
THE GENERAL ASSEMBLY OF PENNSYLVANIA

SENATE RESOLUTION

No. 166 Session of
2017

INTRODUCED BY SCARNATI, CORMAN AND COSTA, JULY 7, 2017

REFERRED TO RULES AND EXECUTIVE NOMINATIONS, JULY 7, 2017

A RESOLUTION

1 Amending the Financial Operating Rules of the Senate, further
2 providing for personnel, for travel allowances and
3 reimbursements, for equipment and furnishing control and
4 inventory, for district office expenses, for Capitol office
5 expenses and for official expenses.

6 RESOLVED, That Rules 1(d), 2(c) and (e), 4, 5, 6 and 7 of the
7 Financial Operating Rules of the Senate be amended to read:

8 Rule 1. Personnel.

9 * * *

10 (d) Authorized accounts.--Salaries, wages and related
11 benefits shall be paid from accounts so authorized by the
12 General Appropriation Act. [All] The authorized accounts may pay
13 expenses related to contracts for services.

14 Rule 2. Travel allowances and reimbursements.

15 * * *

16 (c) Rental of vehicle or conveyance.--

17 (1) Short-term rental of vehicle or conveyance.--A
18 Senator whose Senate-provided leased vehicle is unavailable
19 may be reimbursed the actual legislative percentage expenses
20 for a short-term rental. A Senator or employee who rents a

1 vehicle or conveyance on a short-term basis, other than a
2 Senator's temporary replacement of a Senate-provided leased
3 vehicle, may be reimbursed only on an actual cost basis for
4 the legislative percentage of rental payments and expenses of
5 operation.

6 (2) Vehicle rental by Chief Clerk.--[The Chief Clerk is
7 authorized to lease such vehicles as deemed necessary by the
8 Senate Committee on Management Operations for the operation
9 of the Senate. The actual expenses of the lease and operation
10 shall be paid by the Senate's Incidental Expense Account.]
11 The Chief Clerk is [also] authorized to enter into a master
12 lease agreement with the Department of General Services for
13 the long-term lease of automobiles to be used by Senators[.]
14 and in the operation of the Senate. The actual expenses of
15 the lease and operation shall be paid by the Senate's
16 Incidental Expense Account. Rules relating to the payment of
17 expenses relating to vehicles leased through the Department
18 of General Services to be used by Senators shall be
19 promulgated by the Senate Committee on Management Operations.

20 * * *

21 (e) Documentation.--

22 (1) Expense voucher.--All requests for travel payments
23 must be made on an expense voucher showing:

24 (i) Dates of travel.

25 (ii) Legislative purpose of travel described in
26 reasonable specificity. Claims for out-of-State travel
27 shall also include such information as may be required
28 under subsection (d) (3).

29 (iii) The number of miles traveled when claiming
30 reimbursement on a mileage basis. Such mileage claims

1 also should reflect an itinerary including point of
2 origin, furthest destination, and intermediate points and
3 the legislative purpose of the trips.

4 (2) Receipts.--Receipts must be submitted to support the
5 cost associated with claims for:

6 (i) Travel by common or chartered carrier.

7 (ii) Leased vehicle or conveyance operation.

8 Receipts for gasoline and maintenance shall include the
9 license number of the vehicle and the location of the
10 purchase. [In addition, a copy of such lease must be on
11 file with the Office of the Chief Clerk.]

12 (iii) Parking, limousine, toll charges and other
13 miscellaneous incidental items when any of these items
14 exceeds \$25.

15 * * *

16 Rule 4. Equipment and furnishing control and inventory.

17 (a) Purchases, improvements and renovations.--The Office of
18 the Chief Clerk shall act as the sole agent for improvements or
19 renovations to Senate facilities at the Capitol Complex and for
20 the purchase, rental, control and inventory of durable
21 equipment, furniture and furnishings with a useful life of one
22 year or more and a cost greater than the limit established by
23 the Senate Committee on Management Operations for utilization in
24 both the Capitol and District Offices. Nonrecoverable items
25 including, but not limited to, carpeting, draperies and air
26 conditioners for use in and improvements or renovations to
27 district office facilities shall be purchased pursuant to
28 standards developed by the Senate Committee on Management
29 Operations. The Chief Clerk shall serve as the sole agent for
30 the purchase of United States and Pennsylvania flags.

1 (b) Approval of purchase or rental.--All requests for the
2 purchase or rental of such equipment, furniture and furnishings
3 must be reviewed and approved by the Chief Clerk.

4 (c) Senate inventory.--All approved requests shall be
5 processed by the Office of the Chief Clerk, which shall maintain
6 a full and current inventory of all durable equipment, furniture
7 and furnishings secured on behalf of a Senator, Officer or
8 employee of the Senate.

9 (d) Pricing and service.--The Chief Clerk shall take all
10 necessary and reasonable steps to ensure that the purchase or
11 rental of durable equipment, furniture and furnishings with a
12 useful life of one year or more and a cost greater than the
13 limit established by the Senate Committee on Management
14 Operations shall be transacted at the lowest available price for
15 the quality, compatibility, availability and service of the
16 items being purchased or leased.

17 (e) Documentation required.--Required documentation shall
18 include:

- 19 (1) Request for purchase or rental showing:
- 20 (i) Date of request.
 - 21 (ii) Item requested.
 - 22 (iii) By whom request made.
 - 23 (iv) Purpose.
 - 24 (v) Signature approvals.
 - 25 (vi) Record of subsection (d) actions taken.
- 26 (2) Vendor's invoice or receipt detailing:
- 27 (i) Date of purchase or rental.
 - 28 (ii) Vendor's identity.
 - 29 (iii) Description of item purchased or rented.
 - 30 (iv) Length of rental contract when applicable.

1 (v) Cost and payment terms of the purchase or
2 rental.

3 (f) Authorized accounts.--Authorized accounts shall include:

4 (1) Legislative and Printing Expense Account as provided
5 in General Appropriations Act.

6 (2) Computer Services Accounts for the acquisition of
7 equipment and fixtures necessary for the implementation and
8 administration of the respective caucus information
9 technology systems.

10 (3) Senators' Legislative Accountable Expense Accounts
11 for the purchase of flags and for the rental of durable
12 equipment, furniture and furnishings.

13 (4) Chief Clerk Employees' Salary and Expense Account,
14 as provided in the General Appropriations Act.

15 Rule 5. District office expenses.

16 (a) Authorized expenses.--Expenses authorized shall include:

17 (1) Aggregate office rental in accordance with policies
18 as may be established by the Senate Committee on Management
19 Operations. No Senator, nor a member of the Senator's
20 immediate family, may have a financial interest in a district
21 office. For purposes of this paragraph, a financial interest
22 shall not include ownership in a publicly traded investment
23 vehicle, including a corporation, mutual fund, REIT or
24 limited liability partnership in which the Senator or a
25 member of the Senator's immediate family is not a managing
26 partner. Prior to entering into a district office lease
27 agreement, the Chief Clerk shall obtain and maintain a
28 written verification from the Senator that neither the
29 Senator nor a member of the Senator's immediate family has a
30 financial interest in the property. This Rule shall not

1 prohibit a district office from being located in a building
2 in which a Senator or a member of the Senator's immediate
3 family has a financial interest if rent, utilities or any
4 expenses that may inure to the benefit of the property or
5 landlord are not paid for by the Senate.

6 (2) Insurance.

7 (3) Printing services.

8 (4) Telephone and answering services.

9 (5) Postage and mailing services.

10 (6) Publications and subscriptions.

11 (7) Nondurable supplies.

12 (8) Senator, employee and visitor parking.

13 (9) Janitorial maintenance and cleaning services.

14 (10) Utility services.

15 (11) Other items authorized for expenses as defined in
16 the General Appropriations Act and policies of the Senate
17 Committee on Management Operations.

18 (b) Documentation required.--A copy of the district office
19 lease indicating the amount and payment terms shall be
20 maintained in the Office of the Chief Clerk. Vouchers shall
21 appropriately document expenses and legislative purpose for each
22 expenditure. Receipts or invoices shall be included for all
23 expenditures in excess of \$25 per occurrence.

24 (c) Authorized accounts.--Accounts authorized include:

25 (1) Senators' Legislative Accountable Expense Accounts.

26 (2) Chief Clerk Employees' Salary and Expense Account.

27 (3) Legislative and Printing Expense Account.

28 (4) Computer Service Accounts.

29 (5) Caucus Operations Accounts.

30 Rule 6. Capitol office expenses.

1 (a) Types of expenses authorized.--Expenses authorized shall
2 include:

3 (1) Utility services.

4 (2) Insurance.

5 (3) Printing services.

6 (4) Telephone and answering services.

7 (5) Postage and [mailing services] communication.

8 (6) Publications and subscriptions.

9 (7) Nondurable supplies.

10 (8) Employee parking.

11 (9) Janitorial maintenance and cleaning services.

12 (10) Other items authorized for expenses as defined in
13 the General Appropriations Act and policies of the Senate
14 Committee on Management Operations.

15 (b) Dissemination of literature.--The Secretary of the
16 Senate shall provide for the publication and dissemination of
17 educational or informational literature pertaining to the Senate
18 of Pennsylvania, the Commonwealth of Pennsylvania or the
19 Government of the United States.

20 (c) Documentation required.--Documentation required shall
21 include vouchers appropriately documenting expenses and
22 legislative purpose for each expenditure. Receipts or invoices
23 shall be included for all expenditures in excess of \$25 per
24 occurrence.

25 (d) Authorized accounts.--Accounts authorized include:

26 (1) Legislative Printing and Expense Account.

27 (2) Postage and Communication Expense Account of Chief
28 Clerk [(for postage only)].

29 (3) Senators' Legislative Accountable Expense Accounts[,
30 exclusive of office rental].

1 (4) Appropriations Committee Accounts[, exclusive of
2 office rental].

3 (5) Caucus Operations Accounts[, exclusive of office
4 rental].

5 (6) Committee and Contingent Expenses Accounts[,
6 exclusive of office rental].

7 (7) Incidental Expense Account.

8 (8) Computer Service Accounts[, exclusive of office
9 rental].

10 Rule 7. Official expenses.

11 (a) General.--While engaged in the performance of
12 legislative duties, a Senator, Officer or employee expressly
13 authorized by a Senator may claim actual expenses as set forth
14 below.

15 (b) Participation in conferences and seminars.--Expenses,
16 such as registration fees, incurred in participating in
17 legislative conferences and seminars may be claimed. Related
18 travel expenses incurred are discussed in Rule 2. Related meals
19 and lodging expenses incurred are discussed in Rule 3.

20 (c) Conducting meetings.--Expenses attributable to
21 conducting legislative meetings or performing official duties
22 may be claimed. Such expenses may include:

23 (1) Food and refreshment which are ordinary to the
24 performance of a Senator's legislative duties, and for which
25 there is a legislative purpose. In general, these expenses
26 will be incurred during, immediately preceding or immediately
27 following a substantial and bona fide legislative business
28 discussion.

29 (2) Meeting room rental.

30 (3) Incidental items.

1 (d) Documentation.--

2 (1) Participation in conferences and seminars.--Vouchers
3 shall show the amount, date, place and legislative purpose.
4 An agenda, and a registration form or other receipts, must be
5 attached.

6 (2) Meeting expenses.--Vouchers of meeting expenses
7 shall include documentation regarding the amount, date, place
8 and legislative purpose. If a meeting expense is claimed by a
9 Senator or employee, the portion of the voucher amount
10 attributable to that Senator or employee shall be indicated.
11 A receipt or invoice shall be attached to the voucher.

12 (3) Official duty expenses.--Vouchers shall show or
13 reference to records which show the amount, date, place,
14 legislative purpose and if claimed by a Senator or employee,
15 the portion of the expense amount attributable to the
16 [expense] Senator or employee. Restaurant, hotel or credit
17 card receipt or invoices must be attached.

18 (4) Claims by Senate employees.--Vouchers involving any
19 official expenses claimed by Senate employees shall reflect
20 formal authorization by the supervising Senator or Officer.

21 (e) Authorized accounts.--Payments shall be made from the
22 following accounts:

23 (1) Appropriations Committee Accounts.

24 (2) Incidental Expense Account.

25 (3) Caucus Operations Accounts.

26 (4) Committee and Contingent Expenses Accounts.

27 (5) Senators' Legislative Accountable Expenses Accounts.

28 (6) Computer Service Accounts.