

Rules & Administration Committee
Chair: Senator Dean E. Johnson
Thursday, June 2, 2005
Room 123
10:00 a.m.

Attendance:

Present:

Johnson; DE; Rest; Belanger; Berglin; Cohen; Day; Frederickson; Hottinger; Kleis;
Langseth; Marty; Metzen; Olson; Ourada; Pappas; Pariseau; Ranum; Sams; Vickerman

Absent:

Dille; Kiscaden; Larson; Neuville; Pogemiller; Stumpf

Senator Dean E. Johnson began the meeting at 10:05 a.m. There was a quorum present.

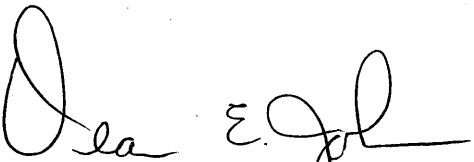
Peter Wattson, Senate Counsel, testified before the committee and answered questions from members of the committee. He went through the living expenses resolution.

Senator Day moves a verbal amendment as follows: Line 19 on the resolution, delete "or the Senate Minority Leader." Motion was adopted.


Senator Berglin moves the living expenses resolution. Motion was adopted.

Patrick Flahaven, Secretary of the Senate, testified before the committee and answered questions from members of the committee.

Senator Dean E. Johnson adjourned the meeting at 10:40 a.m.



Dean E. Johnson
Chair of Rules & Administrative



Brooke McHenry
Legislative Assistant

A committee resolution

relating to per diem expenses incurred by members of the Senate during the 2005 First Special Session.

BE IT RESOLVED, by the Committee on Rules and Administration:

1. Each member of the Senate shall, upon request, be paid per diem during the 2005 First Special Session only for:

a. a day on which the Senate is called to order:

b. a day on which the member attends a meeting or is present for a scheduled meeting of a Senate committee, subcommittee, or division, or a conference committee or working group, or participates in negotiations, related to legislation for consideration during the special session; or

c. travel days for members who reside more than 50 miles from the State Capitol.

2. Each member of the Senate shall certify in writing to the Secretary of the Senate for the per diem for which the member seeks reimbursement.

3. All requests for per diem reimbursement for special session expenses must be approved by the Senate Majority Leader or the Senate Minority Leader.

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A committee resolution

relating to mileage, living, and telecommunication expenses incurred by members of the Senate.

BE IT RESOLVED, by the Committee on Rules and Administration:

1. Each member of the Senate who resides more than 50 miles from the state capitol shall be reimbursed for necessary travel in going to and returning from the place of meeting to the member's place of residence for each trip during the 84th Legislature.

Mileage for travel by automobile must be at the rate of 40.5 cents per mile, or any greater or lesser amount authorized by the Internal Revenue Service for employees. Mileage for travel by private aircraft must be at the rate of 99.5 cents per mile, or any greater or lesser amount authorized by the General Services Administration for employees. Commercial airfare must be the actual cost.

2. Each member of the Senate shall be paid per diem living expenses for meals, incidental expenses, and lodging in an amount up to \$66 for each calendar day during the sessions of the 84th Legislature.

3. In addition to per diem living expenses, each member of the Senate who resides more than 50 miles from the state capitol shall be reimbursed up to \$900 per month for actual lodging expenses during the sessions of the 84th Legislature. The total reimbursement for those members, per diem plus lodging, may not exceed the amount per legislative day allowed by the Internal Revenue Service for an accountable plan.

4. Each member of the Senate shall be reimbursed for up to \$125 per month for actual expenses for telecommunications.

5. Each member of the Senate shall certify in writing to the Secretary of the Senate for the actual travel, living, and telecommunication expenses for which the member seeks reimbursement.

6. The Secretary of the Senate shall prepare and issue warrants from the Senate legislative expense fund in payment of expenses to each member of the Senate.

Rules & Administration Committee
Chair: Senator Dean E. Johnson
Wednesday, July 13, 2005
10:30 a.m.
Room 123

Attendance:

Present:

Johnson; DE; Belanger; Berglin; Betzold; Cohen; Day; Frederickson; Hottinger;
Kiscaden; Kleis; Langseth; Metzen; Olson; Ourada; Pappas; Pariseau; Pogemiller;
Ranum Stumpf; Vickerman

Absent:

Rest; Dille; Larson; Marty; Neuville

Senator Dean E. Johnson began the meeting at 10:35 a.m. There was a quorum present.

Peter Wattson, Senate Counsel, explained the closing resolution (SPSES-3-05) and testified before the committee and answered questions and inquiries from members of the committee.

Senator Day moved SPSES-3-05. Motion was adopted.

Eileen Lunzer, Fiscal Services, explained the interim expense document. She testified before the committee and answered questions and inquiries from members of the committee.

Patrick Flahaven, Secretary of the Senate, testified before the committee and answered questions and inquiries from members of the committee.

Senator Metzen moved the interim expense document. Motion was adopted.

Karen Veninga, Director of Human Resources, explained the amend the roster document. She testified before the committee and answered questions and inquiries from members of the committee.

Senator Frederickson moved the amend the roster document. Motion was adopted.

Peter Wattson, Senate Counsel, explained the final travel policy. He testified before the committee and answered questions and inquiries from members of the committee.

There was a verbal amendment on page 2, delete 90 days and insert 60 days.
Senator Metzen moved the final travel policy. Motion was adopted.

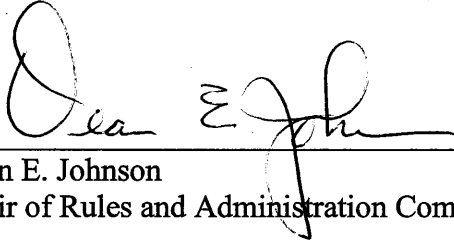
Karen Veninga, Director of Human Resources, explained the compensatory time resolution. She testified before the committee and answered questions and inquiries from members of the committee.

Senator Metzen moved the compensatory time resolution. Motion was adopted.

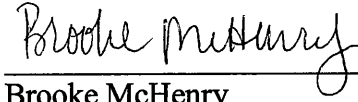
There was discussion on the reconvening date for 2006. Peter Wattson, Senate Counsel, testified before the committee and answered questions and inquiries from members of the committee.

Senator Dean E. Johnson states that February 28, 2005 will be the beginning session date.

Senator Dean E Johnson adjourned the meeting at 11:15 a.m.



Dean E. Johnson
Chair of Rules and Administration Committee



Brooke McHenry
Legislative Assistant

July 2005

TO: All Senators
FROM: Senator Dean Johnson, Chair
Senate Rules and Administration Committee
RE: Interim 2005

PER DIEM, MILEAGE, LODGING AND TRAVEL EXPENSES (INTERIM).

Members will be reimbursed for per diem, mileage, lodging, travel, registration fees, taxis and baggage tips.

Per diem maximum reimbursement is **\$66 per day**.

Hotel/Lodging – Reimbursement will be \$85 per night maximum for in-state lodging and the actual cost of a single room for travel outside the state of Minnesota. Receipts must be attached.

Apartment -- \$900 per month maximum. Receipts must accompany claims or leases must be filed in the Fiscal Services Office. Housing claims may include utilities and/or rental of furniture up to maximum of \$900.

Registration fees will be paid when authorized. **Receipts must be attached.**

Mileage to and from the Capitol at the current IRS reimbursement level – **40.5 cents per mile** (as of January 1, 2005).

Air travel between place of residence and Minneapolis/St. Paul airport.

REIMBURSEMENT IS AUTHORIZED AS FOLLOWS:

- Senators attending committee or subcommittee meetings.
- President or chair of committee for work at the Capitol or meetings with staff.
- Chief authors of bills who are called upon to present a Senate File.
- Committee members, upon approval of committee chair.
- Minority Leader for appropriate duties.
- Senators attending House committee meetings upon the approval of the Majority Leader.
- Travel days to and from the Capitol.

Members will **not be** reimbursed for routine work done at the Capitol or for attending caucuses or steering committee meetings. Please note that **reimbursements may be subject to taxes.**

COMMUNICATIONS REIMBURSEMENT

Reimbursement will be authorized up to a **maximum of \$125 per month for communications**, e.g. telephone, fax cell phone, pager, Internet service, etc. If receipted for, it will be treated as an expense. If not receipted, it will be treated as income and taxes will be deducted.

CONSTITUENT SERVICE MILEAGE

Constituent Service Mileage – at current IRS rate.

Reimbursement has been authorized for all senators covering mileage incurred for constituent matters on a monthly basis at the present rate per mile. Reimbursement is subject to the approval from the chair of the Committee on Rules and Administration.

OUT-OF-STATE AND IN-STATE TRAVEL GUIDELINES

In-state travel by members and staff (attendance at conferences, seminars, traveling committee meetings, etc.) that is funded in the committee interim work plans approved by the Senate Committee on Rules and Administration must have the approval of the chairperson of the committee traveling and the chair of the Senate Rules Committee before reimbursement can be made.

Prior approval of the chair of the Senate Committee on Rules and Administration is necessary **before** members or staff attends meetings, conferences, seminars, etc. **Requests** for staff to attend such meetings will be given special consideration but must be approved **in advance**. **Fill in all related expenses on the authorization form or it will be returned to you.**

All expenses must be submitted to Fiscal Services no later than **60 days** after their occurrence.

Car rental must be noted on the travel authorization form and approved prior to travel. For authorized travel, the Senate will pay for the following: round-trip coach airfare, conference registration fees, single room accommodations, reasonable transportation between airport and hotel. Per diem must cover all meals.

CONSULTANTS

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

Rules and Administration Committee
Chair: Senator Dean E. Johnson
Saturday, May 20, 2006
8:15 p.m.
Room 123

Attendance:

Johnson; DE; Belanger; Berglin; Cohen; Day; Dille; Fischbach, Frederickson; Hottinger; Kiscaden; Langseth; Larson; Limmer; Marty; Metzen; Neuville; Pappas; Pariseau; Pogemiller; Ranum; Sams; Stumpf; Vickerman

Absent:

Rest; Olson

Senator Dean E. Johnson began the meeting at 8:30 p.m. There was a quorum present.

Eileen Lunzer, Fiscal Services; explained the interim expenses. She answered questions and inquiries from members of the committee.

Senator Day moved the interim expenses. Motion was adopted.

Peter Wattson, Senate Counsel, explained three Senate Resolutions; SRES-7-06 (Relating to conduct of Senate business during the interim between Sessions); SRES-5-06 (Relating to notifying the House of Representatives the Senate is about to adjourn sine die); SRES-6-06 (Relating to notifying the Governor the Senate is about to adjourn sine die) . Please see attached.

Senator Day moved the three Senate Resolutions. Motion was adopted.

Senator Betzold explained S.F. 3780-Revisor's bill. He answered questions and inquiries from members of the committee.

Senator Metzen moved S.F. 3780 to be passed to the floor. Motion was adopted.

Senator Neuville explained SR 167-Relating to the separation of powers; authorizing Senate intervention in a lawsuit challenging expenditure of money out of the state treasury without an appropriation by law. He answered questions and inquiries from members of the committee.

Senator Neuville moved SR 167 to be passed to the floor without recommendation.

Senator Dean E. Johnson moved a brief recess at 8:40 p.m. Motion was adopted.

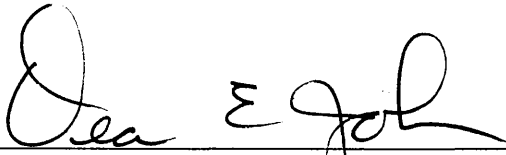
Senator Dean E. Johnson began the meeting at 8:50 p.m. There was a quorum present.

Senator Metzen explained DV0090—The Management Advisory Committee of the senate is authorized to enter into a contract with the National Conference of State Legislatures, or another entity, to conduct a study of the senate's employee classification and compensation system. The study must be completed and a report on its conclusions presented to the Committee on Rules and Administration by January 15, 2007.

Senator Metzen moved DV0090. Motion was adopted.

Senator Neuville renewed his motion to move SR 167 to be passed to the floor without recommendation. Motion was adopted.

Senator Dean E. Johnson adjourned the meeting at 9:05 p.m.



Dean E. Johnson
Chair of the Rules & Administration Committee

Brooke McHenry
Legislative Assistant

May 2006

TO: All Senators

FROM: Senator Dean Johnson, Chair
Senate Rules and Administration Committee

RE: Interim 2006

PER DIEM, MILEAGE, LODGING AND TRAVEL EXPENSES (INTERIM).

Members will be reimbursed for per diem, mileage, lodging, travel, registration fees, taxis and baggage tips.

Per Diem maximum reimbursement is **\$66 per day.**

Hotel/Lodging – Reimbursement will be \$85 per night maximum for in-state lodging and the actual cost of a single room for travel outside the state of Minnesota. Receipts must be attached.

Apartment -- \$900 per month maximum. Receipts must accompany claims or leases must be filed in the Fiscal Services Office. Housing claims may include utilities and/or rental of furniture up to maximum of \$900.

Registration fees will be paid when authorized. **Receipts must be attached.**

Mileage to and from the Capitol at the current IRS reimbursement level – **44.5 cents per mile** (as of January 1, 2006.)

Air travel between place of residence and Minneapolis/St. Paul airport.

REIMBURSEMENT IS AUTHORIZED AS FOLLOWS:

- Senators attending committee or subcommittee meetings.
- President or chair of committee for work at the Capitol or meetings with staff.
- Chief authors of bills who are called upon to present a Senate File.
- Committee members, upon approval of committee chair.
- Minority Leader for appropriate duties.
- Senators attending House committee meetings upon the approval of the Majority Leader.
- Travel days to and from the Capitol.

Members will **not be** reimbursed for routine work done at the Capitol or for attending caucuses or steering committee meetings. Please note that **reimbursements may be subject to taxes.**

COMMUNICATIONS REIMBURSEMENT

Reimbursement will be authorized up to a **maximum of \$125 per month for communications**, e.g. telephone, fax cell phone, pager, Internet service, etc. If receipted for, it will be treated as an expense. If not receipted, it will be treated as income and taxes will be deducted.

CONSTITUENT SERVICE MILEAGE

Constituent Service Mileage – at current IRS rate.

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

Reimbursement is subject to the approval from the chair of the Committee on Rules and Administration.

As in past election years, Constituent Service Mileage will stop effective July 1, 2006 and will resume the day after the election for the duration of the interim.

OUT-OF-STATE AND IN-STATE TRAVEL GUIDELINES

In-state travel by members and staff (attendance at conferences, seminars, traveling committee meetings, etc.) that is funded in the committee interim work plans approved by the Senate Committee on Rules and Administration must have the approval of the chairperson of the committee traveling and the chair of the Senate Rules Committee before reimbursement can be made.

Prior approval of the chair of the Senate Committee on Rules and Administration is necessary **before** members or staff attends meetings, conferences, seminars, etc. **Requests** for staff to attend such meetings will be given special consideration but must be approved **in advance**. **Fill in all related expenses on the authorization form or it will be returned to you.**

All expenses must be submitted to Fiscal Services no later than **60 days** after their occurrence.

Car rental must be noted on the travel authorization form and approved prior to travel. For authorized travel, the Senate will pay for the following: round-trip coach airfare, conference registration fees, single room accommodations, reasonable transportation between airport and hotel. Per diem must cover all meals.

*Travel Approval and Expenses see page 3.05 in the Senate Policy Book.

CONSULTANTS

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