



# Oregon

Kate Brown, Governor



OREGON  
DEPARTMENT OF  
EDUCATION

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**Colt Gill**

Acting Deputy Superintendent of Public Instruction

January 2, 2018

To: Assessment Advisory Committee

Thank you for serving on the Oregon Department of Education's Assessment Advisory Committee. This Committee is to advise ODE on both the procedural and policy implications of Oregon's statewide assessment system, as well as the feasibility of proposed improvement to that system. The Committee's 2017-18 meeting schedule is below:

- Tuesday, January 16, 2018, 8:30 a.m. – noon; Studio A of the Public Service Building, 255 Capitol St NE, Salem OR 97310. We will begin our work at 8:30 a.m., and complete our work by 12:00 p.m.
- Wednesday, April 25, 2018, 8:30 a.m. – 4:00 p.m.; Basement A of the Public Service Building, 255 Capitol St NE, Salem OR 97310

For those attending meetings remotely, ODE will provide log-in information to join by computer or phone. For those attending meetings in person, please notify ODE by emailing Carla Martinez at [Carla.martinez@state.or.us](mailto:Carla.martinez@state.or.us) at least 7 business days in advance of each meeting date. Below you will find additional information relating to reimbursement for in-person attendance at 2017-18 meetings of the Assessment Advisory Committee:

For in-person attendees, a **yellow parking pass will be mailed** to the home address you provided to Carla Martinez. This pass works for **the Yellow Lot** (at the corner of Winter St. and Center St., two blocks north of the State Library on Winter St. Cross Center St.) and for the 2, 4 and 10-hour State metered parking in the Capitol area. Please be certain to bring it with you and follow the directions on the back of the pass when you park in the morning. Please give yourself approximately 15 minutes to find parking and arrive at the meeting. Parking will be reimbursed if you do not use the parking pass. Parking lots and meters are patrolled seven days a week and parking tickets will not be reimbursed.

**Please note:** In order to be reimbursed for any qualifying expenses, you must submit a copy of this appointment letter with your travel claim. You will be reimbursed for travel costs during the period of your appointment as described below.

#### **Private Vehicle Mileage and parking**

Roundtrip cost of private car mileage from your residence to the meeting site will be reimbursed at the current per diem rate. The current rate is \$.545 per mile.

#### **Substitute Teacher Expenses**

The Oregon Department of Education will reimburse substitute costs for individuals whose absence requires a substitute. Your business office will need to submit within 60 days an invoice to our office for payment. The invoice should contain the following information:

- Name of staff attending meeting;
- Name, date, and location of meeting;

- ODE contact person (Carla Martinez)
- Substitute name and cost.

**Meals and lodging with overnight stay**

Participants who travel 70 miles or more (one-way) to the meeting site may be reimbursed for lodging and meals up to state rates. Be sure to request the state government rate when making your hotel arrangements. If a meal is provided, such as lunch, it will be subtracted from the daily per diem.

Meals may only be claimed with an **overnight stay**. For lodging reimbursement, an original receipt with a zero balance is required. No receipts are required for meals.

Partial day per diem schedule:

	Prior to	6:00 AM to	12:01 PM to	After
Initial Day of Travel – Leave:	6:00 AM	Noon	6:00 PM	6:00 PM
Meal Allowance Percentage	100%	75%	50%	25%
Final Day of Travel – Return:	6:00 AM	Noon	6:00 PM	6:00 PM
Meal Allowance Percentage	25%	50%	75%	100%

Current per diem rates for Salem are \$93/night + tax for lodging, and \$51 per day for meals. Per diem rates may be found at <http://www.gsa.gov/portal/category/100120>.

**Air Travel and Car Rental** - if an airline ticket is more affordable than traveling by car, you will be reimbursed up to \$500.00 for coach airline travel from your home to (destination) with prior approval. If necessary, you may rent a compact sedan with prior approval. Original airline and car rental receipts are required.

Oregon Department of Education meetings are held in accordance with open meeting laws and accessibility requirements. If you have a disability and need assistance in order to participate in this meeting, please contact Carla Martinez no later Monday, January 8.

Submit a copy of this appointment letter with any travel claims resulting from in-person participation in the 2017-18 meetings of the Assessment Advisory Committee.

Thank you once again for contributing your time and expertise on the Assessment Advisory Committee. If you have any questions, please contact Carla Martinez at [Carla.martinez@state.or.us](mailto:Carla.martinez@state.or.us).

Sincerely,



Theresa Richards, D.Ed  
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 Office of Teaching, Learning, and Assessment  
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**Oregon Department of Education**

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