

TRAVEL AUTHORIZATION FL-2025-01

Purpose: Travel authorization for listed travelers to attend the spring 2025 meeting of the Gulf and South Atlantic Regional Panel (GSARP) on Aquatic Invasive Species.

Destination: UF, IFAS Agricultural Extension Office, 6021 Conway Road, Orlando, Florida 32812

Meeting Dates: Tuesday, April 22, 2025 – Thursday, April 24, 2025

(In person attendees will be reimbursed for travel and accommodations for the day before the meeting date (April 21st) and/or for travel the day after (April 25th) the meeting date as necessary).

GSARP Fiscal Agent: Michele Tremblay, naturesource communications, PO Box 3019, Penacook NH 03303

<https://naturesource.net/>.

Name of Panel Member	Affiliation	Origin of Traveler
Matt Phillips (Chair)	FL FWC	Tallahassee, FL
Monica McGarrity (Vice Chair)	TX TPWD	Austin, TX
Jim Page (Secretary)	GA DNR	Waycross, GA
Charlie Robertson	GSMFC	Ocean Springs, MS
Mike Pursley	MS DMR	Biloxi, MS
Dennis Riecke	MS DWFP	Jackson, MS
Robert McMahon	UT Arlington	Arlington, TX
Charles "Chuck" Jacoby	Florida Flood Hub	St. Petersburg, FL
Jessica Marchant	AL DCNR	Dauphin Island, FL
Julie Holling	SCDNR	Columbia, SC
Michael Kendrick	SCDNR	Charleston, NC
Sarah Funck	FL FWC	Tallahassee, FL
Pam Fuller	Member-At-Large	Alachua, FL
Rob Emens	NCDENR	Raleigh, NC
Drew Gay	NC DEQ	Raleigh, NC
Peter Kingsley-Smith	SC DNR	Charleston, SC
Rob Bourgeois	LDWF	Baton Rouge, LA
William "Kane" Finkbeiner	LDWF	Baton Rouge, LA
Tim Ellis	NEP	Raleigh, NC
Marcel Bozas	Miccosukee Tribe	Miami, FL
Mike Sipos	FL Sea Grant	Naples, FL
Rich O'Connor	FL Sea Grant	Naples, FL
Lad Akins	Frost Science	Miami, FL
Polly Hajovsky	TPWD	Palacios, TX
Nida Jimenez	Puerto Rico DNER	Puerto Rico
Dr. Ruber Rodriguez-Barreras	Univ. of Puerto Rico	Puerto Rico

PLEASE RETURN A COPY OF THIS TRAVEL AUTHORIZATION WITH THE TRAVEL EXPENSE REPORT.

Submission of claims for travel expenses should be submitted directly to the current GSARP Panel Chair for approval and to Michele L. Tremblay (naturesource communications) within 30 days of the meeting and should be submitted via email to: MLT@naturesource.net. Claims should be submitted as a single PDF comprising of a scanned completed reimbursement form and scanned copies of all receipts. Receipts shall be itemized and included for all other expenses (e.g., air fares, hotel accommodation, car rentals, ground transportation, parking, etc.) except for meals which are reimbursed at FL rates (see below for details). **naturesource communications assumes no liability for payment after 30 days.**

Reimbursement will be made only for those travel expenses authorized in the Federal Trade Regulations, the NOAA Travel Handbook and other travel guidelines as issued, which relate to travel to be paid by naturesource communications. Items of a personal nature (entertainment, alcoholic beverages, etc.) and travel insurance are not reimbursable expenses. Certain expenses require receipts before payment can be made. Air fare reimbursement only for Economy/Coach.

LODGING (Rates exclusive of taxes):

Staybridge Suites Orlando Airport South, 7450 Augusta National Drive, Orlando, Florida 32822 **\$132 per night** (This rate has been negotiated on the basis that at least 25 reservations are made for our meeting. The cutoff date for making reservations in this block is March 31, 2025, at which time rooms will be released from the block for reservation by the public, without guarantee of the agreed upon rate.)

To reserve a room in this block, please use the following link:

https://www.staybridge.com/redirect?path=hd&brandCode=SB&localeCode=en®ionCode=1&hotelCode=mcoyz&_PMID=99801505&GPC=w&cn=no&viewfullsite=true

The hotel offers FREE Hot Breakfast Buffet served daily, FREE Evening Reception Monday – Wednesday, FREE wireless internet access throughout the hotel, FREE Business Center with internet access and printers, FREE self-parking, FREE Guest Laundry Facilities, 24-hour on-site Bridge Mart convenience store, 24-hour Fitness Center, Outdoor pool, jacuzzi, grills, basketball court, and **FREE 24-hour Shuttle to/from Orlando International Airport and to restaurants and shopping within a 3-mile radius of hotel. Please call 407-438-2121 for pickup.**

PER DIEM:

\$75.00 per day (see <https://www.gsa.gov/travel?topnav=travel> for breakdown).

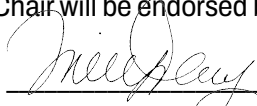
First day of travel is calculated at 75% if the traveler leaves after 12:00 noon (i.e., \$56.25).

Last day of travel is calculated at 75% if traveler returns before 12:00 noon (i.e., \$56.25).

Mileage reimbursement for personal vehicles = \$0.70 per mile.

Certificate of Authorization by Designated Authorizing Officer

The above-named travelers are authorized to travel at the expense of naturesource communications for the purpose described above. Travel shall be performed in accordance with the approved travel provisions with reimbursement to be made as currently authorized by naturesource communications in agreement with the GSARP Chair. Reimbursement for travel by the Panel Chair will be endorsed by the Panel Vice Chair and processed by naturesource communications.

Authorizing Officer: 

Date: 3.4.25

Michele L. Tremblay, Principal
naturesource communications

Endorsing Signatory: _____

Date: _____

Matthew Phillips, Chair
Gulf and South Atlantic Regional Panel on Aquatic Invasive Species
FWC – Invasive Plant Management

Invited Speakers

Below is a list of speakers who have been invited to give presentations at the GSARP meeting.

Note: *Federal partners on this list are not authorized to receive reimbursement.*

<u>Name of Speaker</u>	<u>A iliation</u>
Alex Dew	FFWC
Mariah McInnis	FFWC
Kristen Peterson	FFWC
Kelly Gestring	FFWC
Kent Smith	FFWC
Dan Ellinor	FFWC
Quenton Tuckett	
Ed Harris	FFWC
Nick Trippel	FFWC
Je Hill	Univ. of Florida
Augustin (Gus) Engman	Univ. of Tennessee Inst. Of Agriculture
<i>Susan Pasko</i>	<i>USFWS</i>
<i>James Ballard</i>	<i>USFWS</i>
<i>Cayla Morningstar</i>	<i>USGS</i>
<i>Wesley Daniel</i>	<i>USGS</i>