. Remove pages 12 through 16, "Support and Travel Information", and replace with new pages 12 through 13.
4. Remove page 17, "Appendices", and replace with new page 14.
5. Remove the following forms from Appendix B, "Forms and Formats":

B. Forms and Formats (title page--1page)
Travel Itinerary (1 page)
Federal Travel Authorization (1 page)
Instructions for Travel Voucher Preparation (1 page)
Travel Voucher (2 pages)

Replace with the following new forms:

B. Forms and Formats (1 page)
Travel Itinerary (1 page)
State Travel Authorization (1 page)
Instructions for Travel Authorization Preparation (1 page)
Vehicle Mileage Report (2 pages)

6. Add the new Appendix G, "State Travel Regulations", after Appendix F (26 pages).
7. Add the new Appendix H, "Process for Appointment of 1994-1996 Members", after Appendix G (4 pages).

If you have questions call me at 907/271-5011 or Cherrie Womac at 907/278-8012.

VI.	Reports	page 11
A.	Trustee Council	
B.	Annual Report	
VII.	Support	page 12
A.	Administrative Director	
B.	Travel and Expenses	
C.	Non-PAG Events	
VIII.	Appendices	page 14
A.	Map of the Oil Spill Area	
B.	Forms and Formats	
C.	Charter	
D.	Basic Information for Members	
E.	Federal Advisory Committee Act	
F.	Trustee Council Intent (excerpt from March 10, 1993 meeting)	
G.	State Travel Regulations	
H.	Process for Appointment of 1994-1996 Members	

NOTE: The ** before a paragraph indicates procedures that are at the discretion of the Public Advisory Group.

VII. Support

A. Executive Director

The Public Advisory Group functions are advisory only and its officers shall have no administrative authority by virtue of their membership, except to recommend budget and support needs to the Executive Director or the Designated Federal Officer. The Trustee Council, through the Executive Director, shall procure and provide all needed meeting space, supplies, copying, mailing, equipment, and support for the Public Advisory Group. An annual budget to support the Public Advisory Group shall be prepared as part of the Trustee Council regular budget process. All Public Advisory Group expenditures will be preceded by coordination and approval of the Director of Operations and the Designated Federal Officer.

B. Travel and Expenses

Public Advisory Group members are voluntary and do not receive compensation for time and materials used in order to participate on the Public Advisory Group. Actual travel (to a maximum allowable amount) plus travel-related expenses (eg. taxi cab) and per diem for meals and incidental expenses, are reimbursable (except for *ex officio* members) in the same manner as persons employed intermittently by the State of Alaska. Members must have pre-approved (by the Director of Operations) travel authorizations for any travel related to Public Advisory Group business. Travel expenses and per diem will be reimbursed based on standard Federal government travel regulations and rates. Members should indicate to vendors that they are travelling on government business and request that government rates be applied (show the Travel Authorization form). Forms for reimbursement (receipts are required) are in the Appendix and should be filed with the Director of Operations within 5 days of completion of the trip.

The information on the following pages summarizes the rules for travel and expenses. Any questions and pre-approvals should be directed to the Director of Operations, or as otherwise noted in the following procedures.

C. Non-PAG Events

- ** The Public Advisory Group may recommend that a member attend and report on a Trustee Council sponsored or sanctioned workshop, meeting, or other event within the State of Alaska, and be reimbursed for travel and expenses. Prior approval of the Director of Operations is required. This does not preclude Public Advisory Group members from attending such functions at their own expense.

TRAVEL INFORMATION

This travel/reimbursement information is for the Exxon Valdez Oil Spill Public Advisory Group. Reimbursements will be made in accordance with State of Alaska travel regulations (Alaska Administrative Manual--AAM 60.010-.400). All travel must be approved in advance by the Director of Operations using the form: Travel Authorization (02-027) (see Appendix B). A copy of this form will be sent to Public Advisory Group members and the authorized travel agent prior to the date of travel.

Airline Tickets: Travel economy class from the home town by the most direct route. First class tickets will not be reimbursed unless first class is the only means available. Cherri Womac at (907) 278-8012 or toll free in-state (800) 478-7745 will make the necessary travel arrangements. The original ticket stub/coupon must be turned in with all paperwork.

Car Rental: Prior approval must be obtained for car rentals, if this is to be a reimbursable expense. Car rental is not encouraged since it is less expensive to use a taxi cab or shuttle bus. Save receipts.

Mileage: Authorized mileage for use of personal vehicles will be reimbursed at the rate of 28 cents per mile, but cannot exceed the cost of an airline ticket or other common carrier to the same destination.

Hotels: Members should make their own hotel reservations. Accommodations are usually available at government rates, if you request them--show your Travel Authorization form. Save receipts.

Per Diem: The per diem rate (for lodging and meals and incidental expenses varies by location and is subject to periodic change (see Appendix G).

Reimbursement Process: Travel Authorizations (form 02-027, in Appendix B) requesting reimbursement of travel expenses will be prepared for Public Advisory Group members. Members will need to furnish (use the Travel Itinerary form in the Appendix):

--date and time travel commences and ends

--method(s) of travel

--for airline travel, the passenger coupon receipt remaining after travel has been completed

--receipts for lodgings and other reimbursable expenses over \$15.00

From the information and receipts furnished, the Travel Authorization will be completed and sent to the member for signature if the signature was not obtained at the meeting. An addressed envelope will be provided for returning the form for further processing. Any questions should be directed to Cherri Womac at (907) 278-8012. She can also be reached toll-free in-state at (800) 478-7745 or out-of-state at (800) 283-7745.

X. Appendices

- A. Map of the Oil Spill Area**
- B. Forms and Formats**
- C. Charter**
- D. Basic Information for Members**
- E. Federal Advisory Committee Act**
- F. Trustee Council Intent (excerpt from March 10, 1993 meeting)**
- G. State Travel Regulations**
- H. Process for Appointment of 1994-1996 Members**

B. Forms and Formats

- A. Format for Federal Register notice
- B. Format for news release
- C. Format for newspaper announcement
- D. Format for meeting agenda
- E. Format for meeting summary
- F. Form for meeting sign-in
- G. Form for recording votes
- H. Format for Resolutions
- I. Checklist for meeting facilities
- J. Form for Travel Itinerary
- K. Form for travel requests (Travel Authorization)
- L. Sample form and instructions for expense reimbursement (Travel Authorization)
- M. Vehicle Mileage Report
- N. Form for annual Review of Federal Advisory Committee
- O. Form for Annual Advisory Committee Membership List

TRAVEL ITINERARY

Traveler's Name: _____ Travel Dates: _____

Destination and Purpose: _____

	DATE	POINTS OF DEPARTURE AND ARRIVAL	TIME	MODE OF TRAVEL**	IF POV* SHOW MILES TRAVELED
DEPART					
ARRIVE					
DEPART					
ARRIVE					
DEPART					
ARRIVE					
DEPART					
ARRIVE					
DEPART					
ARRIVE					
DEPART					
ARRIVE					
DEPART					
ARRIVE					

* POV - Privately Owned Vehicle

** If on a commercial flight, show the airline and flight number.

RECORD REIMBURSABLE EXPENSES ON REVERSE

Instructions for Travel Authorization Preparation

Please check the following:

3. Your name
5. Social Security Number
6. The mailing address where you want your reimbursement check sent
20. Date (month-day-year) and time travel began and concluded
30. Sign and date the Travel Authorization Form now. It will then be completed by *Exxon Valdez* Restoration Office (EVRO) personnel and submitted for payment. If you wish to wait for the completed form before signing, you may do so and it will be mailed to you for signature. You may then return it to EVRO personnel for processing. It takes 2-3 weeks from the time the completed, signed form is submitted until a reimbursement check is received by the traveler.

Attach the Travel Itinerary, stating the date and time you left your residence and how. For example, "left home 6-27-94 at 6:00 a.m. via private vehicle--10 miles round trip to airport". List any parking fees, if applicable. List the date and time you arrived at the destination. List taxi fare, if applicable, to the meeting place. Describe the reverse process for your return.

ATTACH YOUR AIRLINE TICKET STUB OR LAST COUPON FROM THE TICKET

ATTACH RECEIPTS FOR TAXI, PARKING, RELATED TRANSPORTATION

If actual costs were pre-approved, please attach all receipts: Airline ticket stub or last coupon from ticket, lodging, food, taxi, parking, and other related transportation costs.

Send the form and all receipts to: *Exxon Valdez* Restoration Office
Attn: Cherri Womac
645 G Street, Suite 401
Anchorage, Alaska 99501-3451

STATE OF ALASKA
Department of Fish and Game
VEHICLE MILEAGE REPORT

DISTRIBUTION OF THIS REPORT: Complete form and submit to Juneau Headquarters Accounting Section.
For State Vehicles this report must be submitted by the 1st of the month.

INSTRUCTIONS

1. This form must be completed for the reporting of all mileage of State owned vehicles and for individuals claiming Personal Vehicle Mileage reimbursement.
2. The employee recording mileage for a vehicle will record the information of the reverse side of this form in the spaces provided under Detail Mileage Activity. The employee should verify beginning mileage before starting out. (NOTE: The monthly Recap Summary on the reverse of this form is for the Division use only. DO NOT COMPLETE THAT PORTION OF THE FORM.)

Employees completing this form for reimbursement of personal Vehicle Mileage must complete the section below.

3. Use as many forms as necessary to record all the trips for a month. you should not lump multiple trips onto a single line. For reporting State vehicle mileage, cut off is the 25th of the month.
4. Complete separate forms for each personal vehicle. Also use separate form for each different Vehicle Legend type when claiming Personal Vehicle Mileage. Submit PVM report in duplicate.

CLAIMING PERSONAL VEHICLE MILEAGE REIMBURSEMENT

Department No. Report Month: Vehicle Legend:

Print: SSN:
Name:

Address, City, State & Zip Code

Code (for PVM)

EMPLOYEE SIGNATURE: Date:

APPROVING OFFICER SIGNATURE & RD CODE Date:

Vehicle Legend: H - Highway Vehicle

S - Snowmobile

T - All Terrain Vehicle

A - Aircraft

B - Boat (Motor Vessel)

O - Other

DIVISION OF ADMINISTRATION USE ONLY

Number of Miles Rate/Mile: Reimbursement Paid:

Document Number: Warrent Issue Date (MMDDYY):

CERTIFYING OFFICER SIGNATURE: Date:

DOA, DIVISION OF FINANCE: Date:

FIN	AMOUNT	SY	CC	PGM	LC	ACCT	FY	NMR
1								
2								
3								

[illegible]

MONTHLY RECAP SUMMARY

(Accounting Information)

CLASS _____

MONTHLY RECAP						
CC	PGM	LC	ACCT	Miles	Fixed Monthly Rate	Mileage Rate @
TOTAL						

G. State Travel Regulations

AAM 60.010 - INTRODUCTION TO TRAVEL PROCEDURES (11-92)

The purpose of the travel policies is to provide reimbursement for actual and necessary expenses incurred by employees while traveling on state business. The policies apply uniformly to all employees unless otherwise provided for by a collective bargaining agreement. Whenever there is a conflict between these policies and a collective bargaining agreement, the relevant provisions of the collective bargaining agreement supersede. **EXCEPTION:** Where the per diem allowance differs from the collective bargaining agreement, the higher of the two supersedes.

The travel policies of the state are generally intended to be in compliance with current IRS regulations. The IRS regulations specify the allowable rates of reimbursement for business related travel expenses, including per diem allowances for meals and lodging, mileage, and moving. Whenever an employee receives a payment for business related travel or moving expenses which exceeds an IRS allowed rate, the state will report such reimbursements as required by IRS regulations, including withholding income and other taxes as may be applicable.

AAM 60.020 - TRAVEL DEFINITIONS (11-92)Employee

Throughout these policies, employee usually means either a state official or a person employed by a state agency (permanent or nonpermanent). At times an agency will provide travel for nonemployees. While the agency may apply the same travel policies for nonemployees, it must ensure that a professional service contract is not required.

Travel Status

Travel status begins when an employee is leaving their duty station and/or residence on an approved business trip and:

- leaves the normal work location if travel begins during normal working hours; or
- leaves the primary dwelling if travel begins outside normal working hours (a maximum of one hour travel time is allowed from the residence to the point of departure).

Travel status ends when an employee returns to their duty station and/or residence and:

- arrives at the normal work location if the trip ends during normal working hours; or

- arrives at the primary dwelling if the trip ends outside normal working hours (a maximum of one hour travel time is allowed from the point of return to the employee's residence).

An employee is not in travel status for local travel and/or "day trips." For example, a state trooper is not in travel status while on patrol in his/her assigned territory; a safety inspector is not in travel status if his/her normal duties include driving from his/her normal duty station to a construction site for purposes of conducting an inspection. Mileage expenses may be reimbursed using a mileage reimbursement form rather than a Travel Authorization.

Duty Station

The duty station of an employee is the city, town, or village where the employee spends the major portion of the working time or the place to which the employee returns on completion of special assignments. Employees shall not receive a per diem allowance, meals, or hotel reimbursements while at their duty station.

Residence

The residence of an employee is the city, town, or village where the employee maintains the primary dwelling. Employees shall not receive a per diem or meal allowance, or hotel reimbursements while at the residence.

If an employee maintains multiple residences, the commissioner of the department shall designate the residence which bears the most logical relationship to the employee's duty station as the employee's primary residence. See AAM 60.200 for further clarification on multiple dwellings.

Travel Authorization (TA) form

Refers to the form which shall be approved before an employee leaves on a trip. The form is used to itemize expenditures of an approved trip and to request reimbursement of any employee paid expenses. Employees seeking mileage reimbursement incurred while not in travel status should use a mileage reimbursement form, not the TA.

Travel Expenses

Travel expenses include:

1. **Transportation Expenses:** Transportation expenses consist of commercial carrier fares, vehicle mileage allowances, necessary taxi, bus, and other essential transportation expenses while on official state business.

2. **Per Diem Allowance:** The per diem allowance (hereinafter per diem) consists of two parts, meals and lodging. Combined, it is a flat daily rate paid in lieu of reimbursement of actual expenses.
3. **Subsistence:** Subsistence expenses consist of charges for meals, lodging, and other personal expenses incurred while traveling on official state business. Actual cost of meals is allowed only when traveling in a foreign country.
4. **Other Authorized Expenses:** Other expenses consist of charges for business telephone calls, telegrams, parking fees, emergency purchases of supplies, and other charges necessary to conduct the official business function. Costs not necessary to conduct official business are not authorized. Fines for traffic or parking violations, lost keys, lost airline tickets, laundry services, or similar expenses are not authorized and will not be reimbursed.

AAM 60.030 TRAVEL APPROVALS (11-92)

All official travel shall be authorized and approved in advance by the appropriate supervisor or appointed designee. The request for approval shall be in writing and submitted on the Travel Authorization (TA) form # 02-027. Any deviation from the routing or number of days reflected on the approved TA shall be submitted on an amended TA. An agency may require levels of approval in addition to those required by this section.

Travel Within Alaska

The TA requires prior approval within the department and shall at a minimum have the approval of the employee's immediate supervisor or designee. If the reimbursement of actual hotel expenses plus a meal allowance in lieu of per diem is requested, additional prior approvals are required and are discussed in AAM 60.210.

Travel To the Contiguous United States and Hawaii

In addition to the approvals required for travel within Alaska, prior approval is required by the department's commissioner or designee. If the reimbursement of actual hotel expenses plus a meal allowance in lieu of per diem is requested, additional prior approvals are required and are discussed in AAM 60.210.

Travel Outside the United States

In addition to the approvals required for travel within Alaska, prior approval is required by the department's commissioner and the Governor's Office. A memorandum explaining the need for the travel must be included with the TA sent to the Governor's Office. If the reimbursement of actual expenses in lieu of per diem is requested, additional prior approvals are required and are discussed in AAM 60.210.

AAM 60.040 - ROUTING OF TRAVEL (11-92)

Travel must be by the most direct route and efficient means.

AAM 60.050 INTERRUPTION OR DEVIATION OF TRAVEL FOR EMPLOYEE CONVENIENCE (11-92)

Any interruption or deviation from the most direct and efficient means of travel for employee convenience requires, at a minimum, prior approval at the agency level by the appropriate supervisor or designee. Any deviation for employee convenience resulting in additional time or expense shall be borne solely by the employee. See AAM 60.120 for clarification on travel involving privately owned conveyances.

When an employee begins and/or ends a period of leave while on travel status, the following apply:

1. - Per diem, travel allowances, and reimbursements shall be based solely on such charges as would have been incurred if traveling by the most direct and efficient means.
2. Per diem, travel allowances, and reimbursements stop the hour an employee goes on annual or personal leave and resumes the hour the employee returns to duty.
3. Any additional time away from the employee's duty station that may be required for such indirect travel will be charged to annual leave, personal leave, or leave without pay.
4. Per diem is allowed when an employee is granted leave due to illness. However, the per diem allowance shall not be authorized for a period of illness exceeding three calendar days in any one period of absence. Per diem is not authorized if the employee is hospitalized or otherwise has no actual and necessary business expense requiring reimbursement.
5. Copies of leave slips shall be submitted with the Travel Authorization (TA) upon completion of the trip.

AAM 60.060 - COMMON CARRIER TOURIST CLASS ACCOMMODATIONS (11-92)

When traveling on state business, employees must obtain the lowest tourist class accommodations (AS 39.20.140) unless:

- tourist class accommodations are not available;

- waiting for tourist class accommodations would cause a greater cost to the state;
- tourist class accommodations are not in the best interest of the state.

Use of first class accommodations at state expense must be approved, in advance, by the department's commissioner or designee. Additionally, a written justification must be attached to the TA.

AAM 60.070 - COMMON CARRIER SPECIAL AIRFARES AND TRAVEL INCENTIVES (11-92)

Employees are directed to anticipate travel sufficiently in advance to procure discounted rates whenever possible. However, an employee may not vary from the most direct route of travel unless it is in the best interest of the state (AAM 60.040).

When employees are required to be in travel status over a regular day off in order to be eligible for special rates, they will be eligible for applicable per diem on the regular day off. However, all additional costs for per diem, and/or wages shall be considered in deciding if the special fares are in the state's best interest. If the total of all additional travel costs are greater than the regular fare, the special fare shall not be authorized.

For example, if an employee is required to stay over a Saturday night to be eligible for a special airfare, any increased cost in per diem or wages will be offset against the airfare savings when determining if the reduced fare should be used.

AAM 60.080 - CHARTERED AIRCRAFT (2-89)

Air charters must be handled in compliance with the policies and provisions of AS 36.30, purchasing regulations 2 AAC 12, and the agency's purchasing delegation of authority.

AAM 60.090 - PRIVATELY OWNED AIRCRAFT (11-92)

When an employee rents an aircraft or uses their own or another privately owned aircraft for state business, the following items must be filed with the Department of Administration or the agency administrative officer before using the aircraft:

- a copy of a valid pilot's license;
- a statement outlining the pilot's qualifications.

It is the responsibility of each agency to ensure these documents are on file before paying a claim for the use of a privately owned aircraft. The reimbursement rate for privately owned aircraft is twenty-eight (28) cents per mile or the common carrier

rate to the same destination, whichever is less. Bargaining unit agreements may supersede this rate. See section AAM 60.120 concerning private conveyances.

The Division of Risk Management has an insurance policy to provide liability to state employees using their personal or rented aircraft. This coverage is a separate legal liability policy for \$1,000,000 combined single limit liability, for bodily injury and property damage per occurrence including state employed passengers, and would apply as an excess insurance policy over any other valid collectible private insurance.

The Division of Risk Management has trip coupons available for this flight insurance. To obtain these coupons, write to:

Division of Risk Management
Department of Administration
P.O. Box 110218
Juneau, AK 99811-0218

The cost is \$20 per coupon for up to a two-seat aircraft, and \$30 for aircraft with seating capacity for more than two. The first order for coupons must be accompanied by a copy of the Pilot Qualification Certificate and a copy of the pilot's license and current medical certification. The coupons may be purchased by the pilot or a request to transfer the funds via an interdepartmental billing (Journal Entry).

The original completed coupon shall be attached to the TA. A copy must also be returned to Risk Management to enable the proper reporting to the insurance broker.

AAM 60.100 - RENTAL VEHICLES (11-92)

When necessary, rental vehicles may be authorized for employees in travel status. Justification for the rental vehicle must be documented and requires advance written approval by the appropriate division director. When it is necessary to rent a vehicle, every attempt shall be made to use the contract award vendor for the location. The contract award listing may be obtained from the Contract Award Manual or through the Division of General Services, Department of Administration.

When making reservations it is necessary to receive a confirmation number. If no vehicles are available at the contract award rate, agencies may then rent a vehicle following the appropriate procurement method.

Except in emergencies or when several employees are traveling together, only a sub-compact automobile may be rented.

State insurance coverage applies to state-used rentals and additional vendor offered insurance coverage is to be denied by the traveler. Rental vehicles may be driven on state business only, and state insurance coverage applies only where the vehicle is used on state business.

If there is damage done to any rental vehicle:

- employees are cautioned to never accept or admit liability;
- if the lessor requests information or payment, advise the lessor to contact the Department of Administration, Division of Risk Management;
- if there is personal injury or an accident, telephone the Division of Risk Management as soon as possible.

See AAM 60.350 for use of rental vehicles connected with an employee move.

AAM 60.110 - AIRPORT SHUTTLE, COURTESY VAN, and TAXI SERVICE (11-92)

When an employee in travel status requires transportation either to or from an airport or ferry terminal, airport shuttle or courtesy van service shall be used whenever possible. Taxi fare is allowed only when a shuttle or courtesy van is not available.

AAM 60.120 - PRIVATELY OWNED CONVEYANCES (11-92)

An employee may use a privately owned vehicle or boat when it is in the best interest of the state. The approving official shall be responsible for substantiating that use of a privately owned vehicle or boat is in the state's best interest. The employee shall receive a mileage reimbursement of twenty-eight (28) cents per mile for mileage incurred while engaged in official state business. When an employee uses a privately owned vehicle or boat for personal convenience, the amount of reimbursement shall be limited to what the lowest available taxi, airport shuttle, courtesy van, airfare, boat charter, or any other common carrier or charter would have cost. Per diem, actual hotel expenses and meal allowances, or other travel reimbursements shall not exceed that which would have been incurred had the employee used common carrier transportation. Only mileage incurred while engaged in official state business is reimbursable.

Any additional time away from the duty station required as a result of using a privately owned conveyance for personal convenience will be charged to annual leave, personal leave, or leave without pay.

When two or more officials or employees are traveling in the same direction, and it is possible to share a privately-owned automobile or airplane, the mileage permitted shall be allowed only once (AS 39.20.130).

AAM 60.130 - TRANSPORTATION BY STATE FERRY (11-92)

Transportation on state ferries may be authorized when in the best interest of the state. All ferry transportation will be paid by the issuing department through use of a State Transportation Request (STR) or an interdepartmental billing. Staterooms and meals are to be paid by the employee and are not an obligation of the agency. The employee may be eligible for per diem under the criteria established in AAM 60.020.

AAM 60.140 - CHARTERS AND GROUP TRANSPORTATION (11-92)

When it is necessary to hire a boat, aircraft, or other special conveyance an explanation stating the facts constituting the necessity must accompany the Travel Authorization (TA). When two or more employees travel as a group or with a group, the names and business relationship of each member of the group shall be noted on the TA of each employee.

AAM 60.150 - PROCUREMENT OF TRANSPORTATION (11-92)

Airfare, rental vehicles, and Alaska Marine Highway tickets may be obtained either by a general warrant through the Alaska Statewide Accounting System (AKSAS), a field warrant, or by a State Transportation Request (STR). The issuance of a general warrant through AKSAS is encouraged. Transportation may be procured directly from the transportation provider or may be purchased through the use of a travel agency (**Exception: Alaska Marine Highway tickets may be purchased only from the Alaska Marine Highways System**). As a last resort and when in the best interest of the state, the agency may allow an employee to use a personal credit card to procure transportation. However, the state assumes no liability or responsibility for an employee's use of a personal credit card. All reimbursements for employee travel will be made directly to the employee.

AAM 60.160 - STATE TRANSPORTATION REQUEST (STR) (11-92)

The State Transportation Request (STR), Form 02-019, is a three part form and is generally recognized in the Alaska travel industry as an order for transportation. It may be used for airfare, car rental, bus, train, excess state baggage, and marine transportation (an STR may not be used for staterooms or meals). It is to be used only for travel related expenses and only by employees in travel status. It provides a convenient way for a traveler to procure travel with the vendor billing the state directly.

STRs come in books of ten and are allocated to individual departmental STR custodians, who then allocate books to individual divisional STR custodians. As each STR is issued the divisional STR custodian shall record the STR number, vendor, and

dollar amount on the "STR Log" on the inside flap of each book. The traveler shall record the same information on his/her Travel Authorization (TA). The white STR is to be given to the vendor, the yellow is attached to the TA upon completion of the trip, and the pink returned to the STR custodian.

The departmental STR custodian shall:

- maintain control over the STRs issued to each division;
- maintain the "STR Log";
- retain all pink copies with the log including any voided STRs;
- store blank stock in a locked secure location;
- immediately report the loss of any STRs to the departmental finance officer.

The divisional STR custodian shall:

- maintain the STR log;
- retain all pink copies with the log, including any voided STRs;
- store blank stock in a locked, secure location;
- immediately report the loss of any STRs to the departmental STR custodian.

Upon completion of a book, the log and the STR pink copies will be forwarded to the departmental finance officer. This shall be performed before issuance of additional books.

Each department shall prepare a STR reconciliation report twice each year which:

- reflects the STRs on hand at the beginning of the period;
- shows new STR stock received;
- shows STRs issued to vendors;
- accounts for STRs lost, stolen or voided;
- indicates stock on hand at the end of the period.

Unused STRs shall not stay in the field for more than a year.

Additional stock is obtained by a written request from the departmental finance officer to the Division of Finance, Department of Administration. Finance may require copies of STR reconciliation logs before issuance of additional stock.

AAM 60.170 - EXCESS BAGGAGE (8-76)

Excess baggage to be paid for by the state will be limited to personal and state baggage necessary to carry out official state business. Whenever possible, such baggage should be shipped via air freight.

AAM 60.180 - UNUSED TRANSPORTATION AND ACCOMMODATIONS (11-92)

When an employee finds they will not be using accommodations which have been reserved, the employee shall release them within the time limits specified by the carriers and hotels. The state will not reimburse employees for charges incurred as a result of failure to release accommodations.

When an employee's journey is terminated short of the destination specified on the ticket, the employee shall submit the unused portion of the ticket with the Travel Authorization (TA).

AAM 60.190 - PER DIEM TYPES AND RATES (11-92)

Except as otherwise provided by collective bargaining agreements, an employee may be allowed a per diem allowance instead of actual expenses for subsistence while traveling on official state business and overnight lodging is obtained. The per diem rates consist of a lodging portion and a meal portion; combined they are the per diem rate. The per diem rates are established by the Commissioner of the Department of Administration. Whenever the Commissioner of Administration determines that the per diem rate is not adequate to obtain lodging and meals in any community, the per diem allowance for that community may be increased.

The circumstances and the locations where overnight lodging is obtained determine the applicable per diem type and rate. There are two types of per diem; each has its own rate. In addition, there are provisions to cover business travel related expenses for circumstances where noncommercial facilities are used.

Per Diem Types**1. Short-term**

This is the most common per diem type. It is authorized when the traveler can reasonably be expected to incur expenses comparable to those arising from the use of good and moderately priced establishments catering to the general public. It is intended for trips of short duration and may not be used after the thirtieth (30th) consecutive day in one location unless a continuation has been approved in advance by the Division of Finance, Department of Administration. The long-term per diem rate shall be paid beginning on the first day in travel status if the employee is expected to be in travel status more than thirty (30) consecutive days.

2. Long-term

The long-term per diem rate is authorized when the traveler can reasonably be expected to incur expenses comparable to those arising from the use of establishments catering to the long-term visitor. The long-term per diem rate is 60% of the applicable short-term rate. It may not be used after six consecutive months

in one location unless a continuation has been approved in advance by the Division of Finance, Department of Administration. The long-term rate shall be paid beginning with the first day of travel status if the employee is expected to be in travel status for more than thirty (30) consecutive days.

3. Noncommercial

Occasionally, an employee traveling on official state business may be required to purchase meals and/or lodging at a noncommercial establishment such as field camps, government-owned bunkhouses, government-owned institutions, etc. There is not a fixed per diem rate for use of noncommercial facilities. Instead, reasonable and necessary actual expenses resulting from the use of noncommercial subsistence facilities will be reimbursed by the state. The actual expenses reimbursed shall not exceed the long-term per diem rate. Payment of expenses incurred at noncommercial facilities in one location will not be allowed for more than six consecutive months unless a continuation has been approved in advance by the Division of Finance, Department of Administration.

Per Diem Rates

There are four regions within Alaska with different per diem rates. The list of Alaska communities cross-referenced by region is at the end of the travel section (after AAM 60.400).

There is one per diem rate for the contiguous United States.

Employees traveling to Hawaii and foreign destinations may be allowed the federal per diem allowance, or reimbursement of actual and necessary lodging expenses up to the federal per diem rate plus the federal meal allowance, or reimbursement of actual and necessary lodging and meal expenses. The per diem rates for foreign countries may be obtained by contacting the Accounting Control Section, Division of Finance, Department of Administration at 465-2240.

The following are the short-term per diem rates.

Region	Location	Off Season (9/16 to 5/15)	Peak Season (5/16 to 9/15)
1	Southeast Alaska	\$100.00	\$110.00
2	Central Alaska	95.00	115.00
3	Far North Alaska	85.00	100.00
4	Southwest Alaska	85.00	85.00
5	Contiguous U.S.	66.00	66.00
6	Hawaii and Foreign Destinations	Up to the Federal Per Diem Rate	Up to the Federal Per Diem Rate

The long-term per diem rate is 60% of the applicable short-term rate. **Exception:** A long-term per diem rate equal to 75% of the short-term per diem rate is authorized for Juneau during the legislative session.

Note: For employees covered by a collective bargaining agreement, refer to their contract to determine the appropriate per diem rate.

AAM 60.200 - COMPUTATION OF PER DIEM ALLOWANCES (11-92)

Per diem is only payable to employees in travel status (See AAM 60.020 for definition of travel status and AAM 60.360 for per diem connected with an employee move). The appropriate per diem allowance for a day is the rate prescribed for the community in which an employee obtains overnight lodging. The example below illustrates the appropriate per diem rate to use for a Juneau-based employee who travels to Fairbanks on the first day, to Bethel on the second day, and returns to Juneau on the third day.

Itinerary	Overnight Lodging	Per Diem Rate	Prorate Meals
Juneau to Fairbanks	Fairbanks	Fairbanks	Yes
Fairbanks to Bethel	Bethel	Bethel	No
Bethel to Juneau	Juneau	None	Yes

When calculating per diem, a day begins at midnight and ends at midnight the following day. (See definition of travel status at AAM 60.020). The day and time of departure and arrival may be verified with the inter-city common carrier's timetable, the employee's ticket stub, or itinerary.

On the day of departure, an employee is entitled to the full lodging portion of the per diem (if overnight lodging is required) but only a prorated meal allowance portion. On the day of return an employee is entitled to only a prorated meal allowance. The prorated meal allowances can be determined by reviewing AAM 60.220.

On the day of return, if an employee begins the trip on one day but does not arrive until after midnight, they are not entitled to full per diem unless they were required to and did obtain commercial lodging.

EXCEPTION: If an employee maintains a dwelling at their destination and it is available to them, they will be entitled to only a meal allowance for normal workdays. A meal allowance for other than the normal workdays is not allowed.

AAM 60.210 - REIMBURSEMENT OF ACTUAL HOTEL EXPENSES IN LIEU OF PER DIEM (11-92)

If the standard per diem rate is not adequate to cover the cost of meals and lodging, an employee may request advance approval to pay actual lodging expenses plus a meal allowance on a trip-by-trip basis. Approval shall be for the entire trip, the use of actual lodging expenses and per diem for different portions of the same trip is not allowable. The dollar amount of the actual lodging expense determines the required level of approval.

All three levels of approval below require a memo addressed to the appropriate approving authority which clearly demonstrates that lodging and meals cannot be acquired within the established per diem rate. This must include an explanation which details the need for actual lodging expense reimbursement and quotes from at least three comparably located and moderately priced hotels. Approval will be given for the least expensive accommodations available.

When employees attend conferences, meetings, or other events at a hotel where the lowest available rate is higher than the lowest available rate at a comparably located hotel, approval is given for the hotel offering the least expensive accommodations. A hotel is comparably located if it is within reasonable walking distance of the conference hotel and the use of an automobile or other conveyance is not required.

Daily Lodging Expense Less Than Short-Term Per Diem Rate

Prior approval by the commissioner of the department or designee is required when the requested actual lodging expense does not exceed the daily short-term per diem rate for that location.

Daily Lodging Expense Exceeds Short-Term Per Diem Rate But Less Than \$200 Per Day

If delegated by the Department of Administration, prior approval by the commissioner of the department is required when the requested actual lodging expense exceeds the daily short-term per diem rate but does not exceed \$200.00 per day. If the department commissioner is not delegated this authority, the request must be approved by the Director of the Division of Finance. The delegation of approval for actual lodging expenses not exceeding \$200.00 per day may be requested from the Commissioner of the Department of Administration.

Daily Lodging Expense Exceeds \$200 Per Day

Prior approval by the Department of Administration is required when the requested actual lodging expenses exceed \$200.00 per day. Requests shall be addressed to the Director of the Division of Finance, Department of Administration.

AAM 60.220 - MEAL ALLOWANCES (12/91)

Meal allowances and prorated meal allowances are used when:

- no overnight lodging is required and the employee is in travel status at least three consecutive hours during a normal meal period;
- overnight lodging is required and the employee is receiving a daily per diem allowance. On the day of departure the employee receives the full lodging portion of per diem and a prorated meal allowance. On the day of return the employee receives a prorated meal allowance only;
- overnight lodging is required and the employee is receiving reimbursement for actual hotel expenses. On the day of departure and return the employee receives a prorated meal allowance.

The normal meal periods are:

Breakfast	midnight to 10:00 a.m.
Lunch	10:00 a.m. to 3:00 p.m.
Dinner	3:00 p.m. to midnight

There are three meal allowance rates, one for Alaska, one for high cost areas of the contiguous United States (high cost CONUS), and one for the remainder of the contiguous United States (CONUS). The list of high cost CONUS areas is at the end of the travel section (after AAM 60.400). The meal allowances are:

	Alaska	High Cost CONUS	CONUS
Breakfast	\$8.00	\$7.00	\$6.00
Lunch	9.00	9.00	7.00
Dinner	19.00	18.00	13.00
Daily Allowance	\$36.00	\$34.00	\$26.00

If travel involves crossing the international date line, the meal allowance shall be calculated based on the total number of hours in flight.

Note: For employees covered by a collective bargaining agreement, refer to their contract to determine the appropriate meal allowance.

AAM 60.230 - CONTRACTING FOR SUBSISTENCE (10-77)

Agreements may be entered into with restaurants, hotels, and lodging houses to furnish subsistence to an employee or groups of employees when such a method of handling is in the best interest of the state (AS 36.30). A contract for subsistence must be negotiated in compliance with appropriate procurement regulations. When such agreements are entered into, the vendor will receive payment by billing the state on a regular itemized invoice.

AAM 60.240 - BOARDS AND COMMISSIONS (4-89)

Except for those specifically covered in statute, each day that a board or commission member is in travel status the member is entitled to per diem or actual hotel reimbursement plus a meal allowance to the same extent, in the same manner, and under the same conditions as provided to state officials and employees. Board and commission members are not in travel status nor entitled to per diem or meal allowance when the meeting or other business takes place in the community of which the member is a resident. (AS 39.20.180)

AAM 60.250 - AIRLINE DELAYS, RESCHEDULING, AND OVERHEADING (11-92)

When an airline assumes the cost of an employee's lodging and meals due to airline delays or overheading the employee shall be paid up to the originally scheduled arrival time. When the airline does not assume the cost of an employee's lodging and meals the employee shall be paid in the same manner as the rest of the trip.

AAM 60.260 - TRAVEL ADVANCES (11-92)

An advance of estimated per diem and other travel costs may be made to an employee before the employee enters travel status.

Departments may either expense the advances directly to the agency's appropriation or use the "employee advance account."

- 1) When the "employee advance account" is used the expenses are not charged to an agency's appropriation until a completed Travel Authorization (TA) is submitted. When using the employee advance account, encumbrances should be established to prevent an overobligation of the appropriation.
- 2) The advance is charged directly to the agency's appropriation. This is the preferred and most widely used method.

Every Travel Authorization (TA) must be submitted for final payment and reconciliation of the travel advance within five days of completion of the trip. If the final amount due an employee is less than the travel advance previously received, a personal check or money order must accompany the TA.

Employees shall not receive an additional travel advance until the previous travel advance and trip has been closed out.

AAM 60.270 - COMPLETION OF THE TRAVEL AUTHORIZATION (TA) FORM (11-92)

The Travel Authorization (TA), Form 02-027, is a multi-purpose form and is used to secure approval for all travel, apply for advance payment of proposed travel, and claim reimbursement for travel performed. No travel expenses shall be paid unless claimed on a TA, or upon some other form approved by the Department of Administration. A copy of the TA is at the end of the travel section.

Before actual travel, the employee completes the top portion of the TA (fields 1 through 18) pertaining to the itinerary and submits it for the appropriate approvals as stated in AAM 60.030. All fields must be completed by the employee with the exception of the travel authorization number which is optional.

1. The TA may be assigned a tracking number by the agency.
2. The date the TA is prepared.
3. Employee's full name.
4. Employee's full title.
5. Employee's social security number. No payments will be made unless this field is completed.
6. Employee's address.
7. Employee's department.
8. Employee's division or agency.
9. Employee's bargaining unit. For a non-employee, use N/A.
10. City name of the employee's work station.
11. Clear and precise explanation of the purpose of the trip.
12. Financial coding to which expenses are to be charged.
13. Estimated costs for transportation, per diem, other costs, and the total.
14. City and date of departure.
15. Destination(s) and date of return.
16. Division approval and date.
17. Department approval and date. This is required for all travel out of Alaska.
18. Governor's Office approval and date. This is only required for all travel out of the country.

On completion of the trip, the employee completes the Actual Costs section of the TA, signs as the claimant, obtains the divisional approval signature, and submits the TA for payment. Only those expenses and amounts due the employee are to be listed in this section. The fields to be completed are as follows:

19. All State Transportation Requests (STRs) and field warrants (FWs) issued to purchase airline tickets, rental vehicles, or any other item must be listed in this area.
20. Specific dates showing the date of departure, each day while in travel status, and the date of return.
21. Detailed trip itinerary, including the times of departures and arrivals. This detailed information must coincide with and explain the employee reimbursements listed in the Miles X Rate, Mileage or Cash Fare, Per Diem, and Other columns.
22. Mileage claimed and the rate used to reimburse the employee.
23. Total mileage or cash fare due the employee. This includes any cab, bus, airfare, or parking for which the employee paid and is requesting reimbursement.
24. Per diem calculation or actual hotel costs plus meal allowances by day for each day the employee is in travel status. Be sure to indicate the prorated meal allowances as derived from the departure and arrival times listed in the explanation field.
25. Any other costs to be reimbursed to the employee.
26. Subtotal each of the four columns.

27. Total costs paid by the employee. Include the subtotals from any Travel Authorization Continuation forms (04-027A).
28. List the warrant number and amount of any travel advance received.
29. Total cost of the trip less any travel advance the employee received.
30. Employee signs here before presenting the TA for reimbursement.
31. Appropriate supervisor or designee (16 above) approving the travel signs here approving the reimbursement and payment of expenses as detailed on the TA.
32. Information in this field is used when entering the warrant in AKSAS. This field is not usually completed by the employee.
33. The financial coding for warrants may be entered here by the appropriate departmental accounting or administrative personnel.

AAM 60.280 - TRAVEL EXPENSES AND REQUIRED RECEIPTS/ DOCUMENTATION (11-92)

The following shall be attached to the TA when it's submitted for final payment:

- a copy of the airline or other tickets;
- hotel receipts, if claiming actual hotel costs;
- receipts for expenses exceeding \$15.00;
- leave slips, if the trip is interrupted for leave;
- yellow copy of STR.

Though receipts for expenses \$15.00 or less are not required, total reimbursement for which receipts are not available shall not exceed a cumulative total of \$30.00 per trip.

All expenses claimed for which receipts are not provided are subject to review. Receipts are strongly encouraged. Reimbursement of unsupported expenses may be disallowed.

AAM 60.290 - Not Used

AAM 60.300 - Not Used

AAM 60.310 - INTRODUCTION TO MOVING EXPENSES (11-92)

It is the purpose of the moving policies to provide reimbursement for relocation costs. These policies apply to all employees unless otherwise provided for by a collective bargaining agreement negotiated under the authority of the Public Employment Relations Act.

AAM 60.320 - SCOPE OF ENTITLEMENT TO MOVING EXPENSES (11-92)

Whenever an employee is required by the appointing authority to change his/her place of residency because of a change in assignment or other reason related to his/her duties, the employee will be reimbursed for actual and necessary expenses.

When an employee elects to change his/her place of residency to accept employment and/or a promotion, the employee may be reimbursed, at the agency's discretion, for all or part of actual and necessary expenses.

All costs, including travel expenses and the cost of moving personal effects of members of the employee's household, must be incurred within one year from the date of the change in assignment, etc.

AAM 60.330 - RESPONSIBILITY OF APPOINTING AUTHORITY (11-92)

It is the responsibility of the appointing authority to ensure that persons who come within the purview of these policies are aware of pertinent limitations before a move is made. Each appointing authority will limit the number of days of allowable per diem for persons who drive to their new stations. Weight and dollar limitations, the need for itemized receipts or invoices, the meaning of the reimbursement agreement, and other matters will be explained in advance.

It is also the responsibility of the appointing authority to ensure that the Division of Personnel has authorized recruitment of qualified employees from outside the immediate work station, unless the employee is appointed to an exempt or partially exempt position (see AAM 60.380 - New Employee Repayment of Moving Expenses).

AAM 60.340 - MOVING AUTHORIZATION (2-89)

Whenever an employee is being moved at state expense, a Moving Authorization form must be completed. This form formally advises the employee and a carrier that an official move has been authorized.

If the employee wishes to assign his/her interest in the reimbursement of moving expenses from the state, he/she must complete the assignment portion of the form. If the assignment portion has been completed, the carrier will bill the state for whatever amount is properly authorized on the Moving Authorization form. A copy of the Moving Authorization with the assignment portion completed must be given to the carrier and must accompany his/her bill to the state.

AAM 60.350 - REIMBURSABLE MOVING EXPENSES (11-92)

Employees will be reimbursed for moving expenses as follows:

1. Actual and necessary expenses charged by a commercial mover for packing, transporting, and unpacking up to ten thousand (10,000) pounds of household and personal effects; in-transit insurance up to one dollar and twenty-five cents per hundredweight (cwt); and in-transit storage up to thirty days. **Limit: up to two vehicles may be shipped (or driven) which are not included in the 10,000 pounds.**
2. The cost of renting a trailer or truck to move household effects and charges by a commercial hauler to tow house trailers containing the personal effects of an employee provided that the total cost of the move is not in excess of the cost of moving ten thousand (10,000) pounds of household effects by commercial carrier.
3. Mileage, at the rate of twenty-eight cents per mile, for towing a house trailer or other trailer or driving a truck containing the household effects of an employee, provided that the total cost of the move is not in excess of the cost of moving ten thousand (10,000) pounds of household effects by commercial carrier.
4. When ordered to duty at a location other than his/her assigned duty station for a period estimated to be not less than three nor more than six months, an employee may be reimbursed for actual household moving costs up to one thousand (1,000) dollars each way plus round trip transportation for the employee, spouse, and dependents.

Note: The cost of renting a vehicle for personal use before, during, or after the move (for example while personal vehicle is being shipped) will not be reimbursed by the State.

AAM 60.360 - REIMBURSABLE TRAVEL EXPENSES (11-92)

Employees may be reimbursed for travel expenses associated with a move as follows:

1. Tourist class airfare for the employee, spouse, and each of the employee's other dependents or twenty-eight cents per mile for driving each family-owned car, truck, or motor home, whichever is used. **Limit: reimbursement shall be for no more than two vehicles, whether driven, or shipped as allowed under AAM 60.350.**
2. A standard per diem for the employee, half of the standard per diem for the employee's spouse, and eighteen dollars per diem for each of the employee's other dependents while en route. Upon arrival at the new duty station, the

employee, spouse, and dependents are entitled to per diem at the same rate as the en route per diem while looking for permanent housing. Such per diem will end when permanent housing is secured or at the end of fifteen days from the date of arrival at the new duty station whichever comes first.

3. When applicable, a ticket for all members of the family and each conveyance (limit two) for transportation on the state ferry system.
4. The appointing authority may authorize the payment of travel and per diem for the employee and spouse to secure housing before the change of duty station. Such authorization, however, will be made only if the change in duty station is at the request of the employer. The per diem paid under this item is considered a part of the fifteen days allowed under 2 above.

AAM 60.370 - RESPONSIBILITY FOR EXPENSES (10-77)

Payment of moving expenses are the responsibility of the employee. The employee may:

1. Apply to the state for reimbursement of moving expenses within the limitation of these policies by submitting itemized receipts or invoices.
2. Assign his/her interest in the reimbursement of moving expenses by completing the assignment portion of the moving authorization in accordance with Section AAM 60.340.

When necessary, an employee may apply to his/her department head for an advance against moving expenses.

AAM 60.380 - NEW EMPLOYEE REPAYMENT OF MOVING EXPENSES (11-92)

Whenever a person changes his/her place of residence for the purpose of accepting employment with the state, the following conditions will apply:

1. New employees may not be given an advance against moving expenses.

2. Employees who are new to state service and are assisted with their moving expenses are required to sign a Moving Expense Reimbursement Agreement form (Form 02-222) prior to employment. The agreement stipulates that the employee will reimburse the state for all or part of such expenditures in the event he/she voluntarily leaves state service within a period of two years according to the following schedule:

Less than six months	100%
Six but less than twelve months	75%
Twelve but less than eighteen months	50%
Eighteen but less than twenty-four months	25%
Two years or over	00%

AAM 60.390 - NOT USED

AAM 60.400 - EXEMPT AND PARTIALLY EXEMPT PUBLIC OFFICIALS (11-92)

Whenever a person changes a place of residence to accept an appointment as a public official (as defined in AS 39.50.200(a)(8)) in the exempt service or in the partially exempt service, the employee may be reimbursed for actual and necessary moving expenses in accordance with sections AAM 60.310 through AAM 60.380.

On satisfactory completion of the term of appointment, the appointing authority may authorize the reimbursement of all or part of the actual and necessary moving expenses:

1. to return the employee to the original residence;
2. to return the employee to a location other than the original residence provided that the reimbursable amount may not exceed the cost of returning the employee to the original residence.

A "term of appointment" is the period of time, not to exceed eight years, when the employee was employed continuously in state service as an exempt or partially exempt public official.

An estimate of expense to return the employee to the original residence must be encumbered and the move must be authorized in writing by the appointing authority. All costs must be incurred within one year from the date of the employee's separation.

City/Region/Abbreviation Cross Reference (Sorted by City)

Adak	4	ADK	Ekwok	4	KEK	McGrath	2	MCG
Akhiook	4	AKK	Elephant Point	3	---	Meakerville	2	---
Akiachak	4	KKI	Elfin Cove (Glacier Bay)	1	ELV	Medfra	2	MDR
Akiak	4	AKI	Elim	3	ELI	Mekoryuk	4	MYU
Akolmiut	4	---	Emmonak	4	EMK	Metlakatla	1	---
Akutan	4	KOA	English Bay	2	KEB	Middleton Island	2	MDO
Alakanuk	4	AUK	Ester	3	---	Minto	3	MNT
Aleknagik	4	WEK	Excursion Inlet	1	EXI	Moses Point	3	MOS
Alitak	4	ALZ	Fairbanks	3	FAI	Mountain Point	1	---
Allakaket	3	AET	False Pass	4	KFP	Mountain Village	4	MOU
Ambler	3	ABL	Farewell	2	FWL	Mud Bay	1	---
Amchitka	4	AHT	Fire Lake	2	---	Naknek	4	---
Amook	4	AOS	Flat	4	FLT	Napaklak	4	WNA
Anaktuvak Pass	3	AKP	Fort Yukon	3	FYU	Napaskiak	4	PKA
Anchor Point	2	---	Fortuna Lodge	4	FTL	Nenana	3	ENN
Anchorage	2	ANC	Funter Bay	1	FNR	New Stuyahok	4	KNW
Anderson Village	3	---	Galena	3	GAL	Newtok	4	WWT
Andreafsky (St. Mary's)	4	KSM	Gambell	4	GAM	Nightmute	4	NME
Angoon	1	AGN	Girdwood	2	---	Nikolai	2	NIB
Aniak	4	ANI	Glennallen	2	---	Nikolski	4	IKO
Annette	1	ANN	Golovin	3	GLV	Ninilchik	2	NIN
Anvik	4	ANV	Goodnews Bay	4	GNU	Noatak	3	WTK
Arctic Village	3	ARC	Granite Mountain	3	GMT	Nome	3	OME
Atmautlauk	4	ATT	Grayling	4	KGX	Mondalton	4	---
Atkasuk	3	---	Gulkana	2	GKN	Noorvik	3	ORV
Attu Island	4	ATU	Gustavus	1	GST	North East Cape	4	OEC
Baranof	1	BNF	Haines	1	HNS	North Pole	3	---
Barrow	3	BRW	Hawk Inlet	1	HWI	Northway	2	ORT
Barter Island	3	BTI	Haycock	3	HAY	Nulato	3	NUL
Beaver	3	WBQ	Herring Cove	1	---	Munapitchuk	4	NUP
Bell Island	1	KBE	Hogatra	3	HGZ	Nyac	4	ZNC
Bethel	4	BET	Holikachuk	4	HOL	Old Harbor	4	OLE
Bettles	3	BTT	Hollis	1	HYL	Olga Bay	4	KOY
Big Delta	2	BIG	Holy Cross	4	RCR	Ouzinkie	4	KOZ
Big Lake	2	BGO	Homer	2	HOM	Paimiut	4	PMU
Big Mountain	4	BMX	Hoonah	1	HNH	Palmer	2	PAQ
Birch Creek	3	KBC	Hooper Bay	4	HPB	Parks	4	KPK
Birchwood	2	---	Hughes	3	HUS	Pauloff Harbor	4	KPH
Blue Fox Bay	4	BFB	Huslia	3	HSL	Pelican	1	PEC
Bornite	3	RLU	Hydaburg	1	HYG	Peninsula Point	1	---
Boundary	2	BYA	Icy Bay	1	ICY	Perry Island	2	PYL
Brevig Mission (Teller)	3	KTS	Igiugig	4	IGG	Perryville	4	KPV
Buckland	3	BKC	Iliamna	4	ILI	Petersburg	1	PSG
Butte	2	---	Isabel Pass	2	ISL	Pilot Point	4	PIP
Candle	3	CDL	Ivanoff Bay	4	KIB	Pilot Station	4	POS
Cantwell	2	---	Juneau	1	JNU	Platinum	4	PTU
Cape Lisburne	2	LJR	Kake	1	KAE	Point Baker	1	KPB
Cape Nevenham	4	EBM	Kaktovik (Barter Island)	3	BTI	Point Barrow AFB	3	PBA
Cape Pole	1	CZP	Kalskag	4	KLG	Point Hope	3	PHO
Cape Romanzof	4	CZF	Kaltag	3	KAL	Point Lay	3	PIL
Cape Sarichef	4	CSH	Karluk	4	KYK	Porcupine Creek	3	PCK
Central	3	CEM	Kasaan	1	KCA	Port Chilkoot	1	---
Chalkyitsik	3	CIK	Kasigluk	4	KUK	Port Clarence	3	KPC
Chandalar	3	WCR	Katmai Nat'l Park	4	---	Port Graham	2	PGM
Chatham	1	CYM	Kenai	2	ENA	Port Heiden	4	PHE
Chefornak	4	CYF	Ketchikan	1	KTN	Port Lions	4	ORI
Chena Hot Springs	3	CEX	Kiana	3	IAN	Port Walter	1	PWR
Chernofski	4	KCN	King Cove	4	KVC	Port William	4	KPR
Chevak	4	VAK	King Salmon	4	AKN	Portage Creek	4	PCA
Chicken	2	CKX	Kipnuk	4	KPN	Pribilof Island	4	---
Chignik	4	KCG	Kitoi	4	KKB	Prudhoe Bay	3	PUO
Chignik Lagoon	4	KCL	Kivalina	3	KVL	Quinhagak	4	KWN
Chisana	2	CZN	Klawock	1	KLW	Rampart	3	RMP
Chitina	2	CXC	Klukwan	1	---	Red Devil	4	RDV
Circle	3	CRC	Kobuk	3	OBK	Ruby	3	RYB
Circle Hot Springs	3	CHF	Kodiak	4	ADQ	Russian Mission	4	RSH
Clark's Point	4	CLP	Koliganek	4	KKG	Saginaw Bay	1	SGW
Clover Pass	1	---	Kongiganak	4	KKH	San Juan	4	WSJ
Coffman Cove	1	KCC	Kotlik	4	KOT	Sand Point	4	SDP
Cold Bay	4	CDB	Kotzebue	3	OTZ	Savoonga	4	SVA
Copper Center	2	---	Koyuk	3	KKA	Saxman	1	---
Cordova	2	CDV	Koyukuk	3	KYU	Scammon Bay	4	SCM
Council	3	CIL	Kulik Lake	4	LKK	Scow Bay	1	---
Craig	1	CGA	Kwethluk	4	KWT	Selawik	3	WLK
Crooked Creek	4	CKD	Kwigillingok	4	KWK	Seldovia	2	SOV
Dahl Creek	3	DKC	Lake Minchumina	2	LMA	Seward	2	SWD
Danger Bay	4	DGB	Larsen Bay	4	KLN	Shageluk	4	SEK
Deadhorse	3	SCC	Lemeta-Johnston	3	---	Shaktolik	3	SKK
Deering	3	DRG	Levelock	4	KLL	Sheldon Point	4	SXP
Delta Junction	3	---	Little Diomed	3	DIO	Shemya	4	SYA
Dillingham	4	DLG	Livengood	3	LTV	Shishmaref	3	SHH
Driftwood Bay	4	DFB	Lost River	3	LSR	Shungnak	3	SHG
Dutch Harbor	4	DUT	Lower Kalakag	4	---	Sitka	1	SIT
Eagle	3	EAA	Manley Hot Springs	3	MLY	Sitkinak	4	SKJ
Eagle River	2	---	Manokotak	4	KMO	Skagway	1	SGY
Edna Bay	1	---	Marshall	4	MLL	Skwentna	2	SKW
Eek	4	EEK	May Creek	2	MYK	Sleetmute	4	SLO
Egegik	4	EGX	McCarthy	2	MCY	Soldotna	2	SXO
Ekuk	4	KKU	McCord	4	KMC	Solomon	3	SOL

City/Region/Abbreviation Cross Reference
(Sorted by City Name)

Spennard	2	---
Stebbins	4	WBB
Stevens Village	3	SVS
Stony River	4	SRV
St. George Island	4	---
St. Mary's (Andreafsky)	4	KSM
St. Michael	4	SMK
St. Paul Island	4	SNP
S. Naknek	4	---
Takotna	4	TCT
Talkeetna	2	TKA
Tanacross	2	TSG
Tanana	3	TAL
Tanunak	4	---
Tatalina	4	TLJ
Tatitlek	2	TEK
Taylor	3	TWE
Teller (Brevig Mission)	3	TLA
Tenakee	1	TKE
Terror Bay	4	KTY
Tetlin Junction	2	---
Thorne Bay	1	KTB
Tin City	3	TNC
Togiak	4	TOG
Tok	2	TKJ
Toksook Bay	4	OOK
Tuluksak	4	TLT
Tuntutuliak	4	WTL
Tununak	4	TNK
Twin Hills	4	TWA
Tyonek	2	---
Uganik	4	UGI
Ugashik	4	UGA
Umiat	3	UMT
Umnak Island	4	UMB
Unalakleet	4	UNK
Unalaska	4	---
Usibelli	2	---
Utopia Creek	3	UTO
Uyak	4	KUY
Valdez	2	VDZ
Venetie	3	VEE
Wainwright	3	AIN
Wales	3	WAA
Ward Cove	1	---
Wasilla	2	WWA
Waterfall	1	KWF
White Mountain	3	WMO
Whittier	2	---
Wiseman	3	WSM
Wood River	4	WOD
Woodchopper	3	WOO
Wrangell	1	WRG
Yakutat	1	YAK
Zachar Bay	4	KZB

HIGH COST CONUS - \$34 MEAL ALLOWANCE

<u>Key City</u>	<u>County/Defined Location</u>	<u>Key City</u>	<u>County/Defined Location</u>
CALIFORNIA			
Death Valley	Inyo	Quincy	Norfolk
Los Angeles	Los Angeles, Kern, Orange, Ventura; Edwards AFB; Naval Weapons Center and Ordnance Test Station, China Lake	MICHIGAN	
	Alameda, Contra Costa, Marin	Detroit	Wayne
Oakland	Riverside	NEVADA	
Palm Springs	Sacramento	Las Vegas	Clark, Nellis AFB
Sacramento	San Diego	NEW JERSEY	
San Diego	San Francisco	Atlantic City	Atlantic
San Francisco	Santa Clara	Edison	Middlesex
San Jose	San Luis Obispo	Freehold/Eatontown	Monmouth, Fort Monmouth
San Luis Obispo	San Mateo	Newark	Bergen, Essex, Hudson, Passaic, Union
San Mateo	Santa Barbara		
Santa Barbara	Santa Cruz	Ocean City/ Cape May	Cape May
Santa Cruz	El Dorado	Princeton/Trenton	Mercer
South Lake Tahoe	Placer	NEW MEXICO	
Tahoe City	Mariposa	Cloudcroft	Otero
Yosemite Natl Pk		Santa Fe	Santa Fe
COLORADO		NEW YORK	
Aspen	Pitkin	Monticello	Sullivan
Boulder	Boulder	New York City	Bronx, Brooklyn, Manhattan, Queens, Staten Island, Nassau, Suffolk
Denver	Denver, Adams, Arapahoe, Jefferson		Saratoga
Keystone/ Silverthorne	Summit	Saratoga Springs	Westchester
Vail	Eagle	White Plains	
CONNECTICUT		OHIO	
Hartford	Hartford, Middlesex	Cleveland	Cuyahoga
Salisbury	Litchfield	PENNSYLVANIA	
DISTRICT OF COLUMBIA		King of Prussia/ Ft. Washington	Montgomery
Washington, D.C.		Philadelphia	Philadelphia
FLORIDA		Radnor/Chester	Delaware
Key West	Monroe	Valley Forge	Chester
Miami	Dade	RHODE ISLAND	
West Palm Beach	Palm Beach	Newport	Newport
GEORGIA		SOUTH CAROLINA	
Atlanta	Clayton, De Kalb, Fulton, Cobb	Hilton Head	Beaufort
		TEXAS	
ILLINOIS		Dallas/Ft. Worth	Dallas, Tarrant
Chicago	Du Page, Cook, Lake	Houston	Harris, L.B.J. Space Center, Ellington AFB
LOUISIANA			
New Orleans	Jefferson, Orleans, Plaquemines, St. Bernard	VIRGINIA	
		Alexandria,	Arlington, Fairfax
MARYLAND		Fairfax, Falls Church	Loudon (associated with Wash. D.C.)
Annapolis	Anne Arundel	Williamsburg	
Baltimore	Baltimore, Harford	WASHINGTON	
Columbia	Howard	Seattle	King
Ocean City	Worcester		
Wash. D.C.	Montgomery, Prince Georges		
MASSACHUSETTS			
Andover	Essex		
Boston	Suffolk		
Lowell	Middlesex		
Martha's Vineyard/ Nantucket	Dukes, Nantucket		

H. Process for Appointment of 1994-1996 Members

Process for Appointment of 1994-1996 Members of the Exxon Valdez Oil Spill Public Advisory Group

The term for all 17 members of the Public Advisory Group (PAG) ends October 22, 1994. The process for selecting PAG members for the next two-year session follows the process the Trustee Council used for the initial appointments. This process is based upon the requirements set forth in the PAG Charter. The process involves notifying the public and compiling a list of potential nominees for Trustee Council consideration. Current members of the PAG are eligible for renomination and reappointment. The Trustee Council will review the nominations and recommend membership to the Trustees, and upon their approval, to the Secretary of the Interior for official appointment (the Department of the Interior is the designated Federal agency for ensuring compliance with the Federal Advisory Committee Act (FACA)).

- Nominations will be solicited using a wide range of media, including newspapers in the affected area, the Federal Register, the Trustee Council mailing list, public service announcements, flyers posted in communities in the affected area, the present PAG membership, and persons having expressed an interest in serving on the PAG. At least 60 days should be allowed for response.
- The request for nominations will ask for information presented in the attached solicitation and instructions.
- The Restoration Office will compile a list of nominees and a summary of information about them, including name, address, telephone number; principal interest; group affiliations; who they were nominated/endorsed by; if their information packet is complete; and if additional information is required.
- The Trustee Council will meet to review the nominees and make their unanimous recommendation for the membership.
- The nominees will be notified of the recommendations of the Trustee Council.
- Staff will forward the Trustee Council recommendations to the Trustees. Upon their approval, the Designated Federal Officer will forward the information for recommended members to the Secretary of the Interior for official appointment. The Designated Federal Officer will also submit appropriate reports to the Federal government pursuant to the FACA.
- After the appointment of Public Advisory Group members, they may submit nominees for alternates.

The process for the designation of alternates to PAG members, if members wish to designate voting alternates, will occur after PAG members have been appointed. PAG members may recommend an alternate for their position. All alternates must be approved by the Trustee Council. The information described on the attached for member nominees should be submitted to the Trustee Council. From these nominations, the Trustee Council may select a designated alternate for each member or the Trustee Council may request additional nominations. The Trustee Council will forward their recommendations to the Trustees. Following approval by the Trustees, the Secretary of the Interior will officially appoint those alternates approved by the Trustees. When appointed, alternates may substitute for the official PAG member at a particular meeting and will have all the responsibilities of the member they represent.

Exxon Valdez Oil Spill Public Advisory Group Procedure for Member Nomination and Appointment

All Public Advisory Group members and alternates must be unanimously approved by the Exxon Valdez Oil Spill Trustee Council. The information described below should be prepared by the nominee and submitted to the Executive Director of the Exxon Valdez Oil Spill Trustee Council at the following address:

Executive Director
Exxon Valdez Oil Spill Trustee Council
Restoration Office
645 G Street
Anchorage, Alaska 99501

Fax: 907/276-7178

Nominations for membership may be submitted by any source. From these nominations the Trustee Council will make recommendations for membership and forward their recommendations to the Trustees. Following approval by the Trustees, the Secretary of the Interior will officially appoint those members approved by the Trustees. When appointed, members serve for a term of two years.

Questions should be directed to Molly McCammon, Director of Operations, at 907/278-8012; or to Doug Mutter, Public Advisory Group Designated Federal Officer, at 907/271-5011.

The Public Advisory Group

The October 1991 Memorandum of Agreement between the State and Federal governments mandated formation of a Public Advisory Group. The Public Advisory Group advises the Trustee Council on decisions relating to the planning, evaluation, allocation of funds, and conduct of injury assessment and restoration activities related to the *T/V Exxon Valdez* oil spill of March 1989.

The Public Advisory Group consists of seventeen members to reflect balanced representation from the public at large (five members who need not represent a special interest) and one member each from the following principal interests:

- | | |
|----------------------|-------------------------|
| • aquaculture | • commercial fishing |
| • commercial tourism | • environmental |
| • conservation | • forest products |
| • local government | • native landowners |
| • recreation users | • sport hunting/fishing |
| • subsistence | • science/academic |

Two *ex officio* members have non-voting seats and are representatives of the Alaska State House of Representatives and Senate.

Information Packet

Nominees for membership to the Public Advisory Group should provide the following information:

- A biographical sketch (education, experience, address, telephone);
- Information about the nominee's knowledge of the region, peoples or principal economic and social activities of the area affected by the *T/V Exxon Valdez* oil spill, or expertise in public lands and resource management;
- Information about the nominee's relationship/involvement (if any) with the principal interest to be represented;
- A statement explaining any unique contributions the nominee will make to the Public Advisory Group and why the nominee should be appointed to serve as a member; and
- Any additional relevant information that would assist the Trustee Council in making a recommendation.

Conflict of Interest

Public Advisory Group members and their alternates are chosen to represent a broad range of interests. It is possible that action could be taken by the Public Advisory Group when one or more of the members have a direct personal conflict of interest which would prejudice and call into question the entire public process. To avoid this eventuality and to enable the Trustee Council to choose appropriate individuals as members and/or alternates to members, it is necessary that each nominee provide the following information with their information packet. If the answer to any of these questions is yes, please provide a brief explanation of your answer. A yes will not necessarily preclude any nominee from being appointed to serve on the Public Advisory Group.

- Do you, your spouse, children, any relative with whom you live or your employer have, or are you defending, a claim filed before any court or administrative tribunal based upon damages caused by the *T/V Exxon Valdez* oil spill?
- Do you, your spouse, children, any relative with whom you live or your employer own any property or interest in property which has been, or is likely to be, proposed for acquisition by the Trustee Council?
- Have you, your spouse, children, any relative with whom you live or your employer submitted, or likely will submit, a proposal for funding by the Trustee Council?
- Do you know of any other potential actions of the Trustee Council or the Public Advisory Group to have a direct bearing on the financial condition of yourself, your spouse, children, other relative with whom you live or your employer?