

# 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 Number:** 15-071

**Charge To:** 0296000ESUM

**Authorized By:** 

**Meeting Name:** ASMFC Summer Meeting 2015

**Meeting Date(s):** August 4-6, 2015

**Location:** Alexandria, Virginia

**Hotel Details:** The Westin Alexandria 400 Courthouse Square, Alexandria, VA 22314  
Reservations: 886.837.4210 or 703.253.8600 Identify ASMFC to receive discounted rate

**Cutoff Date:** **June 29, 2015**

**Per Diem:** Hotel: \$167 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.asmf.org/files/Meetings/TravelReimbursementGuidelines\\_Jan2015.pdf](http://www.asmf.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.asmf.org/files/Meetings/ASMFCElectronicTravelVoucher\\_Jan2015.xlsx](http://www.asmf.org/files/Meetings/ASMFCElectronicTravelVoucher_Jan2015.xlsx) 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.

### Authorized Travelers:

|                               |                  |                      |
|-------------------------------|------------------|----------------------|
| Abbott, Dennis                | Addison, Nancy   | Adler, William       |
| Alexander, Mark               | Allen, Russ      | Altman, Thad         |
| Andrzejczak, Asm. Sgt. Robert | Arway, John      | Ballou, Bob          |
| Baum, Tom                     | Blanchard, Kurt  | Borden, David        |
| Bouw, Marius                  | Boyle, Philip    | Boyles, Robert       |
| Bull, John                    | Burns, Jon       | Carson, William      |
| Cary, Jocelyn                 | Chanda, David    | Chase, Bradford      |
| Clark, John                   | Cole, Bill       | Cornish, Jon         |
| Cromer, Ronnie                | Daniel, Louis    | Davenport, Catherine |
| Duval, Michelle               | Eastman, Michael | Estes, Jim           |

|                    |                   |                       |
|--------------------|-------------------|-----------------------|
| Fegley, Lynn       | Fote, Tom         | Gary, Martin          |
| Geer, Patrick      | Gibson, Mark      | Gilmore, Jim          |
| Glenn, Robert      | Godwin, Charlton  | Goldsborough, William |
| Goshorn, David     | Grist, Joseph     | Grout, Doug           |
| Hasbrouck, Emerson | Heins, Steve      | Hoening, John         |
| Hoopes, Tom        | Kaelin, Jeff      | King, Bryan           |
| Keliher, Pat       | Kersey, Rob       | Lustig, Loren         |
| Langley, Brian     | Lewis, Doug       | McKiernan, Dan        |
| McCawley, Jessica  | McDonough, Chris  | Miller, Roy           |
| McNamee, Jason     | Michels, Stewart  | Muffley, Brandon      |
| Miner, Craig       | Moore, J. Thomas  | Orndorf, Bill         |
| Nowalsky, Adam     | O'Reilly, Rob     | Pierce, David         |
| Patterson, Cheri   | Peake, Sarah      | Pugh, Craig           |
| Place, Kelly       | Powers, Thomas J. | Ryan, Daniel          |
| Reid, Eric         | Rhodes, Malcolm   | Self, Ross            |
| Saveikis, David    | Schick, Kyle      | Sosnowski, Susan      |
| Simpson, David     | Snellbaker, Jason | Stockwell, Terry      |
| Stein, Dana        | Stewart, Lance    | Vereb, Mike           |
| Stuart, Richard    | Train, Stephen    | Woodward, Spud        |
| Watters, David     | White, Ritchie    | Zimmerman, Jordan     |
| Young, Leroy       | Zeman, Chris      | Zobel, Renee          |

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