

Committee on Rules and Administration
Friday, May 15, 2015
At the Call of the Chair, Room 107, Capitol

Minutes

Present: Senator Thomas M. Bakk - Chair, Senator Katie Sieben Vice Chair, Senator Richard Cohen, Senator Michelle L. Fischbach, Senator Paul E. Gazelka, Senator David W. Hann, Senator Warren Limmer, Senator John Marty, Senator James P. Metzen, Senator Scott J. Newman, Senator Sandra L. Pappas, Senator Rod Skoe, Senator LeRoy A. Stumpf

Absent: No Members Absent

Senator Thomas M. Bakk called the meeting to order at 11:30am.

Senate Concurrent Resolution relating to adjournment

Senator Sieben moved that the draft Senate concurrent resolution coded SCR06 be introduced as a resolution on behalf of the Rules and Administration committee.

MOTION PREVAILED.

Senate Resolution relating to conduct of business during interim

Senator Hann moved that the draft Senate resolution coded SR029 be introduced as a resolution on behalf of the Rules and Administration committee.

MOTION PREVAILED.

Senate Concurrent Resolution relating to conference committee meetings

Senator Sieben moved that the draft Senate concurrent resolution coded SCR033 be introduced as a resolution on behalf of the Rules and Administration committee.

MOTION PREVAILED.

Interim Travel Expense and Per Diem Memo

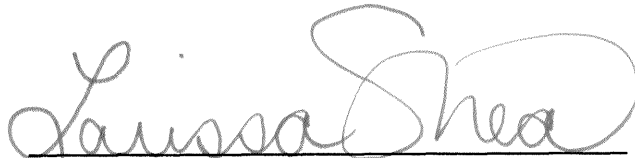
Senator Hann moved approval of the Interim Travel Expense and Per Diem Memo dated May 15, 2015.

MOTION PREVAILED.

The meeting was adjourned at 11:45am.



Senator Thomas M. Bakk, Chair



Larissa Shea, Legislative Assistant



THOMAS M. BAKK

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Senate

State of Minnesota

TO: All Senators

FROM: Senator Thomas M. Bakk, Chair *TMB*
Senate Rules and Administration Committee

RE: Interim Travel Expenses and Per Diem

DATE: May 15, 2015

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 **\$86 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 - **\$1,500** 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 \$1,500.

Registration – fees will be paid if pre-approved. 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, 2015, the IRS mileage rate was **57.5 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.
- 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 \$200 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 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.

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 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 Rules Committee 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.

(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.