

**Oregon Parks and Recreation Commission Meeting
April 24, 2024**

Agenda Item:	4b	Action
Topic:	Director's Annual Travel Report	
Presented by:	Stefanie Coons	

Background:

The Oregon Accounting Manual requires annual Commission review of specific financial transactions of the agency head. The review must be documented in the meeting minutes. Those transactions include travel, exceptional performance leave, and vacation payoff. Attached is a summary of Director Lisa Sumption's travel expenses. Travel reimbursement requests for all Department staff (including the director) are reviewed prior to payment by Financial Services Division staff to ensure compliance with state employee travel rules.

Director Sumption had no exceptional performance leave and no vacation payout for 2023.

Action Requested:

Staff request approval of Director Sumption's specific financial transactions, per the Oregon Accounting Manual for calendar year 2023.

Attachments: 4a Director's Travel 2023

Prepared by: Rebecca Jasso, Cindy Stockstill (Travel Coordinator)

Oregon Parks and Recreation Department
 Report of Director Lisa Sumption Expenses
 For the Period January 1, 2023 through December 31, 2023

	Date	Travel Destination	Actual Cost	Expense Reimbursement	Document #	Comments
1	12.06.22	LEBANNON, OR - ALL MANAGER MTG	149.50	149.50	VP713777	DEC 2022 ALL MANAGERS MEETING - MEALS
2	12.06.22	BOULDER FALLS INN	108.96	-	BT029310	DEC 2022 ALL MANAGERS MEETING - LODGING
3	01.05.23	BEST WESTERN LEBANON	217.92	-	BT029310	JAN 2023 ALL MANAGERS MEETING - LODGING
4	01.17.23	ADOBE RESORT	110.50	-	BT029310	JAN 2023 EXECUTIVE TEAM MEETING-LODGING
5	01.08.23	SPLS - WHEELING, WV	692.57	692.57	VP715136	SPLS INSTRUCTOR
5	01.17.23	YACHATS, OR	88.50	88.50	VP715136	PROPERTY TOUR
6	03.23.23	LITTLE LOIS	17.42	-	BT029464	MAR 2023 EXECUTIVE TEAM MEETING
7	04.12.23	SUNSET PIZZA	14.75	-	BT029544	APRIL COMMISSION LUNCH
8	04.12.23	THE LANDING NORTH GOLD BEACH	43.00	-	BT029544	APRIL COMMISSION DINNER
9	03.29.23	SMITH CREEK	86.75	-	BT029544	APRIL 2023 EXECUTIVE TEAM RETREAT
10	04.11.23	GOLD BEACH, OR	103.25	103.25	VP719934	APRIL COMMISSION - MEALS
11	04.17.23	NEWPORT, OR	145.25	302.89	VP719935	RMSPEC
11	04.03.23	NEWPORT, OR	157.64	157.64	VP719935	ESP ADVISORY BOARD, COASTAL REGION MTG
12	04.22.23	MARQUETTE, MI	795.19	795.19	VP720256	NASPD SPRING BOARD MEETING
13	04.21.23	MARQUETTE, MI	700.49	-	VP071715	AIRFARE
14	05.10.23	LISA REIMBURSED OPRD	(14.74)	(14.74)	CR023467	REIMB FOR OVERPAYMENT OF VP069902 BACK IN 2022
15	05.24.23	SILVER FALLS HOSPITALITY	14.75	-	BT029653	EXECUTIVE TEAM MEETING
16	06.12.23	SLEEP INN & SUITES	265.20	-	BT029811	JUNE 2023 ALL MANAGERS MEETING
17	05.30.23	SILVER FALLS, PDX, CORVALLIS, OR	158.25	158.25	VP723568	STIA, PSU EXEC
18	06.13.23	MADALINES GRILL	59.30	-	BT029811	JUNE COMMISSION MEETING
19	06.13.23	CODY'S COUNTRY CATERING	69.70	-	BT029811	JUNE COMMISSION MEETING

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20	06.01.23	LITTLE LOIS	17.48	-	BT029811	EXECUTIVE TEAM MEETING
21	08.14.23	COURTYARD FOR MARRIOTT	598.29	-	BT030117	WASHINGTON DC TRIP
22	09.11.23	AIRFARE - RENO, NV	592.18	-	VP072688	NASPD CONFERENCE
23	09.11.23	BALLY'S LAKE TAHOE	674.80	-	BT030173	NASPD CONFERENCE
24	09.18 - 09.19.23	COLUMBIA GORGE HOTEL AND SPA	557.40	-	BT030229, BT030173	SEPT 2023 COMMISSION MEETING - LODGING
25	09.19.23	DIVOTS, HOOD RIVER, OR	33.15	-	BT030173	ALL MANAGERS MEETING
26	09.18.23	SEPT COMMISSION MEETING	111.00	111.00	VP730389	SEPT 2023 COMMISSION MEETING - MEALS
27	08.14.23	WASHINGTON DC OUT OF STATE	751.05	751.05	VP730466	NPS BOARD MTG, BRIAN BOOTH&CAPE KIWANDA FIELD WORK
28	09.10.23	LAKE TAHOE, NV	281.58	281.58	VP730465	NASPD CONFERENCE
29	08.14.17	WASHINGTON DC BAGGAGE CLEMSON U AWARD - SOUTH	60.00	60.00	VP732165	NPS BOARD MTG
30	10.01.23	CAROLINA REIMB FROM DEPT OF INTERIOR	826.88	826.88	VP732449	CLEMSON AWARD
31	11.09.23	TREASURY	(1,094.34)	(1,094.34)	CR024327	REIMBURSEMENT FOR LISA SUMPTION TRAVEL
32	11.09.23	LISA REIMBURSE	(784.13)	(784.13)	CR024324	VP732449 - CLEMSON REIMB AWARD TRVL L SUMPTION
33	11.13.23	NEWPORT, OR	360.04	360.04	VP733839	NOV COMMISSION MTG
34	12.05.23	ALL MANAGER MEETING LEBANON LEBANNON, OR - BOULDER FALLS	170.38	170.38	VP733840	DEC 2023 ALL MANAGER'S MTG - MEALS
35	12.05.23	INN	242.90	-		DEC 2023 ALL MANAGER'S MTG - LODGING
36	11.13.23	HALLMARK RESORTS	447.90	-	BT030361	NOV COMMISSION MTG - LODGING
37	11.29.23	LITTLE LOIS	14.75	-	BT030361	ASCENT LEADER TO LEADER TRAINING
		TOTAL	7,845.46	3,115.51		