

LEGISLATIVE REFERENCE BUREAU

RESOLUTION

INTRODUCED _____, 20 _____

BY _____, District
NO. _____

BY _____, District
NO. _____

BY _____, District
NO. _____

BY _____, District
NO. _____

BY _____, District
NO. _____

See next page for additional co-sponsors.

Referred to Committee on	
Date _____	20 _____
Reported _____	20 _____
As Committed-Amended	
Recommendation	

By Hon. _____	

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:

6 (1) attends a duly called meeting of a standing or special
7 committee of which he or she is a member when the House is not
8 in session [or who];

9 (2) is the prime sponsor of a bill being considered at a
10 duly called meeting of a standing or special committee and
11 participates in the meeting for the purpose of consideration of
12 the bill when the House is not in session;

13 (3) testifies at a duly called meeting of a standing or
14 special committee when the House is not in session;

15 (4) is summoned to the State Capitol or elsewhere by the
16 Speaker, or the Majority or Minority Leader of the House, to
17 perform legislative services on a weekday when the House is not

1 in session;

2 (5) conducts legislative service or performs a State-related
3 job duty on a weekday when the House is not in session,
4 including, but not limited to, attending caucus meetings,
5 participating in State-sponsored events such as the Pennsylvania
6 Farm Show, touring State facilities, participating in meetings
7 with the Governor's Office or a State department, board or
8 commission, preparing for session or legislative meetings,
9 working on legislation and other similar purposes; or

10 (6) is present in the Capitol on a nonsession day
11 immediately following a session day exclusively due to inclement
12 weather, to a medical condition of the member that prevents the
13 member from safely operating a motor vehicle, to a late
14 adjournment or late recess of the House or to such other
15 unforeseeable event that prevents the member from leaving the
16 Capitol as approved by the Chief Clerk,

17 shall be reimbursed per day for each day of service, plus
18 mileage to and from the member's residence, at such rates as are
19 established from time to time by the Committee on Rules but not
20 in excess of the applicable maximum mileage rate authorized by
21 the Federal Government. For travel to any location for committee
22 meetings or for travel to the State Capitol for any reason,
23 members cannot receive reimbursement in excess of the applicable
24 maximum per diem rate authorized by the Federal Government.

25 These expenses shall be paid by the Chief Clerk from
26 appropriation accounts under the Chief Clerk's exclusive control
27 and jurisdiction, upon a written request approved by the Speaker
28 of the House, or the Majority or the Minority Leader of the
29 House. Reimbursement of a member under paragraphs (5) and (6)
30 shall be limited to no more than 52 days annually.

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

19 Members and employees traveling outside the Commonwealth of
20 Pennsylvania who receive any reimbursement for expenses or
21 travel which reimbursement is from public funds shall file with
22 the Chief Clerk a statement containing his or her name and the
23 name, place, date and the purpose of the function.

24 Except as otherwise provided in this rule, no member shall be
25 entitled to a per diem for a day when the House is not in
26 session:

27 (1) for attending a meeting of a standing or special
28 committee of which he or she is not a member;

29 (2) if the day is an official holiday of the House and the
30 staff of the House has been advised that the House will be

1 closed that day and the staff is not required to report to work,
2 unless the official holiday is the day immediately before a
3 session day or the day immediately after a session day; or
4 (3) if the day is a Saturday or Sunday, unless it is the day
5 immediately before a session day or the day immediately after a
6 session day.

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

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

18 (1) Travel expense on legislative business.

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

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

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

30 (d) Car rental; voucher and receipt from rental agency

1 but reimbursement not to exceed in any month an amount as may
2 be approved from time to time by the Committee on Rules. Any
3 amount in excess of the said amount shall be paid by the
4 person renting the car. In no event shall other than American
5 manufactured cars be rented.

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

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

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

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

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

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

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

30 (6) Communications and donations in extending

1 congratulations or sympathy of illness or death; voucher only on
2 expenses not in excess of \$35.

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

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

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

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

29 The Chief Clerk shall prescribe the form of all such reports
30 and make such forms available to those persons required to file

1 such reports. Such report form shall include:

2 (1) As to personnel:

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

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

10 (2) As to all other expenditures:

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

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

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

21 All monthly reports filed on disbursements made or debts
22 incurred by any officer or member or employee from
23 appropriations made to the House or to a member or nonmember
24 officer under any General Appropriation Act, and the
25 documentation for each disbursement, shall be public information
26 and shall be available in accordance with the act of February
27 14, 2008 (P.L.6, No.3), known as the Right-to-Know Law.

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

1 evidencing payment of the vouchers and requisitions, shall be
2 available in accordance with the Right-to-Know Law.

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

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

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

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

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

1 the fiscal operations of the House.