



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. 24-037 **Charge To :** 0036000ESPR/0396000ESPR **Approved by:** Laura Leach *Laura Leach*
04/22/24

Meeting Name: 2024 ASMFC Spring Meeting

Meeting Date: 29-APR-2024 - 02-MAY-2024

Meeting Location: Arlington, VA

Hotel Details: Meeting and accommodations: The Westin Crystal City, 1800 Richmond Highway, Arlington, VA 22202. Reserve your room online: <https://www.marriott.com/event-reservations/reservation-link.mi?id=1700577580210&key=GRP&app=resvlink> Or call 1.888.236.2427 and identify the ASMFC Spring Meeting to receive the discounted rate.

Cutoff Date: 2024-04-03T00:00:00Z

Per Diem: Room: \$258 plus tax (sgl/dbl); Meals: \$96 (\$23/\$26/\$47)

Mileage Rate: \$0.67/mile, eff. January 1, 2024. 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 select the most reasonable mode of transportation. You are responsible for determining your arrival and departure times. 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. 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.

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.

Click the links below to download the ASMFC Travel Reimbursement Guidelines and Travel Voucher.

http://www.asmfc.org/files/Meetings/TravelReimbursementGuidelines_2024.pdf

http://www.asmfc.org/files/Meetings/ASMFCElectronicTravelVoucher_2024.xlsx.

Please contact the ASMFC office if you have questions or would like staff assistance.

General Notes:

Authorized Travelers:

Abbott, Dennis	Altman, Thad	Anstead, Kristen
Armstrong, Mike	Baker, Chris	Batsavage, Chris
Bauer, Tracey	Beal, Rob	Beal, Robert
Belcher, Carolyn	Berger, Tina	Blanchard, Kurt
Borden, David	Bouffard, Colleen	Boyle, James
Braun, Ingrid	Brown, Delayne	Brown, Robert
Brust, Jeff	Burgess, Erika	Campfield, Patrick
Carson, William	Carty, Danielle	Carty, Lisa
Cimino, Joe	Clark, John	Cloyd, Rese
Colden, Allison	Corbett, Heather	Corbin, Matthew
Cosgrove, John	Couch, Nick	Craig, Caitlin
Cromer, Ronnie	Curatolo-Wagemann, Scott	Davis, Justin
Defilippi Simpson, Julie	Delloso, David	Delucia, Mari-Beth
Desteph, William	Dize, Russell	Drew, Katie
Dyar, Ben	Edwards, Phillip	Fegley, Lynn
Feigenbaum, Mitchell	Ferrara, Sarah	Franke, Emilie
Gadomski, Tom	Gary, Marty	Gates, Matthew
Geer, Patrick	Gillingham, Lewis	Giuliano, Angela
Gopal, Vin	Grabowski, Tyler	Green, Jamie
Gresko, Joseph	Grist, Joseph	Grout, Doug
Hasbrouck, Emerson	Haymans, Doug	Hepler, Allison
Hodge, Chris	Hornstein, Jesse	Hyatt, William
Iverson-Cason, Stephanie	Jacobs, Chris	Jennings, Gary
Kaalstad, Simen	Kaelin, Jeff	Kane, Raymond
Keliher, Pat	Kennedy, Carrie	Keppler, Blaik
Kerns, Toni	Kipp, Jeff	Knowlton, Kathy
Kuhn, Kristopher	Kulik, Anita	Lafrance, Robert
Law, Alexander	Leach, Laura	Luisi, Michael



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Lustig, Loren
Mannen, Jerry
Mckiernan, Dan
Mercer, Jeff
Miner, Craig
Nowalsky, Adam
Patterson, Cheri
Plumlee, J. Bryan
Pugh, Craig
Reid, Eric
Rhodes, Malcolm
Rodrigue, Katherine
Sabo, Jeffrey
Scott, Brian
Simpson, Ethan
Sosnowski, Susan
Thiele, Fred
Thomas, Skye
Tuohy, Chelsea
Ware, Megan
White, Ritchie
Wojcik, Greg
Zobel, Renee

Madsen, Shanna
Mccawley, Jessica
Mcmanus, Conor
Meserve, Nichola
Musante, Madeline
Owens, Ron
Peake, Sarah
Powell, Marisa
Pugh, Tracy
Renchen, Jeff
Rhodes, Trey
Rogers, Matt
Salmon, Brandi
Self, Ross
Smott, Somers
Starks, Caitlin
Thomas, Chad
Train, Stephen
Underwood, Robert
Watters, David
Willey, Angel
Woodward, Spud

Maniscalco, John
Mcdonough, Chris
Mcnamee, Jason
Miller, Roy
Newlin, Scott
Patel, Jainita
Pearce, N Scott
Power, Heather
Rawls, Kathy
Reny, Cameron
Rickabaugh, Harry
Ryan, Daniel
Schaeffer, Tim
Sikorski, David
Snellbaker, Jason
Stein, Dana
Thomas, Michael
Truesdale, Corinne
Walker, Jason
White, Geoffrey
Williams, Keith
Wray, Michael