



**Regional Solutions Advisory Committee  
Compensation and Expense Reimbursement Policy**

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Background and Purpose

To advance equity and reduce barriers to public participation in government, Oregon state law<sup>1</sup> provides for certain “qualified” board and commission members to receive compensation for the performance of official duties. Qualified members of Regional Solutions Advisory Committees will be compensated for the performance of official duties. Both qualified and non-qualified committee members are eligible for reimbursement of actual and necessary expenses incurred in the performance of their official duties. This policy contains information about qualified and non-qualified members and the rates of compensation. It also outlines the official duties of committee members, the process for compensating qualified committee members, and the process for requesting expense reimbursement.

Qualified members

To receive compensation for the performance of official duties, a committee member must be a “qualified member,” as defined by ORS 292.495. “Qualified members” are those committee members who:

1. Are not employed in full-time public service<sup>2</sup>
2. Have an adjusted gross income in the previous tax year of less than \$50,000 as reported on an other than joint return, or less than \$100,000 as reported on a joint return.

Non-qualified committee members are not eligible for compensation.

Rate of compensation

Per state law, the amount of compensation paid to qualified members of boards and commissions is equal to the per diem compensation received by members of the state

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<sup>1</sup> ORS 292.495

<sup>2</sup> “full-time public service” is interpreted to include all full-time employment with any public body within the State of Oregon, including but not limited to cities, counties, special districts, school districts, and community colleges. For more information on what constitutes a public body, see ORS 174.109.

legislature. That amount is calculated using published federal per diem rates, which can be found here: [Per Diem Rates | GSA](#)

The amount of compensation is calculated by adding the GSA's standard daily lodging rate to the standard M&IE rate. This a daily rate, paid for each day or portion of a day in which the member performs official board or commission duties. Federal per-diem rates are reviewed annually. Changes to rates, if any, are implemented on Oct 1<sup>st</sup> of each year.

Compensation received may be considered taxable income and may impact a member's eligibility for various benefit programs. Members may wish to consult a tax professional and / or the administrator of any relevant benefits programs before accepting compensation. Committee members may choose to decline compensation at any time.

#### Official duties eligible for compensation

Qualified members are eligible for compensation for each day, or portion of a day, in which they engage in their official duties. Official duties of committee members include, but may not be limited to:

- Attending scheduled committee meetings
- Attending official Regional Solutions events
- Reading, reviewing, or preparing committee-related reports, documents, and other materials
- Attending community meetings or events, with prior approval from Regional Solutions staff
- Other duties as approved in advance by Regional Solutions staff

Performing a task for a de minimis amount of time does not qualify for compensation. Members who have questions about whether an activity is considered part of their official duties should consult your Regional Solutions Coordinator for guidance.

#### Requesting compensation

Before submitting a request for compensation, a committee member must complete and submit a DAS self-attestation form. Self-attestation forms must be completed by each committee member upon appointment and updated in May of each year. To request compensation, committee members should submit a compensation request to your Regional Coordinator.

Requests for compensation are due by the last day of the month following the month in which the duties were performed.

#### Expense reimbursement

Both qualified and non-qualified committee members are eligible for reimbursement of actual and necessary expenses incurred in the performance of their official duties, as outlined above. Travel-related expenses must be authorized in advance in writing and will be reimbursed based on GSA rates, consistent with the state travel policy.

To request expense reimbursement, a committee member should submit a reimbursement request to their Regional Solutions Coordinator. Requests for expense reimbursement, including required receipts, are due to by the last day of the month following the month in which the expenses were incurred.