

POLICY ON TRAVEL

ALASKA BOARD OF GAME

I. OUT-STATE-TRAVEL

POLICY: Board members may attend out-of-state meetings after receiving approval from the chair. Where funding exists, travel will be approved to attend the Western Association of Fish and Wildlife Agencies and committees associated with the Western. Other meetings and seminars will be considered on a case-by-case basis.

PROCEDURE:

1. Contact the chair with details and timing of the requested meeting. Chair will provide the executive director with a brief note of approval indicating time period and destination.
2. If funding exists, the executive director will forward to the commissioner for approval (required on all out-of-state travel).

II. IN-STATE TRAVEL

POLICY: Advisory Committee Meetings: Members may attend advisory committee meetings that they believe will be beneficial to the board regulatory process. However, board members are cautioned to observe rather than instruct.

PROCEDURE: Notify the chair a week in advance that you will be attending a meeting. Contact the executive director if travel costs will be involved. Approval for travel costs will be based on the budget status.

III. MISCELLANEOUS

POLICY: Professional Organizations: Members are encouraged to participate in professional organizations. However, attendance at meetings and conferences is generally not germane to membership on the Board of Game. Exceptions will be made on a case-by-case basis. Membership dues are not paid by the state.

PROCEDURE: (1) Approval of the chair is required prior to registration for the conference. A written justification must be submitted. (2) Approval of funding is required from the executive director, which will be based on the status of the budget.

POLICY: Federal Subsistence Board. Member attendance is rare, however, it may be appropriate to attend based on specific issues and/or invitation to attend.

PROCEDURE: (1) Approval of the chair is required prior to attendance and preferably at least a week in advance. (2) Approval of funding is required from the executive director, which will be based on the budget status.

POLICY: Travel at the invitation of Wildlife Conservation. Wildlife periodically requests specific board members to accompany staff to talk with area residents on specific issues or for other wildlife related activities. Board members are encouraged to participate in these activities.

PROCEDURE: Notify the chair that you will be attending such an event. If funding, is an issue, acquire executive director's approval.

POLICY: Other Travel. Notify the chair of intended participation.

PROCEDURE: Approval will be based on a case-by-case basis. If funding, is an issue, acquire executive director's approval.

IV. BOARD MEMBER

Board members may appeal the chair's denial to travel to the full board.

Board members should be prepared to report briefly to the board any relevant information obtained while attending meetings, conferences, etc. at the board meeting following travel.