



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. 25-051 **Charge To :** 0396000ESPR **Approved by:** Laura Leach *Laura Leach*
Mar 19, 2025

Meeting Name: 2025 ASMFC Spring Meeting

Meeting Date: 05-MAY-2025 - 08-MAY-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=1734105677618&key=GRP&guestreslink2=true&app=resvlink> Or call 1.888.236.2427 and identify the meeting name to receive the discounted rate.

Cutoff Date: 07-APR-2025

Per Diem: Room: \$276 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 toward MOUNT VERNON SQUARE or Blue Line toward 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 <https://asmfc.org/resources/travel-reimbursement-guidelines/> and the Electronic Travel Voucher: <https://asmfc.org/wp-content/uploads/2025/01/ASMFCElectronicTravelVoucher.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, Delayne
Brown, Robert	Brust, Jeff	Burgess, Erika
Campfield, Patrick	Carson, William	Carty, Lisa
Cimino, Joe	Clark, John	Cloyd, Rese
Colden, Allison	Corbett, Heather	Corbin, Matthew
Couch, Nick	Craig, Caitlin	Cromer, Ronnie
Curatolo-Wagemann, Scott	Daniels, Doug	Davis, Justin
Defilippi Simpson, Julie	Diggs, Danny	Dize, Russell
Drew, Katie	Dyar, Ben	Fegley, Lynn
Ferrara, Sarah	Franke, Emilie	Gadomski, Tom
Gary, Marty	Gates, Matthew	Geer, Patrick
Gilmore, Jim	Gopal, Vin	Grabowski, Tyler
Green, Jamie	Gresko, Joseph	Grout, Doug
Hasbrouck, Emerson	Haymans, Doug	Hepler, Allison
Hodge, Chris	Hoffmeister, Brett	Hornstein, Jesse
Hyatt, William	Iverson-Cason, Stephanie	Jacobs, Chris
Jennings, Gary	Kaalstad, Simen	Kaelin, Jeff
Kane, Raymond	Kennedy, Carrie	Keppler, Blaik
Kerns, Toni	Kipp, Jeff	Knowlton, Kathy
Kuhn, Kristopher	Kulik, Anita	Lafrance, Robert
Law, Alexander	Leach, Laura	Lengyel Costa, Nicole
Levesque, Erin	Luisi, Michael	Lustig, Loren
Maniscalco, John	Mccawley, Jessica	Mckiernan, Dan
Mcnamee, Jason	Mercer, Jeff	Meserve, Nichola
Michael, David	Miller, Roy	Miner, Craig
Minor, James	Musante, Madeline	Nowalsky, Adam

Opiekun, Michael
Patterson, Cheri
Power, Heather
Rawls, Kathy
Rhodes, Malcolm
Rogers, Matt
Schaeffer, Tim
Simpson, Ethan
Stein, Dana
Thomas, Skye
Truesdale, Corinne
Walker, Jason
Weedon, Craig
Williams, Keith
Woodward, Spud

Owens, Ron
Pearce, N Scott
Pugh, Craig
Reid, Eric
Rhodes, Trey
Ryan, Daniel
Scott, Brian
Sosnowski, Susan
Thiele, Fred
Thompson, Gabe
Tuohy, Chelsea
Ware, Megan
White, Geoffrey
Wilson, Carl
Zobel, Renee

Patel, Jainita
Powell, Marisa
Pugh, Tracy
Reny, Cameron
Rickabaugh, Harry
Salmon, Brandi
Sikorski, David
Starks, Caitlin
Thomas, Michael
Train, Stephen
Underwood, Robert
Watters, David
White, Ritchie
Wojcik, Greg






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Final Audit Report

2025-03-19

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