



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. 25-040 Charge To : 0036000EWIN; 0396000EWIN Approved by: Laura Leach *Laura Leach*
Dec 23, 2024

Meeting Name: 2025 ASMFC Winter Meeting

Meeting Date: 04-FEB-2025 - 05-FEB-2025

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=1734105031293&key=GRP&guestreslink2=true&app=resvlink> Or call 1.888.236.2427 and identify the meeting name to receive the discounted rate.

Cutoff Date: 08-JAN-2025

Per Diem: Room: \$196 plus tax (sgl/dbl); Meals: \$113 (\$30/\$34/\$49)

Mileage Rate: \$0.70/mile, eff. January 1, 2025. 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 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:** Self-Parking on-site (underground) is discounted to \$35/day. See the front desk when 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. 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_2024.pdf and the Electronic Travel Voucher: http://www.asmfc.org/files/Meetings/ASMFCElectronicTravelVoucher_2024.xlsx. Please contact the ASMFC office if you have questions or would like staff assistance.

Authorized Travelers:

Abbott, Dennis	Armini, Jennifer	Baker, Chris
Batsavage, Chris	Bauer, Tracey	Beal, Rob
Beal, Robert	Belcher, Carolyn	Berger, Tina
Blanchard, Kurt	Borden, David	Bouffard, Colleen
Boyle, James	Braun-Ricks, Ingrid	Brown, Robert
Brust, Jeff	Burgess, Erika	Campfield, Patrick
Carson, William	Carty, Lisa	Cimino, Joe
Clark, John	Cloyd, Rese	Colden, Allison
Corbett, Heather	Couch, Nick	Cromer, Ronnie
Curatolo-Wagemann, Scott	Davis, Justin	Defilippi Simpson, Julie
Delloso, David	Diggs, Danny	Dize, Russell
Drew, Katie	Dyar, Ben	Fegley, Lynn
Ferrara, Sarah	Franke, Emilie	Gary, Marty
Gates, Matthew	Geer, Patrick	Gilmore, Jim
Gopal, Vin	Grabowski, Tyler	Green, Jamie
Gresko, Joseph	Grist, Joseph	Grout, Doug
Hasbrouck, Emerson	Haymans, Doug	Hepler, Allison
Hornstein, Jesse	Hyatt, William	Jacobs, Chris
Jennings, Gary	Kaalstad, Simen	Kaelin, Jeff
Kane, Raymond	Keliher, Pat	Keppler, Blaik
Kerns, Toni	Kipp, Jeff	Kuhn, Kristopher
Kulik, Anita	Lafrance, Robert	Law, Alexander
Leach, Laura	Lengyel Costa, Nicole	Luisi, Michael
Lustig, Loren	Maniscalco, John	Mannen, Jerry
Mccawley, Jessica	Mckiernan, Dan	Mcnamee, Jason
Mercer, Jeff	Meserve, Nichola	Miller, Roy
Miner, Craig	Minor, James	Musante, Madeline
Newlin, Scott	Nowalsky, Adam	Opiekun, Michael
Owens, Ron	Patel, Jainita	Patterson, Cheri
Powell, Marisa	Power, Heather	Pugh, Craig

Pugh, Tracy
Reny, Cameron
Ryan, Daniel
Sosnowski, Susan
Thiele, Fred
Thompson, Gabe
Tuohy, Chelsea
White, Geoffrey
Wray, Michael

Rawls, Kathy
Rhodes, Malcolm
Schaeffer, Tim
Starks, Caitlin
Thomas, Chad
Train, Stephen
Ware, Megan
White, Ritchie
Zobel, Renee

Reid, Eric
Rhodes, Trey
Sikorski, David
Stein, Dana
Thomas, Skye
Truesdale, Corinne
Watters, David
Woodward, Spud






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Final Audit Report

2024-12-23

Created:	2024-12-23
By:	Lisa Carty (lcarty@asmfc.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0Ndq2ukMFMBgTEHFh0CH4E6ysaEfa7kK

"TA 25-040 2025 ASMFC Winter Meeting" History

-  Document created by Lisa Carty (lcarty@asmfc.org)
2024-12-23 - 4:56:22 PM GMT
-  Document emailed to Laura Leach (lleach@asmfc.org) for signature
2024-12-23 - 4:58:05 PM GMT
-  Email viewed by Laura Leach (lleach@asmfc.org)
2024-12-23 - 5:21:36 PM GMT
-  Document e-signed by Laura Leach (lleach@asmfc.org)
Signature Date: 2024-12-23 - 5:21:48 PM GMT - Time Source: server
-  Agreement completed.
2024-12-23 - 5:21:48 PM GMT