

House and Senate Legislative Expense Oversight Committee

Procedures for Lodging, Meal, and Transportation

Reimbursement for Legislators

As authorized by Legislative Joint Rule JR5-2-101 through JR5-2-105, the Legislative Expense Oversight Committee establishes the following procedures for the reimbursement of lodging, meal, and transportation expenses for an authorized legislative day. *(If an authorized legislative day necessitates out-of-state travel, reimbursement is governed by Joint Rules Chapter 4, Out-of-state Travel.)*

Part 1. General Provisions

Section 1.1 Definitions

As used in this procedure:

- (1) "Authorized legislative day" is as defined in JR5-1-101.
- (2) "Reimbursement" is as defined in JR5-1-101.

Part 2. Lodging Expenses

Section 2.1 Lodging

- (1) In accordance with JR5-2-101, this part governs lodging reimbursement to a legislator for official duties for an authorized legislative day.
- (2) A legislator may not receive reimbursement for lodging expenses for a Friday, Saturday, or Sunday night, unless:
 - (a) the lodging is necessary in connection with a meeting:
 - (i) authorized by the Legislative Management Committee; and
 - (ii) that is held on an authorized legislative day that is a Saturday or Sunday; or
 - (b) the lodging is billed or paid under a discounted rate package:

- (i) offered by a commercial lodging establishment for an entire annual general session; and
 - (ii) that would not be available without payment for lodging for the consecutive nights of the annual general session.
- (3) The Legislature may not make a reimbursement for lodging to a legislator:
 - (a) without a receipt from the lodging establishment documenting the actual expense incurred by the legislator;
 - (b) in an amount greater than the current in-state maximum lodging reimbursement rate for the Salt Lake City Metropolitan Area (\$95 plus tax for FY 2013) under Utah Administrative Rule R25-7-8, Reimbursement for Lodging;
 - (c) for lodging expenses incurred at a location other than a commercial lodging establishment that offers lodging to the public; or
 - (d) for lodging at a dwelling that the legislator owns or in which the legislator has an ownership right.

Part 3. Meal Expenses

3.1 Meals

- (1) In accordance with JR5-2-102, this part governs actual meal expense reimbursement to a legislator for official duties for an authorized legislative day.
- (2) A legislator may not receive reimbursement for meal expenses:
 - (a) for a meal that is purchased by the legislator at the same time that a meal is made available through the Senate or the House;
 - (b) in an amount greater than the current in-state maximum meal reimbursement rate plus tax and reasonable tips (\$9 for breakfast, \$13 for lunch, and \$16 for dinner for FY 2013) under Utah Administrative Rule R25-7-6 Reimbursement for Meals;
 - (c) for a meal that is purchased on a Saturday or Sunday, unless the purchase of the meal is necessary in connection with a meeting:
 - (i) authorized by the Legislative Management Committee; and
 - (ii) that is held on an authorized legislative day that is a Saturday or Sunday;

- (d) without a receipt from the meal provider documenting the actual expense incurred by the legislator;
 - (e) for the purchase of an alcoholic beverage; or
 - (f) if the cost of the meal is less than \$5.
- (3) The time of day travel begins and ends, and the resulting eligibility for reimbursement for a meal, is determined in accordance with Utah Administrative Rule R25-7-6, Reimbursement for Meals.

Part 4. Transportation Costs

4.1 Transportation

- (1) In accordance with JR5-2-103, this part governs actual transportation cost reimbursement to a legislator for official duties for an authorized legislative day.
- (2) The Legislature may not reimburse a legislator for a transportation or mileage expense without a receipt from the transportation provider documenting the actual expense incurred by the legislator, or, in the case of a mileage expense, a signed statement that the mileage claimed is accurate.
- (3) The mileage reimbursement rate for travel by private vehicle is the current private vehicle mileage reimbursement rate as applied when daily pool fleet vehicles are unavailable (55.5 cents per mile for FY 2013) under Utah Administrative Rule R25-7-10 Reimbursement for Transportation.

Part 5. Expense Receipts

5.1 Receipts

A receipt for reimbursement for any expense under this procedure must be received by the secretary of the Senate or the chief clerk of the House:

- (1) (a) by March 31, if the expense was incurred during a general session; or
- (b) within 14 days after the date the expense was incurred, if the expense was not incurred during a general session;
- (2) documenting the actual expense; and
- (3) in clearly legible text from the lodging establishment or the meal or transportation provider.