
THE GENERAL ASSEMBLY OF PENNSYLVANIA

SENATE RESOLUTION

No. 333 Session of
2015

INTRODUCED BY WARD, EICHELBERGER, TEPLITZ, RAFFERTY, VOGEL,
BARTOLOTTA, VANCE, VULAKOVICH, STEFANO, WAGNER, AUMENT AND
BAKER, APRIL 20, 2016

REFERRED TO RULES AND EXECUTIVE NOMINATIONS, APRIL 20, 2016

A RESOLUTION

1 Amending the Financial Operating Rules of the Senate, further
2 providing for meals and lodging.

3 RESOLVED, That Rule 3 of the Financial Operating Rules of the
4 Senate be amended to read:

5 Rule 3. Meals and lodging.

6 (a) General.--A Senator may receive payments attributable to
7 ordinary and necessary expenses for meals, lodging and
8 incidental items provided that the Senator is engaged in the
9 performance of legislative duties. [Depending on the nature and
10 location of the activity, as explained below, payments may be
11 made in one of the following forms: per diem allowance or
12 reimbursement for actual costs incurred.]

13 (b) [Per diem allowance.--

14 (1) A per diem allowance is an allowance for meals and
15 lodging expenses incurred in the course of a Senator's
16 duties. It is paid in lieu of reimbursement for actual
17 expenses. A Senator is entitled to receive a full or partial

1 per diem allowance for each day the Senator is in the
2 performance of legislative duties while in the Harrisburg
3 area (defined as within Dauphin County or otherwise within a
4 10-mile radius of the Capitol) or elsewhere in the
5 Commonwealth but away from home. Specific legislative duties
6 include attendance at sessions of the Senate, attendance at
7 official committee meetings and participation in all other
8 activities necessary or appropriate to the carrying out of
9 the responsibilities of the Senator. Payment of a per diem
10 allowance is authorized only when the legislative duties
11 performed by the Senator occur more than 50 miles from the
12 Senator's residence.

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

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

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

25 (Reserved).

26 (c) Actual costs.--A Senator may claim actual costs for
27 lodging, meals and other incidental items incurred in the
28 performance of legislative duties [in lieu of a per diem
29 allowance]. Expense claims for costs of lodging, meals and other
30 incidental expenses incurred in the performance of legislative

duties outside of the Commonwealth may be reimbursed on an actual expense basis [or through a per diem allowance].

(d) Employees' travel.--If an employee is engaged in travel away from the normally assigned place of work necessary for the performance of official business, the employee may be reimbursed for ordinary and necessary actual expenses for lodging, meals and other incidental items. For rules regarding out-of-State travel, see Rule 11.

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

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

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

(h) Documentation.--

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

(2) Actual expenses of a Senator or an employee.--]For payment of actual expenses, a Senator or employee must submit a voucher showing the date, amount, place and the legislative

1 activity in which the Senator or employee was engaged and
2 must submit a vendor or credit card receipt or invoice for
3 each item exceeding \$10. Tips for meals may not exceed 20% of
4 the value of the meal.

5 (i) Authorized accounts.--

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

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

12 [(i)] (1) Appropriations Committee Accounts.

13 [(ii)] (2) Senators' Legislative Accountable Expense
14 Accounts.

15 [(iii)] (3) Incidental Expense Account.

16 [(iv)] (4) Caucus Operations Accounts.

17 [(v)] (5) Committee and Contingent Expenses
18 Accounts.

19 [(vi)] (6) Computer Services Accounts for actual
20 expenses only.