



## 10.70 Boards, Commissions, or Committees

### 10.70.00

July 1, 2011

### Travel restricted

*On June 7, 2011, the Governor signed Engrossed Second Substitute House Bill 1371 which restricts travel costs for boards and commissions effective July 1, 2011.*

All executive, legislative, or judicial branch boards and commissions must comply with the policies in this section.

- 10.70.00.a All boards and commissions when feasible shall use alternative means of conducting meetings which do not require travel, while still maximizing member and public participation. Refer to Subsection 10.10.25.
- 10.70.00.b When a physical meeting is required, the meetings must be held in public facilities whenever possible.
- 10.70.00.c Unless required as a condition to maintain or receive federal funding or physical presence at a meeting is specifically required by statute, no member of a class one through class three or class five board, commission, council, committee of similar group may receive an allowance for subsistence (meals), lodging or travel expenses when funded by the General Fund - State.

Exceptions may be granted as set forth below for:

- Executive branch agencies, the Director of the Office of Financial Management;
- Judicial branch agencies, the Chief Justice of the Supreme Court;
- Legislative agencies, the Chief Clerk of the House of Representatives and/or the Secretary of the Senate;
- Boards under the authority of a separately elected official, the separately elected official;
- Institutions of higher education, the president of the institution; and
- Constitutionally created boards, the chair of the board.

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**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.

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**10.70.20**

July 1, 2011

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

**Travel, meal and lodging reimbursements are restricted. Refer to Subsection 10.70.00.**

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 for meals and lodging are to be reimbursed 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 meal and lodging 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 meal and lodging 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**

July 1, 2011

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

**Travel, meal and lodging reimbursements are restricted. Refer to Subsection 10.70.00.**

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 who are entitled to reimbursement 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 meal and lodging 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 meal and lodging 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.

Meal and lodging 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 meal and lodging 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**

July 1, 2011

### **May lodging taxes be reimbursed?**

**Travel, meal and lodging reimbursement are restricted. Refer to Subsection 10.70.00.**

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, 2011

### **Exceptions to the meal reimbursement rates**

**Travel, meal and lodging reimbursements are restricted. Refer to Subsection 10.70.00.**

10.70.50.a

Members of a board, commission, or committee who receive per diem (meals and lodging) 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.

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**10.70.55**  
July 1, 2011

**Who is authorized to be reimbursed for travel expenses?**

**Travel, meal and lodging reimbursements are restricted. Refer to Subsection 10.70.00.**

Eligibility for travel expense reimbursement is established in the law creating the board, commission or committee. Absent specific authorization, members of boards, commissions or committees are not eligible for travel expense reimbursement.

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**10.70.60**  
July 1, 2011

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

**Travel, meal and lodging reimbursements are restricted. Refer to Subsection 10.70.00.**

Unless the law provides a specific reimbursement process, those persons appointed to serve on any state board, commission, or committee (advisory or rule making) are to be reimbursed for transportation and other travel expenses in the same manner as state officials and state employees.

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**10.70.70**  
July 1, 2011

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

**Travel, meal and lodging reimbursement are restricted. Refer to Subsection 10.70.00.**

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.