

GENERAL ASSEMBLY COMPENSATION COMMISSION

Item 2C

Each legislator shall be paid a four-hundred dollar (\$400) lump sum non-vouchered within district transportation allowance at the beginning of each calendar year of the term: 1995, 1996, 1997, and 1998.

Item 2D

Each member who wishes to be reimbursed for expenses actually incurred for registration fees, meals, lodging and travel in attending a meeting, conference or other function outside the State which the member believes is directly related to, or will substantially enhance the performance of, the member's duties as a legislator shall request and obtain in writing the prior approval of the President of the Senate and the Speaker of the House of Delegates. The request for approval shall indicate the basis for the request for reimbursement, the estimated amount of reimbursable expenses and such other information as may be reasonably necessary to determine the appropriateness of reimbursement. The President of the Senate and the Speaker of the House of Delegates shall develop guidelines for reimbursement of out-of-state travel and other expenses. In developing these guidelines the President of the Senate and the Speaker of the House of Delegates may utilize the provisions of the Standard Travel Regulations of the State of Maryland to the degree applicable, except that the following policies shall be observed:

(1) The amount of any reimbursement for registration fees, as well as attendance at the particular function, must be approved in advance by the President of the Senate and the Speaker of the House of Delegates;

(2) The maximum amount of reimbursement available for actual expenses incurred for meals and lodging on any trip shall be determined by the joint action of the President of the Senate and the Speaker of the House of Delegates in connection with approval of each request, provided that in no event shall a member be reimbursed for meals and lodging expenses combined that exceed the following amounts per day, each of the daily limits to be in effect during the calendar year indicated:

<u>Calendar Year</u>	<u>Out-of-State Per Day Combined Expense Reimbursement Limit</u>
1995, from January 11	\$160
1996	\$160
1997	\$160
1998	\$160
1999, to January 12	\$160

(3) The President of the Senate and the Speaker of the House of Delegates may approve reimbursement in excess of the daily limits provided in paragraph (2) of this Item 2D if a legislator who is traveling out-of-state as part of a state delegation or representing the state will incur expenditures for lodging and meals in excess of the daily limits due to the nature of the out-of-state travel or to the high cost of lodging and meals in the location of the out-of-state travel. The authorization of approval shall include the circumstances involved and document the basis for the costs, including the maximum amount to be reimbursed; and