

1 COMMITTEE ON RULES AND LEGISLATIVE ADMINISTRATION

2
3 **Resolution on Expense Reimbursement**
4

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 93rd 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 \$2,200 per month for the member's actual lodging expenses of the 93rd
11 Legislature, but total reimbursement may not exceed \$39,600. 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 \$2,200
14 per month for the member's actual lodging expenses of the 93rd 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 2023 regular session of the 93rd Legislature is eligible to receive the monthly lodging
20 reimbursement beginning December 1, 2022 and ending December 31, 2024.

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 93rd 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 93rd Legislature, a member may be reimbursed for the expense
6 of overnight lodging in the vicinity of the Capitol Complex on a night when the member is
7 required to remain at the Capitol Complex to conduct legislative business or for reasons of
8 safety. The reimbursement may not exceed \$175.00 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 \$175.00 per night. However, when members or employees are attending a meeting or
28 conference within the state, they may be reimbursed up to \$200.00 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 2023 and 2024 interims of the 93rd 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 2023 and 2024 sessions and during the interims
17 of the 93rd 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 2023 and 2024 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 93rd 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 93rd 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 92nd 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 93rd 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 93rd 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.
18

Date: 1/4/23
Signed: Jamie Long
JAMIE LONG, CHAIR