TRAVEL AUTHORIZATION

Meeting Name: ASMFC Spring Meeting 2015
Meeting Date(s): 05/05/2015 - 05/07/2015
Location: Alexandria, Virginia
Hotel Details: The Westin Alexandria 400 Courthouse Square, Alexandria, VA 22314 for reservations call 886.837.4210 or 703.253.8600 Identify ASMFC to receive discounted rate
Cutoff Date: 03/31/15
Per Diem: Hotel: $224 sgl/dbl Meals: $66 ($12/$18/$36)
Mileage Rate: $0.575/mile; transportation expenses over $500 must be pre-approved by Laura Leach, Pat Campfield or Toni Kerns
Airport Transportation: The Westin Alexandria complimentary shuttle operates daily 7:00am - 10:00pm and provides transportation within a 1.5mi. radius of the hotel, including the King Street Metro Station. Refer to the hotel directions sheet for additional transportation options
Local Transportation: The hotel is located 3 blocks from the King Street Metro.
Parking: Valet parking only at $26/day
Basic Guidelines(*): 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). You are responsible for determining your arrival and departure times. Commissioners (or their proxies) are eligible to be at all meetings; all others are eligible for reimbursement for meetings of boards/committees of which they are a member. ASMFC reserves the right to disallow travel expenses it deems excessive or unnecessary to conduct ASMFC business. Complete ASMFC Travel Reimbursement Guidelines can be found at http://www.asmfc.org/files/meetings/TravelReimbursementGuidelines_Jan2015.pdf
Reimbursement: You must submit an ASMFC travel voucher with receipts within 30 days of the final day of travel http://www.asmfc.org/files/meetings/ASMFCElectronicTravelVoucher_Jan2015.xlsx. 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.

Authorized Travelers:
Abbott, Dennis
Alexander, Mark
Andrzejczak, Robert
Arway, John
Beal, Robert
Borden, David
Brust, Jeff
Bull, John
Cary, Jocelyn
Addison, Nancy
Allen, Russ
Anthony, Steve
Ballou, Bob
Bellavance, Rick
Boyle, Philip
Burns, Jon
Chanda, David
Cornish, Jon
Adler, William
Altman, Thad
Armstrong, Mike
Baum, Tom
Blanchard, Kurt
Boyles, Robert
Carson, William
Clark, John
Cromer, Ronnie
Cole, Bill
Daniel, Louis
Duval, Michelle
Estes, Jim
Fote, Tom
Gary, Martin
Gilmore, Jim
Goldsborough, William
Grout, Doug
Hoopes, Tom
Kaelin, Jeff
Langley, Brian
Luisi, Michael
McCawley, Jessica
Messeck, Douglas
Miner, Craig
Nowalsky, Adam
Orndorf, Bill
Peake, Sarah
Pugh, Craig
Ryan, Daniel
Self, Ross
Simpson, David
Stein, Dana
Stuart, Richard
Watters, David
Young, Leroy

Davenport, Catherine
Dean, Micah
Eastman, Michael
Fegley, Lynn
Frampton, Chisolm
Geer, Patrick
Green, Jamie
Hasbrouck, Emerson
Huss, Timothy
Keliher, Pat
Lauderman, Richard
Lustig, Loren
McKiernan, Dan
Michels, Stewart
Moran, Pat
O'Connell, Tom
Overturf, Kyle
Pierce, David
Rhodes, Malcolm
Saveikis, David
Shuster, Rama
Snellbaker, Jason
Stewart, Lance
Train, Stephen
White, G. Ritchie
Yuen, Melissa

Diodati, Paul
Enterline, Claire
Feigenbaum, Mitchell
Furlong, Larry
Gibson, Mark
Godwin, Charlton
Grist, Joseph
Heins, Steve
Ingerson, Lloyd
King, Bryan
Lewis, Doug
Lyons Gromen, Pam
McNamee, Jason
Miller, Roy
Muffley, Brandon
O'Reilly, Rob
Patterson, Cheri
Place, Kelly
Robson, Mark
Schick, Kyle
Sikorski, David
Sosnowski, Susan
Stockwell, Terry
Vereb, Mike
Woodward, Spud
Zeman, Chris
Zobel, Renee