



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. 19-036

Charge To: 0296000ESPR/0026000ESP**Approved by:** Laura Leach

Meeting Name: ASMFC Spring Meeting 2019

Meeting Date: APR-29-2019 - MAY-02-2019

Meeting Location: Arlington, Virginia

Hotel Details: The Westin Crystal City 1800 S. Eads Street, Arlington, VA 22202. Reservations can be made online via Star Group Website or 703.486.1111 and identify Atlantic States Marine Fisheries Commission to receive discounted rate.

Cutoff Date: APR-01-2019

Per Diem: Hotel: \$251 plus tax (sgl/dbl) Meals: \$71 (\$18/\$19/\$34)

Mileage Rate: \$0.58/mile, eff. January 1, 2019. Rental cars must be specifically authorized.

Airport Transportation: The Westin Crystal City provides 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 30 minutes. From the hotel: first departure is 5:00AM; last departure is 11:30PM. From DCA: first departure: 5:15 AM; last departure is at 11:45 PM. 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 within walking distance from Crystal City Metro Station

Local Transportation: 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: (underground) Self-parking \$25/day

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.asmf.org/files/Meetings/TravelReimbursementGuidelines_Jan2019.pdf and the Electronic Travel Voucher: http://www.asmf.org/files/Meetings/ASMFCElectronicTravelVoucher_Jan19.xlsx. Please contact the ASMFC office if you have questions or would like staff assistance.

Authorized Travelers:

Abbott, Dennis	Allen, Russ	Altman, Thad
Andrzejczak, Robert	Anstead, Kristen	Anthony, Steve
Appelman, Max	Armstrong, Mike	Ballou, Bob
Batsavage, Chris	Beal, Robert	Bell, Mel



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Authorized Travelers:

Berger, Tina	Blanchard, Kurt	Blanton, Michael
Blazer, David	Borden, David	Bowman, Steven
Boyles, Robert	Brown, Robert	Brunson, Jeff
Brust, Jeff	Burgess, Erika	Cahall, Michael
Campfield, Patrick	Carroll, Jay	Carson, William
Cimino, Joe	Clark, John	Corbett, Heather
Cromer, Ronnie	Davidson, Maureen	Davis, Justin
Dize, Russell	Drew, Katie	Eastman, Michael
Estes, Jim	Fegley, Lynn	Ferrara, Sarah
Fote, Tom	Frazier, Bryan	Furlong, Larry
Gadomski, Tom	Garner, Greg	Gary, Marty
Gates, Matthew	Geer, Patrick	Gillingham, Lewis
Gilmore, Jim	Grout, Doug	Hasbrouck, Emerson
Havel, Lisa	Haymans, Doug	Herrighty, Larry
Hyatt, William	Jacobs, Chris	Jacobson, Larry
Kaelin, Jeff	Kaminsky, Todd	Kane, Raymond
Keliher, Pat	Kerns, Toni	Kersey, Robert
King, Bryan	Kipp, Jeff	Knowlton, Kathy
Konell, Heather	Kuesel, Jessica	Lauderman, Richard
Leach, Laura	Lengyel, Nicole	Luisi, Michael
Lupton, Dee	Lustig, Loren	Lynn, Bob
Mannen, Jerry	Mason, T. Montgomery	Mccawley, Jessica
Mccreight, Jay	Mcdonough, Chris	Mckiernan, Dan
Mcmanus, Conor	Mcmurray, John	Mcnamee, Jason
Meserve, Nichola	Messeck, Douglas	Michels, Stewart
Miller, Roy	Miner, Craig	Miramant, David
Moran, Pat	Murphey, Steve	Murray, Sarah
Nowalsky, Adam	O'Brien, Ed	O'Reilly, Rob
Orndorf, Bill	Patterson, Cheri	Peake, Sarah
Pearce, N Scott	Perry, Derek	Pierce, David
Plumlee, J. Bryan	Popoff, Nick	Pugh, Craig
Reardon, Kathleen	Reid, Eric	Rhodes, Malcolm
Rickabaugh, Harry	Robertson, Cynthia A	Robson, Mark
Rootes-Murdy, Kirby	Ryan, Daniel	Saveikis, David
Schaeffer, Tim	Schmidtke, Michael	Shiels, Andrew
Snellbaker, Jason	Sosnowski, Susan	Starks, Caitlin
Stein, Dana	Steinburg, Bob	Tompkins, Deke
Train, Stephen	Ware, Megan	Watters, David
White, Geoffrey	White, Ritchie	Williams, Keith



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Authorized Travelers:

Wojcik, Greg

Woodward, Spud

Ziobron, Melissa

Zobel, Renee