TRAVEL AUTHORIZATION

TA No. 20-014

Meeting Name: ASMFC Winter Meeting 2020
Meeting Date: FEB-04-2020 - FEB-06-2020
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: JAN-06-2020
Per Diem: Hotel: $184 plus tax (sgl/dbl) Meals: $71 ($18/$19/$34)
Mileage Rate: $0.575/mile, eff. January 1, 2020. 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 (Underground) 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.

Packing: On-site (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_Jan2020.pdf and the Electronic Travel Voucher: http://www.asmfc.org/files/Meetings/ASMFCElectronicTravelVoucher_Jan2020.xlsx. Please contact the ASMFC office if you have questions or would like staff assistance.

Authorized Travelers:
Abbott, Dennis
Anderson, Bill
Armstrong, Mike
Beal, Robert
Allen, Russ
Anstead, Kristen
Ballenger, Joey
Bell, Mel
Altman, Thad
Appelman, Max
Batsavage, Chris
Berger, Tina
Authorized Travelers:

Blanchard, Kurt
Blanton, Michael
Bolen, Ellen

Borden, David
Bowman, Steven
Boyles, Robert

Brown, Delayne
Brown, Robert
Buckel, Jeff

Campfield, Patrick
Carson, William
Celestino, Michael

Cieri, Matt
Cimino, Joe
Clark, John

Colden, Allison
Colson Leaning, Dustin
Corbett, Heather

 Cromer, Ronnie
Davidson, Maureen
Davis, Justin

Defilippi Simpson, Julie
Dize, Russell
Drew, Katie

Drzewicki, Maya
Estes, Jim
Fegley, Lynn

Ferrara, Sarah
Fote, Tom
Frazier, Bryan

Garner, Greg
Gary, Marty
Gates, Bryan

Geer, Patrick
Gillingham, Lewis
Gilmore, Jim

Giuliano, Angela
Hasbrouck, Emerson
Havel, Lisa

Haymans, Doug
Hodge, Chris
Houghtaling, Eric

Hyatt, William
Jacobs, Chris
Jones, Mike

Kaminsky, Todd
Kane, Raymond
Kelifer, Pat

Kendall, Peter
Kerns, Toni
Kersey, Robert

King, Bryan
Kipp, Jeff
Konell, Heather

Langley, Phil
Leach, Laura
Lengyel Costa, Nicole

Luisi, Michael
Lustig, Loren
Mannen, Jerry

Mason, T. Montgomery
Mccawley, Jessica
McCreight, Jay

Mcdonough, Chris
Mckiernan, Dan
Mcmanus, Conor

Mcmurray, John
Mcnamee, Jason
Meserve, Nichola

Michels, Stewart
Miller, Roy
Miner, Craig

Miramant, David
Murphey, Steve
Murray, Sarah

Nowalsky, Adam
O'keeve, Cate
Orndorf, Bill

Patterson, Cheri
Peake, Sarah
Plumlee, J. Bryan

Powell, Marissa
Pugh, Craig
Reid, Eric

Rhodes, Malcolm
Rhodes, Trey
Rickabaugh, Harry

Robertson, Cynthia A
Rootes-Murdy, Kirby
Ryan, Daniel

Saveikis, David
Schaeffer, Tim
Schmidtke, Michael

Shiels, Andrew
Sosnoski, Susan
Starks, Caitlin

Stein, Dana
Steinburg, Bob
Tompkins, Deke

Train, Stephen
Ware, Megan
Watters, David

White, Geoffrey
White, Ritchie
Woodward, Spud

Ziobron, Melissa
Zobel, Renee