

**Report to Legislative Council — Summary of Approved Travel Recommendations  
As of November 16, 2012**

<b>Member's Name</b>	<b>Travel Authorized By:</b>	<b>Conference Name</b>	<b>Conference Date and Location</b>
Senator Joyce Elliott	Senator Jack Crumbly, Chair Senate Committee on Insurance & Commerce	Meeting of the National Black Caucus of State Legislators	December 5-9, 2012 Washington, D.C.

**Policy on Reimbursement of Members of the General Assembly for  
Attendance at National or Regional Conferences  
Adopted May 16, 2008**

In accordance with the Arkansas Code Annotated Section 10-3-210, it shall be the policy of the Arkansas General Assembly acting by and through the Arkansas Legislative Council and the Bureau of Legislative Research to allow reimbursement to Members of the General Assembly for their attendance at normal meetings of the SLC, CSG, NCSL, Energy Council and ALEC and their duly formed subcommittee meetings.

If a Member of the General Assembly wishes to receive reimbursement for attendance at a regional or national meeting not listed above, then and in that event, the policy of the Arkansas General Assembly acting by and through the Arkansas Legislative Council and the Bureau of Legislative Research shall be as follows:

1. The Member must submit a written request for reimbursement prior to attendance to the Chair of a legislative committee in which the Member is also a member. Said request shall contain such information to ascertain the beneficial nature of the meeting to the people of the State of Arkansas, and shall, at a minimum, contain an agenda for the meeting.
2. Upon receipt of the above information, the Chair of the committee shall review it and make an initial determination that the required information is contained in the request. If the Chair determines that the information provided by the Member is incomplete, the Chair shall notify the Member, in writing, of the perceived deficiencies and give the Member the opportunity to cure any defects.
3. Once complete, the Chair shall forward his or her recommendation to the Legislative Council where it shall be reported at the next regularly scheduled meeting.