



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. 22-017

Charge To: 0396000INOR

Approved by: Laura Leach

Meeting Name: Northern Shrimp Section Meeting

Meeting Date: AUG-18-2022

Meeting Location: Portland, Maine

Hotel Details: Meeting location: The Westin Portland Harborview 157 High Street Portland, ME 04101 Note: No arrangements made for overnight accommodations

Cutoff Date:

Per Diem: Hotel: \$176 plus tax Meals: \$59 (\$14/\$16/\$29)

Mileage Rate: \$0.625/mile, eff. July 1, 2022. Rental cars must be specifically authorized.

Airport Transportation: Portland Jetport: 3.8 miles

Local Transportation: Located in downtown Portland, an historic and arts district that serves as the city's main thoroughfare. Congress Street is within short walking distance of the Old Port and waterfront

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. 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: Off-Site Parking @ Gateway Garage: 181 High Street .1 Miles

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_2022.pdf and the Electronic Travel Voucher: http://www.asmfc.org/files/Meetings/ASMFCElectronicTravelVoucher_2022.xlsx. Please contact the ASMFC office if you have questions or would like staff assistance.

Authorized Travelers:

Abbott, Dennis	Alexander, Marshall	Armstrong, Mike
Atwood, Robert	Bennett, Mark	Berger, Tina
Brown, Delayne	Colson Leaning, Dustin	Drew, Katie
Ferrara, Sarah	Fuller, Spencer	Hunter, Maggie
Jurek, Joseph	Kane, Raymond	Keliher, Pat
Kendall, Peter	Kerns, Toni	Lang, Kurtis
Lee, Adam	Libby, Gary	Mccreight, Jay
Mckiernan, Dan	Miramant, David	Patterson, Cheri



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Authorized Travelers:

Peake, Sarah

Seiders, John

Train, Stephen

Ware, Megan

Watters, David

White, Ritchie

Whitmore, Kelly

Wilcox, Steve

Zobel, Renee