

Scappoose School District EMPLOYEE PER DIEM REQUEST FORM

MUST INCLUDE ALL DOCUMENTATION TO SUPPORT PER DIEM REQUEST

Name: Jake Jacobs
 Building: District Office
 Position: Accounting
 Supervisor: Sam Sammy
 Charge to: _____

Dates of travel:
 From: 07/23/2025 To: 07/25/2025

Detailed Travel Expenses Incurred for :

Dates:		7/23	7/24	7/25					Amount
	Per Diem Amounts								
Breakfast	\$22.00								\$ -
Lunch	\$23.00	23.00		23.00					46.00
Dinner	\$36.00	36.00	-						36.00
		-	-	-					-
Total		59.00	-	23.00	-	-	-	-	82.00

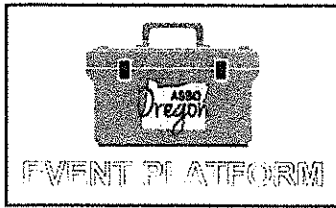
Jacob 07/28/2025
Employee Signature/Date

[Signature] 7/28/2025
Approving Administrator Signature/Date

*** Supporting documentation includes:**

- Conference or training schedule/itinerary
 - Hotel registration
 - Flight information (if applicable)
 - GSA per diem rate and breakdown for the City traveling to/from and the MI&E breakdown
- <https://www.gsa.gov/>

The schedule is subject to change.



(<https://homebase.map-dynamics.com/summerconference2025/dashboard>)

Check the event platform for a more detailed schedule.

Tuesday, July 22

Leadership Institute Partner

9:00 am - 5:00 pm

Leadership Institute Enrollment required ☺ (<https://oasbo.com/page/leadershipinstitute>)



10:00 am - 5:00 pm

School Finance Academy Summer Launch (pre-registration required prior to May 15)
(<https://oasbo.com/page/sfa>)

School Finance Academy Partner



Wednesday, July 23

8:00 - 11:30 am

School Finance Academy Summer Launch (continued)

11:00 am - 3:45 pm
1:00 - 2:00 pm
2:15 - 3:15 pm
3:30 - 4:30 pm
4:30 - 6:00 pm

Conference Begins
Pick up badge and conference materials
Convention Center
Workshops
Workshops
Workshops

Reception
THE SOCIAL
Exhibit Hall

* Dinner on your own

Thursday, July 24

6:45 am
8:00 am - 4:15 pm

Walking Group

Exhibit Hall Hours
Visit during breaks
Breakfast | 8:00-8:45
Breaks | 10:30-11:00, 1:15-1:45
Photographer | 8:00-2:00

Photographer Sponsor



8:00 - 8:45 am

Breakfast

Breakfast service stops at 8:45 am

9:00 - 10:45 am

General Session | Keynote

Keynote Sponsor

Lead From Where You Are
Joe Sanfelippo




10:45 - 11:15 am
11:15 am - 12:00

Break - Visit Exhibits
General Session

pm
12:00 - 1:00 pm
1:00 - 1:45 pm
1:45 - 2:30 pm

2:30 - 3:30 pm
3:30 - 4:30 pm
6:00 - 8:00 pm

Group Activity
Lunch
Break - Visit Exhibits
General Session
PACE Update, OASBO Awards, and More
Job-A-Like Groups
2025 Legislative Session Review

 **Dinner**
Family welcome. Tell us how many when you register.

Dinner Sponsors




ELITE



ELITE

8:00 - 10:30 pm

 **After Party**
Located at The Eddy (near the restaurant). Adults only. Beverages available for purchase.

Networking Sponsor



PREMIER

Friday, July 25

6:45 am
8:00 - 11:00 am

8:00 - 8:45 am

9:00 - 10:00 am
10:00 - 10:30 am
10:30 - 11:30 am

Walking Group
Exhibit Hall Hours
Breakfast | 8:00-8:45 Break | 10:30-11:00
Breakfast
Breakfast service stops at 8:45 am
Workshops
Break - Last Chance to Visit Exhibits
Workshops

SESSION TYPES

GENERAL SESSIONS

General Sessions pull all attendees together to learn about one or two topics of interest to all attendees.

FY 2025 per diem rates for bend, Oregon

Change fiscal year: or [New search](#)

Daily lodging rates (excluding taxes) | October 2024 - September 2025

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

Primary destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Bend	Deschutes	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$192	\$192	\$192	\$125

Meals and incidental expenses (M&IE) rates and breakdown

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See [M&IE breakdowns](#) for information related to the individual meal amounts.

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
Bend	Deschutes	\$86	\$22	\$23	\$36	\$5	\$64.50

Additional per diem topics

Need more information?

Related topics

- [Travel resources](#)
-  [Glossary](#)

Riverhouse Lodge Reservation Confirmation: 587628363

1 message

Riverhouse Lodge <info@riverhouse.com>
Reply-To: noreply@riverhouse.com
To: Kendall Keierleber <kkeierleber@scappoose.k12.or.us>

Wed, Jun 11, 2025 at 3:49 PM

RIVERHOUSE
EST. **LODGE** 1974
BEND, OREGON



YOUR RESERVATION CONFIRMATION

Dear Kendall,

Thank you for choosing Riverhouse Lodge for your upcoming stay. We can't wait to extend a warm welcome to you. To ensure your experience is seamless, please take a moment to review your reservation details. Should you require any modifications or have questions, don't hesitate to reach out to us at 541.389.3111.

We're committed to making your stay exceptional from the moment you arrive. Your comfort and satisfaction are our top priorities.

Warm regards,
Riverhouse Lodge Team

Confirmation Number	587628363
Guest Name	Kendall Keierleber
Arrival Date	July 22, 2025
Departure Date	July 25, 2025
# of Adults	2
# of Children	2
Room Type	Riverview 1 King Bed with Sofa Bed and Fire Pit
Subtotal*	\$1,264.83

*The above rate(s) may not reflect all possible fees; additional charges or taxes may be associated with this reservation.

Cancellation Policy

Cancellations must be made at least 48 hours prior to arrival to avoid a one-night room and tax charge.

Deposit Policy

Credit Card required at time of reservation. A nightly incidental deposit of \$50 per night required upon check-in.

Pet Policy

Parking Policy