

	Session	Interim	Out-of-State
Form	Legislator Request for Session Allowances	Travel and Expense Account Voucher	Travel and Expense Account Voucher
When to use the form	Beginning the week of 12/2/18 through adjournment sine die; special legislative sessions	Following adjournment sine die and until the convening of the next regular or special legislative session; Senate confirmations held during the interim	Year-round
Mileage	First day of week: \$0.44/mile  Subsequent days same week: \$0.44/mile or \$38, whichever is less	First day of week: \$0.44/mile  Subsequent days same week: \$0.44/mile	First day of week: \$0.44/mile  Subsequent days same week: \$0.44/mile
Tolls	Actual as reported on Legislator Info. form	Actual as reported on Legislator Info. form	Actual based on amounts specified by the traveler; receipts may be required
Lodging	\$38.00/day	Actual up to \$55.00 day <b>detailed receipt required</b>	Actual <b>detailed receipt required</b>
Meals	\$32.00/day <ul style="list-style-type: none"> <li>• \$4 breakfast</li> <li>• \$8 lunch</li> <li>• \$20 dinner</li> </ul>	Actual up to \$32/day <ul style="list-style-type: none"> <li>• \$4 breakfast</li> <li>• \$8 lunch</li> <li>• \$20 dinner (<b>detailed receipt required</b> if more than \$12)</li> </ul>	Actual up to \$38/day <ul style="list-style-type: none"> <li>• \$8 breakfast</li> <li>• \$10 lunch</li> <li>• \$20 dinner (<b>detailed receipt required</b> if more than \$12)</li> </ul>
Per Diem	\$100/day for attendance at a special legislative session	\$55/day for attendance at an authorized meetings of Jt. Standing Comm. or other legislative committees of which you are a member  \$55/day Legislative Leadership	Generally not applicable
Misc.			E.g. airfare, parking, taxi, registration Actual or up to authorized amounts; <b>detailed receipts required.</b>