

Committee on Rules and Administration
Monday, May 18, 2009
At the Call of the Chair, Room 237, Capitol

Minutes

Present: Senator Lawrence J. Pogemiller, Chair, Senator Tarryl L. Clark, Vice-Chair, Senator Thomas M. Bakk, Senator Richard J. Cohen, Senator Dennis R. Frederickson, Senator Keith Langseth, Senator Gen Olson, Senator David H. Senjem

Absent: Senator Linda Berglin, Senator James P. Metzen

Senator Lawrence J. Pogemiller called the meeting to order at 9:48 p.m.

S.F. 2135: Senator Moua: Revisor's bill.

Testimony from Senator Moua
Senator Clark moved the A09-0631 amendment
MOTION ADOPTED

Senator Clark moved that S.F. 2135, as amended, be recommended to pass.

MOTION ADOPTED.

Interim Expenses

Testimony from Eileen Lunzer, Senate Fiscal Services
Testimony from Michele Kelm-Helgen, Senate Chief of Staff
Senator Clark moves to adopt the interim expense memo
MOTION ADOPTED

The meeting was adjourned at 10:08 p.m.

Senator Lawrence J. Pogemiller, Chair

Kristen Bluhm, Legislative Assistant

TO: All Senators

FROM: Senator Lawrence Pogemiller, Chair
Senate Rules and Administration Committee

RE: Interim Travel Expenses and Per Diem

DATE: May 18, 2009

PER DIEM, MILEAGE, LODGING AND TRAVEL EXPENSES

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

Per Diem maximum reimbursement is **\$96 per day**.

Hotel/Lodging – Reimbursement will be **\$100 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 - **\$1,200** 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 \$1,200.

Registration – fees will be paid if pre-approved. Receipts must be attached.

Mileage – to and from the Capitol at the current IRS reimbursement level – **55.0 cents per mile** (as of January 1, 2009). Mileage for air travel from place of residence to airport.

REIMBURSEMENT IS AUTHORIZED AS FOLLOWS:

- Senators attending 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.
- Majority Leader, Assistant Majority Leader, President of the Senate and Minority Leader for appropriate duties.
- Travel days to and from the Capitol.

Members **will not** be reimbursed for routine work done at the Capitol or for attending caucuses. 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 services etc.

If a receipt is included it will be treated as an expense. If no receipt is included, it will be treated as income and taxes will be deducted.

CONSTITUENT SERVICE MILEAGE

Constituent Service Mileage at current IRS rate – **55.0 cents**.

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

IN-STATE AND OUT-OF-STATE TRAVEL GUIDELINES

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

Out-of-state travel by members and staff 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, 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.

*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 expense for any “expert witness” or consultant.

Committee on Rules and Administration
Friday, May 14th, 2010- At the call of the Chair
Room 125 Capitol

Agenda

- S.F. 3323- Moua: Revisor's bill.
- S.R. 198- Pogemiller: A Senate resolution relating to rules; providing for debate on conference committee reports; amending permanent rule 36.
- Interim Travel Memo

TO: All Senators
FROM: Senator Lawrence Pogemiller, Chair
Senate Rules and Administration Committee
RE: Interim Travel Expenses and Per Diem
DATE: May 16, 2010

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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.
- Majority Leader, Assistant Majority Leader, President of the Senate and Minority Leader for appropriate duties.
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CONSTITUENT SERVICE MILEAGE

Constituent Service Mileage at current IRS rate – **50.0 cents**.

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 once a member files for office and will resume November 3, 2010.

IN-STATE AND OUT-OF-STATE TRAVEL GUIDELINES

In-state 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 by members and staff 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.

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