



# 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. 17-120 Charge To: 0026000EANN/0296000EANN Approved by: Laura Leach *RLB*

Meeting Name: ASMFC 76th Annual Meeting

Meeting Date: OCT-16-2017 - OCT-19-2017

Meeting Location: Norfolk, Virginia

Hotel Details: Norfolk Waterside Marriott Hotel, 235 East Main Street, Norfolk, Virginia 23510 Reservations: Hotel direct at 757.627.4200 or Marriott at 800.228.9290. Identify MARINE FISHERIES to receive discounted rate

Cutoff Date: SEP-22-2017

Per Diem: Hotel: \$91 Meals: \$46 (\$11 breakfast/\$12 lunch/\$23 dinner)

Mileage Rate: \$0.535/mile, eff. January 6, 2017. Rental cars must be specifically authorized.

Airport Transportation: Norfolk Int'l Airport (ORF): 10 mi. Airport shuttle service (approx. \$30/one way), operated by James River Transportation; counter is located in the Arrivals Terminal (baggage claim area) near baggage carousel 3; Staffed 24/7. Reservations recommended 757.963.0433 or 866.823.4626. Newport News/Williamsburg Int'l Airport (PHF) 28mi.

Local Transportation: Waterside Marriott is located in the heart of the city's downtown historic district, is connected to Waterside Convention Center and just moments from the USS Wisconsin and cruises on the Spirit of Norfolk

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: Self-parking is available in the Main Street Parking garage located across from the hotel, entrance is off of Atlantic Street. A covered pedestrian bridge connects the garage to the hotel on the 3rd floor. Rate is \$14/day with in/out privileges. See front desk for validation

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](http://www.asmf.org/files/Meetings/TravelReimbursementGuidelines_Jan2017.pdf) and the Electronic Travel Voucher: [http://www.asmf.org/files/Meetings/ASMFCElectronicTravelVoucher\\_Jan17.xlsx](http://www.asmf.org/files/Meetings/ASMFCElectronicTravelVoucher_Jan17.xlsx)

### Authorized Travelers:

Abbott, Dennis	Addison, Nancy	Alexander, Mark
Allen, Russ	Altman, Thad	Andrzejczak, Robert
Anstead, Kristen	Anthony, Steve	Appelman, Max
Armstrong, Mike	Arway, John	Babb, Russ
Ballenger, Joey	Ballou, Bob	Batsavage, Chris



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### Authorized Travelers:

Baum, Tom	Beal, Robert	Belcher, Carolyn
Berger, Tina	Blanchard, Kurt	Blazer, David
Borden, David	Boyle, Philip	Boyles, Robert
Brady, Doug	Bull, John	Bush, David
Cahall, Michael	Campfield, Patrick	Carlton, Joshua
Carson, William	Chase, Bradford	Cimino, Joe
Clark, John	Cloutier, Rene	Coit, Janet
Colden, Allison	Corbett, Heather	Cromer, Ronnie
Daniel, Louis	Davenport, Catherine	Davis, Braxton
Davis, Justin	Dean, Rachel	Drew, Katie
Duval, Michelle	Eastman, Michael	Estes, Jim
Fegley, Lynn	Ferrara, Sarah	Fote, Tom
Frampton, Chisolm	Furlong, Larry	Gadomski, Tom
Garner, Greg	Gary, Marty	Gates, Matthew
Geer, Patrick	Giannini, Colleen	Gibson, Mark
Gilmore, Jim	Graham, Jessica	Green, Jamie
Groskin, Bob	Grout, Doug	Hartman, Lisa
Hasbrouck, Emerson	Havel, Lisa	Herrighty, Larry
Jiorle, Ryan	Johnson, Jimmy	Kane, Raymond
Keliher, Pat	Kerns, Toni	Kersey, Robert
King, Bryan	Kipp, Jeff	Konell, Heather
Kritzer, Jacob	Kuesel, Jessica	Langley, Brian
Leach, Laura	Lee, Laura	Lengyel, Nicole
Lorson, Benjamin	Luisi, Michael	Lustig, Loren
Lynn, Bob	Madsen, Shanna	Maniscalco, John
Mccawley, Jessica	Mcdonough, Chris	Mckiernan, Dan
Mcmurray, John	Mcnamee, Jason	Mcreynolds Zahn, Dawn
Meserve, Nichola	Messeck, Douglas	Michels, Stewart
Miller, Roy	Miner, Craig	Moran, Pat
Murray, January	Newlin, Scott	Nimmer, Chad
Nowalsky, Adam	O'Brien, Ed	O'Reilly, Rob
Odell, Jay	Orndorf, Bill	Overturf, Kyle
Park, Ian	Patterson, Cheri	Peake, Sarah
Pierce, David	Pierce, N Scott	Powell, Chris
Pugh, Craig	Reardon, Kathleen	Reid, Eric
Rhodes, Malcolm	Rickabaugh, Harry	Roberts, Dorothy
Robertson, Cynthia A	Robson, Mark	Rootes-Murdy, Kirby
Rousseau, Mark	Ryan, Daniel	Sanger, Denise
Saveikis, David	Schick, Kyle	Schmidtke, Michael



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### Authorized Travelers:

Schneider, Eric

Self, Ross

Snellbaker, Jason

Stein, Dana

Stuart, Richard

Tinsman, Jeff

Train, Stephen

Watters, David

Wildman, Tim

Woodward, Spud

Ziobron, Melissa

Schuler, George

Shiels, Andrew

Sosnowski, Susan

Steinburg, Bob

Sysak, Rachel

Tompkins, Deke

Ware, Megan

White, Geoffrey

Wilke, Kate

Wyatt, Elizabeth

Zobel, Renee

Schwaab, Ali

Smith, Kent

Starks, Caitlin

Stewart, Lance

Thomas-Blate, Jessie

Topolski, Marek

Watkinson, Tony

White, Ritchie

Wojcik, Greg

Zeman, Chris

