

	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 detailed receipt required	Actual detailed receipt required
Meals	\$32.00/day <ul style="list-style-type: none"> • \$4 breakfast • \$8 lunch • \$20 dinner 	Actual up to \$32/day <ul style="list-style-type: none"> • \$4 breakfast • \$8 lunch • \$20 dinner (detailed receipt required if more than \$12) 	Actual up to \$38/day <ul style="list-style-type: none"> • \$8 breakfast • \$10 lunch • \$20 dinner (detailed receipt required if more than \$12)
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; detailed receipts required.