

Jeremy R. Miller
State Senator
District 28



**Minnesota
Senate**

Majority Leader

TO: All Senators

FROM: Senator Jeremy Miller, Chair
Senate Rules and Administration Committee

A handwritten signature in blue ink that reads "J. R. Miller".

DATE: June 16, 2022

RE: Interim Travel Expenses and Per Diem

PER DIEM, MILEAGE, LODGING, AND TRAVEL EXPENSES

Members will be reimbursed for per diem, mileage, lodging, travel, and registration fees, as follows:

Per Diem maximum reimbursement is **\$86 per day**. Per diem will not be authorized for remote attendance at committee hearings.

Hotel/Lodging - Reimbursement will be **\$150 per night** maximum or at the approved conference rate for instate lodging and the actual cost of a single room for travel outside the state of Minnesota. Receipts must be attached.

Apartment - \$2,000 per month maximum. Receipts must accompany claims. Leases must be filed in the Fiscal Services Office. Housing claims may include utilities and/or rental of furniture up to maximum of \$2,000.

Registration - fees will be paid for conferences only if preapproved. Receipts must be attached.

Mileage - to and from the Capitol at the IRS reimbursement level in effect at the time the travel occurs. (As of January 1, 2022, the IRS mileage rate was **58.5 cents per mile**.) Mileage for air travel from place of residence to airport.

REIMBURSEMENT IS AUTHORIZED AS FOLLOWS:

- Senators attending official committee or subcommittee meetings.
- Chair of committee for committee related work at the Capitol or meetings with staff.
- Committee members, upon approval of committee chair.
- Chief authors of bills who are called upon to present a Senate File. Senators attending House committee meetings upon the approval of the Majority Leader.



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PROUDLY SERVING FILLMORE, HOUSTON & WINONA COUNTIES

- Majority Leader, Assistant Majority Leader, President of the Senate, and Minority Leader for appropriate duties.
- Travel days to and from the Capitol for reimbursable activity.
- Senators attending up to two caucuses scheduled by the majority or minority leader during the interim between legislative sessions.

Members will not be reimbursed for remote attendance for any of the above activities, for routine work done at the Capitol or for attending caucuses, except as provided above. Please note that reimbursements **may be subject to taxes**.

COMMUNICATIONS REIMBURSEMENT

Reimbursement will be authorized up to a **maximum of \$200 per month** for communications, e.g., telephone, fax, cell phone, pager, Internet services, etc.

If a receipt is included with a claim, the reimbursement will be treated as an expense. If no receipt is included with a claim, the reimbursement will be treated as income and taxes will be deducted from the payment.

CONSTITUENT SERVICE MILEAGE

Constituent Service Mileage at the rate provided for mileage to and from the Capitol.

Reimbursement has been authorized for all senators covering mileage incurred for constituent matters on a monthly basis at the present rate per mile.

Reimbursement for constituent service miles will be suspended June 17, 2022, for a member who has filed for office and will resume November 9, 2022.

INSTATE AND OUT-OF-STATE TRAVEL GUIDELINES

Instate travel by members and staff (attendance at conferences, seminars, traveling committee meetings, etc.) must have prior approval by a committee chair or Minority Leader and the chair of the Senate Rules Committee before reimbursement can be made.

Out-of-state travel reimbursement for members and staff for all out-of-state travel must have prior approval by a committee chair or Minority Leader and chair of the Senate committee on Rules and Administration before reimbursement can be made.

The Senate will pay for the following: round-trip coach airfare, conference registration fees, single room accommodations, and reasonable transportation between airport and hotel. Per diem must cover all meals.

Please fill in all related expenses on the authorization form and include information pertaining to the legislative activity or the form will be returned to you.

All expense reimbursement requests must be submitted to Fiscal Services no later than 60 days after the expenses were incurred.

Car Rental must be noted on the travel authorization form and approved prior to travel or rental.

(Senate Policy 3.05 provides the policy and procedures for travel approval and payment of travel expenses.)

CONSULTANTS

A request must be submitted to the Rules Committee chair for approval **before** any commitment is made to pay expenses for any “expert witness” or consultant.