



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. 19-019 **Charge To:** 0296000EWIN **Approved by:** Laura Leach

Meeting Name: ASMFC Winter Meeting 2019

Meeting Date: FEB-05-2019 - FEB-07-2019

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: JAN-07-2019

Per Diem: Hotel: \$181 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 \$34-\$40/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	Appelman, Max
Armstrong, Mike	Ballenger, Joey	Ballou, Bob
Batsavage, Chris	Beal, Robert	Berger, Tina



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Authorized Travelers:

Blanchard, Kurt	Blanton, Michael	Blazer, David
Borden, David	Bowman, Steven	Boyle, Philip
Boyles, Robert	Brown, Robert	Brust, Jeff
Cahall, Michael	Campfield, Patrick	Carson, William
Celestino, Michael	Cimino, Joe	Clark, John
Cloutier, Rene	Colden, Allison	Corbett, Heather
Cromer, Ronnie	Davidson, Maureen	Davis, Justin
Dize, Russell	Drew, Katie	Eastman, Michael
Edwards, Phillip	Estes, Jim	Falk, Michael
Fegley, Lynn	Ferrara, Sarah	Fote, Tom
Furlong, Larry	Gary, Marty	Gates, Matthew
Geer, Patrick	Gillingham, Lewis	Gilmore, Jim
Grout, Doug	Hasbrouck, Emerson	Havel, Lisa
Haymans, Doug	Herrighty, Larry	Hyatt, William
Jacobs, Chris	Kaelin, Jeff	Kane, Raymond
Keliher, Pat	Kerns, Toni	Kersey, Robert
King, Bryan	Kipp, Jeff	Knowlton, Kathy
Konell, Heather	Kuesel, Jessica	Leach, Laura
Lengyel, Nicole	Luisi, Michael	Lupton, Dee
Lustig, Loren	Lynn, Bob	Mannen, Jerry
Mason, T. Montgomery	Mccawley, Jessica	Mcdonough, Chris
Mckiernan, Dan	Mcnamee, Jason	Meserve, Nichola
Michels, Stewart	Miller, Roy	Miner, Craig
Murphey, Steve	Murray, Sarah	Nowalsky, Adam
O'Brien, Ed	O'Reilly, Rob	Orndorf, Bill
Patterson, Cheri	Peake, Sarah	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
Schwaab, Ali	Self, Ross	Shiels, Andrew
Snellbaker, Jason	Sosnowski, Susan	Sprankle, Ken
Starks, Caitlin	Stein, Dana	Steinburg, Bob
Tompkins, Deke	Train, Stephen	Ware, Megan
Watters, David	White, Geoffrey	White, Ritchie
Wojcik, Greg	Woodward, Spud	Ziobron, Melissa
Zobel, Renee		