


State of Oregon

Department of Environmental Quality

Memorandum

Date: Jan. 4, 2018

To: Environmental Quality Commission

From: Leah Feldon, Deputy Director 

Subject: Agenda item B, Action item: Director's transactions for commission review and approval
Jan. 18-19, 2018, EQC meeting

Why this is important Oregon Accounting Policy 10.90.00.PO and DEQ Policy 010.008.2010 require that the commission reviews and approves certain financial transactions of the DEQ director on an annual basis.

Background In 2001, the Department of Administrative Services adopted a policy requiring EQC review and approval of certain transactions of the DEQ director, including monthly time reports, vacation pay, travel expense and the small purchase order transaction system credit card use.

In September 2001, EQC adopted a policy delegating review and approval of these transactions to the Central Services Division administrator, known at that time as the Management Services Division administrator, with annual EQC review of the approved transactions. The annual review is documented in EQC meeting minutes as directed by State of Oregon policy.

DEQ recommendation DEQ recommends that the Oregon Environmental Quality Commission review and accept the DEQ director's approved transactions as seen in Attachment C.

Attachments A. Oregon Accounting Manual Policy Number 10.90.00.PO
B. DEQ policy regarding approval of the director's transactions
C. Director Whitman's transactions subject to commission approval

Report prepared by Mark Brown
Financial Services Manager

OREGON ACCOUNTING MANUAL		Number 10.90.00.PO
Oregon Department of Administrative Services State Controller's Division		Effective Date July 16, 2001
Chapter	Internal Control	.1 OF .3
Part	Approval of Agency Head Transactions	
Section		Approval Signature on file at SCD

Accountability and Control Standards

- .101 This policy sets accountability and control standards for the determination and delegation of review and approval authority for the agency head's monthly time report, requests for vacation payoff, use of exceptional performance leave, travel expense reimbursement claims, and Small Purchase Order Transaction System (SPOTS) card purchases. This policy is intended to ensure that these transactions are reviewed for completeness and accuracy and that they are in conformance with and measured against the documentation and compliance standards provided herein. In the case of agency heads that are elected, this policy may be applied at the option of that elected official.

Establishing Review and Approval Authority

- .102 Agency heads appointed by the Governor shall delegate review and approval authority for agency head financial transactions to the chief financial officer or to the person who holds the position of second-in-command to the agency head. The delegation shall be in writing.

Agency heads appointed by or reporting to a board or commission shall work with that body to create a review and approval structure for financial transactions of the agency head. The board or commission may delegate the review and approval authority, by direct designation or motion, in writing, to the board or commission chair or ranking officer. Or, the board or commission may delegate to the agency second-in-command, chief financial officer, or may choose to retain an active role in the approval process. Boards and commissions choosing to take an active role in the review and approval process must make the review and approvals of financial transactions a part of their regular meetings and document them in the minutes.

Boards and commissions delegating the review and approval process must at least annually review the financial transactions of the agency head approved as delegated. These post transaction reviews and approvals must be documented in the minutes of the board or commission annual meeting.

Requirement for Internal Procedure and Review

- .103 This policy requires agencies to develop internal procedures for the review and approval of the following agency head transactions:
- (a) Time reporting: Review and approve the agency head's monthly report of sick leave, vacation, holiday or other leave hours used. Review for completeness and accuracy and to ensure that all time that has been taken has been reported. Ensure that leave hours comply with HRSD 60.000.01 Sick Leave, 60.000.05 Vacation Leave, 60.010.01 Holidays, 60.000.15 Family Medical Leave, 60.005.01 Leave Without Pay and 60.000.10

Special Leaves with Pay. Time reporting (leave usage) must be documented using either paper or electronic timekeeping methods. The documentation must show that the time reports have been reviewed and approved by the appropriate authority, which, in the case of a board or commission, may be the ranking officer of the board. Note: Heads of agencies are classified as exempt from the Fair Labor Standards Act (FLSA) and as such should not be required to report actual hours worked. The time reporting review is intended to focus only on hours related to the categories defined above. The documentation must provide evidence for an audit trail and must be maintained by the agency for the prescribed IRS retention schedule for time records of three years and one quarter as well as the current record retention standards per Secretary of State, Archives Division.

- (b) Travel expense reimbursements: Review and approve all travel claims submitted by the agency head, whether for in-state or out-of-state travel. Ensure compliance with DAS Travel Rules OAM 40.10.00 as well as OAM 10.40.00, Expenditures. The review and approval of travel transactions must be documented to provide an audit trail and evidence that the review complies with and was conducted in accordance with the prevailing state policies as listed.
- (c) Exceptional Performance Leave: This leave shall be granted to agency heads using the criteria set forth in HRSD 60.000.10 "Special Leaves With Pay". For agency heads appointed by the Governor, this leave shall only be granted by the Governor or by the Director of the Department of Administrative Services on behalf of the Governor. For agency heads reporting to a board or commission, this leave shall be granted by that body or by the board or commission chair and documented in the minutes of the board or commission. The review and approval responsibility is to ensure that the Exceptional Performance leave was granted based on appropriate criteria and authority and is in compliance with HRSD policy 60.000.10. The review and approval of these transactions must be documented to provide an audit trail and evidence that the review complies with and was conducted in accordance with the prevailing state policies as listed. The documentation must clearly demonstrate the criteria upon which the leave was granted. The documentation must include copies of the written request and approval granting the leave and copies of the board or commission minutes, if applicable. The documentation must be retained according to the current record retention standards per Secretary of State, Archives Division.
- (d) Vacation Payoff: Review and approve ensuring compliance with HRSD policy 60 000.05 "Vacation Leave". The review and approval of these transactions must be documented to provide an audit trail and evidence that the review complies with and was conducted in accordance with HRSD 60.000.05. That review must clearly demonstrate that the vacation payoff was approved in accordance with Section (6)(b) of that policy which mandates that a vacation payoff is only granted when taking vacation leave is not appropriate. Copies of the written request and approval granting the vacation payoff and copies of the board or commission minutes, if applicable, must be part of the documentation for these transactions.
- (e) Use of the Small Purchase Order Transaction System (SPOTS) purchase card: Review purchases to ensure that they are appropriate expenditures that further the business of the state and the mission of the agency and that the use of the SPOTS card complies with OAM 55.30.00. The review must be conducted by someone other than the person whose name appears on the card. The review and approval of transactions must be documented to provide an audit trail and evidence that the review complies with and was conducted in accordance with the prevailing state policies as listed.

The documentation for all of the above should be retained according to the current record retention standards per Secretary of State, Archives Division.

Fiscal Officer Responsibility

- .104 Agency fiscal officers processing these financial transactions for the agency head have a duty to pre-audit and verify that the transactions comply with this policy.

Seeking Guidance from Chief Financial Office

- .105 For the purposes of this policy, those persons delegated to review and approve financial transactions for state agency heads have a duty to comply with the provisions of this policy. Any agency head requests to deviate from this policy must be approved by the Chief Financial Officer. Those persons delegated review and approval authority that have reservations or questions about an agency head financial transaction may seek guidance from the Chief Financial Office.

Transactions Subject to Audit

- .106 All financial transactions of state agency heads are subject to periodic audit by the Secretary of State Audits Division.

DEQ Policy

State of Oregon
Department of
Environmental
Quality

Approval of Director's Transactions

Policy Number 010.008.2010	
Effective Date: January 11, 2010	Next Scheduled Revision Date: 2015
Approval: Kerri Nelson (signature on file)	Title: MSD Administrator

Intent/Purpose/ Statement of Need	To set accountability and control standards for the review and approval of the DEQ director's financial transactions.
Authority	Oregon Accounting Manual <u>10.09.00.PO</u>
Applicability	DEQ director, MSD administrator, Environmental Quality Commission members

POLICY

MSD administrator review	<p>As delegated by the Environmental Quality Commission, the Management Services Division administrator will review and approve the director's:</p> <ul style="list-style-type: none"> • Monthly time reports • Requests for vacation payoff • Use of exceptional performance leaves • Travel expense reimbursement claims • Small Purchase Order Transaction System (SPOTS) card purchases <p>This review will be performed in accordance with OAM 10.90.00.PO.</p>
EQC review	Annual, at the time of the director's evaluation, the Environmental Quality Commission will review the transactions approved as delegated. These post transaction reviews and approvals will be documented in EQC meeting minutes.
History	Updated formatting: January 11, 2010

300/VPT

Item B 000006



11-22-16

Richard Whitman [REDACTED] Portland OR 97202 United States	Folio No. : A/R Number : Group Code : Company : Membership No. : PC 677407503	Room No. : 127 Arrival : 11-21-16 Departure : 11-22-16 Conf. No. : 62811701 Rate Code : IMSTI Page No. : 1 of 1
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Date	Description	Charges	Credits
11-21-16	*Accommodation	91.00	
11-21-16	State Tax	8.10	
11-21-16	Occupancy Tax	1.82	
11-21-16	TPA	2.00	
11-22-16	Visa XXXXXXXXXXXXX4481		102.92
Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews . We look forward to welcoming you back soon.		Total	102.92 102.92
		Balance	0.00

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

per diem 911/51

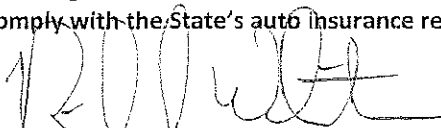

We'd love your review
on Trip Advisor.
Our goal is to be #1
Thank you for staying with us.

Holiday Inn Express
1433 West Pine Street
Walla Walla, WA 99362
Telephone: (509) 525-6200 Fax: (509) 525-6210

Item B 000007

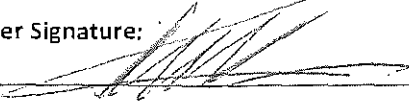
State of Oregon
Department of Environmental Quality
AUTHORIZATION TO USE PRIVATE VEHICLE

A completed form with all required signatures must be submitted
to the DEQ Travel Coordinator prior to using a private vehicle on state business.

1. Name of Traveler: Richard Whitman	2. Office / Division/ Section: OD
3. Travel Dates: 11/21/2016 - 11/22/2016	4. Destination: Lapwai, Idaho
5. Reason for Travel: To meet with the Nez Perce Tribe on November 22, 2016. Richard was not aware he would need to drive his own vehicle until after 9pm on 11/21/16 when his flight was cancelled.	
6. Justification to Use Private Vehicle: (Mark the appropriate box and attach any required documentation)	
A. <input checked="" type="checkbox"/> No state owned/operated vehicle is available.	Full GSA Rate
B. <input type="checkbox"/> A state owned/operated vehicle is available. The agency conducted a cost-benefit analysis and determined that reimbursing the employee at the full GSA rate is the most cost effective method of transportation. The analysis was completed using the DAS online Fleet Daily Rental Cost Calculator for the vehicle costs. (Click here for online calculator). A copy of the calculator results must be attached to this form with any related documentation supporting the determination that reimbursing the employee for mileage is the most cost effective method of transportation.	Full GSA Rate
C. <input type="checkbox"/> DEQ Human Resources section has documentation on file supporting the determination that the employee has a medical condition that cannot be accommodated by using a state owned/ operated vehicle. Please contact HR with any questions about the process for qualifying for this option.	Full GSA Rate
D. <input type="checkbox"/> A state owned/operated vehicle is available and is determined to be the most cost effective means of transportation but the employee's manager and the Financial Services Manager have authorized the employee to use his or her own vehicle. A description of why the use of a private vehicle is needed and how using the private vehicle provides a benefit to the state (e.g., reduced comp time accrued) must be attached.	Reduced GSA Rate
E. <input type="checkbox"/> A state owned/operated vehicle is available but the employee chooses to use a private vehicle and the employee will NOT request reimbursement.	No reimbursement
7. Certification	
A. <u>Employee</u> : I certify the accuracy of the item checked above. Based on this criterion, I request authorization to use my private vehicle while traveling on state business for the dates and destination indicated. I further certify that I have read, understood and will comply with the State's auto insurance requirements as described in Attachment 1. Employee Signature:  Date: 2/24/17	
B. <u>Employee's Supervisor</u> : I certify I have examined the supporting documentation for the item checked above. Based on this criterion, I authorize the employee's use of a private vehicle while traveling on state business for the dates and destination indicated. Manager's Signature:  Date: 2/24/17	

Item B 000008

COPY

C. Page 4 of 72
Financial Services Manager: (required only if Section 6D is checked)Financial Services Manager Signature: 

Date:

2/23/17

ATTACHMENT 1

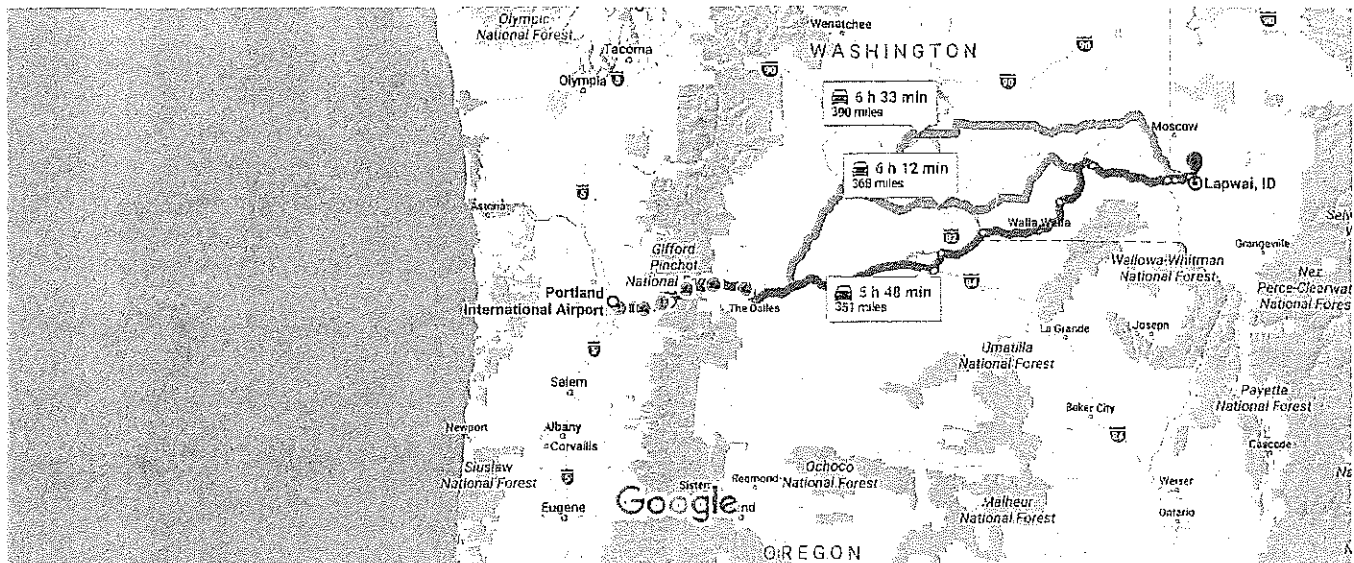
Insurance terms for use of a personal vehicle on state business are the same whether mileage is to be reimbursed or not. While using a personal vehicle on state business, personal auto insurance applies first. If an employee has an accident and the loss to others exceeds the personal policy limits, the State's coverage will apply to the amount over the personal policy limits. The State will not cover any loss or damage caused to others when the employee is not acting within the scope of their state employment or duties. Nor will it cover any loss or damage if the employee's actions amount to malfeasance in office or willful or wanton neglect of duty.

It is the employee's responsibility to carry liability, uninsured motorist, and personal injury protection insurance as required by law. It is up to the employee to carry physical damage coverage. The State provides coverage only for physical damage, uninsured motorist, and personal injury protection on vehicles owned, rented, or leased by the State. This means the State will not pay the costs of any repairs to a personal vehicle.

If an employee has any questions about the correct insurance coverage for a personal vehicle while driving on state business, the employee will contact their own insurance agent for advice. If an employee is involved in a vehicle accident while on state business, the employee will promptly notify the supervisor and DEQ's Health & Safety manager.

Google Maps

Portland International Airport to Lapwai, ID Drive 351 miles, 5 h 48 min



Map data ©2016 Google 50 mi

Portland International Airport

7000 Northeast Airport Way, Portland, OR 97218

Get on I-205 S from NE Airport Way

- | | | |
|---|--|----------------|
| ↑ | 1. Head northwest on NE Airport Way | 7 min (3.2 mi) |
| ↑ | 2. Continue straight to stay on NE Airport Way | 0.2 mi |
| ↑ | 3. Slight left to stay on NE Airport Way | 0.1 mi |
| ↑ | 4. Continue straight to stay on NE Airport Way | 0.5 mi |
| ↑ | 5. Keep right to stay on NE Airport Way | 0.1 mi |
| ↑ | 6. Use the right 2 lanes to turn slightly right onto the Interstate 205 S ramp to Interstate 84/Portland/Salem | 1.8 mi |
| | | 0.5 mi |

Follow I-84 E to US-395 S/US-730 E/6th St in Umatilla County. Take exit 1 from I-82 W

2 h 40 min (182 mi)

Item B 000010

OGRODNIK Katie

From: PHILLIPS Kathy
Sent: Thursday, November 17, 2016 2:24 PM
To: WHITMAN Richard
Cc: OGRODNIK Katie; CHADWICK Delia
Subject: Richard Whitman OSA Approved - Pasco, WA & Lapwai, ID.

Hi Richard,

Your OSA has been approved for the following dates: 11/21/16 – 11/22/16.

The rental vehicle has also been approved.

Please let me know if you have any questions.

Kathy C. Phillips

Department Of Environmental Quality
Accounting Office
My office hours are: Tuesday - Friday, 7:30 am - 6:00 pm

Please mail all payments to our new location at:
DEQ Business Office
700 NE Multnomah St., Suite #600
Portland, OR 97232
Phone: 503-229-5763

- 7. Merge onto I-205 S 1.4 mi
- 8. Use the right 2 lanes to take exit 22 for Interstate 84 E/U.S. 30 E toward The Dalles 0.8 mi
- 9. Merge onto I-84 E/US-30 E 169 mi
 - Continue to follow I-84 E
- 10. Take exit 179 for Interstate 82 W toward Hermiston/Umatilla 0.8 mi
- 11. Continue onto I-82 W 9.1 mi
- 12. Take exit 1 for US-395 S/US-730 S toward Umatilla Irrigon 0.3 mi

Continue on US-730 E. Take US-12 E to N Main St in Lapwai

3 h 1 min (167 mi)

- 13. Turn right onto US-395 S/US-730 E/6th St 25.2 mi
 - Continue to follow US-730 E
 - Entering Washington
- 14. Merge onto US-12 E 49.4 mi
- 15. Turn right onto US-12 E/Preston Ave 33.2 mi
 - Continue to follow US-12 E
- 16. Turn right onto US-12 148 ft
- 17. Turn left at the 1st cross street onto US-12 E 41.6 mi
- 18. Turn left onto ID-128 E 0.5 mi
- 19. Turn right to stay on ID-128 E 3.8 mi
 - Entering Idaho
- 20. Turn left onto ID-128 E/N and South Hwy 0.1 mi
 - Continue to follow N and South Hwy
- 21. Slight left onto US-12 E 7.5 mi
- 22. Continue onto US-95 S 5.0 mi

Item B 000012

OGRODNIK Katie

From: TUTTLE Nanc
Sent: Sunday, November 27, 2016 7:48 AM
To: OGRODNIK Katie
Subject: FYI - My Schedule Today

Thought you would want to know

From: WHITMAN Richard
Sent: Tuesday, November 22, 2016 1:18 PM
To: TUTTLE Nanc; FELDON Leah
Subject: My Schedule Today

Just a note that I'm unlikely to make it back to the office today. My flight to Pasco was cancelled at the last moment, and so I drove to Walla Walla last night, and then on to Lewisto this morning. I'm back to Walla Walla, but my Nez Perce meeting went long. So likely not back in Portland until very close to five.

I'm reachable by phone and email now, although I see our email server is going down.

I cancelled all plane and hotel reservations last night and secured refunds, so no further damage control necessary.

See you tomorrow.

Richard

Sent from my Verizon, Samsung Galaxy smartphone

From: PHILLIPS Kathy
Sent: Thursday, February 23, 2017 12:51 PM
To: OGRODNIK Katie
Subject: Travel Expenses for Richard Whitman

Hi Katie,

I am reviewing some of the travel files and I have a OSA form for Richard to travel to Pasco, WA. and Lapwai, ID. It seems like we talked about this trip but I am not finding an expense form in our travel files. Can you confirm that he did attend these meeting with the Nez Perce Executive Tribal Council?

It seems like you had told me something about a flight getting delayed or something then he ended up driving instead? Does this sound familiar to you?

I need to confirm if he traveled and if he submitted the travel expense form (if he had expenses to claim). I am not in a rush for the information but would like to close this OSA soon if possible.

Thank you!

Kathy C. Phillips

Department Of Environmental Quality
Accounting Office

My office hours are: Tuesday - Friday, 7:30 am - 6:00 pm

Please mail all payments to our new location at:
DEQ Business Office
700 NE Multnomah St., Suite #600
Portland, OR 97232
Phone: 503-229-5763

OUT-OF-STATE TRAVEL AUTHORIZATION

1. NAME OF EMPLOYEE: Richard Whitman		2. AGENCY/OFFICIAL STATION: DEQ/OD		3. REQUEST #: 17-115																					
4. AGENCY ACCOUNTING INFORMATION (fund code or Q-Time number): 14010 41004			5. TRAVEL JUSTIFICATION ATTACHED? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																						
6. PURPOSE OF TRIP: (Be specific, include dates/times of meeting or conference) Richard is travelling to visit with the Nez Perce Executive Tribal Council at 9am on November 22, 2016 in Lapwai, Idaho. Richard will be travelling to the Tri-cities Monday night, then driving to meeting Tuesday morning. Richard will be leaving from Lewiston, ID on Tuesday afternoon.																									
7. ITINERARY: Destination city/state: Pasco, WA / Lapwai, ID Departure date/time: November 21, 2016 10:00pm Return date/time: November 22, 2016 4:00pm		8. TRANSPORTATION: Airfare, train fare or state motor pool vehicle (circle one). For rental cars, see #11, for misc. ground transportation, see #12. <div style="text-align: right;">TOTAL: \$531.00</div>																							
9. LODGING: Lodging per diem rate: \$91.00 ✓ Amount per night: 96.00 Room tax per night: 12.18 # of nights: 1 <div style="text-align: right;">TOTAL: \$108.18</div>		10. MEALS: Daily meal per diem rate: \$59.00 ✓ <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Rate</th> <th style="text-align: center;"># Meals</th> <th style="text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td>Breakfast: (25%)</td> <td style="text-align: center;">14.75</td> <td style="text-align: center;">1</td> <td style="text-align: center;">14.75</td> </tr> <tr> <td>Lunch: (25%)</td> <td style="text-align: center;">14.75</td> <td style="text-align: center;">1</td> <td style="text-align: center;">14.75</td> </tr> <tr> <td>Dinner: (50%)</td> <td style="text-align: center;">29.50</td> <td style="text-align: center;">1</td> <td style="text-align: center;">29.50</td> </tr> <tr> <td colspan="3" style="text-align: right;">TOTAL:</td> <td style="text-align: center;">\$59.00</td> </tr> </tbody> </table>					Rate	# Meals	Total	Breakfast: (25%)	14.75	1	14.75	Lunch: (25%)	14.75	1	14.75	Dinner: (50%)	29.50	1	29.50	TOTAL:			\$59.00
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TOTAL:			\$59.00																						
11. CAR RENTAL: See OAM 40.10.00.P.O., Section 125. The State has price agreements with • Enterprise/National Rent-A-Car and Hertz Rental Car. Optional insurance will not be reimbursed. 1 Days @ \$31 plus tax, gas TOTAL: \$31.00		12. MISCELLANEOUS COSTS: (Identify specific expenses - taxis, shuttles, phone, vehicle mileage, etc.) a. Private vehicle mileage 0.00 b. Shuttle (# of miles) _____ c. Other (specify below) _____ <div style="text-align: right;">TOTAL: \$0.00</div>																							
13. TRAINING RELATED? (if yes, attach agenda) <input type="checkbox"/> Yes <input type="checkbox"/> No		16. ESTIMATED COST OF TRIP: <table style="width:100%;"> <tr> <td>Transportation:</td> <td style="text-align: right;">\$531.00</td> </tr> <tr> <td>Lodging:</td> <td style="text-align: right;">\$108.18</td> </tr> <tr> <td>Meals:</td> <td style="text-align: right;">\$59.00</td> </tr> <tr> <td>Car Rental:</td> <td style="text-align: right;">\$31.00</td> </tr> <tr> <td>Misc:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>TOTAL:</td> <td style="text-align: right;">\$729.18</td> </tr> </table>				Transportation:	\$531.00	Lodging:	\$108.18	Meals:	\$59.00	Car Rental:	\$31.00	Misc:	\$0.00	TOTAL:	\$729.18								
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Misc:	\$0.00																								
TOTAL:	\$729.18																								
14. STATUS: <input checked="" type="checkbox"/> Executive/Mgmt Svc: <input type="checkbox"/> AFSCME: <input type="checkbox"/> Other: Explain: _____																									
15. TRAVEL AWARDS: Agencies are mandated to maintain records on employee accumulation of travel awards as reported on their travel expense detail sheets. Travel awards include, but may not be limited to airline frequent flyer miles and hotel or car rental frequent customer awards or miles.																									
17. I certify that this trip is necessary and essential to the normal discharge of DEQ responsibilities; that required monies are budgeted and allotted for expenditure; that the trip meets all the requirements mandated by ORS 292.230, OAM Policy 40.10.00, and DEQ policy.																									
18. EMPLOYEE SIGNATURE 			DATE: 11/16/16																						
19. SUPERVISOR SIGNATURE 			DATE: 11/16/16																						
20. LT SIGNATURE 			DATE: 11/16/16																						
21. FINANCIAL SERVICES MGR. SIGNATURE 			DATE: 11/16/16																						

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Sent: Thursday, November 17, 2016 2:24 PM
To: WHITMAN Richard
Cc: OGRODNIK Katie; CHADWICK Delia
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Hi Richard,

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The rental vehicle has also been approved.

Please let me know if you have any questions.

Kathy C. Phillips

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Accounting Office
My office hours are: Tuesday - Friday, 7:30 am - 6:00 pm

Please mail all payments to our new location at:
DEQ Business Office
700 NE Multnomah St., Suite #600
Portland, OR 97232
Phone: 503-229-5763

COPY
Item B 000016

From: OGRODNIK Katie
Sent: Thursday, February 23, 2017 2:19 PM
To: PHILLIPS Kathy
Subject: RE: Travel Expenses for Richard Whitman

Don't worry about it. I think I had it prepared, but then dropped the ball. I also found STRAY HOTEL INVOICE FOR THE TRIBAL SUMMIT IN December. I have both travel sheet s ready for Richard's signature tomorrow.

Katie Ogrodnik

Executive Assistant to the Director

Oregon DEQ

503-229-5990

Hours: Mon - Thur 8 - 5; Fri 8 - 2

NOTE: As of November 2016, DEQ's Headquarters Office is at a new location:

700 Lloyd Building, 700 NE Multnomah St., Suite #600, Portland, OR 97232

From: PHILLIPS Kathy
Sent: Thursday, February 23, 2017 12:58 PM
To: OGRODNIK Katie <OGRODNIK.Katie@deq.state.or.us>
Subject: RE: Travel Expenses for Richard Whitman

I thought you turned it in also and that is why I knew the trip went haywire.

I will look again and see if maybe support staff filed it in the wrong place.

If you have a copy of the travel claim that will help me search for an payment that might have been issued.

Thank you,
Kathy

From: OGRODNIK Katie
Sent: Thursday, February 23, 2017 12:53 PM
To: PHILLIPS Kathy
Subject: RE: Travel Expenses for Richard Whitman

Yes, I thought I had turned it in, but let me check my records.

I know that whole trip went haywire and he ended up driving.

Thanks for following up!

Katie Ogrodnik

Executive Assistant to the Director

Oregon DEQ

503-229-5990

Hours: Mon - Thur 8 - 5; Fri 8 - 2

NOTE: As of November 2016, DEQ's Headquarters Office is at a new location:

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COPY

Item B 000018

Attachment C

From: PHILLIPS, Katie
Sent: Thursday, February 23, 2017 12:51 PM
To: OGRODNIK Katie <OGRODNIK.Katie@deq.state.or.us>
Subject: Travel Expenses for Richard Whitman

Hi Katie,

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300/VPT 43503

Item B 000020



Chinook Winds

CASINO RESORT

Mr. Richard Whitman
700 NE Multnomah
Portland OR 97232
United States

Room No. : 241
Arrival : 12-06-16
Departure : 12-07-16
Page No. : 1 of 1
Conf. No. : 1338927
Cashier No. : 1110

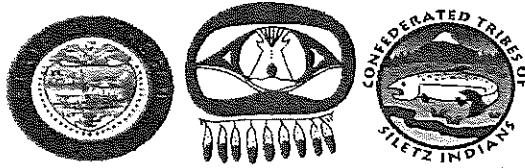
GUEST FOLIO

Winner's Circle # :
Group Code : 120616GOV
Company Name :

Date	Description	Charges	Credits
		USD	USD
12-06-16	Room	79.00	
12-06-16	Room Tax	7.51	
12-06-16	Resort Fee	0.79	
12-06-16	Tribal Rm Tax	1.58	
12-07-16	Visa		88.88
	XXXXXXXXXXXX4481 XX/XX		
Total		88.88	88.88
Balance		0.00	USD

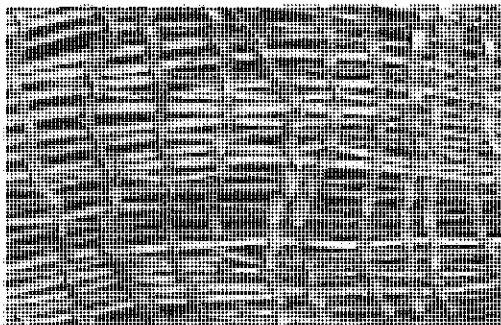
97/59
per diem

SIGNATURE _____



The Governor's Office, The Legislative
Commission on Indian Services and our host,
the Confederated Tribes of Siletz,

Invite you to join us for the 17th Annual
State Government-Tribal Governments Summit:
"TIES THAT BIND"



PLEASE MARK YOUR CALENDAR

WEDNESDAY, DECEMBER 7, 2016

AT THE CONFEDERATED TRIBES OF SILETZ
CHINOOK WINDS CASINO, LINCOLN CITY

8:30 AM TO 4 PM

Additional details to follow

10120152172



309/LPT 43875

STATE OF OREGON TRAVEL EXPENSE DETAIL SHEET

1. Name of Employee Richard Whitman ✓			2. Agency DEQ			3. Period (Month and Year) 4.2017 ECOS Washington DC		
4. Official Station HQ			5. Division/ Work Unit OD			6. Regular Schedule Work Shift ## 8 am - 5 pm # Other to		
7. Unrepresented <input type="checkbox"/> Management Service <input type="checkbox"/> Executive Service <input checked="" type="checkbox"/> Board/Commission <input type="checkbox"/> Volunteer <input type="checkbox"/>			Bargaining Unit Name <input type="checkbox"/> AFSCME Other <input type="checkbox"/>					

8. Date	9. Time of Departure	10. Time of Arrival	11. Destination	12. Per Diem/ Hourly Allowance	Individual Meal Reimbursement			13. Lodging	14. Total Meals and Lodging
					Breakfast	Lunch	Dinner		
04/04/17	11:30am		Travel to Washington DC 75%	51.75		17.25	34.50	* over per diem expense	51.75
04/05/17			100% - 25% = 75%	34.50	17.25	17.25	prov	259.00	293.50
04/06/17			100% - 25% = 75%	34.50	prov	prov	34.50	259.00	293.50
04/07/17			100% - 25% = 75%	34.50	prov	prov	34.50	259.00	293.50
04/08/17	8:00pm		Return to Portland 100% - 25% = 75%	34.50	prov	prov	34.50		34.50
<p>## - hotel had a flood and relocated Richard to another hotel at no cost.</p>									
15. Totals				189.75	17.25	34.50	138.00	777.00	\$966.75

16. Accounting Codes	17. Date	18. Miscellaneous Expenses Fares, Private Mileage, Room Tax, Telephone, Other Expenses	19. Training Related?	20. Rate Per Mile	21. Private Car Miles	22. Amount
4151	189.75	Personal Vehicle Mileage		0.540		
4150	889.68	Hotel Tax 37.56 x 2				112.68
4160	86.07	Taxi (minus 5.00)				17.30
		Metro Card NO Receipt				4.20
		Taxi NO Receipt				14.57
		Airport Parking				50.00
Totals		1,165.50	23. Section Total		\$198.75	

24. I did/will ☐ did not/will not ☐ accept travel awards as a result of, or associated with this state business trip. Completion of this block is mandatory. Travel expense reimbursement claims will not be processed if this block is left blank. Travel awards included, but may not be limited to, airline frequent flyer miles and hotel or car rental frequent customer awards or miles. Review instructions on reverse of the form.

25. REASON FOR TRAVEL: (Be specific.)
Travel was to attend the Environmental Council of the States meeting in Washington DC April 6-7, 2017. There were also meetings April 5 and April 8. Over Per Diem Lodging was approved. Due to an issue with the hotel on April 4, Richard was moved to another hotel and his room was comped.

26. Grand Total Amount		\$1,165.50
27. Travel Advance Amount		
28. Amount Due Employee/State		\$1,165.50
29. Received Training	Conducted Training	
30. Signature of Employee	31. Title	Date
<i>[Signature]</i>	Director	04/27/17
32. Approved By	33. Title	Date
<i>[Signature]</i>	Deputy D.	5/10/17

I certify that all reimbursements claimed reflect actual duty required expenses or allowances entitled; that no part thereof has been heretofore claimed or will be claimed from any other source.

I certify that the above claimed expenses are authorized duty required expenses. Funds for payment of this claim are available in the approved budget for the period covered and have been allotted for expenditure.

COPY

Item B 000024

OUT-OF-STATE TRAVEL AUTHORIZATION

1. NAME OF EMPLOYEE: Richard Whitman		2. AGENCY/OFFICIAL STATION: DEQ/OD		3. REQUEST #: 17-116													
4. AGENCY ACCOUNTING INFORMATION (fund code or Q-Time number): 14010 41004			5. TRAVEL JUSTIFICATION ATTACHED? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No														
6. PURPOSE OF TRIP: (Be specific, include dates/times of meeting or conference) Travel is to attend the Environmental Council of the States Spring Meeting being held in Washington DC, Thursday April 6 and 7. There will also be sessions the afternoon of April 5 and the morning of April 8. Richard will be representing Oregon at this meeting.																	
7. ITINERARY: Destination city/state: <u>Washington DC</u> Departure date/time: <u>APRIL 4, 2017 11:30A</u> Return date/time: <u>APRIL 8, 2017 8:00P</u>			8. TRANSPORTATION: Airfare, train fare or state motor pool vehicle (circle one). For rental cars, see #11, for misc. ground transportation, see #12. <div style="text-align: right;">TOTAL: <u>\$856.00</u></div>														
9. LODGING: Lodging per diem rate: <u>\$242.00</u> Amount per night: <u>259.00</u> <i>(in lodging box)</i> Room tax per night: <u>36.26</u> # of nights: <u>4</u> <div style="text-align: right;">TOTAL: <u>\$1,181.04</u></div>			MEALS: Daily meal per diem rate: <u>\$69.00</u> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">Rate</th> <th style="width:30%;"># Meals</th> <th style="width:40%;">Total</th> </tr> </thead> <tbody> <tr> <td>17.25</td> <td>4</td> <td>69.00</td> </tr> <tr> <td>17.25</td> <td>5</td> <td>86.25</td> </tr> <tr> <td>34.50</td> <td>5</td> <td>172.50</td> </tr> </tbody> </table> <div style="text-align: right;">TOTAL: <u>\$327.75</u></div>			Rate	# Meals	Total	17.25	4	69.00	17.25	5	86.25	34.50	5	172.50
Rate	# Meals	Total															
17.25	4	69.00															
17.25	5	86.25															
34.50	5	172.50															
11. CAR RENTAL: See OAM 40.10.00.PO, Section 125. The State has price agreements with Enterprise/National Rent-A-Car and Hertz Rental Car. Optional insurance will not be reimbursed. Days @ \$31 plus tax, gas TOTAL: _____			ADDITIONAL COSTS: (Identify specific costs - taxis, shuttles, phone, vehicle mileage, etc.) a. Private vehicle mileage _____ 0.00 (# of miles) b. Shuttle _____ c. Other (specify below) TAXI _____ 40.00 <div style="text-align: right;">TOTAL: <u>\$40.00</u></div>														
13. TRAINING RELATED? (if yes, attach agenda) <input type="checkbox"/> Yes <input type="checkbox"/> No																	
14. STATUS: <input checked="" type="checkbox"/> Executive/Mgmt Svc: <input type="checkbox"/> AFSCME: <input type="checkbox"/> Other: Explain: _____			16. ESTIMATED COST OF TRIP: Transportation: <u>\$856.00</u> Lodging: <u>\$1,181.04</u> Meals: <u>\$327.75</u> Car Rental: Misc: <u>\$40.00</u> <div style="text-align: right;">TOTAL: <u>\$2,404.79</u></div>														
15. TRAVEL AWARDS: Agencies are mandated to maintain records on employee accumulation of travel awards as reported on their travel expense detail sheets. Travel awards include, but may not be limited to airline frequent flyer miles and hotel or car rental frequent customer awards or miles.																	
I certify that this trip is necessary and essential to the normal discharge of DEQ responsibilities; that required monies are budgeted and allotted for expenditure; that the trip meets all the requirements mandated by ORS 292.230, OAM Policy 40.10.00, and DEQ policy.																	
18. EMPLOYEE SIGNATURE <i>[Signature]</i>			DATE: <u>2/13/17</u>														
19. SUPERVISOR SIGNATURE <i>[Signature]</i>			DATE: <u>2/15/17</u>														
20. LT SIGNATURE <i>[Signature]</i>			DATE: _____														
21. FINANCIAL SERVICES MGR. SIGNATURE <i>[Signature]</i>			DATE: <u>2/15/17</u>														

Out of State Authorization
Richard Whitman
Washington DC
April 4-8, 2017

Richard will be travelling to Washington, DC to attend the Spring Environmental Council of the States (ECOS) meeting from April 6-7, 2017. Richard will also be attending the E-Enterprise meeting April 5, 2017 and a States-Only meeting the morning of April 8, 2017.

The ECOS meeting is being held at the Mayflower Hotel. The cost of room per night is \$259, which is \$17 more than the \$242 per diem rate. Due to the ECOS group booking the entire hotel under contract, they are not able to offer us the per diem rate. Two hotels nearby do not have the government rate available: The Red Lion (\$288/nt) and the Capital Hilton (\$675/nt). Richard has requested that we ask for an exception, and allow him to stay at the Mayflower. By staying onsite, Richard will be able to participate in any afterhours discussions that might be had.

Given the importance of Richard attending the meeting, we ask that you allow arrangements to be made, allowing exceptions for the over per diem rate.

Thank you,



Katie Ogrodnik
Executive Assistant
X5990

OGRODNIK Katie

From: WHITMAN Richard
Sent: Tuesday, April 25, 2017 8:34 PM
To: WHITMAN Richard
Cc: OGRODNIK Katie
Subject: DC Trip Bills

Mayflower. 889.68
Taxi 19.90
Taxi 14.57
Metro Card 4.20

 **AIRPORT SERVICES**

**RECEIPT FOR
PAID PARKING**

(This is a receipt only, not a bill)

LOCATION PDX

AMOUNT \$50.00

DATE 4/5/17

CASHIER _____

H1
Cab #1
007
(202) 816
Washington,
04/04/17 21:00

DIST... 4.10
FARE...\$ 14.05
T...\$ 2.60
EXTRAS.\$ 3.25

TOTAL..\$ 19.90

Visa xxxx4481
CID 445100500397
Auth
1453M0003L1AM
50TLNLRV

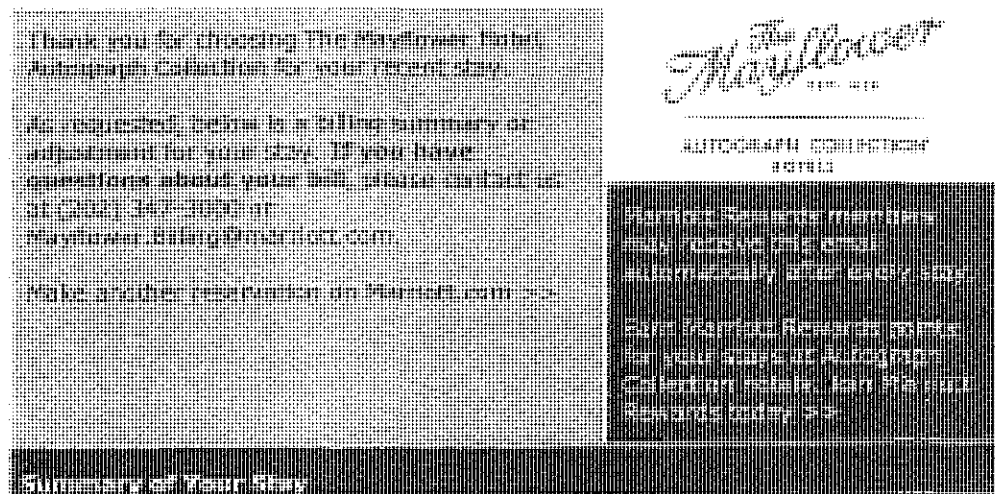
Here: 01.00
Cab 19.90
17.30

COPY

Item B 000028

OGRODNIK Katie

From: Thanks for staying! <efolio@autographcollectionhotels.com>
Sent: Thursday, April 27, 2017 1:26 PM
To: OGRODNIK Katie
Subject: Your Apr 5, 2017 - Apr 8, 2017 stay at The Mayflower Hotel, Autograph Collection



Hotel: The Mayflower Hotel, Autograph Collection
1127 Connecticut Avenue NW
Washington, District Of Columbia
20036
USA
(202) 347-3000

Guest: WHITMAN/RICHARD/MR
OREGON DEQ
700 NE MULTNOMAH
SUITE 600
PORTLAND, OR 97232
USA

Dates of stay: Apr 05, 2017 - Apr 08, 2017
Guest number: 7770
Marriott Rewards number: None

Room number: 562
Group number: 21152

Date	Description	Reference	Charges	Credits
04/05/17	ROOM	562, 1	259.00	1
04/05/17	ROOM TAX	562, 1	37.56	
04/06/17	ROOM	562, 1	259.00	2
04/06/17	ROOM TAX	562, 1	37.56	
04/07/17	ROOM	562, 1	259.00	3
04/07/17	ROOM TAX	562, 1	37.56	
04/08/17	Payment - Visa XXXXXXXXXXXX4481			889.68
Total balance				0.00 USD

Important Information

Attachment C
Jan. 18-19, 2018, EQC meeting

Page 25 of 72

Environmental Council of the States (ECOS) Spring 2017 Meeting

Apr 4, 2017 - Apr 8, 2017

Reservation Details

ACKNOWLEDGEMENT NUMBER:32JLZ6B6



THE MAYFLOWER HOTEL

1127 Connecticut Avenue NW , Washington , DC 20036 , UNITED STATES

<http://marriott.com/property/propertypage/WASAK>**DELUXE ROOM**

DATES: Apr 5, 2017 - Apr 8, 2017

3 nights , 1 adult , 0 children

RATES

USD 777.00

TAXES

USD 112.67

TOTAL ROOM PRICE

USD 889.67

ADD-ONS**SUBTOTAL****USD 889.67****GUEST SUMMARY**

MR RICHARD WHITMAN

700 NE Multnomah, Suite 600,

Portland, OR, 97232

US

ogrodnik.katie@deq.state.or.us

5032295300

Apr 5, 2017 - Apr 8, 2017

PAYMENT INFORMATION

Credit Card

VISA

*****0292

** / **

BILLING ADDRESS

Mr Richard Whitman

700 NE Multnomah, Suite 600,

Portland, OR, 97232

US

5032295300

RATES

Apr 5, 2017 - USD 259.00

Apr 6, 2017 - USD 259.00

Apr 7, 2017 - USD 259.00

OTHER INFORMATION

SMOKING PREFERENCE: No Preference

ACCESSIBLE: No

POLICIES**ROOM POLICIES**

- Tax is not included

TAX POLICY**COPY**

Item B 000030

Total Room Charges do not include 14.5% room tax per night (subject to change).

CANCEL POLICY

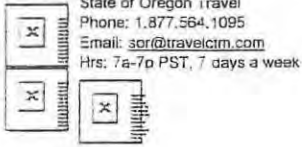
Reservations cancelled after 6:00 PM day of arrival will forfeit one night room and tax. No penalty for early check out.

CHILDREN POLICY

No specific policy applies to this hotel.

Copyright © 1997-2017 Passkey International, Inc. All Rights Reserved.
Privacy Policy, Terms and Conditions.TW-01172017hf-prod aws02a

From: State of Oregon Travel Team [sor@travelctm.com]
Sent: Thursday, February 16, 2017 8:17 AM
To: PHILLIPS Kathy; WHITMAN Richard
Subject: Ticketed itinerary for RICHARD M WHITMAN on 4/4/17 to Washington
Attachments: CalendarCDTNES_16FEB.ics; ItineraryCDTNES_16FEB.pdf



State of Oregon Travel
 Phone: 1.877.564.1095
 Email: sor@travelctm.com
 Hrs: 7a-7p PST, 7 days a week

Thursday, 16FEB 2017 11:17 AM EST

Passengers: RICHARD M WHITMAN

Agency Reference Number: CDTNES

DEPT OF ENVIRONMENTAL QUALITY
 811 SW SIXTH AVE
 PORTLAND, OR 97204

Review this itinerary for accuracy regarding flights/times/dates and personal information.
 CTM must be notified within 24 hours regarding corrections.
 Thank you for choosing CTM.
 Agent: CTM Automation BR21

AIR	Tuesday, 4APR 2017		X X
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Alaska Airlines

Operated By: SKYWEST AIRLINES AS ALASKASKYWEST
 CHIKIN-PDX-SEA CHECK-IN WITH ALASKA AIRLINES

Flight Number: 3404

Class: V-Coach/Economy

From: (PDX) Portland OR, USA

Depart: 11:30 AM

To: (SEA) Seattle/Tacoma WA, USA

Arrive: 12:18 PM

Stops: Nonstop

Duration: 0 hour(s) 48 minute(s)

Seats: 08D

Status: CONFIRMED

Miles: 130 / 208 KM

Equipment: CRJ-700 Canadair Regional Jet

Alaska Airlines Confirmation number is QYXTAN

Check in on-line to obtain boarding pass: [Alaska](#)

Click here for Baggage policies and fees: [Alaska](#)

AIR	Tuesday, 4APR 2017		X X
-----	--------------------	--	-----

Alaska Airlines

From: (SEA) Seattle/Tacoma WA, USA

Flight Number: 0002

Class: V-Coach/Economy

To: (DCA) Washington Reagan Natl DC, USA

Depart: 01:45 PM

Stops: Nonstop

Duration: 4 hour(s) 48 minute(s)

Seats: 21A

Status: CONFIRMED

Miles: 2312 / 3699 KM

Equipment: Boeing 737 Jet

MEAL: FOOD FOR PURCHASE - FOOD FOR PURCHASE

ARRIVES DCA TERMINAL B

Alaska Airlines Confirmation number is QYXTAN

Check in on-line to obtain boarding pass: [Alaska](#)

Click here for Baggage policies and fees: [Alaska](#)

AIR	Saturday, 8APR 2017		X X
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Alaska Airlines

From: (DCA) Washington Reagan Natl DC, USA

Flight Number: 0771

Class: Y-Coach/Economy

To: (PDX) Portland OR, USA

Depart: 05:08 PM

Stops: Nonstop

Arrive: 08:00 PM

Seats: 11F

Duration: 5 hour(s) 52 minute(s)

Status: CONFIRMED

Miles: 2334 / 3734 KM

Equipment: Boeing 737 Jet

MEAL: FOOD FOR PURCHASE - FOOD FOR PURCHASE

DEPARTS DCA TERMINAL B

Alaska Airlines Confirmation number is QYXTAN

Check in on-line to obtain boarding pass: [Alaska](#)

Click here for Baggage policies and fees: [Alaska](#)

Ticket for: RICHARD M WHITMAN
Date issued: 2/16/2017 Invoice Nbr: 8051676
Ticket Nbr: AS7947080900 Electronic Tkt: Yes Amount: 856.00
Base: 761.86 US Tax: 57.14 USD XT Tax: 37.00 USD
Charged to: VI*****3500

Service fee: RICHARD M WHITMAN
Date issued: 2/16/2017
Document Nbr: XD0700860453 Amount: 6.00
Charged to: VI*****3500

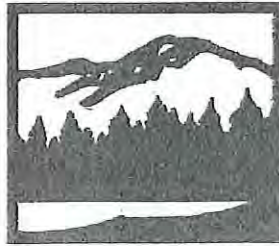
Total Tickets: 856.00
Total Fees: 6.00
Total Amount: 862.00

Please check carry on requirements at www.tsa.gov.
Charges may apply for checked baggage. Contact carrier prior to travel.
For International Travel, please check the latest [State Department Advisories](#).
Federal law forbids the carriage of certain hazardous materials, such as aerosols, fireworks, and flammable liquids, aboard the aircraft.
If you do not understand these restrictions, contact your airline or go to www.faa.gov.

Terms & Conditions information.

Airport Parking

Travel awards accepted by State Employees become the property of the State of Oregon. You must notify your Agency of any Awards received.



The Environmental Council of the States

2017 Spring Meeting

*New Administration, New Congress:
States' Path Ahead*

Preliminary Agenda

(as of February 3)

Thursday, April 6–Friday, April 7

The Mayflower Hotel
Washington, DC



@ECOStates

#ECOSpringMtg17

Speakers designated by an asterisk (*) are confirmed.

Thursday, April 6

7:30 a.m.	Registration Open	<i>District Foyer</i>
7:30 – 8:55 a.m.	Continental Breakfast	<i>Palm Court</i>
7:45 – 8:45 a.m.	<p>Session of the Shale Gas Caucus: Beneficial Reuse of Produced Water Beyond the Oil Patch</p> <p>Open to all Spring Meeting attendees. A separate continental breakfast will be available. The ECOS Shale Gas Caucus is engaged in a discussion series entitled "What Commissioners Need to Know about Alternative Management Strategies for Water Produced from Oil and Gas Wells." This next conversation will explore beneficial reuse of produced water beyond the oil patch – such as in agriculture and road de-icing – and potential technical and legal challenges.</p> <ul style="list-style-type: none"> ❖ Martha Rudolph, SGC Co-Chair and Director of Environmental Programs, Colorado Department of Public Health and Environment (moderator)* ❖ David Glatt, SGC Co-Chair and Chief, Environmental Health Section, North Dakota Department of Health (moderator)* ❖ Michael Teague, Secretary of Energy and Environment, State of Oklahoma* ❖ Scott Anderson, Senior Policy Director, U.S. Climate and Energy Program, Environmental Defense Fund* ❖ Roy Hartstein, Vice President, Strategic Solutions, Southwestern Energy Company 	<i>Rhode Island</i>
9:00 – 9:30 a.m.	<p>Welcome & Introductions</p> <ul style="list-style-type: none"> ❖ Call to Order, Announcements, and Agenda Preview John Linc Stine, ECOS President and Commissioner, Minnesota Pollution Control Agency* ❖ Self-introduction of ECOS Members 	<i>District</i>
9:30 – 10:30 a.m.	<p>Former U.S. EPA Leaders' Outlook for The Agency</p> <p>Moderated by ECOS leaders, this dialogue will bring together past EPA Administrators from diverse political perspectives to reflect on the challenges, opportunities, and changes they see ahead for the agency in the Trump Administration.</p> <ul style="list-style-type: none"> ❖ John Linc Stine, ECOS President and Commissioner, Minnesota Pollution Control Agency (moderator)* ❖ Robert Perciasepe, Former Acting Administrator and Deputy Administrator, U.S. Environmental Protection Agency, and President, Center for Climate and Energy Solutions* 	<i>District</i>

- ❖ Marianne Horinko, Former Acting Administrator, U.S. Environmental Protection Agency, and President, the Horinko Group*

10:30 – 11:00 a.m. **Networking Break** *District Foyer*

11:00 a.m. –
12:15 p.m. **Environmental Infrastructure: Fast Lanes & Pipe Dreams** *District*

The new Administration could put in motion as much as a trillion dollars in domestic infrastructure investment over the next 10 years. The expected capital infusion will impact state environmental programs in terms of permitting and evaluation and will move forward ready-to-go projects across the nation. This discussion will bring together ECOS and other experts to consider various approaches to environmental infrastructure permitting and siting, local impacts, public-private partnerships, as well as the effect of infrastructure investment on state environmental agencies, U.S. jobs, and the national economy.

- ❖ Becky Keogh, ECOS Secretary-Treasurer and Director, Arkansas Department of Environmental Quality (moderator)*
- ❖ Virginia Governor Terry McAuliffe, Chair, National Governors Association
- ❖ U.S. Conference of Mayors
- ❖ Edison Electric Institute*
- ❖ Water Sector

12:15 – 1:45 p.m. **Keynote Luncheon: Environment, Energy, & the 115th Congress** *Palm Court*

*U.S. Senator John Barrasso (R-WY), Chairman, Senate Committee on Environment and Public Works, introduced by ECOS Vice President Todd Parfitt, Director, Wyoming Department of Environmental Quality.**

1:45 – 3:15 p.m. **Exploring Our Energy Future** *District*

ECOS has urged the new Administration to continue a robust national dialogue around energy, as ECOS members are playing a leading role in these conversations in their home states and regions. During the Obama Administration, energy conversation was dominated in large part by the Clean Power Plan, the role of carbon, the Paris negotiations, renewables, and demand-side reduction. How is the energy conversation changing in the new Administration? What considerations remain front and center, and which new topics are coming to the forefront? This discussion will spotlight the perspectives of ECOS members and other experts on where the energy and environment conversation is headed in 2017.

- ❖ Martha Rudolph, ECOS Past President and Director of Environmental Programs, Colorado Department of Public Health and Environment (moderator)*
- ❖ Bryan Shaw, Ph.D., ECOS Air Committee Chair and Chairman, Texas Commission on Environmental Quality
- ❖ Ben Grumbles, ECOS Air Committee Vice Chair and Secretary, Maryland Department of the Environment
- ❖ The Nature Conservancy*
- ❖ Bloomberg BNA
- ❖ Corporate Speaker

3:15 – 3:45 p.m. **Networking Break** *District Foyer*

3:45 – 4:45 p.m. **Electrifying America, Cutting NOx: States and the VW Settlement** *District*

A national environmental settlement with Volkswagen offers states an opportunity to put new resources to use in communities and to partner with other states. This session will feature ECOS members and other experts discussing a variety of approaches to managing and expending these funds, public engagement, and innovation.

- ❖ Matthew Rodriguez, Secretary for Environmental Protection, California Environmental Protection Agency (moderator and speaker)
- ❖ Robert Jackson, President, National Association of State Energy Officials, and Director, Michigan Energy Office
- ❖ Diesel Technology Forum*
- ❖ Volkswagen

5:00 – 6:45 p.m. **Mayflower Hotel Reception** *Palm Court*

Friday, April 7

7:15 a.m. **Registration Desk Open** *District Foyer*

7:15 – 8:45 a.m. **Continental Breakfast** *Palm Court*

7:15 – 8:40 a.m. **Environmental Research Institute of the States Board Meeting** *New Hampshire*

Open to states and invited guests. Moderated by David Paylor of Virginia, ERIS President. A separate continental breakfast will be available.

7:30 – 8:40 a.m.	Session of the ECOS Data Management Workgroup	<i>Rhode Island</i>
	Open to states and invited guests. A separate continental breakfast will be available.	
8:45 – 9:15 a.m.	Welcome from Catherine McCabe, Acting Administrator, U.S. Environmental Protection Agency	<i>Palm Court</i>
	Introduced by John Linc Stine, ECOS President and Commissioner, Minnesota Pollution Control Agency.*	
9:15 – 10:30 a.m.	Corporate Roundtable Enhancing Community Engagement & Communication	<i>District</i>
	Corporate members of the Business Network for Environmental Justice will discuss how their corporations are engaging with communities and will provide replicable case studies, in conversation with ECOS leaders.	
	<ul style="list-style-type: none"> ❖ Chuck Carr Brown, ECOS Waste Committee Vice Chair and Secretary, Louisiana Department of Environmental Quality (moderator and speaker)* ❖ Sue Briggum, Vice President, Federal Public Affairs, Waste Management* ❖ Timothy Fields Jr., Senior Vice President, MDB, Inc.* ❖ American Chemistry Council ❖ National Association of Manufacturers 	
10:30 – 11:00 a.m.	Networking Break	<i>District Foyer</i>
11:00 a.m. – 12:15 p.m.	Sustainable Materials Management: The Launch of a Public-Private Partnership	<i>District</i>
	As interest in Sustainable Materials Management grows within both the public and private sectors, an historic Materials Leadership Council has been launched among members of ECOS and of the U.S. Business Council for Sustainable Development. The initial purpose of this partnership is to connect the capabilities and interests of state and business leaders to promote creative material reuse across industries and develop policy solutions that support these shared goals. This discussion will spotlight innovative ideas toward achieving circular economy objectives.	
	<ul style="list-style-type: none"> ❖ Scott Thompson, ECOS Waste Committee Chair and Executive Director, Oklahoma Department of Environmental Quality (moderator and speaker)* ❖ Robert Martineau, Former ECOS President and Commissioner, 	

Tennessee Department of Environment & Conservation*

- ❖ John Linc Stine, ECOS President and Commissioner, Minnesota Pollution Control Agency*
- ❖ Members of the Materials Leadership Council from the U.S. Business Council for Sustainable Development

12:15 – 1:45 p.m. **Keynote Luncheon: Building a Change-Receptive Organization** *Palm Court*

Misael Cabrera, Vice Chair, ECOS Innovation & Productivity Committee, and Director, Arizona Department of Environmental Quality, introduced by John Mitchell, Chair, ECOS Innovation & Productivity Committee and Director, Division of Environment, Kansas Department of Health and Environment.**

1:45 – 3:00 p.m. **Serving up Carrots: Innovative State Efforts Yield Measurable Compliance Improvement** *District*

This discussion will bring forward ECOS experts to discuss compliance assistance programs that work – meaning they advance compliance with air, waste, and water regulatory requirements and that those advancements can be measured. Dialogue will center on replicable approaches that can be taken home and put to work by ECOS members.

- ❖ James Macy, ECOS Compliance Committee Chair and Director, Nebraska Department of Environmental Quality (moderator and speaker)*
- ❖ Craig Butler, ECOS Water Committee Chair and Director, Ohio Environmental Protection Agency*
- ❖ Maia Bellon, ECOS Cross-Media Committee Chair and Director, Washington Department of Ecology
- ❖ Lawrence Starfield, Acting Assistant Administrator for Enforcement and Compliance Assurance, U.S. Environmental Protection Agency*
- ❖ Jay Shimshack, Associate Professor of Public Policy & Economics, University of Virginia

3:00 – 3:10 p.m. **Closing Remarks & Meeting Adjournment** *District*

John Linc Stine, ECOS President and Commissioner, Minnesota Pollution Control Agency.*

* * * * *

3:30 – 5:00 p.m. **State-U.S. Environmental Protection Agency Roundtable** *District*

Open to states and U.S. EPA.

Mark Your Calendar! Upcoming ECOS Meetings

2017 STEP Meeting on Environmental Infrastructure: Innovation & Partnerships

July 17, 2017
Washington, DC

2017 Fall Meeting

September 11-13, 2017
Jackson Hole, Wyoming

2018 Spring Meeting

March 20-22, 2018
St. Paul, Minnesota

2018 Fall Meeting

Dates TBD
Vermont

2019 Spring Meeting

Dates TBD
Washington, DC



2017 ECOS Spring Meeting April 6 - April 8

Registration

By February 17:

\$675 member/state

\$775 federal/dues-paying Alumni Association

\$875 other.

Add \$75 for registration 2/18-3/24. Add \$50 more after 3/24.

Register Today> (<https://ecos.wildapricot.org/event-2404740>)

Important Notes

Cancellation by 2/17 subject to \$35 fee. Non-emergency cancellation after 2/17 non-refundable.

***ECOS cannot comp attendees who plan to attend one session only, unless they are speakers for that session.

Agenda

Preliminary Agenda for April 6 and 7, Current as of Feb. 3 (<http://www.ecos.org/wp-content/uploads/2017/02/Preliminary-Spring-Agenda-as-of-Feb.-3.pdf>)

IMPORTANT: The event is open to all attendees on April 6 and 7. ECOS members and their staff should also plan to attend a Federal Facilities Forum meeting (if relevant) at 2-5 p.m., an E-Enterprise Engagement at 3:30-5 p.m., and a states-only dinner at 6-9 p.m. on April 5, as well as states-only sessions 8 a.m. – noon and a new member orientation involving officers, new members, and alumni at 12:30 – 2:30 p.m. on April 8. Attendees departing on April 8 should allow extra travel time to Reagan National Airport, as the Cherry Blossom Parade that morning could affect traffic.

Hotel

Attendees should make their own room reservations at The Mayflower Hotel online (https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=14616375) or by calling or by calling 877-212-5752 from 9:00 AM-8:00 PM Eastern, Monday-Friday—refer to the Environmental Council of the States Spring 2017 Meeting. The special ECOS group rates are available until 5 pm on March 14 or sellout of the room block, whichever is sooner. ECOS' room rates are \$259 for standard rooms, plus applicable taxes (currently 14.5%) and fees in effect at the time of checkout. ECOS room nights include April 5, 6, and 7, with limited availability the nights of April 4 and 8.

If you need to cancel a hotel reservation, please first contact Sarah Grace Longworth (slongsworth@ecos.org) of ECOS, who will try to transfer the room to another individual.

Evening Events

April 5, 6-9 pm: Off-site working dinner for states only (details to be provided).

April 6, 5-6:45 pm: Evening reception for all attendees. Cost included in meeting registration fee, guest rate \$95.

Twitter

Follow @ECOSates on Twitter for updates on the Spring Meeting, and tweet about the event using the hashtag #ECOSpringMtg17.

COPY
Item B 000042

+ Cal Export (http://www.ecos.org/Event/2017-Spring-Meeting/?!cal=1&Tribe_Display=)

Organizer

Start:
April 6 (2017-04-06)

ECOS

End:
April 8 (2017-04-08)

Email:
lparisien@ecos.org

Website:
<http://www.ecos.org>
(<http://www.ecos.org>)

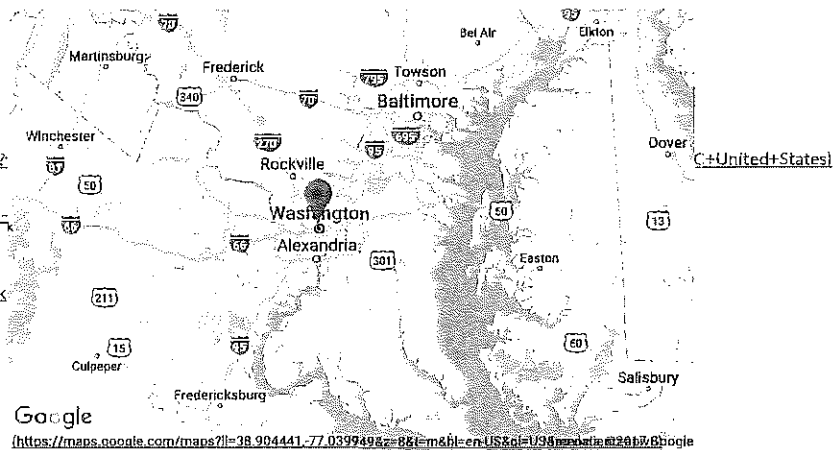
Venue

The Mayflower Hotel

1127 Connecticut Avenue NW
Washington, DC (District of Columbia)
United States

+ Google Map (<https://maps.google.com/maps?>

Website:
<http://www.marriott.com/hotels/travel/wasak-the-mayflower-hotel-autograph-collection/>
(<http://www.marriott.com/hotels/travel/wasak-the-mayflower-hotel-autograph-collection/>)



Design and Development by Rocketkoi (<http://www.rocketkoi.com>)

Jan. 18-19, 2018, EQC meeting

From: Page 39 of 72 PHILLIPS Kathy
Sent: Wednesday, February 15, 2017 6:03 PM
To: WHITMAN Richard
Cc: CHADWICK Delia
Subject: Richard Whitman OSA Approved - Washington DC

Hi Richard,

Your OSA has been approved for the following dates: 4/4/17 – 4/8/17.

Please feel free to make necessary travel arrangements.

Thank you,

Kathy C. Phillips

Department Of Environmental Quality

Accounting Office

My office hours are: Tuesday - Friday, 7:30 am - 6:00 pm

Please mail all payments to our new location at:

DEQ Business Office

700 NE Multnomah St., Suite #600

Portland, OR 97232

Phone: 503-229-5763

OGRODNIK Katie

From: PHILLIPS Kathy
Sent: Thursday, February 16, 2017 8:31 AM
To: OGRODNIK Katie
Subject: RE: Richard Whitman OSA Approved - Washington DC

Hi Katie,

I am sorry I forgot to mention that the over per diem is approved.

Thank you,
Kathy

From: OGRODNIK Katie
Sent: Thursday, February 16, 2017 7:33 AM
To: PHILLIPS Kathy
Subject: RE: Richard Whitman OSA Approved - Washington DC

Kathy,

Do you know if the over per diem was approved?

Katie Ogrodnik
Executive Assistant to the Director
Oregon DEQ
503-229-5990
Hours: Mon - Thur 8 - 5; Fri 8 - 2

NOTE: As of November 2016, DEQ's Headquarters Office is at a new location:

700 Lloyd Building, 700 NE Multnomah St., Suite #600, Portland, OR 97232

From: PHILLIPS Kathy
Sent: Wednesday, February 15, 2017 6:04 PM
To: OGRODNIK Katie <OGRODNIK.Katie@deq.state.or.us>
Subject: FW: Richard Whitman OSA Approved - Washington DC

Hi Katie,

Do you need the approval emails for Richard?

Thanks,
Kathy Phillips

From: PHILLIPS Kathy
Sent: Wednesday, February 15, 2017 6:03 PM
To: WHITMAN Richard

Attachment C
Cc: CHADWICK, Delia
Jan. 18-19, 2018, EQC meeting
Subject: Richard Whitman OSA Approved - Washington DC
Page 42 of 72

Hi Richard,

Your OSA has been approved for the following dates: 4/4/17 – 4/8/17.

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Thank you,

Kathy C. Phillips

Department Of Environmental Quality

Accounting Office

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Please mail all payments to our new location at:

DEQ Business Office

700 NE Multnomah St., Suite #600

Portland, OR 97232

Phone: 503-229-5763



300/P1-43855

COPY Item B 000048

105/59



Sleep Inn of Bend (OR420)

600 N.E. Bellevue Dr.
Bend, OR 97701
(541) 330-0050
GM.OR420@choicehotels.com

Account: 509092493

Date: 5/4/17

Room: 203 LSTATE

Arrival Date: 5/3/17

Departure Date: 5/4/17

Check In Time: 5/3/17 6:03 PM

Check Out Time: 5/4/17 9:15 AM

Rewards Program ID:

You were checked out by: dc

You were checked in by: wn

Total Balance Due: \$0.00

WHITMAN, RICHARD
475 NE Bellevue Drive
Ste. 110
Bend, OR 97701

Post Date	Description	Comment	Amount
5/3/17	Room Charge	#203 WHITMAN, RICHARD	\$102.00
5/3/17	City / County Tax		\$12.44
5/4/17	Visa Payment		(\$114.44)
		XXXXXXXXXXXX4481	

Folio Summary 5/3/17 - 5/4/17

Room Charge	\$102.00
City / County Tax	\$12.44
Visa Payment	(\$114.44)
Balance Due:	\$0.00

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to partner rewards.



You could be earning free nights and other great rewards. Join Choice Privileges today, at www.choiceprivileges.com.

Thank you for your stay. Visit ChoiceHotels.com/VerifiedReviews to post your comments about your recent experience (Click the "Write a Review" button)

Item B 000050
COPY



STATE OF OREGON
TRAVEL EXPENSE DETAIL SHEET

328 UPT 44225

1. Name of Employee Richard Whitman			2. Agency DEQ			3. Period (Month and Year) 6.2017 LT Work Session		
4. Official Station HQ / Portland			5. Division/ Work Unit OD			6. Regular Schedule Work Shift <input type="checkbox"/> 8 am - 5 pm <input type="checkbox"/> # Other to		
7. Unrepresented <input type="checkbox"/> Management Service <input type="checkbox"/> Executive Service <input type="checkbox"/> Board/Commission <input type="checkbox"/> Volunteer <input type="checkbox"/>			Bargaining Unit Name AFSCME			Other <input type="checkbox"/>		

8. Date	9. Time of Departure	10. Time of Arrival	11. Destination	12. Per Diem/ Hourly Allowance	12. Individual Meal Reimbursement			13. Lodging	14. Total Meals and Lodging
					Breakfast	Lunch	Dinner		
06/28/17	6:00am		Travel to McMinnville	25.50		25.50	80.75	106.25	
06/29/17		4:00pm	To Portland	25.50	12.75	12.75		25.50	
			See attached email						
				51.00					
15. Totals				25.50		25.50	80.75	\$106.25 131.75	

14010 41004	17. Date	18. Miscellaneous Expenses Fares, Private Mileage, Room Tax, Telephone, Other Expenses	19. Training Related?	20. Rate Per Mile	21. Private Car Miles	22. Amount
Accounting Codes 14010-41004		Personal Vehicle Mileage		0.560		
4101 51.00						
4106 89.66		Hotel Tax				7.91
Totals		139.66	23. Section Total		\$7.91	

24. I did/will ☐ did not/will not ☒ accept travel awards as a result of, or associated with this state business trip. Completion of this block is mandatory. Travel expense reimbursement claims will not be processed if this block is left blank. Travel awards included, but may not be limited to, airline frequent flyer miles and hotel or car rental frequent customer awards or miles. Review instructions on reverse of the form.

25. REASON FOR TRAVEL: (Be specific.)
Travel was for the Leadership Team Work Session in McMinnville on June 28-29, 2017.

26. Grand Total Amount	139.66	\$114.16
27. Travel Advance Amount		
28. Amount Due Employee/State	139.66	\$114.16
29. Received Training	Conducted Training	
31. Title	Director	Date 07/05/17
32. Approved By	Deputy Director	Date 7/6/17

I certify that all reimbursements claimed reflect actual duty required expenses or allowances entitled; that no part thereof has been heretofore claimed or will be claimed from any other source.

I certify that the above claimed expenses are authorized duty required expenses. Funds for payment of this claim are available in the approved budget for the period covered and have been allotted for expenditure.

Received

JUL 06 2017

COPY

Item B 000052
DEQ-Accounting



Richard Whitman
[REDACTED]
Portland OR 97202
United States

Room No. : 415
Arrival : 06-28-17
Departure : 06-29-17
Folio No. : 77314
Cashier No. : 836
Conf. No. : 24611135
Reference # :

Date	Description	Charges	Credits
06-28-17	Room Charge	80.75	
06-28-17	State Tax	1.45	
06-28-17	City Tax	6.46	
06-29-17	Mastercard XXXXXXXXXXXX1066 XX/XX		88.66
		Total Charges	88.66
		Total Credits	88.66
		Balance	0.00

Guest Signature: _____

Page No. 1 of 1

COPY
Item B 000054

[REDACTED]

HUNTER Laurie

From: HUNTER Laurie
Sent: Wednesday, July 12, 2017 1:14 PM
To: OGRODNIK Katie
Subject: RE: Whitman - travel expense claim question

If Richard didn't have lunch provided on 6/29, he is eligible to claim 75% less 25% for breakfast provided = 50% (\$25.50) meal per diem on that day. I'll add that to his claim and get it in for processing.

Thanks Katie,
Laurie

From: OGRODNIK Katie
Sent: Wednesday, July 12, 2017 1:07 PM
To: HUNTER Laurie
Subject: RE: Whitman - travel expense claim question

I do not believe he stayed for lunch. He needed to get to Salem for our Ways and Means Presentation. Please add the lunch if it is something he can get.

Katie Ogrodnik
Executive Assistant to Richard Whitman
Oregon DEQ
503-229-5990
Hours: Mon - Thur 8 - 5; Fri 8 - 2

***NOTE:** As of November 2016, DEQ's Headquarters Office is at a new location:*

700 Lloyd Building, 700 NE Multnomah St., Suite #600, Portland, OR 97232

From: HUNTER Laurie
Sent: Tuesday, July 11, 2017 1:23 PM
To: WHITMAN Richard <WHITMAN.Richard@deq.state.or.us>
Cc: OGRODNIK Katie <OGRODNIK.Katie@deq.state.or.us>
Subject: Whitman - travel expense claim question

Hi Richard/Katie,

I am reviewing Richard's travel expense claim for his 6/28 - 6/29 trip to McMinnville to attend the Leadership Team Work Session and have a couple of questions....

On 6/29, did Richard stay for the optional provided lunch? If so, since he did not return to the office until 4:00 pm, per the chart below he would be eligible to claim a meal allowance of \$12.75 (75% -25% -25% = 25% x \$51) on that day.

Would you like me to add the allowance to his claim or leave it as is with no meal allowance on that day?

Thank you,
Laurie Hunter
(503) 229-5698

Calculating First and Last Day Meal Per Diem Rates for Overnight Travel

Meal per diem for the initial day of travel and final day of travel is based on the following schedule based on departure and arrival times.

Apply the percentage to the appropriate daily per diem rate.

Initial Day of Travel - Leave	Prior to 6:00 am	6:00 am to Noon	12:01 pm to 6:00 pm	After 6:00 pm
Meal Allowance Percentage	100%	75%	50%	25%
Final Day of Travel - Return				
Meal Allowance Percentage	25%	50%	75%	100%

For example: On the last day of travel, if you return between 12:01 pm and 6:00 pm, you would be eligible to claim 75% of the daily meal per diem (25% for breakfast; 25% for lunch; 25% for a snack or "half a dinner"). If you return after 6:00 pm, you would be eligible to claim 100%.

Attachment C

Jan. 18-19, 2018, EQC meeting

Page 53 of 72



9000 W AIRPORT DR BOX 303
SPOKANE, WA 99224-9437

Rental Agreement #: 748157699

Bill Ref #: 7004-0416-802

Invoice Date: 08/17/2017

Account #:

BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	1 DAY	33.53	33.53

Subtotal 33.53

SPOKANE TRANSPORT FEE 3.75/DAY 1 DAY 3.75 3.75

CONCESSION RECOVERY FEE 11.11 PCT 11.11 3.73

SPORTS FACILITY TAX 1.00 PCT PCT 1.00 0.37

WA STATE RENTAL TAX 5.9 PCT PCT 5.90 2.20

SALES TAX PCT 8.80 3.28

Total Charges (USD) 46.86

PAYMENTS

Payment Visa -46.86

Total Payments (USD) -46.86

Amount Due (USD) 0.00

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual total Amount Due and/or to avoid fractional cents.

BILL TO

RICHARD MARK WHITMAN

PORTLAND, OR - 97202

RENTAL INFORMATION

Date/Time Out	Start Charges	Date/Time In
08/16/2017 06:31 PM	08/16/2017 06:58 PM	08/17/2017 05:27 PM

Renter
WHITMAN, RICHARD MARK

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out In
WHITE	156JET	ALTI	7M4MMD	33,396 33,479

VIN: 1N4AL3AP9GN361013

CLAIM INFORMATION

Claim# / PO# / RO# Insured

Date of Loss Type of Loss Type of Vehicle

Repair Shop

For Billing Inquiries./ Payment Terms :

Tel#: 4252287650

SEAEERADMIN@EHI.COM

Payment Due within days of invoice date

Late payments are subject to a finance charge.

COPY

Thank You For Choosing National Car Rental

Please Return This Portion With Remittance

Amount Due (USD) -0

Remit To :

ENTERPRISE RENT-A-CAR
PO BOX 749764
LOS ANGELES, CA 90074-9764

Paid By:

RICHARD MARK WHITMAN
PORTLAND, OR 97202

Fed Tax Id: 26-4086616

Account #

Rental Agreement
748157699

Amount
-0
Item B 000058
45E5

[REDACTED]

[REDACTED]

PHILLIPS Kathy

From: SEAEERADMIN@EHI.COM
Sent: Wednesday, December 20, 2017 11:27 AM
To: PHILLIPS Kathy
Subject: Invoice From National Car Rental
Attachments: CP_748157699_70040416802_20171220132628.pdf

Attached please find your National Car Rental invoice.

Thank you for your prompt payment.

Best regards,
National Car Rental

This e-mail was sent to phillips.kathy@deq.state.or.us

File/s Attached with this email:

1) CP_748157699_70040416802_20171220132628.pdf

COPY



RA # 748157699 RICHARD MARK WHITMAN PORTLAND, OR 97202	RES # 1245989455 ACCOUNT ORE ST OF OREGON- NASPO EXT REF #	EC # 388605302 FT #
RENTAL LOCATION SPOKANE INTL ARPT (844)3708933 9000 W AIRPORT DR BOX 303 SPOKANE, WA 99224-9437	RENTAL DATE 16-AUG-2017 RENTAL TIME 06:31 PM CHARGED DATE 16-AUG-2017 CHARGED TIME 06:58 PM	RETURN LOCATION SPOKANE INTL ARPT (844)3708933 9000 W AIRPORT DR BOX 303 SPOKANE, WA 99224-9437 RETURN DATE 17-AUG-2017 RETURN TIME 06:58 PM

RATE RULES AND QUALIFICATIONS INITIAL X _____ OREGON Monthly Charge up to 31 days	VEHICLE INFORMATION RESERVED INTERMEDIATE 2/4 DOOR AUTOMATIC A/C DRIVEN Full Size 2/4 Door Car Auto A/C CHARGED INTERMEDIATE 2/4 DOOR AUTOMATIC A/C MAKE NISSAN MODEL ALTIMA COLOR WHITE ODOMETER 33396 PLATE 156JET REG AREA OR VEHICLE # GN361013 BAY STALL
---	---

CHARGES	UNIT	PRICE/UNIT	CURRENT CHARGE
RENTER'S RESPONSIBILITY			
* TIME & DISTANCE	Hour	10.90 X	0.00
* TIME & DISTANCE	Day	33.53 X 1	33.53
* TIME & DISTANCE	WEEK	167.66 X	0.00
* TIME & DISTANCE	MONTH	670.64 X	0.00
* UNLIMITED MILES/KM-TIME & DISTANCE	M/KM	0.00 X	0.00
REFUELING SERVICE CHARGE	Gallon	2.83 X	0.00
SPOKANE TRANSPORT FEE 3.75/DAY	Day		3.75
* CONCESSION RECOVERY FEE 11.11 PCT @ 11.11%			3.73
WA STATE RENTAL TAX 5.9 PCT @ 5.90%			2.20
SPORTS FACILITY TAX 1.00 PCT @ 1.00%			0.37
SALES TAX 8.80%			3.28

ESTIMATED CHARGES

46.86 INITIAL X _____

(ALL CHARGES ARE ESTIMATE ONLY - SUBJECT TO CHANGE IF VEHICLE NOT RETURNED TO THE LOCATION ON DATE AND TIME SPECIFIED, OR IF FUEL TANK IS NOT FULL AT RETURN AND FUEL SERVICE OPTION WAS NOT PURCHASED).

PAYMENTS

VISA 1348 Auth #

BUSINESS TRAVEL INSURANCE INCLUDED. NO SLI. SEE MASTER AGREEMENT.

LOSS DAMAGE WAIVER (LDW) IS INCLUDED IN THIS RENTAL.

I DECLINE PERSONAL ACCIDENT INSURANCE (PAI) WITH PERSONAL EFFECTS COVERAGE

I DECLINE NATIONAL'S OPTIONAL ROADSIDE SERVICE PLUS X _____

NOTICE: THIS CONTRACT OFFERS, FOR AN ADDITIONAL CHARGE, CERTAIN

TERMS, LIMITATIONS, CONDITIONS, EXCLUSIONS, AND CLAUSES

ARE SUMMARIZED IN NATIONAL'S RENTAL AGREEMENT JACKET.

YOU MAY WISH TO DETERMINE WHETHER YOUR RENTAL VEHICLE IS

FOR DAMAGE TO, OR USE OF, THE RENTAL VEHICLE IS NOT COVERED

HOWEVER, NATIONAL'S EMPLOYEES ARE NOT QUALIFIED TO PURCHASE

OF AN OPTIONAL INSURANCE PRODUCT. FOR MORE INFORMATION, CALL

VIA THE FOLLOWING TOLL-FREE TELEPHONE NUMBER: 1-800-562-6900.

AVE., SUITE 100, TULSA, OK 74117, PHONE: 918-401-1234.

CONSUMER HOTLINE IS: 1-800-562-6900. YOU ACKNOWLEDGE ENTERING

INTO THIS AGREEMENT.

PLEASE READ IMPORTANT INFORMATION (SEE RENTAL AGREEMENT JACKET).

BY SIGNING BELOW, I AGREE TO THE TERMS AND CONDITIONS IN THE

RENTAL AGREEMENT JACKET. BY SIGNING BELOW, I AGREE TO THE TERMS

AND CONDITIONS IN THE RENTAL AGREEMENT JACKET. BY SIGNING BELOW, I

AGREE TO THE TERMS AND CONDITIONS IN THE RENTAL AGREEMENT JACKET.

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AND CONDITIONS IN THE RENTAL AGREEMENT JACKET. BY SIGNING BELOW, I

RA # 748157699

PAGE 1 OF 2

Item B 000062

K - This is only an estimate of charges and so I did not reimburse it on Richards initial claim.

Add Reimb to this class - 18

COPY



305/

W144944

STATE OF OREGON TRAVEL EXPENSE DETAIL SHEET

1. Name of Employee Richard Whitman			2. Agency DEQ			3. Period (Month and Year) 11.2017 EQC Nov			
4. Official Station HQ			5. Division/ Work Unit OD			6. Regular Schedule Work Shift ## 8 am - 5 pm # Other to			
7. Unrepresented <input type="checkbox"/> Management Service <input type="checkbox"/> Executive Service <input checked="" type="checkbox"/> Board/Commission <input type="checkbox"/> Volunteer <input type="checkbox"/>			Bargaining Unit Name: AFSCME Other						
8. Date	9. Time of Departure	10. Time of Arrival	11. Destination	12. Per Diem/ Hourly Allowance	Individual Meal Reimbursement Breakfast Lunch Dinner			13. Lodging	14. Total Meals and Lodging
11/01/17	5:00pm		Travel to Eugene	29.50			29.50	118.00	147.50
11/02/17			EQC	29.50	prov	prov	29.50	118.00	147.50
11/03/17		7pm	EQC - Return to Portland	29.50	prov	prov	29.50		29.50
15. Totals				88.50			88.50	236.00	\$324.50
16. 14010 41004		17.	18. Miscellaneous Expenses Fares, Private Mileage, Room Tax, Telephone, Other Expenses			19. Training Related?	20. Rate Per Mile	21. Private Car Miles	22. Amount
Accounting Codes		Date	Personal Vehicle Mileage				0.540		
4101 96.50			Hotel Tax						26.66
4102 24.26									
Totals		351.16				23. Section Total		\$26.66	
24. I did/will <input type="checkbox"/> did not/will not <input type="checkbox"/> accept travel awards as a result of, or associated with this state business trip. Completion of this block is mandatory. Travel expense reimbursement claims will not be processed if this block is left blank. Travel awards included, but may not be limited to, airline frequent flyer miles and hotel or car rental frequent customer awards or miles. Review instructions on reverse of the form.									
25. REASON FOR TRAVEL: (Be specific.) Travel was to attend the EQC Meeting in Eugene, OR November 2-3, 2017.					26. Grand Total Amount \$351.16				
					27. Travel Advance Amount				
					28. Amount Due Employee/State \$351.16				
					29. Received Training Conducted Training				
I certify that all reimbursements claimed reflect actual duty required expenses or allowances entitled; that no part thereof has been heretofore claimed or will be claimed from any other source.					30. Signature of Employee Richard Whitman				
					31. Title Date Director 12/07/17				
I certify that the above claimed expenses are authorized duty required expenses. Funds for payment of this claim are available in the approved budget for the period covered and have been allotted for expenditure.					32. Approved By Sarah H. Felder				
					33. Title Date Deputy Director 12/7/17				



HILTON EUGENE
66 EAST 6TH AVENUE
EUGENE, OR 97401
United States of America
TELEPHONE 541-342-2000 • FAX 541-342-6661
Reservations
www.hilton.com or 1 800 HILTONS

Whitman, Richard

165 E. 7TH AVENUE, SUITE 100

EUGENE OR 97401
UNITED STATES OF AMERICA

Room No: 322/K1
Arrival Date: 11/1/2017 6:25:00 PM
Departure Date: 11/3/2017 1:08:00 PM
Adult/Child: 1/0
Cashier ID: IROBERTS3
Room Rate: 118.00
AL:
HH #
VAT #
Folio No/Che 885533 A

Confirmation Number: 3386980280

HILTON EUGENE 11/15/2017 3:27:00 PM

DATE	REF NO	DESCRIPTION	CHARGES
11/1/2017	4217008	GUEST ROOM	\$118.00 ✓
11/1/2017	4217008	COUNTY LODGING TAX	\$11.21
11/1/2017	4217008	STATE LODGING TAX	\$2.12
11/2/2017	4217577	GUEST ROOM	\$118.00 ✓
11/2/2017	4217577	COUNTY LODGING TAX	\$11.21
11/2/2017	4217577	STATE LODGING TAX	\$2.12
11/3/2017	4218004	VS *1348	(\$262.66)
BALANCE			\$0.00



118/59

CREDIT CARD DETAIL

APPR CODE	513080	MERCHANT ID	50617
CARD NUMBER	VS *1348	EXP DATE	03/20
TRANSACTION ID	4218004	TRANS TYPE	Sale

LINE																																DAY - DATE			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	PAY TYPE	REG HRS	LWOP	MISC HR
01																																RG	56		
02																																HO	8		
03																																CTS			
04																																RG			
05																				8												HO			
06																																CTS			
07																				6													5TH		
08																																VA			
09																																SL			
10																																CTL			
11																																PB			
12																																			
13																																			
14																																LO			
15																																			
16																																OT			
17																																HP			
18																																SDE			
19																																CTA			
20																																			
*																																			

OTHER ADJUSTMENTS, BASED ON NUMBER OF INCIDENTS:

LEAVE BALANCES AS OF:					# OF DAYS WORKED	FORECAST	PRELIM	FINAL
TIME SHEET	START DATE	END DATE	FULL TIME HOURS:	SIGNED, CERTIFYING TRUE AND ACCURATE				
	2/14/2017	2/28/2017	160	EMPLOYEE:		SUPERVISOR:		

OREGON STATE PAYROLL SYSTEM

EMPLOYEE MONTHLY TIMESHEET

PAYROLL AGENCY# 34000	PERSONNEL AGENCY # 34000	SHIFT 1	CHECK DIST 11000	EMPLOYEE NAME WHITMAN, RICHARD	EMPLOYEE ID # OR0152172	CONC JOB 1	POSITION # 0000001	CLASS MEAH Z7014	PAY BASIS S	APPT TYPE P	WORK SCHED AA7	TIME SHEET # 6-0 H
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START TIME 0000	O/T NE	BEN PKG XX	COST CENTER DISTRIBUTION 174100414010 100.00%	PERIOD ENDING 03/31/17
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	DAY - DATE			
WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	PAY TYPE	REG HRS	LWO	MISC HRS
																															RG			
																															HO			
																															STS			
																															RG			
																															HO			
																															STS			
												8																			FL			
																															VA			
																			3												SL			
																															PB			
																										</								

OTHER ADJUSTMENTS, BASED ON NUMBER OF INCIDENTS"

LEAVE BALANCES A OF:	DAYS WORKED	FORECAST 23	PRELIM	FINAL
TIME SHEET 03/01/17	START DATE 03/01/17	END DATE 03/31/17	FULL TIME HOURS: 184.00	EMPLOYEE: <i>Richard Whitman</i>
SIGNED, CERTIFYING TRUE AND ACCURATE			SUPERVISOR: <i>John J. Jones</i>	

OREGON STATE PAYROLL SYSTEM

EMPLOYEE MONTHLY TIMESHEET

PAYROLL AGENCY #	PERSONNEL AGENCY #	SHIFT	CHECK DIST	EMPLOYEE NAME	EMPLOYEE ID #	CONC JOB	POSITION #	CLASS MEAH	PAY BASIS	APPT TYPE	WORK SCHED	TIME SHEET #																					
34000	34000	1	11000	WHITMAN, RICHARD	OR0152172	1	0000001	Z7014	S	P	AA7	6-0 H																					
START TIME	O/T	BEN PKG	COST CENTER DISTRIBUTION								PERIOD ENDING																						
0000	NE	XX	174100414010 100.00%								04/30/17																						
												DAY - DATE																					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	PAY TYPE	REG HRS	MISC
SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU		RG		
																														HO			
																														STS			
																														RG			
																														HO			
																														STS			
																														VA			
																														SL			
																														PB			
																														LO			
																														OT			
																														HP			
																														SDE			
OTHER ADJUSTMENTS, BASED ON NUMBER OF INCIDENTS												168																					
LEAVE BALANCES												DAYS WORKED		FORECAST		PRELIM		FINAL															
A OF:												20																					
TIME SHEET		START DATE		END DATE		FULL TIME HOURS:		EMPLOYEE:		SIGNED, CERTIFYING TRUE AND ACCURATE		SUPERVISOR:																					
		04/01/17		04/30/17		160.00		R. Whitman																									

EMPLOYEE MONTHLY TIMESHEET

Item B GOOD

EMPLOYEE MONTHLY TIMESHEET

PAYROLL AGENCY#	PERSONNEL AGENCY #	SHIFT	CHECK DIST	EMPLOYEE NAME	EMPLOYEE ID #	CONC JOB	POSITION #	CLASS MEAH	PAY BASIS	APPT TYPE	WORK SCHED	TIME SHEET #																																																											
34000	34000	1	11000	WHITMAN, RICHARD	OR0152172	1	0000001	Z7014	S	P	AA7	7-0 H																																																											
START TIME	O/T	BEN PKG	COST CENTER DISTRIBUTION									PERIOD ENDING																																																											
0000	NE	XX	174100414010 100.00%									06/30/17																																																											
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	DAY - DATE																																								
TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR			PAY TYPE	REG HRS	MISC LWOVHRS																																					
																																RG																																							
																																HO																																							
																																STS																																							
																																RG																																							
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																																VA																																							
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																																OT																																							
																																HP																																							
																																SDE																																							
OTHER ADJUSTMENTS, BASED ON NUMBER OF INCIDENTS"																																																																							
LEAVE BALANCES AS OF:																								DAYS WORKED				FORECAST				PRELIM				FINAL																																			
																								22																																															
TIME SHEET												START DATE												END DATE												FULL TIME HOURS:												EMPLOYEE:												SUPERVISOR:											
												06/01/17												06/30/17												176.00												[Signature]												[Signature]											

OREGON STATE PAYROLL SYSTEM

EMPLOYEE MONTHLY TIMESHEET

PAYROLL AGENCY# 34000	PERSONNEL AGENCY # 34000	SHIFT 1	CHECK DIST 11000	EMPLOYEE NAME WHITMAN, RICHARD	EMPLOYEE ID # OR0152172	CONC JOB 1	POSITION # 0000001	CLASS MEAH	PAY BASIS S	APPT TYPE P	WORK SCHED AA7	TIME SHEET 7-0 H
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START TIME 0000	O/T NE	BEN PKG XX	COST CENTER DISTRIBUTION 174100414010 100.00%	PERIOD ENDING 07/31/17
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	DAY - DATE		
SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	PAY TYPE	REG HRS	MISC LWOPHRS
																															RG		
																															HO		
																															STS		
																															RG		
																															HO	8	
																															STS		
																															VA		
																															SL		
																															PB		
																															LO		
																															OT		
																															HP		
																															SDE		

OTHER ADJUSTMENTS, BASED ON NUMBER OF INCIDENTS"

LEAVE BALANCES AS OF:	DAYS WORKED	FORECAST 20	PRELIM	FINAL
TIME SHEET	START DATE 07/01/17	END DATE 07/31/17	FULL TIME HOURS: 168.00	SIGNED, CERTIFYING TRUE AND ACCURATE EMPLOYEE: <i>R. Whitman</i>
			SUPERVISOR: <i>Debra Eldon</i>	

EMPLOYEE MONTHLY TIMESHEET

Item B

EMPLOYEE MONTHLY TIMESHEET

Item #	B	Doc #	75
		LA	TL

EMPLOYEE MONTHLY TIMESHEET

Attachment C
Jan. 18-19, 2018, EQC meeting
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OREGON STATE PAYROLL SYSTEM

EMPLOYEE MONTHLY TIMESHEET

PAYROLL AGENCY# 34000	PERSONNEL AGENCY # 34000	SHIFT 1	CHECK DIST 11000	EMPLOYEE NAME WHITMAN, RICHARD	EMPLOYEE ID # OR0152172	CONC JOB 1	POSITION # 0000001	CLASS MEAH Z7014	PAY BASIS S	APPT TYPE P	WORK SCHED AA7	TIME SHEET # 5-0 H																							
START TIME 0000	O/T NE	BEN PKG XX	COST CENTER DISTRIBUTION 194100414010 100.00%								PERIOD ENDING 11/30/17																								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	DAY - DATE				
WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH		PAY TYPE	REG HRS	MISC HRS		
																															RG				
																															HO				
																															STS				
																															RG				
																															HO	24			
																															STS				
																															VA				
																															SL	1			
																															PB				
																															LO				
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OTHER ADJUSTMENTS, BASED ON NUMBER OF INCIDENTS"																																			
HAVE BALANCES OF:																DAYS WORKED				FORECAST				PRELIM				FINAL							
TIME SHEET																START DATE				END DATE				FULL TIME HOURS:				SIGNED, CERTIFYING TRUE AND ACCURATE				SUPERVISOR:			
																11/01/17				11/30/17				176.00				RODNEY				J. K. Felt			