	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 12/4/22 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	Lower of $0.55/mile or the federal standard mileage rate.	Lower of $0.55/mile or the federal standard mileage rate.	Lower of $0.55/mile or the federal standard mileage rate.
Tolls	Actual as reported on the Legislator Information form prior to the start of the First Regular Session	Actual as reported on the Legislator Information form prior to the start of the First Regular Session	Actual based on amounts specified by the traveler; receipts may be required
Lodging	$70.00/day	Actual up to $70.00 day **Detailed receipt required**	Actual based on single-room rate **Detailed receipt required**
Meals	$50.00/day • $12 breakfast • $14 lunch • $24 dinner Adjusted for travel days and for meals that are provide.	Actual up to $50/day • $12 breakfast • $14 lunch • $24 dinner **Detailed receipt required for meals in excess of $12** Adjusted for travel days and for meals that are provided.	Actual up to $54/day • $13 breakfast • $15 lunch • $26 dinner **Detailed receipt required for meals in excess of $12** Adjusted for travel days and for meals that are provided.
Per Diem	$100/day for attendance at a special legislative session that occurs outside of the timeframe for a Regular 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**