

Ocean Associates, Incorporated
Oceans and Fisheries Consulting

Travel Instructions

The traveler makes all arrangements.

We normally process travel vouchers within a couple days of submission. Reimbursements for employees will usually be included as a separate item in the next regular paycheck. Reimbursements for subcontractors will take 3 business days to get to bank accounts. With that in mind, we'll advance whatever you think you need to stay ahead of the payment date.

Our travel policy is only that we travel as if we were Federal employees. It saves a lot of grief from government and internal auditors. The attached voucher form has links to all you should need and will take you one less lifetime to use than most Federal equivalents. Whenever possible, request federal pricing on rooms and transportation, but be careful as the rates are not always lower. Also request exemption for taxes on lodging. Your building pass will generally suffice or you may show a copy of your task order, or a travel order. It is worth asking.

Receipts are needed for lodging and transportation, but not meals and small-scale tolls. The Federal agencies are more advanced than most companies and require receipts for just the bigger items, except lodging and public carriers (trains and planes and long distance boats or buses).

Essentially, act prudently as if it was your own money and you will be fine. Federal employees do not get reimbursed for first class or business class travel (usually).

Travel days will be paid at up to eight hours of regular time. Travel time on a holiday is in addition to the holiday time.

Vouchers, monthly reports and admin issues should go to OAI at OceanAssociates@OceanAssoc.com so that we all get them. Sending vouchers, receipts, or reports through the mail could result in a delay of reimbursement and should be used only as a back up to emailing or faxing these documents.

For travel advances please submit a travel voucher form with the amount requested itemizing the anticipated expenses. It is also helpful to identify the voucher as an advance request. Your request should also include a statement that NMFS has requested the travel or that it is identified as a travel component in your task order work statement. It is best if your NOAA leader should email you, cc to OAI, the following message to show that NOAA approves your attendance. "Please use the travel funds in the Purchase or Task Order covering your work to attend the upcoming ISC bluefin working group meeting in Japan".

If you need more, come back to us.