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## Rules governing financial commitments

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1. The expenses of Estonian Riigikogu are regulated within the state budget.
2. The salaries of MP-s are regulated by law.

The inland travel allowances are paid if:

- 1) the standing committee decides the secondment and the chair of the committee gives his/her signature
- 2) the member of the board of the parliament needs the signature of the speaker of the parliament
- 3) a member of a faction needs for a secondment a signature of the chair of the faction

After the return from the secondment the MP has to present all the receipts and bills for the bookkeeper in five days.

The foreign secondment has to meet following conditions:

- 1) the MP presents the invitation and application to the Chancellery of the Parliament if he/she has got the approval from the chair of the committee that she/he is a member of
- 2) if the MP goes to the secondment as a member of a faction then the chair of the faction has to approve the application
- 3) after return from the foreign trip the MP has to present an overview and receipts and bills.

The secondment expenses of the MP are regulated the same way as the expenses of civil servants.

Both the representation expenses, phone bills and office goods are refunded on the basis of the receipts. The sum cannot be higher than 30% of the salary of the MP.

The newspapers and magazines are subscribed to the factions and committees after the approval from the Secretary General.

Procurement of goods is regulated by the rules of Secretary General. In these rules there are also mandates for the administrative director of the parliament and other heads of departments to buy goods. If the goods or services need some kind of contract (for example if a research department orders a study from the university) then we need to get the approval from the Secretary General beforehand.

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