
THE GENERAL ASSEMBLY OF PENNSYLVANIA

HOUSE RESOLUTION

No. 61 Session of
2015

INTRODUCED BY TRUITT, DUNBAR, MCGINNIS, MACKENZIE, GREINER,
HICKERNELL, HELM, MENTZER, GRELL, BLOOM, MULLERY, LAWRENCE
AND TALLMAN, FEBRUARY 3, 2015

REFERRED TO COMMITTEE ON RULES, FEBRUARY 3, 2015

A RESOLUTION

1 Amending House Rule 14.

2 RESOLVED, That House Rule 14 be amended to read:

3 RULE 14

4 Members' and Employees' Expenses

5 A member who attends a duly called meeting of a standing or
6 special committee of which he or she is a member when the House
7 is not in session or who is summoned to the State Capitol or
8 elsewhere by the Speaker, or the Majority or Minority Leader of
9 the House, to perform legislative services when the House is not
10 in session shall be reimbursed per day for each day of service,
11 plus mileage to and from the member's residence, at such rates
12 as are established from time to time by the Committee on Rules
13 but not in excess of the applicable maximum mileage rate
14 authorized by the Federal Government. For travel to any location
15 for committee meetings or for travel to the State Capitol for
16 any reason, members cannot receive reimbursement in excess of
17 the applicable maximum per diem rate authorized by the Federal

1 Government. These expenses shall be paid by the Chief Clerk from
2 appropriation accounts under the Chief Clerk's exclusive control
3 and jurisdiction, upon a written request approved by the Speaker
4 of the House, or the Majority or the Minority Leader of the
5 House. All per diem payments made by the Chief Clerk's office
6 shall be made for actual expenses under the General Services
7 Administration/Actual Expenses Method as prescribed by rules
8 promulgated by the Internal Revenue Service. No other option
9 shall be utilized for payments of per diems or expenses. The
10 Comptroller's Office shall develop formulas and procedures on
11 calculating actual expenses for rental dwellings used by members
12 of the House of Representatives.

13 An employee of the House summoned by the Speaker or the
14 Majority or Minority Leader of the House to perform legislative
15 services outside of Harrisburg shall be reimbursed for actual
16 expenses and mileage to and from the employee's residence. Such
17 expenses may be paid by the Speaker, Majority or Minority
18 Leader, if they agree to do so, or shall be paid by the Chief
19 Clerk from appropriation accounts under the Chief Clerk's
20 exclusive control and jurisdiction, upon a written request
21 approved by the Speaker, or the Majority or the Minority Leader.
22 District office employees are only permitted to be reimbursed
23 from an account under the control of the Chief Clerk when
24 traveling to Harrisburg for a training program sponsored by
25 either caucus or for travel to a legislative conference approved
26 by the Speaker, the Majority Leader or the Minority Leader. All
27 other travel by district office employees may be reimbursed from
28 the member's accountable expenses or an account under the
29 control of the Speaker, the Majority Leader or the Minority
30 Leader.

1 Members and employees traveling outside the Commonwealth of
2 Pennsylvania who receive any reimbursement for expenses or
3 travel which reimbursement is from public funds shall file with
4 the Chief Clerk a statement containing his or her name and the
5 name, place, date and the purpose of the function.

6 Money appropriated specifically to and allocated under a
7 specific symbol number for allowable expenses of members of the
8 House of Representatives shall be reimbursed to each member upon
9 submission of vouchers and any required documentation by each
10 member on forms prepared by the Chief Clerk of the House. No
11 reimbursement shall be made from this account where a member is
12 directly reimbursed for the same purpose from any other
13 appropriation account.

14 Such allowable expenses of members may be used for any
15 legislative purpose or function, including but not limited to
16 the following:

17 (1) Travel expense on legislative business.

18 (a) Mileage on session or nonsession days at a rate as
19 may be approved from time to time by the Committee on Rules,
20 but not in excess of the maximum mileage rate authorized by
21 the Federal Government for travel; voucher only.

22 (b) Miscellaneous transportation on legislative business
23 (taxi, airport limousine parking, tolls), and expenses of a
24 similar nature; voucher only for any single expense not in
25 excess of \$10.

26 (c) Travel on legislative business by common carrier
27 other than taxi and airport limousine; voucher and receipt
28 from common carrier.

29 (d) Car rental; voucher and receipt from rental agency
30 but reimbursement not to exceed in any month an amount as may

1 be approved from time to time by the Committee on Rules. Any
2 amount in excess of the said amount shall be paid by the
3 person renting the car. In no event shall other than American
4 manufactured cars be rented.

5 (e) Lodging, restaurant charges and other miscellaneous
6 and incidental expenses while away from home. Vouchers only
7 for per diem allowance approved from time to time by the
8 Committee on Rules, but not in excess of the applicable
9 maximum per diem rate authorized by the Federal Government or
10 for actual expenses not in excess of such per diem rate.

11 (2) Administrative, clerical and professional services for
12 legislative business, except for employment of spouses or any
13 relatives, by blood or marriage.

14 (a) Administrative and clerical services; voucher and
15 receipt from person employed.

16 (b) Professional services; voucher and receipt and copy
17 of agreement or contract of employment.

18 (3) Rent for legislative office space; purchase of office
19 supplies; postage; telephone and answering services; printing
20 services and rental only of office equipment; voucher and
21 vendor's receipt, except for postage expense.

22 (4) Official entertainment-restaurant and beverage charges;
23 voucher only for expenses. Receipts for entertainment expenses,
24 together with a statement of the reason for the expense, shall
25 be submitted with the request for reimbursement.

26 (5) Purchase of flags, plaques, publications, photographic
27 services, books, and other similar items in connection with
28 legislative activities; voucher and vendor's receipt.

29 (6) Communications and donations in extending
30 congratulations or sympathy of illness or death; voucher only on

1 expenses not in excess of \$35.

2 No money appropriated for members' and employees' expenses
3 shall be used for contributions to political parties or their
4 affiliated organizations.

5 No money appropriated for members' and employees' expenses
6 shall be used for contributions to charitable organizations or
7 for charitable advertisements. This paragraph shall not prevent
8 a de minimis use of legislative resources, in connection with
9 legislative activities, to benefit a bona fide charitable
10 organization that serves a member's district.

11 Members and employees shall not request reimbursement for the
12 private lease of vehicles leased on a long-term basis. No
13 payments will be made with respect to private, long-term lease
14 vehicle expenses incurred by members or employees except with
15 respect to private, long-term lease arrangements entered into by
16 a member prior to March 13, 2007, payments for which will be
17 made in accord with the rules in place on March 12, 2007. The
18 Chief Clerk is authorized to enter into a master lease agreement
19 with the Department of General Services for the long-term lease
20 of automobiles.

21 All disbursements made, debts incurred or advancements paid
22 from any appropriation account made to the House or to a member
23 or nonmember officer under a General Appropriation Act or any
24 other appropriation act shall be recorded in a monthly report
25 and filed with the Chief Clerk by the person authorized to make
26 such disbursement, incur any debt or receive any advancement on
27 a form prescribed by the Chief Clerk.

28 The Chief Clerk shall prescribe the form of all such reports
29 and make such forms available to those persons required to file
30 such reports. Such report form shall include:

1 (1) As to personnel:

2 (a) The name, home address, job title, brief description
3 of duties and where they are performed, department or member
4 or members to whom assigned, the name of immediate supervisor
5 and minimum hours of employment per week of each employee.

6 (b) The appropriation account from which such employee
7 is compensated, the amount of compensation and whether such
8 person is on salary, per diem or contract.

9 (2) As to all other expenditures:

10 (a) To whom it was paid, the amount thereof, and the
11 nature of the goods, services or other purpose for which the
12 expenditure was made.

13 (b) The appropriation account from which the expenditure
14 was made and the name or names of the person or persons
15 requesting and/or authorizing the same.

16 The reporting requirements as to personnel may be fulfilled
17 by the maintenance in the Office of the Chief Clerk of the House
18 of an alphabetized file containing the current information for
19 each employee as set forth above.

20 All monthly reports filed on disbursements made or debts
21 incurred by any officer or member or employee from
22 appropriations made to the House or to a member or nonmember
23 officer under any General Appropriation Act, and the
24 documentation for each disbursement, shall be public information
25 and shall be available in accordance with the act of February
26 14, 2008 (P.L.6, No.3), known as the Right-to-Know Law.

27 All vouchers and requisitions relating to all expenditures,
28 expenses, disbursements and other obligations out of all
29 appropriated funds of the House, and the documentation
30 evidencing payment of the vouchers and requisitions, shall be

1 available in accordance with the Right-to-Know Law.

2 All requests for reimbursement out of any appropriation shall
3 be accompanied by a voucher, or other documents where required,
4 evidencing payment or approval. All requests for reimbursement
5 out of any appropriation payable to a member, nonmember officer
6 or employee shall be void if not submitted within 60 days of the
7 date that the otherwise allowable expense is incurred for any
8 and all otherwise allowable expenses, including without
9 limitation, per diem, mileage and actual expenses incurred. Any
10 such void request for reimbursement may not be paid except
11 pursuant to a motion to suspend this rule for good cause
12 specific to the voided request for reimbursement. In no event
13 shall any payment or reimbursement be made for any otherwise
14 allowable expense incurred on or before March 12, 2007. The
15 voucher form shall be approved and supplied by the Chief Clerk.
16 Receipts or documentation of every expenditure or disbursement
17 which is in excess of the maximum amount as set forth herein
18 shall be attached to the voucher. Where a request for payment is
19 made in advance of an expense actually incurred, the Chief
20 Clerk, before making such advance payment shall require a
21 description satisfactory to the Chief Clerk of the item or
22 service to be purchased or the expense to be incurred, and a
23 receipt or other documentation shall be given to the Chief Clerk
24 after the item or service has been purchased or expense incurred
25 as evidence that such advancement was in fact expended for such
26 purpose.

27 All reports, vouchers and receipts from which reports are
28 prepared and filed shall be retained by the Chief Clerk, officer
29 or member, as the case may be, for such period of time as may be
30 necessary to enable the Legislative Audit Advisory Commission

1 created pursuant to the act of June 30, 1970 (P.L.442, No.151),
2 entitled "An act implementing the provisions of Article VIII,
3 section 10 of the Constitution of Pennsylvania, by designating
4 the Commonwealth officers who shall be charged with the function
5 of auditing the financial transactions after the occurrence
6 thereof of the Legislative and Judicial branches of the
7 government of the Commonwealth, establishing a Legislative Audit
8 Advisory Commission, and imposing certain powers and duties on
9 such commission," to conduct, through certified public
10 accountants appointed by it, annual audits to assure that such
11 disbursements made or debts incurred were in accordance with
12 Legislative Audit Advisory Commission guidelines and standards
13 as approved by the Committee on Rules, or for a minimum of three
14 years, whichever is longer. All annual audit reports shall be
15 available for public inspection. Photocopies of such reports
16 shall be available for a fee established by the Chief Clerk not
17 to exceed the cost of duplication.

18 Except as specifically prohibited by law or limited by this
19 rule, all expenditures of funds appropriated to the House or to
20 a member or nonmember officer shall be subject to the
21 expenditure guidelines established by the Rules Committee. The
22 Rules Committee shall establish standards regarding
23 documentation evidencing payment out of any appropriations
24 account made to the House or to a member or nonmember officer.

25 The Bipartisan Management Committee shall receive and review
26 suggestions from the Comptroller on ways to reduce costs and
27 improve the fiscal operations of the House. The Comptroller,
28 following authorization by the Bipartisan Management Committee,
29 shall implement cost-reducing and other new measures to improve
30 the fiscal operations of the House.