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THE GENERAL ASSEMBLY OF PENNSYLVANIA

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HOUSE RESOLUTION

No. 158 Session of  
2023

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INTRODUCED BY SOLOMON, KENYATTA, RABB, FLEMING, BOROWSKI, SCOTT  
AND CEPEDA-FREYTIZ, JUNE 21, 2023

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REFERRED TO COMMITTEE ON RULES, JUNE 21, 2023

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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 their name and the name,  
28 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. The amount of money appropriated to  
7 members shall be published on a publicly accessible Internet  
8 website managed and maintained by the Office of the Chief Clerk.

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

12 (1) Travel expense on legislative business.

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

18 (a.1) Actual expenses incurred for travel on session or  
19 nonsession days by public transportation; voucher with  
20 documented travel details and receipt.

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

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

29 (d) Car rental; voucher and receipt from rental agency  
30 but reimbursement not to exceed in any month an amount as may

1 be approved from time to time by the Committee on Rules. Any  
2 amount in excess of the said amount shall be paid by the  
3 person renting the car. In no event shall other than American  
4 manufactured cars be rented.

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

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

14 (a) Administrative and clerical services; voucher and  
15 receipt and copy of agreement or contract.

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

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

23 (4) Restaurant and beverage charges for business meetings;  
24 voucher and itemized vendor receipt, together with a statement  
25 of the legislative reason for the expense, shall be submitted  
26 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  
2 for any single expense not in excess of \$75.

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. The Chief  
14 Clerk is no longer authorized to enter into a master lease  
15 agreement with the Department of General Services for the long-  
16 term lease of additional automobiles for the use of members.  
17 Members may not use Commonwealth funds to purchase an automobile  
18 for official purposes. The Chief Clerk may not assign  
19 automobiles leased or owned by the Commonwealth to members, but  
20 may maintain automobiles previously assigned to members. A  
21 member with a previously assigned automobile shall not be  
22 required to surrender the automobile unless the Chief Clerk  
23 determines that it is no longer practical or cost effective for  
24 the automobile to remain in service to a member due to age or  
25 high mileage of the automobile or needed repairs or damage to  
26 the automobile. A member who is required to surrender an  
27 automobile by the Chief Clerk may not receive a replacement  
28 automobile.

29 All disbursements made, debts incurred or advancements paid  
30 from any appropriation account made to the House or to a member

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

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

9 (1) As to personnel:

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

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

17 (2) As to all other expenditures:

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

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

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

28 All monthly reports filed on disbursements made or debts  
29 incurred by any officer or member or employee from  
30 appropriations made to the House or to a member or nonmember

1 officer under any General Appropriation Act, and the  
2 documentation for each disbursement, shall be public information  
3 and shall be available in accordance with the act of February  
4 14, 2008 (P.L.6, No.3), known as the Right-to-Know Law.

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

10 All requests for reimbursement out of any appropriation shall  
11 be accompanied by a voucher, or other documents where required,  
12 evidencing payment or approval. All requests for reimbursement  
13 out of any appropriation payable to a member, nonmember officer  
14 or employee shall be void if not submitted within 90 days of the  
15 date that the otherwise allowable expense is incurred for any  
16 and all otherwise allowable expenses, including without  
17 limitation, per diem, mileage and actual expenses incurred. Any  
18 such void request for reimbursement may not be paid except  
19 pursuant to a motion to suspend this rule for good cause  
20 specific to the voided request for reimbursement. The voucher  
21 form shall be approved and supplied by the Chief Clerk. Receipts  
22 or documentation of every expenditure or disbursement which is  
23 in excess of the maximum amount as set forth herein shall be  
24 attached to the voucher. Where a request for payment is made in  
25 advance of an expense actually incurred, the Chief Clerk, before  
26 making such advance payment shall require a description  
27 satisfactory to the Chief Clerk of the item or service to be  
28 purchased or the expense to be incurred, and a receipt or other  
29 documentation shall be given to the Chief Clerk after the item  
30 or service has been purchased or expense incurred as evidence

1 that such advancement was in fact expended for such purpose.

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

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

30 The Bipartisan Management Committee shall receive and review

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