

**Oregon Parks and Recreation Commission Meeting
June 14, 2023**

Agenda Item:	3b	Action
Topic:	Director's Annual Travel Report	
Presented by:	Daniel Killam	

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 40 hours of vacation payout for 2022.

Action Requested:

Staff request approval of Director Sumptions's specific financial transactions, per the Oregon Accounting Manual for calendar year 2022.

Prepared by: Rebecca Jasso, Cindy Stockstill (Travel Coordinator)

Attachment A

	Date	Travel Destination	Actual Cost	Expense Reimbursement	Document	Comments
1	02/12/2022	NEWPORT, OR	-	95.94	VP067935	PRPM ORIENTATION
2	02/23-02/25/2022	SUNRIVER, OR	260.62	-	BT028179	LODGING PAID W/SPOTS CARD
2	02/23-02/25/2022	SUNRIVER, OR	-	132.75	VP068053	WALK THROUGH FOR NASPD
3	03/12-03/16/2022	GREENVILLE, SC	576.37	-	VP067985	AIRFARE - NASPD SPRING BOARD MEETING
3	03/12-03/16/2022	GREENVILLE, SC	-	321.99	VP068187	NASPD SPRING BOARD MEETING
4	04/12-04/13/22	SILVERTON, OR	-	16.73	VP068408	APRIL COMMISSION MEETING
5	04/21-04/22/2022	KENNEDY SCHOOL PDX	-	250.23	VP068481	Spring 2022 New Director's Forum
6	04/27/2022	Eagle Crest, Redmond, OR	136.86	-	BT028441	LODGING FOR MOUNTAIN REGION ALL STAFF
7	05/08-05/13/22	WHEELING, WV	808.86	-	VP068169	AIRFARE FOR SPLS (State Park Leadership School)
7	05/08-05/13/22	WHEELING, WV	-	291.53	VP068750	SPLS - AS AN INSTRUCTOR
7	05/08-05/13/22	WHEELING, WV	7.55	-	BT028667	TOLL FEE FOR LISA PD ON SPOTS
7	06/14-06/15/2022	REDMOND, OR	214.08	-	BT028667	JAYME JONES JUNE 2022 SPOTS-LODGING
8	05/21/2022	YACHATS, OR	-	113.50	VP068845	AMANDA BRIDGE RE-DEDICATION
9	08/02-08/03/2022	TOLOVANA, OR	158.16	-	BT028887	JAYME JONES JULY 2022 SPOTS CARD/TOLOVANA OR EXEC TEAMING MEETING.
10	09/04-09/10/22	SUNRIVER, OR	-	132.75	VP069601	NASPD CONFERENCE
11	09/20/2022	PLEASEANT HILL OR	-	89.51	VP069902	MEETINGS - DEXTER/CASCADIA

12	10/03/2022	FLORENCE, OR	-	148.63	VP069902	MEETINGS - TRIBAL STATE SUMMIT THREE RIVERS CASINO
12	10/04/2022	FLORENCE, OR	-	160.63	VP070212	MEETINGS - TRIBAL STATE SUMMIT THREE RIVERS CASINO
12	10/11-10/12/22	LUKIAMUTE, OR	-	57.50	VP070212	EXECUTIVE TEAM MEETING
12	10/24-10/27/22	PARKSVILLE, CANADA	-	640.55	VP070212	PRESENTING AT THE CANADA DIRECTORS MEETING
13	10/24-10/27/22	PARKSVILLE, CANADA	559.10	-	BT029050	LODGING PAID W/SPOTS CARD
13	10/24-10/27/22	PARKSVILLE, CANADA	979.97	-	VP069742	AIRFARE ON CORPORATE VISA
14	11/08/2022	FRONT, NEWPORT, OR	148.69	-	BT029146	DENISE WARBURTON NOV 2022 SPOTS- ET MTG
15	11/15-11/16/2022	ASTORIA, OR	-	224.25	VP711669	NOV COMMISSION MEETING
Total			3,589.64	2,580.55		