



# 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

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## Atlantic Striped Bass Advisory Panel Meeting

Sheraton Baltimore Washington Airport Hotel - BWI  
1100 Old Elkridge Landing Road, Linthicum, MD  
443.577.2100

October 15, 2014  
10:00 a.m.-3:30 p.m.

### Draft Agenda

The times listed are approximate; the order in which these items will be taken is subject to change; other items may be added as necessary.

1. Welcome/Approve Agenda
2. Review of Striped Bass Draft Addendum IV for Public Comment (*M. Waine*)
3. Review Preliminary Public Comment Summary on Draft Addendum IV for Public Comment (*M. Waine*)
4. Develop Advisory Panel Report Regarding Recommendations for Draft Addendum IV options (*K. Place*)
5. Other business/adjourn

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*Vision: Sustainably Managing Atlantic Coastal Fisheries*

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## TRAVEL AUTHORIZATION

**TA Number:** 14-093

**Charge To:** 0196000IASB

**Authorized By:** Laura Leach

**Meeting Name:** Striped Bass Advisory Panel

**Meeting Date(s):** 10/15/2014

**Location:** Linthicum , MD

**Hotel Details:** Sheraton Baltimore Washington Airport Hotel - BWI 1100 Old Elkridge Landing Road •  
Linthicum, MD 21090

**Cutoff Date:**

**Per Diem:** Meals: \$56 (\$10 Breakfast, \$15 Lunch, \$31 Dinner)

**Mileage Rate:** \$0.56/mile; transportation expenses over \$500 must be pre-approved by Laura Leach,  
Pat Campfield or Toni Kerns

**Airport Transportation:** Approximately 2.1 miles from Baltimore/Washington International Airport; shuttle service to  
and from the hotel complimentary

**Local Transportation:**

**Parking:** Complimentary self-parking

**Basic Guidelines(\*):** 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). You are responsible for determining your arrival and departure times. Commissioners (or their proxies) are eligible to be at all meetings; all others are eligible for reimbursement for meetings of boards/committees of which they are a member. ASMFC reserves the right to disallow travel expenses it deems excessive or unnecessary to conduct ASMFC business.

Complete ASMFC Travel Reimbursement Guidelines can be found at  
<http://www.asmfc.org/files/Meetings/TravelReimbursementGuidelines.pdf>

**Reimbursement:** You must submit an ASMFC travel voucher with receipts within 30 days of the final day of travel (<http://www.asmfc.org/files/Meetings/ASMFCElectronicTravelVoucher.xls>). Electronic travel vouchers and scanned receipts are preferred and should be sent to [accounting@asmfc.org](mailto:accounting@asmfc.org). Vouchers and receipts will also be accepted via snail mail if emailing is not an option.

### Authorized Travelers:

Al Ristori

Arnold Leo

C. Louis Bassano

Chip Gray

Chuck Casella

David Pecci

David Sikorski

Douglas Amorello

Ed O'Brien

Edwin Cook

Joe Fletcher

John G. McMurray

John Pedrick

Kelly Place

Kyle Douton

Leonard Harry Voss Jr.

Mike Waine

Nicholas Grez

Peter Whelan

Riley Williams

William Hall, Jr.

MAINE . NEW HAMPSHIRE . MASSACHUSETTS . RHODE ISLAND . CONNECTICUT . NEW YORK . NEW JERSEY . DELAWARE  
PENNSYLVANIA . MARYLAND . VIRGINIA . NORTH CAROLINA . SOUTH CAROLINA . GEORGIA . FLORIDA

# Atlantic States Marine Fisheries Commission

## *Travel Reimbursement Guidelines*

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Following are guidelines for use when traveling on Atlantic States Marine Fisheries Commission business. If, after reading these guidelines, you have questions that remain unanswered, please call Laura Leach at the Commission (703)842-0740.

When you receive a travel authorization from the Commission, it will list your name as eligible for reimbursement. It is your responsibility to make your travel arrangements, based on meetings that you are required to attend. For example, if the Commission is meeting in Maine, you live in Georgia, and your meeting begins at 10:00 a.m., you will need to arrive the day before. You will probably need to stay over the night of your meeting, if it ends at 5:00 p.m. or later. If, however, you have a meeting that lasts 4 hours on one day but you stay at the meeting all week, you will not be reimbursed for expenses that are incurred outside of your meeting.

The basic guidelines for travel are outlined at the top of the travel voucher. Additional details:

- **“Per Diem”** varies by location of the meeting, and will be listed on each travel authorization.
- **“Transportation Fares”** covers airfare, train, bus or rental car; rental cars must be specifically authorized by ASMFC. **Please try to find a reasonable airfare by researching different airports and airlines.** For example, when flying to Washington, DC from many cities (especially those with Southwest Airlines) it’s more cost effective to fly to Baltimore/Washington Airport (BWI) and take the train/subway to the hotel.  
**NOTE: Transportation fares over \$500 must be pre-approved by Laura Leach, Toni Kerns or Pat Campfield.**
- **“Mileage”** is currently **56** cents per mile (effective 1/1/14). You may claim mileage when using your privately owned vehicle as transportation to and from the meeting; as well as to and from your departure terminal.
- **“Other Expenses”** covers tips or other expenses not specifically listed.

Please note that all expenses must be itemized separately on the travel form which can be found at <http://www.asmfc.org/files/Meetings/ASMFCElectronicTravelVoucher.xls>. Original receipts plus one copy of each receipt must be provided for all expenses claimed, except for meals. Your airline itinerary is not an acceptable receipt; you must submit the “passenger receipt” from the actual ticket. For electronic tickets (e-tickets), we will accept a copy of your confirmation; or simply your boarding passes if you only have a confirmation number. Receipts for all tolls, cabs, and parking must be submitted in order to receive reimbursement for those charges. Any toll, cab, or parking charges lacking a receipt will be disallowed. EZ Pass statements will be accepted as a valid receipt for tolls.

If you make your hotel reservation after the cutoff date and cannot get our negotiated rate, the Commission cannot pay the higher rate that the hotel will charge, unless there are mitigating circumstances such as a request issued by ASMFC, after the cut-off date, to attend the meeting.

If you attend a meeting that is within 35 miles of your office, you will not be reimbursed for mileage or meals; however, you will be reimbursed for parking, tolls, or other expenses that you would not normally incur on a regular work day.

Your voucher must be submitted within thirty days of the last day of the meeting. Please attach original receipts when submitting by standard mail (attn: Laura Leach); if forwarding electronically, please scan and include as an attachment and email, along with electronic voucher, to [accounting@asmfc.org](mailto:accounting@asmfc.org). Copies are acceptable if submitting by fax (attn: Laura Leach).