

Policy 34. Travel reimbursement. (a) When requesting reimbursement for expenses in making an authorized out-of-state, or international trip, legislators are required to supply receipts or invoices for the following: Airplane and other travel tickets, lodging, conference registration or dues, airport parking, individual meals above \$10, rental vehicles and taxi/limousine service, and the director of legislative administrative services shall not process vouchers for any such reimbursement in the absence of appropriate receipt or invoice. Receipts are not required for tips or for meals of \$10 or less. If an individual meal is furnished, no expenses for the meal is eligible for reimbursement. If a legislator should lose or inadvertently destroy a receipt, the division of legislative administrative services shall help prepare a certificate of nonavailability. Invoices will not be processed without either a receipt or certificate.

(b) Any legislator receiving reimbursement for subsistence allowances or travel expenses for travel out-of-state during any regular session of the legislature shall receive expenses actually incurred for transportation and lodging but shall not receive reimbursement for food for any day on which such member is receiving statutory allowances for such purpose.

(c) When expenses are incurred by legislators for meals while making authorized out-of-state, or international trips, legislators shall be reimbursed in an amount equal to either the actual expenses for such meals or the amount equal to the maximum reimbursement allowable for meals at the same locations under the most current federal law, regulations and policies applicable to employees of the executive branch of the federal government, whichever is less.

(d) Any legislator who does not file for reelection by the filing deadline for their current office, who has publicly stated their intention to not seek reelection for their current office, or who was defeated in a primary or general election for their current office, is not entitled to receive reimbursement for expenses in making an out-of-state trip, except that any legislator who serves as an officer, chairperson or vice-chairperson of a committee of a legitimate, recognized legislative organization; or who serves on the executive committee of a legitimate, recognized legislative organization; or who is representing the state in their official capacity at the request of the LCC, may receive reimbursement for such expenses. (Adopted June 11, 1976; amended Nov. 4, 1991; amended June 16, 1999; amended July 18, 2005; amended September 27, 2005; amended December 18, 2013; amended December 19, 2019.)