



Atlantic States Marine Fisheries Commission

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

703.842.0740 703.842.0741(fax) www.asmfc.org

Vision: Sustainably Managing Atlantic Coastal Fisheries

TRAVEL AUTHORIZATION

TA No. 18-081

Charge To: 0296000ESPR/0026000ESPf Approved by: Laura Leach

Meeting Name: ASMFC Spring Meeting 2018

Meeting Date: APR-30-2018 - MAY-03-2018

Meeting Location: Arlington, Virginia

Hotel Details: The Westin Crystal City 1800 S. Eads Street, Arlington, VA 22202. Reservations can be made online via Star Group Website or 888.627.8209. Identify Atlantic States Marine Fisheries Commission to receive discounted rate.

Cutoff Date: APR-05-2018

Per Diem: Hotel: \$253 plus tax Meals: \$64 (\$16 Breakfast/\$17 Lunch/\$31 Dinner)

Mileage Rate: \$0.545/mile, eff. January 1, 2018. Rental cars must be specifically authorized.

Airport Transportation: The Westin Crystal City provides complimentary shuttle (white van) which operates Monday-Sunday and stops at Reagan National Airport (DCA) at Terminal A, Terminal B (Door 5) & Terminal C (Door 9), and runs every 30 minutes. From the hotel: first departure is 5:00 AM; last departure is 11:30 PM. From DCA: first departure: 5:15 AM; last departure is at 11:45 PM. By Metro from DCA: Yellow Line to MOUNT VERNON SQUARE or Blue Line to LARGO TOWN CENTER. Exit at Crystal City Metro Station. Travel Time: 5 minutes; the hotel is within walking distance from Crystal City Metro Station. Hotel is located next to Crystal City Metro station and is within walking distance to shops and restaurants.

Local Transportation:

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: (underground) Self-parking \$25/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.asmfc.org/files/Meetings/TravelReimbursementGuidelines_march2018.pdf and the Electronic Travel Voucher: http://www.asmfc.org/files/Meetings/ASMFCElectronicTravelVoucher_Jan18.xlsx. Please contact the ASMFC office if you have questions or would like staff assistance.

Authorized Travelers:

Abbott, Dennis

Alexander, Mark

Allen, Russ

Altman, Thad

Andrzejczak, Robert

Anstead, Kristen

Anthony, Steve

Appelman, Max

Armstrong, Mike

Arway, John
Batsavage, Chris
Berger, Tina
Borden, David
Boyles, Robert
Bush, David
Carson, William
Clark, John
Colden, Allison
Daniel, Louis
Dean, Rachel
Eastman, Michael
Ferrara, Sarah
Furlong, Larry
Gary, Marty
Giannini, Colleen
Grout, Doug
Haymans, Doug
Keliher, Pat
King, Bryan
Langley, Brian
Luisi, Michael
Maniscalco, John
Mckiernan, Dan
Meserve, Nichola
Miller, Roy
Murphey, Steve
O'Brien, Ed
Overturf, Kyle
Peake, Sarah
Poland, Steve
Reardon, Kathleen
Rickabaugh, Harry
Rootes-Murdy, Kirby
Schick, Kyle
Shiels, Andrew
Starks, Caitlin
Stewart, Lance
Train, Stephen
White, Geoffrey
Woodward, Spud

Ballou, Bob
Beal, Robert
Blanchard, Kurt
Bowman, Steven
Brady, Doug
Cahall, Michael
Celestino, Michael
Cloutier, Rene
Corbett, Heather
Davenport, Catherine
Drew, Katie
Estes, Jim
Fote, Tom
Gadomski, Tom
Gates, Matthew
Gilmore, Jim
Hasbrouck, Emerson
Herrighty, Larry
Kerns, Toni
Kipp, Jeff
Leach, Laura
Lustig, Loren
Mccawley, Jessica
Mcmurray, John
Messeck, Douglas
Miner, Craig
Nimmer, Chad
O'Reilly, Rob
Park, Ian
Pearce, N Scott
Powers, Thomas
Reid, Eric
Robertson, Cynthia A
Ryan, Daniel
Schmidtke, Michael
Snellbaker, Jason
Stein, Dana
Stuart, Richard Ware,
Megan
White, Ritchie
Ziobron, Melissa

Bassano, Louis
Belcher, Carolyn
Blazer, David
Boyle, Philip
Brust, Jeff
Campfield, Patrick
Cimino, Joe
Coit, Janet
Cromer, Ronnie
Davis, Justin
Duval, Michelle
Fegley, Lynn
Frampton, Chisolm
Garner, Greg
Geer, Patrick
Green, Jamie
Havel, Lisa
Kane, Raymond
Kersey, Robert
Kuesel, Jessica
Lengyel, Nicole
Lynn, Bob
Mcdonough, Chris
Mcnamee, Jason
Michels, Stewart
Moran, Pat
Nowalsky, Adam
Orndorf, Bill
Patterson, Cheri
Pierce, David
Pugh, Craig
Rhodes, Malcolm
Robson, Mark
Saveikis, David
Self, Ross
Sosnowski, Susan
Steinburg, Bob
Tompkins, Deke
Watters, David
Wojcik, Greg
Zobel, Renee