

# Legislative Services Agency Presentation to the House Standing Budget Review Appropriation Subcommittee 1/20/2016

## **Name of Agency/ Program Year Created**

The Legislative Services Agency was created in 2003. Below is a brief history of the nonpartisan support staff for the Iowa Legislature:

**Legislative Service Bureau** - The Legislative Research Bureau (LRB) was created on May 19, 1955, effective upon publication of the legislation (56 GA, ch 4 and 57 GA, ch 50). LRB was originally attached to the Legislative Research Committee. The Bureau was later renamed the Legislative Service Bureau and made subordinate to the Legislative Council and Service Committee.

**Legislative Fiscal Bureau** - The Legislative Fiscal Bureau (LFB) was created on May 4, 1961, effective upon publication of the legislation (59 GA, ch 139). The legislation created the position of Legislative Fiscal Director attached to the Budget and Financial Control Committee. The Bureau was later made subordinate to the Legislative Council and Service Committee.

**Computer Support Bureau** - The Legislative Computer Support Bureau (LCSB) was created on May 10, 1985, effective upon publication of the legislation (85 GA, ch 65). The Bureau was made subordinate to the Legislative Council and Service Committee. In the 1970s LSB and LFB used a mainframe housed in the executive branch to prepare its work products. Around 1985 the Legislative Council acquired a Unisys mainframe and LSB and LFB began preparing their legal and fiscal work products on that mainframe.

**Legislative Services Agency** - The Legislative Services Agency (LSA) was created on April 14, 2003, effective upon enactment (2003 Acts, ch 35). The Agency was made subordinate to the Legislative Council and Service Committee. The new LSA retained the functions of its three predecessor agencies and the governing legislation continued most, if not all of the major statutory oversight provisions and restrictions applicable to the predecessor agencies. LSA staffing of the Administrative Rules Review Committee was provided for in the legislation. (See Attachment 1 for Organizational Chart)

## **Statutory Authority**

Iowa Code chapters 2A, 2B, and 2C

## **Why was this agency/program started?**

To provide the following services:

### ***Preparation of Legislation***

Iowa Code section 2A.4(2) Drafting and preparation of legislation, including bills, resolutions, and amendments, for committees and individual members of the general assembly; proposed bills and joint resolutions for state agencies and the governor in accordance with section 2.16; and bills embodying a plan of legislative and congressional redistricting prepared in accordance with chapter 42.

### ***Fiscal Analysis & Revenue and Budget Review***

Iowa Code section 2A.4(3) Fiscal analysis of legislation, and state expenditure, revenue, and budget review. The director of the agency or the director's designee may make

recommendations to the General Assembly concerning the state's expenditures and revenues.

***Analysis of any Governmental Matters***

Iowa Code section 2A.4(1) Preparation of legal and legislative analysis of any governmental matter upon the proper request of members and committees of the General Assembly. Such analysis shall not contain any public policy recommendations. Such legal analysis shall be provided through the exercise of an attorney/employee's independent, professional judgment.

***Staffing Services for Committees***

Iowa Code section 2A.4(7) Furnishing information, acting in an advisory capacity, providing staffing services, and reporting to standing, statutory, and interim committees of the general assembly.

***Review and Oversight of State Program Operations***

Iowa Code section 2A.4(10) Review and oversight of state program operations and program evaluation of state agencies, including compliance, efficiency, and effectiveness determinations, as required by section 2A.7.

***Legislative Computer Systems and Services***

Iowa Code section 2A.4(11) Provision of legislative computer systems services to the Senate, House of Representatives, and central legislative staff agencies, and provision of advice regarding legislative computer systems services, needs, capabilities, and uses to the legislative council and the General Assembly.

***Produce Official Legal Publications of the State***

Iowa Code section 2A.1(2.d) Publication of the official legal publications of the state, including but not limited to the Iowa Acts, Iowa Code, Iowa Administrative Bulletin, Iowa Administrative Code, and Iowa Court Rules as provided in Iowa Code chapter 2B.

***Legislative Information Office and Tour Guides***

Iowa Code section 2A.1(2.f) Provision of legislative information to the public, provision of library information, management of legislative visitor protocol services, and provision of Capitol tour guide services.

**Why is this agency/ program necessary today?**

To continue to provide nonpartisan services to the Iowa Legislature and citizens (see above).

**Has the Agency/ Program's Mission Been Accomplished?**

Every year it is a new effort to meet the requirements of the Iowa Code.

**Does the Agency/ Program Have Outcome Measures? Where can these Outcome Measures be found?**

Yes, meeting all of the statutory requirements of the Code. See the response to the next question.

**What data is available to show Iowans that your program/agency is an effective investment of taxpayer dollars? Where can Iowans find these?**

Many of the LSA Products and Services can be found on the Iowa Legislature website [www.legis.iowa.gov](http://www.legis.iowa.gov). Staff interaction with legislators, departments, lobbyists, and the public is more difficult to show. Below are some of the major products that show the return on investment:

- Completed the 2011 redistricting
- Bills and Amendments

- Bills 2011-2015 Average – 2,104
- Amendments 2011-2015 Average – 2,753
- Statutes
  - 2015 Iowa Acts (early publication of Acts on Internet)
  - 2015 Iowa Code (6 volumes with tables; 1 volume General Index)
- Administrative Rules
  - 264 Iowa Administrative Rulemakings (2012)
  - 334 Iowa Administrative Rulemakings (2010-2012 average)
  - 26 Iowa Administrative Bulletins issues per year
  - 26 Iowa Administrative Code updates per year
  - Court Rules 2011-2015 Average - 12
- LSA Research Publications
  - Monthly Revenue Memo and Video Memos
  - Monthly Total Tax Memo
  - Monthly Fiscal Impact of Administrative Rules
  - Monthly Medicaid Forecasts
  - Fiscal Update
  - Annual Report (Graybook)
  - Analysis of Department Budget Requests
  - Analysis of Governor's Budget Recommendations
  - Fiscal Facts
  - Factbook
  - Issue Reviews (approximately 12 per year)
  - Fiscal Notes (approximately 175 per year)
  - NOBA (approximately 100 per year)
  - Fiscal Topics (approximately 30 per year)
  - Legal Updates (99 Updates including State Authority to Regulate Employment of Unauthorized Aliens, Property Tax Classification, Multiple Housing Cooperatives, and Free Speech and Viewpoint Discrimination)
  - Legal Guides (38 Guides including Education Finance, Property Tax, OWI Law, Public Retirement, Rulemaking, and State Taxation)
  - Legal Background Briefings (12 Background Briefings including Gift Law, Lobbyist Regulation, Lending the Credit of the State, and Seventy Percent Criminal Sentences)
- Capitol Tours
  - Visitors 2015 – 75,394
  - Building Tours – 2,407
  - Visitors on Building Tours – 46,506
  - Referrals – 21,367

**Are there any laws or administrative rules that could be changed to make your agency or program more effective or more efficient?**

The LSA does suggest changes when needed to allow for more efficient operation. In recent years the Iowa Code has been updated to allow both printed and electronic delivery its most important legal publications, the Iowa Acts and Code, the Administrative

Bulletin and Code, and the Court Rules. Every year the non-substantive Code Editor bill contains structural changes to the Iowa Code that permits the LSA to perform more efficiently.

**Are there any laws or administrative rules that limit your ability to work with others?**

See above response.

**What new programs or initiatives have been created since 2007 that are funded from state sources?**

Iowa Code section 2.56 added in 2008 requiring the writing of Correctional Impact Statements.

**Part 2 - Financial Summary Questions**

**1. Where did the "Receipts from Other Entities" come from in FY15 and why is it zero now?**

This is from state agency payment for the 2015 Iowa Code. The FY 16 and FY 17 numbers are provided by Department of Management (DOM). See Attachment 2 for actual Legislative expenditures for FY 14 and FY 15.

**2. Explain the "Sales, Rents & Services" & "Miscellaneous" line items. Why the changes?**

This reflects sales by the Legislative Gift Shop (see Attachment 3).

**3. Explain the "Beginning Balance & Adjustments."**

This reflects income from sales by the Legislative gift shop that are allowed to carry forward into the next fiscal year (see Attachment 3).

**4. What is covered under "Personal Services?"**

- a. Salaries & Wages
- b. Employer Share- FICA
- c. Employer Share- IPERS
- d. Employer Share-Judicial Retire
- e. Employer Share-Peace Off. Retire
- f. Employer Share-Health Insurance
- g. Employer Share-Grp Life Ins
- h. Employer Share-Disability Income
- i. Deferred Compensation-State Share
- j. Dental Insurance-State Share
- k. Per Diem
- l. Banked Sick Leave

**5. Explain the "Travel & Subsistence" line item. Why the big decrease after FY15? What are the limits/restrictions on reimbursable travel?**

From the State Accounting manual: "Reimbursable expenses and travel allowances shall be limited to an allowance for meals, lodging, transportation, and other actual and necessary travel expenses incurred by a traveler in the performance of official duties subject to applicable limitations." See Attachment 4 for the Accounting travel guidelines.

**6. How are "Supplies & Materials" distributed between the three entities?**

See Attachment 2.



**7. What are "Contractual Services & Transfers"?**

<b>Legislature Contractual Services &amp; Transfers</b>	<b>FY 2015</b>
Communications	\$ 173,023
Rentals	43,106
Professional & Scientific Services	149,418
Outside Services	18,161
Advertising & Publicity	4,194
Outside Repairs/Service	57,288
Reimbursement to Other Agencies	106,246
ITS Reimbursements	25,323
IT Outside Services	1,261,633
Gov Fund Type Transfers - Other Agencies Services	1,745
	\$ 1,840,137

The largest amount is for IT Outside Services by LSA. This is discussed with the response to question 35.

**8. Explain "Equipment and Repairs." What kind of equipment is included? Is there an equipment replacement plan?**

For the LSA this is for repair of older printers. Most of our major equipment is covered by warranty plans.

**9. Why the massive variance in "Claims & Miscellaneous"?**

The FY 16 and FY 17 numbers are provided by DOM. See Attachment 2 for actual Legislative expenditures for FY 14 and FY 15.

**10. Why the \$1 for "Plant Improvements & Additions"?**

The FY 16 and FY 17 numbers are provided by DOM. See Attachment 2 for actual Legislative expenditures for FY 14 and FY 15.

**11. What is the breakdown of FTEs? Where did the FTE cuts come from after FY15? Between the chambers, what drives the FTEs? Of the FTEs, how many have been unfilled for 6 months or more? What is the staff/legislator ratio for the two chambers? How many FTEs in International Relations Account?**

See Attachment 5 that has FTEs for the LSA. International Relations is staffed by LSA employees.

**16. Describe the "International Relations Account."**

The International Relations Committee of the Legislative Council has 12 legislative members charged with developing goals and procedures that will facilitate international communication between the Iowa General Assembly and foreign governments. The Committee was created by the Council in December 1992 and began its work during the 1993 interim. The International Relations Account is allocated \$10,000 by the Legislative Council for the purchase of official gifts for presentation to official international visitors and for use by representatives of the Iowa General Assembly on official visits to other countries.

## **LSA**

### **30. Why the big requested increase for LSA in FY17?**

Numbers are inaccurate. See Attachment 5 that displays the LSA budget for the past 10 years.

### **31. What is the LSA "Gov Fund Type Transfers-Other Agencies"?**

This is from the sale of the Iowa Code.

### **32. Explain the LSA out of state travel.**

Travel by the Uniform Law Commissioners and travel by LSA employees to conferences and training.

### **33. Why the massive increase in Office Supplies for LSA?**

Numbers are inaccurate. See Attachment 2.

### **34. Has LSA looked at using technology to cut down on the massive printing/binding expense?**

Some years ago LSA initiated the electronic delivery of most of these legal publications and recommended that the law be changed to eliminate most free paper publications, relying instead on electronic publication and requiring the remaining recipients of paper publications to internalize their costs of access by purchasing the paper publications. The LSA continues to work on transparency by making more filtering and indexing tools available on the internet to allow legislators and the public to more easily access these important, ever-changing legal publications that have the force of law.

Over the past 10 years we have decreased the number of print copies in a number of areas. Below are some of the changes and a comparison of the number of print copies.

- Eliminated the printing of the Iowa Administrative Bulletin and the Administrative Code Supplement every two weeks.
- Stopped printing the Iowa Code Supplement every other year, it is now available in electronic format.
- Stopped printing the Iowa Roster every other year, it is just available in electronic format.

<b>Product</b>	<b>2005 Hardcopy Printed</b>	<b>2015 Hardcopy Printed</b>
Iowa Code	6000	3800
Iowa Code Supplement	4200	0
Iowa Acts	3500	900
Iowa Official Register	3500	1200
Iowa Administrative Bulletin	250	0
Iowa Administrative Code Supplement	275	0
Iowa Court Rules	975	0

The sale of the Iowa Code and Acts has generated profit that goes to the State General Fund between \$125,000 and \$200,000. See Attachment 6 for additional detail of the LSA approach to process improvement using technology as a tool.

### **35. Explain LSA's IT contract/outside services/equipment.**

The LSA outside services budget includes payment for outside software developers. The LSA has reengineered electronic drafting and legal publications processes, this replaced systems were on average 25 years old. This included:

- Administrative Rules

- Bills and Amendments
- Iowa Code and 2011 Iowa Code Supplement
- Indexes for Iowa Acts and Iowa Code Supplement

The goal for this system upgrade was that the system will be recognized and used as the authentic, accurate, and timely source of legislative information and official legal publications. The information and publications will be provided in multiple, easy-to-use formats. The following principles have guided the software development:

- Maintaining the integrity of legislative information and official legal publications produced by the Senate and House of Representatives and the Legislative Services Agency through precise conversion and validation processes
- Reducing the risk of failure or inability to support production and publication systems by replacing the Unix platform and Mapper and Quicksilver software with a SQL Server platform and Arbortext editor
- Improving business practices by storing information in databases, with XML tagging, in order to streamline production and publication processes and to reuse the information accurately and efficiently
- Providing multiple, easy-to-use interfaces to legislative information for legislators, staff, and the public, including interfaces providing information on demand, compilations on-the-fly, and the dynamic delivery of specified subject matter and updates upon request
- Eliminating automatic paper distribution of information and instead relying on electronic production and distribution and local demand printing.

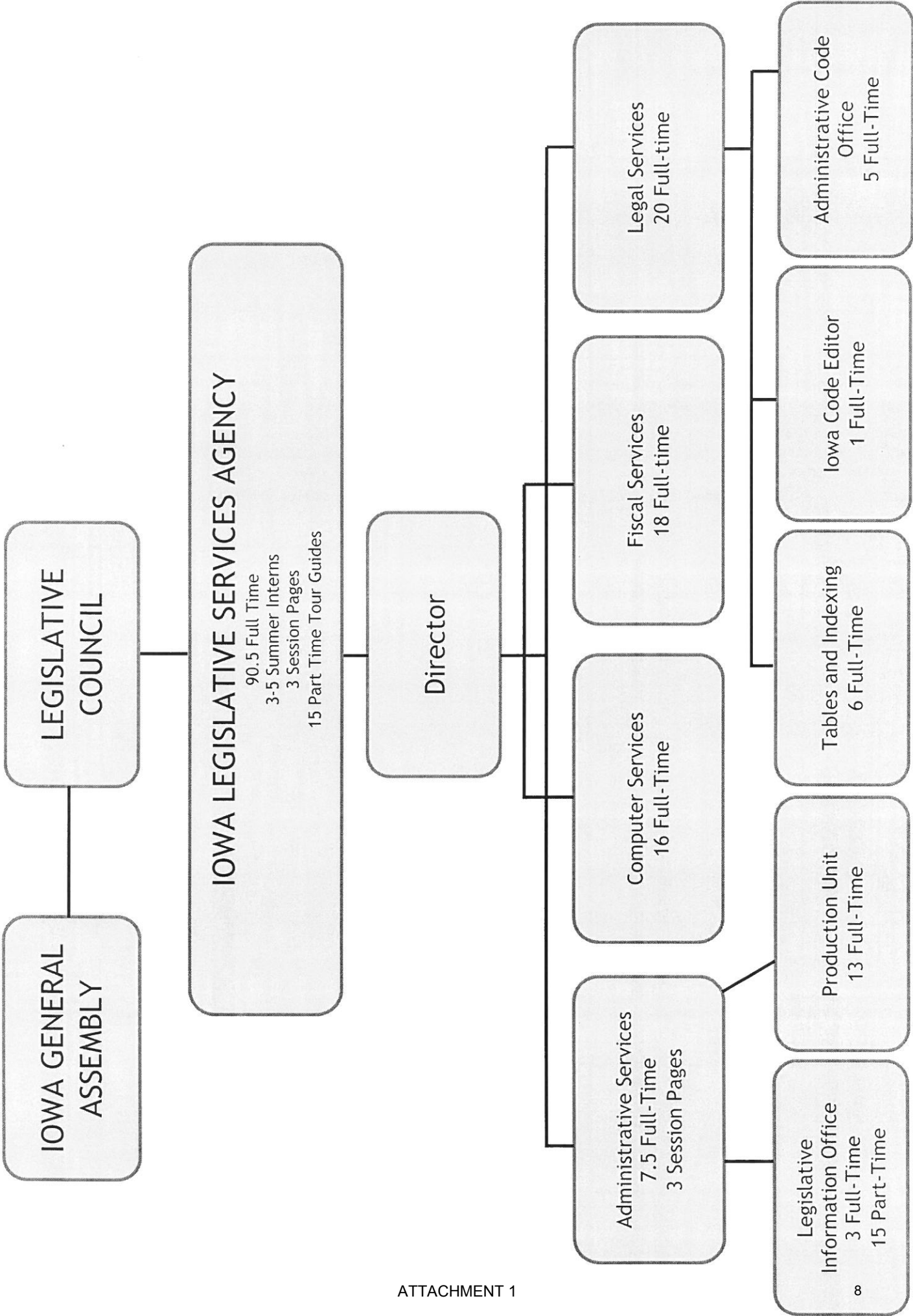
The outside services budget has been reduced by \$1.4 million since 2010. It is anticipated that further reductions can be realized as LSA employees take on more development responsibilities.

The LSA expenditure for IT equipment includes a both expenditures that occur yearly (Microsoft licensing) and equipment upgrades that occur less frequently. LSA has been able to utilize savings (such as holding positions open) to fund many equipment upgrades without having to utilize leasing. Past year equipment upgrades included:

- Moving to a virtual server environment
- Building out a redundant computer room
- Replace the UPS batteries
- Replace the storage and incorporate flash drives
- Replace end of life printers and copiers

#### **Additional Information**

See Attachment 7 for national comparative information on state legislatures.



	Senate FY14	Senate FY15	House FY14	House FY15	Joint FY14	Joint FY15	CAO FY14	CAO FY15	IR FY14	IR FY15	LSA FY14	LSA FY15	Total FY14	Total FY15
<b>Resources</b>														
<b>Appropriations</b>														
Appropriation	\$ 7,731,977	\$ 7,731,977	\$ 10,858,618	\$ 10,885,166	\$ 924,550	\$ 924,550	\$ 1,545,151	\$ 1,545,151	\$ 0	\$ 10,000	\$ 12,939,704	\$ 12,939,704	\$ 34,000,000	\$ 34,036,548
Change/DAS Dist	0	0	26,548	0	0	-10,000	0	0	3,238	0	0	0	29,786	-10,000
Estimated Revisions	197,446	849,445	402,129	705,891	215,027	288,635	80,986	158,250	-185	-8,696	-1,112,407	-704,449	-217,005	1,289,077
	<u>7,929,423</u>	<u>8,581,422</u>	<u>11,287,295</u>	<u>11,591,057</u>	<u>1,139,577</u>	<u>1,203,185</u>	<u>1,626,137</u>	<u>1,703,401</u>	<u>3,053</u>	<u>1,304</u>	<u>11,827,297</u>	<u>12,235,255</u>	<u>33,812,781</u>	<u>35,315,625</u>
<b>Receipts</b>														
Intra State Receipts	0	0	0	0	0	0	0	0	0	0	0	0	0	3,030
Reimb. Other Agencies	0	0	32	0	0	0	0	4,016	0	0	0	1,015	32	5,031
Unearned Receipts	0	0	0	0	0	0	1,333	0	0	0	0	0	1,333	0
Gov Fund Type Trans.	0	0	0	0	0	0	0	0	0	0	47,008	160,815	47,008	160,815
Other Sales & Services	0	0	0	0	0	0	0	0	0	0	6,446	5,970	6,446	5,970
	<u>0</u>	<u>0</u>	<u>32</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,333</u>	<u>4,016</u>	<u>0</u>	<u>0</u>	<u>53,454</u>	<u>170,830</u>	<u>54,819</u>	<u>174,846</u>
<b>Total Resources</b>	<b>\$ 7,929,423</b>	<b>\$ 8,581,422</b>	<b>\$ 11,287,327</b>	<b>\$ 11,591,057</b>	<b>\$ 1,139,577</b>	<b>\$ 1,203,185</b>	<b>\$ 1,627,470</b>	<b>\$ 1,707,417</b>	<b>\$ 3,053</b>	<b>\$ 1,304</b>	<b>\$ 11,880,751</b>	<b>\$ 12,406,086</b>	<b>\$ 33,867,500</b>	<b>\$ 35,490,472</b>
<b>Disposition of Resources</b>														
Personal Services-Salaries	\$ 6,477,999	\$ 6,859,024	\$ 8,835,554	\$ 9,122,655	\$ 1,070,799	\$ 1,094,621	\$ 1,576,950	\$ 1,660,449	\$ 0	\$ 0	\$ 9,198,376	\$ 9,304,647	\$ 27,159,678	\$ 28,041,397
Personal Travel In State	976,374	1,076,563	1,927,852	2,133,103	269	5,558	3,428	2,636	0	0	7,579	7,392	2,915,501	3,225,253
Personal Travel Out of State	31,345	34,079	18,352	19,404	50	122	4,776	4,960	0	0	39,682	42,591	94,206	101,156
Office Supplies	212,355	421,763	20,312	27,049	5,723	7,527	6,701	6,620	0	0	283,282	90,119	528,373	553,078
Other Supplies	0	18,403	0	0	0	0	0	599	3,053	530	1,500	240	4,553	19,772
Facility Mainten. Supplies	0	0	0	0	1,722	3,716	0	0	0	0	0	0	1,722	3,716
Equipment Mainten. Supplies	4,847	39,787	0	0	11,538	11,885	0	0	0	0	0	0	16,385	51,671
Printing & Binding	35,161	26,567	109,348	128,115	-6,117	10,005	738	0	0	0	14,787	339,268	153,918	503,955
Uniforms & Related Items	4,200	3,850	7,221	6,315	756	579	0	0	0	0	2,412	2,246	14,590	12,990
Postage	60	12	386	213	0	0	738	611	0	0	8,571	14,113	9,755	14,949
Communications	45,011	48,792	47,409	41,589	5,946	6,410	10,302	10,303	0	0	64,549	65,930	173,218	173,023
Rentals	23,277	22,291	0	0	0	0	2,318	2,318	0	0	17,074	18,497	42,669	43,106
Professional & Scientific Serv.	109,843	1,697	2,294	4,925	48,890	62,184	8,923	10,193	0	0	67,054	70,420	237,004	149,418
Outside Services	45	0	8,441	2,598	0	0	1,791	0	0	0	31,745	15,563	42,022	18,161
Advertising & Publicity	0	0	0	0	0	0	0	0	0	0	1,928	4,194	2,841	4,194
Outside Repairs/Service	1,324	2,993	34,300	26,400	0	0	4,889	1,239	0	0	19,825	26,657	60,337	57,288
Reimb. to Other Agencies	7,583	8,073	68,785	74,274	0	0	2,496	2,400	0	0	22,110	21,500	100,973	106,246
ITS Reimbursements	0	0	0	0	0	0	2,580	2,888	0	0	37,284	22,435	39,864	25,323
IT Outside Services	0	0	0	0	0	0	0	0	0	0	1,445,391	1,261,633	1,445,391	1,261,633
Gov Fund Trans. - Other Agencies	0	0	0	0	0	0	0	0	0	774	60	971	60	1,745
Equipment	0	0	190,893	0	0	0	0	0	0	0	0	0	190,893	0
Office Equipment	0	17,530	15,268	4,417	0	578	839	2,201	0	0	53,838	36,106	69,944	60,832
IT Equipment	0	0	0	0	0	0	0	0	0	0	558,448	1,060,629	558,448	1,060,629
Other Expense & Obligations	0	0	0	0	0	0	0	0	0	0	277	94	277	94
Interest Expense/Princ/Securities	0	0	0	0	0	0	0	0	0	0	4,977	841	4,977	841
<b>Total Disposition of Resources</b>	<b>\$ 7,929,423</b>	<b>\$ 8,581,422</b>	<b>\$ 11,287,326</b>	<b>\$ 11,591,057</b>	<b>\$ 1,139,577</b>	<b>\$ 1,203,185</b>	<b>\$ 1,627,470</b>	<b>\$ 1,707,417</b>	<b>\$ 3,053</b>	<b>\$ 1,304</b>	<b>\$ 11,880,751</b>	<b>\$ 12,406,086</b>	<b>\$ 33,867,500</b>	<b>\$ 35,490,472</b>

**STATE OF IOWA**

Fiscal Year 2017 Annual Budget  
 SPECIAL DEPARTMENT: (375) Legislative Branch  
 Budget Unit: (50400000079) Legislative Information Office Gift Sales  
 Schedule 6

	Fiscal Year 2015
	Actual
Resources	
Other Resources	
Balance Brought Forward (Funds)	\$ 26,267
Receipts	
Gov Fund Type Transfers - Other Agenc	2,274
Other Sales & Services	51,477
Total Resources	<u>53,751</u>
Total Resources	<u>80,018</u>
Disposition of Resources	
Office Supplies	\$ 0
Other Supplies	50,628
Other Expense & Obligations	440
Balance Carry Forward (Funds)	28,950
Total Disposition of Resources	<u>\$ 80,018</u>



**IN-STATE  
SUMMARY OF TRAVEL REIMBURSEMENT GUIDELINES**

**SUBMISSION OF TRAVEL CLAIMS** - All travel claims must state the actual expense incurred by the claimant, and shall not include expenses paid by other individuals, or for the purchase of miscellaneous items which are not needed in the performance of official duties.

**IN-STATE MEAL REIMBURSEMENT RATES** - These amounts include tax and tip, up to 15%. Receipts are required for travel except when exempt by contract. Procedures 210.102 and 210.205

Breakfast	\$5.00	Depart before 6:00 am
Lunch	\$8.00	
Dinner	\$15.00	Return after 7:00 pm
<b>Total</b>	<b>\$28.00</b>	

**TAXABLE MEALS** - "Travel Status" is defined by the IRS as having lodging either the day of the meal reimbursement or the night previous to the meal reimbursement. Meals with no overnight lodging are taxable to the employee. Procedure 210.109

**LODGING** - Employees will be reimbursed for lodging up to \$55.00 per night, plus applicable taxes. Request the government rate. Itemized receipts with method of payment shown are required. Procedure 210.215

**MILEAGE** - The standard mileage rate is 0.39¢ per mile when using a personal vehicle for state business, when authorized by their department. Encourage use of state vehicles. The most direct route must always be used. Procedure 210.130

**REGISTRATION FEES** - Registration fees may be paid by the individual or direct billed with approval of the Department Head or Designee. A paid receipt must be furnished for reimbursement. If no receipt is available, a printed copy of the registration form or electronic registration acknowledgement that is matched with a copy of the canceled check (front and back) or credit card receipt with appropriate information on the credit card statement will be accepted. A copy of the registration form and the agenda including information about any meal provided must be attached. Procedure 210.220

**OTHER** - The employee is responsible for the cancelation of all reservations and registrations. If canceling for personal reasons, the employee must pay any fees. If canceling due to a serious illness or death in the immediate family, the department head must approve and a doctor's note may be required. Procedure 210.120

**USE OF STATE VEHICLE** - Fuel purchases (not a state credit card) and all repairs must be approved by DAS-GSE-Fleet and Mail for reimbursement. Tire repairs, car washes, vehicle fluids, oil, washer solvent, fuel additives and key duplications over \$20 per occurrence must also be approved by Fleet and Mail for reimbursement. Procedure 210.131

**MISCELLANEOUS EXPENSES** - Original receipts must be attached to the travel payment to receive reimbursement for other miscellaneous expenses. Only certain miscellaneous expenses are allowable. Laundry expense is reimbursable if the employee is out for more than 5 days. Procedure 210.140

**MODE OF TRANSPORTATION** - Always check with Fleet and Mail for the rental of vans, buses, boats, or aircraft. A cost comparison and justification must be included. Procedure 210.200

**This is a summary of general In-State Travel Reimbursement Guidelines. Your department may have specific procedures in place to implement these travel rules. If you have questions or need more specific details, see your department's accounting staff.**

If you need assistance, email [Trina Brietske](mailto:Trina.Brietske), DAS-SAE Daily Processing, or call (515) 281-4497.

Updated January 2016



**OUT-OF-STATE  
SUMMARY OF TRAVEL REIMBURSEMENT GUIDELINES**

**SUBMISSION OF TRAVEL CLAIMS** - All travel claims must state the actual expense incurred by the claimant, and shall not include expenses paid by other individuals, or for the purchase of miscellaneous items which are not needed in the performance of official duties.

**TRAVEL DEPARTMENT AUTHORIZATION** - All out-of-state travel must be approved by the department head through the Online Travel Authorization process.

**TRAVEL ADVANCES** - A travel advance may be requested for 100% of registration fees and for an airline ticket when these expenses are due prior to the trip. 80% of other expenses can be advanced 7 working days prior to the trip if the anticipated cost is to exceed \$200. Travel advances must be finalized within 30 days after the completion of the trip. Procedure 210.310

**TICKETS FOR TRANSPORTATION** - Tickets for out-of-state transportation for all state departments covered by the statewide travel agency contracts may purchase airline tickets through a travel agency under contract. Departments have internal policies established to direct employees how and where to purchase tickets from a source determined by the department to be the best value. To receive reimbursement for airfare, a copy of the itinerary/invoice must be attached to the Travel Payment. If you wish to be reimbursed for tickets on a travel advance, the itinerary/invoice from the airline must be attached to the travel advance payment. Similar rules apply when other modes of transportation (such as bus or train) are used. Procedure 210.310, 210.325

**REGISTRATION FEES** - All out-of-state registration fees must be paid by the individual. You may request a 100% travel advance at the time the registration is due. A copy of the registration form and the agenda must be attached to the request for the advance. An original registration receipt must be attached to the follow-up travel claim, along with the registration form and agenda. Procedure 210.320

**LODGING** - An original receipt, which includes motel name and address, rate, taxes, etc., is required to receive reimbursement for lodging. Credit card receipts are not acceptable. When seeking overnight lodging, be sure to request state, government, commercial or conference rates, as many facilities offer these special rates which a state employee can and should obtain. Procedure 210.305

**MEAL RECEIPTS** - Meal receipts are required for travel, except when exempt by contract. Procedure 210.305

**MEAL RATES** - For a current listing of cities in each level, click here: [Out-of-State City Levels](#)

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>
Breakfast	\$7.00	\$7.00	\$8.00	\$9.00
Lunch	\$8.00	\$9.00	\$10.00	\$11.00
Dinner	<u>\$16.00</u>	<u>\$21.00</u>	<u>\$25.00</u>	<u>\$30.00</u>
<b>TOTAL</b>	<b>\$31.00</b>	<b>\$37.00</b>	<b>\$43.00</b>	<b>\$50.00</b>

In some cases only, the major city is listed. Surrounding suburbs may also be included in the same reimbursement level. Use of an atlas is helpful in determining the level of a city or suburb. Example: Overland Park is considered part of Kansas City, KS and a Level 2 reimbursement rate. Any questions concerning whether a particular city or suburb is included in a level of reimbursement should be directed to DAS-SAE Daily Processing. Procedure 210.306



**TAXI, PARKING, ETC** - To receive reimbursement for taxi, parking, shuttle, etc., receipts are **required** for any of these travel related expenses. Procedure 210.135

**RENTAL OR CHARTER OF SPECIAL CONVEYANCES** - The rental or charter of aircrafts, automobiles, buses, etc. shall be held to a minimum. Specific justification and cost comparison must accompany the travel voucher when these modes of transportation are utilized. Procedure 210.300

**MISCELLANEOUS EXPENSES** - Original receipts must be attached to the travel payment to receive reimbursement for other miscellaneous expenses. Only certain miscellaneous expenses are allowable. Business related phone calls are allowable and an explanation of who was called must be included on the receipt. Procedure 210.140

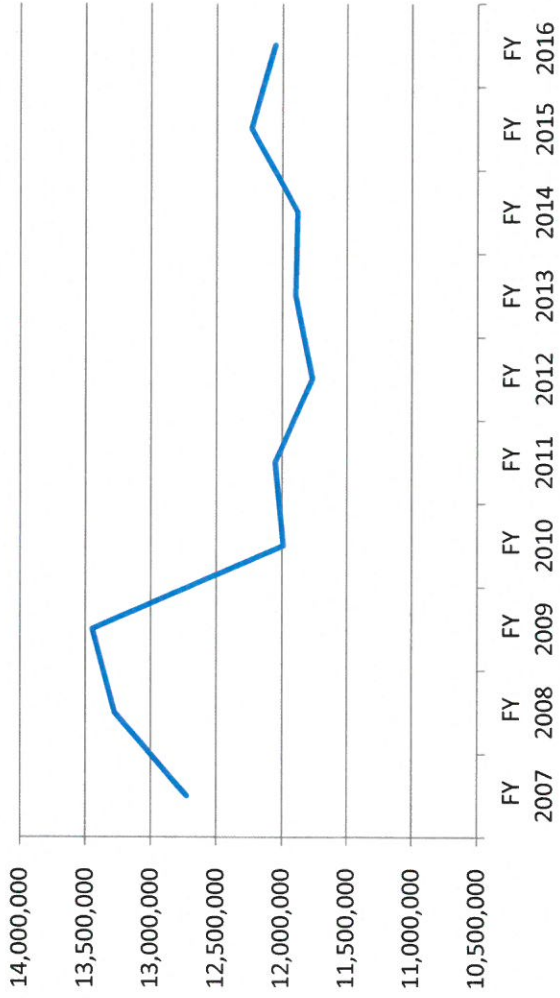
**BENEFITS DERIVED FROM TRAVEL** - Any benefits derived from travel paid for by the State of Iowa belongs to the State and **may not** be put to personal use by the employee. These benefits include such items as cash payments, free tickets from accumulation of frequent-flyer mileage, any free lodging which is provided after a specified number of nights paid, etc. Procedure 210.110

**This is a summary of general Out-of-State Travel Reimbursement Guidelines. Your department may have specific procedures in place to implement these travel rules. If you have questions or need more specific details, see your department's accounting staff.**

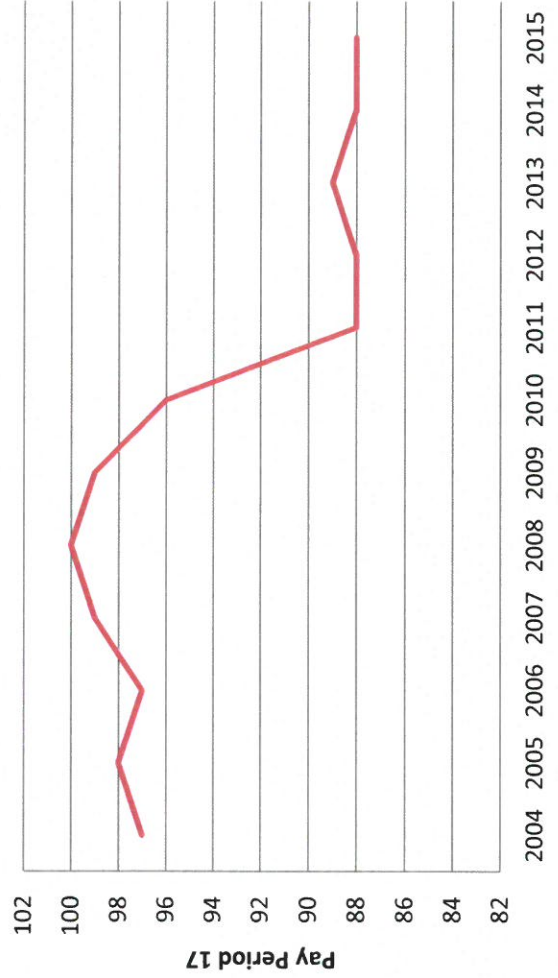
If you need assistance, email [Trina Brietske](mailto:Trina.Brietske), DAS-SAE Daily Processing, or call (515) 281-4497.

*Updated January 2016*

### 10 Years - LSA Budget



### LSA Full Time Employees



## LSA Guiding Process Improvement Principles

- Focus on the Legislature and its requirements, rather than having an internal focus.
- Identify all LSA processes and prioritize them in order of redesign urgency.
- Eliminate waste, unnecessary management overhead, and obsolete or inefficient processes.
- Organize around outcomes, not tasks.
- Focus on teamwork, since processes cut across boundaries and require people to work together.
- Link parallel activities in the workflow instead of just integrating their results; capture information once and at the source.

## LSA Goals

The long-term goals for the LSA are:

- Maintain and improve the provision of high-quality and timely, objective and nonpartisan drafting, fiscal, and computer staffing services to the Legislature.
- Retain and attract productive, experienced, and well-trained staff.
- Work with the entire Legislature to improve business processes and the delivery of electronic information to legislators and the public.

The short term goals for the LSA are:

- Continue the cross-training of employees to improve efficiency.
- Work to achieve adequate salaries for LSA employees based upon their responsibilities and the marketplace.
- Review usefulness of LSA products with key legislators and key legislative staff and make changes where appropriate.
- Utilize technology to implement quick improvements to the work process.

**Legislative Branch Expenditures for FY 2013**  
**with Rankings by Legislative Branch Expenditure, Per Capita,**  
**and Percentage of General Government Expenditures**

State	Popul*	Rank	Gen'l Gov't Expend*	Rank	Legis Branch Expend*	Rank	Per Cap	Rank	% Gen'l Gov't	Rank
Alabama	4,834	23	\$24,601,701	23	\$30,579	31	\$6.33	39	0.12%	41
Alaska	735	47	\$10,707,194	37	\$50,817	16	\$69.14	1	0.47%	1
Arizona	6,626	15	\$27,750,523	21	\$26,454	35	\$3.99	48	0.10%	47
Arkansas	2,959	32	\$17,559,746	31	\$46,047	19	\$15.56	11	0.26%	9
California	38,333	1	\$233,454,218	1	\$337,064	1	\$8.79	28	0.14%	33
Colorado	5,268	22	\$23,189,078	26	\$26,477	34	\$5.03	46	0.11%	44
Connecticut	3,596	29	\$23,719,309	25	\$58,277	13	\$16.21	8	0.25%	11
Delaware	926	45	\$7,782,971	42	\$11,664	47	\$12.60	15	0.15%	31
Florida	19,553	4	\$71,097,679	5	\$147,628	4	\$7.55	34	0.21%	14
Georgia	9,992	8	\$38,702,490	13	\$31,674	29	\$3.17	50	0.08%	49
Hawaii	1,404	40	\$10,098,104	39	\$26,023	36	\$18.53	5	0.26%	10
Idaho	1,612	39	\$7,378,235	43	\$11,973	46	\$7.43	37	0.16%	27
Illinois	12,882	5	\$61,221,951	6	\$107,122	7	\$8.32	32	0.17%	21
Indiana	6,571	16	\$33,450,122	17	\$43,196	22	\$6.57	38	0.13%	39
Iowa	3,090	30	\$17,901,551	30	\$30,238	32	\$9.79	22	0.17%	25
Kansas	2,894	34	\$14,515,864	35	\$21,780	39	\$7.53	36	0.15%	30
Kentucky	4,395	26	\$24,457,976	24	\$39,914	24	\$9.08	26	0.16%	26
Louisiana	4,625	25	\$27,799,897	20	\$56,715	14	\$12.26	16	0.20%	16
Maine	1,328	41	\$7,876,981	41	\$20,818	40	\$15.68	9	0.26%	8
Maryland	5,929	19	\$34,170,869	16	\$68,374	9	\$11.53	17	0.20%	17
Massachusetts	6,693	14	\$46,360,151	10	\$56,435	15	\$8.43	31	0.12%	42
Michigan	9,896	9	\$53,549,642	8	\$110,001	6	\$11.12	18	0.21%	15
Minnesota	5,420	21	\$35,058,976	15	\$47,667	18	\$8.79	27	0.14%	35
Mississippi	2,991	31	\$17,386,707	32	\$22,566	38	\$7.54	35	0.13%	37
Missouri	6,044	18	\$26,039,006	22	\$35,560	27	\$5.88	40	0.14%	34
Montana	1,015	44	\$6,060,601	46	\$18,221	41	\$17.95	6	0.30%	5
Nebraska	1,869	37	\$9,184,453	40	\$16,411	42	\$8.78	29	0.18%	19
Nevada	2,790	35	\$10,639,400	38	\$41,370	23	\$14.83	12	0.39%	4
New Hampshire	1,323	42	\$6,207,431	45	\$13,904	43	\$10.51	20	0.22%	13
New Jersey	8,899	11	\$50,052,284	9	\$76,426	8	\$8.59	30	0.15%	28
New Mexico	2,085	36	\$15,015,244	33	\$22,579	37	\$10.83	19	0.15%	29
New York	19,651	3	\$147,156,113	2	\$190,973	3	\$9.72	23	0.13%	38
North Carolina	9,848	10	\$46,102,728	11	\$50,199	17	\$5.10	45	0.11%	45
North Dakota	723	48	\$5,786,402	47	\$13,618	44	\$18.84	4	0.24%	12
Ohio	11,571	7	\$59,501,507	7	\$45,904	20	\$3.97	49	0.08%	50
Oklahoma	3,851	28	\$19,579,099	29	\$29,094	33	\$7.55	33	0.15%	32
Oregon	3,930	27	\$21,465,429	28	\$37,406	25	\$9.52	25	0.17%	23
Pennsylvania	12,774	6	\$72,244,141	4	\$307,658	2	\$24.08	3	0.43%	3
Rhode Island	1,052	43	\$6,562,768	44	\$30,752	30	\$29.23	2	0.47%	2
South Carolina	4,775	24	\$22,331,442	27	\$60,549	11	\$12.68	14	0.27%	7
South Dakota	845	46	\$4,011,086	50	\$4,790	50	\$5.67	41	0.12%	43
Tennessee	6,496	17	\$27,831,207	19	\$36,288	26	\$5.59	42	0.13%	36
Texas	26,448	2	\$108,024,926	3	\$138,541	5	\$5.24	44	0.13%	40
Utah	2,901	33	\$14,956,224	34	\$12,601	45	\$4.34	47	0.08%	48
Vermont	627	49	\$5,607,879	48	\$9,774	48	\$15.59	10	0.17%	22
Virginia	8,260	12	\$42,529,852	12	\$44,180	21	\$5.35	43	0.10%	46
Washington	6,971	13	\$37,864,966	14	\$67,099	10	\$9.63	24	0.18%	20
West Virginia	1,854	38	\$11,708,850	36	\$32,824	28	\$17.70	7	0.28%	6
Wisconsin	5,743	20	\$31,878,459	18	\$59,900	12	\$10.43	21	0.19%	18
Wyoming	583	50	\$5,036,628	49	\$8,514	49	\$14.60	13	0.17%	24
TOTAL	316,129		\$1,683,170,060		\$2,834,638		\$8.97		0.17%	

\* Figures in these columns are shown in thousands.  
Source: National Conference of State Legislatures, based on 2013 data from the U.S. Bureau of the Census state government finance data series and population estimates, February 2015.

NCSL

# Legislative Staff - NCSL

State	Permanent Staff				Session-Only Staff				Total Staff During Session (permanent + session staff)						
	1979	1988	1996*	2003	2009	1979	1988	1996	2003	2009	1979	1988	1996*	2003	2009
Alabama	200	339	316	422	467	170	77	98	74	83	370	416	414	496	550
Alaska	116	251	237	307	325	160	199	168	142	135	276	450	405	449	460
Arizona	280	323	472	631	598	310	97	95	51	103	590	420	567	682	701
Arkansas	230	250	292	339	405	140	126	164	154	141	370	376	456	493	546
California	1,760	2,865	2,506	2,334	2,067	0	113	104	25	39	1,760	2,978	2,610	2,359	2,106
Colorado	173	189	213	209	230	110	60	47	176	115	283	249	260	385	345
Connecticut	225	400	446	393	490	200	202	177	146	127	425	602	623	539	617
Delaware	32	49	58	84	74	75	110	106	47	51	107	159	164	131	125
Florida	1,095	1,581	1,896	1,650	1,457	240	193	277	153	113	1,335	1,774	2,173	1,803	1,570
Georgia	275	466	511	603	605	325	213	231	220	168	600	679	742	823	773
Hawaii	150	151	256	170	355	335	621	486	482	352	485	772	742	652	707
Idaho	55	51	61	75	81	120	107	94	108	64	175	158	155	183	145
Illinois	984	1,066	969	905	980	135	179	88	1	43	1,119	1,245	1,057	906	1,023
Indiana	138	171	183	304	239	170	132	143	79	136	308	303	326	307	375
Iowa	93	163	180	172	191	295	252	186	198	179	388	415	366	370	370
Kansas	126	117	121	100	150	240	270	242	240	238	366	387	363	340	388
Kentucky	135	216	317	386	406	200	246	266	242	273	335	462	583	628	679
Louisiana	327	360	419	688	666	155	171	105	51	202	482	531	524	739	868
Maine	46	138	133	156	169	108	49	47	34	42	154	187	180	190	211
Maryland	328	447	505	850	562	300	324	232	115	170	628	771	737	965	732
Massachusetts*	595	782	850	935	903	0	0	0	0	0	595	782	850	935	903
Michigan	1,047	1,287	1,359	1,153	973	0	2	45	0	0	1,047	1,289	1,404	1,153	973
Minnesota	420	602	638	602	590	221	202	203	82	133	641	804	841	684	723
Mississippi	130	124	132	150	164	91	63	48	45	42	221	187	180	195	206
Missouri	212	368	476	321	474	190	219	48	28	35	402	587	524	349	509

Montana	108	128	119	122	127	150	138	180	125	110	258	266	299	247	237
Nebraska	182	199	202	217	228	38	18	48	22	15	220	217	250	239	243
Nevada	85	115	170	230	293	120	151	320	268	308	205	266	490	498	601
New Hampshire	84	120	139	165	147	56	22	20	0	32	140	142	159	165	179
New Jersey	492	780	1,465	1206	940	90	134	49	59	48	582	914	1,514	1,265	988
New Mexico	40	49	49	145	172	222	320	491	503	507	262	369	540	648	679
New York	1,600	3,580	3,461	3077	2676	1,500	577	438	351	75	3,100	4,157	3,899	3,428	2,751
North Carolina	90	118	168	290	321	300	367	296	339	325	390	485	464	629	645
North Dakota	26	31	31	32	32	100	161	141	92	73	126	192	172	124	105
Ohio	390	524	552	505	465	0	0	0	1	0	390	524	552	506	465
Oklahoma	101	171	260	302	293	225	223	155	131	114	326	394	415	433	407
Oregon	173	288	240	181	298	490	269	244	284	180	563	557	484	465	478
Pennsylvania	1,430	1,984	2,682	2947	2918	0	28	20	0	1	1,430	2,012	2,702	2,947	2,919
Rhode Island	81	153	216	297	284	147	79	12	157	157	228	232	228	454	441
South Carolina	146	251	269	247	270	250	87	224	174	185	396	338	493	421	455
South Dakota	75	67	60	56	55	60	32	34	19	51	135	99	94	75	106
Tennessee	270	175	213	253	277	50	85	70	31	58	320	260	283	284	335
Texas	986	1,460	1,964	1745	2090	500	349	456	523	298	1,486	1,809	2,420	2,268	2,388
Utah	71	86	111	108	114	111	103	114	73	106	182	189	225	181	220
Vermont	34	34	35	52	60	31	37	23	30	26	65	71	58	82	86
Virginia	306	191	468	410	391	275	432	355	272	360	581	623	823	682	751
Washington	370	582	535	561	597	550	467	367	265	249	920	1,049	902	826	846
West Virginia	124	126	158	195	219	270	255	198	215	195	394	381	356	410	414
Wisconsin	476	568	691	756	640	157	120	0	0	0	633	688	691	756	640
Wyoming	18	19	18	29	39	80	94	107	85	86	98	113	125	114	125
50 State Totals	16,930	24,555	27,822	28,067	27,567	10,062	8,775	8,052	6,912	6,543	26,992	33,330	35,884	34,903	34,110

STATE LEGISLATURES

**Table 3.3**  
**THE LEGISLATORS: NUMBERS, TERMS, AND PARTY AFFILIATIONS: 2015**

State or other jurisdiction	Senate					House/Assembly					Senate and House/Assembly totals				
	Democrats	Republicans	Other	Vacancies	Total	Term	Democrats	Republicans	Other	Vacancies		Total	Term		
State and territory totals	882	1,100	16	4	2,069*	...	2,378	3,066	34	4	5,502	...	7,571*		
State totals.....	833	1,082	4	4	1,972*	...	2,350	3,036	21	4	5,411	...	7,383*		
Alabama.....	8	26	1 (b)	...	35	4	33	72	...	...	105	4	140		
Alaska.....	6	14	...	...	20	4	16	23	...	1	40	2	60		
Arizona.....	13	17	...	...	30	2	24	36	...	...	60	2	90		
Arkansas.....	11	23	...	1	35	4	36	64	...	...	100	2	135		
California.....	26	14	...	...	40	4	52	28	...	...	80	2	120		
Colorado.....	17	18	...	...	35	4	34	31	...	...	65	2	100		
Connecticut.....	21	15	...	...	36	2	87	64	...	...	151	2	187		
Delaware.....	12	9	...	...	21	4	25	16	...	...	41	2	62		
Florida.....	14	25	...	1	40	4	38	80	...	2	120	2	160		
Georgia.....	18	38	...	...	56	2	59	120	1 (b)	...	180	2	236		
Hawaii.....	24	1	...	...	25	4	43	8	...	...	51	2	76		
Idaho.....	7	28	...	...	35	2	14	56	...	...	70	2	105		
Illinois.....	39	20	...	...	59	(a)	71	47	...	...	118	2	177		
Indiana.....	10	40	...	...	50	4	29	71	...	...	100	2	150		
Iowa.....	26	23	...	1	50	4	43	57	...	...	100	2	150		
Kansas.....	8	32	...	...	40	4	28	97	...	...	125	2	165		
Kentucky.....	11	26	...	1	38	4	54	46	...	...	100	2	138		
Louisiana.....	13	26	...	...	39	4	44	59	2 (b)	...	105	4	144		
Maine.....	14	21	...	...	35	2	79	68	4 (c)	...	151	2	186		
Maryland.....	33	14	...	...	47	4	91	50	...	...	141	4	188		
Massachusetts.....	34	6	...	...	40	2	125	35	...	...	160	2	200		
Michigan.....	12	26	...	...	38	4	47	63	...	...	110	2	148		
Minnesota.....	39 (d)	28	...	...	67	4	62 (d)	72	...	...	134	2	201		
Mississippi.....	20	32	...	...	52	4	56	66	...	...	122	4	174		
Missouri.....	9	25	...	...	34	4	44	118	...	1	163	2	197		
Montana.....	21	29	...	...	50	4	41	59	...	...	100	2	150		
Nebraska.....	...Nonpartisan election.....					49	4	.....Unicameral.....					49		
Nevada.....	10	11	...	...	21	4	17	25	...	...	42	2	63		
New Hampshire.....	14	10	...	...	24	2	160	239	1 (b)	...	400	2	424		
New Jersey.....	24	16	...	...	40	4 (f)	48	32	...	...	80	2	120		
New Mexico.....	25	17	...	...	42	4	33	37	...	...	70	2	112		
New York.....	31	32	...	...	63	2	106	44	...	...	150	2	213		
North Carolina.....	16	34	...	...	50	2	46	74	...	...	120	2	170		
North Dakota.....	15	32	...	...	47	4	23	71	...	...	94	4	141		
Ohio.....	10	23	...	...	33	4	34	65	...	...	99	2	132		
Oklahoma.....	8	40	...	...	48	4	29	72	...	...	101	2	149		
Oregon.....	18	12	...	...	30	4	35	25	...	...	60	2	90		
Pennsylvania.....	20	30	...	...	50	4	84	119	...	...	203	2	253		
Rhode Island.....	32	5	1 (b)	...	38	2	63	11	1 (b)	...	75	2	113		
South Carolina.....	18	28	...	...	46	4	46	78	...	...	124	2	170		
South Dakota.....	8	27	...	...	35	2	12	58	...	...	70	2	105		
Tennessee.....	6	27	...	...	33	4	26	73	...	...	99	2	132		
Texas.....	11	20	...	...	31	4	52	98	...	...	150	2	181		
Utah.....	5	24	...	...	29	4	12	63	...	...	75	2	104		
Vermont.....	19	9	2 (q)	...	30	2	85	53	12 (g)	...	150	2	180		
Virginia.....	19	21	...	...	40	4	32	68	...	...	100	2	140		
Washington.....	24	25	...	...	49	4	51	47	...	...	98	2	147		
West Virginia.....	16	18	...	...	34	4	36	64	...	...	100	2	134		
Wisconsin.....	14	19	...	...	33 (h)	4	36	63	...	...	99 (h)	2	132		
Wyoming.....	4	26	...	...	30	4	9	51	...	...	60	2	90		
Dist. of Columbia (i).....	11	0	2 (b)	...	13	4	.....Unicameral.....					13			
American Samoa.....	.....Nonpartisan election.....					18 (j)	4	.....Nonpartisan election.....					20 (j)	2	38
Guam.....	9	6	...	...	15	2	.....Unicameral.....					15			
No. Mariana Islands.....	...	4	5 (k)	...	9	4	...	7	13 (b)	...	20	2	29		
Puerto Rico.....	18 (m)	8 (n)	1 (l)	...	27 (p)	4	28 (m)	23 (n)	...	...	51 (p)	4	78		
U.S. Virgin Islands.....	11	...	4 (o)	...	15	2	.....Unicameral.....					15			

See footnotes at end of table.

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**THE LEGISLATORS: NUMBERS, TERMS, AND PARTY AFFILIATIONS: 2015— Continued**


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*Source:* The Council of State Governments, January 2015.

*\*Note:* Senate and combined body (Senate and House/Assembly) totals include Unicameral legislatures.

*Key:*

... — Does not apply

(a) The entire Senate comes up for election in every year ending in “2” with districts based on the latest decennial Census. Senate districts are divided into three groups. One group elects senators for terms of four years, four years and two years; the second group for terms of four years, two years and four years; the third group for terms of two years, four years, and four years.

(b) Independent.

(c) Two unenrolled and two tribal representatives.

(d) Democratic-Farmer-Labor.

(e) Independence Party.

(f) All 40 Senate terms are on a ten year cycle which is made up of a two-year term, followed by two consecutive four-year terms, beginning after the decennial census.

(g) Independent (6); Progressive (6).

(h) All House seats contested in even-numbered years; In the Senate 17 seats contested in gubernatorial years; 16 seats contested in presidential years.

(i) Council of the District of Columbia.

(j) Senate: senators are not elected by popular vote, but by county council chiefs. House: 21 seats; 20 are elected by popular vote and one appointed, non-voting delegate from Swains Island.

(k) Senate: Covenant (1); Independent (4). House: Covenant (2); Independent (11).

(l) Puerto Rican Independence Party.

(m) Popular Democratic Party.

(n) New Progressive Party.

(o) Independent (3); Independent Citizens Movement (1).

(p) Constitutionally, the Senate consists of 27 seats and the House consists of 51 seats. However, extra at-large seats can be granted to the opposition to limit any party’s control to 2/3.

(q) Progressive Party.



**2015 State Legislator Compensation and  
Living Expense Allowances During Session**

State	Base Salary	Session Per Diem Rate
Alabama	Alabama Legislators receive a taxable compensation equal to the Alabama median annual household income, as ascertained and adjusted yearly by the State Personnel Board. The State Personnel Board met on Oct. 22, 2014, and set the median annual household income amount at \$42,849.00. This current median annual household amount went into effect on November 5, 2014 and is effective until December 31, 2015.	Alabama Legislators no longer receive a set per diem rate while in session. Legislators are reimbursed for in-state travel expenses which include mileage and per diem in accordance with rates and procedures applicable to state employees. All out of district reimbursable travel must be for official business and in the interests of the state or in the performance of official duties, as approved by the applicable Presiding Officer.
Alaska	\$50,400/year	\$223 or \$249/day (depending on the time of year) tied to the federal rate. Legislators who reside in the Capitol area receive 75% of the Federal rate.
Arizona	\$24,000/year	\$35/day for the first 120 days of the regular session and for special sessions and \$10/day thereafter. Members residing outside Maricopa County receive an additional \$25/day for the first 120 days of the regular session and for special sessions and an additional \$10/day thereafter (V). Set by statute.
Arkansas	\$39,400/year	\$150/day (V) plus mileage; tied to the federal rate.
California	\$97,197/year	\$168/day for each day in session.
Colorado	\$30,000/year	\$99/day for members living outside Denver (V). Set by the legislature; \$45/day for members who live 50 or fewer miles from the Capitol.
Connecticut	Salaries range from \$28,000 for rank and file to \$38,689 for Senate President and House Speaker	No per diem is paid. Mileage is .575/mile.
Delaware	\$44,541/year	No per diem is paid.
Florida	\$29,697/year	\$129/day based on the number of days in session. Travel vouchers are filed to substantiate.
Georgia	\$17,342/year	\$173/day (U); set by the Legislative Services Committee.
Hawaii	Speaker and President: \$66,504/year. Members: \$59,004/year	\$150/day for members living outside Oahu during session; \$10/day for members living on Oahu.
Idaho	\$16,684 annually; \$20,438 for Speaker & Pro Tem	\$129/day for members establishing a second residence in Boise; \$49/day if no second residence is established and up to \$25/day travel (V). Set by the compensation commission.

State	Base Salary	Session Per Diem Rate
Illinois	\$67,836/year; members are required to forfeit one day of compensation per month	\$111/per session day.
Indiana	\$24,140.16/year	\$159/day (U); tied to the federal rate.
Iowa	\$25,000/year	\$148/day (U); \$111/day for Polk County legislators (U). Set by the legislature to coincide with the federal rate. State mileage rates apply.
Kansas	\$88.66/day (C)	\$129/day.
Kentucky	\$188.22/day	\$141.90/day
Louisiana	\$16,800/year plus additional \$6,000/year (U) expense allowance	\$150/day (U); tied to the federal rate.
Maine	\$14,074/year for first regular session; \$9,982/year for second regular session. Annual cost of living adjustments apply. In addition, legislators receive a constituent service allowance (\$2,000/year for Senators and \$1,500/year for Representatives).	\$38/day for lodging, or mileage and tolls in lieu of housing (at a rate of \$0.44/mile up to \$38/day) plus \$32/day for meals. Set by statute.
Maryland	\$45,207 / year for regular members; \$58,718 for President & Speaker	Meals: \$45 / day; mileage: \$.575/ mile; lodging: \$100/ day
Massachusetts	\$60,032.60/year	\$10–\$100/day, depending on distance from the State House (V); set by the legislature.
Michigan	\$71,685/year	\$10,800/year expense allowance for session and interim (V); set by the compensation commission.
Minnesota	\$31,140.90/year	\$86/day for senators and \$66/day for representatives.
Mississippi	\$10,000/year	\$129/day.
Missouri	\$35,915/year	\$103.20/day (U); tied to the federal rate. Verification of per diem is by roll call.
Montana	\$82.64/day (L)	\$112.85/day (U).
Nebraska	\$12,000/year	\$129/day for members residing 50 miles or more from the Capitol; \$46/day for members inside the 50-mile radius. Mileage is paid at the rate of \$.56
Nevada	\$146.29/day for maximum of 60 days of session The members of the 78 <sup>th</sup> Regular Session pledged to voluntarily take a 2.3 percent reduction of their salaries for the session. The reduction does not apply to those who did not vote in favor of the voluntary reduction.	\$152/per day.
New Hampshire	\$200/two-year term	No per diem is paid.

New Jersey	\$49,000/year; President of the Senate and Assembly Speaker earn an additional 1/3 (\$65,333)	No per diem is paid.
New Mexico	None	\$165/day (V); tied to the federal rate.
New York	\$79,500/year	\$172/full day (including overnight); \$61/partial day.
North Carolina	\$13,951/year Member; \$17,048/year Majority & Minority Leader; \$21,739/year Deputy & Speaker Pro Tempore; \$38,151/year President Pro Tempore & Speaker	\$104/day (U) set by statute. \$0.29 per mile set by statute. Monthly expense allowance: \$559/month, Member; \$666/month Majority & Minority Leader; \$836/month Deputy Pro Tempore & Speaker Pro Tempore; \$1,413/month President Pro Tempore & Speaker.
North Dakota	\$167/day during legislative sessions (C)	Lodging reimbursement up to \$1,569 per month (V).
Ohio	\$60,584/year	No per diem is paid.
Oklahoma	\$38,400/year	\$160/day (U); tied to the federal rate.
Oregon	\$23,052/year	\$129/day (U); tied to the federal rate
Pennsylvania	\$85,338.65/year	\$159/day.
Rhode Island	\$15,171/year Per Article VI, Section 3 of the Rhode Island Constitution, the rate of compensation is adjusted annually to reflect changes in the cost of living, and the president of the Senate and the speaker of the House are compensated at an annual rate of double that of other senators and representatives.  Legislators receive mileage.	No per diem is paid.
South Carolina	\$10,400/year	\$140/day for meals and housing for each statewide session day and committee meeting; tied to the federal rate.
South Dakota	\$6,000/session; \$129/day for interim committees	\$129/legislative day (U); set by the legislature.
Tennessee	\$20,884/year	\$198/legislative day (U); tied to federal rate.
Texas	\$7,200/year	\$190/day (U); set by ethics commission.
Utah	\$273/day (C)	Up to \$100 plus tax/calendar day (V) for lodging reimbursement, tied to in-state travel reimbursement lodging rate for Salt Lake City metropolitan area; up to \$39/date meal reimbursement (V), tied to in-state travel meal reimbursement rates (includes tax and tips).  (mileage is also reimbursed at the state rate – currently it is .56 per mile)
Vermont	\$676.56/week during the legislative session only	\$110/day for lodging (overnight stay) or \$61/day for meals; mileage.



Virginia	\$18,000/year for the Senate; \$17,640/year for the House	\$180/day for senators; \$179/day for House members.
Washington	\$42,106/year	\$120/day.
West Virginia	\$20,000/year	\$131/day during session (U); set by the compensation commission.
Wisconsin	\$50,950/year	<p>Per diem authorized under s. 13.123 (1), Wis Statutes, and Joint Rule 85. Under s. 20.916(8) Wis Statutes, the Joint Committee on Employment Relations establishes the maximum amount at 90% of the federal per diem rate for Madison, which is \$153. The leadership of each house then determines, within that maximum, what amount to authorize for the session.</p> <p>Wisconsin Senate - Current authorized amount is up to \$88 per day (\$44 per day for legislators living in Dane County). This rate is 64% of the maximum per diem rate for Madison.</p> <p>Wisconsin Assembly - Current authorized amount is up to \$138 per day for members staying overnight on legislative business, and up to \$69 per day when conducting legislative business and not staying overnight. The maximum number of per diem that can be claimed per year is 153 days. This overnight rate is the maximum allowed of the per diem rate for Madison.</p>
Wyoming	\$150/day during session	\$109/day (V), including travel days for those outside of Cheyenne; set by the legislature.

Source: National Conference of State Legislatures 2015

L = Legislative day

C = Calendar day

(V) Vouchered (U) Unvouchered