

Table 1			
Travel Expenses, Receipts, and Recordkeeping			
Reimbursable		Keep Receipts	Comments/Other Recordkeeping
Commercial Air:			
Airfare	Yes	Yes	Must retain original ticket.
Excess Baggage Charges (Business)	Yes	Yes	Committee-related charges are reimbursable.
Rental Car:			
Rental Fee and Taxes	Yes	Yes	
Collision Damage Waiver Insurance	Yes/1	Yes	Main rental receipt must itemize.
Other Insurance Surcharges	No/2	Not Applicable	
Gasoline	Yes	Yes	
Parking	Yes	Yes	
Tolls	Yes	Yes	Must be itemized on a daily basis.
Personal Car:			
Mileage	Yes	Not Applicable	Determined by odometer or by a readily available online mapping service.
Parking	Yes	Yes	
Gasoline	No	Not Applicable	Mileage reimbursement covers this expense.
Repairs or Maintenance	No	Not Applicable	Mileage reimbursement covers this expense.
Tolls	No	Not Applicable	Mileage reimbursement covers this expense.
Taxi, Shuttle, Transit:			
Fare (less than \$10)	Yes	No	Must be itemized by trip, with fare and destination.
Fare (\$10 or more)	Yes	Yes	Must itemize each destination.
Tips	No	Not Applicable	
Lodging:			
Room Rate (Legislators)	Yes*	No	
Room Rate (Citizen Members/Staff)	Yes*	Yes	
Hotel Occupancy Taxes	Yes	Yes	Hotel receipt must itemize.
Cleaning or Laundry	No	Not Applicable	
Personal Expenses or Entertainment	No	Not Applicable	Examples: personal phone calls, movie
Meals (Individually Billed Only):			
Food and Drink (Nonalcoholic)	Yes*	No	Must be itemized by meal.
Alcohol	No	Not Applicable	
Tips	No	Not Applicable	
Meetings:			
Meeting Site Rentals	Yes/3	Yes	Reimbursable if funded in committee budget.
Coffee or Refreshments	No	Not Applicable	
Other:			
Conference Registration	Yes	Yes	
Phone Calls (Committee Business)	Yes	Yes	Must be itemized on a daily basis.
Photocopies (Committee Business)	Yes	Yes	Must be itemized on a daily basis.
Postage (Committee Business)	Yes	Yes	Must be itemized on a daily basis.
Freight (Committee Materials)	Yes	Yes	Must be itemized on a daily basis.
<p>1/ This expense may be unnecessary. Rental car companies with which the state has contracts provide CDW coverage coverage, depending on separate contracts with the legislative branch.</p> <p>2/ Liability insurance supplements, safe trip insurance, personal accident insurance, or personal effects insurance.</p> <p>3/ Purchase requisition must be processed through the council's accounting office.</p> <p>* Pursuant to S.C.R. 11, reimbursement rates for rooms and meals will be determined by the lieutenant governor and speaker in accordance with the General Appropriations Act.</p>			