



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. 24-062 **Charge To :** 003 6000 E SUM **Approved by:** Laura Leach *Laura Leach*
Jun 28, 2024

Meeting Name: 2024 ASMFC Summer Meeting

Meeting Date: 05-AUG-2024 - 08-AUG-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=1700579962316&key=GRP&app=resvlink> ; Or call 1.888.236.2427 and identify the ASMFC Summer Meeting to receive the discounted rate.

Cutoff Date: 08-JUL-2024

Per Diem: Room: \$176 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 or mileage, but may reimburse lunch per diem and any miscellaneous expenses that would not normally occur during a workday (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. 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_2024.pdf and the Electronic Travel Voucher: http://www.asmfc.org/files/Meetings/ASMFCElectronicTravelVoucher_2024.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	Bellavance, Rick	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, Lisa
Cimino, Joe	Clark, John	Cloyd, Rese
Colden, Allison	Conroy, Margaret	Corbett, Heather
Corbin, Matthew	Craig, Caitlin	Cromer, Ronnie
Curatolo-Wagemann, Scott	Davis, Justin	Defilippi Simpson, Julie
Delloso, David	Dize, Russell	Drew, Katie
Dyar, Ben	Eakin, William	Edwards, Phillip
Fegley, Lynn	Ferrara, Sarah	Franke, Emilie
Freeman, Craig	Gadomski, Tom	Gary, Marty
Gates, Matthew	Geer, Patrick	Gilmore, Jim
Giuliano, Angela	Gopal, Vin	Grabowski, Tyler
Green, Jamie	Gresko, Joseph	Griffin, Melanie
Grist, Joseph	Grout, Doug	Hasbrouck, Emerson
Haymans, Doug	Hepler, Allison	Higgs, Amanda
Hyatt, William	Jacobs, Chris	Jennings, Gary
Kaalstad, Simen	Kaelin, Jeff	Kane, Raymond
Keliher, Pat	Keppler, Blaik	Kerns, Toni
Kipp, Jeff	Kuhn, Kristopher	Kulik, Anita
Lafrance, Robert	Law, Alexander	Leach, Laura
Luisi, Michael	Lustig, Loren	Madsen, Shanna
Maniscalco, John	Mannen, Jerry	Mccawley, Jessica
Mckiernan, Dan	Mcnamee, Jason	Mercer, Jeff
Meserve, Nichola	Miller, Roy	Miner, Craig

Musante, Madeline
Opiekun, Michael
Patterson, Cheri
Plumlee, J. Bryan
Pugh, Craig
Reid, Eric
Rhodes, Trey
Ryan, Daniel
Schaeffer, Tim
Simpson, Ethan
Starks, Caitlin
Thomas, Chad
Truesdale, Corinne
Watters, David
Woodward, Spud

Newlin, Scott
Owens, Ron
Peake, Sarah
Powell, Marisa
Pugh, Tracy
Reny, Cameron
Rickabaugh, Harry
Ryan, Danny
Self, Ross
Smott, Somers
Stein, Dana
Thomas, Skye
Tuohy, Chelsea
White, Geoffrey
Wray, Michael

Nowalsky, Adam
Patel, Jainita
Pearce, N Scott
Power, Heather
Rawls, Kathy
Rhodes, Malcolm
Rogers, Matt
Sabo, Jeffrey
Sikorski, David
Sosnowski, Susan
Thiele, Fred
Train, Stephen
Ware, Megan
White, Ritchie
Zobel, Renee