



Oregon Department of Transportation
Transportation Safety Division
Driver Education



ODTSEA/Pac NW Conference Information for Committee Members (DEAC, OTSC)

OTSC committee members and DEAC committee members are eligible for reimbursement of expenses if they attend the fall ODTSEA conference or the Spring Pacific Northwest Driver and Traffic Safety Conference (PacNW). Committee members should check with their Salem TSD contact to verify attendance.

Expenses will be reimbursed via Expense Statement which will be provided to committee members. Lodging will be paid directly by ODOT. See instructions below. You must live at least 50 miles from the conference site to be eligible for reimbursement.

Information required on the expense form should include: mileage to and from the conference site, qualifying meal per diems (based on what time you depart for a conference and arrive back home), and conference registration fees. Note that if you arrive early or leave late for personal reasons, that personal time cannot be included.

Lodging is provided:

- Friday night if you are attending the Friday DEAC meeting, evening workshops and Saturday sessions.
- Saturday night may be available, but it depends on the agenda for each conference and only on a case-by-case basis. You must get pre-approval in advance from the state office (Bill) for ODTSEA conference. Saturday evening arrangements for PacNW are coordinated through WOU.

Please book your own lodging, which requires the use of a credit card to hold the room. In most cases ODOT will be billed directly from the hotel for the room and tax only. You are still responsible to turn in a physical copy of the checkout receipt with the expense statement. Without it, you may potentially be charged for the room. You certainly will have issues getting meals reimbursed.

As part of your responsibility for the state office covering your expenses, you should plan to report back to your committee on your attendance and participation in the conference.

2015

PacNW Conference – Portland Feb 28-Mar 1 Red Lion Jantzen Beach \$96 per night
 ODTSEA Conference – Newport October 9-11 Shiloh Inn and Suites \$99 per night