

**Report to the Legislative Council of Approved Travel Recommendations
As Required by Legislative Council Policy and Arkansas Code Annotated Section 10-3-210
As of December 19, 2014**

<u>Member's Name</u>	<u>Travel Authorized By:</u>	<u>Conference Name</u>	<u>Conference Date and Location</u>
Representative Henry "Hank" Wilkins, IV	Representative Tommy Wren, Chair, House Interim Committee on Insurance and Commerce and with concurrence by Speaker Davy Carter	2014 Annual Meeting of the National Conference on Insurance Legislators (NCOIL)	November 19-23, 2014 San Francisco, California

**Policy on Reimbursement of Members of the General Assembly
for Attendance at National or Regional Conferences
As Amended and Adopted by the Legislative Council, May 28, 2013**

In accordance with Arkansas Code Annotated § 10-2-224 (as amended by Acts 2011, Nos. 48 and 71) and § 10-3-210, it shall be the policy of the Arkansas Legislative Council and the Bureau of Legislative Research to allow reimbursement of 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 conference 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. The request shall contain sufficient information to ascertain the beneficial nature of the meeting to the people of the State of Arkansas.
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 the reimbursement is authorized by the Chair of the committee, the authorization shall also be subject to approval of the Speaker of the House of Representatives or the President Pro Tempore of the Senate.
4. Once review of the reimbursement request has been completed by the Chair of the committee and the Speaker of the House of Representatives or the President Pro Tempore of the Senate, the Chair of the committee shall forward the recommendation to the Legislative Council where it shall be reported at the next regularly scheduled meeting.