



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. 18-097 **Charge To:** 0296000ESUM **Approved by:** Laura Leach

Meeting Name: ASMFC Summer Meeting 2018

Meeting Date: AUG-07-2018 - AUG-09-2018

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 703.486.1111 and identify Atlantic States Marine Fisheries Commission to receive discounted rate.

Cutoff Date: JUL-09-2018

Per Diem: Hotel: \$175 sgl/dbl 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 5:00AM; last departure is 11:30PM. 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

Local Transportation: Hotel is located across from Crystal City Metro station and its underground shops and restaurants. Additional restaurants are within walking distance.

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 \$34-\$40/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_June2018.pdf and the Electronic Travel Voucher: http://www.asmf.org/files/Meetings/ASMFCElectronicTravelVoucher_Jan18.xlsx. Please contact the ASMFC office if you have questions or would like staff assistance.

Authorized Travelers:

Aarrestad, Peter	Abbott, Dennis	Allen, Russ
Altman, Thad	Andrzejczak, Robert	Anstead, Kristen
Appelman, Max	Armstrong, Mike	Arway, John
Ballenger, Joey	Ballou, Bob	Batsavage, Chris



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Authorized Travelers:

Beal, Robert	Belcher, Carolyn	Bell, Mel
Berger, Tina	Blanchard, Kurt	Blanton, Michael
Blazer, David	Borden, David	Bowman, Steven
Boyle, Philip	Boyles, Robert	Brady, Doug
Brown, Sr., Robert	Brust, Jeff	Cahall, Michael
Campfield, Patrick	Carson, William	Cieri, Matt
Cimino, Joe	Clark, John	Cloutier, Rene
Colden, Allison	Corbett, Heather	Cromer, Ronnie
Daniel, Louis	Davidson, Maureen	Davis, Justin
Delucia, Mari-Beth	Dize, Russell	Drew, Katie
Eastman, Michael	Edwards, Phillip	Estes, Jim
Fegley, Lynn	Ferrara, Sarah	Fote, Tom
Frazier, Bryan	Gadomski, Tom	Garner, Greg
Gary, Marty	Gates, Matthew	Geer, Patrick
Gillingham, Lewis	Gilmore, Jim	Grout, Doug
Hasbrouck, Emerson	Havel, Lisa	Haymans, Doug
Herrighty, Larry	Jiorle, Ryan	Kane, Raymond
Keliher, Pat	Kerns, Toni	Kersey, Robert
King, Bryan	Kipp, Jeff	Konell, Heather
Kuesel, Jessica	Langley, Brian	Leach, Laura
Lengyel, Nicole	Luisi, Michael	Lustig, Loren
Lynn, Bob	Mason, T. Montgomery	Mccawley, Jessica
Mcdonough, Chris	Mckiernan, Dan	Mcmurray, John
Mcnamee, Jason	Meserve, Nichola	Michels, Stewart
Miller, Roy	Miner, Craig	Murphey, Steve
Murray, Sarah	Nimmer, Chad	Nowalsky, Adam
O'Brien, Ed	O'Reilly, Rob	Orndorf, Bill
Park, Ian	Patterson, Cheri	Peake, Sarah
Pierce, David	Plumlee, J. Bryan	Pugh, Craig
Reardon, Kathleen	Reid, Eric	Rhodes, Malcolm
Rickabaugh, Harry	Robertson, Cynthia A	Robson, Mark
Rootes-Murdy, Kirby	Ryan, Daniel	Saveikis, David
Schmidtke, Michael	Schwaab, Ali	Self, Ross
Shiels, Andrew	Shiple, Krista	Snellbaker, Jason
Sosnowski, Susan	Starks, Caitlin	Stein, Dana
Steinburg, Bob	Stewart, Lance	Tompkins, Deke
Train, Stephen	Ware, Megan	Watters, David
White, Geoffrey	White, Ritchie	Wojcik, Greg
Woodward, Spud	Zimmerman, Jordan	Ziobron, Melissa



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