



# 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: Sustainable and Cooperative Management of Atlantic Coastal Fisheries

## TRAVEL AUTHORIZATION

**TA No.** 23-043

**Charge To:** 0396000ESUM/0036000ESU **Approved by:** Laura Leach

**Meeting Name:** ASMFC 2023 Summer Meeting

**Signature:**

**Meeting Date:** JUL-31-2023 - AUG-03-2023

**Email:** lleach@asmfc.org

**Meeting Location:** Arlington, VA

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

**Cutoff Date:** JUL-05-2023

**Per Diem:** Hotel: \$172 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 a 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 (4:30-8:00 AM) and every 30 minutes (8:00 AM-10:30 PM).

**Local Transportation:** 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 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) is discounted to \$35/day. See the front desk when checking out to request a 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](mailto: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 [https://www.asmf.org/files/Meetings/TravelReimbursementGuidelines\\_2023.pdf](https://www.asmf.org/files/Meetings/TravelReimbursementGuidelines_2023.pdf) and the Electronic Travel Voucher: [https://www.asmf.org/files/Meetings/ASMFCElectronicTravelVoucher\\_2023.xlsx](https://www.asmf.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

Anstead, Kristen

Armstrong, Mike

Baker, Chris

Batsavage, Chris

Bauer, Tracey

Beal, Rob

Beal, Robert

Belcher, Carolyn

Bell, Mel

Berger, Tina



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## Authorized Travelers:

Blanchard, Kurt	Borden, David	Boyle, James
Braun, Ingrid	Brown, Robert	Brust, Jeff
Burgess, Erika	Campfield, Patrick	Carson, William
Carty, Danielle	Carty, Lisa	Cimino, Joe
Clark, John	Cloyd, Rese	Colden, Allison
Corbett, Heather	Cromer, Ronnie	Davis, Justin
Defilippi Simpson, Julie	Dize, Russell	Drew, Katie
Eakin, William	Edwards, Phillip	Fegley, Lynn
Ferrara, Sarah	Franke, Emilie	Gary, Marty
Gates, Matthew	Geer, Patrick	Gillingham, Lewis
Giuliano, Angela	Gopal, Vin	Green, Jamie
Gresko, Joseph	Grout, Doug	Hasbrouck, Emerson
Haymans, Doug	Hepler, Allison	Hornstein, Jesse
Hyatt, William	Jacobs, Chris	Jennings, Gary
Kaalstad, Simen	Kaelin, Jeff	Kane, Raymond
Keliher, Pat	Kerns, Toni	Kipp, Jeff
Kuhn, Kristopher	Kulik, Anita	Lafrance, Robert
Law, Alexander	Leach, Laura	Lengyel Costa, Nicole
Luisi, Michael	Lustig, Loren	Madsen, Shanna
Maniscalco, John	Mannen, Jerry	Mason, T. Montgomery
Mccawley, Jessica	Mckiernan, Dan	Mcnamee, Jason
Mercer, Jeff	Meserve, Nichola	Miller, Roy
Miner, Craig	Musante, Madeline	Newlin, Scott
Nowalsky, Adam	Patel, Jainita	Patterson, Cheri
Peake, Sarah	Pearce, N Scott	Plumlee, J. Bryan
Powell, Marisa	Power, Heather	Pugh, Craig
Rawls, Kathy	Reid, Eric	Reny, Cameron
Rhodes, Malcolm	Rhodes, Trey	Ryan, Daniel
Sabo, Jeffrey	Schaeffer, Tim	Seggos, Basil
Self, Ross	Sikorski, David	Snellbaker, Jason
Sosnowski, Susan	Starks, Caitlin	Stein, Dana
Thomas, Chad	Thomas, Michael	Train, Stephen
Tuohy, Chelsea	Ware, Megan	Watters, David
Weedon, Craig	White, Geoffrey	White, Ritchie
Willey, Angel	Woodward, Spud	Wray, Michael
Zobel, Renee		