

IDA Day 2025 Travel and Lodging Support

IDA Day is an event for Oregon IDA Provider staff held on Thursday October 16th, 2025 at the Chemeketa Eola Event Center, at 215 Doaks Ferry Rd NW, Salem, OR 97304. In order to ensure that as many providers as possible are able to attend IDA Day, attendees may request reimbursement for travel and lodging after the event.

Distance travelled:

- For attendees traveling over 20 miles one way: NP will reimburse mileage for one vehicle per organization.
- For attendees traveling over 80 miles one way: NP will reimburse mileage for one vehicle per organization and lodging for up to two nights for up to 2 people per organization.

Rates:

- Mileage: NP will use the current federal mileage reimbursement rate for the total miles travelled based on documentation provided through our reimbursement portal after the event.
- Lodging: NP will reimburse up to \$180 (including taxes and fees) per night at the location of your choice.

Reimbursement details:

- Attendees are responsible for booking and paying for their own lodging.
- Attendees must request reimbursement and provide documentation of expenses within 30 days of IDA Day. See page 2 for the process to request reimbursement after the event.
- IDA Savers that are invited to attend should contact NP for hotel and travel support details.

If you have any questions about the reimbursement, or if you have additional travel or lodging needs, please contact Luke Bonham at lbonham@neighborhoodpartnerships.org.

Reimbursement Request Form

All reimbursement requests must be submitted within 30 days to NP using this form:
<https://www.cognitoforms.com/neighborhoodpartnerships1/reimbursementrequestform2025> .

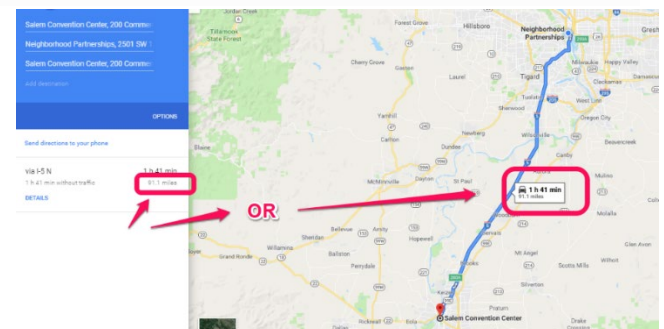
Note: One entry should be completed **for each entity (person or organization) that NP should reimburse**. For example, if the lodging was paid for by the organization, but the mileage reimbursement must go directly to the individual, there should be two separate reimbursement requests: one for the organization and one for the individual.

The following fields are required on the reimbursement request form:

- Date of Request
- Purpose: IDA Day
- The start and end dates of the event (Oct 16th 2025)
- Contact Information: The name, email, and phone number of the person requesting the reimbursement
- Make check payable to: The individual or organization the check should be paid to and the mailing address

Mileage:

- Enter the number of miles travelled round-trip
- Mileage documentation: You will be asked to provide an image from an online mapping service such as Google Maps, showing the mileage from point A to point B.



Hotel/Lodging:

- The hotel/lodging name
- The hotel/lodging total cost from the receipt. Please do not include any extras from your stay, like food or beverages.
- Hotel/lodging receipt:
 - This must be a receipt showing payment, not just a reservation confirmation email.
 - The “Total Amount Paid” should match the documentation provided, unless the amount paid was over the per night limit of \$180 per person, in which case please enter the total amount that matches the per night limit based on the number of rooms/nights.

If you have any questions about the reimbursement policy, please contact Luke Bonham at lbonham@neighborhoodpartnerships.org.