

# **Mississippi Interstate Cooperative Resource Association**

## **OPERATIONAL GUIDANCE:**

### **Financial Travel Assistance to Attend MICRA Meetings or Events**

To enable/maximize participation of MICRA Delegates, and for MICRA to be represented at necessary events, the Executive Board has established the following guidelines regarding travel assistance.

#### **Eligibility for Travel Assistance**

MICRA will assist with travel for MICRA business when agency/organization restrictions, including insufficient travel budgets, would otherwise prevent travel.

Requests will be considered in the following prioritized order:

1. MICRA Executive Board members
2. Invited speakers
3. MICRA delegates
4. MICRA member agency/organization personnel
5. Parties interested in working with MICRA

#### **Level of Travel Assistance**

MICRA will provide travel assistance based on the above prioritized order and at the Executive Board's discretion, until MICRA's budgeted amount per meeting or event is reached. To provide travel assistance to the largest number of MICRA delegates as possible, requests for cost-share of travel expenses (e.g., travel expenses paid in part by the delegate's sponsoring agency or organization) will be given priority over requests for MICRA to pay full travel expenses.

MICRA will provide only the necessary financial support to travel in an efficient way and at best available rates. Per Diem and mileage will not be reimbursed above GSA published rates for the current fiscal year (<http://www.gsa.gov>). Whenever possible, lodging reservations should be made as part of the established group block for the MICRA meeting or event. Alternative lodging should not exceed the rate offered as part of the established group block. Travel assistance is limited to the individual attending the MICRA meeting or event; MICRA will not reimburse additional expenses associated with guest travel.

**How to Apply:**

Written requests for travel assistance should be submitted to the MICRA Coordinator ([MICRA@fws.gov](mailto:MICRA@fws.gov)) no later than 30-days prior to the meeting or event for which assistance is requested, or by the specified deadline established for a specific event.

Requests should include:

- Delegate's name and agency or organization represented
- Meeting or event for which travel assistance is requested
- Dates of travel
- Itemized estimate of all travel expenses
- Specific expenses MICRA is requested to reimburse
- Total amount of funding requested from MICRA
- Justification for travel assistance

**Approval of Travel Assistance**

The MICRA Coordinator will rank requests received by the established deadline based on these guidelines and will provide recommendations to the MICRA Chair and/or Chair-Elect for approval. Following approval by the MICRA Chair or Chair-Elect, the Coordinator will provide a response to each individual that requested travel assistance and confirm the level of travel assistance to be provided. Every effort will be made to provide responses within 1 week of the established deadline for submittal of written requests for travel assistance.

**Reimbursement of Travel Expenses**

Following the meeting or event for which MICRA travel assistance was approved, requests for reimbursement should be submitted to the MICRA Coordinator. Requests should include a copy of the individual's agency or organization travel voucher itemizing claimed expenses and providing the total reimbursement request. Signed copies of receipts should be provided for all claimed expenses other than meals.

Requests for reimbursement will be authorized for payment by the MICRA Chair or Chair-Elect. The MICRA Coordinator should be contacted if payment has not been received within 3 weeks of submittal of request and required documentation.