



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. 25-062

Charge To : 003 6000 E SUM & 039 6000 E SUM

Approved by: Laura Leach

Laura Leach
Jun 12, 2025

Meeting Name: 2025 ASMFC Summer Meeting

Meeting Date: 05-AUG-2025 - 07-AUG-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=1734106611549&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-JUL-2025

Per Diem: Room: \$183 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	Bailey, David
Batsavage, Chris	Bauer, Tracey	Beal, Rob
Beal, Robert	Belcher, Carolyn	Bell, Mel
Berger, Tina	Blanchard, Kurt	Bochenek, Eleanor
Borden, David	Bouffard, Colleen	Boyle, James
Braun-Ricks, Ingrid	Brown, Robert	Brust, Jeff
Burgess, Erika	Campfield, Patrick	Carson, William
Carty, Danielle	Carty, Lisa	Cimino, Joe
Clark, John	Cloyd, Rese	Colden, Allison
Corbett, Heather	Corbin, Matthew	Craig, Caitlin
Cromer, Ronnie	Curatolo-Wagemann, Scott	Daniels, Doug
Davis, Justin	Defilippi Simpson, Julie	Diggs, Danny
Dize, Russell	Drew, Katie	Dyar, Ben
Eakin, William	Edwards, Phillip	Fegley, Lynn
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
Kennedy, Carrie	Keppler, Blaik	Kerns, Toni
Kipp, Jeff	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	Owens, Ron

Patel, Jainita
Power, Heather
Rawls, Kathy
Rhodes, Malcolm
Rogers, Matt
Schaeffer, Tim
Simpson, Ethan
Stein, Dana
Thomas, Skye
Truesdale, Corinne
Walker, Jason
White, Geoffrey
Wilson, Carl
Wray, Michael

Patterson, Cheri
Pugh, Craig
Reid, Eric
Rhodes, Trey
Ryan, Daniel
Self, Ross
Sosnowski, Susan
Stetzar, Edna
Thompson, Gabe
Tuohy, Chelsea
Ware, Megan
White, Ritchie
Wong, Richard
Zobel, Renee

Powell, Marisa
Pugh, Tracy
Reny, Cameron
Rickabaugh, Harry
Sabo, Jeffrey
Sikorski, David
Starks, Caitlin
Thomas, Michael
Train, Stephen
Turner, Brian
Watters, David
Willey, Angel
Woodward, Spud