



# 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](http://www.asmfc.org)

Vision: Sustainable and Cooperative Management of Atlantic Coastal Fisheries

## TRAVEL AUTHORIZATION

**TA No.** 24-037      **Charge To :** 0036000ESPR/0396000ESPR      **Approved by:** Laura Leach

**Meeting Name:** 2024 ASMFC Spring Meeting

**Meeting Date:** 29-APR-2024 - 02-MAY-2024

**Meeting Location:** Arlington, VA

**Hotel Details:** Meeting and accommodations: The Westin Crystal City, 1800 Richmond Highway, Arlington, VA 22202. Reserve your room online: <https://www.marriott.com/event-reservations/reservation-link.mi?id=1700577580210&key=GRP&app=resvlink> Or call 1.888.236.2427 and identify the ASMFC Spring Meeting to receive the discounted rate.

**Cutoff Date:** 03-APR-2024

**Per Diem:** Room: \$258 plus tax (sgl/dbl); Meals: \$96 (\$23/\$26/\$47)

**Mileage Rate:** \$0.67/mile, eff. January 1, 2024. Rental cars must be specifically authorized.

**Airport Transportation:** The Westin Crystal City provides a 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 15 minutes (4:30-8:00 AM) and every 30 minutes (8:00 AM-10:30 PM).

**Local Transportation:** 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 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 select the most reasonable mode of transportation. 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. 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.

**Parking:** Self-Parking on-site (underground) is discounted to \$35/day. See the front desk when



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checking out to request a rate adjustment.

**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](mailto:accounting@asmfc.org).

Click the links below to download the ASMFC Travel Reimbursement Guidelines and Travel Voucher.

[http://www.asmf.org/files/Meetings/TravelReimbursementGuidelines\\_2024.pdf](http://www.asmf.org/files/Meetings/TravelReimbursementGuidelines_2024.pdf)

[http://www.asmf.org/files/Meetings/ASMFCElectronicTravelVoucher\\_2024.xlsx](http://www.asmf.org/files/Meetings/ASMFCElectronicTravelVoucher_2024.xlsx).

Please contact the ASMFC office if you have questions or would like staff assistance.

## General Notes:

### Authorized Travelers:

Abbott, Dennis

Armstrong, Mike

Bauer, Tracey

Belcher, Carolyn

Borden, David

Braun, Ingrid

Brust, Jeff

Carson, William

Cimino, Joe

Colden, Allison

Cosgrove, John

Cromer, Ronnie

Defilippi Simpson, Julie

Desteph, William

Dyar, Ben

Feigenbaum, Mitchell

Gadomski, Tom

Geer, Patrick

Gopal, Vin

Gresko, Joseph

Hasbrouck, Emerson

Hodge, Chris

Iverson-Cason, Stephanie

Altman, Thad

Baker, Chris

Beal, Rob

Berger, Tina

Bouffard, Colleen

Brown, Delayne

Burgess, Erika

Carty, Danielle

Clark, John

Corbett, Heather

Couch, Nick

Curatolo-Wagemann, Scott

Delloso, David

Dize, Russell

Edwards, Phillip

Ferrara, Sarah

Gary, Marty

Gillingham, Lewis

Grabowski, Tyler

Grist, Joseph

Haymans, Doug

Hornstein, Jesse

Jacobs, Chris

Anstead, Kristen

Batsavage, Chris

Beal, Robert

Blanchard, Kurt

Boyle, James

Brown, Robert

Campfield, Patrick

Carty, Lisa

Cloyd, Rese

Corbin, Matthew

Craig, Caitlin

Davis, Justin

Delucia, Mari-Beth

Drew, Katie

Fegley, Lynn

Franke, Emilie

Gates, Matthew

Giuliano, Angela

Green, Jamie

Grout, Doug

Hepler, Allison

Hyatt, William

Jennings, Gary



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Kaalstad, Simen  
Keliher, Pat  
Kerns, Toni  
Kuhn, Kristopher  
Law, Alexander  
Lustig, Loren  
Mannen, Jerry  
Mcmanus, Conor  
Meserve, Nichola  
Musante, Madeline  
Owens, Ron  
Peake, Sarah  
Powell, Marisa  
Pugh, Tracy  
Renchen, Jeff  
Rhodes, Trey  
Rogers, Matt  
Salmon, Brandi  
Self, Ross  
Smott, Somers  
Starks, Caitlin  
Thomas, Chad  
Train, Stephen  
Underwood, Robert  
Watters, David  
Willey, Angel  
Woodward, Spud

Kaelin, Jeff  
Kennedy, Carrie  
Kipp, Jeff  
Kulik, Anita  
Leach, Laura  
Madsen, Shanna  
Mccawley, Jessica  
Mcnamee, Jason  
Miller, Roy  
Newlin, Scott  
Patel, Jainita  
Pearce, N Scott  
Power, Heather  
Rawls, Kathy  
Reny, Cameron  
Rickabaugh, Harry  
Ryan, Daniel  
Schaeffer, Tim  
Sikorski, David  
Snellbaker, Jason  
Stein, Dana  
Thomas, Michael  
Truesdale, Corinne  
Walker, Jason  
White, Geoffrey  
Williams, Keith  
Wray, Michael

Kane, Raymond  
Keppler, Blaik  
Knowlton, Kathy  
Lafrance, Robert  
Luisi, Michael  
Maniscalco, John  
Mckiernan, Dan  
Mercer, Jeff  
Miner, Craig  
Nowalsky, Adam  
Patterson, Cheri  
Plumlee, J. Bryan  
Pugh, Craig  
Reid, Eric  
Rhodes, Malcolm  
Rodrigue, Katherine  
Sabo, Jeffrey  
Scott, Brian  
Simpson, Ethan  
Sosnowski, Susan  
Thiele, Fred  
Thomas, Skye  
Tuohy, Chelsea  
Ware, Megan  
White, Ritchie  
Wojcik, Greg  
Zobel, Renee