



SEDAR

SouthEast Data, Assessment, and Review

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SEDAR TRAVEL INFORMATION

Meeting Name:	SEDAR Procedural Workshop 8: Index Development Using Fishery Independent Survey Data that Varies Across Space and Time
Meeting Date(s):	11/2-4/2022 – Meeting begins at 9 am on 11/2 and ends at 3 pm on 11/4
Approved Travel Date(s):	11/1-4/2022
Meeting Location:	Gulf of Mexico Fishery Management Council Office, 4107 West Spruce Street, Suite 200, Tampa, Florida 33607 Hilton Tampa Airport Westshore, 2225 N. Lois Ave, Tampa, Florida 33607
Hotel Details:	You may make your reservations by calling 1-813-877-6688 or 1-800-445-8667 and requesting the SAFMC group rate or by visiting the following link: https://tinyurl.com/22fn9uxk
Cutoff Date:	10/11/22
Per Diem:	Hotel Rate \$124; Meals \$79; if lunch is provided, please deduct \$19.75
Mileage Rate:	0.625 per mile effective July 1, 2022
Airport Transportation:	Complimentary
Local Transportation:	Hotel Shuttle may be available locally; Some restaurants within walking distance; SEDAR does not provide rental cars without special authorization
Basic Guidelines:	In consideration of the SEDAR budget, please make your hotel and transportation reservations as soon as possible using the most practical, economical options. If the distance from your office to the meeting site is 50 miles or under, SAFMC will not reimburse for a hotel stay.
Parking:	\$7/day
Reimbursement:	If SEDAR is covering your travel, a completed SAFMC travel order with receipts, except for meals, must be submitted within 30 days of the final day of travel. Electronic reimbursements and scanned receipts should be sent to cindy.chaya@safmc.net . To receive your reimbursement electronically instead of a check, please register for a free account with Bill.com.
General Notes:	Travelers flying to the meeting are required to make reservations through Concur Solutions as outlined in the attached Travel Guidelines. Failure to make arrangements through the SAFMC Concur Solutions account could result in delay, modification or rejection of your claim. If you are new to the Council travel reimbursement process and do not have an account, please refer to the attached Travel Guidelines that explains how to log in and setup a Concur Solutions Travel profile.



Please contact SAFMC Admin Staff if you require travel assistance:

Transportation (air/rental/Concur): Suzanna Thomas, 843-571-4368; suzanna.thomas@safmc.net

Hotel or Reimbursement Assistance: Cindy Chaya, 843-571-4370; cindy.chaya@safmc.net

Approval for Alternate Travel Days: Kelly Klasnick, 843-763-1050; kelly.klasnick@safmc.net

NOTE: Prior approval is required for deviations from the travel dates listed here. Contact Kelly Klasnick to request approval.