



# Atlantic States Marine Fisheries Commission

1050 N. Highland Street • Suite 200A-N • Arlington, VA 22201

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Vision: Sustainable and Cooperative Management of Atlantic Coastal Fisheries

## TRAVEL AUTHORIZATION

TA No. 25-040

Charge To : 0036000EWIN

Approved by: Laura Leach *Laura Leach*  
Dec 23, 2024

Meeting Name: 2025 ASMFC Winter Meeting

Meeting Date: 04-FEB-2025 - 05-FEB-2025

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=1734105031293&key=GRP&guestreslink2=true&app=resvlink> Or call 1.888.236.2427 and identify the meeting name to receive the discounted rate.

Cutoff Date: 08-JAN-2025

Per Diem: Room: \$196 plus tax (sgl/dbl); Meals: \$113 (\$30/\$34/\$49)

Mileage Rate: \$0.70/mile, eff. January 1, 2025. 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 [http://www.asmfc.org/files/Meetings/TravelReimbursementGuidelines\\_12.31.24.pdf](http://www.asmfc.org/files/Meetings/TravelReimbursementGuidelines_12.31.24.pdf) and the Electronic Travel Voucher: [http://www.asmfc.org/files/Meetings/ASMFCElectronicTravelVoucher\\_2025.xlsx](http://www.asmfc.org/files/Meetings/ASMFCElectronicTravelVoucher_2025.xlsx). Please contact the ASMFC office if you have questions or would like staff assistance.

**Authorized Travelers:**

Abbott, Dennis	Armini, Jennifer	Baker, Chris
Batsavage, Chris	Bauer, Tracey	Beal, Rob
Beal, Robert	Belcher, Carolyn	Berger, Tina
Blanchard, Kurt	Borden, David	Bouffard, Colleen
Boyle, James	Braun-Ricks, Ingrid	Brown, Robert
Brust, Jeff	Burgess, Erika	Campfield, Patrick
Carson, William	Carty, Lisa	Cimino, Joe
Clark, John	Cloyd, Rese	Colden, Allison
Corbett, Heather	Couch, Nick	Cromer, Ronnie
Curatolo-Wagemann, Scott	Davis, Justin	Defilippi Simpson, Julie
Delloso, David	Diggs, Danny	Dize, Russell
Drew, Katie	Dyar, Ben	Fegley, Lynn
Ferrara, Sarah	Franke, Emilie	Gary, Marty
Gates, Matthew	Geer, Patrick	Gilmore, Jim
Gopal, Vin	Grabowski, Tyler	Green, Jamie
Gresko, Joseph	Grist, 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	Kennedy, Carrie
Keppler, Blaik	Kerns, Toni	Kipp, Jeff
Kuhn, Kristopher	Kulik, Anita	Lafrance, Robert
Law, Alexander	Leach, Laura	Lengyel Costa, Nicole
Luisi, Michael	Lustig, Loren	Maniscalco, John
Mannen, Jerry	Mccawley, Jessica	Mckiernan, Dan
Mcnamee, Jason	Mercer, Jeff	Meserve, Nichola
Miller, Roy	Miner, Craig	Minor, James
Musante, Madeline	Newlin, Scott	Nowalsky, Adam
Opiekun, Michael	Owens, Ron	Patel, Jainita
Patterson, Cheri	Powell, Marisa	Power, Heather

Pugh, Craig  
Reid, Eric  
Rhodes, Trey  
Ryan, Daniel  
Simpson, Ethan  
Stein, Dana  
Thompson, Gabe  
Tuohy, Chelsea  
White, Geoffrey  
Zobel, Renee

Pugh, Tracy  
Reny, Cameron  
Rickabaugh, Harry  
Schaeffer, Tim  
Sosnowski, Susan  
Thiele, Fred  
Train, Stephen  
Ware, Megan  
White, Ritchie

Rawls, Kathy  
Rhodes, Malcolm  
Rogers, Matt  
Sikorski, David  
Starks, Caitlin  
Thomas, Skye  
Truesdale, Corinne  
Watters, David  
Woodward, Spud