



# Atlantic States Marine Fisheries Commission

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

703.842.0740 703.842.0741(fax) www.asmf.org

Vision: Sustainably Managing Atlantic Coastal Fisheries

## TRAVEL AUTHORIZATION

**TA No.** 17-038

**Charge To:** 0296000EWIN

**Approved by:** Laura Leach

**Meeting Name:** ASMFC Winter Meeting 2017

**Meeting Date:** JAN-30-2017 - FEB-02-2017

**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:** DEC-30-2016

**Per Diem:** Hotel: \$179.00 plus tax single/dbl Meals: \$64 (\$16 breakfast /\$17 lunch /\$31 dinner)

**Mileage Rate:** \$0.535/mile, eff. January 5, 2017. Rental cars must be specifically authorized

**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:** 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.

**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.asmf.org/files/Meetings/TravelReimbursementGuidelines\\_Jan2017.pdf](http://www.asmf.org/files/Meetings/TravelReimbursementGuidelines_Jan2017.pdf) and the Electronic Travel Voucher: [http://www.asmf.org/files/Meetings/ASMFCElectronicTravelVoucher\\_Jan17.xlsx](http://www.asmf.org/files/Meetings/ASMFCElectronicTravelVoucher_Jan17.xlsx) Please contact the ASMFC office if you have questions or would like staff assistance.

### Authorized Travelers:

Abbott, Dennis	Addison, Nancy	Adler, William
Alexander, Mark	Allen, Russ	Altman, Thad
Andrzejczak, Robert	Anstead, Kristen	Appelman, Max
Armstrong, Mike	Arnott, Steve	Arway, John
Ballou, Bob	Batsavage, Chris	Baum, Tom



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### Authorized Travelers:

Beal, Robert	Berger, Tina	Blanchard, Kurt
Blazer, David	Borden, David	Boyle, Philip
Boyles, Robert	Brady, Doug	Bull, John
Bush, David	Campfield, Patrick	Carson, William
Chanda, David	Chase, Bradford	Cimino, Joe
Clark, John	Cloutier, Rene	Coit, Janet
Cromer, Ronnie	Daniel, Louis	Davenport, Catherine
Davis, Braxton	Dean, Rachel	Drew, Katie
Duval, Michelle	Eastman, Michael	Estes, Jim
Fegley, Lynn	Ferrara, Sarah	Fote, Tom
Furlong, Larry	Gartland, Jim	Gary, Marty
Geer, Patrick	Gibson, Mark	Gilmore, Jim
Grout, Doug	Harp, Ashton	Hasbrouck, Emerson
Havel, Lisa	Heins, Steve	Hirrlinger, Amy
Kaelin, Jeff	Kane, Raymond	Keliher, Pat
Kerns, Toni	Kersey, Robert	King, Bryan
Kipp, Jeff	Knowlton, Kathy	Langley, Brian
Leach, Laura	Lengyel, Nicole	Luisi, Michael
Lustig, Loren	Lynn, Bob	Madsen, Shanna
Mccawley, Jessica	Mcdonough, Chris	Mckiernan, Dan
Mckown, Kim	Mcmurray, John	Mcnamee, Jason
Meserve, Nichola	Michels, Stewart	Miller, Roy
Miner, Craig	Moore, Grant	Moore, J. Thomas
Nimmer, Chad	Nowalsky, Adam	O'Brien, Ed
O'Reilly, Rob	Orndorf, Bill	Patterson, Cheri
Peake, Sarah	Pierce, David	Powers, Thomas
Pugh, Craig	Reardon, Kathleen	Reid, Eric
Rhodes, Malcolm	Rickabaugh, Harry	Roberts, Dorothy
Robertson, Cynthia A	Robson, Mark	Rootes-Murdy, Kirby
Ryan, Daniel	Saveikis, David	Schick, Kyle
Schmidtke, Michael	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
Wojcik, Greg	Woodward, Spud	Zeman, Chris
Ziobron, Melissa	Zobel, Renee	