



Organ Donation Advisory Committee Compensation

Purpose: The purpose of this document is to provide context for which individuals **may** receive reimbursement for participation in the Organ Donation Advisory Committee per Section 194.300 RSMo (<https://health.mo.gov/living/organdonor/statutesandbills.php>). This document is not all-inclusive; rather, it is a framework for compensating members for reasonable and necessary expenses incurred in the performance of duties.

Intent: The intent is to establish a compensation practice between participating members of the ODAC and the Department of Health and Senior Services (DHSS). Members do not have to accept compensation. Approved compensation categories include mileage, lodging, meals (not snacks), and non-alcoholic beverages ordered with the meal, if the:

- Meeting is face-to-face,
- Funding is available, and
- Annually ODAC agrees to the compensation.

Eligibility: Committee members who spend time collaborating with and advising DHSS who are not an employee of the Department or who do not receive compensation from their employer for travel to participate in the Organ Donation Advisory Committee.

Member Expectations:

- Agrees to complete and submit a Vendor Input/ACH-EFT form (MO-300-1489; Refer to the resources section.)
- Agrees to make their own travel arrangements.
- Agrees to accept the State of Missouri's standard mileage reimbursement rate. (Refer to resources section.)
- Agrees to the established Missouri meal per diem rate for meals. (Refer to resources section.)
- Agrees to lodging at the allowable CONUS room rate. (Refer to resources section.)
- Agrees that snacks or meals provided during the meeting do not qualify for reimbursement.
- Agrees to provide receipts.
- Agrees to submit incurred expenses on the Non-Employee Travel Expense Report at the end of each meeting or mail in no later than 30 calendar days after the meeting. (Mail to: Organ and Tissue Donor Program, P.O. Box 570, Jefferson City, MO 65102-0570. Submit expense reports with receipts. Refer to resources for expense report form.)

References:

- DHSS Administrative Policy 30.1 Boards, Councils, etc. (Addendum 1)
- DHSS Financial Policy 1.3 (Addendum 2)

Resources:

- [ACH-Direct Deposit Form](#)
- [Non-Employee Travel Expense Report](#)
- [Office of Administration Travel Portal](#) [Mileage Rates, Meal Per Diem Rates, CONUS Rates (lodging only) click on the "Travel Resources" tab.]