

## **Oregon State Parks and Recreation Commission**

April 23, 2025

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Agenda Item:	4c	<b>Action</b>
Public Comment Allowed:	<b>Yes</b>	
Topic:	<b>Director's Annual Travel Report</b>	
Presented by:	<b>Stefanie Coons, Deputy Director Business Services</b>	

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### **Background:**

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

Director Sumption had no exceptional performance leave and had 40 hours of vacation payout for 2024.

**Prior Action by Commission:** none

### **Action Requested:**

Staff request approval of Director Sumption's specific financial transactions, per the Oregon Accounting Manual for calendar year 2024.

### **Attachments:**

4c 2024\_DirectorTravel.pdf

**Prepared by:** Rebecca Jasso, Amy Brewer (Travel Coordinator)

**Oregon Parks and Recreation Department  
Report of Director Lisa Sumption Expenses  
For the Period January 1, 2024 through December 31, 2024**

Original #	New #	Date	Travel Destination	Actual Cost	Expense Reimbursement	Document #	Comments	4c Attachment A
1		2/23/2024	Portland, OR	\$ 64.32	\$ 64.32	VP738446	Testify in a trial - Mileage	
2		6/13/2023	Redmond, OR	\$ 96.00	\$ 96.00	VP739044	June 2023 Commission Meeting - Meals ***	
3		4/28/2024	Indianapolis, IN	\$ 840.20	\$ -	VP739369	NASPD Board Meeting - Airfare	
4		4/20/2023	Marquette, MI	\$ 305.28	\$ 305.28	VP739071	NASPD Spring Board Meeting - Lodging ***	
5		4/9/2024	Newport, OR	\$ 218.43	\$ 218.43	VP741086	Coastal Region Meeting - Meals and lodging	
5		4/16/2025	Redmond, OR	\$ 80.00	\$ 80.00	VP741086	Mountain Region Meeting - Meals	
5		4/22/2024	Cannon Beach, OR	\$ 103.50	\$ 103.50	VP741086	April 2024 Commission - Meals	
6		4/28/2024	Indianapolis, IN	\$ 609.79	\$ 609.79	VP742289	NASPD Board Meeting - Meals, mileage to airport, parking	
7		5/19/2024	Columbus, OH	\$ 709.20	\$ -	VP743788	State Park Leadership School - Airfare	
8		6/10/2024	John Day, OR	\$ 103.25	\$ 103.25	VP744045	June 2024 Commission Meeting - Meals	
8		6/17/2024	Medford, OR	\$ 88.50	\$ 88.50	VP744045	OKT Meeting - Meals	
9		9/9/2024	Gulf Shores, AL	\$ 400.95	\$ -	VP745638	NASPD - Airfare	
10		7/23/2024	Canyonville, OR	\$ 59.00	\$ 59.00	VP746466	Tribal Summit - Meals	
11		9/9/2024	Gulf Shores, AL	\$ 292.06	\$ 292.06	VP750680	NASPD 2024 - Meals, mileage to airport, parking	
12		10/14/2024	Detroit, MI	\$ 79.06	\$ 79.06	VP751213	Bronco Wild Fund Meeting - Mileage to airport	
13		1/4/2025	Wheeling, West Virgi	\$ 517.20	\$ -	VP753033	State Park Leadership School - Airfare	
14		11/4/2024	Lebanon, OR	\$ 68.00	\$ 68.00	VP754532	POST - Meals	
15		12/3/2024	Lebanon, OR	\$ 351.70	\$ 351.70	VP754533	2024 All Managers Meeting - Meal per diem and lodging	
16		2/18/2024	Pittsburg, PA	\$ 532.20	\$ -	VP755718	Delaware State Park School - Airfare	
17		1/4/2024	Wheeling, West Virgi	\$ 244.00	\$ 244.00	VP755938	State Park Leadership School - Meals, luggage, parking	
18		1/31/2024	Salem, OR	\$ 14.75		BT030559	Leader to Leader training - meal	
18		2/14/2024	Cannon Beach, OR	\$ 133.29		BT030559	Commission Meeting - Lodging	
18		2/19/2024	Lebanon, OR	\$ 143.16		BT030559	All Managers Meeting - Meals provided	
19		2/27/2024	Salem, OR	\$ 14.75		BT030635	Commission Meeting - Meals	
19		2/28/2024	Salem, OR	\$ 14.75		BT030635	Executive Team Meeting - Meals	
19		3/19/2024	Salem, OR	\$ 14.75		BT030635	Executive Team Meeting - Meals	
20		4/24/2024	Cannon Beach, OR	\$ 34.50		BT030821	Commission Meeting - Meals	
21		4/24/2024	Cannon Beach, OR	\$ 34.50		BT030890	Commission Meeting - Meals	
21		5/2/2024	Cannon Beach, OR	\$ 266.58		BT030890	Commission Meeting - Lodging	
22		6/11/2024	John Day, OR	\$ 429.66		BT030975	Commission Meeting - Lodging	
22		5/31/2024	Salem, OR	\$ 14.75		BT030975	Executive Team Meeting - Meals	
23		6/26/2024	Salem, OR	\$ 14.75		BT031102	Executive Team Meeting - Meals	
24		7/23/2024	Gulf Shores , AL	\$ 830.56		BT031220	FALL NASPD - Lodging	
25		9/25/2024	Salem, OR	\$ 16.96		BT031465	Executive Team Meeting/Leader-To-Leader - Meals	
25		10/23/2024	Salem, OR	\$ 17.00		BT031465	Executive Team Meeting/Leader-To-Leader - Meals	
26		11/13/2024	Salem, OR	\$ 17.00		BT031546	Executive Team Meeting/Leader-To-Leader - Meals	
26		11/19/2024	Brooks, OR	\$ 13.00		BT031546	Commission Meeting - Meals	
26		11/20/2024	Salem, OR	\$ 17.00		BT031546	Executive Team Meeting/Leader-To-Leader - Meals	
26		11/20/2024	Salem, OR	\$ 17.00		BT031546	Commission Meeting - Meals	
<b>Total</b>				<b>\$ 7,821.35</b>	<b>\$ 2,762.89</b>			