

Title JR5. Legislative Compensation and Expenses

Chapter 1 General Provisions

JR5-1-101 Definitions.

As used in this title:

- (1) "Authorized legislative day" means:
 - (a) a general session day, which includes any day during the period that begins on the day that the Legislature convenes in annual general session until midnight of the 45th day of the annual general session;
 - (b) a special session day;
 - (c) a veto override session day;
 - (d) an interim day designated by the Legislative Management Committee; or
 - (e) any other day that includes a meeting of a committee, subcommittee, commission, task force, or other legislative meeting, provided that:
 - (i) the committee, subcommittee, commission, task force, or other entity is created by statute or joint resolution;
 - (ii) the legislator's attendance at the meeting is approved by the Legislative Management Committee; and
 - (iii) service and payment for service by the legislator is not in violation of the Utah Constitution, including Article V and Article VI, Sections 6 and 7.
- (2) "Authorized legislative training day" means a day, other than an authorized legislative day, for which the Legislative Expenses Oversight Committee approves the reimbursement of expenses for lodging, meals, or transportation for a legislator or legislator-elect to attend:
 - (a) chair training;
 - (b) an issue briefing;
 - (c) legislative leadership instruction;
 - (d) legislative process training;
 - (e) legislative rules training;
 - (f) new legislator orientation; or
 - (g) another meeting to brief, instruct, orient, or train a legislator or legislator-elect in furtherance of the legislator's or legislator-elect's official duties.
- (3) "Reimbursement" means money paid to compensate a legislator for money spent by the legislator in furtherance of the legislator's official duties.

JR5-1-102 Legislative Expenses Oversight Committee.

- (1) The presiding officer and the majority leader and minority leader of each house are the Legislative Expenses Oversight Committee for that house.
- (2) Each committee shall:
 - (a) establish procedures to implement the rules on legislative expenses, including establishing systems and procedures for the reimbursement of legislative expenses;
 - (b) ensure that procedures are established for the purpose of avoiding duplicate or improper payments or reimbursements; and
 - (c) meet at least annually, or at the request of a majority of the committee, to review legislative expenses and travel budgets.

- (3) Each committee may, for a calendar year, authorize:
 - (a) up to four authorized legislative training days for a legislator; and
 - (b) up to two additional authorized legislative training days for a:
 - (i) legislator-elect; or
 - (ii) legislator who is in the first year of office.
- (4) The presiding officer may authorize temporary emergency legislative expenses.

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.

Chapter 3 Legislator Compensation

JR5-3-101 Legislator compensation -- Expense reimbursement.

- (1) Except as provided under Subsection (2), a legislator shall receive daily compensation established in accordance with Utah Code Sections 36-2-2 and 36-2-3 for authorized legislative days as defined in Section JR5-1-101.
- (2) The Legislative Management Committee may authorize compensation and expense reimbursement, or expense reimbursement only, for a legislator who attends a meeting on an authorized legislative day as defined in JR5-1-101.

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.

Chapter 5

Communication Device Expenses

JR5-5-101 Reimbursement for communications device expenses.

- (1) The presiding officer, the majority leader, and the minority leader of each house of the Legislature may establish a policy governing reimbursement for expenses related to communications devices, which policy shall include:
 - (a) the types of communications device expenses that will be reimbursed to legislators; and
 - (b) the process for reimbursement of communications device expenses.
- (2) A legislator may, pursuant to a policy adopted under Subsection (1), be reimbursed for use of a communications device that is:
 - (a) owned by the legislator; and
 - (b) used by the legislator in the legislator's capacity as an employee of the Legislature.

JR5-5-102 Verification -- Procedures.

- (1) Each legislator shall provide supporting documentation for each cost or expense for which a legislator seeks reimbursement under this chapter.
- (2) The Legislative Expenses Oversight Committee shall ensure that procedures are established for the purpose of avoiding duplicate or improper reimbursements.

JR5-5-103 Declining reimbursement and reduced reimbursement.

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