



Atlantic States Marine Fisheries Commission

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

703.842.0740 703.842.0741(fax) www.asmfc.org

Vision: Sustainable and Cooperative Management of Atlantic Coastal Fisheries

TRAVEL AUTHORIZATION

TA No. 20-014

Charge To: 0296000EWIN/0026000EWIN **Approved by:** Laura Leach

Meeting Name: ASMFC Winter Meeting 2020

Meeting Date: FEB-04-2020 - FEB-06-2020

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-06-2020

Per Diem: Hotel: \$184 plus tax (sgl/dbl) Meals: \$71 (\$18/\$19/\$34)

Mileage Rate: \$0.575/mile, eff. January 1, 2020. 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 (Underground) 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: On-site (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.asmfc.org/files/Meetings/TravelReimbursementGuidelines_Jan2020.pdf and the Electronic Travel Voucher: http://www.asmfc.org/files/Meetings/ASMFCElectronicTravelVoucher_Jan2020.xlsx. Please contact the ASMFC office if you have questions or would like staff assistance.

Authorized Travelers:

Abbott, Dennis	Allen, Russ	Altman, Thad
Anderson, Bill	Anstead, Kristen	Appelman, Max
Armstrong, Mike	Ballenger, Joey	Batsavage, Chris
Beal, Robert	Bell, Mel	Berger, Tina



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Authorized Travelers:

Blanchard, Kurt	Blanton, Michael	Bolen, Ellen
Borden, David	Bowman, Steven	Boyles, Robert
Brown, Delayne	Brown, Robert	Buckel, Jeff
Campfield, Patrick	Carson, William	Celestino, Michael
Cieri, Matt	Cimino, Joe	Clark, John
Colden, Allison	Colson Leaning, Dustin	Corbett, Heather
Cromer, Ronnie	Davidson, Maureen	Davis, Justin
Defilippi Simpson, Julie	Dize, Russell	Drew, Katie
Drzewicki, Maya	Estes, Jim	Fegley, Lynn
Ferrara, Sarah	Fote, Tom	Frazier, Bryan
Garner, Greg	Gary, Marty	Gates, Matthew
Geer, Patrick	Gillingham, Lewis	Gilmore, Jim
Giuliano, Angela	Hasbrouck, Emerson	Havel, Lisa
Haymans, Doug	Hodge, Chris	Houghtaling, Eric
Hyatt, William	Jacobs, Chris	Jones, Mike
Kaminsky, Todd	Kane, Raymond	Keliher, Pat
Kendall, Peter	Kerns, Toni	Kersey, Robert
King, Bryan	Kipp, Jeff	Konell, Heather
Langley, Phil	Leach, Laura	Lengyel Costa, Nicole
Luisi, Michael	Lustig, Loren	Mannen, Jerry
Mason, T. Montgomery	Mccawley, Jessica	Mccreight, Jay
Mcdonough, Chris	Mckiernan, Dan	Mcmanus, Conor
Mcmurray, John	Mcnamee, Jason	Meserve, Nichola
Michels, Stewart	Miller, Roy	Miner, Craig
Miramant, David	Murphey, Steve	Murray, Sarah
Nowalsky, Adam	O'Keefe, Cate	Orndorf, Bill
Patterson, Cheri	Peake, Sarah	Plumlee, J. Bryan
Powell, Marissa	Pugh, Craig	Reid, Eric
Rhodes, Malcolm	Rhodes, Trey	Rickabaugh, Harry
Robertson, Cynthia A	Rootes-Murdy, Kirby	Ryan, Daniel
Saveikis, David	Schaeffer, Tim	Schmidtke, Michael
Shiels, Andrew	Sosnowski, Susan	Starks, Caitlin
Stein, Dana	Steinburg, Bob	Tompkins, Deke
Train, Stephen	Ware, Megan	Watters, David
White, Geoffrey	White, Ritchie	Woodward, Spud
Ziobron, Melissa	Zobel, Renee	