

House Legislative Expense Oversight Committee

Procedures for Out-of-state Lodging, Meal, and Transportation Reimbursement for House Members

Last revised October 15, 2019

As authorized by Legislative Joint Rule JR5-4-101, the House Legislative Expense Oversight Committee establishes the following procedures for the reimbursement for out of state travel.

Part 1. General Provisions

Section 1.1 Definitions

As used in this policy:

- (1) "Reimbursement" is as defined in JR5-1-101.

Section 1.2 Eligible Expenses

- (1) House members approved for travel are eligible for reimbursement from the House for the following:
 - airfare,
 - hotel,
 - ground transfers (airport to hotel; hotel to airport), and
 - conference registration fee at the "early bird" registration rate.
- (2) Requests for reimbursement must be accompanied by original receipts for all expenses.
- (3) All travel reimbursement requests must be accompanied by an agenda or itinerary for the conference, seminar, or meeting that requires travel.

Section 1.3. Approvals

- (1) After completion of serving in the House for one complete General Session, House members may travel, as assigned and approved by the Speaker.
- (2) Current House members who are not running for the Utah House or who are defeated at convention or primary elections are not eligible to travel at House expense during that calendar year.
- (3) The Speaker will approve assignments for Representatives to serve on national conference committees and to attend one of three approved national conferences: NCSL, CSG West, and CSG National.

- (4) House members are approved for reimbursement from the House for travel to one legislative conference per year. Members may travel to other meetings at their own expense. Additional travel and travel expense reimbursements may be approved by the Speaker.

Part 2. Conference Registration Expenses

Section 2.1 Conference Registration

- (1) A legislator may register for a conference on their own and submit the receipt for reimbursement, or the legislator may ask for assistant with registration, paid directly by the House.
- (2) A legislator will be reimbursed at the “early bird” registration cost.

Part 3. Lodging Expenses

Section 3.1 Lodging

- (1) In accordance with JR5-4-101, this part governs lodging expense reimbursement to a legislator that travels out-of-state for official duties.
- (2) A legislator will be reimbursed at the actual cost of their lodging for out-of-state travel.
- (3) For travel associated with a conference or seminar, the following policies apply:
 - (a) the legislator will be reimbursed for lodging up to the convention group rate; and
 - (b) if the traveler stays at a lodging facility not associated with the conference or seminar, the total of the cost of lodging and the cost of transportation to and from the convention or seminar site may not exceed the convention group rate.
- (4) A receipt documenting the actual expense for lodging accommodations incurred by the legislator must accompany each request for reimbursement.
- (5) Hotel WiFi charges are not reimbursed, unless approved in advance by the Speaker.

Part 4. Reimbursement for Transportation and Related Expenses

Section 4.1 Transportation and related expenses

- (1) In accordance with JR5-4-101, this part governs transportation and related expenses to a legislator that travels out-of-state for official duties.
- (2) The House may not reimburse a legislator for a transportation expense without a receipt from the transportation provider documenting the actual expense incurred

by the legislator. Only ground transfers (airport to hotel; hotel to airport) are reimbursed. Parking is not reimbursed.

Section 4.2 Air transportation and related expenses

- (1) Reimbursement for airfare is limited to the coach rate.
- (2) Reservations for air travel may be made by the legislator, who will pay for the cost of airfare, then be reimbursed after travel occurs, or may be made by the House staff.
- (3) Change fees will not be reimbursed by the House unless approved by the Speaker.

Section 4.3 Reimbursement for Travel by Vehicle

- (1) A legislator may choose to travel by vehicle instead of airplane if approved in advance by the Speaker. The total cost of travel by vehicle may not exceed the equivalent cost of travel by air.
- (2) When more than one legislator travels in the same vehicle, only one legislator may receive the reimbursement.
- (3) Mileage reimbursement will be at the current private vehicle mileage reimbursement rate as applied when daily pool fleet vehicles are unavailable under Utah Administrative Rule R25-7-10, Reimbursement for Transportation.
- (4) Mileage will be computed using a generally accepted map/route planning website, or from the latest official state road map, and will be limited to the most economical, usually-traveled routes.

Part 5. Expense Receipts

Section 5.1 Receipts

- (1) A receipt for reimbursement for any expense under this procedure must be received by the chief clerk of the House
 - (a) By March 31, if the expense was incurred during a general session; or
 - (b) Within 21 days after the date the expense was incurred, if the expense was not incurred during a general session.
- (2) Receipts must document the actual expense (dated and itemized) and must be clearly legible text from the lodging establishment or the meal or transportation provider.