House Legislative Expense Oversight Committee

Procedures for Approving Authorized Legislative Training Days for House Members

Last revised October 15, 2019

As authorized by Legislative Joint Rule JR5-1-102, the House Legislative Expense Oversight Committee establishes the following procedures for designating or approving an authorized legislative training day.

Part 1. General Provisions

Section 1.1 Definitions

As used in this policy:
(1) “Authorized legislative training day” is as defined in JR5-1-101.
(2) "Reimbursement" is as defined in JR5-1-101.

Part 2. Approval of authorized legislative training days.

Section 2.1 Authorized legislative training days

(1) In accordance with JR5-1-102, this part governs the procedures for designating House approved authorized legislative training days.
(2) A legislator may request salary compensation for up to 10 authorized legislative training days per calendar year by submitting information about the event, date(s), purpose, and evidence of attendance (e.g. airfare, lodging receipts for out-of-town events) to the chief clerk of the House.
(3) An all-day caucus meeting held by the majority party or minority party and new legislator orientation are approved as authorized legislative training days.
(4) The chief clerk of the House will automatically submit an authorized legislative training day salary payment to a legislator that attends:
    (i) an all-day caucus meeting of the majority or minority party; or
    (ii) new legislator orientation.

Examples of meetings eligible to be compensated as a legislative training day

- All-day caucus meetings
- Chair training
- New Legislator Orientation
- Fall Legislative Summit
- Off-site legislative visit (usually in even-numbered years only)
- Up to four days per calendar year to attend either NCSL, CSG, or other meetings as approved by the Speaker
- Legislative service-related conference attendance