

April 25, 2025

Good morning.

I hope you've had the opportunity to review the budget materials we delivered last week. There's a lot of information to absorb. We tucked a Guide to the Budget Document in the front pocket of the budget; I hope you found it useful to gain summary insight into organizational changes that are included in this year's budget. We also shared a year-to-year comparison of budgets by object category at the organization level.

To help with your review of the Fiscal Year 2025-26 Proposed Budget, we've prepared some additional documents. Please see the attached files related to travel and training, and event sponsorships.

1. Travel and training summary table showing budgets for FY 2024-25 and FY 2025-26
2. Travel and Training Policy FA103
3. Events Sponsorship/Events List for FY 2025-26

We're working on breaking down details in Object Code 52495, Other Materials & Services, which includes meals and refreshments not related to travel and training. We'll share that when it's ready.

The Department & Program Roadmaps are a deeper dive into the day-to-day work and initiatives for continual improvement and innovations the teams are working on with their budgeted resources. The roadmaps challenge the teams to develop workflow indicators and performance metrics, and help the teams see the integration between programs. Each program team member should see themselves reflected in the roadmap. It's a learning process, so they can focus on what they can get done versus too many aspirational items that need to be refocused. It is our go-to document to see what the teams are working on.

I am available to answer your questions about the budget. I ask that you please contact me by 5 p.m. on Monday, May 5, with questions to ensure we can provide complete and timely answers. Staff will then provide a Budget Committee Question & Answer document with our responses to questions before the Budget Committee Meeting on May 9.

I look forward to seeing you at 9 a.m. Friday, May 9, 2025, at the Charles D. Cameron Public Services Building Auditorium, 155 North First Avenue in Hillsboro.

Thank you for your service to Clean Water Services.

Kathleen Leader
Chief Financial Officer
leaderk@cleanwaterservices.org
503.681.3640

April 25, 2025

To the Budget Committee,

This year, we're introducing a new practice to provide additional context in areas of the budget that have increased public interest. It's one of the many steps to increase transparency and accountability.

Travel is budgeted in Object Code 52485; training is budgeted in 52480.

Attached please find a summary table that shows the amounts budgeted by department and program for travel and training in FY 2025 and FY 2026 and the year-over-year change, and the Travel and Training policy FA103, which will be effective May 1, 2025.

52480/52485 Training & Travel Program	2024-25 Revised Travel	2025-26 Proposed Travel	2024-25 Revised Training	2025-26 Proposed Training	Change
Office of the CEO					
101.010.8101 - District Administration	\$ 20,100	\$ -	\$ 11,800	\$ 4,500	\$ (27,400)
101.020.8110 - Government Affairs	\$ 7,000	\$ 43,400	\$ 2,000	\$ 5,400	\$ 39,800
101.020.8117 - Emergency Management	\$ -	\$ 3,000	\$ -	\$ 7,800	\$ 10,800
Office of the CEO Total	\$ 27,100	\$ 46,400	\$ 13,800	\$ 17,700	\$ 23,200
Business Operations & Strategy (BOS)					
101.020.8114 - Culture, Equity & Learning	\$ 49,000	\$ 21,600	\$ 10,000	\$ 6,100	\$ (31,300)
101.020.8116 - Administrative Services	\$ 4,500	\$ 2,000	\$ 8,600	\$ 11,300	\$ 200
101.050.8121 - Safety Program	\$ 2,000	\$ 6,400	\$ 5,000	\$ 7,800	\$ 7,200
101.050.8500 - Strategy Development & Enterprise Performance	\$ 20,000	\$ 11,300	\$ 20,000	\$ 7,600	\$ (21,100)
101.050.8502 - Risk & Insurance Management	\$ 12,100	\$ 10,500	\$ 16,800	\$ 4,200	\$ (14,200)
Business Operations & Strategy Total	\$ 87,600	\$ 51,800	\$ 60,400	\$ 37,000	\$ (59,200)
Digital Solutions					
101.020.8118 - Geographic Information Systems	\$ -	\$ 6,000	\$ -	\$ 3,000	\$ 9,000
101.020.8122 - IT Client Services	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000
101.020.8305 - IT Infrastructure	\$ 10,000	\$ -	\$ 17,500	\$ 6,000	\$ (21,500)
101.020.8306 - IT Business Applications	\$ 10,000	\$ 4,000	\$ 17,500	\$ -	\$ (23,500)
Digital Solutions Total	\$ 20,000	\$ 10,000	\$ 35,000	\$ 15,000	\$ (30,000)
Finance & Accounting					
101.050.8504 - Finance & Accounting	\$ 10,300	\$ 18,600	\$ 11,000	\$ 20,400	\$ 17,700
Finance & Accounting Total	\$ 10,300	\$ 18,600	\$ 11,000	\$ 20,400	\$ 17,700
Human Resources					
101.020.8501 - Human Resources	\$ 5,000	\$ 5,000	\$ 12,500	\$ 7,500	\$ (5,000)
Human Resources Total	\$ 5,000	\$ 5,000	\$ 12,500	\$ 7,500	\$ (5,000)
Legal Services					
101.010.8102 - Legal Services	\$ 4,500	\$ 5,200	\$ 5,000	\$ 7,100	\$ 2,800
101.010.8119 - Internal Compliance & Cybersecurity	\$ -	\$ 2,300	\$ -	\$ 9,500	\$ 11,800
101.050.8503 - Procurement	\$ 3,400	\$ 1,400	\$ 6,000	\$ 1,700	\$ (6,300)
Legal Services Total	\$ 7,900	\$ 8,900	\$ 11,000	\$ 18,300	\$ 8,300
Regional Utility Services					
101.080.8201 - Regional Utility Services Administration	\$ 4,300	\$ 2,700	\$ 2,600	\$ 2,100	\$ (2,100)
101.080.8225 - Planning & Development Services	\$ 10,300	\$ 7,300	\$ 21,600	\$ 16,400	\$ (8,200)
101.080.8120 - Communications & Community Engagement	\$ 16,100	\$ 3,300	\$ 20,200	\$ 11,300	\$ (21,700)
Regional Utility Services Total	\$ 30,700	\$ 13,300	\$ 44,400	\$ 29,800	\$ (32,000)
Regulatory Affairs					
101.040.8210 - Compliance Services	\$ 9,000	\$ 17,700	\$ 8,000	\$ 9,400	\$ 10,100
101.040.8212 - Environmental Services	\$ 6,000	\$ 8,400	\$ 11,800	\$ 13,000	\$ 3,600
101.040.8232 - Laboratory Services	\$ 13,500	\$ 3,100	\$ 6,000	\$ 5,600	\$ (10,800)
Regulatory Affairs Total	\$ 28,500	\$ 29,200	\$ 25,800	\$ 28,000	\$ 2,900


52480/52485 Training & Travel Program	2024-25 Revised Travel	2025-26 Proposed Travel	2024-25 Revised Training	2025-26 Proposed Training	Change
Water & Engineering Technology					
101.085.8400 - Water & Engineering Technology Administration	\$ 20,000	\$ 13,100	\$ 10,700	\$ 12,500	\$ (5,100)
101.085.8401 - Research & Innovation	\$ 61,800	\$ 26,300	\$ 30,100	\$ 22,700	\$ (42,900)
101.085.8403 - Capital Planning	\$ 22,000	\$ 4,000	\$ 10,000	\$ 8,500	\$ (19,500)
101.085.8404 - Construction & Engineering Technical Services	\$ 5,000	\$ 200	\$ 7,500	\$ 5,700	\$ (6,600)
101.085.8405 - Conveyance Engineering	\$ 18,000	\$ 1,400	\$ 12,000	\$ 7,300	\$ (21,300)
101.085.8406 - Treatment Plant Services Engineering	\$ 24,500	\$ 6,000	\$ 20,300	\$ 15,000	\$ (23,800)
101.085.8407 - Reuse	\$ 10,000	\$ 6,000	\$ 8,000	\$ 4,100	\$ (7,900)
Water & Engineering Technology Total	\$ 161,300	\$ 57,000	\$ 98,600	\$ 75,800	\$ (127,100)
Natural Systems Enhancement & Stewardship					
101.030.8233 - Natural Systems Enhancement & Stewardship Administration	\$ 4,000	\$ 5,800	\$ 10,000	\$ 6,700	\$ (1,500)
101.030.8236 - Landscape Strategies	\$ 8,000	\$ 3,700	\$ 15,000	\$ 6,300	\$ (13,000)
101.030.8237 - Project Delivery	\$ 11,000	\$ 9,400	\$ 20,500	\$ 8,600	\$ (13,500)
101.030.8238 - Stewardship	\$ 5,000	\$ 4,900	\$ 10,500	\$ 6,100	\$ (4,500)
Natural Systems Enhancement & Stewardship Total	\$ 28,000	\$ 23,800	\$ 56,000	\$ 27,700	\$ (32,500)
Utility Operations & Services Department					
101.063.8370 - Utility Operations Administration	\$ 4,500	\$ 4,200	\$ 4,900	\$ 5,400	\$ 200
101.063.8371 - System Repair	\$ 2,000	\$ 1,500	\$ 2,700	\$ 2,200	\$ (1,000)
101.063.8373 - System Maintenance	\$ 5,300	\$ 5,800	\$ 3,000	\$ 6,500	\$ 4,000
101.063.8375 - TV/Flow Monitoring	\$ 1,500	\$ 6,000	\$ 7,500	\$ 5,300	\$ 2,300
101.063.8380 - Local Repair & Construction	\$ 1,900	\$ 3,400	\$ 2,300	\$ 3,000	\$ 2,200
101.063.8383 - SWM Surface Facility Maintenance	\$ 1,300	\$ -	\$ 2,500	\$ 1,000	\$ (2,800)
Utility Operations & Services Department Total	\$ 16,500	\$ 20,900	\$ 22,900	\$ 23,400	\$ 4,900
Water Resource Recovery Operations & Services					
101.071.8301 - Water Resource Recovery Admin	\$ 8,000	\$ 8,000	\$ 10,600	\$ 10,600	\$ -
101.072.8311 - Durham Operations	\$ 18,000	\$ 3,600	\$ 18,000	\$ 1,800	\$ (30,600)
101.072.8351 - Durham E&I Maintenance	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ -
101.072.8361 - Durham Mechanical Maintenance	\$ 1,200	\$ 1,200	\$ 5,000	\$ 8,000	\$ 3,000
101.073.8312 - Rock Creek Operations	\$ 20,000	\$ 400	\$ 17,000	\$ 2,500	\$ (34,100)
101.073.8314 - Hillsboro Operations & Maintenance	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
101.073.8315 - Forest Grove Operations & Maintenance	\$ 8,000	\$ 2,000	\$ 2,500	\$ 3,400	\$ (5,100)
101.073.8343 - Pump Stations	\$ 200	\$ 300	\$ 4,000	\$ 1,600	\$ (2,300)
101.073.8344 - Rock Creek Mechanical Maintenance	\$ 1,500	\$ -	\$ 4,500	\$ 6,000	\$ -
101.073.8352 - Rock Creek E&I Maintenance	\$ 3,000	\$ -	\$ 2,900	\$ 500	\$ (5,400)
Water Resource Recovery Operations & Services Total	\$ 67,900	\$ 23,500	\$ 72,500	\$ 42,400	\$ (74,500)
Training & Travel Totals	\$ 490,800	\$ 308,400	\$ 463,900	\$ 343,000	\$ (303,300)

* Based on FY2026 Program Structure



Clean Water Services

Administrative Policy

Section: Finance & Accounting	Policy #: FA103
Title: Travel and Training Policy	
Implemented by Administrative Procedures #:	R&O #: Ordinance 38
Authorization Signature: 	Effective Date: May 1, 2025

PURPOSE

The purpose of this policy is to outline the guidelines for requesting approval for training and documenting work-related travel.

SCOPE

This policy applies to all District employees: non-represented, represented, temporary, interns, and probationary employees.

DEFINITIONS

- **Travel/Training Coordinator:** a member of the Administrative Services program who is trained in the process and practices of CWS travel and training and authorized to purchase travel arrangements and training registrations and fees using their CWS p-card.
- **Meals** - a meal option including a protein source provided to participants as part of a conference or training event registration fee. Light or continental breakfast provided as part of a conference or training event registration fee are not considered meals for the purpose of this policy and are still eligible for the breakfast component of the per diem reimbursement

POLICY GUIDANCE

General Policy

1. It is the District's intent to comply with current Internal Revenue Service (IRS) taxable fringe benefit laws, rules, and regulations by adopting this policy.
2. It is the District's intent to reimburse its employees for reasonable, ordinary, and necessary business expenses incurred when traveling on behalf of the District, in accordance with this policy. Expenses solely for the personal benefit of an individual are not allowable.
3. District employees shall be responsible for tax consequences associated with the reimbursement of expenses considered by the IRS to be taxable fringe benefits.
4. District employees are responsible for obtaining approval(s) for travel prior to travel. Travel/Training Coordinators are available to assist with travel arrangements and practices.

Training Without Travel

1. When training does not involve travel, (e.g., virtual training or external trainers that come to CWS), employees do not need to complete a travel/training request form but **do need to document** their direct supervisor's approval for the time and cost associated with the training and submit that documentation with receipts as a record of the CWS expense or to seek reimbursement for the expense.
 - a. Acceptable forms of documentation include a written note, email, or other electronic communication including Teams or Asana approval tracking, chat message, or text message.
 - b. Additional approvals will only be needed if the request exceeds the spending authority of the direct supervisor.
 - c. Training reconciliations and Oracle Learning Management (OLM) numbers are not needed for training without travel.
 - d. Employees are responsible for submitting requests for reimbursement within two weeks of the completed training.

Local Travel for Training

1. Local travel requests must be approved by your supervisor prior to travel.
 - a. Reconciliation of local travel will be submitted by the traveler and closed out by the approval of the direct supervisor unless the reconciliation notes cost differences beyond the spending authority of the direct supervisor.
2. Local travel is defined as within a 100-mile radius (one-way) of the employee's primary workplace and may include locations within Oregon or southwest Washington in alignment with the mileage boundary. Distances less than 50 miles (one-way) are not eligible for overnight accommodation. Local travel beyond 50 miles one-way can be considered for overnight accommodation but requests require prior approval by the direct supervisor.

3. Approved travel requests should be provided to a Travel/Training Coordinator at least 14 days in advance of travel when overnight accommodations **are not** needed and 21 days in advance of travel when overnight accommodations **are needed and an advance is requested**.
4. Transportation – Using cost-effective transportation is preferred for local travel. Please refer to the CWS mileage policy if an employee uses their personal vehicle for District business.
5. See “Travel Arrangements” information below for additional details.

Mileage and Expenses Associated with Local Meetings (Not Training)

Transportation expenses (mileage, parking, etc.) related to attendance at meetings (that are not for training) within the defined “local travel” area will be either documented as p-card expenses, if the employee is a p-card holder, or through the employee expense reimbursement processes. See the Personal Vehicle Mileage Reimbursement Policy for further details.

Regional Travel

1. Regional travel requests, with or without overnight accommodation, must be submitted to your supervisor.
2. Regional travel is defined as beyond the 100-mile one-way radius of the employee’s primary workplace and within the state boundaries of Oregon, Washington, and Idaho.
3. Regional travel requires prior approval by the direct supervisor **and** the department director, or if there is none, the corresponding SAGE member.
4. Approved travel requests should be provided to a Travel/Training Coordinator at least 21 days in advance of travel.
5. See “Travel Arrangements” information below for additional details.

National Travel

1. Requests for national travel, with or without overnight accommodations, should be submitted to your supervisor.
2. National travel is defined as outside the state boundaries of Oregon, Washington, and Idaho.
3. National travel requires prior approval by the direct supervisor, the department director (if applicable), **and** the corresponding SAGE member.
4. Approved travel requests should be provided to a Travel/Training Coordinator at least 21 days in advance of travel.
5. See “Travel Arrangements” information below for additional details.

International Travel

1. Requests for international travel should be submitted to your supervisor.
2. International travel is defined as outside the United States.
3. International travel requires prior approval by the direct supervisor, the department director (if applicable), the corresponding SAGE member, **and** the CEO.
4. Approved travel requests should be provided to a Travel/Training Coordinator at least **30 days** in advance of travel.
5. See “Travel Arrangements” information below for additional details.

Exceptions:

The CEO shall have final authority for administering, interpreting, and applying the terms of this policy. Exceptions to this policy may be granted when they are in the best interest of the District and requested in writing by a SAGE member or designee. Exceptions must be approved in writing by the CEO or designee.

Travel Arrangements

1. Advances

- a. Travel advances are only available for overnight travel costs paid by employees. To make certain travel advance checks are ready before travel, travel advance requests must be indicated on the travel request form when submitted to the Travel/Training Coordinator at least 21 days prior to departure.
- b. Employees may request an advance to cover most costs before they travel. The standard calculation will cover 70% of the documented overnight cost estimate.
- c. A travel advance check will be issued to the employee to arrive no sooner than one week prior to the employee’s travel departure.

2. Air Travel Guidance

- a. Approved travel requests should be provided to a Travel/Training Coordinator at least 21 days in advance of travel.
- b. Airline tickets are normally billed directly to the District through a District-approved travel agency. The District will pay the competitive market rate for air transportation.
- c. District airline travel will be ticketed as non-refundable, economy class (**not** basic economy or super-saver), non-stop (when available and the ticket price is not greater than 25% or \$150 for a similar flight with one layover) travel during reasonable business hours unless Human Resources confirms a documented travel accommodation exists for an employee.
 - i. Human Resources will communicate to Travel/Training Coordinators regarding staff flight accommodations. Travel will be reimbursed in compliance with state and federal law.

- d. Airline travel will be booked through major carriers, not budget carriers unless major carrier options do not meet travel needs.
- e. The Travel/Training Coordinator will obtain a flight quote from the District's travel agency for economy class, non-stop (when available and the ticket price is not greater than 25% or \$150 for a similar flight with one layover) travel. The quote(s) will consider multiple departures on the date of travel to establish an acceptable range for the flight cost.
- f. After the quote is received, staff will have 3 business days to notify the Travel/Training Coordinator to purchase the ticket(s). After that time, staff will be responsible to make their own travel arrangements and request reimbursement.
- g. A CWS travel agency quote for air travel will be referenced to determine the reimbursement amount in the event that an employee chooses to book their own air travel.
- h. Generally, reimbursement will not exceed the value of the quote. Special appeal for reimbursement above the quoted cost can be submitted to the highest-level approver of the travel request.
- i. Any additional transportation costs for an employee's personal needs are the responsibility of that employee. The Travel/Training Coordinator can provide business-related fare information for the calculation of personal travel costs. Employees will be responsible for travel arrangements that deviate from the default business travel.
- j. Travel/Training coordinators will not make arrangements for non-District travel companions and District will not pay for any companion fees.
- k. Employees may request reimbursement for a maximum of 2 personal checked bags per flight section. Oversize/overweight baggage fees are not reimbursable. Additional checked business-related materials may be eligible for reimbursement subject to a documented business case explanation and receipts.

Employee Booked Travel

- l. If an employee chooses to personally purchase airline tickets, reimbursement may be requested as part of the travel advance issued pursuant to Regional, National, and International Travel details (above), or may be included with the final travel reconciliation. If an employee books their own air travel, District reimbursement, will not exceed the amount of the fare that could have been purchased through the District's travel contract or travel agent. Travel insurance purchased will not be reimbursed unless external factors significantly increase the uncertainty of the travel and are subject to pre-approval by a SAGE member.

3. **Ground Transportation**

- a. Employees should make arrangements for their ground transportation.
- b. Shuttle service, public transit, and ride-sharing services are the preferred methods of ground transportation.
- c. Vehicle rental must be pre-approved on the travel request and can be booked directly by the District through a District-approved travel agency. The District will pay the competitive market rate for ground transportation.
 - i. Employees are authorized to rent up to a mid-sized sedan or equivalent unless transportation of business-related occupants or equipment is needed. Larger vehicle rentals must be pre-approved through the travel request process.
 - ii. Insurance will be purchased through the rental car provider.
 - iii. Any additional transportation costs for an employee's personal business are the responsibility of that employee.
- d. If an employee chooses to drive to a business destination instead of flying, mileage reimbursements will be based on actual business mileage, but will not exceed the cost of what the airfare and related transportation would have been. Mileage reimbursements will only be paid in excess of the airfare if the employee is required by the District to drive to the conference or training, or upon prior approval by a SAGE member.
- e. Family members who are not CWS employees will not be allowed as passengers in CWS vehicles unless pre-approved in writing by a SAGE member.
- f. The employee shall be personally responsible for costs associated with additional vehicle occupants.
- g. The CWS mileage policy provides additional details and should be consulted.

4. **Lodging** – The District will reimburse for standard, single-occupancy lodging for overnight District business travel, as approved per this policy unless Human Resources confirms a documented travel accommodation exists for an employee.

- a. Lodging options arranged by a conference or seminar sponsor are normally discounted and considered acceptable for District employees, unless the cost is exorbitant in comparison to other acceptable lodging available in the area.
- b. If an employee books their own lodging, the conference hotel rate or a quote from the CWS travel agency for overnight accommodations in the area will be referenced to determine the eligible reimbursement amount.
- c. The employee will be personally responsible for costs associated with additional room occupants and for extra nights of lodging for personal use, including additional companion fees.
- d. A Travel/Training Coordinator will use a District purchasing card (p-card) to secure lodging reservations. The employee will be responsible to pay for the lodging charges at check-out using a personal credit card or a CWS p-card in

accordance with the p-card policy. Employees with District-issued p-card may use the card to pay for approved lodging, taxes, and fees. Fully detailed receipts are required for the travel/training reconciliation and employees must provide the personal payment to the hotel for any personal charges to the room.

5. Meals - Meals primarily related to approved travel or training and consumed while conducting District business may be eligible to be expensed.

a. Per Diem

- i. Requests for full or partial per diem meal allowances shall be submitted by employees through travel/training reconciliation.
- ii. No receipts are required or expected.
- iii. Employees with District-issued p-cards will refrain from charging meals otherwise eligible for meal per diem to their p-card. See District's p-card policy.
- iv. Expenses for meals (and tips) related to overnight travel will be paid based on the Federal per meal per diem rate for the destination city as listed at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- v. The amount eligible on the first and last day of travel equals 75% of the total meals and incidental expense (M&IE) for the destination city as listed at <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- vi. If a meal or meals are otherwise provided with the lodging, business meeting, workshop, seminar, travel, etc., or through a conference registration fee, the per diem allowance for that meal or meals will be deducted from the total per diem allowance unless Human Resources confirms a documented travel accommodation exists for an employee.
- vii. Employees need to provide a copy of the conference/event agenda with their travel/training receipts to claim per diem for meals so that the District has a record of meals that were provided as part of the event. In addition to the agenda, employees will provide any other information about meals provided as part of the conference/training/event with travel documentation.
- viii. Written requests for per diem exceptions based on dietary accommodation(s) should be submitted to the CFO for consideration before the reconciliation is submitted to the Travel/Training Coordinator for processing.

b. Reimbursement

- i. Meals as part of registration for training - If a meal or meals are incorporated into registration for an approved business meeting, workshop, seminar, or conference, the expense shall be paid by the District.
- ii. If an employee is accepting an award or recognition or representing CWS at an event on behalf of the District, the meal for that event is reimbursable.

- iii. If an employee invites a personal guest to a business-related meeting meal, whether internal, external, or as part of a training or conference, the employee will pay directly for their personal guest. The District does not purchase alcoholic beverages for employees or their guests.

Reconciliation Processing

1. For Travel/Training reconciliations, the reimbursement amount requested may be paid to an employee up to the actual, documented costs in an amount equal to or within 10% of the pre-approved reimbursable costs documented through the travel/training request process. Approved travel/training request documentation must be attached to the reconciliation, but additional approval is not needed.
2. To be compliant with IRS taxable fringe benefit regulations, completed travel reconciliation forms and applicable receipts must be submitted to the Travel/Training Coordinator within 30 days of the completion of travel.

Other Travel Expenses Eligible for Reimbursement (District Business Related Only):

1. Out-of-pocket gasoline expenses if using a District vehicle. (Employees should use the Pacific Pride fueling locations whenever reasonably possible.)
2. Parking fees
3. Taxi services / shuttle services / ride share and tips (Tipping should not exceed 20%.)
4. Rental vehicle, including fuel and insurance
5. Mileage to and from the airport and airport parking fees, if applicable
6. Internet connection charges, if an additional charge on the employee's lodging or airline bill.
7. Incidental expenses – approved incidentals will be reimbursed at the Federal per diem rates listed at <https://www.gsa.gov/>, and are for overnight travel only, which includes the following:
 - a. Laundry costs associated with business travel of more than 1-week duration
 - b. Services/costs covered by this allowance that are not otherwise reimbursable under this policy.

Original receipts for expenses claimed, other than qualifying allowances under this policy, must be supplied in order for the employee to receive District reimbursement. No additional personal costs associated with District business travel are reimbursable to the employee unless approved by the CFO.

Exceptions

1. Reasonable exceptions to this policy, supported by appropriate documentation, and in compliance with Oregon State Ethics law, may be authorized by the CFO or CEO.
2. If travel/training is canceled due to CWS business reasons, the employee remains eligible for reimbursement of non-refundable out-of-pocket costs already incurred.

RESPONSIBILITY

- All department and program leaders should be familiar with this policy and implement this policy within their responsible offices, departments, and divisions.
- The Chief Financial Officer and Administrative Program Manager should be reviewing and revising this policy annually. The Finance & Accounting group will audit travel reimbursement requests and business meal expense reimbursements on a sample basis for compliance with this policy.
- Employees who receive training and the associated business-related travel are responsible for providing all records and documentation supporting all travel expense reimbursement claims.
- Violators of this policy may be subject to disciplinary action up to and including termination, depending upon the nature of the violation, the violator may also be prosecuted under applicable local, state or federal civil or criminal law. Employees shall be held personally financially liable for inappropriate expenditures.

REFERENCES

- IRS Publication 5137 (Taxable Fringe Benefits Guide)
- ORS 244.040 (Oregon Public Employee Ethics Statutes)
- <https://www.gsa.gov/travel/plan-book/per-diem-rates - US per diem rates>
- [U.S. Department of State | Home Page](#) – Foreign per diem rates
- P-card policy
- Personal Vehicle Mileage Reimbursement policy

REVISION HISTORY

- Revised in 2012
- Signature authority revised in 2023
- Signature authority revised in 2025

April 25, 2025

To the Budget Committee,

This year, we're introducing a new practice to provide additional context in areas of the budget that have increased public interest. It's one of many steps we're taking to increase transparency and accountability.

Attached please find a table that shows the amounts budgeted for sponsorships and events in FY 2025-26. We list the organization, amount budgeted, and the event.

CWS Sponsorship/Events List FY 2025-26		
Organization	Amount	Event
Friends of Tualatin River Natl Wildlife Refuge	\$ 1,000	Annual FESTIVAL
Tualatin Riverkeepers	\$ 2,500	Green Heron Sponsorship
Willamette Partnership	\$ 2,500	Willamette Partnership 20th Anniversary Event Sponsorship
Northwest Native Chamber	\$ 2,500	Bronze Sponsorship fee for Northwest Native Chamber
WateReuse Association	\$ 3,090	Exhibitor/Advocate Sponsor for WateReuse Symposium
Rockwood Water PUD	\$ 1,000	CHILDRENS CLEAN WATER FESTIVAL Sponsorship
Coalition of Oregon Land Trusts	\$ 2,500	Contribution to Land Care Collectives Indigenous Land and Leadership Retreat
Community Action Organization	\$ 2,500	Kaleidoscope Bronze Sponsorship
Centro Cultural	\$ 3,000	Gala de Cultura
Oregon Community Trees	\$ 1,500	Urban & Community Forestry Conference Sponsorship 2025
Clearing Magazine	\$ 1,000	Support for Honoring our Rivers Student Stories
Tualatin Riverkeepers	\$ 5,000	Discovery Day Sponsorship
The Intertwine Alliance Foundation	\$ 3,000	Sponsorship of Intertwine Summit
Forest Grove School District	\$ 200	INDIGENOUS EDUCATION DAY
Tigard Festival of Balloons	\$ 450	COMMUNITY PARTNER Sponsorship
Rogue Water	\$ 500	Catayst NW Communications Conference Sponsorship
American Society of Civil Engineers	\$ 500	Bronze sponsorship annual conference
(Opportunity sponsorships as they arise)	\$ 5,000	
Total	\$ 37,740	