



Request Compensation or Reimbursement

Guide for WDFW advisory group members

1. [Complete self-attestation eligibility form.](#)
2. [Register as a vendor through the Office of Financial Management.](#)
Complete the "Vendor/Payee Registration Form." For number 3 on the form, select the option "Lived Experience – Class 1". This only needs to be done one time. If you are not sure if you already have a vendor number, do a search in the [Vendor Number Lookup](#).
3. [Register as a volunteer](#) and log your hours on your advisory group project in CERVIS, the Community Event Registration and Volunteer Information System.
4. [Complete the Workgroup Compensation and Reimbursement Form](#) and submit via email to your Advisory Group Lead for approval. The Advisory Group Lead will submit for payment.

The Department is following [guidelines from the Office of Equity](#) for advisory group compensation and reimbursements. Refer below for details on compensation and reimbursement rates.

Compensation rates for ongoing participation	
Up to and including one hour	\$45
More than one hour and equal to two hours	\$90
More than two hours and equal to three hours	\$135
More than three hours and equal to four hours	\$180
Anything over four hours	\$200
Compensation rates for one-time engagement activities	
Up to and including one hour	\$25
Up to four hours or less	\$100
Anything over four hours	\$200

Reimbursement rates

- **Childcare:** Up to \$25 per hour for the first child and up to \$50 per 24-hour cycle for each additional child.
- **Adult care:** Up to \$34 per hour for the first adult and up to \$50 per 23-hour cycle for each additional adult.
- **Lodging, meals, and mileage:** The most current rates are available on the [Office of Financial Management's website](#). These rates are updated in accordance with the [US General Services Administration](#).