

## OCADSV Conference 2025: Program Member Scholarship Reimbursement

Please submit all reimbursement requests to [finance@ocadsv.org](mailto:finance@ocadsv.org). Please [click here](#) to submit a reimbursement request on Coalition Manager. Reimbursement request and itemized receipts are due November 17<sup>th</sup>. Checks or direct deposits will be sent out by December 22<sup>nd</sup>. Requests made after November 17<sup>th</sup> will **not** be eligible for reimbursement.

### Member Program Scholarship

[OCADSV Member Programs](#) in good standing are eligible to receive one (1) scholarship for up to two (2) staff members to attend our conference. This scholarship includes:

- **Registration fee waivers** for up to two (2) attendees from that program;
- **Discounted registration fees for additional attendees** from that program;
- **Lodging reimbursement:** We can reimburse one hotel room. \$127 + tax per night for 3 nights, not to exceed \$416.91; adjusted for the current GSA per diem rate at October 2026. [Per diem rates | GSA](#)
- **Round-trip mileage reimbursement** [at the federal rate](#) for one (1) vehicle per program; and
- **Childcare reimbursement** for the children of up to two (2) attendees.

### Registration fees waivers and discounts

This year, our conference registration will be done through Coalition Manager. To access your two (2) free member registrations and subsequent discounted registrations (rates vary based on date of registration), OCADSV member programs must be up to date on their 2025 dues and signed into their Coalition Manager account at registration. If you do not see this option, please reach out to [info@ocadsv.org](mailto:info@ocadsv.org) for support.

*Questions? Please reach out to our  
finance team at [finance@ocadsv.org](mailto:finance@ocadsv.org)  
for support.*

Updated: August 2025

## Reimbursement Guidelines:

Scholarship checks will be issued and mailed to each Member Program from Bill.com within 4 weeks of when we receive your reimbursement documentation. **Registrants attending on scholarship still need to pay up front for their expenses.** We cannot process reimbursements for any program/organization that has not paid their 2025 OCADSV membership dues. Please contact OCADSV staff if there is hardship in paying this year's dues.

Submitting expenses that do not adhere to these guidelines may result in delayed payment or nonpayment.

## Lodging reimbursement

The lodging reimbursement rate is based off of the reduced room block rate Sunriver offers for attendees of the Oregon coalition.

*Please submit your lodging final bill within two weeks of the conference, the sooner we receive it the sooner we will be able to process your reimbursement. Programs can expect reimbursement 4 weeks from when we receive documentation*

\$127 + tax per night for 3 nights, not to exceed \$416.91; adjusted for the current GSA per diem rate at October 2026. [Per diem rates | GSA](#). Any additional expenses incurred will not be compensated by OCADSV and are the responsibility of the attendees and/or Member Program.

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Updated: August 2025

## Mileage reimbursement

No receipt required for mileage reimbursement. Roundtrip mileage figures are pre-calculated by OCADSV based upon the shortest geographic route between Sunriver Resort and the address we have on file for each Member Program. If you feel this calculation would represent a significant deviation from attendees' actual incurred mileage, you may request an exception to this policy via email to [Finance@ocadsv.org](mailto:Finance@ocadsv.org).

*We strongly encourage car-pooling whenever possible.*

## Childcare Reimbursement

OCADSV is no longer able to facilitate securing childcare as it is no longer a service offered by the Sunriver Resort.

Sunriver has recommended a local service, [Snappy Sitters](#), and as with lodging we are asking that attendees make their own childcare arrangements. Scholarship attendees will be able to submit reimbursement requests to us after the conference for 3 full days of childcare in addition to other reimbursement documentation.

Childcare documentation should include a receipt for the payment made, the name of each child, dates of childcare provided, and the name and contact information of the sitter.

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