



10.70 Boards, Commissions, or Committees

10.70.10

Jan. 1, 2000

Types of boards, commissions, or committees

There are two general categories of Boards, Commissions, or Committees:

- Advisory, coordinating, or planning capacity.
- Rule making capacity.

Reimbursement for travel expenses is dependent upon the type of board, commission, or committee that members are assigned to and the payment option selected.

10.70.20

July 1, 2004

Meal and lodging reimbursement for members serving in an advisory, coordinating, or planning capacity

10.70.20.a

This subsection addresses reimbursement for those persons appointed to serve on any state board, commission, or committee in an advisory, coordinating, or planning capacity. This encompasses individuals serving on:

- A **Class One board**, commission, or committee as established in RCW 43.03.220.
- **Others** - Any part-time board, commission, council, committee, or other group of similar nature not covered by RCW 43.03.220 but established by the executive, legislative, or judicial branch to participate in state government in primarily an advisory, coordinating, or planning capacity.

10.70.20.b

Except as otherwise provided by law, **all** members serving in an advisory, coordinating, or planning capacity (class one or others), if entitled to reimbursement of travel expenses, are to be reimbursed for meals and lodging under one of the two options listed below. Payments to advisory board members should comply with IRS Annual U.S. Information Returns (1099's) requirements.

Option 1

For allowable travel expenses in non-high cost areas of the Continental USA, reimburse at the hourly, non-high cost per diem rate displayed in Subsection 10.90.20 for each hour spent in going to a meeting, attendance at a meeting, and returning from the meeting.

For allowable travel expenses in high cost areas of the Continental USA and in all areas outside the Continental USA, reimburse members at an hourly rate equal to 1/24th of the maximum allowable per diem rate in effect at the time of travel for the specific area or locality, as displayed in Subsection 10.90.10.

Under this option, members attending meetings and performing other official business are considered to be in travel status and the three-hour rule (Subsection 10.40.50) and official station rule (Subsection 10.30.40) do not apply. An internal travel policy is required for agencies that use this option.

Members should submit claims for reimbursement on a Travel Expense Voucher designed for members of boards and commissions (form A20-2A) after the travel has occurred.

Subsection 10.30.20 (Exception to the Maximum Allowable Lodging Amounts) may not be used in cases where individuals paid under this option are attending board meetings.

Option 2

Under this option, members are reimbursed allowable meal and lodging expenses on the same basis, and under the same regulations, as regular state officials and employees, unless otherwise provided in statute. These individuals should claim reimbursement on a Travel Expense Voucher (form A20-A).

Use of this option for reimbursement requires prior written approval from the agency head or authorized designee.

10.70.30

June 1, 2004

Meal and lodging reimbursement for members serving in a rule-making capacity

This subsection addresses reimbursement for those persons appointed to serve on any state board, commission, or committee in a rule-making capacity. This encompasses individuals serving on:

- **A Class Two, Three, Four, or Five board**, commission, or committee established in RCW 43.03.230, 43.03.240, 43.03.250, or 43.03.265 respectively.
- **Others** – Any part-time board, commission, council, or committee not covered by RCW 43.03.230, 43.03.240, 43.03.250, or 43.03.265, but established by either the executive, legislative, or judicial branch to participate in state government. These members have rule-making authority, perform quasi-judicial functions, have responsibility for the administration or policy direction of a state agency or program, or perform regulatory or licensing functions with respect to a specific profession, occupation, business, or industry.

Except as otherwise provided by law, members entitled to reimbursement of travel expenses are to be reimbursed for meals and lodging as follows:

10.70.30.a

Class Two, Three, Four and Five Boards

Individuals serving on either a Class Two, Three, Four, or Five board, commission, council, or committee are to be reimbursed allowable meal and lodging expenses on the same basis, and under the same regulations, as regular state officials and employees, unless specifically provided otherwise in statute. These individuals should claim reimbursement on a Travel Expense Voucher (form A20-A).

10.70.30.b

Others

Individuals serving on any part-time board, commission, council, committee, or other group of similar nature not covered by RCW's 43.03.230, 43.03.240, 43.03.250, or 43.03.265, are to be reimbursed under one of the following two options:

Option 1

For travel in non-high cost areas of the Continental USA, reimburse members for lodging and meal expenses at the **daily**, non-high cost per diem rate displayed in Subsection 10.90.20 for each day or portion thereof spent to conduct board, commission, council, or committee business.

For travel in high cost areas of the Continental USA or in all areas outside the Continental USA, reimburse members for lodging and meal expenses at the **daily** maximum allowable per diem rate for the location for each day or portion thereof spent to conduct official business. Per diem rates for these locations are contained in Subsections 10.90.10 and 10.90.20. Under this option, members attending meetings and performing other official business are considered to be in travel status and the three-hour rule (Subsection 10.40.50) and official station rule (Subsection 10.30.40) do not apply. An internal travel policy is required for agencies that use this option.

Individuals should submit claims for reimbursement on a Travel Expense Voucher designed for members of boards and commissions (form A20-2A) after the travel has occurred.

Travel expense reimbursement under Option 1 does not meet the requirements of an accountable plan as defined by the Internal Revenue Service and is subject to federal employment taxes. Subsection 10.30.20 (Exception to the Maximum Allowable Lodging Amounts) may not be used in cases where individuals paid under this option are attending board meetings.

Option 2

Under this option, members are reimbursed allowable travel expenses on the same basis, and under the same regulations, as regular state officials and employees, unless otherwise provided in statute.

Claims for reimbursement should be submitted on a Travel Expense Voucher (form A20-A).

Use of this option for reimbursement requires prior written approval from the agency head or authorized designee.

10.70.40

Jan. 1, 2000

May lodging taxes be reimbursed?

In addition to the Maximum Lodging Amounts contained in Subsections 10.90.10 and 10.90.20, board members on overnight travel may be reimbursed taxes paid on lodging as evidenced by a receipt. Refer to Subsection 10.90.10.d for rules on lodging taxes for the Non Continental USA and Foreign locations.

10.70.50

July 1, 2000

Exceptions to the meal reimbursement rates

10.70.50.a

Members of a board, commission, or committee who receive per diem (lodging and meals) reimbursement allowances are expected to pay the cost of any meals provided with meetings, etc. When the meal has been purchased by the agency, the cost can be deducted on form A20-A or form A20-2A as applicable, or the member may make payment to the agency.

10.70.50.b

Some members of boards, commissions, or committees are specifically authorized by statute to be reimbursed the actual cost of meals. When the actual cost of meals exceeds the meal allowances contained in Subsections 10.90.10 and 10.90.20, receipts must be attached to the form A20-A or A20-2A, or their agency file location referenced.

10.70.60

Jan. 1, 2000

How should travel expenses other than meals and lodging be reimbursed?

Except as otherwise provided by law, those persons appointed to serve on any state board, commission, or committee (advisory or rule making) are to be reimbursed transportation and other travel expenses in the same manner as state officials and state employees.

10.70.70

Jan. 1, 2000

Coffee and light refreshments may be served at board, commission, or committee meetings

All legally authorized boards, commissions, or committees may provide coffee and/or light refreshments at their official public meetings (including executive sessions) under the provisions of Subsection 70.10.20.