

Intertribal Timber Council Membership Travel Policy

The Intertribal Timber Council's (ITC) efforts to involve member Tribes in the monitoring of ever evolving issues related to fire management, have initiated this policy to guide Tribal and agency participation. The ITC will identify appropriate meetings and workshops. ITC will then review membership roles to identify prospective attendees from across Indian country. The prospective attendee(s) will be offered the opportunity to attend the meeting or workshop as both a representative of their Tribe/agency and ITC.

Participation will require the production of a 1-2 page report on the key points of the meeting or workshop, including an evaluation of the value of participation in future events.

Travel Guidelines:

1. Travel must be first approved by James Erickson, ITC Fire Technical Specialist.
2. ITC will make plane reservations as electronic tickets. Participants will pick up their tickets at the respective airline. If participants prefer to make their own reservations, they must reserve the least cost fare available.
3. Per Diem will be reimbursed at the federal rates, once the reimbursement request and report are delivered to ITC. Rates can be found at <http://www.gsa.gov/Portal/home.jsp> under Travel on Government Business or from Laura Alvidrez at 503-282-4296.
4. Reimbursement forms are available from Laura Alvidrez by calling (504) 282-4296.