

**AMENDMENT #1**  
**COMMITTEE RESOLUTION 114-\_\_\_\_**  
**OFFERED BY MS. LOFGREN**

On page 2 of the resolution, immediately before the first resolving clause, insert the following resolving clauses:

**“Resolved further**, that on page 3 of the *Voucher Documentation Standards* approved by the Committee on July 14, 2010, the requirements applicable to claims for reimbursement in the category labelled ‘**Mileage**’ are amended to read as follows:

‘Required travel information (derivative of a travel log) includes the following:

- a. Name of traveler
- b. Dates of travel or period during which travel occurred (not to exceed one month)
- c. Location(s) of travel, expressed in specific point-to-point terms (e.g., District office to state office building to District office)
- d. Number of miles traveled in each journey or segment of journey
- e. Mileage rate(s) at which travel is to be reimbursed.

A travel log need not be submitted with the voucher, but must be maintained by the office and available for audit. A travel log template is available at *[hyperlink to the form]*’

**Resolved further**, that the Committee hereby directs the Chief Administrative Officer, in consultation with other stakeholders, to take every step reasonably necessary to ensure that each reimbursement made to a Member or employee for mileage is publicly disclosed in the *Statement of Disbursements* including the specific information required by the *Voucher Documentation Standards* approved July 14, 2010, as amended by this Committee Resolution.”

**Summary of Amendment 1:** Revises requirements for substantiation of mileage for official use of a privately-owned or –leased vehicle to 1) include location(s) of travel expressed in terms of specific starting points and destinations, and 2) require the number of miles traveled in each journey or segment of journey. Directs the Chief Administrative Officer to ensure full disclosure of mileage reimbursements details in the *Statement of Disbursements*.