



# Atlantic States Marine Fisheries Commission

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

703.842.0740 703.842.0741(fax) www.asmfmc.org

Vision: Sustainably Managing Atlantic Coastal Fisheries

## TRAVEL AUTHORIZATION

**TA No.** 16-059

**Charge To:** 0296000ESUM

**Approved by:** Laura Leach

**Meeting Name:** ASMFC Summer Meeting 2016

**Meeting Date:** AUG-02-2016 - AUG-04-2016

**Meeting Location:** Alexandria, Virginia

**Hotel Details:** The Westin Alexandria 400 Courthouse Square, Alexandria, Virginia 22314 Reservations: 886.837.4210 Identify ASMFC to receive discounted rate

**Cutoff Date:** JUN-29-2016

**Per Diem:** Hotel: \$162.00 plus tax single/dbl Meals: \$64 (\$16 breakfast /\$17 lunch /\$31 dinner)

**Mileage Rate:** \$0.54/mile; transportation expenses over \$500 must be pre-approved by Laura Leach, Pat Campfield, Toni Kerns or Mike Cahall

**Airport Transportation:** Washington National/Reagan Int'l(DCA): 5 mi. Taxi: \$25-\$30 Metrorail: Take blue (Franconia-Springfield) or yellow line (Huntington) from the airport to King Street Station. The hotel's complimentary shuttle operates daily 7:00am-10:00pm and provides transportation to/from the station (3 blocks) or any location within a 1.5 mi. radius of the hotel. The shuttle does not operate on a regular schedule. Contact the Westin front desk (703.253.8600) in advance or upon arrival at the station to arrange for shuttle pickup. Dulles Airport (IAD): 35 mi.; Baltimore-Washington Int'l Airport (BWI): 40 mi.

**Local Transportation:** The King Street Trolley (free) runs every 10 minutes between Union Street and the King Street - Old Town Metrorail station. Refer <http://www.visitalexandriava.com/> for additional local information

**Basic Guidelines:** 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). You are responsible for determining your arrival and departure times. Commissioners (or their proxies) are eligible to be at all meetings; all others are eligible for reimbursement for meetings of boards/committees of which they are a member. ASMFC reserves the right to disallow travel expenses it deems excessive or unnecessary to conduct ASMFC business. Complete ASMFC Travel Reimbursement Guidelines can be found at [www.asmfmc.org/files/Meetings/TravelReimbursementGuidelines\\_Jan2016.pdf](http://www.asmfmc.org/files/Meetings/TravelReimbursementGuidelines_Jan2016.pdf).

**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:**

### Authorized Travelers:

Abbott, Dennis

Addison, Nancy

Adler, William

Alexander, Mark

Allen, Russ

Altman, Thad

Andrzejczak, Robert

Appelman, Max

Armstrong, Mike

Arway, John

Ballou, Bob

Baum, Tom

Beal, Robert

Belcher, Carolyn

Berger, Tina

Blanchard, Kurt

Blazer, David

Borden, David



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## Authorized Travelers:

Boyle, Philip	Boyles, Robert	Brady, Doug
Bull, John	Cahall, Michael	Campfield, Patrick
Carson, William	Chanda, David	Chase, Bradford
Cimino, Joe	Clark, John	Coit, Janet
Cooper, James	Cornish, Jon	Cromer, Ronnie
Daniel, Louis	Davenport, Catherine	Davis, Braxton
Dean, Rachel	Doctor, Steve	Drew, Katie
Duval, Michelle	Estes, Jim	Fegley, Lynn
Ferrara, Sarah	Fote, Tom	Frampton, Chisolm
Gary, Martin	Geer, Patrick	Giannini, Colleen
Gibson, Mark	Gillingham, Lewis	Gilmore, Jim
Glenn, Robert	Goldsborough, William	Grout, Doug
Harp, Ashton	Harrison, Jane	Hasbrouck, Emerson
Heins, Steve	Hirrlinger, Amy	Huss, Timothy
Kaelin, Jeff	Kasper, Jacob	Keliher, Pat
Kerns, Toni	Kersey, Robert	King, Bryan
Kipp, Jeff	Langley, Brian	Leach, Laura
Lengyel, Nicole	Luisi, Michael	Lustig, Loren
Lynn, Bob	Madsen, Shanna	Mccawley, Jessica
Mcdonough, Chris	Mckiernan, Dan	Mcmurray, John
Mcnamee, Jason	Meserve, Nichola	Messeck, Douglas
Michels, Stewart	Miller, Roy	Miner, Craig
Moore, J. Thomas	Muffley, Brandon	Murphy, Michael
Nimmer, Chad	Nowalsky, Adam	O'Brien, Ed
O'Reilly, Rob	Orndorf, Bill	Park, Ian
Patterson, Cheri	Peake, Sarah	Pierce, David
Pierce, Jeff	Pugh, Craig	Reid, Eric
Rhodes, Malcolm	Rice, William	Rickabaugh, Harry
Roberts, Dorothy	Robertson, Cynthia A	Robson, Mark
Rootes-Murdy, Kirby	Ryan, Daniel	Saveikis, David
Schick, Kyle	Self, Ross	Shiels, Andrew
Simpson, David	Snellbaker, Jason	Sosnowski, Susan
Stein, Dana	Steinburg, Bob	Stewart, Lance
Stockwell, Terry	Stuart, Richard	Tompkins, Deke
Train, Stephen	Vereb, Mike	Ware, Megan
Watters, David	White, Ritchie	Wildman, Tim
Woodward, Spud	Wyatt, Elizabeth	Zeman, Chris
Ziobron, Melissa		