

# House Legislative Expense Oversight Committee

## Procedures for In-state Lodging, Meal, and Transportation Reimbursement for House Members

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As authorized by Legislative Joint Rules JR5-2-101 through JR5-2-105, the House Legislative Expense Oversight Committee establishes the following procedures for the reimbursement for in-state travel.

### **Part 1. General Provisions**

#### **Section 1.1 Definitions**

As used in this policy:

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

#### **Section 1.2 Approvals**

Additional in-state travel and travel expense reimbursements may be approved by the Speaker.

### **Part 2. Lodging Expenses**

#### **Section 2.1 Lodging**

- (1) In accordance with JR5-2-101, this part governs actual lodging reimbursement to a legislator for official duties for an authorized legislative day.
- (2) A legislator traveling 50 miles or more (one-way) from home-base to the location where the authorized legislative day is being held is eligible for lodging reimbursement.
- (3) During a general session, a legislator may receive reimbursement for lodging expenses for a Friday, Saturday, or Sunday night:
  - (a) Offered by a commercial lodging establishment for an entire annual general session; and
  - (b) That would not be available without payment for lodging for the consecutive nights of the annual general session.

- (4) The House may not reimburse 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 rates for the established Salt Lake City Metropolitan Area (\$100 plus tax for FY 2020) under Utah Administrative Rule R25-7-8, Reimbursement for Lodging or, the rates established by the U.S. General Services Administration, whichever is higher;
  - (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**

#### **Section 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) The House may not reimburse for meal expenses:
  - (a) For a meal that is purchased by the legislator at the same time that a meal is provided by the House or the Senate;
  - (b) In an amount greater than the current in-state maximum meal reimbursement rate under Utah Administrative Rule R25-7-6, Reimbursement for Meals;
  - (c) Without a receipt from the meal provider documenting the actual expense incurred by the legislator; or
  - (d) For the purchase of an alcoholic beverage.
- (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**

#### **Section 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 House 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 from the legislator 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 under Utah Administrative Rule R25-7-10, Reimbursement for Transportation.
- (4) When more than one legislator travels in the same vehicle, only one legislator may receive the reimbursement.

## **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.