

Rules and Administration Committee  
Wednesday, January 8, 2003  
Room 123 State Capitol  
10:00 a.m.

Members Present: Chair, Senator John Hottinger, Senator Rest, Senator Belanger, Senator Berglin, Senator Cohen, Senator Day, Senator Dille, Senator Frederickson, Senator Kiscaden, Senator Knutson, Senator Langseth, Senator Larson, Senator Marty, Senator Metzen, Senator Olson, Senator Pappas, Senator Pariseau, Senator Pogemiller, Senator Ranum, Senator Sams, Senator Stumpf, Senator Vickerman

Members Absent: Senator Dean Johnson, Senator Neuville

Senator Hottinger called the committee meeting to order at 10:05 a.m. Quorum was present.

Senator Hottinger introduced Patrick Flahaven, Secretary of the Senate and Peter Wattson Senate Counsel to go through the resolutions (1-9)

Patrick Flahaven and Peter Wattson go through the legislation and answer questions from members of the committee.

Senator Rest moves a verbal amendment on Resolution #9, lines 2 and 22, delete “, living and telecommunication”. Motion was adopted..

Senator Rest moves Resolutions 1-9. Motion was adopted.

Senator Day discusses and distributes Handout #1. See attached.

Senator Hottinger introduced Karen Veninga, Director of Human Resources, to go through Policies 1-7. She went through the documents and answered questions from the members of the committee.

Peter Wattson, Senate Counsel testified before the committee and answered questions from the members of the committee.

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

Senator Rest moved the Confidentiality of Communication Policy. Motion was adopted.

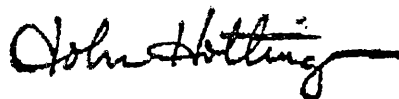
Senator Rest moved the Salary Range Handout. Motion was adopted.

Senator Rest moves a verbal amendment to the Roster Handout on Brooke DiSanto (5 down on the list) delete \$35,186 and insert \$35,634. Motion was adopted.

Meeting was adjourned at 11:46 a.m.



Brooke DiSanto  
Legislative Assistant



John Hottinger  
Senator

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## A committee resolution

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

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

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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 83<sup>rd</sup> Legislature. Mileage for travel by automobile must be at the rate of 36 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 55 cents per mile. 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 83<sup>rd</sup> 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 83<sup>rd</sup> 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 certify in writing to the Secretary of the Senate for the actual travel, living, and telecommunication expenses for which the member seeks reimbursement.

5. 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.

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## A committee resolution

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

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

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1. Each member of the Senate who resides more than 50 miles from the state

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capitol shall be reimbursed for necessary travel in going to and returning from the place of

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meeting to the member's place of residence for each trip during the 83<sup>rd</sup> Legislature. Mileage

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for travel by automobile must be at the rate of 36 cents per mile, or any greater or lesser

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amount authorized by the Internal Revenue Service for employees. Mileage for travel by

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private aircraft must be at the rate of 55 cents per mile. Commercial airfare must be the

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actual cost.

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2. Each member of the Senate shall be paid per diem living expenses for meals,

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incidental expenses, and lodging in an amount up to \$66 for each calendar day during the

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sessions of the 83<sup>rd</sup> Legislature.

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3. In addition to per diem living expenses, each member of the Senate who

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resides more than 50 miles from the state capitol shall be reimbursed up to \$900 per month

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for actual lodging expenses during the sessions of the 83<sup>rd</sup> Legislature. The total

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reimbursement for those members, per diem plus lodging, may not exceed the amount per

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legislative day allowed by the Internal Revenue Service for an accountable plan.

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4. Each member of the Senate shall certify in writing to the Secretary of the

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Senate for the actual travel and living expenses for which the member seeks reimbursement.

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5. The Secretary of the Senate shall prepare and issue warrants from the Senate

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legislative expense fund in payment of expenses to each member of the Senate.

Rules and Administration Committee  
Thursday, May 29, 2003  
Room 123  
1:30 p.m.

Members Present:

Chair, Senator John Hottinger; Senator Rest; Senator Berglin; Senator Cohen; Senator Day; Senator Dille; Senator Frederickson; Senator Dean Johnson; Senator Kiscaden; Senator Knutson; Senator Langseth; Senator Larson; Senator Marty; Senator Metzen; Senator Olson; Senator Pariseau; Senator Pogemiller; Senator Ranum; Senator Vickerman

Members Absent:

Senator Belanger; Senator Neuville; Senator Pappas; Senator Sams; Senator Stumpf

Senator Hottinger called the meeting to order at 1:50 p.m. There was a quorum present.

Senator Hottinger introduced Karen Veninga, Director of Human Services, goes through the following Housekeeping items.

She explained the compensatory time policy. She answered questions and inquiries from members of the committee.

Senator Rest moved to adopt the compensatory time policy. Motion was adopted.

Karen Veninga explained the New Legislative Assistants policy. She answered questions and inquiries from members of the committee.

Senator Larson moved to adopt the new Legislative Assistants. Motion was adopted.

Karen Veninga explained the Unpaid Leave policy. She answered questions and inquiries from members of the committee.

Patrick Flahaven, Secretary of the Senate, went through the interim items. He answered questions and inquiries from members of the committee.

Senator Hottinger moved a verbal amendment as follows: On the Interim policy, add "President or ". Motion was adopted.

Senator Hottinger introduced Senator Betzold who explained S.F. 16-The Revisor's Bill. He answered questions and inquiries from members of the committee.

Dan Mueller, Senate Counsel, went through the summary and answered questions from members of the committee.

Erin Naumann, Senate Counsel, went through the summary and answered questions from members of the committee.

Senator Rest moved A03-0777 as an amendment. Motion was adopted.

Senator Larson moved S.F. 16 as amended to be passed to the floor. Motion was adopted.

Senator Dille explained a memo regarding volunteering time throughout the interim. He answered questions and inquiries from members of the committee.

The meeting adjourned at 2:40 p.m.

*Brooke DiSanto*

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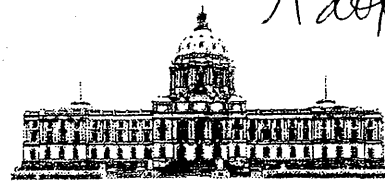
Brooke DiSanto  
Legislative Assistant

*John Hottinger*

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John Hottinger  
State Senator

Adopted



# Senate

State of Minnesota

**JOHN C. HOTTINGER**  
Majority Leader  
Senator 23rd District

208 State Capitol Building  
75 Rev. Dr. Martin Luther King, Jr. Blvd.  
St. Paul, MN 55155-1606  
Phone: (651) 296-6153  
Fax: (651) 225-7571

May 2003

TO: ALL SENATORS  
  
FROM: JOHN C. HOTTINGER, CHAIR  
SENATE RULES AND ADMINISTRATION COMMITTEE  
  
RE: PER DIEM AND TRAVEL REIMBURSEMENT (INTERIM 2003)

**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 out of state of Minnesota. (Receipt must be attached.)

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

Registration fees will be paid when authorized. **(Receipt must be attached.)**

Mileage to and from the Capitol at the current IRS reimbursement level – **36 cents per mile** (as of January 1, 2003).

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

**REIMBURSEMENT IS AUTHORIZED AS FOLLOWS:**

- Senators attending committee or subcommittee meetings
  - 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
- President OR →



- 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.**

### **IN-DISTRICT MILEAGE**

In district travel – at current IRS rate.

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

### **OUT-OF-STATE AND IN-STATE TRAVEL GUIDELINES**

- 1) **In-state travel** by members and staff (attendance at conferences, seminars, traveling committee meetings, etc.) which is funded in the committee interim work plans approved by Senate Committee on Rules and Administration must have the approval of the chairperson of the committee traveling and of the chair of the Senate Rules Committee before reimbursement can be made.
- 2) **Prior approval** of the chair of the Senate Committee on Rules and Administration is necessary **before** members or staff may attend 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 authorization form or it will be returned to you.)**
- 3) **All expenses** must be submitted to Fiscal Services **no later than 90 days after** their occurrence.
- 4) **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 & Administration Committee**  
**Monday, February 2, 2004**  
**10:00 a.m. Room 123**

Present:

Johnson, DE; Rest; Belanger; Cohen; Day; Hottinger; Kiscaden; Knutson; Langseth;  
Larson; Marty; Metzen; Neuville; Olson; Pappas; Pariseau; Pogemiller; Ranum; Sams;  
Stumpf; Vickerman

Absent:

Dille; Frederickson

Senator Dean E. Johnson began the meeting at 10:15 a.m. There was a quorum present.

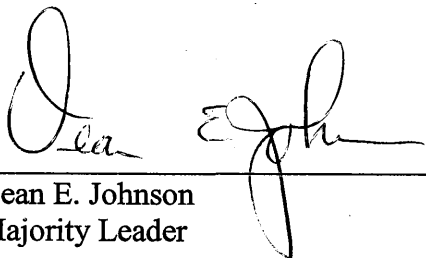
Senator Dean E. Johnson introduced Peter Wattson, Senate Counsel and Research, to explain the Majority Leader Resolution, the Senate postage Resolution, the Senate intern Resolution and the Standing Committee Resolution.

Eileen Lunzer, Fiscal Services, testifies before the committee and answers questions and inquiries from members of the committee.

Senator Stumpf moved a verbal amendment on the Senate Intern Resolution as follows: Page 1, line 14, delete \$300 and insert \$400. Motion adopted.

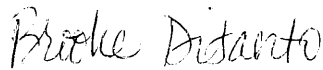
Senator Cohen moved all of the above Resolutions as amended. Please see attached. Motion was adopted.

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



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Dean E. Johnson  
Majority Leader



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Brooke DiSanto  
Legislative Assistant



*Stump  
Motion*

1 A Senate resolution  
2 relating to expenses of interns.

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4 BE IT RESOLVED, by the Senate of the State of Minnesota:

5 For the 2004 session of the 83rd Legislature, each member  
6 of the Senate may be reimbursed for the cost of meals and  
7 transportation furnished by the member to any volunteer interns  
8 assisting with the member's work, up to a maximum of \$50 during  
9 each week the Legislature is in session.

10 Each member of the Senate may be reimbursed for the cost of  
11 lodging furnished by the member to a volunteer intern assisting  
12 with the member's work, if the intern is enrolled in an intern  
13 program at a post-secondary institution outside the seven-county  
14 metropolitan area, up to a maximum of ~~\$300~~ <sup>\$400</sup> during each month the  
15 Legislature is in session.

16 Requests for reimbursement must be submitted to the  
17 Secretary of the Senate monthly on forms provided for this  
18 purpose and must include a certification by the member that the  
19 amounts for which reimbursement is sought have been paid to the  
20 interns. Requests for lodging reimbursement must be accompanied  
21 by receipts or other suitable documentation.

22 The Secretary of the Senate shall prepare and issue  
23 warrants for payment of intern expenses from the Senate  
24 legislative expense fund.

Rules and Administration Committee  
Chair: Senator Dean E. Johnson  
Thursday, August 26, 2004  
Room 123 10:30 a.m.

Attendance

Present:

Johnson, DE; Rest; Belanger; Berglin; Cohen; Day; Dille; Hottinger; Langseth; Marty;  
Metzen; Neuville; Pappas; Pariseau; Pogemiller; Sams; Stumpf; Vickerman

Absent:

Frederickson; Kiscaden; Larson; Olson; Ranum

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

Eileen Lunzer, Fiscal Services, testified before the committee and explained the per diem, mileage, lodging, and travel expenses form to the members of the committee.

Senator Day moves a verbal amendment as follows:

To change In-District mileage to Constituent Service Mileage. Motion was adopted.

Senator Pariseau moved the document as amended. Motion was adopted.

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

Senator Rest moved the adoption of the New Position to the Republican Caucus. Motion was adopted.

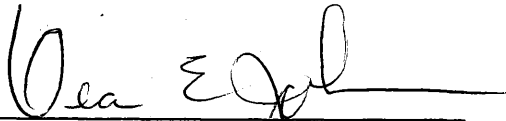
Senator Day moved the Roster Changes document as amended. Motion was adopted.

Karen Veninga, Director of Human Resources, testified before the committee and answered questions from members of the committee. She explained the Sick Leave Policy. She explained the Sick Leave requests for Gloria Gunville, Senate Majority Researcher and Kathy Pontius, Counsel and Research.

Senator Sams moved the Sick Leave Policy as amended. Motion was adopted.

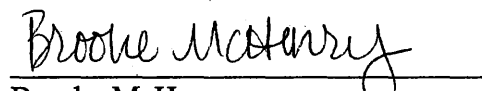
Senator Dille testified before the committee and answered questions from members of the committee. There was NO action taken.

Senator Dean E. Johnson adjourned the meeting at 11:30 a.m.



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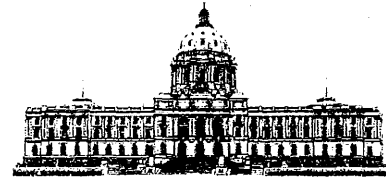
Dean E. Johnson  
Chair of Rules and Administration



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Brooke McHenry  
Legislative Assistant

**DEAN ELTON JOHNSON**  
Senate Majority Leader  
Senate District 13  
208 State Capitol Building  
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E-mail: sen.dean.johnson@senate.mn



# Senate

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State of Minnesota

August 2004

**TO:** All Senators

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

**RE:** Per Diem and Travel Reimbursement (Interim 2004)

**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 – **37<sup>1/2</sup> cents per mile** (as of January 1, 2004).

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.**

## **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 90 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.