

# TRAVEL REIMBURSEMENT

## *Intrinsic Potential Modeling Peer Review Workshop*

Olympic Natural Resources Center • 1455 S. Forks Avenue, Forks, Washington

October 31, 2012

The Wild Salmon Center (WSC) will reimburse your costs for travel to and from the workshop based on U.S. General Services Administration per diem guidelines. If your actual travel cost exceeds the federal per diem maximum, you will be reimbursed the lesser amount. WSC will reimburse the following items:

Mileage – Reimbursed either at the federal standard mileage rate (\$0.555 per mile) for total miles traveled or by submitting actual receipts for gas with event departure and destination miles accounted for. Carpooling is encouraged (and lots more fun). Miles traveled is documented using Google Maps or Map Quest.

Ferry – Actual cost of transportation for workshop participants only on the Washington State Ferry. Please submit receipts.

Meals – Actual cost of meals while traveling and during your stay. Meal cost including tip cannot exceed the maximum federal per diem rates for the city in which expenses were incurred. Please review GSA link below. Generally this provides: breakfast \$7, lunch \$11, and dinner \$23. Please submit receipts. Some meals during the workshop will be provided for you.

Lodging – For those traveling from a distance (more than two hours travel time), you can request to lodge overnight in Forks on October 30<sup>th</sup>. Some lodging options:

- 1) ONRC has a limited number of apartments on campus. To reserve, contact ONRC Conference Center Coordinator Theresa Santman [tsantman@uw.edu](mailto:tsantman@uw.edu) (360) 374-4550.
- 2) Dew Drop Inn is the closest and newest hotel in Forks. Ask for the government rate (\$63 plus tax, \$69.55). This rate is good for up to two guests in a room.  
Dew Drop Inn Motel – 100 Fern Hill Road, Forks (360) 374-4055

Please make your own reservations and submit your receipt for reimbursement. Follow the per diem guidelines in the GSA link below. The maximum lodging rate is \$77 plus tax.

GSA Reference Document – <http://www.gsa.gov/portal/category/21287>

Please submit receipts (scanned or hard copy) with documentation directly to WSC at:

Devona Ensmenger  
Wild Salmon Center  
116 N. Laurel Street, Suite 201  
Port Angeles, WA 98362  
[devona@wildsalmoncenter.org](mailto:devona@wildsalmoncenter.org)

NOTE: Payments are issued twice monthly, on the 1<sup>st</sup> and 15<sup>th</sup>. Please allow 10 days for your request to be processed. You must submit your reimbursement request within 30 days of the workshop, or by December 1, 2012.

### Questions?

Contact Devona at (360) 640-2631 or [devona@wildsalmoncenter.org](mailto:devona@wildsalmoncenter.org).