



LEGISLATIVE  
ADMINISTRATION

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Employee Services

**To:** Public Officials Compensation Committee  
**From:** Employee Services, Legislative Administration  
**Date:** August 7, 2008  
**Subject:** Per-Diem for Legislative Elected Officials

Attached is the most recent (January 17, 2008) memo regarding per diem treatment of legislator compensation for 2007. This memo is provided to legislators annually by the Office of Legislative Counsel.

The monthly salary legislators are paid is separate from per diem they receive for attending approved committee meetings subject to approval from Legislative Leadership (Senate President and House Speaker) or their delegates.

We do not report the per diem amount for legislators who stay overnight from their permanent home, as taxable income for federal and state purposes. There are some circumstances where per diem amounts will be reported as income for federal tax purposes.

Per diem rates are determined annually, usually in October to coincide with the federal fiscal year.

The current per diem rate is \$109.00 per day.

There are 90 legislators. No two legislators have the same schedule or membership on committees which results in variable amounts of per diem paid to these legislators annually.

Additionally, legislators are reimbursed for mileage. Currently mileage reimbursement is 58.5 cents per mile. This rate has been adjusted as often as monthly in the past.

**REPRESENTATIVES**  
**2007 Summary of Salaries and Expenses**  
**74<sup>th</sup> Session**

ALLOCATION	AMOUNT	STATUTE OR RULE	COMMENTS
<b>Salary</b>	Members - \$1,534 per month Presiding Officer - \$3,068 per month	ORS 171.072 (1) (2)	Salary rate effective December 1, 2006
<b>Per Diem</b>	\$99 per day	ORS 171.072 (3) (9)	Members will receive per diem for each day that the Legislative Assembly is in session.
<b>Mileage</b>	N/A		Mileage is paid only during the interim for attending interim committee meetings.
<b>Out-of-State Travel</b>	Reimbursement for actual and necessary expenses	ORS 171.072 (5)	Subject to funds available in the member's session expense account.
<b>Session Expense Allowance</b>	\$30,409 Calculation: Legislative Assistant: \$2,468 per month x 6 mos. Secretary: \$2,161 per month x 6 mos. Services & Supplies: \$15.50 per day x 170 days	House Rule 15.25 (1) House Rule 16.01 (2)	May be used for: <ul style="list-style-type: none"> <li>▪ Personal staff</li> <li>▪ Postage</li> <li>▪ Subscriptions</li> <li>▪ Stationery</li> <li>▪ Office supplies</li> <li>▪ Copying</li> <li>▪ Communications with constituents</li> <li>▪ Rental expenses incurred for a town hall meeting</li> <li>▪ Establishment and maintenance of a district office</li> <li>▪ Bills from state agencies</li> <li>▪ Reasonable travel expenses incurred by members while on official legislative business (does not include in-district travel)</li> <li>▪ Reasonable travel expenses incurred by member's personal staff while on official legislative business as authorized by the member</li> <li>▪ And any other service or supply as authorized by the Speaker of the House</li> </ul>
<b>New Member Start-Up Allowance</b>	\$200	House Rule 16.01 (1)	One time allowance for new members only.
<b>Balance of Session Expense Account at Adjournment Sine Die</b>		House Rule 15.25 (2) House Rule 16.01 (2)	Any funds remaining in the Session account may be used during the interim as outlined above for Regular Session.

**SENATORS**  
**2007 Summary of Salaries and Expenses**  
**74<sup>th</sup> Session**

ALLOCATION	AMOUNT	STATUTE OR RULE	COMMENTS
<b>Salary</b>	Members - \$1,534 per month Presiding Officer - \$3,068 per month	ORS 171.072 (1) (2)	Salary rate effective December 1, 2006.
<b>Per Diem</b>	\$99 per day	ORS 171.072 (3) (9)	Members will receive per diem for each day that the Legislative Assembly is in session.
<b>Mileage</b>	N/A		Mileage is paid only during the interim for attending interim committee meetings.
<b>Out-of-State Travel</b>	Reimbursement for actual and necessary expenses	ORS 171.072 (5)	Subject to approval by the President of the Senate.
<b>Session Expense Allowance</b>	\$30,409 Calculation: Legislative Assistant: \$2,468 per month x 6 mos. Secretary: \$2,161 per month x 6 mos. Services & Supplies: \$15.50 per day x 170 days	Senate Rule 15.20 Senate Rule 16.01	May be used for: <ul style="list-style-type: none"> <li>▪ Personal staff</li> <li>▪ Postage</li> <li>▪ Subscriptions</li> <li>▪ Out-of-state telephone toll charges</li> <li>▪ Office supplies</li> <li>▪ Copying, facsimile charges</li> <li>▪ Newsletter printing, postage, labels</li> <li>▪ Any other service or supply as authorized by the President of the Senate.</li> </ul>
<b>New Member Start-Up Allowance</b>	\$200	Senate Rule 16.01 (1)	One time allowance for new members only.
<b>Balance of Session Expense Account at Adjournment Sine Die</b>		Senate Rule 15.20 Senate Rule 16.01	Any funds remaining in the Session account may be used during the interim for postage; office supplies; copying and facsimile charges; newsletter printing, postage and labels; interim staff; any other service or supply as authorized by the President of the Senate.

**REPRESENTATIVES**  
**2007-2009 Summary of INTERIM Salaries and Expenses**

ALLOCATION	AMOUNT	STATUTE OR RULE	COMMENTS
<b>Salary</b>	Members - \$1,716 per month (eff. 7/1/08) Presiding Officer - \$3,432 per month (eff. 7/1/08)	ORS 171.072 (1) (2)	
<b>Per Diem</b>	\$109 per day (eff. 10/1/07)	ORS 171.072 (4) (9)	Daily rate for each interim or statutory committee meeting attended. Members who travel over 300 miles to attend an interim committee meeting receive an additional per diem payment.
<b>Mileage</b>	Effective 8/1/08 vehicle mileage is 58.5 cents/mile		Paid during the interim for attending interim committee meetings.
<b>Out-of-State Travel</b>	See H.R. 16.01	H.R. 16.01	
<b>Balance of Session Expense Account at Adjournment Sine Die</b>		H.R. 15.25 (2) H.R. 16.01	Any funds remaining in the Session account may be used during the interim for <ul style="list-style-type: none"> <li>▪ Personal staff</li> <li>▪ Postage (all classes)</li> <li>▪ Subscriptions to newspaper and periodicals</li> <li>▪ Stationery</li> <li>▪ Office supplies</li> <li>▪ Copying</li> <li>▪ Communications with constituents in compliance with H.R. 14.30</li> <li>▪ Rental expenses incurred for a town hall meeting</li> <li>▪ Establishment and maintenance of a district office</li> <li>▪ Billings from state agencies for services &amp; supplies</li> <li>▪ Reasonable travel expenses incurred by members while on official legislative business. Does not include in-district travel.</li> <li>▪ Reasonable travel expenses incurred by member's personal staff while on official legislative business as authorized by the members.</li> <li>▪ Any other service or supply as authorized by the Speaker.</li> </ul>
<b>Interim Expense Allowance</b>	\$450 to \$750 per month	ORS 171.072 (4)	Amount based on the geographic area of a member's district, paid when legislature is not in session.
<b>Interim Staff Allowance</b>	\$3,454 per month	Legislative Assembly Adopted Budget Rules of the House	May also be used for services and supplies.

**SENATORS**  
**2007-2009 Summary of INTERIM Salaries and Expenses**

ALLOCATION	AMOUNT	STATUTE OR RULE	COMMENTS
<b>Salary</b>	Members - \$1,716 per month (eff 7/1/08) Presiding Officer - \$3,432 per month (eff 7/1/08)	ORS 171.072 (1) (2)	
<b>Per Diem</b>	\$109 per day, effective 10/1/07	ORS 171.072 (4) (9)	Daily rate for each interim or statutory committee meeting attended. Members who travel over 300 miles to attend an interim committee meeting receive an additional per diem payment.
<b>Mileage</b>	Effective 8/1/08 vehicle mileage is 58.5 cents/mile		Paid during the interim for attending interim committee meetings.
<b>Out-of-State Travel</b>	Reimbursement for actual and necessary expenses.	ORS 171.072 (5)	Subject to approval by the President of the Senate.
<b>Balance of Session Expense Account at Adjournment Sine Die</b>		S.R. 216.01	Any funds remaining in the Session account may be used during the interim for <ul style="list-style-type: none"> <li>▪ Postage (all classes)</li> <li>▪ Office supplies</li> <li>▪ Copying, facsimile charges</li> <li>▪ Newsletter printing, postage and labels</li> <li>▪ Interim staff</li> <li>▪ Any other service or supply approved by the President</li> </ul>
<b>Interim Expense Allowance</b>	\$450 to \$750 per month	ORS 171.072 (4)	Amount based on the geographic area of a member's district, paid when legislature is not in session.
<b>Interim Staff Allowance</b>	\$3,454	Legislative Assembly Adopted Budget S.R. 215.07, 216.01	May also be used for services and supplies.

# Legislators Request For Per Diem Payment

**Member:**

**Committee/Meeting/Commission/Board:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Meeting Date:** \_\_\_\_\_

\_\_\_\_\_ Day(s) per diem @ \$109 per day

\_\_\_\_\_ Round trip miles @ \$.58.5 per mile

**If you have attended another legislative meeting on this date or back-to-back with this one, list below:**

Meeting: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Meeting: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

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## FEDERAL TAXES & FICA WILL BE WITHHELD FROM PER DIEM UNLESS ONE OF THESE TWO BOXES IS CHECKED!

- I was away from home overnight on the committee meeting dates listed above.
- I certify I live more than 50 miles from the capitol and make an IRC 162 (H) election.  
(Filled out annually with personal income tax)
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Member's Signature: \_\_\_\_\_

**Reviewed By:**

By \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_