

Pacific Northwest National Scenic Trail Advisory Council

Meeting #1 Travel Checklist

Before you travel:

- Work with Wendy Zoodsma (wendyzoodsma@fs.fed.us, 509-446-7500) to set up your travel profile and arrangements. You will need to provide the routing and account numbers for the bank account where you would like reimbursement funds deposited.
- No later than October 1st:** Call the Best Western (208-263-3194) to secure your room reservation. If you are traveling from outside the local area, Wendy has asked the Best Western to hold a room for you at the \$83/night rate. You must provide the hotel with the number for your credit card by October 1st, or they will release the room. (You will be reimbursed after the meeting up to \$83/night for lodging.)

While you're traveling:

- Save the following kinds of receipts:
 - Airplane or train boarding passes
 - Checked bag fees
 - Rental car invoices
 - Taxi, shuttle, and parking fares
 - Hotel invoices (show \$0 balance)
 - Fuel receipts (for rental car only)

You do not need to save receipts for meals or fuel for your personal vehicle.

- If you run into problems or your itinerary changes, let us know: 425-583-9304

When you get home:

- Scan, take good quality photos, or make photocopies of your receipts. Submit them to Wendy Zoodsma by email (wendyzoodsma@fs.fed.us) or mail (12641 Sullivan Lake Road, Metaline Falls, WA 99153) ASAP and no later than 2 weeks after the meeting.
- Work with Wendy to sign the completed travel voucher using scans/email.
- Check your bank account. You should expect to see the reimbursement funds deposited within 5-7 business days of submitting the signed voucher.