



Oregon Department of Transportation

Transportation Safety Division

Driver Education



**2020 PAC NW Regional Driver & Traffic Safety Conference
Information for DEAC Members**

Conference registration and information:

<http://triwou.org/projects/tse/conference/2020-PacNW-Driver-and-Traffic-Safety-Conference/registration>

Under payment options, select WOU/ODOT/DEAC Attendee.

DEAC members who attend the 2020 Pac NW Conference are eligible for expense reimbursement, as follows:

Lodging: If you meet the criteria* and wish to stay overnight, email Tonya East (eastt@mail.wou.edu) and Mary DeFerrari (mary.b.deferrari@odot.state.or.us) to assure you are added to the direct billing list.

- Although ODOT will pay directly for your room in most cases, you may need to provide a credit card upon check-in for incidentals.
- When checking out, you are responsible for obtaining a copy of the lodging receipt to be submitted with your expense statement.

Mileage/Meals: Mileage and meal expenses will be reimbursed following ODOT policy.

- TSD staff will provide expense forms to committee members during the meeting. The following information is required: mileage to and from the conference, the date and time you left home, date and time you plan to return home, and your lodging receipt, if applicable.
- If you arrive early or leave late for personal reasons, the personal time must be subtracted from the figures on the expense sheet.

*Lodging Criteria: You must live a minimum of 60 minutes from the conference site to be eligible for Friday or Saturday night lodging paid by ODOT. The expectation is that for every night you are requesting paid lodging, you will attend all workshops that day and the following day. Any exceptions must be approved by ODOT prior to the conference. You are welcome to add additional nights before or after the conference at your own expense. When making reservations, be sure any extra nights will be billed separately from the ODOT-paid nights.

March 6-8, 2019, Pac NW Conference
Portland Airport Embassy Suites, 7900 NE 82nd Ave, Portland 97220
DEAC meeting: Friday, March 6th 9:30 a.m. to 12: noon in The Oak room

