



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: Sustainable and Cooperative Management of Atlantic Coastal Fisheries

TRAVEL AUTHORIZATION

TA No. 23-056 **Charge To :** 0396000INOR **Approved by:** Laura Leach *Laura Leach*
Nov 7, 2023

Meeting Name: Northern Shrimp Section Meeting

Meeting Date: 30-NOV-2023 - 01-DEC-2023

Meeting Location: Portland, ME

Hotel Details: The Westin Portland Harborview, 157 High St, Portland, ME 04101, (207) 775-5411. Click the following link to reserve your room.
<https://www.marriott.com/event-reservations/reservation-link.mi?id=1698955862306&key=GRP&app=resvlink>

Cutoff Date: 13-NOV-2023

Per Diem: Hotel = \$110 (sgl/dbl); Meals = \$59 (\$14/\$16/\$29)

Mileage Rate: \$0.655/mile, eff. January 1, 2023. Rental cars must be specifically authorized.

Airport Transportation: Portland International Airport is 3.8 Miles from the hotel.

Local Transportation: The hotel is walkable to many restaurants and venues located in downtown historic Portland.

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: \$33.00 for Self-Parking and \$43 for Valet

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.



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General Notes:

Complete ASMFC Travel Reimbursement Guidelines can be found at http://www.asmfc.org/files/Meetings/TravelReimbursementGuidelines_2023.pdf and the Electronic Travel Voucher: http://www.asmfc.org/files/Meetings/ASMFCElectronicTravelVoucher_2023.xlsx. Please contact the ASMFC office if you have questions or would like staff assistance.

Authorized Travelers:

Abbott, Dennis	Alexander, Marshall	Armstrong, Mike
Bennett, Mark	Berger, Tina	Brown, Delayne
Drew, Katie	Ferrara, Sarah	Fuller, Spencer
Grout, Doug	Hepler, Allison	Jurek, Joseph
Kane, Raymond	Keliher, Pat	Kendall, Peter
Kerns, Toni	Libby, Gary	Mckiernan, Dan
Patterson, Cheri	Peake, Sarah	Reny, Cameron
Seiders, John	Train, Stephen	Tuohy, Chelsea
Ware, Megan	Watters, David	White, Ritchie
Zobel, Renee		






TA 23-056 Northern Shrimp Section Meeting

Final Audit Report

2023-11-07

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