



# 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.** 25-072      **Charge To :** 0396000INOR      **Approved by:** Laura Leach *Laura Leach*  
Nov 18, 2025

**Meeting Name:** Northern Shrimp Section and Advisory Panel

**Meeting Date:** 11-DEC-2025 - 11-DEC-2025

**Meeting Location:** Portland ME

**Hotel Details:** The meeting will be held in the Winslow Homer room at The Westin Portland Harborview, 157 High St, Portland, ME 04101, 207-517-8822. There is no sleeping room block. If you need to reserve a hotel room, click here: <https://www.marriott.com/en-us/hotels/pwmwi-the-westin-portland-harborview/overview/>

**Cutoff Date:**

**Per Diem:** Room Rate: \$114 plus tax (sgl/dbl); \$98 (\$26/\$29/\$43)

**Mileage Rate:** \$0.70/mile, eff. January 1, 2025. Rental cars must be specifically authorized.

**Airport Transportation:** The Portland International Airport is 3.8 Miles from the hotel. The hotel does not offer a shuttle.

**Local Transportation:** The hotel is walkable to many restaurants and venues located in downtown historic Portland.

**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. 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:** On-site hotel parking is \$38.00 for self-parking with in-and-out privileges, and \$44 for valet.

**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). 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	Berger, Tina
Brown, Delayne	Drew, Katie	Fuller, Spencer
Glenn, Robert	Goethel, David	Grout, Doug
Hammond, Dana	Hepler, Allison	Jurek, Joseph
Kane, Raymond	Kerns, Toni	Libby, Gary
Libby, Justin	Mckiernan, Dan	Peake, Sarah
Reny, Cameron	Seiders, John	Train, Stephen
Tuohy, Chelsea	Ware, Megan	Watters, David
White, Ritchie	Wilson, Carl	Zobel, Renee