

THE GENERAL ASSEMBLY OF PENNSYLVANIA

SENATE RESOLUTION

No. 106

Session of
1984

INTRODUCED BY HAGER, FEBRUARY 27, 1984

SENATOR JUBELIRER, RULES AND EXECUTIVE NOMINATIONS, AS AMENDED,
FEBRUARY 28, 1984

A RESOLUTION

1 Amending OR ADDING Senate Financial Operating Rule ~~IV, sections~~ <—
2 ~~1 and 4.~~ RULES I, SECTION 4; II, SECTIONS 4A, 5A(2) AND 6; <—
3 III, SECTIONS 3A, 4 AND 10A AND C; IV, SECTIONS 1 AND 4; V,
4 SECTION 2; AND VI, SECTIONS 2 AND 3.

5 RESOLVED, That Senate Financial Operating Rule ~~IV, sections 1~~ <—
6 ~~and 4,~~ RULES I, SECTION 4; II, SECTIONS 4A, 5A(2) AND 6; III, <—
7 SECTIONS 3A, 4 AND 10A AND C; IV, SECTIONS 1 AND 4; V, SECTION
8 2; AND VI, SECTIONS 2 AND 3, be amended OR ADDED to read: <—

9 I. PERSONNEL. <—

10 * * *

11 4. AUTHORIZED ACCOUNTS.

12 SALARIES, WAGES AND RELATED BENEFITS SHALL BE PAID FROM
13 ACCOUNTS SO AUTHORIZED BY THE GENERAL APPROPRIATION ACT [AND
14 FROM CONTINGENT ACCOUNTS]. SUCH ACCOUNTS ALSO MAY PAY EXPENSES
15 RELATED TO PERSONAL SERVICE CONTRACTS.

16 II. TRAVEL ALLOWANCES AND REIMBURSEMENTS.

17 * * *

18 4. ALLOWABLE TRANSPORTATION EXPENSES.

1 A. GENERAL.

2 (1) COMMON OR CHARTERED CARRIER. A MEMBER OR
3 EMPLOYEE MAY BE REIMBURSED FOR REASONABLE ACTUAL COSTS OF
4 CARRIAGE WHEN TRAVELING BY COMMON OR CHARTERED CARRIER,
5 INCLUDING EXPENSES FOR PARKING, TAXIS, LIMOUSINES AND
6 TOLLS. HE CANNOT CLAIM PAYMENT BASED ON MILES TRAVELLED.

7 (2) PERSONAL VEHICLE AND NONCOMMERCIAL CONVEYANCE. A
8 MEMBER OR EMPLOYEE WHO USES HIS PERSONAL VEHICLE OR A
9 NONCOMMERCIAL VEHICLE OR A NONCOMMERCIAL AIRCRAFT MAY BE
10 REIMBURSED FOR ACTUAL EXPENSES OR ON SUCH MILEAGE BASIS
11 AS MAY BE PROMULGATED BY THE SENATE COMMITTEE ON
12 MANAGEMENT OPERATIONS.

13 (3) LEASED VEHICLE. A MEMBER WHO USES A VEHICLE
14 LEASED ON A LONG-TERM BASIS MAY ELECT TO BE REIMBURSED
15 EITHER ON A MILEAGE BASIS (RULE II.4.A(2)) OR AN ACTUAL
16 COST BASIS. HAVING ELECTED TO CLAIM REIMBURSEMENT FOR THE
17 ACTUAL EXPENSE OF THE LEASE UNDER RULE II.3.A., THE
18 MEMBER THEN MAY NOT BE REIMBURSED ON A MILEAGE BASIS.
19 SUCH MEMBER MAY BE REIMBURSED ONLY FOR 95% OF THE ACTUAL
20 VEHICLE OPERATING EXPENSES. ACTUAL VEHICLE OPERATING
21 EXPENSES SHALL INCLUDE GASOLINE, OIL, LUBRICATION,
22 REPAIRS, TIRES, SUPPLIES AND INSURANCE. THE MILEAGE AND
23 ACTUAL COST BASIS MAY NOT BE COMBINED.

24 (4) SESSION MILEAGE. THE MILEAGE RATE FOR SESSION
25 MILEAGE PAYMENTS UNDER RULE II.1.A. SHALL BE AS SET FORTH
26 BY LAW.

27 (5) OUT-OF-STATE TRAVEL.

28 (1) NONMEMBER OFFICERS OF THE SENATE AND THEIR
29 EMPLOYEES MAY CLAIM EXPENSES FOR TRAVEL OUTSIDE THE
30 COMMONWEALTH, PROVIDED THAT SUCH TRAVEL IS APPROVED

1 IN THE MANNER DESCRIBED IN RULE XI. ALL CLAIMS FOR
2 MEMBERS' AND EMPLOYEES' TRAVEL OUTSIDE THE
3 COMMONWEALTH SHALL BE FILED WITH THE OFFICE OF THE
4 CHIEF CLERK IN THE MANNER DESCRIBED IN RULE XI.

5 (II) MEMBERS OF THE SENATE MAY CLAIM EXPENSES
6 FOR TRAVEL OUTSIDE THE COMMONWEALTH PROVIDED THAT THE
7 TRAVEL IS NECESSARY TO ATTEND A CONFERENCE, SEMINAR
8 OR MEETING REGULARLY OR SPECIALLY SCHEDULED BY AN
9 ORGANIZATION WHICH CONFERENCE, SEMINAR OR MEETING HAS
10 A LEGISLATIVE PURPOSE. MEMBERS SHALL SUBMIT A COPY OF
11 A REGISTRATION AND AGENDA, IN ADDITION TO ANY OTHER
12 DOCUMENTATION REQUIRED BY THESE RULES.

13 (III) MEMBERS OF THE SENATE MAY CLAIM EXPENSES
14 FOR TRAVEL OUTSIDE THE COMMONWEALTH WHEN THE TRAVEL
15 HAS A LEGISLATIVE PURPOSE WHEN IT IS NOT FOR THE
16 PURPOSE OF ATTENDING A CONFERENCE, SEMINAR OR
17 MEETING, AS PROVIDED ABOVE, PROVIDED THAT THE PURPOSE
18 FOR THE TRAVEL IS APPROVED BY THE COMMITTEE ON
19 MANAGEMENT AND OPERATIONS.

20 * * *

21 5. DOCUMENTATION.

22 A. EXPENSE VOUCHER.

23 ALL REQUESTS FOR TRAVEL PAYMENTS MUST BE MADE ON AN EXPENSE
24 VOUCHER SHOWING:

25 * * *

26 (2) LEGISLATIVE PURPOSE OF TRAVEL DESCRIBED IN
27 REASONABLE SPECIFICITY. FOR ALL CLAIMS INVOLVING OUT-OF-
28 STATE TRAVEL, THE VOUCHER MUST BE SUPPORTED BY SUFFICIENT
29 DOCUMENTATION TO DESCRIBE THE LEGISLATIVE PURPOSE OF THE
30 TRAVEL. CLAIMS FOR OUT-OF-STATE TRAVEL SHALL ALSO INCLUDE

1 SUCH INFORMATION AS MAY BE REQUIRED UNDER SECTION 4A.

2 * * *

3 6. AUTHORIZED ACCOUNTS.

4 TRAVEL PAYMENTS CAN BE MADE FROM ANY OF THE FOLLOWING
5 ACCOUNTS. LONG-TERM VEHICLE OR CONVEYANCE RENTAL PAYMENTS MAY BE
6 MADE FROM ALL ACCOUNTS EXCEPT C AND F. AUTHORIZED ACCOUNTS ARE:

7 A. LEADERSHIP OPERATIONS ACCOUNTS.

8 B. APPROPRIATIONS COMMITTEE ACCOUNTS.

9 C. LEGISLATIVE MANAGEMENT COMMITTEE ACCOUNTS, EXCLUSIVE
10 OF EXPENSES FOR LEASED CAR.

11 D. SENATORS' LEGISLATIVE ACCOUNTABLE EXPENSES.

12 E. CONTINGENT FUNDS.

13 F. SENATORS' CONSTITUTIONAL SESSION MILEAGE ACCOUNT FOR
14 "SESSION MILEAGE" TRAVEL.

15 G. SENATOR'S DISTRICT OFFICE EXPENSES.

16 H. INCIDENTAL EXPENSES (LONG-TERM VEHICLE RENTAL
17 PAYMENTS BY THIS ACCOUNT SHALL BE RESTRICTED TO THOSE
18 VEHICLES AUTHORIZED IN RULE II.3.C.).

19 III. MEALS AND LODGING.

20 * * *

21 3. PER DIEM ALLOWANCE.

22 A. PER DIEM ENTITLEMENT.

23 [A MEMBER IS ENTITLED TO RECEIVE A PER DIEM ALLOWANCE FOR
24 EACH DAY THE MEMBER IS ENGAGED IN THE PERFORMANCE OF SPECIFIED
25 LEGISLATIVE DUTIES. SPECIFIED LEGISLATIVE DUTIES INCLUDE
26 ATTENDANCE AT SESSIONS OF THE SENATE, ATTENDANCE AT OFFICIAL
27 COMMITTEE MEETINGS, WHEREVER HELD, AND PARTICIPATION IN ALL
28 OTHER ACTIVITIES NECESSARY OR APPROPRIATE TO THE CARRYING OUT OF
29 THE RESPONSIBILITIES OF A MEMBER.] A MEMBER IS ENTITLED TO
30 RECEIVE A PER DIEM ALLOWANCE FOR EACH DAY THE MEMBER IS IN THE

1 PERFORMANCE OF LEGISLATIVE DUTIES WHILE IN THE HARRISBURG AREA
2 (DEFINED AS WITHIN DAUPHIN COUNTY OR OTHERWISE WITHIN A 10-MILE
3 RADIUS OF THE CAPITOL) OR ELSEWHERE IN THE COMMONWEALTH BUT AWAY
4 FROM HOME. SPECIFIC LEGISLATIVE DUTIES INCLUDE ATTENDANCE AT
5 SESSIONS OF THE SENATE, ATTENDANCE AT OFFICIAL COMMITTEE
6 MEETINGS AND PARTICIPATION IN ALL OTHER ACTIVITIES NECESSARY OR
7 APPROPRIATE TO THE CARRYING OUT OF THE RESPONSIBILITIES OF THE
8 MEMBER.

9 * * *

10 4. ACTUAL COSTS.

11 A MEMBER MAY CLAIM ACTUAL COSTS FOR LODGING, MEALS AND OTHER
12 INCIDENTAL ITEMS INCURRED IN THE PERFORMANCE OF LEGISLATIVE
13 DUTIES. EXPENSE CLAIMS FOR COSTS OF LODGING, MEALS AND OTHER
14 INCIDENTAL EXPENSES INCURRED IN THE PERFORMANCE OF LEGISLATIVE
15 DUTIES OUTSIDE OF THE COMMONWEALTH SHALL ONLY BE BY CLAIMS FOR
16 ACTUAL COSTS AND SHALL NOT BE THROUGH A CLAIM OF PER DIEM.

17 * * *

18 10. AUTHORIZED ACCOUNTS.

19 A. PAYMENTS SHALL BE MADE FROM INCIDENTAL EXPENSES FOR
20 PER DIEM ALLOWANCE [FOR LEGISLATIVE BUSINESS ON SESSION DAYS]
21 AS AUTHORIZED ONLY FOR ATTENDANCE AT SESSIONS OF THE SENATE.

22 * * *

23 C. PAYMENT MAY BE MADE FROM THE FOLLOWING ACCOUNTS FOR
24 OTHER AUTHORIZED PER DIEM MEAL AND LODGING CLAIMS:

25 (1) LEADERSHIP OPERATIONS ACCOUNTS.

26 (2) APPROPRIATIONS COMMITTEE ACCOUNTS.

27 (3) LEGISLATIVE MANAGEMENT COMMITTEE ACCOUNTS.

28 (4) SENATORS' LEGISLATIVE ACCOUNTABLE EXPENSES.

29 (5) CONTINGENT FUNDS.

30 (6) SENATORS' DISTRICT OFFICE EXPENSES, MEALS ONLY.

1 (7) INCIDENTAL EXPENSES.

2 IV. Equipment and Furnishing Control and Inventory

3 1. The office of the Chief Clerk shall act as the sole agent
4 for improvements or renovations to Senate facilities at the
5 Capitol Complex and for the purchase, control and inventory of
6 durable equipment, furniture and furnishings with a useful life
7 of one year or more and a cost [of more than \$100] greater than
8 the limit established by the Committee on Management Operations
9 for utilization in both the Capitol and district offices.

10 Nonrecoverable items including, but not limited to, carpeting,
11 draperies and air conditioners for use in and improvements or
12 renovations to district office facilities shall be purchased
13 pursuant to standards developed by the Senate Committee on
14 Management Operations. The Chief Clerk shall serve as the sole
15 agent for the purchase of United States and Pennsylvania flags.

16 * * *

17 4. The Chief Clerk shall take all necessary and reasonable
18 steps to ensure that the purchase or rental of durable
19 equipment, furniture and furnishings with a useful life of one
20 year or more and a cost [of more than \$100] greater than the
21 limit established by the Committee on Management Operations
22 shall be transacted at the lowest available price for the
23 quality, compatibility and service of the items being purchased
24 or leased.

25 * * *

26 V. DISTRICT OFFICE EXPENSES.

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27 * * *

28 2. DOCUMENTATION REQUIRED:

29 [VOUCHERS, WITH RECEIPTS OR INVOICES, APPROPRIATELY
30 DOCUMENTING EXPENSES AND LEGISLATIVE PURPOSE FOR EACH

EXPENDITURE IN EXCESS OF \$25 PER OCCURRENCE. A COPY OF THE
DISTRICT OFFICE LEASE INDICATING THE AMOUNT AND PAYMENT TERMS
SHALL BE FILED WITH THE OFFICE OF THE CHIEF CLERK. SUCH COPY
MAY BE REFERENCED ON THE VOUCHER AND SERVE AS APPROPRIATE
DOCUMENTATION OF THE EXPENSE.] VOUCHERS APPROPRIATELY
DOCUMENTING EXPENSES AND LEGISLATIVE PURPOSE FOR EACH
EXPENDITURE. RECEIPTS OR INVOICES SHALL BE INCLUDED FOR ALL
EXPENDITURES IN EXCESS OF \$25 PER OCCURRENCE.

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VI. CAPITOL COMPLEX OFFICES.

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2. DOCUMENTATION REQUIRED.

[VOUCHERS WITH RECEIPTS AND INVOICES APPROPRIATELY
DOCUMENTING EXPENSES AND LEGISLATIVE PURPOSE FOR EACH
EXPENDITURE IN EXCESS OF \$25 PER OCCURRENCE.] VOUCHERS
APPROPRIATELY DOCUMENTING EXPENSES AND LEGISLATIVE PURPOSE
FOR EACH EXPENDITURE. RECEIPTS OR INVOICES SHALL BE INCLUDED
FOR ALL EXPENDITURES IN EXCESS OF \$25 PER OCCURRENCE.

3. AUTHORIZED ACCOUNTS:

- (A) LEGISLATIVE PRINTING AND EXPENSE ACCOUNT.
- (B) POSTAGE ACCOUNT OF CHIEF CLERK (FOR POSTAGE ONLY).
- (C) SENATORS' LEGISLATIVE ACCOUNTABLE EXPENSES.
- (D) CONTINGENT FUNDS AND INCIDENTAL EXPENSES.
- (E) LEADERSHIP OPERATIONS ACCOUNTS, EXCLUSIVE OF OFFICE
RENTAL.
- (F) APPROPRIATIONS COMMITTEE ACCOUNTS, EXCLUSIVE OF
OFFICE RENTAL.
- (G) LEGISLATIVE MANAGEMENT COMMITTEE ACCOUNTS, EXCLUSIVE
OF OFFICE RENTAL.

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