

**GUIDELINES FOR REIMBURSEMENT  
OF  
STATE-FUNDED EXPENSES  
FOR  
JUNE PRIMARY RUNOFF ELECTIONS**  
(Effective November 7, 1995; Revised November 15, 2007)



**STATE BOARD OF ELECTION COMMISSIONERS**  
501 Woodlane, Suite 401N  
Little Rock, Arkansas 72201  
(501) 682-1834  
(800) 411-6996  
[www.arkansas.gov/sbec](http://www.arkansas.gov/sbec)



**POLL WORKERS PAY  
INSTRUCTIONS  
FOR  
ATTACHMENT “A”  
(For All Elections Except May Preferential Primary Elections)  
(Page 1 of 4)**

Pages 2 through 4 of Attachment “A” contain tables for gathering information on poll worker pay, training pay, and mileage reimbursement. The tables are separated in sections that are referenced in the instructions below. As you review the instructions, please refer to the tables.

**INSTRUCTIONS:**

Provide the name of each poll worker under the name of the polling site at which they worked on election day.

**In Section 1**, record each poll worker’s pay, \$90 for a full day or \$45 for a split-shift. The \$90 is based on approximately 14 hours at the new state minimum wage of \$6.25 per hour. Ignore the \$25 additional training pay since it only applies to May Preferential Primary Elections.

**In Section 2**, record the hours (or fraction of an hour) and calculate the additional wages earned by poll workers (ONLY) who transported ballots, materials, and returns to and from the poll on election day.

If poll workers count ballots at the poll on election day immediately upon closing the poll, you may also claim any poll worker hours in excess of a 14 hour day (time worked past 8:30 p.m.).

**In Section 3**, record the number of miles traveled and calculate the mileage expense of poll workers (ONLY) who transported ballots, materials, and returns to and from the poll on election day.

Carry the “TOTALS” at the bottom of Attachment “A” forward, as indicated, to the appropriate line on the “ACTUAL EXPENSES SUMMARY” sheet.

**RETURN ATTACHMENT “A” ALONG WITH THE SUMMARY SHEET**

**FOR ADDITIONAL INFORMATION SEE  
THE STATE BOARD OF ELECTION COMMISSIONERS’  
RULES FOR REIMBURSEMENT OF EXPENSES FOR STATE-FUNDED  
ELECTIONS**







