

- While Boards Support costs for Anchorage are higher than either Kenai or Wasilla, the total Department costs for Anchorage are only marginally higher. The analysis lacks clear information on venue costs in either Kenai or Wasilla which could sway actual costs in either direction.
- Department travel costs for Kenai are projected higher than either of the other locations, however not as high as initially projected. There are a number of participating staff for Sport Fish and Commercial Fisheries that work in the Soldotna and Palmer offices.

Assumptions:

While not comprehensive, the following are key assumptions in the analysis.

Travel - General:

- Depending on an individual's work station and place of meeting, the following cost components are calculated in the travel assumptions -
 - Transportation, either by car (mileage reimbursement), airfare, or taxi,
 - Per diem – at \$60/day, and
 - Hotel – varies by location.
- Travelers living within 50 miles of the meeting location will travel to and from their duty station each day. They will be paid a mileage reimbursement for driving costs. It is common for divisions to approve staff working in their duty stations to stay at hotels and incur per diem costs to be available for a greater period of time. This is not reflected in this analysis and would increase costs for meetings in Anchorage and Wasilla.
- All individuals in travel status outside of their duty station incur shoulder day travel costs.
- Most listed staff/board/AC members will stay for the entire duration of the meeting. Commercial Fisheries projects three Anchorage-based staff brought in for four days for committee work
- Round trip flight information is based on the State of Alaska's etravel site. Dates for February 2016 were selected for the flight cost.
- Based on the state's etravel site, hotel rooms are held at \$99/night in Anchorage, \$90/night in Wasilla, and \$89/night in Kenai.
- All participants incur a \$25 miscellaneous cost while in Anchorage. For Anchorage based staff this represents costs for parking. For those on travel status, this covers parking, rental car, gas and other transportation costs.

Travel - Boards Support:

- Staff travel for Boards Support includes advisory committee and board members.
- Advisory committees noted for the meeting include the Susitna, Cooper Landing, Kenai/Soldotna, Matanuska Valley, Seldovia, Central Peninsula, Homer, and Anchorage.
- Board staff work two shoulder days before and after for set up purposes.

Non-Travel:

- Non-travel costs absorbed by Boards Support are for meeting venue, coffee service, and board equipment freight.
- Anchorage meeting costs are costs incurred in 2014 and generally consistent with costs expected for 2017.

- Wasilla meeting costs are based on a recent Board of Game meeting at the Lake Lucille Best Western. It cost \$6,000 for 8 days for \$750/day. It is unknown if the Lake Lucille Best Western could house the Upper Cook Inlet meeting. It is anticipated this would be higher with a larger venue.
- Kenai meeting costs are based on a recent Board of Game meeting at the Kenai Cultural Center (\$3,728/5 days) and a Board of Fisheries work session at the Challenger Center (\$3,176/2 days). The average cost for these venues was \$986/day. It is unknown if either of these venues could house the Upper Cook Inlet meeting. It is anticipated this would be higher with a larger venue.