
THE GENERAL ASSEMBLY OF PENNSYLVANIA

HOUSE RESOLUTION

No. 408 Session of
2019

INTRODUCED BY ROAE, JAMES, BERNSTINE, JONES, SCHMITT, MURT,
ROTHMAN, SIMMONS AND MACKENZIE, JUNE 17, 2019

REFERRED TO COMMITTEE ON RULES, JUNE 17, 2019

A RESOLUTION

1 Amending House Rule 14, further providing for members' and
2 employees' expenses.

3 RESOLVED, That House Rule 14 be amended to read:

4 RULE 14

5 Members' and Employees' Expenses

6 A member who attends a duly called meeting of a standing or
7 special committee of which he or she is a member when the House
8 is not in session or who is summoned to the State Capitol or
9 elsewhere by the Speaker, or the Majority or Minority Leader of
10 the House, to perform legislative services when the House is not
11 in session shall be reimbursed per day for each day of service,
12 plus mileage to and from the member's residence, at such rates
13 as are established from time to time by the Committee on Rules
14 but not in excess of the applicable maximum mileage rate
15 authorized by the Federal Government. For travel to any location
16 for committee meetings or for travel to the State Capitol for
17 any reason, members cannot receive reimbursement in excess of
18 the applicable maximum per diem rate authorized by the Federal

1 Government. These expenses shall be paid by the Chief Clerk from
2 appropriation accounts under the Chief Clerk's exclusive control
3 and jurisdiction, upon a written request approved by the Speaker
4 of the House, or the Majority or the Minority Leader of the
5 House.

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

24 Members and employees traveling outside the Commonwealth of
25 Pennsylvania who receive any reimbursement for expenses or
26 travel which reimbursement is from public funds shall file with
27 the Chief Clerk a statement containing his or her name and the
28 name, place, date and the purpose of the function.

29 Money appropriated specifically to and allocated under a
30 specific symbol number for allowable expenses of members of the

1 House of Representatives shall be reimbursed to each member upon
2 submission of vouchers and any required documentation by each
3 member on forms prepared by the Chief Clerk of the House. No
4 reimbursement shall be made from this account where a member is
5 directly reimbursed for the same purpose from any other
6 appropriation account.

7 Such allowable expenses of members may be used for any
8 legislative purpose or function, including but not limited to
9 the following:

10 (1) Travel expense on legislative business.

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

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

19 (c) Travel on legislative business by common carrier
20 other than taxi and airport limousine; voucher and receipt
21 from common carrier.

22 (d) Car rental; voucher and receipt from rental agency
23 but reimbursement not to exceed in any month an amount as may
24 be approved from time to time by the Committee on Rules. Any
25 amount in excess of the said amount shall be paid by the
26 person renting the car. In no event shall other than American
27 manufactured cars be rented.

28 (e) Lodging, restaurant charges and other miscellaneous
29 and incidental expenses while away from home. Vouchers only
30 for per diem allowance approved from time to time by the

1 Committee on Rules, but not in excess of the applicable
2 maximum per diem rate authorized by the Federal Government or
3 for actual expenses not in excess of such per diem rate.

4 (2) Administrative, clerical and professional services for
5 legislative business, except for employment of spouses or any
6 relatives, by blood or marriage.

7 (a) Administrative and clerical services; voucher and
8 receipt from person employed.

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

11 (3) Rent for legislative office space; purchase of office
12 supplies; postage; telephone and answering services; printing
13 services and rental only of office equipment; voucher and
14 vendor's receipt, except for postage expense.

15 (4) Official entertainment—restaurant and beverage charges;
16 voucher only for expenses. Receipts for entertainment expenses,
17 together with a statement of the reason for the expense, shall
18 be submitted with the request for reimbursement.

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

22 (6) Communications and donations in extending
23 congratulations or sympathy of illness or death; voucher only on
24 expenses not in excess of \$35.

25 No money appropriated for members' and employees' expenses
26 shall be used for contributions to political parties or their
27 affiliated organizations.

28 No money appropriated for members' and employees' expenses
29 shall be used for contributions to charitable organizations or
30 for charitable advertisements. This paragraph shall not prevent

1 a de minimis use of legislative resources, in connection with
2 legislative activities, to benefit a bona fide charitable
3 organization that serves a member's district.

4 Members and employees shall not request reimbursement for the
5 private lease of vehicles leased on a long-term basis. No
6 payments will be made with respect to private, long-term lease
7 vehicle expenses incurred by members or employees except with
8 respect to private, long-term lease arrangements entered into by
9 a member prior to March 13, 2007, payments for which will be
10 made in accord with the rules in place on March 12, 2007. [The]
11 After March 1, 2019, the Chief Clerk is no longer authorized to
12 enter into a master lease agreement with the Department of
13 General Services for the long-term lease of automobiles[.] and
14 the Chief Clerk, members and employees may not use Commonwealth
15 funds to purchase an automobile for official purposes. After
16 March 1, 2019, the Chief Clerk may not assign automobiles leased
17 or owned by the Commonwealth to members or employees, but may
18 maintain automobiles leased to members and employees prior to
19 March 1, 2019. A member or employee with an automobile leased
20 prior to March 1, 2019, shall not be required to surrender the
21 automobile unless the Chief Clerk determines that it is no
22 longer practical or cost-effective for the automobile to remain
23 in service to a member or employee due to age or high mileage of
24 or needed repairs or damage to the automobile. A member or
25 employee who is required to surrender an automobile by the Chief
26 Clerk may not receive a replacement automobile after March 1,
27 2019.

28 All disbursements made, debts incurred or advancements paid
29 from any appropriation account made to the House or to a member
30 or nonmember officer under a General Appropriation Act or any

1 other appropriation act shall be recorded in a monthly report
2 and filed with the Chief Clerk by the person authorized to make
3 such disbursement, incur any debt or receive any advancement on
4 a form prescribed by the Chief Clerk.

5 The Chief Clerk shall prescribe the form of all such reports
6 and make such forms available to those persons required to file
7 such reports. Such report form shall include:

8 (1) As to personnel:

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

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

16 (2) As to all other expenditures:

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

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

23 The reporting requirements as to personnel may be fulfilled
24 by the maintenance in the Office of the Chief Clerk of the House
25 of an alphabetized file containing the current information for
26 each employee as set forth above.

27 All monthly reports filed on disbursements made or debts
28 incurred by any officer or member or employee from
29 appropriations made to the House or to a member or nonmember
30 officer under any General Appropriation Act, and the

1 documentation for each disbursement, shall be public information
2 and shall be available in accordance with the act of February
3 14, 2008 (P.L.6, No.3), known as the Right-to-Know Law.

4 All vouchers and requisitions relating to all expenditures,
5 expenses, disbursements and other obligations out of all
6 appropriated funds of the House, and the documentation
7 evidencing payment of the vouchers and requisitions, shall be
8 available in accordance with the Right-to-Know Law.

9 All requests for reimbursement out of any appropriation shall
10 be accompanied by a voucher, or other documents where required,
11 evidencing payment or approval. All requests for reimbursement
12 out of any appropriation payable to a member, nonmember officer
13 or employee shall be void if not submitted within 90 days of the
14 date that the otherwise allowable expense is incurred for any
15 and all otherwise allowable expenses, including without
16 limitation, per diem, mileage and actual expenses incurred. Any
17 such void request for reimbursement may not be paid except
18 pursuant to a motion to suspend this rule for good cause
19 specific to the voided request for reimbursement. In no event
20 shall any payment or reimbursement be made for any otherwise
21 allowable expense incurred on or before March 12, 2007. The
22 voucher form shall be approved and supplied by the Chief Clerk.
23 Receipts or documentation of every expenditure or disbursement
24 which is in excess of the maximum amount as set forth herein
25 shall be attached to the voucher. Where a request for payment is
26 made in advance of an expense actually incurred, the Chief
27 Clerk, before making such advance payment shall require a
28 description satisfactory to the Chief Clerk of the item or
29 service to be purchased or the expense to be incurred, and a
30 receipt or other documentation shall be given to the Chief Clerk

1 after the item or service has been purchased or expense incurred
2 as evidence that such advancement was in fact expended for such
3 purpose.

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

25 Except as specifically prohibited by law or limited by this
26 rule, all expenditures of funds appropriated to the House or to
27 a member or nonmember officer shall be subject to the
28 expenditure guidelines established by the Rules Committee. The
29 Rules Committee shall establish standards regarding
30 documentation evidencing payment out of any appropriations

1 account made to the House or to a member or nonmember officer.

2 The Bipartisan Management Committee shall receive and review
3 suggestions from the Comptroller on ways to reduce costs and
4 improve the fiscal operations of the House. The Comptroller,
5 following authorization by the Bipartisan Management Committee,
6 shall implement cost-reducing and other new measures to improve
7 the fiscal operations of the House.