



# 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: Sustainable and Cooperative Management of Atlantic Coastal Fisheries*

## TRAVEL AUTHORIZATION

**TA No.** 19-060

**Charge To:** 0296000ESUM

**Approved by:** Laura Leach

**Meeting Name:** ASMFC Summer Meeting 2019

**Meeting Date:** AUG-06-2019 - AUG-08-2019

**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-07-2019

**Per Diem:** Hotel: \$179 plus tax (sgl/dbl) Meals: \$71 (\$18/\$19/\$34)

**Mileage Rate:** \$0.58/mile, eff. January 1, 2019. 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) 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 \$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](mailto: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\\_Jan2019.pdf](http://www.asmfc.org/files/Meetings/TravelReimbursementGuidelines_Jan2019.pdf) and the Electronic Travel Voucher: [http://www.asmfc.org/files/Meetings/ASMFCElectronicTravelVoucher\\_Jan19.xlsx](http://www.asmfc.org/files/Meetings/ASMFCElectronicTravelVoucher_Jan19.xlsx). Please contact the ASMFC office if you have questions or would like staff assistance.

### Authorized Travelers:

Abbott, Dennis

Allen, Russ

Altman, Thad

Andrzejczak, Robert

Anstead, Kristen

Appelman, Max

Armstrong, Mike

Ballenger, Joey

Ballou, Bob

Barry, Linda

Batsavage, Chris

Beal, Rob



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## Authorized Travelers:

Beal, Robert	Bell, Mel	Berger, Tina
Blanchard, Kurt	Blanton, Michael	Bolen, Ellen
Borden, David	Bowman, Steven	Boyles, Robert
Brown, Robert	Brunson, Jeff	Campfield, Patrick
Carson, William	Cimino, Joe	Clark, John
Colden, Allison	Colson Leaning, Dustin	Corbett, Heather
Cromer, Ronnie	Davidson, Maureen	Davis, Justin
Dize, Russell	Drew, Katie	Eastman, Michael
Edwards, Phillip	Estes, Jim	Fegley, Lynn
Ferrara, Sarah	Fote, Tom	Gary, Marty
Gates, Matthew	Geer, Patrick	Gilmore, Jim
Grout, Doug	Hasbrouck, Emerson	Havel, Lisa
Haymans, Doug	Hyatt, William	Jacobs, Chris
Kaminsky, Todd	Kane, Raymond	Keliher, Pat
Kerns, Toni	Kersey, Robert	King, Bryan
Kipp, Jeff	Konell, Heather	Langley, Phil
Leach, Laura	Lengyel, Nicole	Luisi, Michael
Lustig, Loren	Lynn, Bob	Mannen, Jerry
Mason, T. Montgomery	Mccawley, Jessica	Mccreight, Jay
Mcdonough, Chris	Mckiernan, Dan	Mcmanus, Conor
Mcmurray, John	Mcnamee, Jason	Meserve, Nichola
Messeck, Douglas	Michels, Stewart	Miller, Roy
Miner, Craig	Miramant, David	Moran, Pat
Murphey, Steve	Murray, Sarah	Newlin, Scott
Nowalsky, Adam	O'Reilly, Rob	Orndorf, Bill
Patterson, Cheri	Peake, Sarah	Pierce, David
Plumlee, J. Bryan	Powers, Thomas	Pugh, Craig
Reid, Eric	Rhodes, Malcolm	Rickabaugh, Harry
Robertson, Cynthia A	Robson, Mark	Rootes-Murdy, Kirby
Ryan, Daniel	Saveikis, David	Schaeffer, Tim
Schmidtke, Michael	Self, Ross	Shiels, Andrew
Snellbaker, Jason	Sosnowski, Susan	Starks, Caitlin
Stein, Dana	Steinburg, Bob	Stevens, Brad
Sullivan, Kevin	Tompkins, Deke	Train, Stephen
Ware, Megan	Watters, David	White, Geoffrey
White, Ritchie	Wojcik, Greg	Woodward, Spud
Zimmerman, Jordan	Ziobron, Melissa	Zobel, Renee