



# Oregon

Kate Brown, Governor



OREGON  
DEPARTMENT OF  
EDUCATION

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**Colt Gill**

Deputy Superintendent of Public Instruction

April 12, 2018

To: Assessment Advisory Committee,

Thank you for your interest in serving on the Assessment Advisory Committee. This Committee is to advise ODE on both the procedural and policy implications of Oregon's assessment system, as well as the feasibility of proposed improvement to Oregon's assessment system. The meeting will be held on Wednesday, April 25, 2018 at Public Service Building, 255 Capitol St NE, Salem OR 97310 in Basement A from 8:30 am to 4:00 pm with working lunch from 12:30 to 1:00 pm (OAM10.40.10.113D).

Below you will find additional information relating to reimbursement for your attendance at this meeting:

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:**

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 must submit an invoice to ODE for reimbursement, no later than June 29, 2018. The invoice should contain the following information:

- Name of staff attending meeting
- Name, date, and location of meeting
- ODE contact person and office authorizing substitute reimbursement
- Substitute name and cost
- A copy of this letter
- Send to the attention of: Carla Martinez

**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. Please include your departure and arrival times on the expense reimbursement form.

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%
	Prior to	6:00 AM to	12:01 PM to	After
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>.

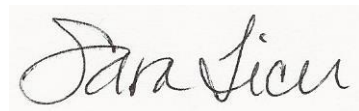
Air Travel and Car Rental - if an airline ticket is more affordable than traveling by car, you will be reimbursed up to \$500.00 for coach airline travel from your home to (destination) with prior approval. If necessary, you may rent a compact sedan with prior approval. Original airline and car rental 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 April 18.

Submit a copy of this appointment letter with your travel claim.

Thank you once again for contributing your time and expertise on 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,



Sara Ticer  
Interim Assistant Superintendent  
Office of Teaching, Learning & Assessment  
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**Oregon Department of Education**

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