

**Oregon Parks and Recreation Commission Meeting  
June 15, 2022**

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Agenda Item:	10a	<b>Action</b>
Topic:	Director's Expense Report	
Presented by:	Daniel Killiam	

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**Background:**

The Oregon Accounting Manual requires annual Commission review of specific financial transactions of the agency head. The review must be documented in the meeting minutes. Those transactions include travel, exceptional performance leave, and vacation payoff. Attached is a summary of Director Lisa Sumption's travel expenses. Travel reimbursement requests for all Department staff (including the director) are reviewed prior to payment by Financial Services Division staff to ensure compliance with state employee travel rules.

Director Sumption had no exceptional performance leave and no vacation payout for 2021.

**Action Requested:**

Staff request approval of Director Sumptions's specific financial transactions, per the Oregon Accounting Manual.

Prepared by: Rebecca Jasso

Oregon Parks and Recreation Department  
 Report of Director Lisa Sumption Expenses  
 For the Period January 1, 2021 through December 31, 2021  
 Expense

	Date	Travel Destination and Purpose	Actual Cost	Reimbursement	Document #	Comments
1	07/11/21	Bismark, Arkansas/NASPD Board Meeting	293.29	-	VP066033	Airfare paid with US Corporate Visa
2	06/09/21	Collier State Park Visit	43.42	43.42	VP066035	Gas Reimbursement for State Vehicle
3	07/27/21-07/30/21	Wheeling, West Virginia-SPLS	588.65	-	VP066381	Airfare paid with US Corporate Visa
4	07/11/21-07/13/21	Bismark, Arkansas/NASPD Board Meeting	209.40	209.40	VP066407	
5	07/26/21-07/30/21	Virginia - SPLS	213.75	213.75	VP066586	
5	07/26/21-07/30/21	Virginia - SPLS	213.75	213.75	VP066619	
5	07/26/-07/30/21	Virginia - SPLS	(213.75)	(213.75)	WC121112	DUPLICATE CHECK CANCELLED
6	08/13/21	Coastal Meeting/Trip	59.01	59.01	VP066755	Fuel purchase
7	09/07/21	Air Travel Pittsburgh/Naspd	870.41	-	VP066885	
7	07/30/21	Air Travel Virgina/Portland	438.50	-	VP066885	changed returning flight
8	09/06/21-09/12/21	NASPD Conference	274.22	274.22	VP066898	
9	09/28/21-09/30/21	ORB/DG Meeting-John Day, OR	242.11	242.11	VP066898	
10	10/25/21-10/28/21	Chiloquin, OR / Stihl Tree Planting	761.09	761.09	VP067166	
10	10/25/21-10/28/21	Chiloquin, OR / Stihl Tree Planting	(761.09)	(761.09)	CR021044/ VP067166	Reimbursed duplicate payment
11	10/25/21-10/28/21	Chiloquin, OR / Stihl Tree Planting	893.84	893.84	VP067288	
12	12/20/21	SOUTH CAROLINA AIRFARE FOR MARCH 13, 2022 - MARCH 17, 2022 NASPD	425.95	-	VP067689	Airfare paid with US Corporate Visa
		<b>TOTAL</b>	<b>4,552.55</b>	<b>1,935.75</b>		