



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. 17-106

Charge To: 0296000ESUM

Approved by: Laura Leach

Meeting Name: ASMFC Summer Meeting 2017

Meeting Date: AUG-01-2017 - AUG-03-2017

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: JUL-05-2017

Per Diem: Hotel: \$174.00 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 Colonial Parking Garage 551 John Carlyle St. near the U.S. Patent and Trademark Office \$10/day (Open 24hrs).

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:

Anstead, Kristen	Appelman, Max	Armstrong, Mike
Arway, John	Ballou, Bob	Batsavage, Chris
Baum, Tom	Beal, Robert	Berger, Tina
Blazer, David	Borden, David	Boyle, Philip
Boyles, Robert	Brady, Doug	Bull, John
Bush, David	Cahall, Michael	Campfield, Patrick
Carson, William	Chase, Bradford	Cimino, Joe
Clark, John	Cloutier, Rene	Coit, Janet
Colden, Allison	Corbett, Heather	Cromer, Ronnie
Daniel, Louis	Davenport, Catherine	Davis, Braxton
Dean, Rachel	Delucia, Mari-Beth	Drew, Katie
Duval, Michelle	Estes, Jim	Fegley, Lynn
Ferrara, Sarah	Fote, Tom	Furlong, Larry
Gary, Marty	Gates, Matthew	Geer, Patrick
Gibson, Mark	Gilmore, Jim	Grout, Doug
Gwin, Earl	Hasbrouck, Emerson	Havel, Lisa
Herrightly, Larry	Jiorle, Ryan	Kaelin, Jeff
Kane, Raymond	Keliher, Pat	Kerns, Toni
Kersey, Robert	King, Bryan	Kipp, Jeff
Langley, Brian	Leach, Laura	Luisi, Michael
Lustig, Loren	Lynn, Bob	Madsen, Shanna
Mansi, Bart	Mccawley, Jessica	Mcdonough, Chris
Mckiernan, Dan	Mcmurray, John	Mcnamee, Jason
Meserve, Nichola	Michels, Stewart	Miller, Roy
Miner, Craig	Moore, Grant	Nimmer, Chad
Nowalsky, Adam	O'Brien, Ed	O'Reilly, Rob
Orndorf, Bill	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
Sarapachillo, Mike	Saveikis, David	Schick, Kyle
Schmidtke, Michael	Schwaab, Ali	Self, Ross
Shiels, Andrew	Snellbaker, Jason	Sosnowski, Susan
Starks, Caitlin	Stein, Dana	Steinburg, Bob
Stewart, Lance	Stockwell, Terry	Stuart, Richard
Tompkins, Deke	Train, Stephen	Ware, Megan
Watters, David	White, Geoffrey	White, Ritchie
Wildman, Tim	Wojcik, Greg	Woodward, Spud



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Authorized Travelers:

Wyatt, Elizabeth

Zeman, Chris

Ziobron, Melissa