



# 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. 24-091

Charge To : 0396000IASB

Approved by: Laura Leach *Laura Leach*  
Nov 8, 2024

**Meeting Name:** Striped Bass Special Board Meeting December 2024

**Meeting Date:** 16-DEC-2024

**Meeting Location:** Arlington, VA

**Hotel Details:** Meeting and Accommodations: The Westin Crystal City, 1800 Richmond Highway, Arlington, VA 22202; 888.236.2427

**Cutoff Date:** 26-NOV-2024

**Per Diem:** Room: \$182 plus tax (sgl/dbl); Meals: \$113 (\$30/\$34/\$49)

**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 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\\_2024.pdf](http://www.asmfc.org/files/Meetings/TravelReimbursementGuidelines_2024.pdf) and the Electronic Travel Voucher: [http://www.asmfc.org/files/Meetings/ASMFCElectronicTravelVoucher\\_2024.xlsx](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	Armini, Jennifer	Batsavage, Chris
Berger, Tina	Borden, David	Braun-Ricks, Ingrid
Brown, Robert	Brust, Jeff	Carson, William
Cimino, Joe	Clark, John	Cloyd, Rese
Corbett, Heather	Curatolo-Wagemann, Scott	Davis, Justin
Delloso, David	Diggs, Danny	Dize, Russell
Fegley, Lynn	Ferrara, Sarah	Franke, Emilie
Gary, Marty	Gates, Matthew	Geer, Patrick
Gilmore, Jim	Gopal, Vin	Grabowski, Tyler
Green, Jamie	Gresko, Joseph	Grout, Doug
Hasbrouck, Emerson	Hepler, Allison	Hyatt, William
Kaelin, Jeff	Kane, Raymond	Keliher, Pat
Kuhn, Kristopher	Kulik, Anita	Lafrance, Robert
Luisi, Michael	Lustig, Loren	Maniscalco, John
Mannen, Jerry	Mckiernan, Dan	Mcnamee, Jason
Mercer, Jeff	Meserve, Nichola	Miller, Roy
Miner, Craig	Minor, James	Nowalsky, Adam
Owens, Ron	Patterson, Cheri	Pugh, Craig
Rawls, Kathy	Reid, Eric	Reny, Cameron
Ryan, Daniel	Schaeffer, Tim	Sikorski, David
Sosnowski, Susan	Stein, Dana	Thiele, Fred
Thomas, Chad	Train, Stephen	Ware, Megan
Watters, David	White, Ritchie	Wray, Michael
Zobel, Renee		