

SCOMM

#49:37

JOINT SPECIAL COMMITTEE ON LEGISLATIVE SALARIES

PRE-PAY RAISE PER DIEM SYSTEM

SESSION: NON-JUNEAU LEGISLATOR.....\$80.00/day
JUNEAU LEGISLATOR.....\$60.00/day

NOTE: rates are same as set for all state employees except the Juneau legislator received an extra \$10.00/day. This change made in 1/82

TRAVEL HOME DURING SESSION

- ° ROUND TRIP TRAVEL PAID
- ° TAXI FARE OR CAR RENTAL-WITH APPROVAL FROM SENATE PRESIDENT OR HOUSE SPEAKER
- ° NO OTHER EXPENSES COVERED-IT WAS FELT THAT THEY WERE RECEIVING PER DIEM ALREADY AND THE STATE SHOULD NOT HAVE TO COVER ANY ADDITIONAL EXPENSES WHEN THEY WERE IN THEIR HOME TOWN.

TRAVEL TO AREA OTHER THAN HOME DURING SESSION

- ° ROUND TRIP TRAVEL PAID
- ° TAXI FARE OR CAR RENTAL-SUBJECT TO APPROVAL
- ° SHORT TERM PER DIEM RATE PAID FOR THE AREA TRAVEL TO (FOR HOTEL & MEAL EXPENSES)

INTERIM

HOME TOWN LEGISLATIVE DUTIES

- ° ELIGIBLE FOR LONG TERM PER DIEM RATE FOR LEGISLATIVE DUTIES (VERY FEW REQUESTED THIS, BUT A FEW RECEIVED ALMOST DAILY PER DIEM)

HOME TOWN COMMITTEE MEETINGS

- ° ELIGIBLE FOR LONG TERM PER DIEM IF ATTENDING COMMITTEE HEARING (MANY DID REQUEST THIS)

TRAVEL AWAY FROM HOME TOWN DURING INTERIM

- ° ROUND TRIP TRAVEL PAID
- ° TAXI FARE OR CAR RENTAL-SUBJECT TO APPROVAL
- ° SHORT TERM PER DIEM RATE FOR AREA TRAVELED TO (FOR HOTEL AND MEAL EXPENSES)

NOTE: Current federal per diem rates are: Anchorage \$116, Juneau \$109, Fairbanks \$104, Barrow \$139, Kodiak \$129, Sitka \$113, Valdez \$129.

Current state per diem rates are: South East-ST \$80 LT \$50, Central-ST \$80 LT \$50, Far North-ST \$90 LT \$55, South West-ST \$85 LT \$55, Outside-ST \$80 LT 50.

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CURRENT TRAVEL REIMBURSEMENT SYSTEM

SESSION: NO PER DIEM PAID DURING SESSION

TRAVEL HOME DURING SESSION

- ° ROUND TRIP TRAVEL PAID
- ° TAXI FARE OR CAR RENTAL-WITH APPROVAL FROM SENATE PRESIDENT OR HOUSE SPEAKER
- ° NO OTHER EXPENSES COVERED

TRAVEL TO AREA OTHER THAN HOME DURING SESSION

- ° ROUND TRIP TRAVEL PAID
- ° TAXI FARE OR CAR RENTAL-SUBJECT TO APPROVAL
- ° HOTEL EXPENSE PAID
- ° \$31.00 MEAL ALLOWANCE PER DAY

INTERIM

HOME TOWN LEGISLATIVE DUTIES

- ° NOT ELIGIBLE FOR ANY ALLOWANCES

HOME TOWN COMMITTEE MEETING

- ° NOT ELIGIBLE FOR ANY ALLOWANCES

TRAVEL AWAY FROM HOME TOWN DURING INTERIM

- ° SAME AS DURING SESSION

NOTE: ALL TRAVEL IS ASSUMED TO BE COMMITTEE RELATED, IF NOT EXPENSES AS SUBJECT TO APPROVAL FROM SENATE PRESIDENT OR HOUSE SPEAKER DURING SESSION AND HOUSE AND SENATE MAJORITY LEADERS IN THE INTERIM. THIS APPLIES TO PRE-RAISE AND CURRENT TRAVEL REIMBURSEMENT SYSTEM.

TO: LINDA FIRESTONE

FROM: MAUREEN RHEA, LAA

DATE: SEPTEMBER 5, 1985

RE: TELEPHONE CONVERSATION OF 9/3/85

ENCLOSED PLEASE FIND THE LEGISLATIVE COUNCIL'S POLICY ON SPECIAL SESSION TRAVEL AND PER DIEM REIMBURSEMENTS FOR LEGISLATORS. ALSO PLEASE FIND THE ALASKA STATE ADMINISTRATIVE MANUAL SECTIONS RELATING TO SHORT-TERM PER DIEM RATES, LONG-TERM PER DIEM RATES, AND THE REGIONAL PER DIEM RATES.

IF I MAY BE OF MORE HELP PLEASE CALL ME AT 465-3850.

LAA 15

SESSION MOVING AND TRAVEL POLICY

Policy Statement

It is the policy of the Legislative Council to provide for legislators' personal moving and travel expenses necessary to attend legislative sessions. Moving and travel costs are allowed from a legislator's residence in his or her home district to and from the capital city for the purpose of attending a regular session of the Legislature.

Requests for clarification of any area in this policy or questions regarding a move shall be addressed to the LAA Executive Director for written explanation. Legislators should not expect payment for costs not specifically covered in this policy without prior written approval from the Council chairman or a designate.

I. MOVING

LAA will pay for the actual and necessary expenses charged by a commercial mover for packing, transporting, and unpacking up to 10,000 pounds of household goods and personal effects, including in-transit insurance up to \$1.25 per pound, and in-transit storage up to 30 days.

Storage for household goods and personal effects only in the capital city during the interim is an allowable cost.

Storage for household goods and personal effects in the legislator's home city during the session is an allowable cost.

A pick-up by a moving company is allowed only at a legislator's home. If a legislator wishes to have a pick-up made at an additional stop, he or she is responsible for paying the entire shipping bill related to that extra stop.

Office moves to Anchorage and Fairbanks will be coordinated by LAA and the Legislative Information Offices. Office moves should not be consolidated with legislators' personal and household moves. To avoid paying minimum freight charges for each legislator, there will be one consolidated office move from Anchorage and one from Fairbanks. Legislators will be notified by the Information Offices as to the dates of these moves.

Legislators establishing offices in locations other than Anchorage or Fairbanks may combine their office moves with their personal moves. An additional stop by a moving company at the Capitol Building is allowed. Office materials are not applied toward a legislator's 10,000 pound limit.

Items that may be shipped as household goods and personal effects at state expense include the following: household furnishings, appliances, clothing, books and similar items belonging to a member, spouse or dependent which can be legally accepted and transported as household goods and personal effects by an authorized commercial carrier in accordance with rules and

regulations established or approved by the Legislative Council. Also included are spare parts for privately owned motor vehicles, such as extra tires, wheels, tire chains, tools, battery chargers, accessories, etc. Household pets, up to a maximum of three, are included in this section.

Items that may not be shipped as household goods and personal effects at state expense include the following:

- A. Any article not belonging to or owned by the member, his or her spouse or dependents;
- B. Cordwood, firewood, or building materials;
- C. Property for the primary purpose of resale, disposal, or commercial use rather than for personal use by the member and his or her spouse or dependents;
- D. Articles acquired after the effective date of adjournment of the legislative session;
- E. Articles which in normal use form an integral part of a building or structure and which in normal use cannot be taken from the premises without damage to the rest of the property on the premises.

LAA will pay the cost of renting trailers or trucks, plus mileage at the rate of twenty-five cents (25¢) per mile, to move household goods and personal effects and/or charges by a commercial hauler to tow house trailers containing the household goods and personal effects of a legislator, provided that the total cost of the move is not in excess of the cost of moving 10,000 pounds of household goods and personal effects by a commercial carrier. House trailers are considered to be part of the 10,000 pounds if they are put in closed containers or barged to their destination, unless it is necessary to do so in order to reach the nearest point that connects with the State highway or ferry system.

II. TRAVEL AND VEHICLES

A motor vehicle is not considered part of the 10,000 pound weight limit on household goods and personal effects if the transportation costs are paid under this section. A legislator may receive payment for transportation costs for not more than two motor vehicles which are registered in the name of the legislator, his or her spouse or dependent.

Allowable costs include:

- A. The cost of air or barge transportation for the vehicle(s) from the legislator's residence to the nearest point that connects with the state highway or ferry system;
- B. Highway mileage at the rate of twenty-five cents (25¢) per mile for each car owned by the legislator, his or her spouse or dependent up to two vehicles;

- C. A ticket for transportation on the Alaska State Marine Highway System for each motor vehicle, including the cost of a trailer being towed by a vehicle;
- D. Tourist class airfare or a ticket for transportation on the Alaska State Marine Highway System for the legislator and his or her spouse or dependents. Up to three bags in excess of airline limitations are eligible for reimbursement; and
- E. A standard per diem for the legislator, half of the standard per diem for his or her spouse, and an eighteen dollar (\$18) per day per diem for each of his or her dependents while en route, up to a maximum of 5 days per person. Upon arrival at the capital, a newly elected or appointed legislator, his or her spouse and dependents are entitled to per diem at the same rate as per diem while en route for not more than fifteen (15) days while looking for permanent housing.

Transportation of a motor vehicle in an enclosed container, except as permitted in II (A) above, is not an allowable cost.

III. SPECIAL LEGISLATIVE SESSION.

Each member of the Legislature is entitled to receive one round-trip transportation fare equal to the cost of tourist-class airline fare from his or her place of residence in his or her home district to the capital for purposes of attending special sessions of the Legislature. A standard per diem for each legislator will be allowed for his or her travel. Each member is also entitled to an allowance equal to the cost of two hundred (200) pounds air freight each way.

Subsistence7640 - PER DIEM ALLOWANCES (1-82)

While traveling on official business and overnight lodging is obtained, employees shall be allowed a per diem allowance instead of actual expenses for subsistence. The locations where overnight lodging is obtained and the circumstances of travel determine the per diem rate that is applicable.

Four basic per diem allowances have been established in Alaska. In addition, a basic per diem allowance has been established for outside travel to and from the contiguous United States, Hawaii and Canada. Employees traveling outside the contiguous United States, Hawaii and Canada will be allowed the appropriate per diem established by the federal government for employees of the United States traveling abroad or will be reimbursed actual costs for meals and lodging. If the employee elects to be reimbursed for actual costs, amounts claimed must be supported by paid receipts or billings so far as is practical and are subject to review by the Commissioner of Administration as to their reasonableness. If the employee elects per diem, contact the Pre-Audit Section, Division of Finance, which maintains federal per diem schedules that are updated monthly, based on world money values.

The established per diem allowance is commonly referred to as the short-term rate. In addition to the short-term rate there is a long-term rate and a non-commercial rate. The circumstances of travel determine which rate will apply.

1. Short-term Rate - A short-term per diem allowance is authorized when the circumstances of travel are such that the traveler can reasonably be expected to incur expenses comparable to those arising from the use of good and moderately priced establishments catering to the general public. The short-term per diem rate is intended for trips of such duration that monthly rates are not obtainable. The short-term per diem rate may not be used after the 30th consecutive day in one location unless a continuation has been approved in advance by the Commissioner of Administration.
2. Long-term Rate - A long-term per diem allowance is authorized when the circumstances of travel are such that the traveler can reasonably be expected to incur expenses comparable to those arising from the use of establishments catering to the long-term visitor. The long-term per diem rate may not be used after six consecutive months in one location unless a continuation has been approved in advance by the Commissioner of Administration.

TRAVEL

7640(1)
Rev. January 1982

3. Non-commercial Rate - A per diem allowance at approximately 60% of the long term rate is authorized when the circumstances of travel are such that the traveler can reasonably be expected to incur expenses comparable to those arising from the use of non-commercial subsistence facilities such as field camping and/or the facilities of state camps and institutions. The non-commercial per diem rate may not be used after six consecutive months in one location unless a continuation has been approved in advance by the Commissioner of Administration.

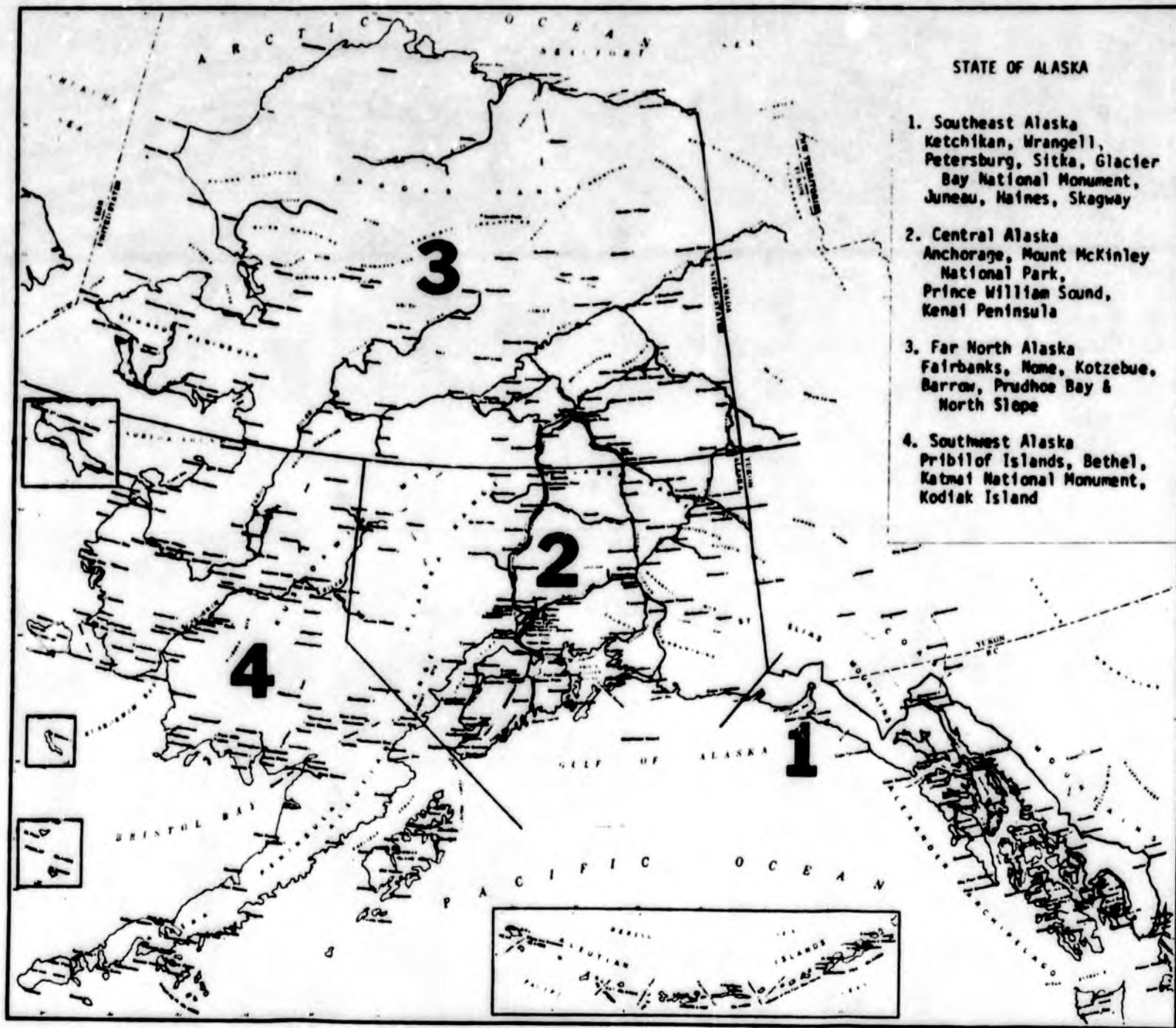
TRAVEL

Exhibit 7640
Rev. January 1982

PER DIEM RATES

<u>Region</u>	<u>Location</u>	<u>Short-Term Per Diem Rate</u>	<u>Long-Term Per Diem Rate</u>
1	Southeast Alaska	80.00	50.00
2	Central Alaska	80.00	50.00
3	Far North Alaska	90.00	55.00
4	Southwest Alaska	85.00	50.00
5	Outside of Alaska - Contiguous U.S., Hawaii and Canada	80.00	50.00

In all communities along the pipeline corridor from Valdez to Prudhoe Bay, (except the communities of Valdez and Fairbanks) the State will pay either the established per diem or actual costs for lodging and meals. Actual costs must be supported by paid receipts or billings.



TRAVEL

Exhibit 7640.1

TRAVEL

7642 - 7643
Rev. January 19827642 - COMPUTATION OF ALLOWANCES (1-82)

The appropriate per diem rate for a day is the rate prescribed for the community in which an employee obtains overnight lodging. However, the per diem rate that is used for the day on which an employee returns to his official duty station is the rate prescribed for the community in which the employee obtained the previous night's lodging.

The example below illustrates the appropriate per diem rate to use for a Juneau based employee who travels to Fairbanks on the first day, to Bethel on the second day and returns to Juneau on the third day.

<u>Day</u>	<u>Travel</u>	<u>Overnight Lodging</u>	<u>Prescribed Per Diem Rate</u>
1	Juneau to Fairbanks	Fairbanks	Fairbanks
2	Fairbanks to Bethel	Bethel	Bethel
3	Bethel to Juneau	Juneau	Bethel

For the purpose of calculating per diem, a day is a period of time that begins at midnight and ends at midnight on the following day. A full per diem is allowed for the day of departure, which is defined as the calendar day indicated by the departure time displayed on the inter-city common carrier's timetable. On the day of return the calendar day is divided into quarters beginning at midnight and a quarter per diem is allowed for each quarter in which an employee is in travel status for three hours or more. Refer to Exhibit 7642.

For purposes of interpretation, travel status will begin and end when the employee leaves and returns to the duty station if travel begins and ends during the employee's assigned working hours except that transportation expenses are, in addition, authorized to and from the immediate work station/office. Travel status begins and ends when the employee departs and/or returns to her/his residence if travel begins and/or ends outside the employee's assigned working hours.

7643 - MEAL ALLOWANCES (1-82)

When no overnight lodging is required, a meal allowance may be paid if the employee is in travel status at least three consecutive hours during a normal meal period. Normal meal periods are midnight to 10:00 a.m. for breakfast, 10:00 a.m. to 3:00 p.m. for lunch and 3:00 p.m. to midnight for dinner. Authorized meal allowances are:

Breakfast	\$ 6.00
Lunch	9.00
Dinner	16.00

TRAVEL

Exhibit 7642
Rev. January 1982

SHORT-TERM AND LONG-TERM
PER DIEM RATES

SHORT-TERM PER DIEM RATES

<u>Full Day</u>	<u>Three- Quarter Day</u>	<u>One Half Day</u>	<u>One Quarter Day</u>
\$80.00	\$60.00	\$40.00	\$20.00
85.00	63.75	42.50	21.25
90.00	67.50	45.00	22.50

LONG-TERM PER DIEM RATES

<u>Full Day</u>	<u>Three- Quarter Day</u>	<u>One Half Day</u>	<u>One Quarter Day</u>
\$50.00	\$37.50	\$25.00	\$12.50
55.00	41.25	27.50	13.75

