2023 LOBBY DAY
REIMBURSEMENT POLICIES

Each local may request financial assistance to help defray the cost of its lobby day by following the guidelines listed below.

Reimbursement amounts

Locals

• Locals may be reimbursed for lost wages and/or substitute costs for up to two (2) members for each lobby day they attend when local negotiated leaves are not available or when a local has a limited number of union leave days and needs them for local union business. Mileage will be reimbursed at .20 per mile for one round trip per vehicle. Meals will be reimbursed up to $15 per member attending.
• In addition, locals will be reimbursed for one (1) standard hotel room, per local, when member travel 125 miles or more one way. Meal reimbursements will be up to an additional $35 per member.

Statewide affiliates

Statewide affiliates will receive a reimbursement of up to $300.

Education Minnesota Committees and Task Forces:

• Committee and task force members may be reimbursed for lost wages and/or substitute costs for each lobby day they attend when local negotiated leaves are not available or when a local has a limited number of union leave days and needs them for local union business. Mileage will be reimbursed at .20 per mile for one round trip per vehicle. Meals will be reimbursed up to $15 per member attending.
• In addition, each committee or task force member will be reimbursed for one (1) standard hotel room, when member lobbyists travel 125 miles or more one way. Meal reimbursements will be up to an additional $35 per member.

Reimbursement process

Each local/statewide affiliate must attend a briefing session by an Education Minnesota lobbyist.

A completed lobby report form must be submitted to the Education Minnesota Public Affairs Department for each legislator visited.

Each local must submit a reimbursement request form to the Education Minnesota Public Affairs Department for processing.

Unused funds

Additional lobby days will be eligible for unused funds only after the initial lobby day reimbursements for all units are processed.

Other unused funds will be distributed, as requested, by locals requesting assistance for an additional lobby day. The additional funding must be approved prior to the lobby day.

Outside Groups

Upon approval by the President and Executive Director, education related or ideologically aligned groups may have access to Education Minnesota facilities for lobby day briefings. Education Minnesota may choose to provide them with snacks and briefing materials.