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**OREGON DEPARTMENT OF AGRICULTURE
OREGON STRAWBERRY COMMISSION**

DIVISION 40
RATES FOR COMMISSIONER PER DIEM AND REIMBURSEMENT

668-040-0010

Per Diem Compensation

(1) Subject to the availability of funds in the budget, the Commission must pay any member of the Commission, 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 duties.

(2) The rate of compensation is \$30 per day pursuant to ORS 292.495(1).

(3) In order to receive compensation, a member must submit to the Commission a written claim for compensation by the 10th day of the second calendar month following the month for which the member seeks compensation. The member must specify the amount of time the member spent on official Commission duties as well as the nature of the duties performed for any day or portion thereof for which the member claims compensation.

Stat. Auth.: ORS 292.495, 576.206 & 576.416

Stats. Implemented:

668-040-0020

Reimbursement of Travel and Other Expenses

(1) Subject to subsections (2) through (6) of this rule, a member of the Commission, including a member employed in full-time public service, may receive actual and necessary travel and other expenses actually incurred in the performance of the member's official duties.

(2) In order to receive reimbursement of actual and necessary travel and other expenses, a member must submit to the Commission a written itemized claim for reimbursement supported by receipts, invoices or other appropriate documentation for travel and other expenses by the 10th day of the second calendar month following the month in which the member incurred the expense. The claim for reimbursement must include the following information for each expense:

(a) Date on which the member incurred the expense;

(b) Nature of the expense; and

(c) Amount of the expense.

(3) An expense that exceeds \$300 dollars must be authorized by the Commission before a member incurs the expense.

(4) For the purposes of this rule, "travel and other expenses" are limited to reasonable expenses. An expense is reasonable if:

(a) It is an actual expense incurred by a member in carrying out official Commission business, which is within the member's scope of responsibilities; and

(b) The expense is necessary to enable the member to carry out official Commission business.

(5) For the purposes of this rule, "travel and other expenses" includes:

(a) Meals;

(b) Overnight lodging;

(c) Transportation;

(d) Postage; and

(e) Cost of attending an event associated with promotion of a commodity, such as a festival, trade show, county fair or state fair.

(6) For the purposes of this rule, "travel and other expenses" does not include:

(a) Attendance at a sporting event, concert, theatrical performance, movie, dance venue, or other entertainment not necessary for official business;

(b) In-room movie rental;

(c) Long distance telephone charges at a place of lodging;

(d) Use of a gym or health club;

(e) Cost of a gift for a host, business associate, commission member or employee, or family member; or

(f) Alcoholic beverages.

Stat. Auth.: ORS 292.495, 576.206, 576.265, 576.311, 576.416 & 576.440

Stats. Implemented: ORS 292.495, 576.206(7), 576.265

668-040-0030

Reimbursement for Hiring a Substitute

(1) As used in OAR 668-040-0020, "other expenses" includes expenses incurred by a member of the Commission in employing a substitute to perform duties, including personal duties, normally performed by the member, which the member is unable to perform 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).

Stat. Auth.: ORS 292.495

Stats. Implemented: ORS 292.495, 576.206(7)