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**State of Oregon**  
**LEGISLATIVE BRANCH PERSONNEL RULES**

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**Legislative Branch Personnel Rule 10: Travel Expense Reimbursement**

**APPLICABILITY:** This rule applies to all employees of the Legislative Branch, where not in conflict with an applicable collective bargaining agreement or law. This rule does not apply to members of the Legislative Assembly.

- (1) **Policy.** A legislative employee engaged in official legislative business shall be reimbursed as provided in this rule for travel expenses incurred during a period of official travel within or outside the State of Oregon. Personal expenses and expenses for travel to places of entertainment are not reimbursable. It is the policy of the Legislative Branch to encourage the prudent use of limited state resources when engaged in travel on official legislative business.
- (2) **Definitions.** As used in this rule:
  - (a) “Authorized travel” means travel approved by the employee’s supervisor or appointing authority that is related but not essential to the performance of the employee’s duties.
  - (b) “Period of official travel” means the period during which an employee is away from the employee’s official worksite due to authorized or required travel. A period of official travel begins at the time of departure from the worksite and ends at the time of return to the worksite or the employee’s home if the period of travel ends later than scheduled work time.
  - (c) “Required travel” means travel approved by the employee’s supervisor or appointing authority that is essential to the performance of the employee’s duties.
- (3) **Meal expenses.** If evidenced by receipts, customary and reasonable meal expenses shall be reimbursed for actual costs for employees on required travel and may be reimbursed for employees on authorized travel. Gratuities, not exceeding 15 percent of the cost of the meal, shall be considered part of the actual cost of a meal. Gratuities may not be separately reimbursed. The cost of alcoholic beverages is not reimbursable.
- (4) **Lodging expenses.** If evidenced by receipts, customary and reasonable lodging expenses shall be reimbursed for actual costs for employees on required travel and may be reimbursed for employees on authorized travel. When reserving or obtaining lodging during a period of official travel, an employee shall request the state government rate or attempt to obtain a special lodging rate.

**(5) Transportation expenses.**

(a) Travel in private vehicle. During a period of official travel, an employee may use a private vehicle when transportation by common carrier or state vehicle is not feasible or is more costly. An employee on required travel shall be, and an employee on authorized travel may be, reimbursed for transportation expenses in a private vehicle at the rate established and regulated by the Oregon Department of Administrative Services for the use of a privately-owned motor vehicle on official or state business. However, an employee may not be reimbursed for transportation in a private vehicle between the employee's place of residence and the employee's official worksite.

(b) Travel by air carrier. In addition to reimbursement for air carrier costs, reimbursement for mileage to and from the air terminal normally used for departure may be allowed. However, if the employee combines personal travel with authorized or required travel, reimbursement shall be made only for expenses incurred during the period of official travel. Reimbursement may not be made for expenses incurred during days of personal travel.

(c) Combined personal and official travel. When an employee combines work-related travel with a holiday, weekend trip, vacation or other personal travel, if the travel is outside the State of Oregon and between points where scheduled airline service is available, and if reimbursement of transportation expenses has been approved by the employee's supervisor or appointing authority, the employee shall be reimbursed for the cost of round-trip coach airfare and for meal and lodging expenses to which the employee would have been entitled for authorized or required travel.

(d) Telephone and data expenses. When evidenced by receipts, the actual cost of reasonable telephone calls and use of technology for data transmission or receipt made by an employee during a period of official travel shall be reimbursed. However, expenses for phone calls, electronic mail or other electronic data transmissions made by an employee on a personal cell phone or other personal electronic device are not reimbursable.

(e) Expenses under \$10. All other travel expenses are reimbursed based on the actual amount of expense incurred by the employee. Receipts are required for all travel expenses greater than \$10.

(6) **Remote Workers.** Employees who work a hybrid schedule or full time at an alternate location are responsible for their own travel expenses to and from the Capitol or alternate in-person worksite when an employee's appointing authority or supervisor requires their presence or the employee chooses to be in person. For additional information on hybrid and remote work see LBPR 26, Remote Work Agreements.

Approved: DRAFT