

## Chapter 2

### Lodging, Meal, and Transportation Expenses

#### **JR5-2-101 Reimbursement of lodging.**

- (1) Subject to the other provisions of this section, if a legislator's official duties necessitate overnight accommodations, the legislator may receive reimbursement for any actual lodging expenses incurred by the legislator, not to exceed the daily rates published in the administrative rules governing reimbursement of lodging expenses for state employees, for an:
  - (a) authorized legislative day; or
  - (b) authorized legislative training day.
- (2) Reimbursement for actual lodging expenses for a legislator for an authorized legislative day or authorized legislative training day shall be as provided in procedures established by the Legislative Expenses Oversight Committee.

#### **JR5-2-102 Reimbursement of meal expenses.**

- (1) Subject to the other provisions of this section, a legislator may receive reimbursement for any actual meal expenses incurred by the legislator in association with the legislator's official duties, not to exceed the rates and subject to the time calculation requirements set in the administrative rules governing reimbursement of meal expenses for state employees for an:
  - (a) authorized legislative day; or
  - (b) authorized legislative training day.
- (2) Reimbursement for actual meal expenses for a legislator for an authorized legislative day or authorized legislative training day shall be as provided in procedures established by the Legislative Expenses Oversight Committee.

#### **JR5-2-103 Reimbursement for transportation costs.**

- (1) A legislator may receive reimbursement for any actual transportation costs incurred by the legislator in association with the legislator's official duties for an:
  - (a) authorized legislative day; or
  - (b) authorized legislative training day.
- (2) Transportation costs reimbursed under this section shall be equal to:
  - (a) for travel by private vehicle, the actual mileage incurred by the legislator for the legislator's private automobile use to and from the legislative meeting, to be paid in accordance with the private vehicle mileage reimbursement rate that is applied when daily pool fleet vehicles are unavailable, as published in the administrative rules governing reimbursement of transportation expenses for state employees;
  - (b) for public transportation:
    - (i) the actual cost of the transportation incurred by the legislator to and from the legislative meeting;
    - (ii) the private vehicle mileage actually incurred by the legislator to and from the terminus of the public transportation; and
    - (iii) the cost of parking actually incurred by the legislator; or
  - (c) for commercial transportation:
    - (i) the actual cost of the transportation, which shall be limited to coach or standard economy class, incurred by the legislator to and from the legislative meeting;

- (ii) the private vehicle mileage actually incurred by the legislator to and from the terminus of the commercial transportation; and
  - (iii) the cost of parking actually incurred by the legislator.
- (3) Reimbursement for actual transportation costs incurred for a legislator for an authorized legislative day or an authorized legislative training day shall be as provided in procedures established by the Legislative Expenses Oversight Committee.

**JR5-2-104 Verification -- Procedures.**

A legislator shall provide a receipt or other similar supporting documentation for each cost or expense for which the legislator seeks reimbursement under this chapter.

**JR5-2-105 Declining reimbursement and reduced reimbursement.**

- (1) A legislator may decline to request or to receive reimbursement for any expense or cost that is reimbursable under this chapter.
- (2) A legislator may request and receive a partial or reduced reimbursement for any expense or cost that is reimbursable under this chapter.