



ROBIN J. VOS

SPEAKER OF THE WISCONSIN STATE ASSEMBLY

FROM: Assembly Speaker Robin Vos 
DATE: January 22, 2015
RE: Assembly 2015-2016 policy changes and procedures

- The Wisconsin State Assembly office accounts may be reimbursed for the promoting of a nonpartisan aspect of the legislator's office using traditional media (i.e. newspaper advertisements) or social media (i.e. Facebook/Google advertisements). Prior approval from the speaker's office is required.
- Office accounts also can be used to purchase an individual URL/website address for the representative's state website. The new URL/web address is only to be used to forward the user to the state legislature web address. The state legislator's official website must be hosted by the state and there will be no exceptions made on this policy.
- In the case of an audio/video clip that contains a reference or depiction of a state elected official who becomes a candidate for national, state, or local office, disseminating the audio/video clip in any way if it pertains to non-state business after the first day authorized by law for circulation of nomination papers as a candidate for that office is prohibited.
- Per Diem is up to \$138.00 per day if staying overnight on legislative business. Members not staying overnight are authorized up to \$69.00 per day when conducting legislative business. Dane County members are authorized up to \$69.00 per day when conducting legislative business. Maximum number of days that can be claimed for per diem in 2015 is 153 days. (Assembly Organization 15-01)
- Per Diem travel will not be more than two trips per week, unless one of the trips involves an overnight stay. Members who reside within 25 miles of the State Capitol may not receive any reimbursement for travel expenses to the State Capitol, including weekly mileage reimbursement.
- Each representative will be allowed to take one out-of-state trip per session from their office account.
- Airfare will be reimbursed up to \$500.00 for that trip.
- Reasonable expenses to and from the airport and hotel will be reimbursed with accordance to the State Employment Relations Pocket Travel Guide, found under Travel Forms on the Assembly Chief Clerk's website. Receipts are needed for all reimbursements.
- Reimbursement for hotels will be reimbursed up to the rate of the host hotel during the conference.

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- Travel for the minority party must first be approved by the Minority Leader and then by the Assembly Speaker, forms are found on the Assembly Chief Clerk's website under Travel Forms.
- All Assembly travel **must be pre-approved** by the Assembly Speaker or it may not be paid.
- Each standing committee (excluding Legislative Council committees) may travel in-state once per session if it is clear that in doing so will benefit all committee members. This policy exempts the Joint Finance Committee and any Special Speaker Task Force Committees.
- Each request **must be pre-approved** by the Assembly Speaker. Committee chairpersons should complete a Committee Travel Form, found on the Assembly Chief Clerk's website under Travel Forms. This approval will cover all members of the committee.
- Costs for mileage, meals, room reservation for the hearing and overnight hotel costs (if necessary) are an out-of-office account deduction for each member of the committee and the committee clerk.
- Staff travel reimbursement for mileage will not be allowed after the first day authorized by law for circulation of nomination papers as a candidate for legislative office. This will be in effect until after the November election of that year.