



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 No. 17-064

Charge To: 0296000ESPR/0026000ESP**Approved by:** Laura Leach

Meeting Name: ASMFC Spring Meeting 2017

Meeting Date: MAY-08-2017 - MAY-11-2017

Meeting Location: Alexandria, Virginia

Hotel Details: The Westin Alexandria 400 Courthouse Square, Alexandria, Virginia 22314 Reservations: 866.837.4210 Identify ASMFC to receive discounted rate

Cutoff Date: APR-07-2017

Per Diem: Hotel: \$242.00 plus tax single/dbl Meals: \$64 (\$16 breakfast/\$17 lunch/\$31 dinner)

Mileage Rate: \$0.535/mile, eff. January 6, 2017. Rental cars must be specifically authorized.

Airport Transportation: Washington National/Reagan Int'l (DCA): 5 mi. Taxi: \$25-\$30 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. The shuttle does not operate on a regular schedule. Contact the Westin front desk (703.253.8600) in advance or upon arrival at the station to arrange for shuttle pickup. 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: In consideration of the Commission's budget please attempt to select the most reasonable airfare. You are responsible for determining your arrival and departure times. Commissioners (or their proxies) are eligible to attend all meetings; all others are eligible for reimbursement to attend board/committee meetings of which they are a member. 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). ASMFC reserves the right to disallow travel expenses it deems excessive or unnecessary to conduct ASMFC business.

Parking: Hotel offers valet parking only at \$26.00/day (NO in/out privileges). A recommended alternative is the self-parking garage near the U.S. Patent and Trademark Office on Dulany Street for \$10/day.

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. Vouchers and receipts will also be accepted via snail mail if emailing is not an option.

General Notes: Complete ASMFC Travel Reimbursement Guidelines can be found at http://www.asmf.org/files/Meetings/TravelReimbursementGuidelines_Jan2017.pdf and the Electronic Travel Voucher: http://www.asmf.org/files/Meetings/ASMFCElectronicTravelVoucher_Jan17.xlsx Please contact the ASMFC office if you have questions or would like staff assistance.

Authorized Travelers:

Abbott, Dennis

Addison, Nancy

Alexander, Mark

Allen, Russ

Altman, Thad

Andrzejczak, Robert



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Authorized Travelers:

Anthony, Steve	Appelman, Max	Armstrong, Mike
Arnott, Steve	Arway, John	Ballou, Bob
Batsavage, Chris	Baum, Tom	Beal, Robert
Belcher, Carolyn	Berger, Tina	Blanchard, Kurt
Blazer, David	Borden, David	Boyle, Philip
Boyles, Robert	Brady, Doug	Bull, John
Burton, Grant	Bush, David	Cahall, Michael
Campfield, Patrick	Carson, William	Cimino, Joe
Clark, John	Cloutier, Rene	Coit, Janet
Cromer, Ronnie	Daniel, Louis	Davenport, Catherine
Davis, Braxton	Dean, Rachel	Dellinger, Lanny
Drew, Katie	Duval, Michelle	Eastman, Michael
Estes, Jim	Fegley, Lynn	Ferrara, Sarah
Fote, Tom	Frampton, Chisolm	Furlong, Larry
Gadomski, Tom	Garner, Greg	Gartland, Jim
Gary, Marty	Geer, Patrick	Gibson, Mark
Gillingham, Lewis	Gilmore, Jim	Green, Jamie
Grout, Doug	Harp, Ashton	Hasbrouck, Emerson
Havel, Lisa	Heins, Steve	Herrighty, Larry
Hirrlinger, Amy	Huss, Timothy	Jiorle, Ryan
Kaelin, Jeff	Kane, Raymond	Keliher, Pat
Kendall, Peter	Kerns, Toni	Kersey, Robert
King, Bryan	Kipp, Jeff	Langley, Brian
Leach, Laura	Lee, Laura	Lengyel, Nicole
Luisi, Michael	Lustig, Loren	Lynn, Bob
Madsen, Shanna	Mccawley, Jessica	Mcdonough, Chris
Mckiernan, Dan	Mckown, Kim	Mcmurray, John
Mcnamee, Jason	Meserve, Nichola	Messeck, Douglas
Michels, Stewart	Miller, Roy	Miner, Craig
Moore, Grant	Moran, Pat	Nimmer, Chad
Nowalsky, Adam	O'Brien, Ed	O'Reilly, Rob
Orndorf, Bill	Overturf, Kyle	Patterson, Cheri
Peake, Sarah	Pierce, David	Powers, Thomas
Pugh, Craig	Reardon, Kathleen	Reid, Eric
Rhodes, Malcolm	Rickabaugh, Harry	Roberts, Dorothy
Robertson, Cynthia A	Robson, Mark	Rootes-Murdy, Kirby
Ryan, Daniel	Saveikis, David	Schick, Kyle
Schmidtke, Michael	Schwaab, Ali	Shiels, Andrew
Snellbaker, Jason	Sosnowski, Susan	Stein, Dana



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Authorized Travelers:

Steinburg, Bob

Stuart, Richard

Ware, Megan

White, Ritchie

Zeman, Chris

Stewart, Lance

Tompkins, Deke

Watters, David

Wojcik, Greg

Ziobron, Melissa

Stockwell, Terry

Train, Stephen

White, Geoffrey

Woodward, Spud

Zobel, Renee