

Atlantic States Marine Fisheries Commission

1050 N. Highland Street. Suite 200A-N. Arlington, VA 22201
703.842.0740 703.842.0741(fax) www.asmf.org

Vision: Sustainably Managing Atlantic Coastal Fisheries

TRAVEL AUTHORIZATION

TA Number: 16-006 **Charge To:** 029600EWIN **Authorized By:** Laura Leach

Meeting Name: ASMFC Winter Meeting 2016

Meeting Date(s): February 2-4, 2016

Location: Alexandria, Virginia

Hotel Details: The Westin Alexandria 400 Courthouse Square, Alexandria, VA 22314
Reservations: 886.837.4210 or 703.253.8600 Identify ASMFC to receive discounted rate

Cutoff Date: **December 29, 2015**

Per Diem: Hotel: \$177 sgl/dbl Meals: \$64 (\$16/\$17/\$31)

Mileage Rate: **\$0.54/mile (effective 1/1/16)**; transportation expenses over \$500 must be pre-approved by Laura Leach, Pat Campfield or Toni Kerns

Airport Transportation: The Westin Alexandria complimentary shuttle operates daily 7:00am - 10:00pm and provides transportation within a 1.5mi. radius of the hotel, including the King Street Metro Station. Refer to the hotel directions sheet for additional transportation options

Local Transportation: The hotel is located 3 blocks from the King Street Metro.

Parking: Valet parking only at \$26/day

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 http://www.asmf.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 http://www.asmf.org/files/Meetings/ASMFCElectronicTravelVoucher_Jan2016.xlsx Electronic travel vouchers and scanned receipts are preferred and should be sent to accounting@asmfc.org. Vouchers and receipts will also be accepted via snail mail if emailing is not an option.

Authorized Travelers:

Abbott, Dennis	Addison, Nancy	Adler, William
Alexander, Mark	Allen, Russ	Altman, Thad
Andrzejczak, Robert	Armstrong, Mike	Arway, John
Ballou, Bob	Baum, Tom	Belcher, Carolyn
Blanchard, Kurt	Blazer, David	Borden, David
Boyle, Philip	Boyles, Robert	Brady, Doug
Brown, Harold	Bull, John	Burns, Jon
Carson, William	Cary, Jocelyn	Chanda, David
Chase, Bradford	Cimino, Joe	Clark, John
Coit, Janet	Cooper, James	Cornish, Jon

Cromer, Ronnie	Daniel, Louis	Davenport, Catherine
DeLucia, Mari-Beth	Doctor, Steve	Duval, Michelle
Eastman, Michael	Estes, Jim	Falk, Michael
Fegley, Lynn	Fote, Tom	Frampton, Chisolm
Gary, Martin	Geer, Patrick	Gibson, Mark
Gillingham, Lewis	Gilmore, Jim	Glenn, Robert
Godwin, Charlton	Goldsborough, William	Grout, Doug
Hasbrouck, Emerson	Heins, Steve	Hoopes, Tom
Huss, Timothy	Kaelin, Jeff	Karpanty, Sarah
Keliher, Pat	Kersey, Robert	King, Bryan
Langley, Brian	Luisi, Michael	Lustig, Loren
Lynn, Bob	Maniscalco, John	McCawley, Jessica
McKiernan, Dan	McNamee, Jason	Meserve, Nichola
Messeck, Douglas	Michels, Stewart	Miller, Roy
Miner, Craig	Moore, J. Thomas	Moran, Pat
Muffley, Brandon	Newlin, Scott	Nowalsky, Adam
O'Reilly, Rob	Orndorf, Bill	Patterson, Cheri
Peake, Sarah	Pierce, David	Place, Kelly
Post, Bill	Powers, Thomas	Pugh, Craig
Reid, Eric	Rhodes, Malcolm	Robson, Mark
Ryan, Daniel	Saveikis, David	Schick, Kyle
Self, Ross	Sikorski, David	Simpson, David
Snellbaker, Jason	Sosnowski, Susan	Stein, Dana
Steinburg, Bob	Stewart, Lance	Stockwell, Terry
Stuart, Richard	Train, Stephen	Vereb, Mike
Watters, David	White, Ritchie	Woodward, Spud
Young, Leroy	Zeman, Chris	Zimmerman, Jordan
Zobel, Renee	Roberts, Dorothy	

MAINE . NEW HAMPSHIRE . MASSACHUSETTS . RHODE ISLAND . CONNECTICUT . NEW YORK .
 NEW JERSEY . DELAWARE . PENNSYLVANIA . MARYLAND . VIRGINIA . NORTH CAROLINA .
 SOUTH CAROLINA . GEORGIA . FLORIDA