
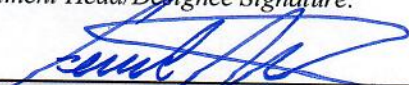


PLEASE COMPLETE ALL SECTIONS IN YELLOW. WHERE DOLLAR AMOUNT DOES NOT APPLY LEAVE AT \$0.00
THIS FORM IS FILLABLE. AMOUNTS & TOTALS WILL CALCULATE AUTOMATICALLY

TILLAMOOK COUNTY TRAVEL AUTHORIZATION

2021

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

1. Name of Employee/Traveler: Traci Hillstrom		2. Date: 8/18/21	
3. Training Related/Conference (if yes, attach Agenda): <input checked="" type="radio"/> Yes <input type="radio"/> No		4. Airfare/Railfare: \$600.00 Confirmation Number:	
5. Name of Conference or Training: 2021 Women in Law Enforcement Conference		6. Conference/Training Cost: \$300.00	
7. Itinerary: Destination (City, State): Nashville, TN		8. Lodging Reservation Information: Hotel Name: The Grand Hyatt Nashville Address: 1000 Broadway Nashville, TN 37203 Phone number: 877-803-7534 Confirmation Number:	
Est. Departure Date: 10/10/2021 Time: 7:30am			
Est. Return Date: 10/13/2021 Time: 11:30pm			
9. Miscellaneous Expenses: (Identify Specific Expenses: Taxis, Shuttles, Etc.)		10. Lodging Rate:	
a. \$60.00 cab c. \$0.00		Amount per Night: \$269.00	
b. \$36.00 airport parking d. \$0.00		Tax per Night: \$67.25	
		Total per Night: \$336.25	
11. Meals: (Please CHECK which rate you are using in ONE box below)		Number of Nights: x 3	
Daily Meal Rate without receipts (See policy): <input checked="" type="checkbox"/>		Total Lodging: \$1,008.75	
CONUS Rate with detailed receipts and accounting: <input type="checkbox"/>			
*Daily Rate: \$40 *(Standard rate or City Conus Rate)		12. Cost of Trip:	
		Airfare/Railfare: \$600.00	
		Lodging: \$1,008.75	
		Meal Per Diem: \$112.00	
		Personal Car Miles: \$95.16	
		Training/Conference Cost: \$300.00	
		Miscellaneous: \$96.00	
		Total Not To Exceed: \$2,211.91	
13. Personal Car Miles			
Total miles round trip: 169.92 x IRS Rate 0.560 \$ Total 95.16			
14. Purpose of Trip (Be Specific): To attend the 2021 Women in Law Enforcement Conference. I will be driving my personal vehicle to the airport. OSSA will be reimbursing \$2,000.00 for expenses.			
15. Approved for Payment:			
Meal Per Diem: \$112.00		Transportation: \$600.00	
Personal Car Miles: \$95.16		Training/Conference: \$300.00	
Misc: \$96.00		Total \$2,211.91	
Lodging: \$1,008.75			
16. Employee/Traveler Signature:		Date:	
		8/19/21	
17. Department Head/Designee Signature:		Date:	
		8-19-2021	
18. Board of Commissioner's Signature (Required for Out-Of-State)		Date:	

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: Portland Airport FROM: Tillamook

I request approval to use my private vehicle on 10/9/2021 to 10/13/2021
for Tillamook County business purpose of:

Driving to the Portland Airport. I will be flying to Nashville for a Conference.

Reason for using private vs. County owned vehicle is:

I will be leaving the vehicle at the airport for 5 days.

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: _____

Department Head/Designee: [Signature] Date: 8-19-2021

YOUR TRIP TO:

Portland International Airport (PDX)

1 HR 39 MIN | 85.0 MI 

Est. fuel cost: \$9.21

Trip time based on traffic conditions as of 11:08 AM on August 19,
2021. Current Traffic: Light



Print a full health report of your car with HUM
vehicle diagnostics (800) 906-2501



1. Start out going **east** on Hubert Rd toward Sollie Smith Rd.

Then 0.25 miles

0.25 total miles



2. Turn **right** onto Sollie Smith Rd.

Then 0.03 miles

0.28 total miles



3. Take the 1st **left** onto Wilson River Loop.

If you are on Latimer Rd and reach Alla Ln you've gone about 0.8 miles too far.

Then 1.55 miles

1.84 total miles



4. Turn **left** onto Wilson River Hwy/OR-6.

Then 49.15 miles

50.99 total miles



5. Take US-26 E.

Then 20.23 miles

71.22 total miles



6. Merge onto I-405 S toward **Salem**.

Then 0.98 miles

72.20 total miles



7. Merge onto I-5 N toward **Seattle/The Dalles/I-84 E**.

Then 0.91 miles

73.11 total miles



8. Merge onto I-84 E via EXIT 300 toward **The Dalles/Portland Airport**.

Then 6.88 miles

80.00 total miles



9. Merge onto I-205 N via EXIT 8 toward **Seattle**.

Then 2.21 miles

82.20 total miles



10. Take the **Airport Way W** exit, EXIT 24A, toward **Portland Airport**.

Then 0.81 miles

83.01 total miles



11. Merge onto NE Airport Way.

Then 1.72 miles

84.73 total miles



12. Turn **slight left** toward **Deliveries**.

Then 0.14 miles

84.87 total miles



13. Turn **left**.

Then 0.03 miles

84.90 total miles



14. Take the 1st **left**.

If you reach NE Airport Way you've gone about 0.2 miles too far.

Then 0.04 miles

84.94 total miles



15. Turn **right**.

Then 0.03 miles

84.96 total miles

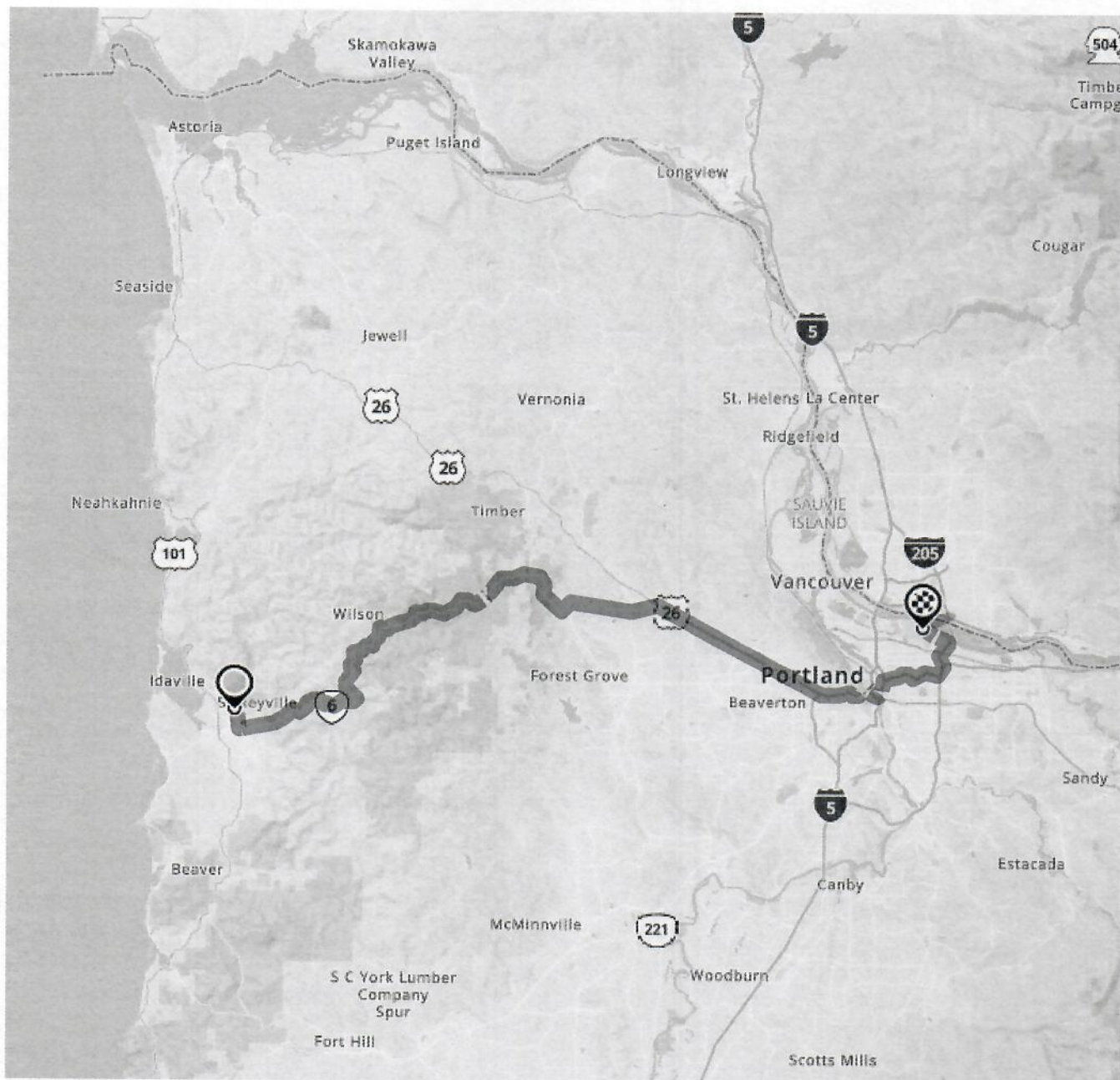


16. Portland International Airport (PDX), 7000 NE Airport Way, Portland, OR,
7000 NE AIRPORT WAY.



Save to My Maps

Use of directions and maps is subject to our [Terms of Use](#). We don't guarantee accuracy, route conditions or usability. You assume all risk of use.



Karen Kronoff

From: Traci Hillstrom
Sent: Tuesday, August 17, 2021 6:51 PM
To: Karen Kronoff
Subject: FW: EXTERNAL: 2021 Women in Law Enforcement

Apologies for the slough of emails. I'm figuring this out and here are the instructions for payment and room information.

Thank you,



Traci Hillstrom | Sergeant
TILLAMOOK COUNTY | Corrections Division
5995 Long Prairie Rd.
Tillamook, OR 97141
Phone (503) 842-3422 x3308
Mobile (503) 812-8509
thillstr@co.tillamook.or.us

meals P= provided
N= need

	B	L	D
10 th	X	N	N
11 th	N	P	N
12 th	P	P	N
13 th	P	N	N

This e-mail is a public record of Tillamook County and is subject to the State of Oregon Retention Schedule and may be subject to public disclosure under the Oregon Public Records Law. This e-mail, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please send a reply e-mail to let the sender know of the error and destroy all copies of the original message.

From: Confirmation Message <no-reply@wufoo.com>
Sent: Tuesday, August 17, 2021 6:48 PM
To: Traci Hillstrom <thillstr@co.tillamook.or.us>
Subject: EXTERNAL: 2021 Women in Law Enforcement Registration

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

Thank you for registering for the 2021 Women in Law Enforcement Conference! The brand-new Grand Hyatt Nashville will be the location for our 2021 conference. The conference will begin at 10:00am CDT on Monday, October 11, and will conclude at 12:00pm CDT Wednesday, October 13.

Lodging

The Grand Hyatt Nashville is located at 1000 Broadway, Nashville, TN 37203. Hotel check-in time is 4:00PM CDT and check-out time is 11:00AM CDT.

There is a block of rooms available at the conference rate of \$269/night. The room block will close September 17, 2021. There are a limited number of rooms available, so make your reservation today using the link below or call the hotel at 877-803-7534 and mention the WLEC room block.

RESERVATION LINK: <https://www.hyatt.com/en-US/group-booking/BNARN/G-WOLE>

Parking

On-site valet parking is available. The cost varies; 0-4 Hours is \$20, 4-8 hours is \$30, and 8+ hours to overnight is \$45. Arrangements can be made with the valet service to self-park at the hotel if you travel in your patrol vehicle and there are other self-parking options nearby.

Conference Registration

Registration cost is \$300 per attendee. To finalize your registration, payment must be received by September 11, 2021. If your agency requires an invoice to remit payment, please request one by emailing WLEC.INFO@tn.gov. Please print your registration email and send a copy of it with your payment; if paying for multiple attendees with one check, please include copies of all registration emails so the payment can be properly credited. We are unable to accept electronic forms of payment.

Please send payments to:

Tennessee Highway Patrol
Colonel's Office - Attn: April Buell
1150 Foster Avenue
Nashville, TN 37210

Onsite Registration

The registration area will be in the Summit foyer and will be staffed daily for any questions or needs that may arise during the conference. Conference registration will be from 1:00PM - 5:00PM on Sunday, October 10, and from 7:00AM - 4:30PM on Monday, October 11.

Dress Code

The dress code for the conference is business casual. Polos and utility pants/khakis are also acceptable. There will be a group photo on Monday right before lunch at 11:30AM. Please wear your seasonal class A uniform for this photo if possible.

Meals


Several meals will be provided during the conference, they are lunch Monday, breakfast and lunch Tuesday, and breakfast Wednesday.

Please follow our Facebook page @WomenInLawEnforcementConference for the latest conference

information. A finalized conference agenda will be posted on that webpage. Contact us with any questions or concerns via email: WLEC.INFO@tn.gov or by phone at (615) 253 – 4500.

We look forward to seeing you in Nashville October 11 – 13!

2021 Women in Law Enforcement Registration

Name *	Traci Hillstrom
Rank/Title *	Sergeant
Agency/Organization *	Tillamook County Sheriff
Address *	 5995 Long Prairie Rd Tillamook, OR 97141 United States
Phone Number *	(503) 815-3300
Email *	thillstr@co.tillamook.or.us
Do you have any dietary restrictions? *	No
Do you or your agency plan to donate a door prize? *	Yes
If yes, please describe.	Cheese

2021 Women in Law Enforcement Conference

- Presented by the Tennessee Highway Patrol -

October 11-13, 2021

Monday, October 11

- 10:00 – 11:00 Opening Ceremony
- 11:00 – 12:00 Leadership: Colonel Anne Carpenter, Nevada Highway Patrol
- 12:00 – 1:00 Group Photo
- 1:00 – 2:00 Lunch
- 2:00 – 3:00 Crisis Intervention Team: Leah Gray, National Alliance on Mental Illness
- 3:00 – 4:00 Metro Nashville Police Department Christmas Bombing Panel: Officer Brenna Hosey, Officer Tyler Luellen, Officer Michael Sipos, Officer James Wells, Sergeant Timothy Miller

Tuesday, October 12

- 8:00 – 9:00 Leadership: Chief C.J. Davis, Memphis Police Department
- 9:00 – 10:00 Retirement – Life After the Uniform: TBD
- 10:00 – 10:30 Break
- 10:30 – 11:00 Mindfulness in the Moment: How to Invite Active Awareness On-The-Go: Jo-Jo Jackson, The Yogi Bassist
- 11:00 – 12:00 Hiring the Right One: Deputy Chief Kay Lokey, Metro Nashville Police Department
- 12:00 – 1:00 Lunch
- 1:00 – 4:00 Peer Support & Mentor Program: Sergeant Claire Hochman & Officer Nicole Juday, Indianapolis Metropolitan Police Department

Wednesday, October 13

- 8:00 – 10:00 KEYNOTE: Diversity & Inclusion: Lynda R. Williams, President, National Organization of Black Law Enforcement Executives
- 10:00 – 10:30 Break
- 10:30 – 11:30 Community Relations: TBD
- 11:30 – 12:00 Closing Ceremony



Women in Law Enforcement
Conference

Like This Page · August 13 ·

You've all been patiently waiting and here it is! 2021 WLEC Agenda

Michelle Lea, T.j. Battle, Vicki Vallencourt and 8 others like this.

3 Shares

1 Comment




Christine Dorito Ronnie VB

4d

information. A finalized conference agenda will be posted on that webpage. Contact us with any questions or concerns via email: WLEC.INFO@tn.gov or by phone at (615) 253 – 4500.

We look forward to seeing you in Nashville October 11 – 13!

2021 Women in Law Enforcement Registration

Name *	Traci Hillstrom
Rank/Title *	Sergeant
Agency/Organization *	Tillamook County Sheriff
Address *	 5995 Long Prairie Rd Tillamook, OR 97141 United States
Phone Number *	(503) 815-3300
Email *	thillstr@co.tillamook.or.us
Do you have any dietary restrictions? *	No
Do you or your agency plan to donate a door prize? *	Yes
If yes, please describe.	Cheese

How much does it cost to park at PDX?

Newsroom

	Hourly Rate	New Rate
Gold Key Valet	\$10	\$35/day
Short-Term Garage	\$3	\$27/day
Long-Term Garage	\$3	\$24/day
Economy Parking Lot	\$3	\$12/day

Taxicab rates in the city of Nashville TN are set by the Metropolitan Government of Nashville and Davidson County . **Meter rates are \$3 to start + \$2 per mile.** Waiting time is \$18/hr. Additionally, the city has set a flat rate of \$25 between BNA airport, the Opryland area, and downtown Nashville.

Rates - Yellow Cab Nashville

How much does a ride with the Uber app cost?

Plan your next trip with the price estimator.

Uber price estimator

○ Nashville International Airport (BNA), 1 Terminal Dr, Nashville



□ Hyatt Place Nashville Downtown, 301 3rd Ave S, Nashville, Tennessee



Your options

<input checked="" type="radio"/> Connect	\$12.59	
<input type="radio"/> UberX	\$19.81	
<input type="radio"/> Pool - Unavailable	\$20.56	

[View all options](#)

Request now

Schedule for later

Sign up to ride

Sample rider prices are estimates only and do not reflect variations due to discounts, geography, traffic delays, or other factors. Flat rates and minimum fees may apply. Actual prices for rides and scheduled rides may vary.

How prices are estimated

In most cities, your cost is calculated up front, before you confirm your ride. In others, you will see an estimated fare range*. Here are some fees and factors that can affect your price:

*See applicable price terms in your city

Base rate

The base rate is determined by the time and distance of a trip.

Booking fee


In your city, a flat fee might be added to each trip. It helps support operational, regulatory, and safety costs.

Busy times and areas

When there are more riders than available drivers, prices may temporarily increase until the marketplace is rebalanced.

Ways to ride in the area

Economy

[Stays](#)[Flights](#)[Cars](#)[Packages](#)[Things to do](#)[More travel](#) 

American Airlines · PDX → BNA > American Airlines · BNA → PDX > **Review your trip**
[Change flight](#) [Change flight](#)

Travel update

The destinations you are traveling to may have restrictions in place due to COVID-19.


[Find out more](#) [Dismiss](#)



No change fees for all flights

You can change these flights without paying a fee if plans change. Because flexibility matters.

Portland to Nashville

 American Airlines • Sun, Oct 10

11:48am - 9:02pm

7h 14m (1 stop)

1h 25m in Chicago (ORD)

[Show details](#)


Fare: Main Cabin Flexible

Your selection applies to all flights

[Change fare](#)

[Change flight](#)

Nashville to Portland

 American Airlines • Wed, Oct 13

3:36pm - 8:59pm

7h 23m (1 stop)
59m in Dallas (DFW)

Show details

Fare: Main Cabin Flexible

Your selection applies to all flights

Change fare

Cancellation
Protection
\$33.81

Change flight

American Airlines cleaning and safety practices



Price summary

Traveler 1: Adult	\$466.40
Flight	\$390.70
Taxes and fees	\$75.70

Trip total

\$466.40

Rates are quoted in US dollars

Check out



Free cancellation

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

Book a car with your flight and save up to \$53

Total trip price will be reflected in checkout. Trip savings include any individual item discounts, as well as savings from reduced taxes and service fees.



Bag fees

All published bag fees apply at each check-in location and are base rates according to travel dates and destination; applicable taxes are not shown.

Carry-on bags

You're allowed 1 carry-on bag and 1 personal item in all cabins.

Carry-on bags

Checked bags

Bag regions

Checked bag policy

Bag limitations

First bag

Regions	Basic Economy	Main Cabin^	Premium Economy	Business Class	First Class	Notes
Within and between U.S., Canada, Puerto Rico and U.S. Virgin Islands	\$30	\$30	\$0	\$0	\$0	

YOUR TRIP TO:

Grand Hyatt Nashville

14 MIN | 9.0 MI 

Trip time based on traffic conditions as of 11:06 AM on August 19, 2021. Current Traffic: Light



Print a full health report of your car with HUM vehicle diagnostics (800) 906-2501



1. Start out going **south** on Terminal Dr.

Then 0.08 miles

0.08 total miles



2. Take Terminal Dr toward **Baggage Claim/Arrivals**.

Then 0.83 miles

0.91 total miles



3. Keep **left** at the fork to continue on Terminal Dr.

Then 1.14 miles

2.05 total miles



4. Turn **slight right** onto I-40 W.

Then 6.41 miles

8.46 total miles



5. Take EXIT 209A toward **US-70/Broadway/US-70S/US-431**.

Then 0.22 miles

8.68 total miles



6. Merge onto 13th Ave.

Then 0.06 miles

8.74 total miles



7. Turn **right** onto Broadway/US-70 E/US-70S E/US-431 N/TN-1/TN-24.

If you are on George L Davis Blvd and reach Grundy St you've gone a little too far.

Then 0.28 miles


9.02 total miles



8. Grand Hyatt Nashville, 1000 BROADWAY is on the **left**.

Your destination is 0.1 miles past 12th Ave.

If you reach 10th Ave you've gone a little too far.

 Save to My Maps

Use of directions and maps is subject to our [Terms of Use](#). We don't guarantee accuracy, route conditions or usability. You assume all risk of use.

