
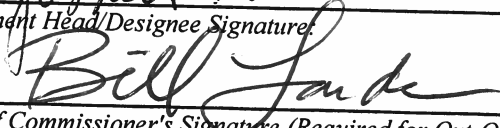


PLEASE COMPLETE ALL SECTIONS IN YELLOW. WHERE DOLLAR AMOUNT DOES NOT APPLY LEAVE AT \$0.00
THIS FORM IS FILLABLE. AMOUNTS & TOTALS WILL CALCULATE AUTOMATICALLY

TILLAMOOK COUNTY TRAVEL AUTHORIZATION

2022

Please complete this form and obtain required signatures **before** traveling.

| | | | |
|--|--|---|--|
| 1. Name of Employee/Traveler: Jessica Moran | | 2. Date: | |
| 3. Training Related/Conference (if yes, attach Agenda): <input checked="" type="radio"/> Yes <input type="radio"/> No | | 4. Airfare/Railfare: \$ 277.70 | |
| 5. Name of Conference or Training: ABOS Conference | | Confirmation Number: | |
| 7. Itinerary: Destination (City, State): Scottsdale, Arizona | | 6. Conference/Training Cost: \$ 350.00 | |
| Est. Departure Date: 10/03/2022 Time: 6:50 am | | 8. Lodging Reservation Information: Hotel Name: The Scott Resort and Spa | |
| Est. Return Date: 10/7/2022 Time: 10:26 pm | | Address: 4925 North Scottsdale Rd Scottsdale, AZ 85251 | |
| | | Phone number: 800*528-7867 | |
| | | Confirmation Number: 679874570 | |
| 9. Miscellaneous Expenses: (Identify Specific Expenses: Taxis, Shuttles, Etc.) | | 10. Lodging Rate: | |
| a. ABOS Member fee \$ 49.00 c. Uber \$ 70.00 | | Amount per Night: \$ 165.00 | |
| b. Baggage \$ 60.00 d. Parking fee \$ 60.00 | | Tax per Night: \$ 23.13 | |
| | | Total per Night: \$ 188.13 | |
| 11. Meals: (Please CHECK which rate you are using in ONE box below) | | Number of Nights: x 4 | |
| Daily Meal Rate without receipts (See policy): <input checked="" type="checkbox"/> x | | Total Lodging: \$ 752.52 | |
| CONUS Rate with detailed receipts and accounting: <input type="checkbox"/> | | | |
| *Daily Rate: \$ 40.00 *(Standard rate or City Conus Rate) | | 12. Cost of Trip: | |
| | | Airfare/Railfare: \$ 277.70 | |
| | | Lodging: \$ 752.52 | |
| | | Meal Per Diem: \$ 136.00 | |
| | | Personal Car Miles: \$ 99.45 | |
| | | Training/Conference Cost: \$ 350.00 | |
| | | Miscellaneous: \$ 239.00 | |
| | | Total Not To Exceed: \$ 1,854.67 | |
| 13. Personal Car Miles | | | |
| Total miles round trip: 170 x IRS Rate 0.585 \$ Total \$ 99.45 | | | |
| 14. Purpose of Trip (Be Specific): Attend the annual Association of Bookmobile and Outreach Services | | | |
| 15. Approved for Payment: | | | |
| Meal Per Diem: \$ 136.00 | | Transportation: \$ 277.70 | |
| Personal Car Miles: \$ 99.45 | | Training/Conference: \$ 350.00 | |
| Misc: \$ 239.00 | | Total \$ 1,854.67 | |
| Lodging: \$ 752.52 | | | |
| 16. Employee/Traveler Signature: | | Date: | |
|  | | 5/31/2022 | |
| 17. Department Head/Designee Signature: | | Date: | |
|  | | 6/9/2022 | |
| 18. Board of Commissioner's Signature (Required for Out-Of-State) | | Date: | |

STATEMENT OF MILEAGE AND EXPENSE / TRAVEL EXPENSE DETAIL

CLAIMANT NAME: Jessica Moran

MONTH OF: October

2022 MILEAGE RATE: \$.585

*Mileage rate is subject to IRS updates.

[illegible]

Approved for Payment

I certify that the above claimed expenses are authorized duty required expenses. Funds for payment of this claim are available in the approved budget for the period covered and have been allotted for expenditure.

Authorized Signature

I certify that the within bill for services rendered and expenses incurred was to furnished Tillamook County, Oregon. That the items shown therein were not for the use or benefit of any individual person, but solely for the use and benefit of Tillamook County. That the prices charged therein are reasonable, and that the same is wholly unpaid.

Claimant Signature

APPENDIX D

TILLAMOOK COUNTY

REQUEST APPROVAL FORM TO UTILIZE EMPLOYEE/AGENT
PRIVATE VEHICLE FOR COUNTY BUSINESS
APPROVAL REQUIRED PRIOR TO USAGE OF PRIVATE VEHICLE

Destinations:

TO: PDX Airport FROM: Tillamook Library

I request approval to use my private vehicle on 10/2/2022 to 10/10/2022
for Tillamook County business purpose of:

Attend ABOS annual

Reason for using private vs. County owned vehicle is:

No county vehicle available

I am ~~X~~am not () requesting mileage reimbursement. Insurance terms remain the same whether or not mileage payment is requested. This form must accompany the reimbursement request.

Personal or Private Vehicle Liability. If you authorize your employees/agents to use a personal or private vehicle on County business, he/she is responsible to carry the minimum liability insurance required by law (must provide proof before department head/designee approval). If employees operate a personal or private vehicle on County business, their personal liability insurance policy is primary and County coverage is excess. If the amount of liability to third parties exceeds their private policy limits, the County will provide excess liability coverage.

The County does not cover collision or comprehensive insurance for personal vehicles. When utilizing a personal vehicle for County purposes, the employee/agent is 100% responsible for collision or comprehensive damage incurred to the vehicle.

The rationale of having County employees/agents complete a vehicle usage form is for their own knowledge pertaining to County vehicle coverage, and liability protection from the County. Plus, the signed form may give their department head/designee a heads up as to who will be using their own vehicle on County business and committing department funds when claiming reimbursement for personal vehicle mileage. The signing of the personal vehicle usage document will inform the County employee/agent that their insurance is the first to be used in the event of a vehicle accident. Each department should keep a copy of the signed form on file.

If involved in an accident while on official County business, I will advise the Human Resources Department within twenty-four (24) hours by calling 503-842-3418.

Employee: [Signature] Date: 5/31/2022

Department Head/Designee: [Signature] Date: 6/9/2022

Tentative Conference Schedule

Schedule is subject to change

Monday, October 3, 2022

- | | |
|-------------|--|
| 6:30-8:00pm | Registration |
| 6:30-8:00pm | "Long Time No See" welcome reception (Fun activities, games, and a chance to see old friends and make new ones) |

Tuesday, October 4, 2022

- | | |
|-------------------|---|
| 7:30am – 8:45am | Registration |
| 7:30am – 9:00am | Breakfast (included in conference registration) |
| 9:00am – 10:00am | Welcome and Opening of Conference (VIP guests, dignitaries usually give speeches during this time). |
| 10:00am – 11:00am | Meet the Vendors/Associates |
| 11:00am - noon | Bookmobile Exhibits Open |
| 11:15am – 5:00pm | Vendor Exhibits Open |
| 11:00am – 11:45am | Registration Table Open |
| 11:15am – noon | Workshops A |
| Noon – 1:00pm | Lunch on your own |
| 1:15pm – 2:00pm | Workshops B |
| 1:15pm – 5:00pm | Registration Table and Merchandise Sales Open |
| 2:15pm – 3:00pm | Guest speaker – Laura Tohe, Navajo Nation Poet Laureate |
| 3:15pm – 4:00pm | Afternoon Break/Vendor visits |
| 3:00pm – 4:00pm | Bookmobile Exhibits Open |
| 4:00pm – 5:00pm | Workshops C |
| 6:30pm – 8:00pm | Networking Nite |

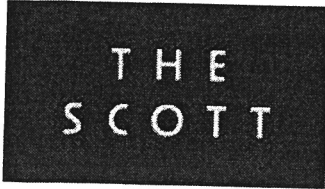
Wednesday, October 5, 2022

- | | |
|-----------------|---|
| 7:30am – 8:30am | Registration |
| 7:30am – 8:30am | Breakfast (included in conference registration) |

| | |
|-------------------|---|
| 8:30am – 10:30am | ABOS announcements, Awards Ceremony, Board Meeting (for members) |
| 10:45am – 11:30am | Workshops D |
| 10:30am – noon | Registration Table Open |
| 10:45am – noon | Bookmobile Exhibits Open |
| 10:30am- 5:00pm | Vendor Exhibits Open |
| Noon – 1:45pm | Lunch (included with conference registration) Guest Author: J.A. Jance – includes book signing |
| 2:00pm – 2:45pm | Workshops E |
| 3pm – 3:45pm | Workshops F |
| 1:45pm – 4:45pm | Registration Table Open |
| 3:45pm – 5:00pm | Bookmobile Exhibits Open - Vendor Exhibits continue to be open until 5PM |
| 3:45pm – 4:15pm | Afternoon Break/Vendor visits |
| 4:30pm – 5:00pm | Workshops G |
| 5:00pm | Dinner on your own |

Thursday, October 6, 2022

| | |
|------------------|---|
| 7:30am – 8:30am | Breakfast (included in conference registration) |
| 8:30am – 9:00am | ABOS announcements |
| 9:00am – 11:45am | Registration Table open |
| 9:15am – 10:00am | Workshops H |
| 10:15am – 11am | Workshops I |
| Noon – 1:00pm | Closing session |
| 1:00 - 4:00pm | Scottsdale Public Library Civic Center Branch Tours (Space is limited; sign-up required at registration table) Several tours will be offered; limit of 20 per tour. |



Your Reservation

Confirmation Number:

Jessica Moran #679874570

Dates Of Stay:

Oct 3, 2022 - Oct 7, 2022

^ Guest Patio King - 1 room

\$ 660.00

4 nights 2 adults

Mon, Oct 3, 2022

\$ 165.00

Tue, Oct 4, 2022

\$ 165.00

Wed, Oct 5, 2022

\$ 165.00

Thu, Oct 6, 2022

\$ 165.00

Subtotal

\$ 660.00

Code:1087NY

Taxes and Fees

\$ 92.53

Total

\$ 752.53

Cancellation Policy:

Modifications allowed only before cut off date

See [Terms & Conditions](#)

Guest Information

Jessica Moran

jmoran@co.tillamook.or.us

50384247921710

UNITED STATES

Payment Method

Mastercard ending in 1002

THE
SCOTT

Enhance Your Stay

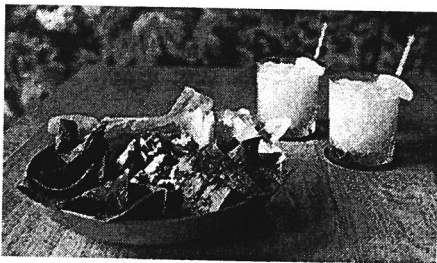


Romance Celebration

\$ 50.00 Per Reservation

Embrace the romance with chocolate covered strawberries and a bottle of sparkling wine delivered to your room.

ADD ENHANCEMENT



Fiesta Celebration

\$ 50.00 Per Reservation

Long day of traveling or meetings? Enjoy some chips, guacamole and a pitcher of margaritas from the comforts of your own room.

ADD ENHANCEMENT

VIEW MORE ENHANCEMENTS

Need to Make Another Reservation?

START A NEW RESERVATION

Getting Around



Airport

| Distance | Distance Unit |
|----------|---------------|
| 100 | 100 |
| 200 | 200 |
| 300 | 300 |
| 400 | 400 |
| 500 | 500 |
| 600 | 600 |
| 700 | 700 |
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| 8800 | 8800 |
| 8900 | 8900 |
| 9000 | 9000 |
| 9100 | 9100 |
| 9200 | 9200 |
| 9300 | 9300 |
| 9400 | 9400 |
| 9500 | 9500 |
| 9600 | 9600 |
| 9700 | 9700 |
| 9800 | 9800 |
| 9900 | 9900 |
| 10000 | 10000 |

9.0 Miles

14.0 Miles

33.0 Miles

Jessica Moran

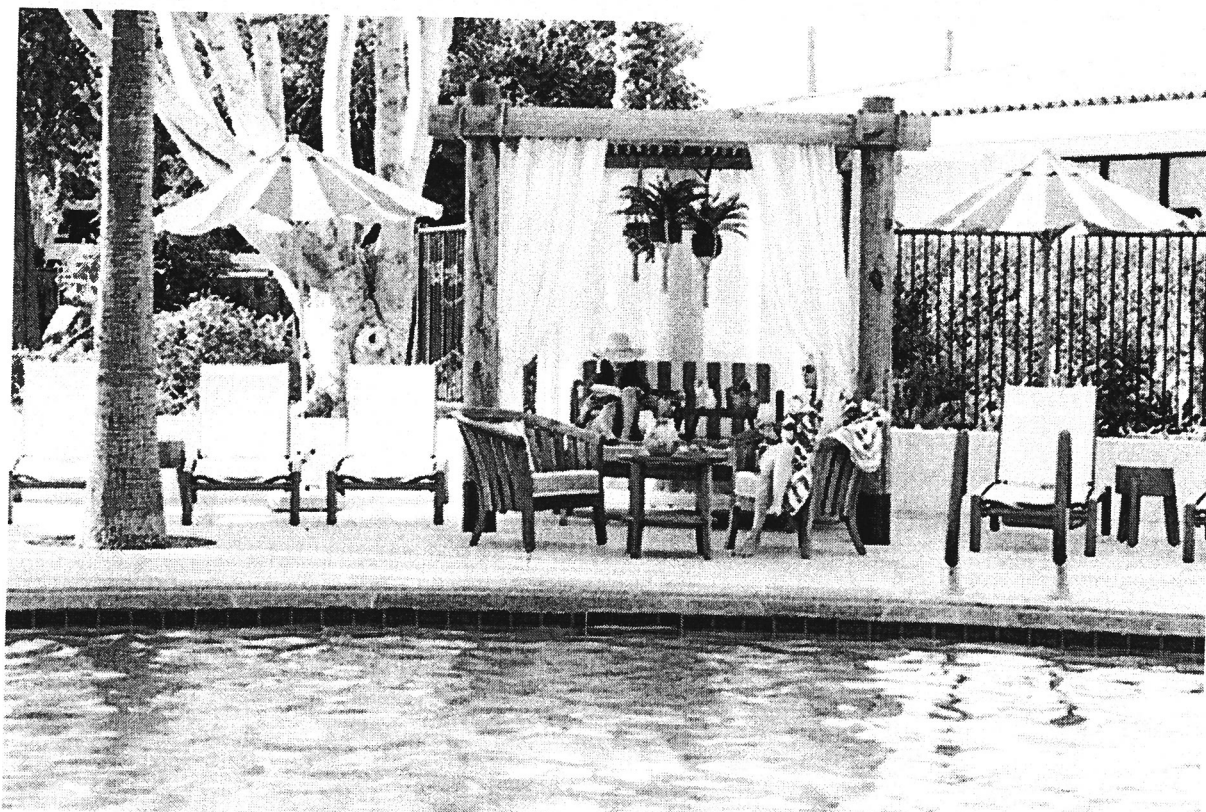
From: The Scott Resort & Spa <noreply@email.thescottresort.com>
Sent: Tuesday, May 31, 2022 11:19 AM
To: Jessica Moran
Subject: EXTERNAL: The Scott Resort & Spa Reservation Confirmation 679874570

[NOTICE: This message originated outside of Tillamook County -- **DO NOT CLICK** on links or open **attachments** unless you are sure the content is safe.]

[View in Browser](#)

THE SCOTT

RESORT & SPA



Dear Jessica,

Thank you for choosing The Scott Resort & Spa. Please review your reservation details below.

CONFIRMATION NUMBER:

GUEST NAME:

679874570

Jessica Moran

ARRIVAL DATE:

Monday, October 3, 2022

DEPARTURE DATE:

Friday, October 7, 2022

NUMBER OF NIGHTS:

4

REQUESTED ROOM TYPE:

Guest Patio King

TOTAL:

\$752.53

Click here to view what the nightly
Amenity Fee includes*

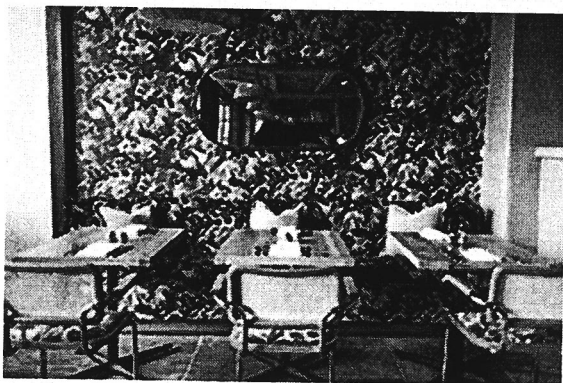
CANCELLATION POLICY: Cancel by 5 pm local hotel time at least 72 hours prior to arrival to avoid a 1 night cancel penalty charge.

*Check-in time is 4:00pm. Check-out time is 11:00am.

**The Scott Resort is pleased to announce that our resort is smoke-free. This includes smoking of any kind, including but not limited to vaping, e-cigarettes, and marijuana. Please note that cleaning fee of \$400 per room, or more, will be charged to guests who choose to smoke in our guest rooms. According to Arizona State law #36-2851, it is illegal for any person to smoke marijuana in a public place.

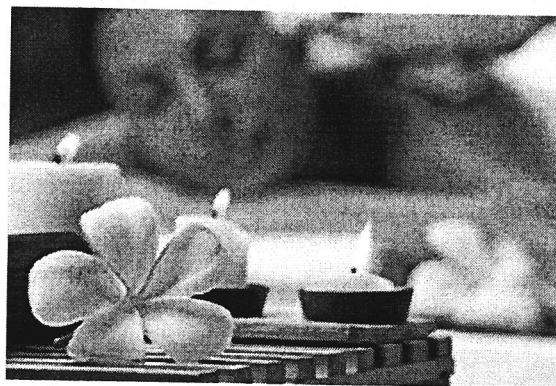
MODIFY OR CANCEL

Enjoy all The Scott has to offer!



Exquisite Cuisine &
Delicious Cocktails Await

VISIT THE CANAL CLUB



Treat Yourself
to The Good Life

VISIT LA VIDORRA

You may also modify or cancel your reservation by calling **(800) 528-7867**.

To reserve a rental car with Enterprise, please **CLICK HERE**.

For a list of FAQs, please **CLICK HERE**.

We are looking forward to your stay!

The Scott Resort & Spa

**ALL
NEW**

BOUTIQUE HOTEL
FLAGSTAFF — AZ

High COUNTRY
MOTOR LODGE

NOW OPEN in the Heart of Flagstaff, AZ

High Country Motor Lodge - An All New Boutique Hotel Experience

Inspired by the vast beauty of northern Arizona — its rugged mountains, deep forests, and well-worn highways — the High Country Motor Lodge is much more than a roadside motel. It is an ode to the wilderness.

A contemplative retreat set against a clear night sky.

Learn More

Reservations: 800 528 7867 | T: 480 945 7666 | F: 480 946 4056

The Scott Resort & Spa 4925 North Scottsdale Road, Scottsdale, Arizona 85251



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**Stay flexible with no change fees**

We recommend booking a flight with no change fees in case your plans change.

[Change flights](#)

Portland to Phoenix


6:40am - 9:15am (2h 35m, nonstop)

 Alaska Airlines • Mon, Oct 3



[Show details](#) ▾

Your fare: **Saver**

 Upgrade for \$60 roundtrip to get seat choice and no change fees.

[See upgrade options](#)

Seat

Fare upgrade required to choose your seat.

Phoenix to Portland

7:40pm - 10:26pm (2h 46m, nonstop)

 Alaska Airlines • Fri, Oct 7



[Show details](#) ▾

Trip total

\$278

[View price summary](#)

[Check out](#)

Seat

Fare upgrade required to choose your seat.

Bags

✓ Carry-on bag included

💰 1st checked bag for a fee

Bags for this flight must be purchased through the airline after booking.

Alaska Airlines cleaning and safety practices



Free cancellation

There's no fee to cancel within 24 hours of booking.



Tell us how we can improve our site

Share feedback

Trip total

\$278

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Our app takes you further

When you book on the app you can save up to 25% on select hotels while earning double the points with every booking. With these app deals you'll save even more on trips, and that means you can take more trips, and manage it all on the go.

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Trip total

\$278

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5/31/22, 11:52 AM

Flight details | Expedia

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Trip total


\$278

[View price summary](#)

[Check out](#)




7:40pm - 10:26pm (Nonstop)

 Alaska Airlines

7:40pm - 10:26pm

2h 46m (Nonstop)

Show details 

Selected fare to Portland

The fare class for this flight is the same as the fare class for your flight from Portland to Phoenix

+\$0


\$277.20 roundtrip for 1 traveler

Saver

Cabin: Economy

 Seat choice

 Cancellation

 Changes

 Earn miles

Show more

Carry-on:

Included


1st checked bag:

\$30 up to 50 lbs

2nd checked bag:

\$40 up to 50 lbs

Select

Baggage fees reflect the airline's standard fees based on the selected fare class. Fees may vary based on size and weight restrictions as well as loyalty programs and other promotions. For more information, check with [Alaska Airlines](#) .

For Assistance: Call 503.460.4234 - Available daily from 7:30 a.m. - 9 p.m.

Payment Methods: PDX accepts cash, debit cards, American Express, Discover, MasterCard and Visa.

Short-Term \$3/hr \$27/day

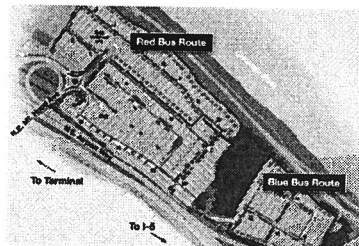
Long-Term \$3/hr \$24/day

Economy \$3/hr \$12/day

Open 44% Full

Free parking shuttles run regularly to the main terminal every 7-9 minutes from 4:00 a.m. - midnight, and every 15 minutes from midnight to 4:00 a.m.

- Free jump starts & flat tire assistance
- Handicap Accessible
- 7,900 public parking spaces
- Located near I-205 off of Airport Way
- Free shuttle to terminal (takes about 7-9 minutes)
- 7th day free



Valet \$10/hr \$35/day

— CALCULATE PARKING COSTS —

Entry Date 10/03/22 Entry Time 5:00 AM

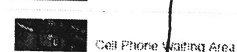
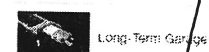
Exit Date 10/07/22 Exit Time 11:55 PM

Calculate

| Short-Term: | Long-Term: | Economy: | Valet: |
|-------------|------------|----------|----------|
| \$125.00 | \$120.00 | \$60.00 | \$175.00 |

* Calculations are provided for estimation purposes only and are based on time of entry, not entry date.

— PARKING VIRTUAL TOURS —



\$60.00



It's busy, fares are higher than usual.



UberX 4

12:37pm · 3 min away
Faster

\$34.97

2x pts



UberXL

12:38pm

\$40.45

2x pts



Comfort

12:38pm

\$34.74

2x pts



Business

American Express 3276

Confirm UberX





Tillamook County Library to Long Term Parking, PDX Drive 85.2 miles, 1 hr 36 min

Tillamook County Library

1716 3rd St, Tillamook, OR 97141

Drive from OR-6 E and US-26 E to Portland. Take exit 24A from I-205 N

1 hr 33 min (83.2 mi)

- ↑ 1. Head east on 3rd St toward Stillwell Ave
0.3 mi
- ↑ 2. Continue onto OR-6 E
1.6 mi
- ↑ 3. Continue onto OR-6 E
49.3 mi
- ↗ 4. Merge onto US-26 E
19.8 mi
- ↘ 5. Take exit Salem to merge onto I-405 S
1.4 mi
- ↘ 6. Take the exit toward Seattle/The Dalles/Interstate 84 E/Interstate 5 N
0.5 mi
- ↗ 7. Merge onto I-5 N
0.4 mi
- ↘ 8. Take exit 300 for I-84 E/US-30 E toward Portland Arpt/The Dalles
1.1 mi
- ↘ 9. Continue onto I-84 E/US-30 E
5.8 mi
- ↘ 10. Take exit 8 to merge onto I-205 N toward Seattle/Portland Arpt
2.2 mi
- ↘ 11. Take exit 24A toward Airport Way W/Portland Arpt
0.8 mi

Continue on NE Airport Way to your destination

- ↗ 12. Merge onto NE Airport Way
4 min (2.0 mi)
- ↶ 13. Turn left
1.7 mi
- ↗ 14. Slight right
0.2 mi
- 89 ft

5/31/22, 11:59 AM

Tillamook County Library to Long Term Parking, PDX - Google Maps

➤ 15. Turn right

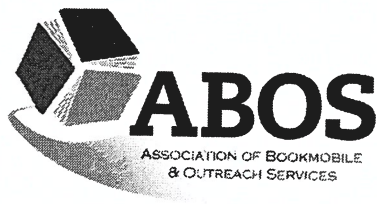
ⓘ Destination will be on the left

361 ft

Long Term Parking, PDX

Portland, OR 97218

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.



2022 ABOS Conference

"Rising Up and Reaching Out"

October 4-6, 2022 | Scottsdale, AZ



Submit Your 2022 ABOS Conference Program Proposals

Programs will be announced in early June!

Tentative Conference Schedule

REGISTER FOR THE 2022 ABOS CONFERENCE

2022 Conference Registration Fees

Early Bird (May 3-July 17) Member \$350

Early Bird (May 3-July 17) Non-Member \$450

Advanced (July 18-August 29) Member \$450

Advanced (July 18-August 29) Non-Member \$550

Virtual (May 3-August 29) Members and Non-Members \$89

***the virtual conference will consist of on-demand programs.

On-Site (October 4-October 6) Member \$450

On-Site (October 4-October 6) Non-Member \$550

One Day, Tues. or Wed., \$250, Member

One Day, Tues. or Wed., \$350, Non-Member

One Day, Thurs., \$150 Member

One Day, Thurs., \$250 Non-Member

Presenter: \$250 (with code)

Bookmobile Driver: \$250 (*one per vehicle*) - only applicable if you are driving a bookmobile to the conference for display.

Email exofficio@abos-outreach.com for registration code.

Bookmobile drivers will be offered a \$150 fuel stipend.

Carole Hole Award Winners: Free (with code)

ALL CONFERENCE REGISTRATIONS INCLUDE:

- Breakfast on Tuesday
- Hors d'oeuvres on Networking Nite (Tuesday)
- Breakfast/Lunch on Wednesday - lunch will include author J.A. Jance <https://www.jajance.com/>
- Breakfast on Thursday

Meals for non-conference attendee (family/friends attending with paid attendee):

- Charge for breakfast: \$45/day
- Charge for lunch: \$35/day
- Vendor meals: \$250 total

Reserve your room for The Scott Resort & Spa!

4925 N. Scottsdale Rd., Scottsdale, AZ 85251

Our group rate is \$165/room - single or double is the same, but \$15 per night will be added for more than two adults staying in the room.

Deadline for room reservations is Aug. 29, 2022.

To book your room you may choose one of the following options:

Option 1: 2022 ABOS Meeting

Option 2: Call The Scott Resort and Spa at 800-528-7867 and use group code: 2022 ABOS Meeting

Check-in begins at 4:00 p.m. Check-out is by 11:00 a.m.

Note: there are no elevators at The Scott. If you need a handicapped-accessible room or a first-floor room, please let the hotel know your preference.

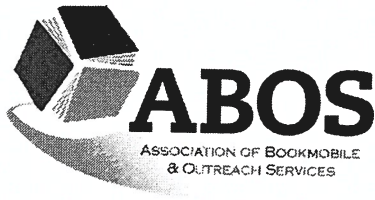
For any questions, please contact Lori Berezovsky at president@abos-outreach.com or 785-342-4538.

Written requests for refunds must be postmarked, faxed, or electronically received by August 29, 2022. No refunds will be made following that date.

Cancellations are subject to a \$25.00 processing fee.

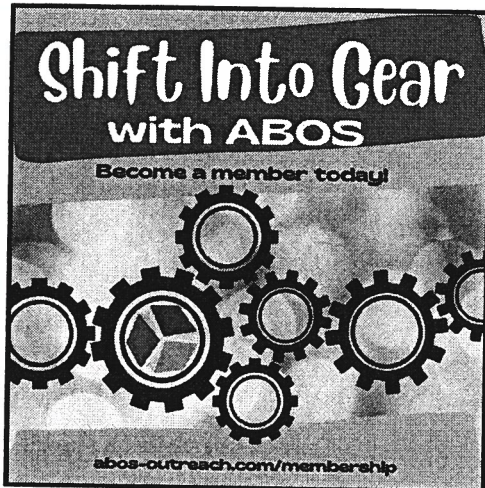
Hardship cases (i.e., illness, death in the family, etc.) may be submitted to the ABOS Board of Directors for determination of whether or not portions of conference fees may be refunded (i.e., what cash outlay has already been made on behalf of the person.)

Connect



Membership Information

Join ABOS in 2022 and "Shift Into Gear" with us!



Individual - \$49

Institution - \$135 for 3 staff (\$45 for each additional staff member)

Student/Retiree - \$20

Join ABOS with this online membership form

2022 ABOS Membership Brochure

Membership Benefits Include:

- Access to an active listserv where ideas and best practices are shared.
- Discount on conference registration.
- Run for office on the board of directors and have voting rights.
- Mentorship from leaders and professionals in the library outreach field.
- Part of an international resource network.
- Continuing education opportunities.
- Serve on a committee to further ABOS' mission.
- Gain inspiration from our quarterly newsletter, Out & About.

2022 "Shift into Gear" Membership Campaign

April 4 through August 15: Every time a new member registers or a current member renews, they will have the opportunity to tell us who referred them.

Those who refer new members will be entered into a monthly swag and gift certificate drawing. After August 15, the individual who refers the most new members will win a grand prize.