

Executive Committee of the Legislative Council
Guidelines Concerning Payments Made to Members of the General Assembly
in Connection with the Performance of their Legislative Duties

Designation of Denver Metropolitan Area

Section 2-2-317, C.R.S., establishes expense, subsistence, and travel allowances for members of the general assembly during the sessions of the general assembly. The amount of the allowance depends upon whether a member resides within the Denver metropolitan area or outside of the Denver metropolitan area.

The Denver metropolitan area is designated by the Executive Committee of the Legislative Council. Effective June 1, 2010, the Denver metropolitan area shall include the area within a fifty-mile travel distance of the Colorado State Capitol Building. Each member shall certify the distance between the member's residence and the Capitol, using the shortest of the more commonly traveled routes. Members who reside more than fifty miles from the Capitol shall be entitled to receive the non-metro area expense allowance for each legislative day. Members who reside fifty miles or less from the Capitol shall be entitled to the metro area expense allowance for each legislative day.

Reimbursement of Actual and Necessary Travel Expenses Incurred by Members of the General Assembly

Section 2-2-317(2)(c), C.R.S., authorizes the Executive Committee of the Legislative Council to establish guidelines regarding reimbursements and substantiation requirements for actual and necessary travel expenses incurred by members of the general assembly.

The following guidelines shall be effective June 1, 2010:

- ***Personal Vehicle.*** Travel by personal vehicle shall be reimbursed at the mileage rate authorized in statute. Reimbursement shall only be made at the rate for two-wheel drive vehicles.
- ***Lodging.*** Receipts are required for reimbursement of lodging if the amount being reimbursed exceeds the federal lodging per diem for the travel location.
- ***Meals and Incidentals.*** Receipts are required for reimbursement of meals and incidentals if the amount exceeds the federal meals and incidentals allowance for the travel location. For the first day of travel and the last day of travel, the applicable meals and incidentals allowance shall be 75 percent of the daily meals and incidentals allowance. When travel

occurs within a single day, any meal reimbursement shall be paid through the payroll system and included in the member's taxable income on the member's W-2.

- ***Airfare.*** Receipts are required for reimbursement. Reimbursement for baggage fees is allowable if not included in the airfare.
- ***Other transportation.*** Receipts are required for all other types of transportation, including but not limited to rental vehicles, taxi, shuttle, bus, train, and airport parking. Receipts are not required for any individual expense costing less than \$25.

Notification of Rate Changes

The Legislative Council Staff shall notify members regarding the Executive Committee's guidelines, and shall provide members with the applicable reimbursement rates on an ongoing basis. Members should contact the Legislative Council Staff if they require additional information.

Tax Advice

Members are encouraged to seek independent tax advice regarding their individual tax situation and reimbursement of State travel expenses.