

## 1 COMMITTEE ON RULES AND LEGISLATIVE ADMINISTRATION

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3 **Resolution on Expense Reimbursement**  
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5 BE IT RESOLVED, by the Committee on Rules and Legislative Administration that the  
6 House Controller is authorized and directed to prepare and issue warrants in payment of living  
7 expenses to each member of the House each calendar day of the sessions of the 92nd Legislature.

8 PROVIDED FURTHER, that each member of the House whose home is over 50 miles  
9 from the Capitol, as measured by the shortest of the more commonly traveled routes may be  
10 reimbursed up to \$1,800 per month for the member's actual lodging expenses of the 92nd  
11 Legislature, but total reimbursement may not exceed \$32,400. The Speaker, Majority Leader,  
12 Minority Leader, and Committee Chairs, whose home is over 50 miles from the Capitol, as  
13 measured by the shortest of the more commonly traveled routes may be reimbursed up to \$1,800  
14 per month for the member's actual lodging expenses of the 92nd Legislature. The term "lodging  
15 expenses" includes, in addition to rent, the following lodging-related expenses at the place of  
16 lodging: furniture rental, local telephone, internet access service, basic media service, utilities,  
17 renter's insurance, non-refundable fees, and parking. A member who is eligible for the monthly  
18 lodging reimbursement and who enters into a lodging contract for the purpose of attending the  
19 2021 regular session of the 92nd Legislature is eligible to receive the monthly lodging  
20 reimbursement beginning December 1, 2020 and ending December 31, 2022.

21 Each member requesting reimbursement must file the member's housing and furniture  
22 rental contracts with House Budget and Accounting and must include a receipt or other  
23 verification of payment, with each monthly request for reimbursement. Each member requesting  
24 the lodging reimbursement must certify in writing to the House Controller, before the issuance of  
25 the first monthly warrant for each of the sessions of the 92nd Legislature that he or she has  
26 moved from the usual place of lodging and is eligible for the lodging reimbursement authorized  
27 by this resolution. Members' lodging leases are nonpublic data. Members shall pay no more  
28 than market rates when leasing commercial or noncommercial lodging units. Upon entering into

1 an agreement, the House Budget and Accounting Office may make payments directly to lessors  
2 for session or interim lodging, furniture or parking for a member and direct payments are subject  
3 to all the limits or requirements that apply to reimbursement of the comparable expenses under  
4 this resolution.

5 During the sessions of the 92nd Legislature, a member may be reimbursed for the  
6 expense of overnight lodging in the vicinity of the Capitol Complex on a night when the member  
7 is required to remain at the Capitol Complex to conduct legislative business or for reasons of  
8 safety. The reimbursement may not exceed \$150.00 per night. The reimbursement request must  
9 be in writing, accompanied by a receipt or other verification of payment, and approved by the  
10 Speaker. Members may request reimbursement by submitting the request in writing on the form  
11 provided to House Budget and Accounting within 90 days from the date of the expense.

12 PROVIDED FURTHER, that each member of the House whose home is over 50 miles  
13 from the State Capitol, as measured by the shortest of the more commonly traveled routes, may  
14 be reimbursed for travel to and from the member's place of residence at the same rate per mile as  
15 the standard federal mileage rate. Each member of the House who resides more than 125 miles  
16 from the State Capitol may be reimbursed for the lesser of actual expense of air travel between  
17 his or her place of residence and the State Capitol including costs of ground transportation to and  
18 from the respective airports or actual mileage for the travel. If the member travels in a personal  
19 aircraft, the travel reimbursement may not exceed the amount of reimbursement that would be  
20 payable for the trip by automobile. During sessions, a qualifying member is entitled to this travel  
21 reimbursement upon request for actual trips taken, not to exceed one round trip per week of a  
22 regular or special session. During interims, this reimbursement is available to a qualifying  
23 member only for business at the Capitol authorized and approved under the rules committee's  
24 Policy on the Payment of Per Diem Living Expenses during Interims.

25 PROVIDED FURTHER, that when a member or employee is authorized to travel within  
26 the state on legislative business and official duties of the office, reimbursement for lodging may  
27 not exceed \$150.00 per night. However, when members or employees are attending a meeting or  
28 conference within the state, they may be reimbursed up to \$175.00 per night at the site of the  
29 meeting or conference. Members or employees may request reimbursement by submitting the

1 request in writing on the form provided to House Budget and Accounting within 90 days from  
2 the date of the expense.

3 PROVIDED FURTHER, that during the 2021 and 2022 interims of the 92nd Legislature  
4 each member of the House may receive, upon written request, travel reimbursement for  
5 constituent service travel within the member's legislative district, within any county that is in  
6 any part of the member's legislative district, or within any county that is adjacent to a county that  
7 is in any part of the member's legislative district, up to a maximum amount based upon the  
8 actual size of the district. The maximum reimbursement must be computed at the standard  
9 federal mileage rate per square mile per month, with a minimum allowable amount of \$100 and a  
10 maximum allowable amount of \$850 per month times the number of interim months. Members  
11 may receive an additional \$100 monthly travel reimbursement in excess of the maximum for  
12 each increment of 1,000 square miles for which their district size exceeds 1,000 square miles.  
13 Reimbursements must be for actual miles travelled and at the federal mileage rate. Members  
14 may request payment by submitting the request in writing in the form provided to House Budget  
15 and Accounting within 90 days from the end of the month in which payment is requested.

16 PROVIDED FURTHER, that during the 2021 and 2022 sessions and during the interims  
17 of the 92nd Legislature, the Speaker's advance approval is required for per diem and  
18 reimbursement of expenses for all out-of-state travel by a member or employee.

19 PROVIDED FURTHER, that during the 2021 and 2022 interims, a member of the House  
20 who is traveling away from the member's home to conduct business authorized and approved  
21 under the rules committee's Policy on the Payment of Per Diem Living Expenses During  
22 Interims may be reimbursed for actual expenses in the same manner as House employees, except  
23 as otherwise provided in this resolution. During the sessions of the 92nd Legislature, a member  
24 may be reimbursed for actual expenses for authorized travel on legislative business away from  
25 the Capitol in the same manner as House employees, except as otherwise provided in this  
26 resolution. The manner of authorization is as provided in the Policy on the Payment of Per Diem  
27 Living Expenses during Interims. The reimbursement is in addition to per diem expense  
28 allowances.

1           PROVIDED FURTHER, that during sessions and interims a member may not receive  
2 reimbursement for food expenses on any day that the member receives per diem. If the House  
3 provides or pays for a meal for the member, the cost of the meal must be deducted from the per  
4 diem paid to the member.

5           PROVIDED FURTHER, that the members and members-elect who attended freshman  
6 orientation, organizational caucuses and retreats, legislative orientation programs, and caucus  
7 personnel committee meetings held in preparation for the 92nd Legislative Session must be  
8 reimbursed for actual expenses, upon request, in the same manner and in the same amounts as  
9 legislators who attended interim meetings of legislative committees during the 91st Session.  
10 Members-elect are not eligible for per diem allowances.

11           PROVIDED FURTHER, that each member of the House, upon their voluntary request,  
12 must be paid per diem living expenses in an amount up to \$66 for each calendar day during the  
13 sessions of the 92nd Legislature and during the interims as authorized and approved under the  
14 rules committee’s Policy on the Payment of Per Diem Living Expenses during Interims.

15           PROVIDED FURTHER, that during the 92nd Legislative Session, requests for  
16 reimbursements must be submitted in writing on the form provided to House Budget and  
17 Accounting within 90 days of the expense occurring.  
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Date: \_\_\_\_\_

Signed: \_\_\_\_\_

RYAN WINKLER, CHAIR