



# Atlantic States Marine Fisheries Commission

1050 N. Highland Street, Suite 200A-N, Arlington, VA 22201

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Vision: Sustainably Managing Atlantic Coastal Fisheries

## TRAVEL AUTHORIZATION

**TA No.** 16-036      **Charge To:** 0296000ESPR/0026000E **Approved by:** Laura Leach

**Meeting Name:** ASMFC Spring Meeting 2016

**Meeting Date:** MAY-02-2016 - MAY-05-2016

**Meeting Location:** Alexandria, VA

**Hotel Details:** The Westin Alexandria 400 Courthouse Square, Alexandria, Virginia 22314 Reservations: 886.837.4210 Identify ASMFC to receive discounted rate

**Cutoff Date:** MAR-29-2016

**Per Diem:** Hotel: \$229 sgl/dbl Meals: \$64 (\$16 breakfast /\$17 lunch /\$31 dinner)

**Mileage Rate:** \$0.54/mile; transportation expenses over \$500 must be pre-approved by Laura Leach, Pat Campfield, Toni Kerns or Mike Cahall

**Airport Transportation:** Washington National/Reagan Int'l Airport (DCA): 5 mi. Metrorail: Take blue (Franconia-Springfield) or yellow line (Huntington) from the airport to King Street Station. The hotel's complimentary shuttle operates daily 7:00am-10:00pm and provides transportation to/from the station (3 blocks) or any location within a 1.5 mi. radius of the hotel. Taxi: \$25-\$30 (approx.); Dulles Airport (IAD): 35 mi.; Baltimore-Washington Int'l Airport (BWI): 40 mi.

**Local Transportation:** The King Street Trolley (free) runs every 10 minutes between Union Street and the King Street - Old Town Metrorail station. Refer <http://www.visitalexandriava.com/> for additional local information

**Basic Guidelines:** If the distance from your office to the meeting site is under 35 miles, ASMFC will not reimburse hotel, mileage or per diem but may reimburse any miscellaneous expenses that would not normally occur during a work day (i.e., parking, tolls). You are responsible for determining your arrival and departure times. Commissioners (or their proxies) are eligible to be at all meetings; all others are eligible for reimbursement for meetings of boards/committees of which they are a member. ASMFC reserves the right to disallow travel expenses it deems excessive or unnecessary to conduct ASMFC business. Complete ASMFC Travel Reimbursement Guidelines can be found at [www.asmfc.org/files/Meetings/TravelReimbursementGuidelines\\_Jan2016.pdf](http://www.asmfc.org/files/Meetings/TravelReimbursementGuidelines_Jan2016.pdf).

**Reimbursement:** You must submit an ASMFC travel voucher with receipts within 30 days of the final day of travel. Electronic travel vouchers and scanned receipts are preferred and should be sent to [accounting@asmfc.org](mailto:accounting@asmfc.org). Vouchers and receipts will also be accepted via snail mail if emailing is not an option.

**General Notes:**

### Authorized Travelers:

Abbott, Dennis	Addison, Nancy	Adler, William
Alexander, Mark	Allen, Russ	Altman, Thad
Andrzejczak, Robert	Anthony, Steve	Armstrong, Mike
Arway, John	Ballou, Bob	Baum, Tom
Beal, Robert	Belcher, Carolyn	Berger, Tina
Blanchard, Kurt	Blazer, David	Borden, David
Boyle, Philip	Boyles, Robert	Brady, Doug
Bull, John	Cahall, Michael S.	Carson, William

## Authorized Travelers:

Cary, Jocelyn	Chanda, David	Chase, Bradford
Cimino, Joe	Clark, John	Coit, Janet
Cooper, James	Cornish, Jon	Cromer, Ronnie
Davenport, Catherine	Doctor, Steve	Duval, Michelle
Eastman, Michael	Enterline, Claire	Estes, Jim
Fegley, Lynn	Fote, Tom	Frampton, Chisolm
Furlong, Larry	Gary, Martin	Geer, Patrick
Gibson, Mark	Gilmore, Jim	Glenn, Robert
Goldsborough, William	Green, Jamie	Grout, Doug
Harp, Ashton	Hasbrouck, Emerson	Heins, Steve
Hirrlinger, Amy	Hoopes, Tom	Huss, Timothy
Jordan, Kevin	Keliher, Pat	Kelley, Jim
Kems, Toni	Kersey, Robert	King, Bryan
Langley, Brian	Lauderman, Richard L.	Leach, Laura
Luisi, Michael	Lustig, Loren	Lynn, Bob
Mccawley, Jessica	Mcdonough, Chris	Mckiernan, Dan
Mcnamee, Jason	Meserve, Nichola	Messeck, Douglas
Michels, Stewart	Miller, Roy	Miner, Craig
Moore, Grant	Moore, J. Thomas	Moran, Pat
Muffley, Brandon	Murphy, Michael	Nimmer, Chad
Nowalsky, Adam	O'Brien, Ed	O'Reilly, Rob
Orndorf, Bill	Overturf, Kyle	Patterson, Cheri
Peake, Sarah	Pierce, David	Pugh, Craig
Reid, Eric	Rhodes, Malcolm	Rickabaugh, Harry
Roberts, Dorothy	Robertson, Cynthia A	Robson, Mark
Rootes-Murdy, Kirby	Ryan, Daniel	Saveikis, David
Schick, Kyle	Self, Ross	Shuster, Rama
Simpson, David	Snellbaker, Jason	Sosnowski, Susan
Stein, Dana	Steinburg, Bob	Stewart, Lance
Stockwell, Terry	Stuart, Richard	Tompkins, Deke
Train, Stephen	Vereb, Mike	Waine, Mike
Ware, Megan	Watters, David	White, Ritchie
Woodward, Spud	Wyatt, Elizabeth	Zeman, Chris

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