



August 11, 2021

To: Public Defense Partners

From: Office of Public Defense Services

Re: Travel Reimbursements

Our NRE and Accounts Payable teams are noticing an increase in travel related issues. We are hearing that partners are unable to find GSE rates for lodging and car rental. We understand these challenges.

In an effort to avoid delays in payment processing we want to provide guidance as to what to submit with invoices that are above guideline or NRE authorized rates due to lack of availability.

Please request written documentation from the hotel or car rental establishment when you are informed that a higher rate will be necessary due to a lack of availability at approved rates. Please include that documentation and an explanation of what exigent circumstances exist that required you to incur the expense without requesting preauthorization when you submit your invoice.

This will provide the documentation we need to consider payments over the preauthorized amount. Submitting this with your invoice will eliminate the need for our accounts payable team to reach out for clarification which slows processing time.

Thank you for your cooperation in our efforts to be responsive and continue to improve our payment processing time.

If you have any questions, please email accountspayable@opds.state.or.us.

Oregon Office of Public Defense Services

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