

APRIL 13, 1991

IN THE HOUSE

RECEIVED FROM SENATE.

SENT TO ENROLLING.

REPORTED CORRECTLY ENROLLED.

1 *House* BILL NO. *520*
 2 INTRODUCED BY *Whalen*
 3 *Squires*
 4 A BILL FOR AN ACT ENTITLED: "AN ACT INCREASING REIMBURSABLE
 5 PER DIEM AND LODGING EXPENSES FOR STATE EMPLOYEES; AND
 6 AMENDING SECTION 2-18-501, MCA."

7
8 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

9 **Section 1.** Section 2-18-501, MCA, is amended to read:

10 **"2-18-501. Meals, lodging, and transportation of**
 11 **persons in state service.** Every elected official, appointed
 12 members of boards, commissions, or councils, department
 13 directors, and all other state employees shall be reimbursed
 14 for meals and lodging while away from the person's
 15 designated headquarters and engaged in official state
 16 business in accordance with the following provisions:

17 (1) For travel within the state of Montana, the
 18 following provisions apply:

19 (a) The governor shall be authorized actual and
 20 necessary expenses not to exceed \$55 per day.

21 (b) All other elected state officials, appointed
 22 members of boards, commissions, or councils, department
 23 directors, and all other state employees shall be authorized
 24 the actual cost of lodging, not exceeding ~~\$24~~ \$36 per day,
 25 and taxes on the allowable cost of lodging, except as

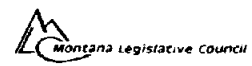
1 provided in subsection (3), plus ~~\$3~~ \$5 for the morning meal,
 2 ~~\$3.50~~ \$9 for the midday meal, and ~~\$0~~ \$13 for the evening
 3 meal. All claims for lodging expense reimbursement allowed
 4 under this section must be documented by an appropriate
 5 receipt.

6 (2) For travel out of the state of Montana, the
 7 following provisions apply:

8 (a) The governor shall be authorized the actual cost of
 9 lodging in addition to a meal allowance not to exceed \$30
 10 per day.

11 (b) All other elected state officials, appointed
 12 members of boards, commissions, or councils, department
 13 directors, and all other state employees shall be authorized
 14 the actual cost of lodging, not exceeding \$50 per day,
 15 except as provided in subsection (3), plus \$4 for the
 16 morning meal, \$6.50 for the midday meal, and \$12 for the
 17 evening meal. All claims for the lodging expense
 18 reimbursement allowed under this subsection must be
 19 documented by an appropriate receipt.

20 (3) All other elected state officials, appointed
 21 members of boards, commissions, or councils, department
 22 directors, and all other state employees shall be authorized
 23 the actual cost of lodging when traveling in the normal
 24 course of their duties to certain designated areas. The
 25 department of administration shall designate those areas



-2- INTRODUCED BILL
HB 520

1 where the actual cost of lodging shall be reimbursed.

2 (4) For travel to a foreign country, the following
3 provisions apply:

4 (a) All elected state officials, appointed members of
5 boards, commissions, councils, department directors, and all
6 other state employees must be reimbursed for the cost of
7 meals and lodging within the rates established by the
8 department of administration when traveling in the normal
9 course of their duties to designated areas. The department
10 shall use the United States department of state maximum
11 travel per diem allowances for foreign areas in establishing
12 the rates.

13 (b) All claims for meals and lodging reimbursement
14 allowed under this subsection (4) must be documented by an
15 appropriate receipt.

16 (5) When other than commercial, nonreceiptable lodging
17 facilities are utilized by a state employee while conducting
18 official state business in a travel status, the amount of
19 \$12 will be authorized for lodging expenses for each day in
20 which travel involves an overnight stay in lieu of the
21 amount authorized in subsection (1)(b) or (2)(b) above.
22 However, when overnight accommodations are provided at the
23 expense of any government entity, no reimbursement may be
24 claimed for lodging.

25 (6) The actual cost of reasonable transportation

1 expenses and other necessary business expenses incurred by a
2 state official or employee while in an official travel
3 status shall be subject to reimbursement.

4 (7) The provisions of this section shall not be
5 construed as affecting the validity of 5-2-301.

6 (8) The department of administration shall prescribe
7 rules necessary to effectively administer this section for
8 state government.

9 (9) All commercial air travel shall be by the least
10 expensive class service available."

-End-

STATE OF MONTANA - FISCAL NOTE

Form BD-15

In compliance with a written request, there is hereby submitted a Fiscal Note for HB0520, as introduced.

DESCRIPTION OF PROPOSED LEGISLATION:

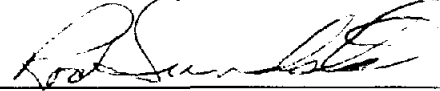
An act increasing reimbursable per diem and lodging expenses for state employees; and amending section 2-18-501, MCA.

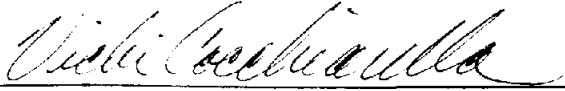
ASSUMPTIONS:

1. The level of in-state lodging and meals occurring in FY90 are representative of future years.
2. The accommodations tax will continue at 4%. Accommodations tax collections related to state government travel will continue to be deposited in the general fund.
3. Expenditures reflect only in-state lodging and meal reimbursement. Out-of-state lodging and meal reimbursement rates are not affected by the proposed legislation.
4. Reimbursement of in-state meals overnight includes three meals and would increase to \$27 per day. Reimbursement of other in-state meals includes 2/3 lunches which would increase to \$9 per day and 1/3 breakfasts and dinners which would increase to a total of \$16 per day.
5. Actual lodging expenses within the state will increase to \$36 per day to match the proposed increase in lodging expenses for state employees.
6. Current law is represented by the actual expenditures in FY90 by all state agencies and the university system.
7. It is assumed that operating budgets will be increased by the amounts shown below. Otherwise, other operating expenses would be reduced by the amounts noted.

FISCAL IMPACT:

	<u>FY 92</u>			<u>FY 93</u>		
<u>Expenditures:</u>	<u>Current Law</u>	<u>Proposed Law</u>	<u>Difference</u>	<u>Current Law</u>	<u>Proposed Law</u>	<u>Difference</u>
Operating Costs	3,564,906	6,287,931	2,723,025	3,564,906	6,287,931	2,723,025
<u>Funding:</u>						
General Fund	811,390	1,428,943	617,553	811,390	1,428,943	617,553
State Special	1,503,633	2,667,163	1,163,530	1,503,633	2,667,163	1,163,530
Federal Special	763,735	1,353,817	590,082	763,735	1,353,817	590,082
Proprietary Fund	183,771	321,251	137,480	183,771	321,251	137,480
Capital Projects	3,948	6,609	2,661	3,948	6,609	2,661
Expendable Trust	9,067	16,046	6,979	9,067	16,046	6,979
Current Unrestricted	<u>289,362</u>	<u>494,102</u>	<u>204,740</u>	<u>289,362</u>	<u>494,102</u>	<u>204,740</u>
Total	3,564,906	6,287,931	2,723,025	3,564,906	6,287,931	2,723,025
 <u>Revenues:</u>						
Accommodations Tax (01)	75,440	109,898	34,458	75,440	109,898	34,458
Net General Fund Impact	735,950	1,319,045	583,095	735,950	1,319,045	538,095


 ROD SUNDSTED, BUDGET DIRECTOR DATE 2-6-91
 Office of Budget and Program Planning


 VICKI COCCHIARELLA, PRIMARY SPONSOR DATE 2/8/91
 Fiscal Note for HB0520, as introduced. **HB 520**

APPROVED BY COMMITTEE
ON STATE ADMINISTRATION

1 HOUSE BILL NO. 520

2 INTRODUCED BY COCCHIARELLA, DRISCOLL, HARPER,

3 WHALEN, SQUIRES, G. BECK

4
5 A BILL FOR AN ACT ENTITLED: "AN ACT INCREASING REIMBURSABLE
6 PER DIEM AND LODGING EXPENSES FOR STATE EMPLOYEES; AND
7 AMENDING SECTION 2-18-501, MCA."

8
9 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

10 **Section 1.** Section 2-18-501, MCA, is amended to read:

11 **"2-18-501. Meals, lodging, and transportation of**
12 **persons in state service.** Every elected official, appointed
13 members of boards, commissions, or councils, department
14 directors, and all other state employees shall be reimbursed
15 for meals and lodging while away from the person's
16 designated headquarters and engaged in official state
17 business in accordance with the following provisions:

18 (1) For travel within the state of Montana, the
19 following provisions apply:

20 (a) The governor shall be authorized actual and
21 necessary expenses not to exceed \$55 per day.

22 (b) All other elected state officials, appointed
23 members of boards, commissions, or councils, department
24 directors, and all other state employees shall be authorized
25 the actual cost of lodging, not exceeding \$24 ~~\$36~~ \$30 per

1 day, and taxes on the allowable cost of lodging, except as
2 provided in subsection (3), plus ~~\$3~~ \$5 \$4.50 for the morning
3 meal, ~~\$3-50~~ \$9 \$5.50 for the midday meal, and ~~\$8~~ \$13 \$11.50
4 for the evening meal. All claims for lodging expense
5 reimbursement allowed under this section must be documented
6 by an appropriate receipt.

7 (2) For travel out of the state of Montana, the
8 following provisions apply:

9 (a) The governor shall be authorized the actual cost of
10 lodging in addition to a meal allowance not to exceed \$30
11 per day.

12 (b) All other elected state officials, appointed
13 members of boards, commissions, or councils, department
14 directors, and all other state employees shall be authorized
15 the actual cost of lodging, not exceeding \$50 per day,
16 except as provided in subsection (3), plus ~~\$4~~ \$5 for the
17 morning meal, \$6.50 for the midday meal, and \$12 for the
18 evening meal. All claims for the lodging expense
19 reimbursement allowed under this subsection must be
20 documented by an appropriate receipt.

21 (3) All other elected state officials, appointed
22 members of boards, commissions, or councils, department
23 directors, and all other state employees shall be authorized
24 the actual cost of lodging when traveling in the normal
25 course of their duties to certain designated areas. The

SECOND READING

1 department of administration shall designate those areas
2 where the actual cost of lodging shall be reimbursed.

3 (4) For travel to a foreign country, the following
4 provisions apply:

5 (a) All elected state officials, appointed members of
6 boards, commissions, councils, department directors, and all
7 other state employees must be reimbursed for the cost of
8 meals and lodging within the rates established by the
9 department of administration when traveling in the normal
10 course of their duties to designated areas. The department
11 shall use the United States department of state maximum
12 travel per diem allowances for foreign areas in establishing
13 the rates.

14 (b) All claims for meals and lodging reimbursement
15 allowed under this subsection (4) must be documented by an
16 appropriate receipt.

17 (5) When other than commercial, nonreceiptable lodging
18 facilities are utilized by a state employee while conducting
19 official state business in a travel status, the amount of
20 \$12 will be authorized for lodging expenses for each day in
21 which travel involves an overnight stay in lieu of the
22 amount authorized in subsection (1)(b) or (2)(b) above.
23 However, when overnight accommodations are provided at the
24 expense of any government entity, no reimbursement may be
25 claimed for lodging.

1 (6) The actual cost of reasonable transportation
2 expenses and other necessary business expenses incurred by a
3 state official or employee while in an official travel
4 status shall be subject to reimbursement.

5 (7) The provisions of this section shall not be
6 construed as affecting the validity of 5-2-301.

7 (8) The department of administration shall prescribe
8 rules necessary to effectively administer this section for
9 state government.

10 (9) All commercial air travel shall be by the least
11 expensive class service available."

-End-

re-referred and
APPROVED BY COMMITTEE
ON APPROPRIATIONS
AS AMENDED

HOUSE BILL NO. 520

INTRODUCED BY COCCHIARELLA, DRISCOLL, HARPER,

WHALEN, SQUIRES, G. BECK

A BILL FOR AN ACT ENTITLED: "AN ACT INCREASING REIMBURSABLE
PER DIEM AND LODGING EXPENSES FOR STATE EMPLOYEES; AND
AMENDING SECTION 2-18-501, MCA."

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

Section 1. Section 2-18-501, MCA, is amended to read:

"2-18-501. Meals, lodging, and transportation of
persons in state service. Every elected official, appointed
members of boards, commissions, or councils, department
directors, and all other state employees shall be reimbursed
for meals and lodging while away from the person's
designated headquarters and engaged in official state
business in accordance with the following provisions:

(1) For travel within the state of Montana, the
following provisions apply:

(a) The governor shall be authorized actual and
necessary expenses not to exceed \$55 per day.

(b) All other elected state officials, appointed
members of boards, commissions, or councils, department
directors, and all other state employees shall be authorized
the actual cost of lodging, not exceeding ~~\$24~~ ~~\$36~~ \$30 per

day, and taxes on the allowable cost of lodging, except as
provided in subsection (3), plus ~~\$3~~ ~~\$5~~ ~~\$4+50~~ \$3.50 for the
morning meal, ~~\$3+50~~ ~~\$9~~ ~~\$5-50~~ \$4 for the midday meal, and ~~\$8~~
~~\$13~~ ~~\$11-50~~ \$8 for the evening meal. All claims for lodging
expense reimbursement allowed under this section must be
documented by an appropriate receipt.

(2) For travel out of the state of Montana, the
following provisions apply:

(a) The governor shall be authorized the actual cost of
lodging in addition to a meal allowance not to exceed \$30
per day.

(b) All other elected state officials, appointed
members of boards, commissions, or councils, department
directors, and all other state employees shall be authorized
the actual cost of lodging, not exceeding \$50 per day,
except as provided in subsection (3), plus ~~\$4~~ \$5 for the
morning meal, \$6.50 for the midday meal, and \$12 for the
evening meal. All claims for the lodging expense
reimbursement allowed under this subsection must be
documented by an appropriate receipt.

(3) All other elected state officials, appointed
members of boards, commissions, or councils, department
directors, and all other state employees shall be authorized
the actual cost of lodging when traveling in the normal
course of their duties to certain designated areas. The



1 department of administration shall designate those areas
2 where the actual cost of lodging shall be reimbursed.

3 (4) For travel to a foreign country, the following
4 provisions apply:

5 (a) All elected state officials, appointed members of
6 boards, commissions, councils, department directors, and all
7 other state employees must be reimbursed for the cost of
8 meals and lodging within the rates established by the
9 department of administration when traveling in the normal
10 course of their duties to designated areas. The department
11 shall use the United States department of state maximum
12 travel per diem allowances for foreign areas in establishing
13 the rates.

14 (b) All claims for meals and lodging reimbursement
15 allowed under this subsection (4) must be documented by an
16 appropriate receipt.

17 (5) When other than commercial, nonreceiptable lodging
18 facilities are utilized by a state employee while conducting
19 official state business in a travel status, the amount of
20 \$12 will be authorized for lodging expenses for each day in
21 which travel involves an overnight stay in lieu of the
22 amount authorized in subsection (1)(b) or (2)(b) above.
23 However, when overnight accommodations are provided at the
24 expense of any government entity, no reimbursement may be
25 claimed for lodging.

1 (6) The actual cost of reasonable transportation
2 expenses and other necessary business expenses incurred by a
3 state official or employee while in an official travel
4 status shall be subject to reimbursement.

5 (7) The provisions of this section shall not be
6 construed as affecting the validity of 5-2-301.

7 (8) The department of administration shall prescribe
8 rules necessary to effectively administer this section for
9 state government.

10 (9) All commercial air travel shall be by the least
11 expensive class service available."

-End-

HOUSE BILL NO. 520

INTRODUCED BY COCCHIARELLA, DRISCOLL, HARPER,
WHALEN, SQUIRES, G. BECK

A BILL FOR AN ACT ENTITLED: "AN ACT INCREASING REIMBURSABLE
PER DIEM AND LODGING EXPENSES FOR STATE EMPLOYEES; AND
AMENDING SECTION 2-18-501, MCA."

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

Section 1. Section 2-18-501, MCA, is amended to read:

"2-18-501. Meals, lodging, and transportation of
persons in state service. Every elected official, appointed
members of boards, commissions, or councils, department
directors, and all other state employees shall be reimbursed
for meals and lodging while away from the person's
designated headquarters and engaged in official state
business in accordance with the following provisions:

(1) For travel within the state of Montana, the
following provisions apply:

(a) The governor shall be authorized actual and
necessary expenses not to exceed \$55 per day.

(b) All other elected state officials, appointed
members of boards, commissions, or councils, department
directors, and all other state employees shall be authorized
the actual cost of lodging, not exceeding \$24 ~~\$36~~ \$30 per

day, and taxes on the allowable cost of lodging, except as
provided in subsection (3), plus \$3 ~~\$5~~ \$4.50 \$3.50 for the
morning meal, ~~\$3.50~~ \$9 \$5.50 \$4 for the midday meal, and ~~\$8~~
\$13 \$11.50 \$8 for the evening meal. All claims for lodging
expense reimbursement allowed under this section must be
documented by an appropriate receipt.

(2) For travel out of the state of Montana, the
following provisions apply:

(a) The governor shall be authorized the actual cost of
lodging in addition to a meal allowance not to exceed \$30
per day.

(b) All other elected state officials, appointed
members of boards, commissions, or councils, department
directors, and all other state employees shall be authorized
the actual cost of lodging, not exceeding \$50 per day,
except as provided in subsection (3), plus ~~\$4~~ \$5 for the
morning meal, \$6.50 for the midday meal, and \$12 for the
evening meal. All claims for the lodging expense
reimbursement allowed under this subsection must be
documented by an appropriate receipt.

(3) All other elected state officials, appointed
members of boards, commissions, or councils, department
directors, and all other state employees shall be authorized
the actual cost of lodging when traveling in the normal
course of their duties to certain designated areas. The



1 department of administration shall designate those areas
2 where the actual cost of lodging shall be reimbursed.

3 (4) For travel to a foreign country, the following
4 provisions apply:

5 (a) All elected state officials, appointed members of
6 boards, commissions, councils, department directors, and all
7 other state employees must be reimbursed for the cost of
8 meals and lodging within the rates established by the
9 department of administration when traveling in the normal
10 course of their duties to designated areas. The department
11 shall use the United States department of state maximum
12 travel per diem allowances for foreign areas in establishing
13 the rates.

14 (b) All claims for meals and lodging reimbursement
15 allowed under this subsection (4) must be documented by an
16 appropriate receipt.

17 (5) When other than commercial, nonreceiptable lodging
18 facilities are utilized by a state employee while conducting
19 official state business in a travel status, the amount of
20 \$12 will be authorized for lodging expenses for each day in
21 which travel involves an overnight stay in lieu of the
22 amount authorized in subsection (1)(b) or (2)(b) above.
23 However, when overnight accommodations are provided at the
24 expense of any government entity, no reimbursement may be
25 claimed for lodging.

1 (6) The actual cost of reasonable transportation
2 expenses and other necessary business expenses incurred by a
3 state official or employee while in an official travel
4 status shall be subject to reimbursement.

5 (7) The provisions of this section shall not be
6 construed as affecting the validity of 5-2-301.

7 (8) The department of administration shall prescribe
8 rules necessary to effectively administer this section for
9 state government.

10 (9) All commercial air travel shall be by the least
11 expensive class service available."

-End-

STATE OF MONTANA - FISCAL NOTE
Form BD-15

In compliance with a written request, there is hereby submitted a Fiscal Note for HB0520, third reading.

DESCRIPTION OF PROPOSED LEGISLATION:

An act increasing reimbursable per diem and lodging expenses for state employees; and amending section 2-18-501, MCA.

ASSUMPTIONS:

1. The level of in-state lodging and meals occurring in FY90 are representative of future years.
2. The accommodations tax will continue at 4%. Accommodations tax collections related to state government travel will continue to be deposited in the general fund.
3. Reimbursement of in-state overnight lodging would increase to \$30 per day. Reimbursement of in-state meals would increase to \$3.50 for the morning meal and \$4.00 for the midday meal. Out of state, morning meals increase to \$5.00 per day.
4. Current law is represented by the actual expenditures in FY90 by all state agencies and the university system.
5. The current unrestricted university system appropriation is 67.6% general fund.
6. The proposed legislation will be effective July 1, 1991.
7. Either operating budgets will be increased by the amounts shown below or other operating expenses will be reduced by the amounts noted.

FISCAL IMPACT:

	FY 92			FY 93		
	Current Law	Proposed Law	Difference	Current Law	Proposed Law	Difference
<u>Expenditures:</u>						
Operating Costs	3,564,906	4,169,981	605,075	3,564,906	4,169,981	605,075
<u>Funding:</u>						
General Fund	811,390	949,108	137,718	811,390	949,108	137,718
State Special	1,503,633	1,758,846	255,213	1,503,633	1,758,846	255,213
Federal Special	763,735	893,364	129,629	763,735	893,364	129,629
Proprietary Fund	183,771	214,963	31,192	183,771	214,963	31,192
Capital Projects	3,948	4,618	670	3,948	4,618	670
Expendable Trust	9,067	10,606	1,539	9,067	10,606	1,539
Current Unrestricted	<u>289,362</u>	<u>338,476</u>	<u>49,114</u>	<u>289,362</u>	<u>338,476</u>	<u>49,114</u>
Total	3,564,906	4,169,981	605,075	3,564,906	4,169,981	605,075

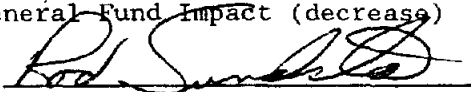
Revenues:

Accommodations Tax (01)	75,440	93,358	17,918	75,440	93,358	17,918
-------------------------	--------	--------	--------	--------	--------	--------

Net General Fund Impact (decrease)

(153,001)

(153,001)


ROD SUNDSTED, BUDGET DIRECTOR
Office of Budget and Program Planning

4-2-91
DATE


VICKI COCCHIARELLA, PRIMARY SPONSOR
DATE 4/2/91

Fiscal Note for HB0520, third reading.

HB 520-2

1 HOUSE BILL NO. 520

2 INTRODUCED BY COCCHIARELLA, DRISCOLL, HARPER,

3 WHALEN, SQUIRES, G. BECK
45 A BILL FOR AN ACT ENTITLED: "AN ACT INCREASING REIMBURSABLE
6 PER DIEM AND LODGING EXPENSES FOR STATE EMPLOYEES; AND
7 AMENDING SECTION 2-18-501, MCA."8
9 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

10 Section 1. Section 2-18-501, MCA, is amended to read:

11 "2-18-501. Meals, lodging, and transportation of
12 persons in state service. Every elected official, appointed
13 members of boards, commissions, or councils, department
14 directors, and all other state employees shall be reimbursed
15 for meals and lodging while away from the person's
16 designated headquarters and engaged in official state
17 business in accordance with the following provisions:18 (1) For travel within the state of Montana, the
19 following provisions apply:20 (a) The governor shall be authorized actual and
21 necessary expenses not to exceed \$55 per day.22 (b) All other elected state officials, appointed
23 members of boards, commissions, or councils, department
24 directors, and all other state employees shall be authorized
25 the actual cost of lodging, not exceeding ~~\$24~~ \$36 \$30 per1 day, and taxes on the allowable cost of lodging, except as
2 provided in subsection (3), plus ~~\$3~~ \$5 ~~\$4.50~~ \$3.50 for the
3 morning meal, ~~\$3.50~~ \$9 ~~\$5.50~~ \$4 for the midday meal, and ~~\$8~~
4 ~~\$13~~ \$11.50 \$8 for the evening meal. All claims for lodging
5 expense reimbursement allowed under this section must be
6 documented by an appropriate receipt.7 (2) For travel out of the state of Montana, the
8 following provisions apply:9 (a) The governor shall be authorized the actual cost of
10 lodging in addition to a meal allowance not to exceed \$30
11 per day.12 (b) All other elected state officials, appointed
13 members of boards, commissions, or councils, department
14 directors, and all other state employees shall be authorized
15 the actual cost of lodging, not exceeding \$50 per day,
16 except as provided in subsection (3), plus ~~\$4~~ \$5 for the
17 morning meal, \$6.50 for the midday meal, and \$12 for the
18 evening meal. All claims for the lodging expense
19 reimbursement allowed under this subsection must be
20 documented by an appropriate receipt.21 (3) All other elected state officials, appointed
22 members of boards, commissions, or councils, department
23 directors, and all other state employees shall be authorized
24 the actual cost of lodging when traveling in the normal
25 course of their duties to certain designated areas. The

1 department of administration shall designate those areas
2 where the actual cost of lodging shall be reimbursed.

3 (4) For travel to a foreign country, the following
4 provisions apply:

5 (a) All elected state officials, appointed members of
6 boards, commissions, councils, department directors, and all
7 other state employees must be reimbursed for the cost of
8 meals and lodging within the rates established by the
9 department of administration when traveling in the normal
10 course of their duties to designated areas. The department
11 shall use the United States department of state maximum
12 travel per diem allowances for foreign areas in establishing
13 the rates.

14 (b) All claims for meals and lodging reimbursement
15 allowed under this subsection (4) must be documented by an
16 appropriate receipt.

17 (5) When other than commercial, nonreceiptable lodging
18 facilities are utilized by a state employee while conducting
19 official state business in a travel status, the amount of
20 \$12 will be authorized for lodging expenses for each day in
21 which travel involves an overnight stay in lieu of the
22 amount authorized in subsection (1)(b) or (2)(b) above.
23 However, when overnight accommodations are provided at the
24 expense of any government entity, no reimbursement may be
25 claimed for lodging.

1 (6) The actual cost of reasonable transportation
2 expenses and other necessary business expenses incurred by a
3 state official or employee while in an official travel
4 status shall be subject to reimbursement.

5 (7) The provisions of this section shall not be
6 construed as affecting the validity of 5-2-301.

7 (8) The department of administration shall prescribe
8 rules necessary to effectively administer this section for
9 state government.

10 (9) All commercial air travel shall be by the least
11 expensive class service available."

-End-