

## **Chapter 4**

### **Out-of-State Travel**

#### **JR5-4-101 Reimbursement for costs of out-of-state travel.**

The following rules govern reimbursement for out-of-state travel by legislators:

- (1)
  - (a) Subject to Subsections (1)(b) and (1)(c), legislators shall receive reimbursement for all approved actual and necessary expenses.
  - (b) The presiding officer, the majority leader, and the minority leader shall meet annually to establish a policy governing out-of-state travel, including the process for them to approve out of state travel and approve reimbursement of expenses for that travel as required under Utah Code Section 36-12-17.
  - (c) If a legislator elects to travel to an out-of-state destination by private automobile, the legislator shall receive actual mileage or the actual cost of alternative commercial transportation, whichever is less.
- (2) Each legislator shall provide supporting documentation for each expense for which the legislator seeks reimbursement.