

LEGISLATOR TRAVEL REIMBURSEMENT INFORMATION

IN-STATE TRAVEL EXPENSE INFORMATION

Meal Allowance	
1 st quarter - 6:00 a.m. to 12:00 noon (must leave home by 7:00 a.m. to claim 1 st quarter)	\$9.00
2 nd quarter - 12:00 noon to 6:00 p.m.	\$14.00
3 rd quarter - 6:00 p.m. to 12:00 midnight	\$22.00
NOTE: Meal reimbursements for travel not involving an overnight stay are taxable.	

Lodging

Maximum of the GSA rate as determined by OMB (**\$110.00 per night as of 10/1/25**) plus any additional applicable state or local taxes on lodging - Actual receipt required - Reimbursed for single rate only.

Commercial Transportation Expense

Receipts are required **except** for taxi fares of \$10 or less.

Mileage

GSA rate as determined by OMB (72.5 cents per mile as of 1/1/26) - If you are not claiming round trip mileage, please provide instructions on travel voucher.

Personal Private Airplane

One and one-half times the vehicle mileage rate as determined by OMB multiplied by actual air miles traveled (\$1.09 per air mile as of 1/1/26).

Miscellaneous Expenses

Requires detailed explanation - Receipt required if more than \$10.

OUT-OF-STATE TRAVEL EXPENSE INFORMATION

Meal Allowance	
1 st quarter - 6:00 a.m. to 12:00 noon (must leave home by 7:00 a.m. to claim 1 st quarter)	20% of GSA daily rate
2 nd quarter - 12:00 noon to 6:00 p.m.	30% of GSA daily rate
3 rd quarter - 6:00 p.m. to 12:00 midnight	50% of GSA daily rate

Lodging

Actual receipt required - Reimbursed for single rate only.

Commercial Transportation Expense

Receipts are required **except** for taxi fares of \$10 or less.

Mileage

GSA rate as determined by OMB (72.5 cents per mile as of 1/1/26) per mile to 300 miles beyond border; 18 cents per mile for the balance (actual reimbursement limited to the reasonable cost of airfare to the location).

Miscellaneous Expenses

Requires detailed explanation - Receipt required if more than \$10.

INTERIM MEETING COMPENSATION

Compensation for attendance at meetings of the Legislative Management and its committees	\$226/day
Additional compensation for the Chairman of the Legislative Management and committee Chairman	\$10/day

LEGISLATIVE SESSION TRAVEL EXPENSE INFORMATION

Lodging

Maximum monthly reimbursement of 30 times 75 percent of the daily lodging rate as determined by OMB on August 1 of each even-numbered year (Estimated to be **\$2,475** per month as of 8/1/26) - Actual receipt required - Reimbursed for single rate only.

Commercial Transportation Expense

May not exceed cost of coach fare and may not exceed one and one-half times reimbursement for travel by motor vehicle.

Mileage

GSA rate as determined by OMB (72.5 cents per mile as of 1/1/26) per mile for one round trip each calendar week.

Personal Private Airplane

One and one-half times the vehicle mileage rate as determined by OMB multiplied by actual air miles traveled (\$1.09 per air mile as of 1/1/26).