
THE GENERAL ASSEMBLY OF PENNSYLVANIA

HOUSE RESOLUTION

No. 61 Session of
2021

INTRODUCED BY DeLUCA, ZABEL AND KULIK, FEBRUARY 26, 2021

REFERRED TO COMMITTEE ON RULES, FEBRUARY 26, 2021

A RESOLUTION

1 Amending House Rule 14, further providing for members' and
2 employees' expenses.

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

4 RULE 14

5 Members' and Employees' Expenses

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

1 diem rate authorized by the Federal Government] thirty-eight
2 cents per mile. These expenses shall be paid by the Chief Clerk
3 from appropriation accounts under the Chief Clerk's exclusive
4 control and jurisdiction, upon a written request approved by the
5 Speaker of the House, or the Majority or the Minority Leader of
6 the House.

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

25 Members and employees traveling outside the Commonwealth of
26 Pennsylvania who receive any reimbursement for expenses or
27 travel which reimbursement is from public funds shall file with
28 the Chief Clerk a statement containing his or her name and the
29 name, place, date and the purpose of the function.

30 Money appropriated specifically to and allocated under a

1 specific symbol number for allowable expenses of members of the
2 House of Representatives shall be reimbursed to each member upon
3 submission of vouchers and any required documentation by each
4 member on forms prepared by the Chief Clerk of the House. No
5 reimbursement shall be made from this account where a member is
6 directly reimbursed for the same purpose from any other
7 appropriation account.

8 Such allowable expenses of members may be used for any
9 legislative purpose or function, including but not limited to
10 the following:

11 (1) Travel expense on legislative business.

12 (a) Mileage on session or nonsession days at a rate as
13 may be approved from time to time by the Committee on Rules,
14 but not in excess of [the maximum mileage rate authorized by
15 the Federal Government for travel] thirty-eight cents per
16 mile; voucher only.

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

21 (c) Travel on legislative business by common carrier
22 other than taxi and airport limousine; voucher and receipt
23 from common carrier.

24 (d) Car rental; voucher and receipt from rental agency
25 but reimbursement not to exceed in any month an amount as may
26 be approved from time to time by the Committee on Rules. Any
27 amount in excess of the said amount shall be paid by the
28 person renting the car. In no event shall other than American
29 manufactured cars be rented.

30 (e) Lodging, restaurant charges and other miscellaneous

1 and incidental expenses while away from home. Vouchers only
2 for per diem allowance approved from time to time by the
3 Committee on Rules, but not in excess of the applicable
4 maximum per diem rate authorized by the Federal Government or
5 for actual expenses not in excess of such per diem rate.

6 (2) Administrative, clerical and professional services for
7 legislative business, except for employment of spouses or any
8 relatives, by blood or marriage.

9 (a) Administrative and clerical services; voucher and
10 receipt from person employed.

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

13 (3) Rent for legislative office space; purchase of office
14 supplies; postage; telephone and answering services; printing
15 services and rental only of office equipment; voucher and
16 vendor's receipt, except for postage expense.

17 (4) Official entertainment—restaurant and beverage charges;
18 voucher only for expenses. Receipts for entertainment expenses,
19 together with a statement of the reason for the expense, shall
20 be submitted with the request for reimbursement.

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

24 (6) Communications and donations in extending
25 congratulations or sympathy of illness or death; voucher only on
26 expenses not in excess of \$35.

27 No money appropriated for members' and employees' expenses
28 shall be used for contributions to political parties or their
29 affiliated organizations.

30 No money appropriated for members' and employees' expenses

1 shall be used for contributions to charitable organizations or
2 for charitable advertisements. This paragraph shall not prevent
3 a de minimis use of legislative resources, in connection with
4 legislative activities, to benefit a bona fide charitable
5 organization that serves a member's district.

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

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

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

26 (1) As to personnel:

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

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

4 (2) As to all other expenditures:

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

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

11 The reporting requirements as to personnel may be fulfilled
12 by the maintenance in the Office of the Chief Clerk of the House
13 of an alphabetized file containing the current information for
14 each employee as set forth above.

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

22 All vouchers and requisitions relating to all expenditures,
23 expenses, disbursements and other obligations out of all
24 appropriated funds of the House, and the documentation
25 evidencing payment of the vouchers and requisitions, shall be
26 available in accordance with the Right-to-Know Law.

27 All requests for reimbursement out of any appropriation shall
28 be accompanied by a voucher, or other documents where required,
29 evidencing payment or approval. All requests for reimbursement
30 out of any appropriation payable to a member, nonmember officer

1 or employee shall be void if not submitted within 90 days of the
2 date that the otherwise allowable expense is incurred for any
3 and all otherwise allowable expenses, including without
4 limitation, per diem, mileage and actual expenses incurred. Any
5 such void request for reimbursement may not be paid except
6 pursuant to a motion to suspend this rule for good cause
7 specific to the voided request for reimbursement. In no event
8 shall any payment or reimbursement be made for any otherwise
9 allowable expense incurred on or before March 12, 2007. The
10 voucher form shall be approved and supplied by the Chief Clerk.
11 Receipts or documentation of every expenditure or disbursement
12 which is in excess of the maximum amount as set forth herein
13 shall be attached to the voucher. Where a request for payment is
14 made in advance of an expense actually incurred, the Chief
15 Clerk, before making such advance payment shall require a
16 description satisfactory to the Chief Clerk of the item or
17 service to be purchased or the expense to be incurred, and a
18 receipt or other documentation shall be given to the Chief Clerk
19 after the item or service has been purchased or expense incurred
20 as evidence that such advancement was in fact expended for such
21 purpose.

22 All reports, vouchers and receipts from which reports are
23 prepared and filed shall be retained by the Chief Clerk, officer
24 or member, as the case may be, for such period of time as may be
25 necessary to enable the Legislative Audit Advisory Commission
26 created pursuant to the act of June 30, 1970 (P.L.442, No.151),
27 entitled "An act implementing the provisions of Article VIII,
28 section 10 of the Constitution of Pennsylvania, by designating
29 the Commonwealth officers who shall be charged with the function
30 of auditing the financial transactions after the occurrence

1 thereof of the Legislative and Judicial branches of the
2 government of the Commonwealth, establishing a Legislative Audit
3 Advisory Commission, and imposing certain powers and duties on
4 such commission," to conduct, through certified public
5 accountants appointed by it, annual audits to assure that such
6 disbursements made or debts incurred were in accordance with
7 Legislative Audit Advisory Commission guidelines and standards
8 as approved by the Committee on Rules, or for a minimum of three
9 years, whichever is longer. All annual audit reports shall be
10 available for public inspection. Photocopies of such reports
11 shall be available for a fee established by the Chief Clerk not
12 to exceed the cost of duplication.

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

20 The Bipartisan Management Committee shall receive and review
21 suggestions from the Comptroller on ways to reduce costs and
22 improve the fiscal operations of the House. The Comptroller,
23 following authorization by the Bipartisan Management Committee,
24 shall implement cost-reducing and other new measures to improve
25 the fiscal operations of the House.