

Reading for Healthy Families

Food, Lodging, and Travel

Travel

Mileage will be reimbursed for those traveling more than **70 miles round trip** (35 miles one-way) to the training destination. Mileage will be calculated based on actual odometer readings or the ODOT Official Mileage Table or a standard set reimbursement rate per training. Mileage will be paid at the rate of \$.55/mile.

Lodging

Lodging may be paid for those who are traveling more than **70 miles round trip** (35 miles one-way) to the training destination. Depending on need, lodging may be paid for the night prior to the training as well as the night after the training. RFHF will make hotel arrangements for a block of rooms at the state government rate and pay them directly. When a block of rooms are not possible and participants must make their own hotel arrangements, lodging must meet the State lodging rates for that location, and receipts are required to claim lodging reimbursement.

Food

For the two days of the training session, RFHF will provide beverages/snacks in the morning, a full lunch, and beverages/snacks in the afternoon. When a block of rooms are reserved for those who need lodging, all effort will be made to include a continental breakfast.

Payment

All reimbursement claims must be submitted by the participant's agency or program. Reimbursement will be issued to the agency or program that issues your pay check, not to you directly. Your agency or program will then be responsible for passing on that reimbursement to you. Reimbursement will be made to individual participant in cases where the attendee is not associated with an agency or program.