



Atlantic States Marine Fisheries Commission

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

703.842.0740 703.842.0741(fax) www.asafc.org

Vision: Sustainably Managing Atlantic Coastal Fisheries

TRAVEL AUTHORIZATION

TA No. 18-097

Charge To: 0296000ESUM

Approved by: 

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 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.asafc.org/files/Meetings/TravelReimbursementGuidelines_June2018.pdf and the Electronic Travel Voucher: http://www.asafc.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



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Authorized Travelers:

Ballenger, Joey	Ballou, Bob	Batsavage, Chris
Beal, Robert	Belcher, Carolyn	Berger, Tina
Blanchard, Kurt	Blanton, Michael	Blazer, David
Borden, David	Bowman, Steven	Boyle, Philip
Boyles, Robert	Brady, Doug	Brust, Jeff
Cahall, Michael	Campfield, Patrick	Carson, William
Cieri, Matt	Cimino, Joe	Clark, John
Cloutier, Rene	Colden, Allison	Corbett, Heather
Cromer, Ronnie	Davidson, Maureen	Delucia, Mari-Beth
Dize, Russell	Drew, Katie	Eastman, Michael
Edwards, Phillip	Estes, Jim	Fegley, Lynn
Ferrara, Sarah	Fote, Tom	Gadomski, Tom
Garner, Greg	Gary, Marty	Gates, Matthew
Geer, Patrick	Giannini, Colleen	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	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
Ormdorf, Bill	Park, Ian	Patterson, Cheri
Peake, Sarah	Pierce, David	Plumlee, J. Bryan
Pugh, Craig	Reid, Eric	Rhodes, Malcolm
Rickabaugh, Harry	Robertson, Cynthia A	Robson, Mark
Rootes-Murdy, Kirby	Ryan, Daniel	Saveikis, David
Schmidtke, Michael	Self, Ross	Shiels, Andrew
Snellbaker, Jason	Sosnowski, Susan	Starks, Caitlin
Stein, Dana	Steinburg, Bob	Stewart, Lance
Tompkins, Deke	Train, Stephen	Ware, Megan
Watters, David	White, Geoffrey	White, Ritchie
Williams, Mark	Wojcik, Greg	Woodward, Spud
Zimmerman, Jordan	Ziobron, Melissa	Zobel, Renee