



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. 23-036

Charge To: 0396000ESPR/0036000ESPf **Approved by:** Laura Leach

Meeting Name: ASMFC 2023 Spring Meeting

Meeting Date: MAY-01-2023 - MAY-03-2023

Meeting Location: Arlington, Virginia

Hotel Details: Meeting and accommodations arranged at The Westin Crystal City, 1800 Richmond Highway, Arlington, VA 22202. Reservations: 1.888.236.2427 and identify ASMFC Spring Meeting to receive discounted rate. For online, refer to Meeting Notice for booking link

Cutoff Date: APR-05-2023

Per Diem: Hotel: \$258 plus tax (sgl/dbl) Meals: \$74 (\$18/\$20/\$36)

Mileage Rate: \$0.655/mile, eff. January 1, 2023. 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 15 minutes (4:30-8:00AM) and every 30 minutes (8:00AM-10:30PM). 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

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: Self-Parking on-site (underground) discounted to \$35/day. See front desk when checking out to request rate adjustment

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_2023.pdf and the Electronic Travel Voucher: http://www.asmfc.org/files/Meetings/ASMFCElectronicTravelVoucher_2023.xlsx. Please contact the ASMFC office if you have questions or would like staff assistance.

Authorized Travelers:

Abbott, Dennis	Altman, Thad	Ameral, Natalie
Anstead, Kristen	Armstrong, Mike	Baker, Chris
Batsavage, Chris	Bauer, Tracey	Beal, Rob
Beal, Robert	Belcher, Carolyn	Bell, Mel
Berger, Tina	Blanchard, Kurt	Borden, David



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Authorized Travelers:

Bouffard, Colleen	Boyle, James	Braun, Ingrid
Brown, Delayne	Brown, Robert	Brust, Jeff
Burgess, Erika	Campfield, Patrick	Carson, William
Carty, Lisa	Celestino, Michael	Cimino, Joe
Clark, John	Clarke, Peter	Cloyd, Rese
Colden, Allison	Corbett, Heather	Corbin, Matthew
Couch, Nick	Craig, Caitlin	Cromer, Ronnie
Davis, Justin	Day, Lennie	Defilippi Simpson, Julie
Dize, Russell	Drew, Katie	Fegley, Lynn
Ferrara, Sarah	Fote, Tom	Franke, Emilie
Gadomski, Tom	Gary, Marty	Gates, Matthew
Geer, Patrick	Gillingham, Lewis	Gilmore, Jim
Gopal, Vin	Green, Jamie	Grout, Doug
Hasbrouck, Emerson	Haymans, Doug	Hepler, Allison
Hodge, Chris	Hornstein, Jesse	Hyatt, William
Jacobs, Chris	Jennings, Gary	Kaalstad, Simen
Kane, Raymond	Keliher, Pat	Kerns, Toni
Kipp, Jeff	Knowlton, Kathy	Kuhn, Kristopher
Lafrance, Robert	Law, Alexander	Leach, Laura
Lengyel Costa, Nicole	Luisi, Michael	Lustig, Loren
Madsen, Shanna	Maniscalco, John	Mannen, Jerry
Mason, T. Montgomery	Mccawley, Jessica	Mcdonough, Chris
Mckiernan, Dan	Mcmanus, Conor	Mcnamee, Jason
Mercer, Jeff	Meserve, Nichola	Miller, Roy
Moore, Grant	Musante, Madeline	Nelson, Gary
Nowalsky, Adam	Patterson, Cheri	Peake, Sarah
Pearce, N Scott	Perry, Derek	Plumlee, J. Bryan
Powell, Marisa	Power, Heather	Pugh, Craig
Rawls, Kathy	Reardon, Kathleen	Reichert, Marcel
Reid, Eric	Reny, Cameron	Rhodes, Malcolm
Rhodes, Trey	Rickabaugh, Harry	Robertson, Cynthia
Rogers, Matt	Ryan, Daniel	Sabo, Jeffrey
Salmon, Brandi	Schaeffer, Tim	Seggos, Basil
Sikorski, David	Simpson, Ethan	Smott, Somers
Snellbaker, Jason	Sosnowski, Susan	Starks, Caitlin
Stein, Dana	Thomas, Chad	Thomas, Michael
Train, Stephen	Tuohy, Chelsea	Underwood, Robert
Walker, Jason	Ware, Megan	Watters, David
White, Geoffrey	White, Ritchie	Willey, Angel



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Authorized Travelers:

Williams, Keith

Wojcik, Greg

Woodward, Spud

Wray, Michael

Zobel, Renee