DHS Reimbursement Procedures

Advisory Committee Members can receive reimbursement for travel expenses while attending Committee meetings and while on Committee business. Allowable expenses include meals, lodging, mileage, transportation costs and parking fees.

All requests for reimbursement are submitted on the DHS travel expense form (form 1297). The forms should be sent to the DVSA Program Coordinator. They will then be signed and processed by the DHS payment section. It usually takes between two-four weeks to have a check mailed to you.

The following applies to non-State employee members of the Committee.

ALLOWABLE EXPENSES
You are reimbursed at the standard per diem rate for non-represented or management employees. You will need receipts for lodging and any other expense (parking, bus, taxi) $25 or over. You do not need receipts for meals.

We use the federally approved per diem rates. They can be found by going to www.gsa.gov then select per diem rates.

Meals can be reimbursed at a higher rate in a higher cost city. When figuring the meal rate based on the total available in that city, breakfast and lunch are each 25% of the total; dinner is 50% of the total.

When there is no overnight travel involved, we can only pay for meals:
☐ If you leave home before 6 a.m. then we can pay breakfast,
☐ No allowance is provided for lunch
☐ If you arrive home after 7 p.m. we can pay dinner.

A traveler is eligible for lodging reimbursement when the one-way distance from their home or workstation (whichever is closer) is 70 miles or more.

There is a set rate for lodging. However, certain cities are listed as
eligible for a higher rate for both lodging and meals. RECEIPTS ARE REQUIRED FOR ALL LODGING.

FORM INSTRUCTIONS

Do NOT mail to Financial Services, the form is wrong. Please email, fax or mail directly to the DVSA Program Coordinator (see below.)

On the travel expense form, you are a volunteer. Do not fill out the Index and/or PCA information. For Employee ID number, please use your social security number on the form.

You will not have received a travel advance.

For lodging and meal expenses, start by entering the date you leave with the start and end time of the travel on that date. Then, use as many additional lines as needed for the trip, ending with the date of your return, with the start and end time of travel on that date.

Destination/location/city is the place where you have traveled to, and will be how you determine the per diem for your trip. For committee meetings, for example, if you are coming from Bend you would put "Bend to Salem." Then you would use the per diem rate for Salem.

We use the federally approved per diem rates, which vary from city to city. They can be found by going to www.gsa.gov then select per diem rates.

Put your mileage, meal and lodging expenses in the appropriate columns. Other expenses (parking costs, room tax, etc.) go in the “Misc” column. If you use the fillable form, it will make the calculations for you.

Reason for travel will usually be committee meeting, site visit or whatever.

You will need to verify that you received no benefits from your travel (bonus points on Visas, hotel points, etc.) Please check the box and initial.
PLEASE SIGN THE FORM ON THE SIGNATURE LINE. Your title is "Advisory Committee Member." All forms then have to be signed by the DVSA Coordinator’s manager.

IF YOU HAVE ANY QUESTIONS OR WONDER IF OTHER EXPENSES CAN BE ALLOWED, PLEASE ASK.

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