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A. CAPITOL POLICE

The Capitol Police will respond to all state office buildings. Capitol Police are located in the North basement, Room 2B, Capitol. Their number is as follows:

- **Police Dispatch/Emergency**...266-7700
- **Non-Emergency**.....266-8797

Disruptive & Harassing Visitors

Duress/Panic Button Use

Duress alarm systems (sometimes referred to as Panic Buttons) are utilized in employment setting where an immediate emergency response is required and you are unable to use the telephone to get law enforcement assistance. The purpose of the alarm is to allow a person under duress to quickly and silently call for help in the event of an emergency. An example of when to use the Duress Panic Buttons would be when you or some else is being physically threatened or under duress and the use of a phone may cause the situation to escalate. Activation of the duress button causes an alarm to go to the Capitol Police dispatch which in turn dispatches police officers to where the alarm is located. The Capitol Police law enforcement dispatcher will also be calling back to the office where the alarm is located. Capitol Police will still continue to the location even if the alarm is accidentally activated or set off. An example of when NOT to use the duress button would be when you need fire or medical assistance (call 9-911).

Office personnel should know the locations of the duress buttons in their offices and how to activate these buttons. If you are uncertain as to where duress buttons are in your office please contact the Sgt-at-Arms office, (266-2004).

Review the State of Wisconsin Capitol Safety and Security Guidelines provided to each employee, for Capitol safety and security guidelines.

B. COMMITTEE EXPENSES

Committee chairs must request and receive approval from the Speaker before acquiring any services or incurring expenses. Legislators who have legislation pending in a committee, must get prior approval from the Speaker for travel to attend a committee for reimbursement out of their legislative office account.

Committee Chairs, from time to time, have a need for printing, photocopying, postage, stationery, rental of audio-visual equipment and meeting rooms, as well as use of fleet autos or vans. These expenditures are for direct services to the committee as a whole, or by the Chair, to facilitate the hearing process. Also, postage and duplicating services may be utilized to reply to unsolicited correspondence regarding proposals and issues before the committee.

C. COMPUTER POLICIES

As a general rule, employees shall not use their access to computer equipment, software, the Internet, email, etc. in any way that would be inappropriate if disclosed to the public or that would constitute a misapplication of state resources.

The Assembly does not condone the illegal duplication of software. The copyright law is clear. The copyright holder (i.e., manufacturer) is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that “it is illegal to make or distribute copies of copyrighted material without authorization” (Section 106). The only exception is the users’ right to make a backup copy for archival purposes (Section 117). The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless the manufacturer has a backup copy. Unauthorized duplication of software is a federal crime. Penalties include a fine of up to \$250,000, and jail terms of up to five years.

Even the users of unlawful copies suffer from their own illegal actions. They receive no documentation, no customer support and no information about product updates.

1. The Assembly licenses the use of computer software from a variety of outside companies. The Assembly does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.
2. With regard to use on local area networks or on multiple machines, Assembly employees shall use the software only in accordance with the license agreement.
3. Assembly employees learning of any misuse of software or related documentation within the Legislature shall notify the Chief Clerk of the Assembly.
4. Violators are subject to civil damages and criminal penalties, including fines and imprisonment. Assembly employees who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances.

Non-Standard Software

Use of non-standard (non-work related) software is unauthorized on Assembly computers. Non-standard business related software is not authorized without prior approval of the Chief Clerk and is subject to the Open Records Law. Proof of purchase and licensing are the responsibility of the legislative office. This is not an authorized office account deduction. Requests for installation should be on office letterhead signed by the Legislator and addressed to the Chief Clerk. The Chief Clerk will request LTSB install software that is for business purposes and properly licensed. The LTSB will make a good faith effort to install the software, but cannot guarantee the functionality. If non-standard software interferes with the functionality of standard software, the non-standard software will be removed.

Passwords/Logon Ids

It is the employee's responsibility to take reasonable precautions to ensure that no other person accesses the Legislative network using his or her logon ID or password. Employees should lock or log off their workstations when they leave them, and should not disclose or write down their passwords. A password should be as difficult as possible for another person to guess, balanced against the employee's ability to remember it.

Files

All files stored on a Wisconsin State Assembly employee's hard drive or the server are the property of the Wisconsin State Assembly. All files stored on the Legislative network are the property of the Legislature. Since storage resources on Legislative servers are limited, files such as, but not limited to, MP3s should not be stored on any Legislative server.

Software

Software may be installed on an employee's home computer for working at home if the licensing agreement permits.

Viruses

Employees are responsible for taking reasonable precautions against, and not propagating, computer viruses. Any practice that results in viruses being spread will be discontinued.

Use of Email

The use of the electronic mail system for business is encouraged. All messages sent are identified as originating from the State of Wisconsin. Employees should use discretion in sending and responding to email messages. Copyrighted materials, as well as confidential, proprietary, or sensitive information, should not be sent via email. The Assembly employees are permitted to use their email accounts for personal communication, provided such usage is minimal and that messages do not contain pornography, jokes, and pictures or material that may be considered offensive. The Assembly employees may not use their legislative email accounts for campaign purposes, commercial ventures, or solicitation at any time.

All messages sent and received on the email system are the property of the Legislature and should never be considered confidential. The content of any email message sent or received on the legislative system, whether personal or business-related, is not protected from public disclosure and may be considered a public record under Wisconsin law.

The appointing authority reserves the right to review, intercept, and disclose all messages sent or received on an Assembly employee's email account, without the prior

consent of the employee. This right notwithstanding, an employee shall not access another employee's email account without the prior consent of the employee or appointing authority.

Messages should not be copied or forwarded for a Legislative employee without the permission of the Legislator or appointing authority for whom the employee works.

Internet Policy

Internet usage by individual employees is generally not tracked, except as may be provided in the Internet browser's history file on the employee's local hard drive. However, an appointing authority or, at the appointing authority's request, the Chief Clerk may monitor an employee's usage of the Internet or electronic mail system and may access any information on an employee's computer or associated with an employee's use of the Legislature's network at any time. Employees should have no expectation of personal privacy vis-à-vis their appointing authority or the Chief Clerk with regard to any information associated with their use of the computer, the Internet, the electronic mail system, or the Legislature's network.

However, outside of the employment context and depending upon the circumstances employees may have a great expectation of personal privacy with regard to this information. For example, due to privacy concerns, certain personal emails are not subject to public inspection under the Wisconsin Open Records Law. Offices that receive a request for access to electronic records under the Wisconsin Open Records law should contact the Chief Clerk or the Legislative Council.

The Wisconsin Assembly provides Internet access to all staff, and the use of this resource for business purposes is encouraged. Because this resource is complex and changing at a rapid pace, the appointing authority can authorize staff to use this access to enhance their skills on the World Wide Web. Employees should use discretion in choosing Web sites to visit. Visiting or downloading material from "pornography" sites, or other sites that may be considered offensive, is prohibited. Information that is not for public consumption should not be disclosed over the Internet. Only individuals authorized by the appointing authority may represent the Wisconsin Assembly in placing information on the Internet.

All Internet activity records are the property of the Assembly and should never be considered confidential.

The content of any site accessed on the legislative system is not protected from public disclosure and may be considered a public record under Wisconsin law. The Wisconsin Assembly reserves the right to review, and disclose all accessed websites, without the prior consent of the employee.

Computer Repairs

Computer and printer related problems should be called in to the Legislative Technology Services Bureau's Help Desk (LTSB) 267-9528. If your printer flashes "toner low," shake the toner cartridge back and forth to redistribute toner. If the printing quality is light, call the Assembly Sgt-at-Arms office at 266-1503 for a new cartridge. Please return the used cartridge to the Sgt-at-Arms office.

Toner Cartridges

Contact the Assembly Sgt-at-Arms for toner cartridges, 266-1503.

Recycle Used CD's

If interested in recycling used CD's, have them delivered to LTSB. They will be secured, bulked and picked up by the DOA Records Center. The DOA Records Center will ban saw each CD and send to a recycling facility where they are recycled into fabric for clothing and rugs.

Websites and Social Networking

GUIDELINES REGARDING LEGISLATOR AND LEGISLATIVE STAFF USE OF A STATE-SUPPORTED WEBSITES AND SOCIAL NETWORKING TECHNOLOGY

This document provides guidance regarding the applicability of Chapter 11 of the Wisconsin Statutes, relating to campaign financing, and Chapter 19 of the Wisconsin Statutes, relating to the code of ethics for public officials, to the use of state-supported websites and social networking technology. This document does not attempt to capture all possible situations related to these technologies.

The use of state-supported websites and social networking technology by legislators and their staff shall conform to all legislative rules and policies and all applicable federal, state, and local laws.

General Use

Legislators and their staff may use state resources to create, post content to, and maintain state-supported websites, herein referred to all legislator homepages, to communicate for legislative purposes. Each legislator is responsible for the content of his or her legislator homepage.

Legislators and their staff may use state resources to use social networking technology, such as Facebook, Twitter, LinkedIn, FourSquare, Google+, etc; to communicate for legislative purposes.

Legislators and their staff many not use state resources to create, post content to, or maintain campaign or business websites.

Each substantially identical posting created with state resources to a legislator homepage or social networking website counts as one of the 50 pieces as specified in s. 11.33, Wisconsin Statutes. However, messages sent directly to individuals using social networking technology count as one piece per recipient. The distinction is that with posts to a legislator homepage or social networking website, individuals elect to visit the website or receive notices that the social networking systems themselves distribute. Thus, creating a post is like issuing a single press release to the media, which in turn may distribute it to any number of people. Whereas with direct messages, the sender has to select the recipients which is similar to sending email or postal mail. Legislators and their staff may add links on their legislator homepages to any content or website used to communicate for legislative purposes, including links to their legislative social networking website, except they should not contain links to websites containing campaign or business content.

Use of Legislative Social Networking Websites

Legislators and their staff many use state resources to create, post information to, and maintain legislative social networking websites defined as social networking websites which exclusively contain material used to communicate for legislative purposes.

Each legislator is responsible for the content of his or her legislative social networking websites. If legislative social networking websites are used, the legislative office should either 1) prohibit others from posting material on them or 2) regularly review the websites to remove inappropriate material. This is no different than policing the material on a state-paid bulletin board.

Legislators and their staff many add links on their legislative social networking websites to any content or website used to communicate for legislative purposes, except they should not contain links to websites containing campaign or business content.

Use of Mixed-Content Social Networking Websites

Legislators and their staff may post content to websites that contain a mix of legislative, personal, business, and campaign material, as long as they adhere to the following:

- 1. state resources should not be used to create the mixed-content websites,**
- 2. Legislative staff may publish legislative content to mixed-content websites, while using state resources, as long as that legislative content is also distributed more broadly to the press and public,**
- 3. Legislative staff may publish personal, business, or campaign material to mixed-content websites only on personal time and without using state resources, and**
- 4. Legislators may post any type of content to any website at any time as long as they do not use state resources to post campaign or business content.**

Policy on Communication Activities

Current policy prohibits legislative staff from using state time or property for political campaign purposes. Current policy, though, does allow legislative staff to utilize state time and property for purposes of preparing and disseminating information directly

related to the affairs of state government to citizens, constituents, other staff, government officials, the press, and legislators. Depending upon the facts and circumstances, it can be difficult to determine which of these policies applies to a given communications effort. The Joint Committee on Legislative Organization desires to provide more clarity with regard to these activities so as to avoid actual violations of legislative policy. As with any policy, enforcement of this policy requires legislators to use judgment and discretion, taking into account the facts and circumstances surrounding the particular communication.

Legislative staff is prohibited from:

- a. In the case of an audio/video clip that contains a reference to or depiction of an elected state official who becomes a candidate for national, state, or local office, disseminating the audio/video clip in any way after the first day authorized by law for circulation of nomination papers as a candidate for that office. This policy does not require clips previously posted to a legislative website to be removed and does not prohibit communications authorized under s. 11.33 (2), Stats.
- b. In the case of an audio/video clip that contains the recorded voice or image of an elected state official other than the staff person's appointing authority, disseminating the audio/video clip without the written authorization of that elected state official. It is not a violation of this policy, however, to prepare or disseminate an audio/video clip that includes such a recorded voice or image only as background due to the camera angle or microphone placement from which the original audio and video were acquired.

It is the responsibility of each legislator to ensure that all audio/video clips prepared and disseminated at his or her request are in compliance with this policy.

D. COPIERS

The Multi Function Devices (MFD's) have the capability of printing letters and large documents from your computer. The software will allow you to:

- Print directly (and securely) from your computer to the MFD
- Print at 60 pages per minute, compared to 37 pages per minute with your office RICOH printers
- Create a mail merge in Word for direct printing to the copier
- Import merged data from Forward
- Make a text watermark
- Supports Secure Printing

Multi Function Devices Locations in the Capitol:

19 West, 110 North, 313 East, 320 North, 411 West, and the Assembly Chamber

The MFD's FAX and scan as well as copy. You also have the capability to Fax through Outlook.

Each office is given a personal, 4-digit identifier number that must be entered into the MFD machine. Contact the Chief Clerk's Office at 264-8588 for your identifier number. Committee Clerks will also have a code assigned for each committee.

E. FURNITURE/OFFICE EQUIPMENT/WORKSPACE

All equipment, furniture and supplies purchased by and intended for use by the State Assembly are owned and managed by the State Assembly. Any unauthorized use or appropriation of Assembly equipment, furniture and supplies by any Assembly employee for private benefit will subject the employee to possible disciplinary action up to and including termination of employment. The transfer of Assembly equipment or furniture from one location to another is prohibited without prior notification to and approval from the Sgt-at-Arms (266-1503).

Offices will not be reimbursed for any unauthorized purchases of furniture, headsets, software, supplies etc. Prior to any purchase, a request must be submitted in writing to the Chief Clerk for authorization. If the Chief Clerk authorizes purchase of furniture, supplies or equipment, it becomes the property of the Wisconsin State Assembly.

Legislators who retire are not authorized to remove items from the office unless otherwise determined.

Requests for office furniture and other office equipment must be in writing and addressed to the Sgt-at-Arms.

Workspace will be assigned within the Wisconsin Assembly by the appointing authority, taking into account staffing levels, equipment needs, and type of work being performed.

Employees will be assigned to facilitate efficient workflow and communications. The size of work areas shall be determined in as equitable a manner as possible, taking into account the work area needs of the individual office and the organization as a whole. Each employee is responsible for keeping his or her workspace orderly in appearance and free from clutter. Personal workspace decorations are permitted so long as they do not interfere with space needed for work or cause damage to walls, floors, or equipment. The appointing authority may inform employees on a case-by-case basis of decorations that are inappropriate for the office environment.

Building Management staff will hang pictures, posters, etc., at the appropriate place and with appropriate hooks. Contact the Chief Clerk's office to place a work order to have items hung.

Do not mark, paint, hang or affix anything to the walls, windows, doors or elevators, affixed items that deface the surface of the building will be removed and costs will be charged, out of office account, to the occupant.

Posters and announcements are not to be placed in public areas without specific permission from Building Management or the Capitol Police. Bulletins, notices posters articles, pictures, etc. shall not be attached to walls, windows, curtains, woodwork, wallpaper, or furniture in any fashion, other than those approved by Building Management. Building occupants must utilize bulletin boards for information dealing with state permitted activities. Contact Building Management for easels to post notices of authorized functions.

F. IN-DISTRICT MILEAGE REIMBURSEMENT

Members are able to draw on this account for mileage reimbursement up to the pre-determined amount for one's particular district. Contact the Chief Clerk's office at 264-8588 for information regarding which in-district mileage amount applies to you.

Madison Legislators	500 Miles
Dane County Legislators	500 Miles
0 – 25 Miles	500 Miles
26 – 50 Miles	1,500 Miles
51 – 75 Miles	2,500 Miles
76 – 100 Miles	3,500 Miles
101 – 250 Miles	5,000 Miles
251 – 1,000 Miles	6,500 Miles
1,001 – 1,500 Miles	8,250 Miles
1,501 – 3,000 Miles	10,000 Miles
3,001 & Over	12,500 Miles

In-district mileage reimbursements should be recorded on the official green state travel voucher. The voucher should include the purpose of each trip (be specific), the itinerary and miles traveled. Please call 264-8588 for green travel forms and submit them to the Chief Clerk's Office, 17 West Main Street, Suite 401. Submit each month's mileage on a separate travel voucher. In-district mileage reimbursement should not be included on a travel voucher that has reimbursement for an official Assembly committee meeting. You cannot file for in-district mileage on a day you claim per diem.

The kinds of activities and meetings eligible for reimbursement include:

- Meetings and interviews with local news media
- Meetings with government officials and agencies
- Meetings, conferences and related activities of local, regional or statewide organizations held within the district that are non-political or non-campaign related

Please keep accurate records of your mileage costs and use discretion when deciding what meetings to claim for in-district mileage reimbursement.

G. MAINTENANCE

The Capitol Buildings and Grounds office is responsible only for offices in the Capitol building. If you need maintenance people for any reason such as hanging pictures or bulletin boards, chair repair, etc., call the Chief Clerk's office at 266-1501. Do not call Capitol Maintenance directly. Maintenance charges are office account expenditures; these charges are billed monthly.

H. NEWSLETTERS, STATIONERY AND PRINTING

Printing services are obtained through our contract printers or a state copy shop. Requisitions for state copy shops are available through the Chief Clerk's office at 266-3826.

Today's technology makes the need for camera-ready copy rare. Files are generally sent electronically to a printer or, if needed, files can be transferred to a disk.

The Assembly has on staff two graphic designers and two photographers. Because these skills are available to you at no cost, the Assembly will not pay to have the same services provided by outside sources.

To help you keep an accurate record of your office account balance, the Clerk's office will send you a copy of all your printing orders as soon as costs are determined. Keep it, since the monthly office account printout you receive from the Chief Clerk's office may not reflect recent printing charges. These charges may not have reached our office yet.

A printer of your choice may do printing if the cost is equal to or less than the state or contract printer cost. (Wisconsin Constitution, Article V, Section 25). If you wish to use a printer of your choice, you must get a bid and provide a price quote with specifications to the appropriate Graphic Designer. The cost must be equal to or less than the state cost (which is the lowest bid). If the cost exceeds the state cost, you may still use your printer by paying the difference out of pocket.

Stationery

Committee Chairs, along with leadership and the ranking minority member of a committee, receive 2,500 pieces of letterhead and #10 envelopes from the Assembly general fund. This stationery is provided only once during the two-year Session, per legislator and cannot be ordered after April 15 of an election year. Reorders after the initial 2,500 will be an office account deduction.

Printing

All of the following items require external printing and are office account deductions:

Business Cards

Staff Business Cards (Thermograph Style Only)

Letterhead/Envelopes

Labels

Miscellaneous ("Saw You In The News" or "Per Your Request" cards)

Newsletters
Notepads

If an individual uses a printing vendor that is higher than the state bid (i.e. the lowest bid) that individual must pay the difference between the two out-of-pocket.

NEWSLETTERS & LEGISLATIVE MAILINGS

Legislative newsletters and surveys are a good way to explain issues and policy actions and are an excellent form of contact with your constituents. Surveys also give you an opportunity to build your database for future mailings.

Careful preparation for your mailings is important to ensure you have the funds available in your office account to cover the cost of printing and distribution. Work with the graphic designers, LTSB and mail processor to determine what kind of mailings work best for you.

Newsletter Season

The spring season prior to an election at the end of a legislator's term is known as "Newsletter Season," beginning roughly January 1 and ending at midnight on April 14. Most legislators choose to send out a mailing during Newsletter Season to update their constituents one last time on the work they've accomplished as their elected official. Completing newsletters for all Assembly members within this strict timeframe is an involved and difficult process that includes the efforts of the Assembly graphic designers, LTSB's GIS Applications and Forward Database teams, the Capitol Mailroom, the Sergeant's staff and the state contract printers. The graphic designers will serve as point person for the project, and will create a staggered production schedule with FIRM deadlines. Failure to honor these deadlines or adhere to newsletter policy eliminates any guarantee that your newsletter will be completed and postmarked by April 15.

WORK WITH THE GRAPHIC DESIGNER

The graphic designers will send each office a detailed reminder in late December just before Newsletter Season begins alerting them to schedule their production date. A chart will be included listing sample cost estimates so you can get a rough idea of postage and print prices to help you select a format and quantity that does not exceed your office account. You should, however, use this chart as an estimate only. The graphic designer will provide you with an accurate print quote after your production date.

The production date is your deadline to provide the graphic designer with:

- **FINAL**, legislator-approved **copy** (Word documents are best and can be emailed or provided on disk.)
- **Photo selections** with captions (If photos are on the P: Drive, provide the name and location.)
- **Format/size**, meaning the number of pages and folding configuration (The format will impact the postage rate and therefore, your final newsletter costs. Consider your office account when selecting your format. If the legislator has done newsletters in the past, it's more streamlined to follow his or her previous format.)
- **Color selection** (Usually 2-color: black + one color. However, one-color printing is less expensive.)
- Final **print quantity** (This should be based on how you will be distributing the newsletter. See "Determine How You Will Distribute the Newsletter" below.)
- For your reference, PDF files of all previous newsletters can be found on the respective parties' P: Drives: Assembly Republican samples are located at
- P:\Media\Graphics\Newsletters; Assembly Democrat samples are located at
- P:\Graphics and Newsletters.

PRINT QUOTES

The graphic designer will work up a print quote after the above listed materials are submitted on your production date. This quote will cover the cost for paper, printing and delivery to a single location using state contract printers. Because print quotes take time to decipher and the Newsletter Season is extremely busy, no more than two print quotes will be provided per office. This allows for one revised quote after the initial quote is provided in case you find the costs on the initial quote exceed your office account. A \$5.00 fee will be charged to an office account for additional quote generation after the first two are provided.

If the DOA updates or changes their contracts with state printers during newsletter season, the graphic designer will email a revised print quote to any legislator's office that has already received a print quote. This will not count for one of the two quotes a legislator is allowed nor will the office account be charged.

DETERMINE HOW YOU WILL DISTRIBUTE YOUR NEWSLETTER

Distribution options are:

- 1) **Postal Customer Mailing** (Higher print quantity mailed to more recipients but not targeted.)

- Contact LTSB's GIS Applications team for your postal customer list (267-9528)
- E-mail your final list to the mailroom for a processing and postage quote 266-1006.
- If it's determined that the Sergeant's office will process your mailing, you MUST contact them for scheduling purposes.

2) **Address List Mailing** (Lower print quantity to targeted addresses, but additional costs incurred for outside mailing services.)

- Contact LTSB's Forward/Database team for your mailing list (267-9528)
You MUST provide the CASS certified list from LTSB to the mailing service.

3) **Local Newspaper Inserts** (Negotiate cost to insert with your newspaper publisher and provide the Graphic Designer with their address so arrangements can be made for the printer to deliver the newsletters directly to the publisher.)

Again, LTSB will help you with your Postal Customer and Address List mailings:

- Contact the GIS Applications team 267-9528 for Postal Customer information.
- Contact the Forward/Database team (267-9528) for CASS certified Address Lists.

For accurate postage cost information, contact the Capitol Mailroom (266-1006).

PROOFS AND PROOFREADING

The newsletter process includes up to three proofs so that you have ample opportunity to carefully proofread and review the design and content of your newsletter. The first two proofs come from the Assembly graphic designer and the last one is generated by the state contract printer from the final approved files sent by the graphic designer.

Proof #1

After the newsletter is laid out, the graphic designer will email an initial PDF proof or provide a hard copy proof to the legislator's office. If you have revisions to the first proof they should be sent to the graphic designer in writing, which can be handled in one of two ways. Either print out the PDF proof, mark the revisions on the print out and send the marked up proof to the graphic designer via inter-departmental mail. (It's recommended that you make a copy of the marked up proof before you send it to the graphic designer.) Or email the revisions if they can be described in a simple and clear explanation.

If everything looks acceptable on the initial proof, you may email a final approval for the graphic designer to send the final files to the printer or you may request a hard copy proof to review and sign-off on. (See "Final Approval and Sign-Off" below)

Proof #2

A second, hard copy, color proof will be sent after the first round of revisions is completed. The second proof will have a red stamp on it for your signature and date.

You will need to check the appropriate checkbox stating that the proof is approved as is or that additional revisions are still required. If additional revisions are needed, they may be marked on the proof itself, and another proof will be sent for a final sign-off. You must sign and date the red stamp on the hard copy proof and return it to the graphic designer or e-mail a final approval to send files to the printer.

If content revisions are requested on the second proof or subsequent proofs thereafter, a \$35 charge will be made to the legislator's office account per revision and additional proofs will be provided. If revisions are needed due to the graphic designer's error, they will be made and proofs will be provided at no charge.

Printer's Proof

All newsletter projects will include a final prepress proof from the printer. The print vendor generates a prepress proof after they run the digital files received from the Assembly graphic designer through a preflight stage. This proof is mailed to the Assembly Chief Clerk's office, is reviewed by the graphic designer and is sent on to the legislator's office for a final signature approval to proceed with printing. Printers require a signature approval on their own proof before they will proceed to print a job.

State contract print vendors are allowed 10 business days to print and deliver a newsletter project, starting the day after they receive files electronically from the graphic designer. Within this 10-business day period, the printer's proof will arrive, must be signed-off on, and will be put in Express Mail back to the printer within 24 hours. (Express Mail costs are charged to office accounts.) The Chief Clerk's office will get the printer's proof to the legislator's office before 5:00 pm the same day it arrives. The printer's proof must be returned to the Chief Clerk's office with a signature approval ASAP and the Chief Clerk's office will take care of returning it to the printer.

If a printer's proof is not turned around within 24 hours from when it arrives in the Chief Clerk's office and when it is put in Express Mail back to the printer, the printer does not have to guarantee the job will be printed and delivered within the 10-business day timeframe.

FINAL APPROVAL AND SIGN-OFF

"Sign-off" refers to your final approval for the graphic designer to send files to the printer and for the printer to proceed with printing your newsletter. No files will be sent to a printer without final approval in writing, either in an email or a signature on a hard copy proof, and no printer will print a job without a sign-off on their own proof. This is your confirmation that you have carefully proofread and reviewed the newsletter proof and you approve for it to be printed.

Revisions requested on the printer's proof must be done by the printer because these proofs are generated after the file has been preflighted for their press. State contract printers follow the industry-standard practice of charging anywhere from \$35 to \$75 per revision on files that have already gone through their preflight stage. These charges will be in addition to the original print quote and will be taken from the legislator's office account.

Paper is ordered by the Chief Clerk's office immediately when a job is sent to the printer in order to ensure that the paper arrives at the printer's in time for the press date. A paper order cannot be cancelled because the shipping process begins immediately once the paper vendor receives the order. Therefore, if an office requests to reduce their print quantity AFTER they've signed-off on the final proof, their account will still be charged for the original order amount. The printing price may reduce slightly, but the bulk of the printing cost is the price of the paper.

Questions regarding printing costs can be directed to the Graphic Designers.

I. OFFICE ACCOUNTS

The biennial budget for each representative's office is \$15,000.00. Expenditures from legislative office accounts include:

Printing

Newsletters, stationery and miscellaneous printing requests should be directed to the Graphic Designers: (GOP) 264-8395 or (DEM) 264-8603. Related charges for printing should be directed to the Assembly Chief Clerk's office, 266-3826.

Incoming and Outgoing Mail

All incoming and outgoing mail arrives at the Risser Justice Center before being brought to the Capitol building.

The Assembly and Senate mailrooms have merged and now operate together in B-10 West of the Capitol. Mailroom personnel deliver incoming mail twice daily at approximately 10:00 a.m. and 1:00 p.m. Outgoing mail is picked up twice a day. DOA picks up outgoing US mail and inter-d mail from the Risser Justice Center at 2:30 p.m. Mail that needs to be out by the end of the day must be delivered to the mailroom no later than 2:10 p.m. Only upon prior approval from the Assembly Chief Clerk will stamps be available, in small quantities of less than 10 stamps.

First Class mail Unstamped mail should not be sealed, and the envelope flaps up, as it goes through a metering and sealing machine. Make sure your mailing slip is attached to it. Stamped mail should be sealed. Packages or large envelopes also need to be sealed prior to being picked up by mailroom personnel.

Bulk mail can be done through the mailroom in #10 envelopes in batches of 200 or more of identical pieces such as a targeted topic or informational newsletter. The savings are approximately 9 cents cheaper than first class per piece. Bulk mail is processed early Tuesday and Thursday mornings so they need to be to the mailroom the day before by 2:10 p.m.

Mail House services District-wide mailings, such as newsletters may be processed by a mail house vender or done in-house. Their costs depend on the layout, type of paper, set-ups, tabs etc. Arrangements should be made with the Graphic Designers. Otherwise

see the Legislative mailroom for questions, 266-1006, or the Assembly Chief Clerks office for verification, 266-3826.

Package Express Packages can be sent Federal Express (materials from mailroom) 266-5837, Badger or Greyhound bus. All charges must have a Representative's name on it for identification. Please call 266-3826 for the correct account number.

If you have any mail questions, please contact, Legislative Mailroom Coordinator, at 266-1006 or 266-5837.

Newspaper Subscriptions

Every six months a memo is sent by e-mail regarding state newspapers delivered to your office. These papers are delivered to the office only. District papers can be delivered to both office and/or home. All newspapers are an office account expense.

Government Documents

Documents such as additional Blue Books, State Capitol Brochures and seals are obtained from Document Sales and a requisition is required from the Chief Clerk's Office. Please send a brief written request (e-mail) to the Chief Clerk and we will issue a requisition and bill your office account.

Photo and Color Copy Charges

These charges are billed monthly to legislative office accounts. Color copies are \$.10 each and regular photo copies are \$.03 each

Flags

State flags & U.S. flags (3x5): state nylon/\$13.50; or U.S. nylon/\$9.50 are available through the Chief Clerk's Office. An additional fee is added for shipping: \$5.00 per flag or \$1.00 each for 12 or more.

U.S. and Wisconsin flag sets are for Capitol office use. The flag set (consisting of the flags, poles, stands, cords and tassels) cost \$190.00. Upon retirement from the Assembly each legislator can take the flag set with them. Please send a written request to the Assembly Chief Clerk's office.

Citations

Citation frames with mat cost \$7.00 per frame set. Seals, ribbon and paper are available for \$0.10/each. Framing is done by the Assembly Sgt-at-Arms Office in 411 West, State Capitol. For a citation template go to the Assembly Chief Clerk's website, under forms. Please allow two days for completion of citations. Citation requests made through the Chief Clerk's office become "official" citations and a copy is given to the LRB to be printed and bound at the end of the biennium. Official Assembly citations are signed by the requesting Representative, Speaker and Speaker Pro-Tempore. Official Joint citations are signed by the Senate President, Assembly Speaker and the

Assembly Chief Clerk. Citation paper can be purchased from the Assembly Sgt-at-Arms 266-1503 for offices to complete their own non-official citations or resolutions.

Legal size plaques are available in the Chief Clerk's office at the cost of \$14.00 (available in oak, cherry or walnut).

General Office Supplies

Supplies are provided to the Assembly and may be picked up from the Sgt-at-Arms office located at 411 West or call for delivery, 266-1503. General supplies are not an office account deduction, rather a service provided at no cost to the office. Non-general "special order supplies" will be office account deductions. Prior approval is required for those "special order" items not available from the supply room.

Post Cards

Photos of school groups or individuals taken by the Assembly photographers can be converted to a color postcard and charged to the office account at a cost of \$.10 each for small (9 prints per sheet) or \$.25 for large (4 prints per sheet). Consult your photographer or the Chief Clerk's office if you have questions.

FAX Machines

Fax machines are available on all Multi Function Devices. All faxes are \$.10/page and an office account expense. You have the capability to send faxes through Outlook. Contact LTSB Help Desk at 267-9528 for assistance.

Photo/Film Reimbursement

There is no film/photo reimbursement for services provided outside of the legislature. The intent is to ensure that office account funds are not used for film or photo development for outside Capitol activities. The use of the photographers in Assembly districts needs prior approval from the Chief Clerk.

Staff Mileage Expenses

Reimbursement is allowed for pre-approved staff mileage expenses (\$.352 per mile) for in-district meetings, in-state development seminars and in-state conferences. (Meals and/or lodging are not reimbursable.) The appropriate travel request forms can be obtained from the Chief Clerk's office at 264-8588 or the Chief Clerk's website.

Travel request forms must be approved by the Speaker prior to the event and mileage reimbursement requests must be submitted within 60 days of attendance. Mixed purpose mileage is not reimbursable, an example of mixed purpose mileage might be going to the district for a city council meeting on Friday and staying until Sunday night to return to Madison/home. Conflict would be district fundraisers and lit drops in district during weekend visit.

Office Account/Credits

Office account/credits can only be billed to an office account if that expense occurred during that session. For example, a representative cannot charge bills incurred in January of a new session to the office account from the previous session.

A Representative cannot overcharge the allotted \$15,000.00 (negative balances are not permitted). Reimbursements to the office account are not allowed unless prior approved by the Chief Clerk.

A member has 60 days to dispute a charge or credit to an office account. Example: a representative questions a charge 6-8 months after it was posted to their account.

No Late Fee Payments

The Assembly will not pay late fees for phone bills or any other expense paid from the general fund. The late fee may be charged to your office account.

Tax Exempt

The Wisconsin State Assembly is tax exempt. Taxes applied to outside state contracted services, i.e., high speed internet, cable, cell phone bills, etc., will be charged to your office account.

Check or Reimbursement Requests

It costs the state \$7.00 to produce a check. No check will be cut for less than \$5.00.

District Office

The Assembly will not support a district office. Legislative staff employed by the Wisconsin State Assembly shall work in the legislator's Madison Capitol office. (Exceptions to the rule are when the appointing authority authorizes staff to work in the district on certain occasions.) **Additionally, staff are not authorized to work from home.**

Plunder Boxes

Representatives are authorized only one plunder box purchased out of their office account for their entire tenure.

J. OFFICE KEYS/ACCESS FOBS/PHOTO IDs

Capitol office keys, access cards and photo IDs will be issued only to legislative staff, not interns. **Capitol office keys cannot be duplicated legally by anyone but the state locksmith.** Making copies is expensive, time consuming and a poor security practice. When someone terminates employment with the Legislature, the office

keys/fobs/lds must be returned to the Chief Clerk's Office. Charges for lost keys are as follows:

Office keys and hallway keys: \$17.50 each

Photo ID: \$5.00 each

Access key Fob: \$5.00 each

Upon employment with the Assembly, staff will receive a photo ID card. To report lost keys, access cards or lds, please call the Clerk's office at 264-8588.

K. PARKING

The Wisconsin State Assembly is allocated spaces in various parking facilities in the downtown Madison area, which are offered to Assembly members and staff based on seniority within the Assembly. Parking spaces are redistributed as they become available. The employee pays the cost for the space. Administration of parking is done by the Assembly Sgt-at-Arms office, 266-1503.

L. PER DIEM

THE ASSEMBLY ORGANIZATION COMMITTEE HAS LIMITED PER DIEM TO 153 DAYS PER YEAR. LEGISLATORS HAVE THE OPTION TO CLAIM 153 DAYS OF PER DIEM PER YEAR FOR EVERY DAY THEY COME TO THE CAPITOL. PER DIEM IS \$88.00 FOR LEGISLATORS NOT LIVING IN DANE COUNTY AND \$44.00 FOR LEGISLATORS LIVING IN DANE COUNTY

Section 13.123 Wisconsin Statutes authorizes legislators to claim a "per diem" allowance for expenses incurred in establishing a temporary residence at the State Capitol. Per diem may be claimed for each day spent in Madison on legislative business, not including Saturdays and Sundays unless the legislator is in actual attendance at a session of the legislature or a meeting as a member of a standing committee on one of those days. As provided by Section 20.916(8), the per diem rate is established by the Joint Committee on Employment Relations, based upon a recommendation by the Secretary of the Department of Employment Relations, and does not require approval by the full legislature. For per diem sheets or questions regarding per diem, please contact 4-8588.

M. SMOKING POLICY

Wisconsin law prohibits smoking in indoor areas of government buildings and indoor employment. The Wisconsin State Assembly employees are not allowed to smoke in the indoor areas of state office buildings or any space leased for the Wisconsin State Assembly's use.

N. TELEPHONE POLICY

State phones are to be used for calls that are primarily related to the employee's official responsibility. Assembly policy prohibits personal long distance calls except in an emergency. The Assembly Organization Committee policy does allow for the *"Personal use of Assembly phones for local calls, limited to calls which are essential."* This authorization for some personal use of Assembly phones will continue as long as employees are judicious and do not make excessive use of telephones for this purpose.

Reimbursement for personal calls should be made to the Clerk's Office on the form provided with the monthly office account.

In Madison, most government offices use CENTREX telephone systems. These include State, University of Wisconsin, the City of Madison, Madison Public Schools and Dane County offices. State Centrex numbers in Madison can use 5-digit dialing when calling another Centrex number.

When dialing from your office, use "8" plus the number EXCEPT FOR Centrex calls:

Centrex Calls (state): Last 5 digits (i.e. 6-1501 or 4-8489)
Toll Free Calls: 8-1-800 or 8-1-888 or 8-1-877 plus number
Long Distance Calls: 8-1 plus area code and number
Local Calls: 8 plus local number (only Madison area)
Directory Assistance: 8 plus 411 (local and long distance)

International: 8-011 plus country code plus city code plus number

Calls made other than the procedure above will be charged to your office account. (i.e. 9 plus number, 9 plus directory assistance)

Other Phone Deductions: Charges for all long distance calls will appear on your monthly "STS" bill you receive from the Clerk's office.

Mobile/Cell Phone	Installation, service and legislative business calls
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Faxes	If utilizing FAX machines in copy rooms, cost is \$.10 per page.
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It is improper and illegal for a state public official to charge the State of Wisconsin for a telephone call if the call is not primarily related to the person's official responsibility—even if the official later reimburses the State for its costs.

If a telephone call is related primarily to official business, the State of Wisconsin appropriately pays it. If a telephone call is primarily personal, the call should not be billed to the State of Wisconsin, even if some official activities are discussed in the course of the conversation.

The identification of telephone calls properly paid by the State of Wisconsin requires the exercise of judgment--most appropriately exercised and responsibility most appropriately borne by the official making or authorizing the telephone call.

Calls properly paid by the state: Although a state public official's purpose determines whether his or her telephone call should be billed to the State of Wisconsin, telephone calls of the types described below are usually properly paid by the State:

1. Telephone calls between a state public official and his or her government office.
e.g.: A vacationing official calls his or her government office or a legislator's aide calls the legislator at the legislator's home or place of private employment.
2. A telephone call between a state public official and the official's home or place of private employment at which the official regularly receives messages related to his or her official duties.
e.g.: A state public official publishes his or her home telephone number on official stationery and uses the home as an extension of his or her government office.
3. A telephone call made by a state public official required to be away from home on official business because the official's schedule is changed abruptly.
e.g.: An official at an out-of-state conference or a legislator at the Capitol calls home because his or her schedule has been changed abruptly.
4. A state public official's telephone call to a representative of the press.

Calls usually paid by individual:

Telephone calls described below are of types likely to be made to further a personal interest. If a state public official makes one of these calls, he or she should be certain that it arises because of official functions before billing it to Wisconsin's taxpayers:

1. A telephone call made to any political campaign headquarters or political committee.
2. A telephone call made by a state public official to a relative, business associate or personal friend or to the official's place of private employment.
3. A telephone call made by a full-time, salaried, appointed state public official from his or her government office to his or her home.

Although an official receiving a message to return a telephone call is sometimes unable to know the call's purpose, the Government Accountability Board's suggestions apply to calls returned as well as to calls initiated by a state public official.

The test is whether the telephone call arises independently of official functions or because of them.

Following are several frequently used features available on telephones in the office:

TRANSFERRING a Call –

1. Press TRANSFER. (If no dial tone, press any idle Call Appearance (CA).
2. Dial third party, or press any CA that is ringing or on hold
3. Once connected, talk privately with newly connected party.
4. Press TRANSFER again and hang up.

FORWARDING Calls

ISDN Phones – all phones in legislative offices

1. Press the CFV feature button – listen for dial tone. Lamp will light and remain lit while forwarding is activated.
2. To Cancel: Press CFV button – lamp will go dark.
3. To Change: Listen for dial tone - dial access code *135. Listen for dial tone again. Dial new extension number to which calls are to be forwarded. Hear stutter dial tone then hang up.

Within Centrex *135 + (5-digit number)

Outside Centrex *135 + *8 + area code (if necessary) + phone number

Directly to Voicemail *135 + voice mailbox phone number. This procedure prevents ringing into the office

To Cancel Call Forwarding:

1. Listen for dial tone.
2. Dial *118
3. Hear stutter dial tone and hang up

CONFERENCING a Call

1. Press CONFERENCE. Listen for recall dial tone. First party is now on hold.
 2. Dial third party. Listen for ringing. Third party answers.
 3. Once connected, press CONFERENCE again. You may begin talking immediately.
 4. To disconnect last party added, press DROP. (Only the third party can be dropped from a conference call. You cannot drop your original party and stay on the line with your third party but the original party may hang up at anytime.)
 5. Hang up when you wish to remove yourself from the conference call, only if another party on the call is within the Centrex system.
- If the called party does not answer, depress the switchhook **twice** to drop the ringing and return to the original caller. If the called party is busy, depress the switchhook **once** to drop the busy signal and return to the original caller.
 - Call will continue as long as one of the other parties is within the Centrex system.

Six-Way Conference

Most ISDN phones in legislative offices are programmed for 6-way conferencing on button # 11. By pressing this button you are automatically connected to the conference bridge and you can begin calling the parties to be connected in your conference call. You can connect 5 other parties into your call.

If you have a speed dial telephone number programmed on button # 11, this is currently overriding the conference feature. However, you can pick up any open phone line and follow these directions to begin a 6-way conference call:

1. Listen for dial tone.
2. Dial *138 to connect to the conference circuit. Listen for recall dial tone.

3. Dial number of first party. Party is automatically connected to the conference bridge upon answering.
4. Press CONFERENCE button again. Listen for recall dial tone.
5. Dial number of next party. Announce conference.
6. Press CONFERENCE button again. You are now connected to both conference bridge and first party.
7. Continue to press CONFERENCE button until all parties are connected.
 - Hang up if the called number is busy or does not answer. Your telephone will ring back to you with the existing conferees.
 - As each person joins the conference, he/she can talk with the group while waiting for the remaining conferees.
 - Anyone may hang up at any time without interrupting the conference as long as one of the remaining parties is in the originating Centrex system.

For more detailed information about other available telephone features, contact the Clerk's office at 266-2545.

Cellular Phones / Smartphones

State public officials are the only individuals who are authorized the state rate for cell phones (this does not include staff). *Cell phones are to be used for Official State business only.* Under this program, state officials are only authorized one cell phone or smartphone. The Assembly will not pay for any calls on other devices. Data plans can only be paid by office account if no High Speed internet is charged to the office account.

Cellular phone packages are available to Representatives. Cellular phone bills are an office account deduction. *All cell phone bills must be approved and the bill signed before being submitted for payment to the Assembly Chief Clerk.* Personal calls should be highlighted and paid for with a personal check made out to the Assembly Chief Clerk.

Equipment accessories are an out-of-pocket expense.

Voicemail

Any questions regarding setting up or changing a voice mailbox should be directed to the Chief Clerk's office at 266-2545. The current cost for voicemail is \$6.00 per month per line and is charged to your office account.

To retrieve voicemail messages from outside of the office, dial:

Local 264-6300

Enter * and your 10-digit "ID" mailbox number followed by the # sign (this is not your primary office telephone number it is the secondary line).
Enter your pin number followed by the # sign.

Long Distance

Dial toll-free 800-862-4594 into the voicemail system
Enter * and your 10-digit "ID" mailbox number followed by
the # sign. Enter your pin number followed by the # sign.

District Phone

Each Representative may submit a local and/or long distance district phone bill. *All calls must be approved and the bill(s) signed before being submitted for payment to the Assembly Chief Clerk.*

A second line may be installed at the direction of the Representative. The "district phone line" is a "business line" installation. The installation charges are a one-time fee paid by the general fund. Expenses such as reconnect charges for moving or reconnect due to late payment will not be paid for by the Assembly general fund or as an office account expenditure.

The District Phone monthly bills are paid through the general fund. These bills cannot exceed \$150/month for both local and long distance services and are not office account expenditures.

Data or High Speed Internet

A Representative may choose to have the data portion of a smart phone paid for through the office account, but then CAN NOT have high speed internet also paid from the office account.

Date plans on mobile phones are half general fund and half office account expenditures. Please contact the Chief Clerk for authorization and directions for hook-up, 266-3826.

Telephone Directories

The Chief Clerk's Office can obtain directories for any city within your district without charge. Send e-mail to the Chief Clerk's office requesting the directory by city name, the month it is published, and whether it is a SBC or other Wisconsin State Telephone Association exchange. If *you* place an order for these directories from the company for your office, there may be a charge that will be deducted from your office account.

Telephone Repair Service

If you have any problems with the phone systems, call the Chief Clerk's office at 266-2545. The Assembly owns this equipment and has replacements.

If a phone is not in use, please do not unplug it. Each phone in our offices is paired with another within the Assembly so when unplugged, it will disrupt service for another office. Please call the Chief Clerk's office with any questions.

O. TRAVEL & LODGING-TRAVEL REQUESTS/APPROVAL FORMS

Please note: A green travel voucher requesting reimbursement for actual and necessary expenses cannot be filed for a day claimed on the monthly Per Diem and Mileage sheet. But, if you leave Madison to attend a committee hearing and return to Madison the same day, you may claim the round trip mileage only from Madison to the hearing on a green travel voucher, and still claim that day as a Per Diem day, only when prior approval for the out of Madison hearing is approved by the Speaker.

Expense Guidelines

Written approval must be requested from the Speaker prior to travel. No reimbursement will be made without this approval. When requesting reimbursement for business-related travel expenses, a travel voucher must be filed with the Clerk's office. Reimbursement will be made only for actual and necessary expenses. **Original receipts must be submitted for all expenses claimed.** These expenses will be reimbursed within the limits set forth below, unless a justification for exceeding the limit accompanies the travel voucher. Staff is not authorized to travel. The only exception is for special occasions and with prior approval of the Speaker.

Committee Travel

Speaker approval of a committee chairperson's travel request will cover the committee members, committee staff person and a messenger. Travel vouchers can found on the Chief Clerk's website under **forms** or call the Chief Clerk's office (264-8588).

Lame Duck Travel

Pursuant to Section 13.123 (3) (b) 1., Wisconsin Statutes provides, in pertinent part: no member of the Legislature may be reimbursed for attendance at any meeting held outside this state, other than a meeting of the Legislature, a legislative committee, committee of the joint legislative council or a statutory body of which the person is a duly constituted member, after the Chief Clerk of the member's house determines one of the following:

- a. After the day of the August primary, that the member either has not filed nomination papers for re-election or election to another legislative seat or has sought a party nomination for a legislative seat but is generally acknowledged that the member has not won nomination.
- b. After the day of the general election, that it is generally acknowledged that the member has not been elected to a legislative seat for the succeeding session.

In making the determination under sub. 1., the Chief Clerk is bound by the determination of the chairperson of the elections board or the chairperson's designee if such determination has been issued.

Registration Fees

Completed conference registration fee forms that have been approved by the Speaker should be taken to the Chief Clerk's Office (17 West Main, Ste. 401, 264-8588) and they will be paid directly. If this is not possible, the individual pays the fee and the receipt for the fee is attached to the green travel voucher.

No reimbursement will be made for meals provided by the conference and included in the registration fees. Also, if you are claiming meals, a copy of the meeting or conference brochure should be attached to the travel voucher along with the original receipt.

Transportation

State-Owned, Rental, and Personal Vehicles

If an employee opts to drive his/her personal automobile, the mileage allowance shall be calculated at the current state "turndown rate" (\$.51).

The reimbursement rate per the *Uniform Travel Schedule Amounts* (UTSA) is \$.51 per mile for Representatives if a state car is unavailable. For travel of great distance, use of privately owned automobiles will be reimbursed at the lowest airfare available or mileage, whichever is less.

Other Ground Transportation

Reimbursement for any type of ground transportation is at the standard mileage rate or actual and necessary expenses for public and other forms of ground transportation will be reimbursed in full when submitted on a green travel voucher accompanied by an original receipt. Employees are required to obtain receipts when the cost of a one-way fare exceeds \$15.00. Reasonable charges for taxis and airline limousines, including taxi tips at a maximum rate of 15% of the charge, are reimbursable when other modes of travel are not available or practical. However, limousine shuttle service (usually less expensive or free) should be used in place of a taxi whenever possible.

Air Travel

Reimbursement for commercial air travel shall be limited to the lowest appropriate airfare. Airfare is limited to \$500.00 per flight. Excessive mileage claims or transportation amounts must be accompanied by an explanation of the charges. The lowest airfare should be purchased whenever possible. This includes extending the trip to include a Saturday stay if this results in significant savings after inclusion of additional lodging and meal costs. Special cases in which an employee cannot extend the stay to obtain the cost savings must be approved by the Chief Clerk.

The Government Accountability Board and the Department of Administration have ruled that, if flight coupons earned by an individual were earned in large part while flying on state time and/or at state expense, the benefit of the coupon shall be to the State of Wisconsin, not the individual. However, if miles accrued are incidental to the total necessary for the issuance of a flight coupon, the individual may retain such benefit.

Lodging

The UTSA maximum amount for lodging for all in-state and out-of-state travel has been set at \$70.00 per night (except Milwaukee, Racine, and Waukesha counties where the maximum is \$80.00), not including applicable sales and lodging taxes. If the lodging fee is for a conference-site hotel and exceeds the maximum, reference this clearly on the travel voucher. **When accompanied by a spouse, the employee will be reimbursed for lodging at the single rate only.** This single rate must be shown clearly on the receipt. An original receipt must accompany all lodging claims submitted.

Meals

The UTSA maximum allowable amounts that will be reimbursed for meals (including tax and tips) are as follows: breakfast, \$8.00; lunch, \$9.00; and dinner, \$17.00. There also is an out-of-state high cost city reimbursement rate. Check with the Chief Clerk's office (264-8588) for verification. These are breakfast, \$10.00; lunch, \$10.00; and dinner, \$20.00. Alcohol may not be purchased with state funds. Meals provided at conferences or during airline flights are not reimbursable.

The maximum allowable tip is 15% of the meal cost and is included in the maximum allowable meal amounts listed in this section.

An individual may claim reimbursement for breakfast if he/she leaves home before 6:00 AM; lunch if he/she leaves home before 10:30 am and returns after 2:30 pm; and dinner if he/she returns home after 7:00 pm. Departure and return times must be noted on the green travel voucher for claiming meal reimbursement.

Instructions for Travel Vouchers

These instructions are intended to serve as a guide for filling out the travel vouchers. Following these instructions will reduce delays in the processing of travel vouchers.

It is the responsibility of the employee to include all necessary **original receipts** and explanations of expenses. The employee is responsible for making sure that all claimed expenses are appropriate.

Please note: Credit card carbons cannot be accepted as receipts for any expenses—do not submit them with travel vouchers.

1. Note the appropriate month and year.
2. List the date(s) of the occurrence.
3. Explain the purpose of your trip as specifically as possible. If it is a conference, attach the brochure.
4. List the departure site, destination, and return site.
5. Note the departure and return times. (These must be completed if you are claiming meal reimbursement.)
6. Show any costs of transportation other than mileage, and attach receipts.
7. Note the total number of round-trip miles for the trip. Mileage to and from the airport also may be listed here.
8. List lodging costs by day, if any, on separate lines, and attach original receipts.

9. Note actual meal costs individually.
10. List the nature and amount of allowable expenses (i.e. parking, telephone, tips, and fares), and attach receipts.
11. Signature of the employee and date.
12. Signature of the employee's appointing authority and date.
13. NEVER INCLUDE YOUR SSN ON THIS FORM.

The *Uniform Travel Schedule Amounts* (UTSA), issued by the Department of Employee Relations, is used to govern travel reimbursements. Contact the Chief Clerk's office (4-8588) for assistance in obtaining or filling out the form.

P. RECORD MANAGEMENT

The records of the Assembly, whether held by a Representative or the Chief Clerk, are governed by s. 16.61 (2) (b) 1., stats. Neither a Representative nor the Chief Clerk is under any duty to preserve any records, except those that are subject to an open records request, an investigation, or a court order prohibiting their destruction. The Chief Clerk shall preserve all personnel, per diem, purchasing, and travel records of the Assembly for 6 years minimum under the General Records Schedule, provided by the Department of Administration. Any other records of the Chief Clerk's office may be destroyed at his/her discretion. If any of the records have any historical significance, the Wisconsin Historical Society or the Legislative Reference Bureau Library should be contacted prior to destruction. For further information, contact the Chief Clerk.

When a Representative leaves office, he/she controls the disposition of the records of that office. The Representative should complete the proper form provided by the Legislative Technology Service Bureau (LTSB) concerning disposition of electronic records. Generally, a Representative may choose to delete electronic records, transfer them to a successor in office, or delete and receive a copy of records. For additional information, contact the Chief Clerk or LTSB.

Q. USE OF GOVERNMENT MATERIALS BY CANDIDATES

Section 11.33 of the Wisconsin Statutes states as follows:

(1)(a) No person elected to state or local office who becomes a candidate for national, state or local office may use public funds for the cost of materials or distribution for 50 or more pieces of substantially identical material distributed after:

1. In the case of a candidate who is nominated by nomination papers, the first day authorized by law for circulation of nomination papers as a candidate.
2. In the case of a candidate who is nominated at a primary election by write-in votes, the day the board of canvassers issues its determination that the person is nominated.
3. In the case of a candidate who is nominated at a caucus, the date of the caucus.

4. In the case of any other candidate who is nominated solely by filing a declaration of candidacy, the first day of the month preceding the month which includes the last day for filing declaration.

(b) This subsection applies until after the date of the election or after the date of the primary election if the person appears as a candidate on a primary election ballot and is not nominated at the primary election. (2) This section does not apply to use of public funds for the costs of the following, when not done for a political purpose:

(a) Answers to communications of the constituents.

(b) Actions taken by a state or local government administrative officer pursuant to a specific law, ordinance or resolution which authorizes or directs the actions to be taken.

(c) Communications not exceeding 500 pieces by members of the Legislature relating solely to the subject matter of a special session or extraordinary session, made during the period between the date that the session is called or scheduled and 14 days after adjournment of the session, this includes Saturday and Sunday. **Except as provided in sub. (2), it is not a defense to a violation of sub. (1) that a person was not acting with a political purpose. This subsection applies irrespective of the distributor's intentions as to political office, the content of the materials, the manner of distribution, the pattern and frequency of distribution and the value of the distribution materials.**

This section of the statutes has been interpreted by the Government Accountability Board to apply to both legislative newsletters and other state publications. In addition, sec. 11.33 makes it illegal to not only distribute literature, but also to purchase materials for distribution with state monies. This has the practical effect of disallowing representatives from using office funds to purchase state highway maps, brochures, Capitol Guide books, etc., (over 49 pieces) for distribution in any manner after circulation of nomination papers begins. Please keep this in mind when ordering any publications through the Chief Clerk's Office after June 1, of an election year, which is the first day for circulation of nomination papers for legislators.

R. ACCESS TO CAPITOL PRESS ROOM AND OTHER PRESS AREAS

Individuals may have access to the Capitol press room and to the area reserved for press within the Assembly Chamber only if they possess a valid, permanent or temporary registration card issued by the Assembly Sgt-at-Arms office. This policy does not prohibit legislative employees or employees of the Department of Administration, or individuals performing duties under contract with either house of the Legislature or the Department of Administration, from accessing these areas as otherwise authorized. This policy does not limit the authority of the presiding officer to have individuals removed from the Assembly Chamber pursuant to Assembly Rules.

S. PROFESSIONAL LISTS AND OTHER LISTS

Lists Specific to District

If a Legislator desires to obtain a list that is specific only to his or her district but that is not in LTSB's regular inventory, the Legislator may request the Chief Clerk to purchase the list. A Legislator may make such a request only if the Legislator will use the list to

distribute communications that are directly related to the affairs of state government. Upon receipt of such a request, the Chief Clerk shall request that LTSB obtain and process the list accordingly. For any such list, the list's cost is charged to the Legislator's office account.

Statewide or Multi-District Lists

The Government Accountability Board (GAB) maintains the Statewide Voter Registration System which is Wisconsin's official list of registered voters. It contains voter id, name, address, county, municipality, ward, year of birth, sex and elections voted. LTSB obtains this list after each election once the GAB is prepared to release it.

The cost of the list is split between the Assembly and Senate. Once received, LTSB standardizes and geocodes the addresses adding Assembly and Senate districts. Offices may request the raw data or have it added to their Forward database by LTSB for use in the conduct of legislative business.

The Chief Clerk may provide LTSB with funds to purchase other statewide lists commonly used in the Legislature for use by all Legislator's and non-partisan legislative agencies in the conduct of legislative business.