

## DHS&EM INVITATIONAL TRAVEL REQUEST FORM INSTRUCTIONS

The Traveler must fill out the attached Invitational Travel Request Form completely, and return to DHS&EM:

**FAX: (907) 428-7009**

or

**MAIL: DHS&EM Travel Coordinator  
Division of Homeland Security and Emergency Management  
P. O. Box 5750  
Fort Richardson, AK 99505-5750**

The following Invitational Travel Request form must contain the following information:

Name, Home or Business address, phone number, and Social Security Number (for reimbursements)  
Requested date and time of departure and return to home or workstation (with preferred form of travel)  
Required number of nights for hotel reservations

If you need a travel advance for per diem, please be sure to request it on the following form. You will receive your advance check during the onsite registration for the event. If you do not request an advance, you will be reimbursed for per diem when DHS&EM processes your completed Travel Authorization form.

After receiving your completed travel request form, DHS&EM will begin internal approval. If there are any questions regarding information you have provided DHS&EM will contact you directly.

**If you are deviating from State approved travel dates or the most direct route to or from your destination, you must fill out the justification portion of the request form. A Deviation form will be sent to you for signature. If approved you will be responsible for making your own travel reservations and submit for reimbursement once travel is complete. No advances will be authorized for travelers who are deviating.**

DHS&EM will make your airline reservations (unless you are deviating) and e-mail your flight confirmation data. Flights that are not purchased by DHS&EM are not reimbursable unless permission has been received from the DHS&EM in advance. Please indicate in the comments section on the travel request form if you would like the confirmation data another way (i.e. fax).

At the completion of travel, mail or fax your travel authorization form back to DHS&EM with original receipts. You have 5 working days to complete and return your travel authorization form once travel is complete. Travel payments will be processed and mailed within 20 working days of receipt by DHS&EM, providing all receipts and signatures are included with your travel authorization form.

Pursuant to the Internal Revenue Service, the State of Alaska travel guidelines have been revised. Non-employee travelers shall be reimbursed actual expenses only. Without receipts you will only be reimbursed for meals (per diem). The meal rate is \$60.00 per day and is prorated according to the time you arrive on the first day and the time you leave on the last day. Effective 07/01/08 the mileage rate has changed to .585 per mile.

If you have any questions on your travel or on this form, please contact a DHS&EM Travel Coordinator at 1-800-478-2337.

INVITATIONAL TRAVEL  
REQUEST FORM

All ITR's must be received by DHS&EM by 12/15/08. No extension will be granted.

**EVENT:**

- Tri-Annual Preparedness Conference, Jan 20 – 23 (morning & afternoon)
- LEPCA Meeting Jan 22 (morning)
- SERC Meeting Jan 22 (afternoon)

Location: Juneau, AK – Centennial Hall Convention Center

**ATTENDEE**

Attendee Legal Name (including middle Initial): \_\_\_\_\_

\*SSN (required for first time travelers only): \_\_\_\_\_

Position: \_\_\_\_\_ Representing: \_\_\_\_\_

Home Mailing/Physical Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Business/Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**TRAVEL**

Date, Time, & Destinations: \_\_\_\_\_

Form of Travel: \_\_\_\_\_

Hotel? \_\_\_\_Y\_\_\_\_N (Lodging provided at the Goldbelt Hotel) Advance? \_\_\_\_Y\_\_\_\_N

Rental cars are not authorized for reimbursement for this event. The Goldbelt Hotel provides airport shuttle service.

**ESTIMATED EXPENSES**

Airfare Cost: \_\_\_\_\_

Private Vehicle Cost: \_\_\_\_\_ X .585 per mile = \_\_\_\_\_  
(City or Borough Vehicle mileage is not reimbursable) No. of Miles Vehicle Cost

**JUSTIFICATION:**

The State of Alaska requires all travel be completed in the most cost-effective manner possible. Please indicate any reasons for a deviation in lowest cost travel, i.e., private vehicle verses airlines, or extended travel dates and the reason:

\_\_\_\_\_  
\_\_\_\_\_

Attendee Signature: \_\_\_\_\_

Division of Homeland Security and Emergency Management's Approval: \_\_\_\_\_

Approval Date: \_\_\_\_\_

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_

\*Social Security Number's are required to establish travelers in the Alaska Accounting System. This information is safeguarded through the state systems and this document is kept in secure files.

\*Attendance will be taken at the training event each day. If you choose not to participate in your scheduled event without prior approval, travel expenses may not be covered by DHS&EM.

\* Send ITRs Attn: Wanice Cowles