

**DEPARTMENT OF HUMAN SERVICES  
AGING AND PEOPLE WITH DISABILITIES  
OREGON ADMINISTRATIVE RULES**

**CHAPTER 411  
DIVISION 63**

**RATES FOR COMMISSIONER PER DIEM AND REIMBURSEMENT**

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*(Effective 03/10/2022)*

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**411-063-0010 Definitions**

*(Adopted 03/10/2022)*

(1) "Commission or Council" means those official bodies identified in [ORS 410.070](#), [410.595](#) and [410.602](#).

(2) "Qualified member" means a member who is not in full-time public service and who had an adjusted gross income in the previous tax year:

(a) Of less than \$50,000, as reported on an income tax return other than a joint income tax return; or

(b) Of less than \$100,000, as reported on a joint income tax return.

**Statutory/Other Authority:** [ORS 292.495](#), [410.070](#)

**Statutes/Other Implemented:** [ORS 292.495](#), [410.070](#)

**411-063-0020 Per Diem Compensation**

*(Adopted 03/10/2022)*

(1) Subject to the availability of funds in the budget of the Commission or Council, and except as otherwise provided by law, the Oregon Department of Human Services Office of Aging and People with Disabilities shall pay any member of a Commission or Council, other than a member who is employed in full-time public service, compensation for each day or portion thereof during which the member is actually engaged in the performance of official Commission or Council duties.

(2) The rate of compensation per day pursuant to [ORS 292.495\(5\)](#) is equal to the per diem paid to members of the Legislative Assembly under [ORS 171.072](#).

(3) A member of a Commission or Council may decline to accept compensation related to the member's service on the Commission or Council.

(4) In order to receive compensation, a member must submit to the Oregon Department of Human Services Office of Aging and People with Disabilities a signed written request for compensation within 30 days of the meeting or work performed. The member must specify the date, name, type of meeting(s) or work, and the number of full or partial days the member spent performing official Commission or Council business.

**Statutory/Other Authority:** [ORS 292.495](#), [410.070](#)

**Statutes/Other Implemented:** [ORS 171.072](#), [185.200](#), [292.495](#), [410.070](#), [410.320](#), [410.550](#), [410.602](#)

### **411-063-0030 Reimbursement of Travel and Other Expenses**

*(Adopted 03/10/2022)*

(1) Except as otherwise provided by law, the Oregon Department of Human Services Office of Aging and People with Disabilities may reimburse all members of Commissions and Councils, including those employed in full-time public service, for actual and necessary travel or other expenses actually incurred in the performance of their official duties within the limits provided by law or by the Oregon Department of Administrative Services under [ORS 292.210 to 292.250](#).

(2) Except as provided in subsection (5) of this section, and notwithstanding any other provision of law, the Oregon Department of Human Services Office of Aging and People with Disabilities shall provide reimbursement to a qualified member of the Commission or Council for actual and necessary travel or other expenses actually incurred in the performance of a member's official duties within the limits provided by law or by the Oregon Department of Administrative Services under [ORS 292.210 to 292.250](#).

(3) For the purposes of this rule, in order to be considered a qualified member, a member may attest by signature that they meet the conditions and income limits specified in [411-063-0010\(2\)](#).

(4) In order to receive reimbursement of actual and necessary travel and other expenses, a member must submit to the Oregon Department of Human Services Office of Aging and People with Disabilities a travel expense claim for reimbursement supported by receipts, invoices or other appropriate documentation for travel and other expenses within 30 days following the day the member incurred the expense.

(5) A member of a Commission or Council may decline to accept reimbursement of expenses related to the member's service on the Commission or Council.

**Statutory/Other Authority:** [ORS 292.495](#), [410.070](#)

**Statutes/Other Implemented:** [ORS 185.200](#), [292.210 - 292.250](#), [292.495](#), [410.070](#), [410.320](#), [410.550](#), [410.602](#)

#### **411-063-0040 Reimbursement for Hiring a Substitute**

*(Adopted 03/10/2022)*

(1) As used in [OAR 411-063-0030](#), "other expenses" includes expenses incurred by a member of the Commission or Council in employing a substitute to carry out duties, including personal duties, normally performed by the member, which the member is unable to carry out because of the performance of official duties and which, by the nature of such duties, cannot be delayed without risk to health or safety.

(2) The amount that a member may be reimbursed for expenses incurred in employing a substitute must not exceed \$25 per day, pursuant to [ORS 292.495\(3\)](#).

**Statutory/Other Authority:** [ORS 292.495](#), [410.070](#)

**Statutes/Other Implemented:** [ORS 185.200](#), [292.210 - 292.250](#), [292.495](#), [410.070](#), [410.320](#), [410.550](#)