Overview

The costs associated with travel and lodging for CAC members to attend the March 19-20 CAC Conference will be covered by the Oregon Health Authority (OHA) Transformation Center and are described in more detail in this travel guide. For this year’s event, CAC members must pay for their travel costs to attend the conference up front, with the exception of hotel lodging, which will be paid for by the OHA Transformation Center. CAC members will then be able to submit for reimbursement to cover their other travel expenses to attend the event.

Conference Attendance

Please see the table below which details how many people we can accommodate at the conference per CCO, including CAC members:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CCO** | **# of CACs\*** | **# of CAC Members** | **# of CAC coordinators** | **Additional CCO staff** |
| Advanced Health | 2 | 8 | 2 | 1 |
| AllCare CCO | 3 | 12 | 1 | 1 |
| Cascade Health Alliance | 1 | 4 | 1 | 1 |
| Columbia Pacific CCO | 4 | 13 | 3 | 1 |
| Eastern Oregon CCO | 13 | 25 | 13 | 1 |
| Health Share of Oregon | 1 | 4 | 1 | 1 |
| Intercommunity Health Network CCO | 4 | 13 | 1 | 1 |
| Jackson Care Connect | 1 | 4 | 1 | 1 |
| PacificSource-Central Oregon | 1 | 4 | 1 | 1 |
| PacificSource-Columbia Gorge | 1 | 4 | 1 | 1 |
| PrimaryHealth | 1 | 4 | 1 | 1 |
| Trillium Community Health Plan | 2 | 8 | 1 | 1 |
| Umpqua Health Alliance | 1 | 4 | 1 | 1 |
| Willamette Valley Community Health | 1 | 4 | 1 | 1 |
| Yamhill Community Care | 1 | 4 | 1 | 1 |

\*Includes regional CACs.

CAC coordinators: Once you know which of your CAC members would like to attend the conference, please have them register [here](https://www.eventbrite.com/e/2019-community-advisory-council-conference-tickets-52879485966). If you anticipate not using up all your CAC member attendance spots, please let Tom know by Friday, February 1 so that these spots can be released to another CCO.

Travel Assistance

**CAC members are eligible for:**

* Hotel room coverage
* Mileage and other travel reimbursement (e.g., bus, train or airline fares)
* Meal allowance (i.e., per diem)

Note: Personal care attendants for CAC members are eligible for all of the above.

Descriptions of Travel Assistance

1. **Hotel room coverage**

OHA will cover the cost of lodging for CAC members traveling to the event. Rooms are available on the night of 3/19, as well as the nights of 3/18 and 3/20 for those members traveling greater distances. When registering for the event, CAC members will able to note their hotel needs. The Transformation Center will then work with the Embassy Suites Hotel to reserve hotel rooms for CAC members.

Note: CAC Coordinators and CCO staff should make their own reservations with the Embassy Suites by Hilton Portland Hotel as soon as possible to ensure room availability. Here is the link to make hotel reservations online: [https://embassysuites.hilton.com/en/es/groups/personalized/P/PDXESES-OHA-20190318/index.jhtml?WT.mc\_id=POG](https://urldefense.proofpoint.com/v2/url?u=https-3A__embassysuites.hilton.com_en_es_groups_personalized_P_PDXESES-2DOHA-2D20190318_index.jhtml-3FWT.mc-5Fid-3DPOG&d=DwMFAg&c=7gilq_oJKU2hnacFUWFTuYqjMQ111TRstgx6WoATdXo&r=2DdQ3zNJp-l_dCBfBtOuJ9wgGc1AiTQiBnHQtjYGbBRD3Ki1KBXhDG73S8eAmZal&m=wJiDlKivhJjrwlsnkJYhP7ySt4DxbxKFUfoh5YcPrIY&s=oZu7y_DzmTGKXgDcRJTtirHyipEB4Au4bp8r6lXHqUc&e=). Reservations may also be made over the phone by calling 1-800-774-1500, using the group name Oregon Health Authority. March 12 is the deadline to reserve hotel rooms.

1. **Mileage and other travel reimbursement**

CAC members should consider the most cost-effective options when planning travel to and from this event.

* Mileage for CAC members will be reimbursed at $0.58/mile. Round-trip mileage is calculated from the departure address to the Embassy Suites hotel and back.
* If a personal vehicle is used, the driver must report the total mileage for reimbursement.
* If a rental vehicle is used, the cost for the rental and the gas can be reimbursed. Please submit receipts when submitting reimbursement.
* Public transportation (e.g., train, bus, taxi) to and from the event can be reimbursed. Please submit receipts when submitting reimbursement.
1. **Meal allowances**

The following meals will be provided at the CAC Conference and therefore will not be reimbursed:

* March 19: Lunch and dinner
* March 20: Breakfast and lunch

Depending on your travel start and end times, you may be eligible for the following (Federal) per diem meal allowance based on your travel:

* Breakfast = $13.00; Lunch = $14.00; Dinner = $23.00
1. **Travel assistance for personal care attendant**

Personal care attendants traveling with CAC members are eligible for the same travel allowances as other CAC members attending the event and should make sure to register for the conference.

**5. Instructions for submitting a travel reimbursement form**

Travel reimbursement forms will be available at the CAC Conference for CAC members to complete. CAC members should hand-in their completed travel reimbursement form before leaving the event.

**6. Coordinating travel for CAC members**

CCOs are responsible for assisting their respective CAC members with coordinating travel to attend the March 19-20 CAC Conference. This can include helping CAC members to book airline, train or bus tickets. This also includes arranging transportation options for CAC members. OHA will reimburse for these costs but is asking CCOs to help arrange this travel for their CAC members. Note: The Embassy Suites by Hilton Portland Airport has a wheelchair-accessible shuttle that it can be made available for CAC members arriving and departing from the PDX Airport. Please contact Tom Cogswell to reserve this shuttle for a CAC member. OHA will work with CAC members to meet their accessibility needs related to their stay at the Embassy Suites Hotel, and attendance at the event venue. CAC members can make these accessibility requests when registering for the event on Eventbrite, or by contacting Tom Cogswell.