


## Oregon Treatment Court Conference | Travel Guidance

### Overview

This document provides guidance on travel expenses when using grant funds awarded to OJD. Although the information within this document is also found individually (i.e. OJD's Travel Reimbursement Policy, OJD's CJC Internal Grant Management Guide, etc.), they are on several OJD SharePoint sites and inaccessible by non-OJD staff.

Since attendees will likely incur most of the expenses and/or coordinate the travel reimbursement forms for The Office of the State Court Administrator (OSCA) Administrative Authority (AA) approval, this document is designed for their needs; however, anyone who will be incurring or processing travel related expenses using grant funds should be provided this document.

Travel expenses that do not follow  [OJD Travel Reimbursement Policy](#) and/or grant funds policy will not be reimbursed. Any deviation from OJD and/or grant funds policy will require written justification and approval from the applicable local AA and/or OSCA AA. For the CJC TCGP, CJC Byrne JAG, BJA RANT, and BJA VTC grants, the AA is Nanci Thaemert, Director of Court Programs.

Please contact the [Treatment Court Team](#) with any questions.

### Reimbursements

OJD has direct-bill arrangements with The Grand Hotel, The Holman, and The Holiday Inn Salem. If you book your lodging at one of these hotels, OJD will pay the hotel directly. If you choose to stay at a different hotel or book outside our room block, you will pay for your lodging and include the lodging cost on your travel reimbursement request. Please request the hotel to bill at the government rate; any cost over the government rate will not be reimbursed. Reimbursable expenses include lodging, meals, mileage reimbursement, parking, and any other costs that have been pre-approved. After the conference, these expenses can be submitted through OJD's standard reimbursement process. If you have any questions regarding allowable reimbursements, please contact the [Treatment Court Team](#).

Please review the current OJD Travel Expense Reimbursement Policy for full details on non-reimbursable expenses.

Statewide grant funds awarded to OJD are managed centrally in OSCA; therefore, Travel Expense Reimbursement Forms must be processed and approved through OSCA.

Upon return from the conference, please email completed Expense Reimbursement Forms in excel format, to the [Treatment Court Team](#) with a cc: to your local TCA (OJD staff only). A copy of the excel expense reimbursement form is attached. To substantiate expenses, include detailed receipts for all approved travel expenses (e.g., lodging, parking, rental car or rideshare, baggage, etc.). If requesting reimbursement for airfare, a copy of the boarding pass must also be included.

To process expenses quickly, email the completed Travel Expense Reimbursement Form within 10 days end of travel. OJD's Business and Fiscal Services Division typically processes approved travel reimbursement and mails a paper check within 7-30 business days. If you have questions about your reimbursement form or status of reimbursement, please reach out to [Emma](#).

### **Reimbursement for Non-OJD Personnel**

To be reimbursed by OJD, travelers must have a payment account set up. OJD staff automatically have this created. Non-OJD staff will need to provide [Emma Jackson](#) with the following information via encrypted email **by September 4, 2026**: full name, mailing address, and social security number. Individuals uncomfortable with emailing personal information may contact Emma at 971-458-2773 to provide the information over the telephone.

### **OJD Travel Reimbursement Policy**

Individuals who incur expenses not allowed by OJD policy and/or grant funds will be required to pay out-of-pocket for those specific travel expenses. Please contact the local treatment court coordinator for a copy of OJD's Travel Reimbursement Policy.

### **Cost Analysis**

All travel costs must be reasonable, allowable, and allocable. In some cases, a cost analysis will be needed prior to incurring expenses and should be submitted to local AAs for initial review and approval. The local AA is responsible for ensuring adherence to the OJD travel policy, including cost effectiveness. Please make sure to note if a cost analysis was completed and include it as backup documentation with the travel reimbursement form.

*Example of cost analysis:* If an individual is driving a substantial distance to an airport, it is appropriate to consider all transportation options and expenses (e.g., personal vehicle versus car rental.). The [Department of Administrative Services \(DAS\) cost calculator](#) is helpful to ensure individuals select the most economical and efficient method of transportation. When using the cost calculator, please be sure the mileage rates are updated and current to ensure correct analyses. Use the [daily rental cost calculator](#) to compare costs between DAS Fleet, Enterprise, Hertz/National, and private vehicle mileage reimbursement. Rental agreement prices are only available to state employees. Thus, non-OJD staff calculations need to be assessed separately.

**Meals**

OJD will reimburse individuals, in travel status, for meals not provided at the conference. The September 2026 meal rates in Salem are:

- Breakfast \$17.00
- Lunch \$17.00
- Dinner \$34.00

To claim reimbursement for eligible meals, individuals do not need to provide receipts. However, if using the OJD SPOTS card to pay for meals, detailed receipts are required (i.e., more than the credit card payment receipt). Meals provided by an event are not eligible for reimbursement and must be deducted from the traveler reimbursement form.

**On the day of departure,** travelers are eligible for the meal allowances below if they **depart** for their destination from their assigned work location or residence **at or before the following times:**

Breakfast by 6:00 am

Lunch by 11:00 am

Dinner by 5:00 pm\*\*

***Example: Depart home/office to Salem Conference/Hotel***

5:30 am	6:30 am	10:45 am	4:30 pm	5:30 pm	**5:00 pm directly after work
Breakfast	Lunch	Lunch	Dinner	No meals	Dinner
Lunch	Dinner	Dinner			

Dinner					
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\*\*If the workday extends beyond 5:00 p.m. and they proceed directly from their assigned work location to their travel destination, travelers are eligible for a dinner meal allowance.

**On the day of return**, travelers are eligible for the specific meal allowances below if they **return** to their assigned work location or residence **after the following times**:

Breakfast after 10:00 am

Lunch after 2:00 pm

Dinner after 6:00 pm

**Example: Return home/office (arrival times)**

12:00 am to 10:00 am	10:01 am to 2:00 pm	2:01 pm to 6:00 pm	6:01 pm to 12:00 am
No Meals	Breakfast	Breakfast Lunch	Breakfast Lunch Dinner

**Lodging**

Individuals in travel status may arrange for an overnight stay if official business will take the individual at least 60 miles away from their assigned work location. OJD’s maximum lodging rate in September 2026 is \$110, not including taxes. OJD encourages participants to stay at one of the negotiated hotel accommodations identified by OJD.

The travel reimbursement request must include a copy of the detailed lodging invoice with the name of the traveler, listing all days of stay showing daily charges including the base room rate, and all assessed taxes. If you must stay in a different hotel from those listed on page 1, please request the hotel to honor the GSA established rate. NOTE: hotels are not required to honor the GSA rate but often provide it when requested.

If the OJD SPOTs credit card is used to pay for lodging, do not include those lodging expenses on the individual Expense Reimbursement Form: those expenses must be reconciled through the normal monthly SPOTS statement process.

An individual may qualify for lodging on the final day (September 25<sup>th</sup>) only if the individual is unable to return to their assigned work location or residence within two hours of the end

of their normally scheduled work shift after concluding official OJD business or the individual is unable to return safely due to travel safety concerns.

**Example: The conference ends at 1:00PM on September 25<sup>th</sup>. If your regular scheduled shift ends at 5:00PM, you may only qualify for lodging if your travel would put you home after 7:00PM.**

If you book a room without qualifying or submitting justification, OJD will follow up with a request for reimbursement.

### **Transportation**

Transportation expenses will be reimbursed to eligible conference participants for necessary expenses including mileage/fuel, vehicle rental, parking, and taxi/Uber/etc. OJD's preferred means of transportation is use of a state-owned vehicle. When not feasible, the following applies:

- Use a common carrier or rental car and request reimbursement for the actual cost; or
- Use a privately owned vehicle (POV) and request mileage reimbursement

As of January 1, 2026, the mileage reimbursement rates are as follows:

Rate	Explanation
\$0.205/mile	State vehicle available; and traveler chooses to use POV
\$0.725/mile	State vehicle not available ; and car rental is more expensive than use of POV cost analysis OR One-way travel distance is less than 66 miles

When using a POV, the person operating the vehicle must:

- Carry motor vehicle liability insurance on their vehicle with at least minimum coverage limits pursuant to ORS 806.070; and
- Verify with their insurance agent that their POV is insured for use when conducting official business.

Mileage reimbursement rates for personal vehicle use will be determined through a cost-comparison analysis between the standard mileage rate and the cost of a rental vehicle.

Generally, reimbursement for travel for official OJD business should originate from the location where travel begins. For example, when an employee leaves their assigned work location the mileage is the total of the round trip to and from the assigned work location, even if they return instead to their residence.

When traveling to an alternate work location from their residence, OJD personnel may be reimbursed for the mileage from their residence to the alternate work location, or from their assigned work location to the alternate work location, whichever is shorter.

If a rental vehicle is more practical and estimated costs are less than ridesharing, individuals must use an approved rental company and select the most economical option. The State of Oregon has contracts with Hertz and Enterprise/National. Hertz and Enterprise/National contracts cover ALL damage occurred while using the car rental contract. When OJD personnel rent a car from an independent car company (not on the DAS price agreement), it is recommended to purchase optional Limited Damage Waiver (LDW) insurance. This cost is reimbursable. Also, the State's insurance will cover any leased or rented vehicle operated by State Employees while on official business. Non-OJD personnel cannot make reservations under the State of Oregon price agreements. Please review [DAS Vehicle Rental Information](#) for full details.

Carpooling is encouraged whenever practical to reduce costs.

Please attach all taxi, Uber, Lyft, shuttle or parking receipts for reimbursement at actual costs. Tips up to 10% and detailed on receipts can be reimbursed as allowable expenses.

### **Airfare**

If you will need to travel via airplane, please contact Emma ASAP.

OJD staff can use its Travel Agency to purchase airfare: [Corporate Travel Management \(CTM\)](#), ticketing phone number is 877-564-1095. If using CTM, please be sure to specify this is with OJD. Additionally, once a confirmation email is received, please forward flight details to Charlotte Mills and copy Susan Taylor, including the PCA to be used. NOTE: These tickets should be issued fully refundable; however, **you must confirm** by looking at the travel confirmation details.

Purchased airfare must be in coach class (a.k.a. economy, depending on the airline) regardless of the funding source. Business or first-class travel will not be reimbursed by OJD. Fully refundable and cancelable airfare must be purchased. NOTE: travel insurance is not an allowable expense using grant funds; however, other funds such as local court general funds could be used with local AA approval.

OJD will not reimburse personal expenses incurred while traveling (e.g. airline costs for pre-selecting a seat, upgrading seating, or boarding priority). The local AA may approve an exception (i.e. when a physical accommodation is necessary). Such costs must be pre-approved by the local AA and noted on the Expense Reimbursement Form.

Travelers must include proof of travel (i.e., boarding passes for both outbound and inbound flights) with the travel Expense Reimbursement Form. The purchase of airfare is not sufficient. We recommend a physical boarding pass. If mobile boarding passes are used, please take a screenshot or save a copy.

**PCA Codes**

Travelers will be assigned a PCA from the Treatment Court Team; therefore, leave that box empty on the reimbursement form.