



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. 18-039

Charge To: 0296000EWIN

Approved by: Laura Leach

Meeting Name: ASMFC Winter Meeting 2018

Meeting Date: FEB-06-2018 - FEB-08-2018

Meeting Location: Arlington, Virginia

Hotel Details: The Westin Crystal City 1800 Jefferson Davis Highway, 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: JAN-08-2018

Per Diem: Hotel: \$201 plus tax sgl/dbl (UPDATED from \$182 per federal per diem rate change as of January 2018 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: 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: 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 to Crystal City Metro Stop.

Local Transportation: Hotel is located next to Crystal City Metro station and is within walking distance to shops and restaurants

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: Covered Self and Valet Parking Facilities available \$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_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	Andzejczak, Robert
Anstead, Kristen	Anthony, Steve	Appelman, Max
Armstrong, Mike	Arway, John	Ballou, Bob



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Authorized Travelers:

Batsavage, Chris	Beal, Robert	Berger, Tina
Blanchard, Kurt	Blazer, David	Borden, David
Boyle, Philip	Boyles, Robert	Brady, Doug
Brust, Jeff	Bull, John	Bush, David
Carson, William	Cimino, Joe	Clark, John
Cloutier, Rene	Coit, Janet	Corbett, Heather
Cromer, Ronnie	Daniel, Louis	Davenport, Catherine
Davis, Braxton	Davis, Justin	Dean, Rachel
Delucia, Mari-Beth	Drew, Katie	Duval, Michelle
Eastman, Michael	Estes, Jim	Fegley, Lynn
Ferrara, Sarah	Fote, Tom	Furlong, Larry
Gary, Marty	Gates, Matthew	Geer, Patrick
Giannini, Colleen	Gibson, Mark	Gilmore, Jim
Grout, Doug	Gwin, Earl	Hasbrouck, Emerson
Havel, Lisa	Haymans, Doug	Herrighty, Larry
Kane, Raymond	Keliher, Pat	Kerns, Toni
King, Bryan	Kipp, Jeff	Kuesel, Jessica
Langley, Brian	Leach, Laura	Lengyel, Nicole
Levesque, Erin	Luisi, Michael	Lustig, Loren
Lynn, Bob	Maniscalco, John	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	Pugh, Craig
Reardon, Kathleen	Reid, Eric	Rhodes, Malcolm
Rickabaugh, Harry	Robertson, Cynthia A	Robson, Mark
Rootes-Murdy, Kirby	Ryan, Daniel	Saveikis, David
Schick, Kyle	Schmidtke, Michael	Self, Ross
Shiels, Andrew	Snellbaker, Jason	Sosnowski, Susan
Starks, Caitlin	Stein, Dana	Steinburg, Bob
Stewart, Lance	Stuart, Richard	Tompkins, Deke
Train, Stephen	Ware, Megan	Watters, David
White, Ritchie	Wildman, Tim	Wojcik, Greg
Wyatt, Elizabeth	Ziobron, Melissa	Zobel, Renee