



Financial support to attend the 2018 Oregon WIC Statewide Meeting

Note: Agencies will request reimbursement for eligible costs after the meeting. Travel Reimbursement forms are available on the website: <https://public.health.oregon.gov/HealthyPeopleFamilies/wic/Pages/wic-coordinator.aspx>

All WIC staff attending the meeting are eligible for the following:

- Lunch and snack breaks will be provided on Wednesday, 5/9 and Thursday, 5/10.
 - Lunch will be buffet style with vegetarian choices clearly marked.
 - Staff with special dietary needs should plan on bringing whatever is needed to meet their needs.
- Breakfast will be provided from 6 to 8 a.m. before the conference begins on Thursday, 5/10.
- Agencies will be reimbursed for mileage to and from the conference site for up to 1 car for every 4 staff. (# of staff/4=# of cars for which mileage will be reimbursed).

WIC staff traveling more than 70 miles to the meeting are eligible for the following:

- Items listed above.
- Per diem for meals not provided at the meeting (see above) will be at the state rate for Multnomah County.
- Double occupancy hotel room (2 beds per room) for Wednesday night.

- Staff are responsible for making their own hotel reservations at the meeting hotel at the special meeting rate.
- Agencies will be reimbursed for up to 1 room for every 2 staff. (# of staff/2=# of rooms that can be reimbursed). Rooms can be distributed between staff members however works best for the agency.
- WIC will not reimburse for any costs incurred in the room (pay-per-view, mini-bar, room service, etc.)

WIC staff traveling **more than 120 miles** to the meeting are eligible for the following:

- Items listed above.
- Double occupancy hotel room for Tuesday night (see room details above.)

WIC staff traveling **more than 240 miles** to the meeting are eligible for the following:

- Items listed above.
- Double occupancy hotel room for Thursday night (see room details above.)

WIC Coordinators will be eligible for the normal reimbursement to attend the OWCA meeting from 1 to 5 p.m. on Tuesday, 5/8.

For questions, contact Gwen Trieu
gwen.trieu@state.or.us or 971-673-0039