

**Report to Legislative Council — Summary of Approved Travel Recommendations
As of July 20, 2012**

Member's Name	Travel Authorized By:	Conference Name	Conference Date and Location
Representative Jeff Wardlaw	Representative Fred Allen, Chair House Committee on Insurance & Commerce with approval by Speaker Robert S. Moore, Jr.	National Conference of Insurance Legislators (NCOIL)	July 12–14, 2012 Burlington, Vermont
Senator Linda Pondexter Chesterfield	Senator Linda Pondexter Chesterfield, Chair, Senate Committee on Transportation, Technology & Legislative Affairs with approval by President Pro Tempore Paul Bookout	15th Annual Transportation and Infrastructure Summit	August 14–27, 2012 Irving, Texas

**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.