



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

Douglas E. Grout (NH), Chair

James J. Gilmore, Jr., (NY), Vice-Chair


Robert E. Beal, Executive Director

Vision: Sustainably Managing Atlantic Coastal Fisheries

MEMORANDUM

July 20, 2016

TO: Commissioners; Proxies; American Eel Management Board; American Lobster Management Board; Atlantic Coastal Cooperative Statistics Program (ACCSP) Coordinating Council; ACCSP Executive Committee; Atlantic Menhaden Management Board; Atlantic Striped Bass Management Board; Atlantic Sturgeon Management Board; Coastal Sharks Management Board; Executive Committee; Horseshoe Crab Management Board; ISFMP Policy Board; South Atlantic State/Federal Fisheries Management Board; Tautog Management Board

FROM:  Robert E. Beal
Executive Director

RE: Summer Meeting: August 2-4, 2016 (TA # 16-059)

The Atlantic States Marine Fisheries Commission's Summer Meeting will be August 2-4, 2016 at The Westin Alexandria (Telephone: 703.253.8600) located at 400 Courthouse Square, Alexandria, Virginia. Meeting materials are available on the Commission website at <http://www.asmfc.org/home/2016-summer-meeting>. Supplemental materials will be posted to the website on Wednesday, July 27, 2016. CDs containing all meeting materials will also be available at the meeting in limited quantities.

Board/Section meeting proceedings will be broadcast daily via webinar beginning at 10:15 a.m. on August 2nd and continuing daily until the conclusion of the meeting (expected to be 4:00 p.m.) on Thursday August 4th. The webinar will allow registrants to listen to board/section deliberations and view presentations and motions as they occur. No comments or questions will be accepted via the webinar. Should technical difficulties arise while streaming the broadcast, the boards/sections will continue their deliberations without interruption. We will attempt to resume the broadcast as soon as possible. Please go to <https://attendee.gotowebinar.com/register/1739748828569474306> to register.

We look forward to seeing you at the Summer Meeting. If the staff or I can provide any further assistance to you, please call us at 703.842.0740.

Attachments: Final Agenda, Hotel Directions, TA#16-059, and Travel Reimbursement Guidelines



Atlantic States Marine Fisheries Commission

Summer Meeting

August 2-4, 2016

The Westin Alexandria

Alexandria, Virginia

Public Comment Guidelines

With the intent of developing policies in the Commission's procedures for public participation that result in a fair opportunity for public input, the ISFMP Policy Board has approved the following guidelines for use at management board meetings:

For issues that are not on the agenda, management boards will continue to provide opportunity to the public to bring matters of concern to the board's attention at the start of each board meeting. Board chairs will use a speaker sign-up list in deciding how to allocate the available time on the agenda (typically 10 minutes) to the number of people who want to speak.

For topics that are on the agenda, but have not gone out for public comment, board chairs will provide limited opportunity for comment, taking into account the time allotted on the agenda for the topic. Chairs will have flexibility in deciding how to allocate comment opportunities; this could include hearing one comment in favor and one in opposition until the chair is satisfied further comment will not provide additional insight to the board.

For agenda action items that have already gone out for public comment, it is the Policy Board's intent to end the occasional practice of allowing extensive and lengthy public comments. Currently, board chairs have the discretion to decide what public comment to allow in these circumstances.

In addition, the following timeline has been established for the **submission of written comment for issues for which the Commission has NOT established a specific public comment period** (i.e., in response to proposed management action).

1. Comments received 3 weeks prior to the start of a meeting week will be included in the briefing materials.
2. Comments received by 5:00 PM on the Tuesday immediately preceding the scheduled ASMFC Meeting (in this case, the Tuesday deadline will be **July 26, 2016**) will be distributed electronically to Commissioners/Board members prior to the meeting and a limited number of copies will be provided at the meeting.
3. Following the Tuesday, **July 26, 2016 5:00 PM deadline**, the commenter will be responsible for distributing the information to the management board prior to the board meeting or providing enough copies for the management board consideration at the meeting (a minimum of 50 copies).

The submitted comments must clearly indicate the commenter's expectation from the ASMFC staff regarding distribution. As with other public comment, it will be accepted via mail, fax, and email.

Final Agenda

The agenda is subject to change. The agenda reflects the current estimate of time required for scheduled Board meetings. The Commission may adjust this agenda in accordance with the actual duration of Board meetings. Interested parties should anticipate Boards starting earlier or later than indicated herein.

Tuesday, August 2, 2016

8:00 – 10:00 a.m.

Breakfast to be served

Executive Committee

(A portion of this meeting may be a closed session for Committee members and Commissioners only)

Members: Abbott, Blazer, Boyles, Bull, Chanda, Clark, Davis, Estes, Gilmore, Grout, Keliher, McNamee, Miller, Pierce, Shiels, Simpson, Woodward

Chair: Grout

Staff: Leach

1. Welcome/Call to Order (*D. Grout*)
2. Committee Consent
 - Approval of Agenda
 - Approval of Meeting Summary from May 2016
3. Public Comment
4. Discuss ASMFC Staff Lead on Assessments
5. Discuss Conservation Equivalency
6. Discuss Plan Development Team Membership White Paper
7. Discuss Commission-specific Meeting Procedures
8. Discuss Renaming the Hart Award
9. Discuss Health Benefits for Retired ASMFC Employees
10. 75th Annual Meeting Update (*L. Leach*)
11. Discuss ACCSP Governance (Closed Session)
12. Other Business/Adjourn

10:15 – 11:45 a.m.

South Atlantic State/Federal Fisheries Management Board

Member States: New Jersey, Delaware, Maryland, Virginia, North Carolina, South Carolina, Georgia, Florida

Other Members: PRFC, DC, NMFS, USFWS, SAFMC

Other Participants: Lynn, McDonough, Rickabaugh, Murphy, Daniel

Chair: Estes

Staff: Kerns

1. Welcome/Call to Order (*J. Estes*)
2. Board Consent
 - Approval of Agenda
 - Approval of Proceedings from May 2016
3. Public Comment

4. Discuss Commission Involvement in Cobia Management (*L. Daniel*)
 - Discuss Possible Management Scenarios
 - Recommend to the ISFMP Policy Board How the Commission Should be Involved in Cobia Management
5. Red Drum Working Group Report (*J. Kipp*)
 - Presentation of Progress on Follow Up Tasks to the Red Drum Assessment
6. Consider 2015 Fishery Management Plan Review and State Compliance for Red Drum and Atlantic Croaker (*T. Kerns*) **Action**
7. Other Business/Adjourn

12:15 – 1:45 p.m.

Tautog Management Board

Member States: Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Delaware, Maryland, Virginia

Other Members: NMFS, USFWS

Chair: Nowalsky

Other Participants: McNamee, Snellbaker, Kasper

Staff: Harp

1. Welcome/Call to Order (*A. Nowalsky*)
2. Board Consent
 - Approval of Agenda
 - Approval of Proceedings from February 2016
3. Public Comment
4. 2016 Regional Stock Assessments for Long Island Sound (LIS) and New Jersey-New York Bight (NJ-NYB) **Action**
 - Presentation of the LIS Stock Assessment Report (*J. Kasper*)
 - Presentation of the NJ-NYB Stock Assessment Report (*J. McNamee*)
 - Presentation of the Peer Review Panel Report (*P. Campfield*)
 - Consider Acceptance of Regional Stock Assessments and Peer Review Report for Management Use
5. Consider a Specific Regional Management Approach for Draft Amendment 1 (*A. Nowalsky*) **Possible Action**
6. Update on Commercial Harvest Tagging Program (*A. Harp*)
7. Other Business/Adjourn

2:00 – 3:30 p.m.

Horseshoe Crab Management Board

Member States: Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Delaware, Maryland, Virginia, North Carolina, South Carolina, Georgia, Florida

Other Members: PRFC, NMFS, USFWS

Chair: Gilmore

Other Participants: Doctor, Cooper, Messeck, Lyons

Staff: Rootes-Murdy

1. Welcome/Call to Order (*J. Gilmore*)
2. Board Consent
 - Approval of Agenda
 - Approval of Proceedings from May 2016
3. Public Comment
4. Review and Consider Recommendations from the Adaptive Resource Management (ARM) Subcommittee on Revisions to the ARM Framework (*J. Lyons*) **Possible Action**
5. Discuss Additional Bait Trials (*R. Ballou*) **Possible Action**
6. Other Business/Adjourn

3:45 – 4:30 p.m.

Coastal Sharks Management Board

Member States: Maine, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Delaware, Maryland, Virginia, North Carolina, South Carolina, Georgia, Florida

Other Members: NMFS, USFWS

Chair: Nowalsky

Other Participants: Belcher, Frampton, Gillingham

Staff: Harp

1. Welcome/Call to Order (*A. Nowalsky*)
2. Board Consent
 - Approval of Agenda
 - Approval of Proceedings from May 2016
3. Public Comment
4. Draft Addendum IV for Final Approval **Final Action**
 - Review Options (*A. Harp*)
 - Summary of Public Comment (*A. Harp*)
 - Advisory Panel Report (*L. Gillingham*)
 - Law Enforcement Committee Report (*M. Robson*)
 - Consider Final Approval of Addendum IV
5. Consider 2015 Fishery Management Plan Review and State Compliance (*A. Harp*) **Action**
6. Review and Populate Advisory Panel Membership (*A. Harp*) **Action**
7. Elect Vice-chair **Action**
8. Other Business/Adjourn

4:45 – 5:30 p.m.

Atlantic Sturgeon Management Board

Member States: Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Delaware, Pennsylvania, Maryland, Virginia, North Carolina, South Carolina, Georgia, Florida

Other Members: DC, PRFC, USFWS, NMFS

Chair: Vacant

Other Participants: Park, Huss, Damon-Randall

Staff: Appelman

1. Welcome/Call to Order (*R. Beal*)
2. Board Consent
 - Approval of Agenda
 - Approval of Proceedings from February 2016
3. Public Comment
4. Update on 2017 Benchmark Stock Assessment (*K. Drew*)
5. Review and Discuss Comment on NOAA Proposed Rules Designating Critical Habitat for Atlantic Sturgeon (*K. Damon-Randall*) **Action**
6. Elect Chair and Vice-chair **Action**
7. Other Business/Adjourn

Wednesday, August 3, 2016

8:00 – 11:00 a.m.

Atlantic Menhaden Management Board

Member States: Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Delaware, Maryland, Virginia, North Carolina, South Carolina, Georgia, Florida

Other Members: NMFS, PRFC, USFWS

Chair: Ballou

Other Participants: Kersey, McNamee, Kaelin

Staff: Ware

1. Welcome/Call to Order (*R. Ballou*)
2. Board Consent
 - Approval of Agenda
 - Approval of Proceedings from May 2016
3. Public Comment
4. Draft Addendum I for Final Approval **Final Action**
 - Review Options (*M. Ware*)
 - Public Comment Summary (*M. Ware*)
 - Advisory Panel Report (*J. Kaelin*)
 - Law Enforcement Committee Report (*M. Robson*)
 - Consider Final Approval of Addendum I
5. Set 2017 Atlantic Menhaden Fishery Specifications **Final Action**
 - Overview of Specification Process (*M. Ware*)
 - Technical Committee Report (*J. McNamee*)
 - Advisory Panel Report (*J. Kaelin*)

6. Provide Guidance to Plan Development Team on Draft Amendment 3 Public Information Document (*M. Ware*)
7. Update on the Commercial Fishery Socioeconomic Study (*J. Harrison*)
8. Discuss Advisory Panel Membership (*M. Ware*)
9. Other Business/Adjourn

11:15 a.m. – 12:15 p.m. Atlantic Coastal Cooperative Statistics Program (ACCSP) Executive Committee

(A portion of this meeting may be a closed session for Committee members only)

Members: Beal, Boyles, Carmichael, Colvin, Cyr, Detlor, Fegley, Laney, Patterson

Chair: Boyles, Jr.

Staff: Cahall

1. Welcome/Introductions (*R. Boyles, Jr.*)
2. Public Comment* (*R. Boyles, Jr.*)
3. Committee Consent (*R. Boyles, Jr.*) **Action**
 - Approval of Agenda
 - Approval of Proceedings from April 2016
 - Approval of Proceedings from May 2016
4. ACCSP Status Report (*M. Cahall*)
 - For-Hire Workshop
 - Bluefin Tuna Dealer Reporting
 - GARFO VTR Transition
5. Governance Transition Update (*R. Boyles, Jr.*)
6. Other Business
7. Closed Session
8. Adjourn

*See Public Comment Guidelines:

http://www.accsp.org/sites/all/themes/aqua/File/ACCSP_PublicCommentPolicyOct2013.pdf

11:15 a.m. – 12:15 p.m. Atlantic Striped Bass Management Board

Member States: Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, Pennsylvania, New Jersey, Delaware, Maryland, Virginia, North Carolina

Other Members: NMFS, DC, PRFC, USFWS

Chair: Gilmore

Other Participants: Blanchard, Lengyel

Staff: Appelman

1. Welcome/Call to Order (*J. Gilmore*)
2. Board Consent
 - Approval of Agenda
 - Approval of Proceedings from February 2016

3. Public Comment
4. Review Striped Bass Advisory Panel Meeting Summary (*M. Appelman*)
5. Consider Approval of 2016 Atlantic Striped Bass Fishery Management Plan Review and State Compliance (*M. Appelman*) **Action**
 - Review Performance of Addendum IV Regulatory Measures in 2015
6. Other Business/Adjourn

12:30 – 1:30 p.m. Legislative and Governors’ Appointee Commissioner Luncheon

1:30 – 3:30 p.m. Interstate Fisheries Management Program (ISFMP) Policy Board
Member States: Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Delaware, Pennsylvania, Maryland, Virginia, North Carolina, South Carolina, Georgia, Florida
Other Members: DC, NMFS, PRFC, USFWS
Chair: Grout
Staff: Kerns

1. Welcome/Call to Order (*D. Grout*)
2. Board Consent
 - Approval of Agenda
 - Approval of Proceedings from May 2016
3. Public Comment
4. State Directors Meeting Report (*D. Grout*)
5. Executive Committee Report (*D. Grout*)
6. Review of Stock Rebuilding Performance (*T. Kerns*)
7. Discuss Recommendation from South Atlantic State/Federal Fisheries Management Board Regarding Commission Involvement in Cobia Management (*J. Estes*) **Action**
8. Discuss Revisions to Conservation Equivalency Guidance Document (*T. Kerns*)
9. Risk and Uncertainty Policy Workgroup Progress Report (*S. Madsen*) **Action**
10. Habitat Committee Report (*L. Havel*)
11. Artificial Reef Committee Report (*L. Havel*)
12. Atlantic Coastal Fish Habitat Partnership Report (*L. Havel*)
13. Review Non-compliance Findings (if necessary) **Possible Action**
14. Other Business/Adjourn

3:45 – 5:15 p.m. ACCSP Coordinating Council
Members: Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, Delaware, Maryland, District of Columbia, PRFC, Virginia, North Carolina, South Carolina, Georgia, Florida, ASMFC, NOAA Fisheries, NEFSC, GARFO, SEFSC, SERO, USFWS, NEFMC, MAFMC, SAFMC
Chair: R. Boyles, Jr.
Staff: Cahall

1. Welcome/Introductions (*R. Boyles, Jr.*)
2. Public Comment*

3. Council Consent **Action**
 - Approval of Agenda
 - Approval of Proceedings from May 2016
4. ACCSP Status Report
 - Program Updates (*M. Cahall*)
 - Committee Updates
5. Governance Transition Update (*R. Boyles, Jr.*)
6. Other Business/Adjourn

*See Public Comment Guidelines:

http://www.accsp.org/sites/all/themes/aqua/File/ACCSP_PublicCommentPolicyOct2013.pdf

Thursday, August 4, 2016

8:00 – 9:30 a.m.

American Eel Management Board

Member States: Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, Pennsylvania, New Jersey, Delaware, Maryland, Virginia, North Carolina, South Carolina, Georgia, Florida

Other Members: NMFS, DC, PRFC, USFWS

Other Participants: Cornish, Wildman

Chair: Clark

Staff: Rootes-Murdy

1. Welcome/Call to Order (*J. Clark*)
2. Board Consent
 - Approval of Agenda
 - Approval of Proceedings from May 2016
3. Public Comment
4. Discussion to Consider Changes to Addendum IV Yellow Eel Allocations (*K. Rootes-Murdy*) **Possible Action**
 - Technical Committee Report (*T. Wildman*)
5. Consider North Carolina Glass Eel Aquaculture Plan for 2017 (*K. Rootes-Murdy*) **Action**
 - Technical Committee Report (*T. Wildman*)
 - Law Enforcement Committee Report (*M. Robson*)
6. Other Business/Adjourn

9:45 – 10:30 a.m.

Business Session

Member States: Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Delaware, Pennsylvania, Maryland, Virginia, North Carolina, South Carolina, Georgia, Florida

Chair: Grout

Staff: Beal

1. Welcome/Introductions (*D. Grout*)
2. Board Consent
 - Approval of Agenda
 - Approval of Proceedings from May 2016

3. Public Comment
4. Review Non-compliance Findings (if necessary) **Possible Action**
5. Review ACCSP Transition Plan and Associated Documents **Action**
6. Other Business/Adjourn

10:45 a.m. – 4:00 p.m.

American Lobster Management Board

Member States: Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Delaware, Maryland, Virginia

Other Members: NMFS, NEFMC

Chair: Borden

Other Participants: Cornish, Glenn

Staff: Ware

1. Welcome/Call to Order (*D. Borden*)
2. Board Consent
 - Approval of Agenda
 - Approval of Proceedings from May 2016
3. Public Comment
4. Update on Status of Federal Rulemaking for American Lobster (*P. Burns*)
5. American Lobster Technical Committee Report on Southern New England
 - Management Options to Achieve a 20-60% Increase in Egg Production In the Southern New England American Lobster Stock (*B. Glenn*)
6. Discuss Management Options to be Included in American Lobster Draft Addendum XXV (*D. Borden*) **Possible Action**
7. Discuss Technical Committee Recommendation for, and NOAA Letter on, Increased Reporting in the American Lobster Fishery (*D. Borden; P. Burns*) **Possible Action**
8. Consider Jonah Crab Draft Addendum II for Public Comment (*M. Ware*) **Action**
9. Consider Maine Conservation Equivalency Proposal for Exchange Trap Tags **Action**
 - Review of Maine Proposal (*P. Keliher*)
 - American Lobster Plan Review Team Report (*M. Ware*)
 - American Lobster Advisory Panel Report (*M. Ware*)
 - Law Enforcement Committee Report (*M. Robson*)
 - Consider Approval of Maine's Conservation Equivalency Proposal
10. Update from the Offshore Lobster Law Enforcement Subcommittee (*M. Robson*) **Possible Action**
11. Update on New England Fishery Management Council Omnibus Deep-Sea Coral Amendment (*M. Ware*)
12. Update on State Implementation of the Jonah Crab FMP (*M. Ware*)
13. Other Business/Adjourn

THE WESTIN ALEXANDRIA – OLD TOWN

400 Courthouse Square · Alexandria, Virginia, 22314-5700 · Phone: 703.253.8600

AIRPORT TRANSPORTATION

The Westin Hotel is just minutes from Ronald Reagan National Airport (DCA), and within two hours of Dulles International Airport (IAD) and Baltimore Washington International Airport (BWI). Transportation options from each airport to The Westin Alexandria are shown below and numerous rental agencies are located in the airports.

Ronald Reagan National Airport (DCA)

- **Metrorail:** The blue and yellow metro lines will take you from the airport to a metro station within walking distance from our Alexandria hotel. Travel time is just about 20-25 minutes, and fees vary by time of day. For hours and more information, call (202) 637-7000.

From Terminals B and C: Use either of two enclosed pedestrian bridges on the concourse level that connect directly to the Metrorail station.

From Terminal A: Exit the terminal to the street curb and board any "Airport Shuttle" bus. At the stops for Parking Garages B and C (bus shelter #3 and bus shelter #5) you will find an enclosed pedestrian bridge that connects to the Metrorail station.

From the Metrorail Station, take either the blue line toward Franconia-Springfield or the yellow line toward Huntington and get off at the King Street Metrorail station. The hotel is three blocks away.

- **SuperShuttle:** (*Reservations required from all locations*): Arrange a shuttle to our Alexandria hotel for quick and easy transportation. Reservations are required and can be made by calling (800) 258-3826. The cost is \$16 for one passenger and \$10 for each additional passenger.
- **Alexandria Yellow Cab:** Transportation by taxi to the hotel takes just about 15 minutes, is available 24 hours and costs approximately \$15. Catch a cab at the airport or reserve one in advance by calling 703.549.2500.

Dulles International Airport (IAD)

- **SuperShuttle:** Shuttle to the Westin hotel is available 24 hours. Reservations: 800.258.3826. The cost is \$35 for one passenger and \$10 for each additional passenger. Travel time is approximately 1.5 hours.
- **Washington Flyer Taxi:** Transportation by taxi takes about 45 minutes, is available 24 hours and costs approximately \$80. Reservations: 703.572.8294.

Baltimore Washington International Airport (BWI)

- **SuperShuttle:** Shuttle is available 24 hours. Reservations: 800.258.3826. Cost: \$45 for one passenger and \$12 for each additional passenger. Travel time to The Westin Alexandria is approximately 2 hours.
- **Taxi:** Transportation by taxi takes about two hours and is available 24 hours. Approximate cost \$90.

PUBLIC TRANSPORTATION

- **Hotel Shuttle:** The complimentary Alexandria hotel shuttle operates within a 1.5 mile radius of the hotel and provides transportation to the King Street Metrorail station, the Alexandria Amtrak station and the shops, restaurants, and attractions in historic Old Town. The shuttle is available daily from 7:00 AM – 10:00 PM. For more information, call The Westin Alexandria at 703.253.8600.
- **The King Street Trolley:** The city of Alexandria offers a free trolley along King Street from the King Street Metrorail station to the waterfront. The trolley runs daily from 11:30 AM – 10:00 PM every 20 minutes.
- **Potomac Riverboat Company Water Taxi:** The water taxi is a unique way to travel to the National Harbor, Georgetown, and Mount Vernon from the hotel. Water taxis depart from the Alexandria waterfront at the end of King Street. Hours vary by season and fees range from \$8 to \$16 each way. Call 703.684.0580 for more information.
- **Metrorail:** The King Street Metrorail station is located just 3 blocks from our Alexandria hotel and provides easy access to Washington D.C. and the surrounding area. Fares are based on travel distance and vary by day. For more information, call 202.637.7000.

Metro Hours:

Monday – Thursday: 5:00 AM – 12:00 AM

Friday: 5:00 AM – 3:00 AM

Saturday: 7:00 AM – 3:00 AM

Sunday: 7:00 AM – 12:00 AM



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Vision: Sustainably Managing Atlantic Coastal Fisheries

TRAVEL AUTHORIZATION

TA No. 16-059

Charge To: 0296000ESUM

Approved by: Laura Leach

Meeting Name: ASMFC Summer Meeting 2016

Meeting Date: AUG-02-2016 - AUG-04-2016

Meeting Location: Alexandria, Virginia

Hotel Details: The Westin Alexandria 400 Courthouse Square, Alexandria, Virginia 22314 Reservations: 886.837.4210 Identify ASMFC to receive discounted rate

Cutoff Date: JUN-29-2016

Per Diem: Hotel: \$162.00 plus tax single/dbl Meals: \$64 (\$16 breakfast /\$17 lunch /\$31 dinner)

Mileage Rate: \$0.54/mile; transportation expenses over \$500 must be pre-approved by Laura Leach, Pat Campfield, Toni Kerns or Mike Cahall

Airport Transportation: Washington National/Reagan Int'l(DCA): 5 mi. Taxi: \$25-\$30 Metrorail: Take blue (Franconia-Springfield) or yellow line (Huntington) from the airport to King Street Station. The hotel's complimentary shuttle operates daily 7:00am-10:00pm and provides transportation to/from the station (3 blocks) or any location within a 1.5 mi. radius of the hotel. The shuttle does not operate on a regular schedule. Contact the Westin front desk (703.253.8600) in advance or upon arrival at the station to arrange for shuttle pickup. Dulles Airport (IAD): 35 mi.; Baltimore-Washington Int'l Airport (BWI): 40 mi.

Local Transportation: The King Street Trolley (free) runs every 10 minutes between Union Street and the King Street - Old Town Metrorail station. Refer <http://www.visitalexandriava.com/> for additional local information

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 www.asmfc.org/files/Meetings/TravelReimbursementGuidelines_Jan2016.pdf.

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:

Authorized Travelers:

Abbott, Dennis

Addison, Nancy

Adler, William

Alexander, Mark

Allen, Russ

Altman, Thad

Andrzejczak, Robert

Appelman, Max

Armstrong, Mike

Arway, John

Ballou, Bob

Baum, Tom

Beal, Robert

Belcher, Carolyn

Berger, Tina

Blanchard, Kurt

Blazer, David

Borden, David



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703.842.0740 703.842.0741(fax) www.asmf.org

Vision: Sustainably Managing Atlantic Coastal Fisheries

Authorized Travelers:

Boyle, Philip	Boyles, Robert	Brady, Doug
Bull, John	Cahall, Michael	Campfield, Patrick
Carson, William	Chanda, David	Chase, Bradford
Cimino, Joe	Clark, John	Coit, Janet
Cooper, James	Cornish, Jon	Cromer, Ronnie
Daniel, Louis	Davenport, Catherine	Davis, Braxton
Dean, Rachel	Doctor, Steve	Drew, Katie
Duval, Michelle	Estes, Jim	Fegley, Lynn
Ferrara, Sarah	Fote, Tom	Frampton, Chisolm
Gary, Martin	Geer, Patrick	Giannini, Colleen
Gibson, Mark	Gillingham, Lewis	Gilmore, Jim
Glenn, Robert	Goldsborough, William	Grout, Doug
Harp, Ashton	Harrison, Jane	Hasbrouck, Emerson
Heins, Steve	Hirrlinger, Amy	Huss, Timothy
Kaelin, Jeff	Kasper, Jacob	Keliher, Pat
Kerns, Toni	Kersey, Robert	King, Bryan
Kipp, Jeff	Langley, Brian	Leach, Laura
Lengyel, Nicole	Luisi, Michael	Lustig, Loren
Lynn, Bob	Madsen, Shanna	Mccawley, Jessica
Mcdonough, Chris	Mckiernan, Dan	Mcmurray, John
Mcnamee, Jason	Meserve, Nichola	Messeck, Douglas
Michels, Stewart	Miller, Roy	Miner, Craig
Moore, J. Thomas	Muffley, Brandon	Murphy, Michael
Nimmer, Chad	Nowalsky, Adam	O'Brien, Ed
O'Reilly, Rob	Orndorf, Bill	Park, Ian
Patterson, Cheri	Peake, Sarah	Pierce, David
Pierce, Jeff	Pugh, Craig	Reid, Eric
Rhodes, Malcolm	Rice, William	Rickabaugh, Harry
Roberts, Dorothy	Robertson, Cynthia A	Robson, Mark
Rootes-Murdy, Kirby	Ryan, Daniel	Saveikis, David
Schick, Kyle	Self, Ross	Shiels, Andrew
Simpson, David	Snellbaker, Jason	Sosnowski, Susan
Stein, Dana	Steinburg, Bob	Stewart, Lance
Stockwell, Terry	Stuart, Richard	Tompkins, Deke
Train, Stephen	Vereb, Mike	Ware, Megan
Watters, David	White, Ritchie	Wildman, Tim
Woodward, Spud	Wyatt, Elizabeth	Zeman, Chris
Ziobron, Melissa		

Atlantic States Marine Fisheries Commission

Travel Reimbursement Guidelines

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 on 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 utilized for getting to the meeting. *Please try to find a reasonable airfare by researching different airports and airlines.*
- **NOTE: If the cost of your primary mode of transportation to the meeting (e.g., airfare or rental car or train) exceeds \$500, you must receive pre-approval by Laura Leach, Toni Kerns, Pat Campfield, or Mike Cahall.**
- *Rental cars* used AT a meeting must be specifically authorized by ASMFC.
- *“Mileage”* is currently .54 cents per mile (effective 1/1/16). 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.
- *“Incidentals”* of \$5.00/day cover maid, shuttle or bellman tips; however taxi tips are part of the taxi expense.
- *“Other Expenses”* covers expenses not specifically listed (i.e. the registration fee for the annual meeting).

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_Jan2016.xlsx. Original receipts 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 received pre-approval for transportation fares that exceeded \$500 or permission to rent a car that correspondence needs to be submitted with your travel voucher.**

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 U.S. mail; if forwarding electronically, please scan receipts and include as an attachment to the electronic voucher, to accounting@asmfc.org.