



TRAVEL AND EXPENSE POLICY

INTERNATIONAL MARINE MAMMAL - LONGLINE BYCATCH MITIGATION WORKSHOP

This document provides information on securing your travel arrangements and reimbursements for expenses incurred during the workshop. You will be working with Amanda Thompson at the New England Aquarium on all your travel arrangements and reimbursements. Amanda can be reached by email: athompson@neaq.org or by phone: 617-973-0249.

The workshop will be held at the Quissett Campus of the [Woods Hole Oceanographic Institution](#) (room TBD). Accommodation will be covered for the nights of October 21-25, 2013 at the [Inn on the Square](#) in Falmouth, Massachusetts.

Falmouth is approximately 1.5 hours from Boston's Logan Airport. Please leave time for travel between the workshop site and the airport before and after the workshop.

AIR TRAVEL

Although most workshop participants generally find it easier to book their own airline travel and then get reimbursed, if you need help booking a flight, please send your preferred travel information (airlines, flight numbers, dates, and times) to Amanda Thompson (athompson@neaq.org) no later than **Friday August 9, 2013** using the attached **Travel Form**. Amanda will then book your flight and forward your finalized itinerary to you via email. If you are unable to provide this information to Amanda prior to Friday August 9, 2013, *you will need to book your flight independently.*

We will reimburse your airfare. **

**As this workshop is supported by US Government funding, for us to reimburse your flights you must use US Flag Carriers except under the following circumstances:

- 1) Using a US carrier would add 2+ additional stops to your trip.
- 2) If traveling via a US carrier adds an additional 24 hours to the round trip flight or if using an US carrier adds an additional 6 hours between stopovers for a long distance flight or adds an additional 3 hours between stopovers for shorter flight (A short flight is less than 3 hours and a long flight greater than 3 hours), a foreign carrier is allowed.
- 3) If for some reason there is a problem with your flight and the US carrier on which you are traveling reroutes you to a foreign carrier.

Any costs associated with upgrades will be the responsibility of the traveler. For all airfare, the Consortium can reimburse only for coach.

OTHER TRAVEL, MEALS, and ACCOMODATIONS

The Consortium can reimburse you for your travel expenses resulting from the Workshop. **Alcohol may not be reimbursed.** Travel reimbursements include: .565¢/mile mileage, domestic and international economy airfare, train, bus, etc.). If you are arriving by air, it is best to fly into Boston's Logan Airport. The best way to get from Logan Airport to Woods Hole is by taking the Peter Pan Coach bus (see: [Peter Pan Bus](#)). From Woods Hole you can take a taxi to the hotel.

Accommodations will be provided at the Inn on the Square, 40 North Main Street, Falmouth, MA 02540. Please fill out the attached **Travel Form** to indicate your dates of arrival and departure.

The workshop schedule is very full so please arrive by the evening of the 21st, and do not plan on leaving on any flight departing before 8pm on the 25th. If this requires staying another evening at the Inn, we will be able to cover an extra night.

REIMBURSEMENTS

To be reimbursed for expenses related to travel to the Consortium workshop you will need to keep all itemized receipts. Reimbursement forms will be available during the workshop or can be emailed to you at the end of the workshop. You will need to complete the reimbursement form and mail it along with the original receipts to Amanda Thompson (athompson@neaq.org).

Return your Travel Form no later than Friday August 9, 2013

If you have any questions or other travel needs, please let us know.

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