



1 (iv) Actual functional job title or description to  
2 include general hours of work, general job  
3 responsibilities and job location.

4 (v) The name of the Senator or Officer responsible  
5 for monitoring the employee's performance.

6 (vi) Letter of appointment signed by the authorizing  
7 Senator or Officer including a delineation of the account  
8 from which the employee is to be paid.

9 (vii) The current compensation level with signature  
10 approval of the authorizing Senator or Officer. Overtime  
11 payments may be authorized only in emergency maintenance  
12 and security situations with the signature approvals of  
13 the Senator or Officer responsible for monitoring  
14 performance, the authorizing Senator or Officer and the  
15 President Pro Tempore.

16 (viii) All information necessary for tax withholding  
17 and benefit eligibility.

18 (ix) Employment Eligibility Verification Form.

19 (2) Maintenance.--It is the responsibility of the Chief  
20 Clerk to develop procedures necessary to maintain this  
21 payroll file information on a current basis. All payroll  
22 changes shall be reflected by the next appropriate payroll  
23 period providing said change is received in the office of the  
24 Chief Clerk prior to processing of the payroll.

25 (3) Reclassification of employees.--Any reclassification  
26 of employees under the Senate of Pennsylvania Pay Management  
27 Plan shall be submitted by the Senator or Officer authorizing  
28 such reclassification to the Senate Committee on Management  
29 Operations for approval or disapproval. The Senate Committee  
30 on Management Operations is authorized to establish a bi-

1 partisan subcommittee to consider and approve or disapprove  
2 all such requests subject to an appeal by the Senator or  
3 Officer for consideration of the reclassification by the  
4 Senate Committee on Management Operations.

5 (c) Contract for services.--

6 (1) Files for service contracts.--For any person  
7 retained on a contractual basis by any Officer or Senator to  
8 provide services, there shall be in the office of the Chief  
9 Clerk a file containing:

10 (i) A copy of the contract signed by the authorizing  
11 Senator or Officer including:

12 (A) Full name, address and Federal tax  
13 identification number of the contractor.

14 (B) Duration of the contract.

15 (C) Cost of the contract and terms of payment.

16 (D) Clear, detailed description of the type of  
17 service to be performed or product to be delivered.

18 (ii) The name of the Senator or Officer responsible  
19 for monitoring the contractor's performance.

20 (iii) Additional information as required by policies  
21 of the Senate Committee on Management Operations.

22 (2) Limitation on contracts.--Except as authorized by  
23 policies of the Senate Committee on Management Operations, no  
24 contract may extend beyond the expiration of the term of  
25 office of the Senator.

26 (3) Contract review.--All contracts for services shall  
27 be submitted to the Chief Clerk for review and approval  
28 regarding conformity with applicable laws, rules and policies  
29 adopted by the Senate Committee on Management Operations.

30 (4) Payment.--Payments under contract shall be made in

1 accordance with provisions of the contract provided that a  
2 voucher for such payment is received in the office of the  
3 Chief Clerk before the applicable processing deadline.

4 Contractor performance shall be reviewed by the monitoring  
5 individual designated pursuant to paragraph (1)(ii), who  
6 under conditions of satisfactory performance and conformity  
7 to the contract shall approve the voucher prior to  
8 processing.

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

13 Rule 2. Travel allowances and reimbursements.

14 (a) Travel by Senators.--Travel allowances or reimbursements  
15 may be paid to a Senator who is engaged in travel in the  
16 performance of legislative duties. Travel payments may be  
17 claimed in connection with the following:

18 (1) Mileage between home district and Harrisburg for  
19 attendance at a session of the Senate.

20 (2) Round trip travel between home district and  
21 Harrisburg for other legislative activities.

22 (3) All travel on intradistrict and interdistrict  
23 legislative business.

24 (4) All travel to attend committee meetings, hearings,  
25 conferences and seminars.

26 (b) Employee travel.--Travel reimbursement may be paid to  
27 employees engaged in travel from their work place to the place  
28 of legislative business provided that the travel is necessary  
29 for the performance of official business. Except as provided in  
30 subsection (c), Senators and employees are not authorized to

1 lease vehicles on a long-term basis, and no payments will be  
2 made with respect to long-term lease vehicle expenses incurred  
3 by Senators or employees. When away from the Harrisburg area and  
4 from their workplace, employees may, subject to approval of the  
5 supervising Senator or officer, rent cars on a short-term basis  
6 for a period not in excess of that needed to carry out official  
7 business.

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

9 (1) Short-term rental of vehicle or conveyance.--A

10 Senator whose long-term leased vehicle is unavailable may be  
11 reimbursed the actual legislative percentage expenses for a  
12 short-term rental. A Senator or employee who rents a vehicle  
13 or conveyance on a short-term basis, other than a Senator's  
14 temporary replacement of a long-term leased vehicle, may be  
15 reimbursed only on an actual cost basis for the legislative  
16 percentage of rental payments and expenses of operation.

17 (2) Vehicle rental by Chief Clerk.--The Chief Clerk is  
18 authorized to lease such vehicles as deemed necessary by the  
19 Senate Committee on Management Operations for the operation  
20 of the Senate. The actual expenses of the lease and operation  
21 shall be paid by the Senate's Incidental Expense Account. The  
22 Chief Clerk is also authorized to enter into a master lease  
23 agreement with the Department of General Services for the  
24 long-term lease of automobiles to be used by Senators. Rules  
25 relating to the payment of expenses relating to vehicles  
26 leased through the Department of General Services to be used  
27 by Senators shall be promulgated by the Senate Committee on  
28 Management Operations.

29 (d) Allowable transportation expenses.--

30 (1) Common or chartered carrier.--A Senator or employee

1 may be reimbursed for reasonable actual costs of carriage  
2 when traveling by common or chartered carrier, including  
3 expenses for parking, taxis, limousines and tolls. Claims for  
4 payment based on miles traveled cannot be paid.

5 (2) Personal vehicle or conveyance.--A Senator or  
6 employee who uses a personal vehicle may be reimbursed on  
7 such mileage basis as may be established by the Senate  
8 Committee on Management Operations. Reimbursement for use of  
9 other noncommercial vehicles or noncommercial aircraft shall  
10 be made on such basis as may be established by the Senate  
11 Committee on Management Operations.

12 (3) Out-of-State travel.--

13 (i) Nonmember Officers of the Senate and their  
14 employees may claim expenses for travel outside the  
15 Commonwealth, provided that such travel is approved in  
16 the manner described in Rule 11. All claims for Senators'  
17 and employees' travel outside the Commonwealth shall be  
18 filed with the Office of the Chief Clerk in the manner  
19 described in Rule 11.

20 (ii) Senators may claim ordinary and necessary  
21 expenses for travel outside the Commonwealth provided  
22 that the travel is necessary to attend a conference,  
23 seminar or meeting regularly or specially scheduled by an  
24 organization which conference, seminar or meeting has a  
25 legislative purpose. Senators shall submit a copy of a  
26 registration and agenda, in addition to any other  
27 documentation required by these rules.

28 (iii) Senators may also claim ordinary and necessary  
29 expenses for travel outside the Commonwealth when the  
30 travel has a legislative purpose, but is not for

1 attending a conference, seminar or meeting, provided the  
2 purpose is approved by the Senate Committee on Management  
3 Operations, and provided further that approval is not  
4 required for legislative business in Washington, DC.

5 (4) No duplication.--If a Senator or employee is  
6 entitled to reimbursement from more than one source for  
7 legislative business performed on behalf of more than one  
8 committee or group, payment shall be received from only one  
9 source.

10 (e) Documentation.--

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

13 (i) Dates of travel.

14 (ii) Legislative purpose of travel described in  
15 reasonable specificity. Claims for out-of-State travel  
16 shall also include such information as may be required  
17 under subsection (d) (3).

18 (iii) The number of miles traveled when claiming  
19 reimbursement on a mileage basis. Such mileage claims  
20 also should reflect an itinerary including point of  
21 origin, furthest destination, and intermediate points and  
22 the legislative purpose of the trips.

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

25 (i) Travel by common or chartered carrier.

26 (ii) Leased vehicle or conveyance operation.

27 Receipts for gasoline and maintenance shall include the  
28 license number of the vehicle and the location of the  
29 purchase. In addition, a copy of such lease must be on  
30 file with the Office of the Chief Clerk.

1           (iii) Parking, limousine, toll charges and other  
2           miscellaneous incidental items when any of these items  
3           exceed \$10.

4           (f) Authorized accounts.--Travel payments can be made from  
5 any of the following accounts. Long-term vehicle or conveyance  
6 rental payments may be made from all accounts except paragraph  
7 (5). Authorized accounts are:

8           (1) Appropriations Committee Accounts.

9           (2) Senators' Legislative Accountable Expense Accounts.

10          (3) Incidental Expense Account.

11          (4) Caucus Operations Accounts.

12          (5) Committee and Contingent Expenses Accounts.

13          (6) Computer Services Accounts.

14 Rule 3. Meals and lodging.

15          (a) General.--A Senator may receive payments attributable to  
16 ordinary and necessary expenses for meals, lodging and  
17 incidental items provided that the Senator is engaged in the  
18 performance of legislative duties. Depending on the nature and  
19 location of the activity, as explained below, payments may be  
20 made in one of the following forms: per diem allowance or  
21 reimbursement for actual costs incurred.

22          (b) Per diem allowance.--

23           (1) A per diem allowance is an allowance for meals and  
24 lodging expenses incurred in the course of a Senator's  
25 duties. It is paid in lieu of reimbursement for actual  
26 expenses. A Senator is entitled to receive a full or partial  
27 per diem allowance for each day the Senator is in the  
28 performance of legislative duties while in the Harrisburg  
29 area (defined as within Dauphin County or otherwise within a  
30 10-mile radius of the Capitol) or elsewhere in the

1 Commonwealth but away from home. Specific legislative duties  
2 include attendance at sessions of the Senate, attendance at  
3 official committee meetings and participation in all other  
4 activities necessary or appropriate to the carrying out of  
5 the responsibilities of the Senator. Payment of a per diem  
6 allowance is authorized only when the legislative duties  
7 performed by the Senator occur more than 50 miles from the  
8 Senator's residence.

9 (2) Types of per diem allowance.--

10 (i) A full per diem allowance not to exceed such  
11 amount as may be established by the Senate Committee on  
12 Management Operations may be claimed as an allowance for  
13 meals and lodging and is in lieu of reimbursement for  
14 actual expenses.

15 (ii) When the per diem entitlement derives from the  
16 performance in the Harrisburg area of the specified  
17 legislative duties set forth in paragraph (1), a Senator  
18 may receive a partial per diem allowance in accordance  
19 with policy established by the Senate Committee on  
20 Management Operations for meals and incidentals.

21 (c) Actual costs.--A Senator may claim actual costs for  
22 lodging, meals and other incidental items incurred in the  
23 performance of legislative duties in lieu of a per diem  
24 allowance. Expense claims for costs of lodging, meals and other  
25 incidental expenses incurred in the performance of legislative  
26 duties outside of the Commonwealth may be reimbursed on an  
27 actual expense basis or through a per diem allowance.

28 (d) Employees' travel.--If an employee is engaged in travel  
29 away from the normally assigned place of work necessary for the  
30 performance of official business, the employee may be reimbursed

1 for ordinary and necessary actual expenses for lodging, meals  
2 and other incidental items. For rules regarding out-of-State  
3 travel, see Rule 11.

4 (e) Payment From one source.--If a Senator is entitled to a  
5 meal and lodging claim from more than one source for legislative  
6 business performed on behalf of more than one committee or  
7 group, payments shall be received from only one source.

8 (f) Review.--All authorized and approved meals and lodging  
9 claims shall be reviewed for inadvertent duplication by the  
10 Office of the Chief Clerk prior to processing and payment.

11 (g) Record keeping.--Where a per diem allowance or  
12 reimbursement is paid by a legislative service agency cofunded  
13 between both Houses of the General Assembly, a copy of the  
14 approved claim shall be furnished to the Office of the Chief  
15 Clerk.

16 (h) Documentation.--

17 (1) Per diem allowance.--For payment of a per diem  
18 allowance, a Senator must submit a voucher showing the date,  
19 the legislative activity in which the Senator was engaged on  
20 that date, the location of the activity and an affirmative  
21 statement that the Senator incurred overnight lodging  
22 expense.

23 (2) Actual expenses of a Senator or an employee.--For  
24 payment of actual expenses, a Senator or employee must submit  
25 a voucher showing the date, amount, place and the legislative  
26 activity in which the Senator or employee was engaged and  
27 must submit a vendor or credit card receipt or invoice for  
28 each item exceeding \$10. Tips for meals may not exceed 20% of  
29 the value of the meal.

30 (i) Authorized accounts.--

1           (1) Payments shall be made from the Incidental Expense  
2 Account for authorized Per Diem Allowances only for sessions  
3 of the Senate during which a Senator is recorded as present  
4 on any roll call vote.

5           (2) Payment may be made from the following accounts for  
6 other authorized per diem, meal and lodging claims:

7           (i) Appropriations Committee Accounts.

8           (ii) Senators' Legislative Accountable Expense  
9 Accounts.

10          (iii) Incidental Expense Account.

11          (iv) Caucus Operations Accounts.

12          (v) Committee and Contingent Expenses Accounts.

13          (vi) Computer Services Accounts for actual expenses  
14 only.

15 Rule 4. Equipment and furnishing control and inventory.

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

30          (b) Approval of purchase or rental.--All requests for the

1 purchase or rental of such equipment, furniture and furnishings  
2 must be reviewed and approved by the Chief Clerk.

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

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

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

21 (f) Documentation required.--Required documentation shall  
22 include:

23 (1) Request for purchase or rental showing:

24 (i) Date of request.

25 (ii) Item requested.

26 (iii) By whom request made.

27 (iv) Purpose.

28 (v) Signature approvals.

29 (vi) Record of subsection (d) actions taken.

30 (2) Vendor's invoice or receipt detailing:

- 1 (i) Date of purchase or rental.
- 2 (ii) Vendor's identity.
- 3 (iii) Description of item purchased or rented.
- 4 (iv) Length of rental contract when applicable.
- 5 (v) Cost and payment terms of the purchase or
- 6 rental.

7 (g) Authorized accounts.--Authorized accounts shall include:

8 (1) Legislative and Printing Expense Account as provided  
9 in General Appropriations Act.

10 (2) Computer Services Accounts for the acquisition of  
11 equipment and fixtures necessary for the implementation and  
12 administration of the respective caucus information  
13 technology systems.

14 (3) Senators' Legislative Accountable Expense Accounts  
15 for the purchase of flags and for the rental of durable  
16 equipment, furniture and furnishings.

17 Rule 5. District office expenses.

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

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

1 Senator nor a member of the Senator's immediate family has a  
2 financial interest in the property. This Rule shall not  
3 prohibit a district office from being located in a building  
4 in which a Senator or a member of the Senator's immediate  
5 family has a financial interest if rent, utilities or any  
6 expenses that may inure to the benefit of the property or  
7 landlord are not paid for by the Senate.

8 (2) Insurance.

9 (3) Printing services.

10 (4) Telephone and answering services.

11 (5) Postage and mailing services.

12 (6) Publications and subscriptions.

13 (7) Nondurable supplies.

14 (8) Senator, employee and visitor parking.

15 (9) Janitorial maintenance and cleaning services.

16 (10) Utility services.

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

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

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

27 (1) Senators' Legislative Accountable Expense Accounts.

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

29 (3) Legislative and Printing Expense Account.

30 (4) Computer Service Accounts.

1 Rule 6. Capitol office expenses.

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

4 (1) Utility services.

5 (2) Insurance.

6 (3) Printing services.

7 (4) Telephone and answering services.

8 (5) Postage and mailing services.

9 (6) Publications and subscriptions.

10 (7) Nondurable supplies.

11 (8) Employee parking.

12 (9) Janitorial maintenance and cleaning services.

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

16 (b) Documentation required.--Documentation required shall  
17 include vouchers appropriately documenting expenses and  
18 legislative purpose for each expenditure. Receipts or invoices  
19 shall be included for all expenditures in excess of \$25 per  
20 occurrence.

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

22 (1) Legislative Printing and Expense Account.

23 (2) Postage Account of Chief Clerk (for postage only).

24 (3) Senators' Legislative Accountable Expense Accounts.

25 (4) Appropriations Committee Accounts, exclusive of  
26 office rental.

27 (5) Caucus Operations Accounts, exclusive of office  
28 rental.

29 (6) Committee and Contingent Expenses Accounts,  
30 exclusive of office rental.

1 (7) Incidental Expense Account.

2 (8) Computer Service Accounts.

3 Rule 7. Official expenses.

4 (a) General.--While engaged in the performance of  
5 legislative duties, a Senator, Officer or employee expressly  
6 authorized by a Senator may claim actual expenses as set forth  
7 below.

8 (b) Participation in conferences and seminars.--Expenses,  
9 such as registration fees, incurred in participating in  
10 legislative conferences and seminars may be claimed. Related  
11 travel expenses incurred are discussed in Rule 2. Related meals  
12 and lodging expenses incurred are discussed in Rule 3.

13 (c) Conducting meetings.--Expenses attributable to  
14 conducting legislative meetings or performing official duties  
15 may be claimed. Such expenses may include:

16 (1) Food and refreshment which are ordinary to the  
17 performance of a Senator's legislative duties, and for which  
18 there is a legislative purpose. In general, these expenses  
19 will be incurred during, immediately preceding or immediately  
20 following a substantial and bona fide legislative business  
21 discussion.

22 (2) Meeting room rental.

23 (3) Incidental items.

24 (d) Documentation.--

25 (1) Participation in conferences and seminars.--Vouchers  
26 shall show the amount, date, place and legislative purpose.  
27 An agenda, and a registration form or other receipts, must be  
28 attached.

29 (2) Meeting expenses.--Vouchers of meeting expenses  
30 shall include documentation regarding the amount, date, place

1 and legislative purpose. If a meeting expense is claimed by a  
2 Senator or employee, the portion of the voucher amount  
3 attributable to that Senator or employee shall be indicated.  
4 A receipt or invoice shall be attached to the voucher.

5 (3) Official duty expenses.--Vouchers shall show or  
6 reference to records which show the amount, date, place,  
7 legislative purpose and if claimed by a Senator or employee,  
8 the portion of the amount attributable to the expense.

9 Restaurant, hotel or credit card receipt or invoices must be  
10 attached.

11 (4) Claims by Senate employees.--Vouchers involving any  
12 official expenses claimed by Senate employees shall reflect  
13 formal authorization by the supervising Senator or officer.

14 (e) Authorized accounts.--Payments shall be made from the  
15 following accounts:

16 (1) Appropriations Committee Accounts.

17 (2) Incidental Expense Account.

18 (3) Caucus Operations Accounts.

19 (4) Committee and Contingent Expenses Accounts.

20 (5) Senators' Legislative Accountable Expenses Accounts.

21 (6) Computer Service Accounts.

22 Rule 8. Special expenses.

23 (a) Authorized expenses.--Expenses authorized include:

24 (1) Flowers, baskets of fruit or other appropriate items  
25 or memorial contributions to designated charities not to  
26 exceed the amount established by the Senate Committee on  
27 Management Operations. Recipients are limited to instances of  
28 death or illness for Senators, Officers, employees or their  
29 immediate families, or former Senators or their immediate  
30 families, or deceased retired Senate employees, or

1 dignitaries including both incumbent or former elected or  
2 appointed officials or their immediate families.

3 (2) Rental of common carrier and other expenditures  
4 inherent thereto for attendance at funerals of a Senator or  
5 members of a Senator's immediate family, former Senators,  
6 dignitaries, or Officers.

7 (b) Documentation required.--Documentation required shall  
8 include a receipt or vendor invoice showing: recipient,  
9 instance, description of items delivered, date delivered and  
10 cost.

11 (c) Authorized accounts.--Payment shall be made only from  
12 Contingent Expense Accounts or the Incidental Expense Account.  
13 Rule 9. Miscellaneous expenses of standing and special  
14 committees.

15 (a) Committee proceedings.--Rental of meeting rooms and  
16 hearing facilities and payments to qualified court reporters or  
17 stenographers to record the proceedings authorized by the  
18 chairman of a standing or special committee of the Senate,  
19 including the cost of transcripts. Witnesses served with a  
20 subpoena to testify before such proceedings shall be paid  
21 witness fees and travel expenses as provided by Section 5903 of  
22 the Judicial Code.

23 (b) Printing and mailing.--Committee printing and mailing  
24 costs for mailings relating to legislative business.

25 (c) Publications and subscriptions.--Publications and  
26 subscriptions.

27 (d) Documentation required.--Vouchers or vendors receipts or  
28 invoices stating vendor's name, services or amount of postage,  
29 date, place, and total amount due or paid. Postage purchases  
30 shall require a receipt stamped by the Postmaster.

1 (e) Authorized accounts.--Accounts authorized include:

2 (1) Appropriations Committee Accounts.

3 (2) Caucus Operations Accounts.

4 (3) Committee and Contingent Expenses Accounts.

5 Rule 10. Senate Committee on Management Operations.

6 (a) Duties.--In addition to duties imposed by law or  
7 otherwise by these rules, the duties of the Senate Committee on  
8 Management Operations shall be:

9 (1) To arbitrate a decision of the Secretary or Chief  
10 Clerk of the Senate relating to these Rules, in the event  
11 that a Senator, Officer or employee shall disagree with a  
12 decision of the Secretary or Chief Clerk of the Senate.

13 (2) To make a final decision in case of a dispute on a  
14 question of legislative intent or legislative purpose  
15 regarding an expenditure.

16 (3) To make a continuing review of these Rules as to  
17 expenditures and the reporting of expenditures, and, from  
18 time to time, to make such recommendations as are  
19 appropriate.

20 (4) To adopt clarifications to these Rules through  
21 interim policy determinations.

22 (b) Records.--A record of the committee's decisions shall be  
23 maintained. The Chief Clerk shall be responsible for maintaining  
24 such records.

25 Rule 11. Out-of-State travel.

26 (a) Request for approval.--No nonmember Officer of the  
27 Senate or any employee of any nonmember Officer shall be  
28 reimbursed nor shall any of his or her expenses be paid for any  
29 travel outside the Commonwealth unless such travel has been  
30 approved by the Executive Committee or a majority of the

1 membership of the Senate Committee on Management Operations. All  
2 requests for such approval shall be made to the Chief Clerk, and  
3 shall include information relating to the destination, the  
4 estimated cost of such travel, the number of days involved, and  
5 the relationship that the travel has to the duties of the  
6 Officer or employee making the request. In the case of an  
7 employee, the request shall also be approved by the Officer.

8 (b) Time limit for filing.--A copy of any request for  
9 reimbursement or for the payment of any expenses relating to  
10 out-of-State travel by a Senator or employee assigned to a  
11 Senator shall be filed with the Office of the Chief Clerk within  
12 30 days of such travel. Copies of these requests shall be made  
13 available for public inspection in the Office of the Chief Clerk  
14 in accordance with the act of February 14, 2008 (P.L.6, No.3),  
15 known as the Right-to-Know Law.

16 Rule 12. List of employees and document access.

17 (a) Publication and distribution.--

18 (1) The Chief Clerk shall have published quarterly and  
19 shall mail to each Senator's residence a listing of all  
20 employees of the Senate or any of its Officers, Committee  
21 Chairmen, and Senators and all persons holding service  
22 purchase contracts with the Senate or any of its Officers,  
23 Committee Chairmen and Senators. The list for employees shall  
24 contain the full name of the employee, the job title of the  
25 employee, the compensation of the employee, and the name of  
26 the Senator or Officer for such employee. For persons holding  
27 contracts for services with the Senate, the list shall  
28 contain the name of the contractor, the address of the  
29 contractor, a statement of the nature of the duties of the  
30 contractor, and the fee of the contractor as well as the name

1 of the Senator or Officer responsible for monitoring the  
2 performance of the contractor.

3 (2) The list shall be submitted by February 1, for the  
4 quarter ending December 31; by May 1, for the quarter ending  
5 March 31; by August 1, for the quarter ending June 30; and by  
6 November 1, for the quarter ending September 30. The list  
7 shall also be updated on a monthly basis including additions  
8 and deletions and shall be available for public inspection in  
9 the Office of the Chief Clerk in accordance with the act of  
10 February 14, 2008 (P.L.6, No.3), known as the Right-to-Know  
11 Law.

12 (b) Public inspection of vouchers and requisitions.--All  
13 vouchers and requisitions relating to all expenditures,  
14 expenses, disbursements and other obligations out of all  
15 appropriated funds of the Senate shall be available for public  
16 inspection in accordance with the act of February 14, 2008 (P.L.  
17 6, No.3), known as the Right-to-Know Law. Payroll and  
18 independent contractor records of the Senate shall also be made  
19 available for public inspection in accordance with the Right-to-  
20 Know Law.

21 (c) Photocopies of records.--Photocopies of financial  
22 records maintained in the Office of the Chief Clerk shall be  
23 made available in accordance with the act of February 14, 2008  
24 (P.L.6, No.3), known as the Right-to-Know Law.

25 Rule 13. Personnel policies.

26 (a) Preparation of rules and regulations.--The Senate  
27 Committee on Management Operations created pursuant to Section  
28 1.1 of Act No. 417 of 1967 is authorized to prepare and adopt  
29 rules and regulations for uniform personnel policies and  
30 procedures, job specification and pay plans including periodic

1 increments for Senate Officers and employees.

2 (b) Approval of rules and regulations.--Each such rule or  
3 regulation or any amendment thereto shall be prepared in  
4 resolution form and shall be placed on the Senate calendar for  
5 final approval or disapproval. The committee may when approved  
6 by at least five Members of the committee including both Floor  
7 Leaders implement such rules and regulations pending final  
8 Senate consideration of them. Such resolution shall have the  
9 force and effect of law in accordance with its terms when it has  
10 been approved by the full Senate.

11 Rule 14. Accounting and Operations Manual.

12 (a) Preparation and approval.--The Chief Clerk shall prepare  
13 an Accounting and Operations Manual with separate sections  
14 applicable to Senators and their employees and fund custodians.  
15 This Manual shall be submitted to the Senate Committee on  
16 Management Operations for its approval.

17 (b) Distribution.--Upon approval applicable sections of the  
18 Accounting and Operations Manual shall be distributed to all  
19 Senators and Officers. A complete manual shall be forwarded to  
20 the Legislative Audit Advisory Commission.

21 (c) Maintenance and updating.--The Chief Clerk shall be  
22 responsible for maintaining and updating this manual as a result  
23 of revisions or amendments promulgated by the Senate Committee  
24 on Management Operations.

25 Rule 15. Effect and duration.

26 (a) Current policies.--Policies of the Senate Committee on  
27 Management Operations in effect on the date of the adoption of  
28 these rules are hereby ratified and approved by the Senate.

29 (b) Applicability.--These rules provide guidance to  
30 Senators, Senate officers and Senate employees in performing

1 their duties in the Senate. The changes contained in these rules  
2 are to be applied prospectively and are not intended to reflect  
3 on the propriety of past rules or practices of the Senate or its  
4 Senators, officers or employees.

5 (c) Rules.--These rules shall be in full force and effect  
6 until altered, changed, amended or repealed as provided in Rule  
7 16.

8 Rule 16. Changes to rules.

9 The consent of a majority of the Senators elected shall be  
10 necessary to alter, change or amend these rules.

11 Rule 17. Procedure for changing rules.

12 All alterations, changes or amendments to these rules shall  
13 be by resolution which shall not be considered until first  
14 referred to and reported from the Committee on Rules and  
15 Executive Nominations.

16 APPENDIX  
17 TRANSITIONAL PROVISIONS

18 OLD RULE		NEW RULE
19 I		Rule 1
20 1.		(a)
21 2.		(b)
22 (a)		(1)
23 (1)		(i)
24 (2)		(ii)
25 (3)		(iii)
26 (4)		(iv)
27 (5)		(v)
28 (6)		(vi)
29 (7)		(vii)
30 (8)		(viii)
31 (9)		(ix)
32 (b)		(2)
33 (c)		(3)
34 3.		(c)
35 (a)		(1)
36 (1)		(i)
37 (i)		(A)
38 (ii)		(B)
39 (iii)		(C)
40 (iv)		(D)

1		(2)		(ii)
2		(3)		(iii)
3		(b)		(2)
4		(c)		(3)
5		(d)		(4)
6	4.		(d)	
7	II		Rule 2	
8	1.		(a)	
9		(1)		(1)
10		(2)		(2)
11		(3)		(3)
12		(4)		(4)
13	2.		(b)	
14	3.		(c)	
15		(a)		(1)
16		(b)		(2)
17	4.		(d)	
18		(a)		
19		(1)		(1)
20		(2)		(2)
21		(3)		
22		(4)		(3)
23		(i)		(i)
24		(ii)		(ii)
25		(iii)		(iii)
26		(b)		(4)
27		(1)		
28		(2)		REMAINS
29	5.		(e)	
30		(a)		(1)
31		(1)		(i)
32		(2)		(ii)
33		(3)		(iii)
34		(b)		(2)
35		(1)		(i)
36		(2)		(ii)
37		(3)		(iii)
38	6.		(f)	
39		(1)		(1)
40		(2)		(2)
41		(3)		
42		(4)		(3)
43		(5)		(4)
44		(6)		(5)
45		(7)		(6)
46	III		Rule 3	
47	1.		(a)	
48	2.		(b)	
49		(a)		(1)
50		(b)		(2)
51		(1)		(i)

1		(2)		(ii)
2	3.		(c)	
3	4.		(d)	
4	5.		(e)	
5	6.		(f)	
6	7.		(g)	
7	8.		(h)	
8		(a)		(1)
9		(b)		(2)
10	9.		(i)	
11		(a)		(1)
12		(b)		(2)
13		(1)		(i)
14		(2)		(ii)
15		(3)		(iii)
16		(4)		(iv)
17		(5)		(v)
18		(6)		(vi)
19	IV		Rule 4	
20		1.	(a)	
21		2.	(b)	
22		3.	(c)	
23		4.	(d)	
24		5.	(e)	
25		6.	(f)	
26		(a)		(1)
27		(1)		(i)
28		(2)		(ii)
29		(3)		(iii)
30		(4)		(iv)
31		(5)		(v)
32		(6)		(vi)
33		(b)		(2)
34		(1)		(i)
35		(2)		(ii)
36		(3)		(iii)
37		(4)		(iv)
38		(5)		(v)
39		7.	(g)	
40		(a)		(1)
41		(b)		(2)
42		(c)		
43		(d)		(3)
44	V		Rule 5	
45		1.	(a)	
46		(a)		(1)
47		(b)		(2)
48		(c)		(3)
49		(d)		(4)
50		(e)		(5)
51		(f)		(6)

1		(g)	(7)
2		(h)	(8)
3		(i)	(9)
4		(j)	(10)
5		(k)	(11)
6	2.		(b)
7	3.		(c)
8		(1)	(1)
9		(2)	(2)
10		(3)	(3)
11		(4)	(4)
12	VI		Rule 6
13	1.		(a)
14		(1)	(1)
15		(2)	(2)
16		(3)	(3)
17		(4)	(4)
18		(5)	(5)
19		(6)	(6)
20		(7)	(7)
21		(8)	(8)
22		(9)	(9)
23		(10)	(10)
24	2.		(b)
25	3.		(c)
26		(1)	(1)
27		(2)	(2)
28		(3)	(3)
29		(4)	(4)
30		(5)	(5)
31		(6)	(6)
32		(7)	(7)
33			(8)
34	VII		Rule 7
35	1.		(a)
36	2.		(b)
37	3.		(c)
38		(a)	(1)
39		(b)	(2)
40		(c)	(3)
41	4.		(d)
42		(a)	(1)
43		(b)	(2)
44		(c)	(3)
45		(d)	(4)
46	5.		(e)
47		(1)	(1)
48		(2)	(2)
49		(3)	(3)
50		(4)	(4)
51		(5)	(5)

1			(6)
2	VIII		Rule 8
3		1.	(a)
4		(a)	(1)
5		(b)	(2)
6		2.	(b)
7		3.	(c)
8	IX		Rule 9
9		1.	(a)
10		2.	(b)
11		3.	(c)
12		4.	(d)
13		5.	(e)
14		(1)	(1)
15		(2)	(2)
16		(3)	(3)
17	X		Rule 10
18		1.	(a)
19		(1)	(1)
20		(2)	(2)
21		(3)	(3)
22		(4)	(4)
23		2.	(b)
24	XI		Rule 11
25		1.	(a)
26		2.	(b)
27	XII		Rule 12
28		1.	(a)
29		(a)	(1)
30		(b)	(2)
31		2.	(b)
32		3.	(c)
33	XIII		Rule 13
34		1.	(a)
35		2.	(b)
36	XIV		Rule 14
37		1.	(a)
38		2.	(b)
39		3.	(c)
40	XV		Rule 15
41		1.	(a)
42		2.	(b)
43		3.	(c)
44	XVI		Rule 16
45	XVII		Rule 17