

## Part IV ♦ Appendices

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## Appendix IV-A: Authorized Expenses for Senators' Offices

### Telecommunications Equipment and Services

These expenses include the bills for telephone service provided to Senators' offices in Washington, D.C. and the home State. The Sergeant at Arms provides basic local telephone service and allocated equipment without charge to Senators. Charges for long distance service and equipment above allocation are billed monthly to each Senator through certification by the Sergeant at Arms, so no voucher needs to be submitted by the office.

In those instances when a Senator or staff incurs expenses for official equipment or service charges in Washington, D.C. or the home State that fall outside those allocations provided and paid for by the Sergeant at Arms, the office can submit a voucher to the Disbursing Office. Obligation dates for such vouchers should conform to the service period dates, and the expense is charged to the funds available on the beginning date of the service period.

All unofficial long-distance telephone calls placed from a Senate telephone should be billed to a personal calling card, a residence telephone number, or made as a collect call.

Samples are illustrated in the following table.

**Table IV-1: Telephone Services, Charges Incurred, and Payment Methods**

Type of Service	Charges	Payment Method
Telephone equipment and local service charges in D.C. office or in home State offices	Charges in excess of allocation provided by SAA	Certified monthly
Official long distance charges in D.C. office or in home State offices	Official long distance calls placed from Senate-owned equipment	Certified monthly
Telephone equipment and local service in State offices arranged by office staff	All charges	Billed to office directly by service provider. Office prepares voucher.
International calls	All charges	Billed to office directly by service provider. Office prepares voucher.
Cell phone calls from Senate owned equipment in the D.C. office	All charges	Certified monthly
Cell phone calls from Senate owned equipment in State offices	All charges	Billed to office directly by service provider. Office prepares voucher.
Cell phone calls or long distance phone calls made from personally owned equipment	Official calls only	Billed to individual. Staffer prepares non-travel ESR requesting reimbursement. Office prepares voucher.

Type of Service	Charges	Payment Method
Unofficial calls	All charges	Bill to a personal calling card, home phone number, collect. Cannot be paid for from appropriated funds.

## Stationery and Office Supplies

Office supplies for official use can be purchased in the Senate Stationery Room using the office charge card. Such charges are certified monthly by the Keeper of Stationery to the Disbursing Office and deducted from the Senator's allocation in the Senators' Account, so no voucher needs to be submitted.

Items purchased or ordered in one fiscal year may not be returned in another fiscal year. For example, an item purchased in September may not be returned for credit in October, because September 30 is the end of the fiscal year.

Office supplies purchased from commercial stores or Government Services Administration (GSA) stores are paid by submitting a voucher to the Disbursing office. GSA bills for office supplies should be annotated sufficiently to identify the item(s) purchased. A GSA stock number is not sufficient identification.

Items to be used as gifts or donations may not be purchased with official funds, except copies of the book, *We, the People*, US flags which have been flown over the Capitol (for public organizations such as schools, churches and patriotic service groups), and copies of the calendar "We, the People" published by the U.S. Capitol Historical Society. (S. Res. 294, 96-2, Apr. 29, 1980; S. Res. 176, 104-1, Sept. 28, 1995.) Gift items may be obtained at the Gift Shop and paid for using cash, check, or personal credit card.

Samples are illustrated in the following table.

**Table IV-2: Stationery/Office Supply Expenses, Charges Incurred, and Payment Methods**

Type of Expense	Charges	Payment Method
Stationery and office supplies purchased through the Keeper of Stationery	Only stationery items No gift items (except as noted above)	Certified monthly
Stationery and office supplies purchased through commercial stores and GSA stores	Only office supply items No gift items, no beverages (e.g., coffee), no cleaning supplies, toilet paper, paper towels, etc. (e.g., items that should be supplied by a home state office building company)	Either: <ul style="list-style-type: none"> <li>▪ Billed to the office by the supplier, or</li> <li>▪ Paid by an individual employee, who completes a non-travel ESR.</li> </ul> AND <ul style="list-style-type: none"> <li>▪ Office prepares voucher</li> </ul>
Flags for constituents	Flags to be flown over the Capitol at the request of a constituent	Cash or checks from constituents
Gifts purchased at the	Gift items	Cash from non-appropriated

Type of Expense	Charges	Payment Method
Senate Gift Shop		sources

## Official Reports, Mailing Lists, and Official Mailing Costs

Expenses incurred in the preparation of required official reports, and the acquisition of mailing lists to be used for official purposes, are paid by submitting a voucher to the Disbursing Office. Expenses for keypunch services associated with the acquisition and/or update of a mailing list may be vouchered. Expenses incurred in using the Postal Service or commercial vendors to transmit official business are also reimbursable. The voucher should show the obligation date (i.e., date stamps were purchased, date of air express service, etc.), and receipts must accompany the voucher.

Expenses incurred at the Senate Post Office through use of the office charge card are billed monthly to each Senator through certification certified against the Senator's Account, so no voucher needs to be submitted by the office.

The maximum a Senator's office may spend on mass mailings is \$50,000 per fiscal year. Mass mailings must be mailed through the Service Department, which certifies the costs for deduction from the Senator's allowance of the Senators' Account. No voucher needs to be submitted by the office. Requirements for preparation and mailing of mass mail are included in the Regulations Governing Franked Mail. (See "**Appendix D: Regulations Governing Franked Mail**".)

Samples are illustrated in the following table.

**Table IV-3: Mailing Expenses, Charges Incurred, and Payment Method**

Type of Expense	Charges	Payment Method
Franked mail	Official correspondence sent in envelopes bearing the Senator's signature (in lieu of a stamp) that are mailed from D.C. or the home State	Certified monthly
Mass mailing	Official correspondence or newsletters containing "substantially the same" content of 500 pieces or more	Certified monthly
Services obtained at the Senate Post Office via the office charge card	Stamps, certified letters, express delivery, etc. for official use	Certified monthly
Preparation of official reports	Financial disclosure reports	Provider submits bill to office. Office prepares voucher.
Mailing list - purchase	Purchase of a non-partisan mailing list, such as a voter registration list or a DMV list	Provider submits bill to office. Office prepares voucher.
Express delivery	Official correspondence sent via courier or overnight delivery.	Provider submits bill to office. Office prepares voucher.

## Home State Office Expenses

Various expenses incurred in the operation of an office in the home State are paid by submitting a voucher to the Disbursing Office. Examples of covered expenses include basic cable TV service including installation, post office box rental, or classified advertisements for employment. Prohibited expenses include acquisition or repair of furniture, and repair of equipment not purchased with funds from the Senators' Account.

## Publications/Subscriptions

Expenses for publications or subscriptions to periodicals, clipping services and other information services—produced in any format (i.e., printed, microfilmed, photocopied, or magnetically or otherwise recorded in any way for auditory and visual use)—are paid by submitting a voucher to the Disbursing Office. The voucher obligation date should reflect the date of purchase, or the "from" and "to" dates of the subscription period. The subscription can cover more than one year, but should not extend beyond the Senator's current term of office.

## Travel

Travel by Senators and Senate employees while conducting official business of the United States Senate is governed by the Senate Travel Regulations. See "**Appendix IV-D: Authority of the Committee on Rules and Administration to Issue Senate Travel Regulations**". It is the responsibility of the traveler to be familiar with and understand these regulations.

Reimbursable travel expenses for official business are:

1. Actual **transportation** expenses;
2. Actual **per diem** expenses, not to exceed \$165 per day;<sup>1</sup>
3. **Incidental expenses essential to the transaction of official business**; and
4. **Training/conference fees**.

Your attention is called to the fact that the above rate is the **maximum** allowable rate and it is the responsibility of each chairman, Senator and officer of the Senate to set a rate that will most nearly compensate the traveler for all necessary travel expenses.

## Duty Station

Each Senator and Senate employee has a duty station of record. This is important for several reasons, including:

1. Employee travel must begin and end in the employee's duty station.

No per diem expenses will be reimbursed within the Washington, D.C., duty station or within a 35 mile radius of the employee's home State duty station. The metropolitan area of Washington, D.C., which is defined in "**Appendix IV-D: Authority of the Committee on Rules and Administration to Issue Senate Travel Regulations**," includes Ronald Reagan Washington

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<sup>1</sup>The per diem rate is subject to change. The rate of \$165 was in effect as of October 1, 2000. (Rate schedules for Alaska and Hawaii may be higher and can be obtained from the Disbursing Office.) For guidance on per diem rates, as established for cities in the forty-eight contiguous states by the General Services Administration, please refer to the Federal Register of Tuesday, March 12, 1996 (Volume 61, Number 49, p. 10252).

National Airport, Washington Dulles International Airport and Baltimore/Washington International Thurgood Marshall Airport.

2. Rental of vehicles for those whose duty station is Washington, D.C., for use in and around the Washington, D.C., area, is prohibited.
3. Interdepartmental transportation within the metropolitan area of Washington, D.C., or within the general vicinity of employees' duty stations in the home state, is reimbursed as a travel expense.

## Senator's Duty Station

A Senator's duty station is the metropolitan area of Washington, D.C.. During adjournment, sine die, or the August recess period, the Senator's usual place of residence in the home state is also considered the Senator's duty station. At the beginning of each Congress, a Senator files with the Disbursing Office his "usual place of residence" in the home state for purposes of travel reimbursement.

## Senate Employees' Duty Stations

Senate employees' duty station, if other than Washington, D.C., is designated when an employee is appointed and must be kept up to date in the Disbursing Office.

## The Pre-Election 60-Day Moratorium Period <sup>2</sup>

A Senator or an employee in the office of a Senator may be reimbursed ONLY for actual transportation expenses, incurred during the 60 days before the date of any primary or general election (whether regular, special, or runoff) in which the Senator is a candidate for public office (within the meaning of section 301(b) of the Federal Election Campaign Act of 1971), unless candidacy in such election is uncontested. A letter from the proper State official must be submitted to the Committee on Rules and Administration certifying that the Senator's candidacy is uncontested.

## Travel Vouchers and Required Documentation

Travel Vouchers must be accompanied by supporting documentation and a Travel Expense Summary Report (Travel ESR) signed by the traveler. If a trip is extended or broken up for non-official reasons, the dates and times on and off official travel, as well as the overall dates of travel, must be shown on the Travel ESR.

1. **Transportation expenses** that are reimbursable include airfare (both commercial and charter), associated ticket fees, use of rental or privately owned vehicles, parking, taxi to airport, bridge tolls, etc.

Documentation of airfare must include the passenger's copy of the air ticket. Documentation is not required for reimbursement of official travel in a privately owned vehicle. However, when submitting vouchers for mileage, specify the type of vehicle (e.g., privately owned automobile; privately owned aircraft; privately owned motorcycle). Do not just state "private vehicle", as maximum mileage rates vary by type of vehicle. For example, privately owned automobile

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<sup>2</sup>Additional, non-travel expenses are prohibited during the pre-election 60 day moratorium period. Additional information is available from the Committee on Rules and Administration.

mileage may not exceed \$.50 per mile; motorcycle mileage may not exceed \$.47 per mile; and airplane mileage may not exceed \$1.29 per mile.<sup>3</sup> The mileage rate is inclusive of repair, fuel, maintenance, and insurance costs. An odometer reading is not necessary, but if it is provided, it must agree with claimed mileage.

2. **Per diem** expenses that are reimbursable include meals, lodging, tips, laundry and valet expenses. Alcoholic beverages, movie rentals, gymnasium fees and other personal fees are **not** reimbursable expenses.

Documentation such as hotel bills or other evidence of lodging costs are necessary in support of per diem. Lodging can only be paid for one person. If two or more staff members share a room, then each staff member should have a receipt for his share or a copy of the total receipt.

No Senator, or relative or employee of a Senator, may derive a direct monetary benefit from reimbursements of official Senate travel expenses. Therefore, reimbursements are not permitted for mortgage payments or rental fees associated with any type of leasehold interest.

3. **Incidentals** include telephone charges, newspapers, stationery, and traveler's check charges. Traveler's checks may be purchased from the Disbursing Office, and purchase fees may be reimbursed by the Senate.

## Paying for Official Travel

Travel expenses may be paid in the following ways:

1. **Traveler's Funds**—The traveler spends his own money, uses his personal credit card, or uses a Senate-provided credit card and requests reimbursement from his employing office after the trip is complete. (Each Senator determines whether to make Senate credit cards available to his staff. If a Senate credit card is made available, it should be used only for official expenses and the staff person is individually responsible for paying the credit card charges, whether or not he has been or will be reimbursed by the Senate.)
2. **Travel Advance**—The traveler is provided a travel advance and depending on how much he spends, with his travel ESR either returns any unspent funds, reports that the advance equaled his expenses, or requests reimbursement for expenses in excess of the advance. (Each Senator determines whether to make travel advances available to his staff.);
3. **Charge On Account**—The Administrative Director uses the office's credit card or other account to purchase airline tickets, etc. These accounts are billed monthly and the office pays them via voucher. The expenses are not included in the traveler's travel ESR.

## Travel Advances

Payment of travel advances to Senators and their staffs is authorized from the Official Office Expense Account. These funds are available for official travel only. See "**Appendix IV-D: Authority of the Committee on Rules and Administration to Issue Senate Travel Regulations**" for the regulations on travel advances promulgated by the Committee on Rules and Administration. These regulations require that expense vouchers for advances to Senate staff be submitted within 21 days of the conclusion of official travel, and outstanding advance amounts be repaid within 30 days of the conclusion of official travel. When an advance is not repaid within the

<sup>3</sup>The POV reimbursement rate is subject to change. The rates listed above were in effect as of January 1, 2010. Changes to the POV reimbursement rates are announced via Dear Colleague letter from the Chairman of the Committee on Rules and Administration.

specified time, the Financial Clerk, under authority of 2 USC 60C-2a(c), may withhold from paychecks or other payments to Senate staff the amount of the travel advance or other indebtedness to the Senate.

## Charge On Account

Several charge cards are available to Senators' offices to pay for travel expenses. These are:

- a. **Government Charge Card**—The Senate participates in a government travel card program contracted by General Services Administration for payment of expenses associated with official travel. Individual charge cards can be issued directly to Senators, Officers, and Senate staff (individuals whose pay is disbursed by the Secretary of the Senate) who are designated by their employing office. The program is not intended for all staff; only frequent travelers should be authorized for a card. See “**Appendix IV-D: Authority of the Committee on Rules and Administration to Issue Senate Travel Regulations**” for a description of cardholder rights and obligations.
- b. **Air Travel Cards**—A Senator may apply for an air travel card from any airline which issues such a card. These cards are accepted by other carriers.
- c. **Government Travel Account**—Fares booked through CATO for travel on official business can be billed to the office through a central government travel account. No charge cards are issued through this program.

## Air Travel

- **Air Fare Discounts**—GSA has negotiated an air fare discount contract with participating air carriers. Use of discount fares under this program is restricted to Senators, Officers and employees traveling on official business only. The discount fare can be obtained by use of the Government charge card or an Official Travel Authorization (OTA) form, available at the Disbursing Office. OTA forms must be personally approved by the Senator, Chairman or Officer under whose authority official travel is taking place, and may not be used to obtain discount fares for personal travel. Offices will receive monthly issues of the *Federal Travel Directory*, listing city-pair routes. For additional information call the Rules Committee, Ext. 4-0284.
- **Frequent Flyer Miles**—Discount coupons, "frequent flyer" miles or any other promotional materials earned by a Member, officer or employee as a result of trips paid for by Senate funds may be utilized for personal use at the discretion of the Member or officer pursuant to the United States Senate Travel Regulations. Travel Awards may be retained and used at the sole discretion of the Member or officer only if the Travel Awards are obtained under the same terms and conditions as those offered to the general public and no favorable treatment is extended on the basis of the Member, officer or employee's position with the Federal Government. Members, officers and employees may only retain Travel Awards for personal use when such Travel Awards have been obtained at no additional cost to the Federal Government.

## Automobile Rental

The Defense Travel Management Office (DTMO), a division of the Department of Defense, arranges rental car agreements for the government for Federal employees traveling on official business. These negotiated rates include unlimited mileage, plus Collision Damage Waiver (CDW)

coverage at no additional cost to the traveler. For guidance on rates and participating rental car companies, refer to [www.defensetravel.dod.mil](http://www.defensetravel.dod.mil). Individuals traveling on behalf of the U.S. Senate are encouraged to use these companies if possible, since they provide expanded coverage at no extra fee.

- **Rental in Washington, D.C.**—Rental of vehicles for those whose duty station is Washington, D.C., for use in and around the Washington, D.C. area, is **prohibited**. The use of such vehicles is limited to departing directly from the metropolitan area, and returning the vehicle to the lessor immediately upon return.
- **Rental in the State**—Travelers should rent automobiles consistent with the nature and duration of the required trip; in many instances, a taxicab may be less costly than a rental vehicle.
- **Insurance**—Fees for rental car insurance, including collision damage (CDW or LDW), personal accident (PAI), and personal effects (PEC) are **not** reimbursable expenditures. Other types of insurance coverage are offered by rental companies, but the cost of these coverages is similarly not reimbursable.
- **CDW and LDW**—In connection with the rental of vehicles from commercial sources, the Senate will not pay or reimburse for the cost of the collision damage waiver or collision damage insurance available in commercial rental contracts for an extra fee. The waiver or insurance referred to is the type offered a renter to release him or her from liability for damage to the rented vehicle in amounts up to the amount deductible on the insurance included as a part of the rental contract without additional charge.
- **PAI and PEC**—The costs of personal accident insurance and personal effects coverage are personal expenses and are not reimbursable.

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**Note:** The POV mileage rate is intended to cover expenses to private automobiles as defined by Section 6 of Public Law 94-22, Title 5 U.S. Code, section 5707 (b)(1)(A)-(E) used on official business.

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## Additional Office Equipment and Related Services

Expenses for additional office equipment and services related thereto (but not including personal services) are paid by submitting a voucher in accordance with regulations promulgated by the Committee on Rules and Administration. All such equipment, accessories and services are the property of the U.S. Senate and are placed on the Senate's equipment inventory maintained by the Sergeant at Arms. Such equipment may be used only in official Senate offices, i.e., the Washington, D.C., office, authorized home State offices, or in accordance with Rules Committee regulations permitting certain specified uses in the home.

Equipment assigned to an office may not be removed from that office without authorization of the Sergeant at Arms, as provided in the Regulations Governing Assignment, Accountability, and Inventory Control of Equipment (see "**Appendix B: Equipment Assignment, Accountability, and Inventory Control Regulations**").

## Recording and Photographic Services and Products

Official expenses for recording and photographic services and products obtained through the Senate Recording and Photographic Studios are deducted from the Senator's allowance of the Senators' Account on the basis of certification vouchers submitted to the Financial Clerk by the Sergeant at



Arms. Other expenses for recording and photographic services and products are submitted for payment on a voucher.

## Other Official Expenses

Certain other expenses, which do not fall within the general categories described above, but which a Senator deems necessary for the conduct of official business, are paid by submitting a voucher to the Disbursing Office. Examples of "other official expenses" include expenses for town meetings, rental of a conference room, procurement of non-standard equipment, and conference fees in excess of the limits prescribed by Section V of the Senate Travel Regulations.

Questions regarding these expenses should be referred to the Committee on Rules and Administration or the Disbursing Office.

## Nomination Board or Panel

Individuals who are not Senate employees selected by Senators to serve on a panel or other body making recommendations for nominees to Federal judgeships, service academies, U.S. Attorneys or U.S. Marshals may be reimbursed for transportation, per diem, and for certain other expenses incurred in performing duties as a member of such panel or other body.

When these individuals are selected, the Senator must notify the Disbursing Office of the full name and home address of the panelist, the panel on which he is serving, and the beginning and ending dates of that service. Travel and per diem must be within the Senator's home state, between that state and Washington, D.C., or between the home state and the service academies. Other official expenses necessary in performing duties as a panelist, such as stenographic services, may also be reimbursed.

The panelist may not be reimbursed for any per diem or actual travel expenses (other than actual transportation expenses) occurring during the 60 days before the date of any primary or general election in which the Senator is a candidate for public office unless the candidacy is uncontested.

## Pearson Fellows

Pursuant to PL 96-465, the Secretary of State may assign an employee of the Foreign Service Office of the State Department for duty in a Senator's office, with the concurrence of the Senator. The salary of such a person, a detailee, is paid by the State Department. However, if the State Department requests reimbursement of this salary, it is charged to the Senator's allowance from the Senators' Account. For purposes of travel and other reimbursable expenses, the detailee is considered to be an employee of the Senate, and any expenses related to travel and other activities are paid from the Senator's allowance from the Senators' Account.

## Public Transportation Subsidy

S. Res. 318, 102-2, (approved on June 23, 1992 and revised April 23, 2007), authorizes Senate members, officers and officials to participate in state or local government transit subsidy programs by providing tickets, passes or other fare media to qualified employees, as described in "**Appendix E: Public Transportation Subsidy Regulations**". The value may not exceed the authorized amount, and may not be in the form of cash. Distribution of fare media for an office is the responsibility of the program manager for that office. Damaged, lost or stolen fare media cannot be replaced. Following are the methods for procuring fare media for a D.C. and a state office.

**Washington, D.C. Office**—Transit subsidies are purchased through the WMATA SmartBenefits Program. For more information, contact the Committee on Rules and Administration at 4-6352.

**State Offices**—The cost of fare media purchased directly from other approved programs is submitted on a voucher to the Disbursing Office. Proper documentation and other criteria for these expenses are described in the Rules Committee's regulations in “**Appendix E: Public Transportation Subsidy Regulations**”.

## Appendix IV-B: Senators' Official Personnel and Office Expense Accounts Regulations

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*(Adopted by the Committee on Rules and Administration Pursuant to Senate Resolution 170 agreed to September 19, 1979, as amended May 22, 1992, further amended November 3, 2003, further amended March 27, 2009.)*

- Section 1. For the purposes of these regulations, the following definitions shall apply:
- a. Documentation means invoices, bills, statements, receipts, or other evidence of expenses incurred, approved by the Committee on Rules and Administration.
  - b. Official expenses means ordinary and necessary business expenses in support of the Senators' official and representational duties.
- Section 2. No reimbursement will be made from the contingent fund of the Senate for any official expenses incurred under a Senator's Official Personnel and Office Expense Account, in excess of \$50, unless the voucher submitted for such expenses is accompanied by documentation, and the voucher is certified by the properly designated staff member and approved by the Senator.
- Section 3. Official expenses of \$50 or less must either be documented or must be itemized in sufficient detail so as to leave no doubt of the identity of, and the amount spent for, each item. Items of a similar nature may be grouped together in one total on a voucher, but must be itemized individually on a supporting itemization sheet.
- Section 4. Travel expenses shall be subject to the same documentation requirements as other official expenses, with the following exceptions:
- a. Hotel bills or other evidence of lodging costs will be considered necessary in support of per diem.
  - b. Documentation will not be required for reimbursement of official travel in a privately owned vehicle.
- Section 5. No documentation will be required for reimbursement of the following classes of expenses, as these are billed and paid directly through the Sergeant at Arms and Doorkeeper:
- a. Official telegrams and long distance calls and related services;
  - b. Stationery and other office supplies procured through the Senate Stationery Room for use for official business.
- Section 6. The Committee on Rules and Administration may require documentation for expenses incurred of \$50 or less, or authorize payment of expenses incurred in excess of \$50 without documentation, in special circumstances.
- Section 7. Vouchers for the reimbursement of official travel expenses to a Senator, employee, detailee pursuant to section 503(b)(3) of PL 96-465, or individual serving on a nominee recommendation panel pursuant to 2 USC 58(h) shall be accompanied by an "Expense Summary Report–Travel" signed by such person. Vouchers for the reimbursement to any such individual for official expenses other than travel expenses shall be accompanied by an "Expense Summary Report–Non-Travel" signed by such person.



## Appendix IV-C: Committee Regulations Governing Advance Payment

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*(Adopted by the Committee on Rules and Administration, October 30, 1997, Amended on September 30, 1998. Further Amended on March 27, 2009.)*

Under the authority granted by Sec. 1(b) for P.L. 105-55, the FY98 Legislative Branch Appropriations bill and using these regulations--

The term "advance payment" means any expense authorized, by the Committee on Rules and Administration, pursuant to P.L. 105-55.

By the above definition of advance payment and following the enactment of the FY98 Legislative Branch Appropriations bill, in addition to subscriptions, the following items are for advance payment:

- Rental of water coolers (cooler units only/not for water)
- Monthly maintenance on equipment that is either non-standard and/or above the \$500 limit
- Cable TV services (including basic satellite service where needed)
- Online services (for official use by the Senator only)
- Rental booths at State Fairs, rent for space to be used during town hall meetings and associated costs (not to include insurance)
- Conference and seminar fees (not to include meals charged separately)
- Payments on leased equipment
- Paging service
- Clipping services
- Yellow page listings (not to include the classified yellow pages)
- State office rents, up to 1 year in advance
- Metro subsidy, one week in advance of the new month
- Pre-paid cellular and telephone communications

The date of transaction will determine the fiscal year for payments of government authorized charge cards or reimbursements to Members and staff. Additionally, for a charge card statement that crosses fiscal years, the transaction dates will be used to determine the fiscal year, which could require submitting two separate vouchers for one statement. If an office has documentation proving the transaction took place in a different fiscal year than the statement stipulates, that documentation will determine the fiscal year.

All Senate Offices (Member Offices, Committees, and Officers of the Senate) are authorized to voucher the initiation or renewal of subscriptions (print and digital) based on the obligation or transaction date.

With respect to charges for on-line services, paging services, clipping services, and equipment maintenance, advance payment shall only be made in the cases of "flat fee services."

Also, no advance payment will be allowed in instances where cancellation fees may be incurred. Time limitation on the obligation of funds is restricted to a Member's six-year term of office and a Committee's biennial funding period, or for Officers of the Senate, the term of a Congress.

## Appendix IV-D: Authority of the Committee on Rules and Administration to Issue Senate Travel Regulations

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### Travel Regulations Overview

- **Authorized Travelers:** Official travel expenses for travel within the United States can be reimbursed to Members, personal office and committee staff, properly detailed employees, nominating board members, witnesses for committee hearings, and Administrative Officers and their staff.
- **Duty Station**
  - **General:** Other than travel by Members and interdepartmental travel, all travel must begin and end at the traveler's duty station or residence, whichever is more advantageous to the Senate. Except for Washington, D.C., the duty station is defined as the 35 mile radius surrounding the duty station city.
  - **Member Duty Station:** A Member's duty station is Washington, D.C. except during August recess and adjournment sine die when the Member's place of residence in the home state is also considered a duty station.
  - **Washington, D.C. Duty Station:** For Washington, D.C., the duty station encompasses the District of Columbia; the Maryland Counties of Charles, Montgomery, and Prince Georges; the Virginia counties of Arlington, Fairfax, Loudon, and Prince William; the Virginia cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park; and airport locations of BWI, Dulles International, and Reagan National.
- **Interrupted Travel:** When a traveler, for personal business, interrupts official travel or the traveler does not depart from or return to his/her duty station, the traveler may be reimbursed for transportation expenses incurred which are less than or equal to the amount the traveler would have been reimbursed had he/she not interrupted official travel for personal business.
- **Funds for Official Travel**
  - **Travel Advances:** Travel Advances in the form of cash, direct deposit, or cash can be obtained from the Disbursing Office. Travel Advances in the form of cash can be obtained no more than seven days prior to the start of travel. Travel Advances in the form of direct deposit or check can be obtained no more than fourteen days prior to the start of travel and no less than five days prior to the start of travel.
  - **Government Travel Cards:** Individual government travel cards for official travel are available to all Members and employees of the Senate. All official travel expenses, including per diem, can be charged to these credit cards. Payment of these cards is the responsibility of the cardholder. It is the responsibility of each Senate office to determine if individual government travel cards will be made available to the staff members of that office.

- **Documentation:** Travel vouchers must be submitted to Disbursing with an Expense Summary Report – Travel detailing all official expenses during travel. Receipts or documentation must be provided for expenses over \$50.00.
- **Transportation:**
- **General Transportation:** Transportation for official travel can be in the form of charter (for scheduling difficulties only) or commercial air, bus, train, privately owned vehicle (within designated mileage rates), and rental auto (including gasoline for the rental). When renting an automobile while on official travel, the Senate will not reimburse for additional collision and liability insurance. The government rate for rental autos includes this insurance. When the government rate is not used, the Senate is self-insured for collision and liability on rental autos for official travel. Employees whose duty station is Washington, D.C. may not rent an automobile for interdepartmental travel.
- **Frequent Flyer Miles:** Frequent flyer miles earned through the purchase of official travel are the property of the traveler and may be used for his/her personal use. However, the Committee on Rules and Administration encourages the use of frequent flyer miles to offset future official travel.
- **Interdepartmental Transportation:** Interdepartmental transportation and transportation while in a travel status can include, but are not limited to, the use of taxis, buses, subway, airport shuttles, ferry fees, and privately owned vehicles (within designated mileage rates). Reimbursement of tolls (parking, road, bridge, etc.) is allowable. Parking fees for privately owned vehicles may be incurred in the duty station for interdepartmental transportation or when the traveler is leaving his/her duty station to enter into a travel status.
- **Per Diem:** Per diem expenses including lodging and meals are reimbursable up to the maximum daily rate (currently \$165) prescribed by the Committee on Rules and Administration. A waiver can be requested to adjust this daily rate to the specific GSA rate for the official travel destination. Per diem is calculated by totaling the base room rate for lodging (no taxes), all meals (including taxes and tips), and any other per diem, such as maid tips or laundry. Meals submitted for reimbursement must be for the traveler only, and all lodging rates should be the single room rate. The total for the entire trip should not exceed the maximum per diem for the entire trip, i.e., maximum daily rate multiplied by the number of days on official travel beginning with the departure date. Laundry is reimbursable as a refreshing of clothing midway through an official trip.
- **Incidental Expenses:** Expenses incidental to official travel such as the purchase of newspapers and news magazines, telecommunications, stationery, meeting room reservations, and the like are reimbursable. Personal phone calls can be reimbursed at the rate of one call per day not to exceed five minutes and \$5.00 per call.
- **Conference/Training Fees:** Conference and Training Fees are reimbursable when per diem is included in the fee for travelers outside their duty station. When a conference or training fee includes per diem and the staff member is inside his/her duty station, the per diem should be subtracted from the fee. A meal certification form to allow for reimbursing any non-separable per diem from the fee may only be used when the conference or training session is or will be directly related to the performance of the staff member's official duties. Chamber of Commerce luncheons are not considered to be conferences or training. If there is a non-per diem fee



associated with these luncheons, then that cost may be reimbursed for staff members in attendance within their duty stations.

## Regulations and Statutory Authority

The travel regulations herein have been promulgated by the Committee on Rules and Administration pursuant to the authority vested in it by paragraph 1(n)(1)8 of Rule XXV of the Standing Rules of the Senate and by section 68 of Title 2 of the United States Code, the pertinent portions of which provisions are as follows:

### Standing Rules of the Senate

#### Rule XXV

#### Paragraph 1(n)(1)8

(n)(1) Committee on Rules and Administration, to which committee shall be referred \* \* \* matters relating to the following subjects: \* \* \*

8. Payment of money out of the contingent fund of the Senate or creating a charge upon the same \* \* \*

### United States Code

#### Title 2 Section 68

Sec. 68. Payments from contingent fund of Senate

No payment shall be made from the contingent fund of the Senate unless sanctioned by the Committee on Rules and Administration of the Senate \* \* \*.

## United States Senate Travel Regulations

*Revised by the Committee on Rules and Administration*

*Effective October 1, 1991 as amended January 1, 1999, as further amended December 7, 2006,*

*October 26, 2007, and December 20, 2007*

### General Regulations

#### I. Travel Authorization

- A. Only those individuals having an official connection with the function involved may obligate the funds of said function.
- B. Funds disbursed by the Secretary of Senate may be obligated by:
1. Members of standing, select, special, joint, policy or conference committees
  2. Staff of such committees
  3. Employees properly detailed to such committees from other agencies
  4. Employees of Members of such committees whose salaries are disbursed by the Secretary of the Senate and employees appointed under authority of section 111 of Public Law 95-94, approved August 5, 1977, when designated as "ex officio employees" by the Chairman of such committee. Approval of the reimbursement voucher will be considered sufficient designation.
  5. Senators, including staff and nominating board members. (Also individuals properly detailed to a Senator's office under authority of Section 503(b)(3) of P.L. 96-465, approved October 17, 1980.)
  6. All other administrative offices, including Officers and staff.
- C. An employee who transfers from one office to another on the same day he/she concludes official travel shall be considered an employee of the former office until the conclusion of that official travel.
- D. All travel shall be either authorized or approved by the chairman of the committee, Senator, or Officer of the Senate to whom such authority has been properly delegated. The administrative approval authority required will be issued prior to the expenses being incurred and will specify the travel to be undertaken unless circumstances in a particular case prevent such prior approval.
- E. **Official Travel Authorizations:** The General Services Administration, on behalf of the Committee on Rules and Administration, has contracted with several air carriers to provide discount air fares for Members, Officers, and employees of the Senate only when traveling on official business. This status is identifiable to the contracting air carriers by one of the following ways:
1. The use of a government issued travel charge card
  2. The use of an "Official Travel Authorization" form which must be submitted to the air carrier prior to purchasing a ticket. These forms must be personally approved by the Senator, Committee chairman, or Officer of the Senate under whose authority the travel for official business is taking place. Payment must be made in advance by cash, credit card, check, or money order. The Official Travel Authorization forms are available in the Senate Disbursing Office.

## II. Funds for Traveling Expenses

- A. Individuals traveling on official business for the Senate will provide themselves with sufficient funds for all current expenses, and are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.
1. Travel Advances
    - a) Advances to Committees (P.L. 81-118)
      - (1) Chairmen of joint committees operating from the contingent fund of the Senate, and chairmen of standing, special, select, policy,

or conference committees of the Senate, may requisition an advance of the funds authorized for their respective committees.

(a) When any duty is imposed upon a committee involving expenses that are ordered to be paid out of the contingent fund of the Senate, upon vouchers to be approved by the chairman of the committee charged with such duty, the receipt of such chairman for any sum advanced to him[her] or his[her] order out of said contingent fund by the Secretary of the Senate for committee expenses not involving personal services shall be taken and passed by the accounting officers of the Government as a full and sufficient voucher; but it shall be the duty of such chairman, as soon as practicable, to furnish to the Secretary of the Senate vouchers in detail for the expenses so incurred.

(2) Upon presentation of the properly signed statutory advance voucher, the Disbursing Office will make the original advance to the chairman or his/her representative. This advance may be in the form of a check, or in cash, receipted for on the voucher by the person receiving the advance. Under no circumstances are advances to be used for the payment of salaries or obligations, other than petty cash transactions of the committee.

(3) In no case shall a cash advance be paid more than seven (7) calendar days prior to the commencement of official travel. In no case shall an advance in the form of a check be paid more than fourteen (14) calendar days prior to the commencement of official travel. Requests for advances in the form of a check should be received by the Senate Disbursing Office no less than five (5) calendar days prior to the commencement of official travel. The amount of the advance then becomes the responsibility of the individual receiving the advance, in that he/she must return the unexpended amount advanced before or shortly after the expiration of the authority under which these funds were obtained.

**(Regulations Governing Cash Advances for Official Senate Travel adopted by the Committee on Rules and Administration, effective July 23, 1987, pursuant to S. Res. 258, October 1, 1987, as applicable to Senate committees)**

(4) Travel advances shall be made prior to the commencement of official travel in the form of cash, direct deposit, or check. Travel advance requests shall be signed by the Committee Chairman and a staff person designated with signature authority.

(5) **Cash:** Advances for travel in the form of cash shall be picked up only in the Senate Disbursing Office and will be issued only to the person traveling (photo ID required), with exceptions being made for Members and elected Officers of the Senate. The traveler (or the individual receiving the advance in the case of a travel

advance for a Member or elected Officer of the Senate) shall sign the travel advance form to acknowledge receipt of the cash.

(6) In those cases when a travel advance has been paid, every effort should be made by the office in question to submit to the Senate Disbursing Office a corresponding travel voucher within twenty-one (21) days of the conclusion of such official travel.

(7) Travel advances for official Senate travel shall be repaid within 30 days after completion of travel. Anyone with an outstanding advance at the end of the 30 day period will be notified by the Disbursing Office that they must repay within 15 days, or their salary may be garnished in order to satisfy their indebtedness to the Federal government.

(8) In those cases when a travel advance has been paid for a scheduled trip which prior to commencement is canceled or postponed indefinitely, the traveler should immediately return the travel advance to the Senate Disbursing Office.

(9) No more than two (2) travel advances per traveler may be outstanding at any one time.

(10) The amount authorized for each travel advance should not exceed the estimated total of official out-of-pocket expenses for the trip in question. The minimum travel advance that can be authorized for the official travel expenses of a Committee Chairman and his/her staff is \$200.

(11) The aggregate total of travel advances for committees shall not exceed \$5,000, unless otherwise authorized by prior approval of the Committee on Rules and Administration.

b) Advances to Senators and their staffs (2 U.S.C. 58(j))

**(Regulations for Travel Advances for Senators and Their Staffs adopted by the Committee on Rules and Administration, effective April 20, 1983, pursuant to P.L. 97-276)**

(1) Travel advances from a Senators' Official Personnel and Office Expense Account must be authorized by that Senator for himself/herself as well as for his/her staff. Staff is defined as those individuals whose salaries are funded from the Senator's account. An employee in the Office of the President Pro Tempore, the Deputy President Pro Tempore, the Majority Leader, the Minority Leader, the Majority Whip, the Minority Whip, the Secretary for the Conference of the Majority, or the Secretary for the Conference of the Minority shall be considered an employee in the office of the Senator holding such office.

(2) Advances shall only be used to defray official travel expenses . . .

(3) Travel advances shall be made prior to the commencement of official travel in the form of cash, direct deposit, or check. Travel

advance requests shall be signed by the Member and a staff person designated with signature authority.

(4) **Cash:** Advances in the form of cash shall be picked up only in the Senate Disbursing Office and will be issued only to the person traveling (photo ID required), with exceptions being made for Members and elected Officers of the Senate. The traveler (or the individual receiving the advance in the case of a travel advance for a Member or elected Officer of the Senate) will sign the travel advance form to acknowledge receipt of the cash.

(5) In no case shall a travel advance in the form of cash be paid more than seven (7) calendar days prior to the commencement of official travel. In no case shall an advance in the form of a direct deposit or check be paid more than fourteen (14) calendar days prior to the commencement of official travel. Requests for advances in the form of a direct deposit or check should be received by the Senate Disbursing Office no less than five (5) calendar days prior to the commencement of official travel.

(6) In those cases when a travel advance has been paid, every effort should be made by the office in question to submit to the Senate Disbursing Office a corresponding travel voucher within twenty-one (21) days of the conclusion of such official travel.

(7) Travel advances for official Senate travel shall be repaid within 30 days after completion of travel. Anyone with an outstanding advance at the end of the 30 day period will be notified by the Senate Disbursing Office that they must repay within 15 days, or their salary may be garnished in order to satisfy their indebtedness to the Federal government.

(8) In those instances when a travel advance has been paid for a scheduled trip which prior to commencement is canceled or postponed indefinitely, the traveler in question should immediately return the travel advance to the Senate Disbursing Office.

(9) The amount authorized for each travel advance should not exceed the estimated total of official out-of-pocket travel expenses for the trip in question. The minimum travel advance that can be authorized for the official travel expenses of a Senator and his/her staff is \$200. No more than two (2) travel advances per traveler may be outstanding at any one time.

(10) The aggregate total of travel advances per Senator's office shall not exceed 10% of the expense portion of the Senators' Official Personnel and Office Expense Account, or \$5,000, whichever is greater.

c) Advances to Administrative Offices of the Senate

**(Regulations Governing Cash Advances for Official Senate Travel, adopted by the Committee on Rules and Administration, effective**

**July 23, 1987, pursuant to S. Res. 258, October 1, 1987, as amended, as applicable to Senate administrative offices)**

- (1) Travel advances shall be made prior to the commencement of official travel in the form of cash, direct deposit, or check. Travel advance requests shall be signed by the applicable Officer of the Senate and a staff person designated with signature authority.
  - (2) **Cash:** Advances in the form of cash shall be picked up only in the Senate Disbursing Office and will be issued only to the person traveling (photo ID required), with exceptions being made for Members and elected Officers of the Senate. The traveler (or the individual receiving the advance in the case of a travel advance for a Member or elected Officer of the Senate) will sign the travel advance form to acknowledge receipt of the cash.
  - (3) In no case shall a travel advance be paid more than seven (7) calendar days prior to the commencement of official travel. In no case shall an advance in the form of a direct deposit or check be paid more than fourteen (14) calendar days prior to the commencement of official travel. Requests for advances in the form of a direct deposit or check should be received by the Senate Disbursing Office no less than five (5) calendar days prior to the commencement of official travel.
  - (4) In those cases when a travel advance has been paid, every effort should be made by the office in question to submit to the Senate Disbursing Office a corresponding travel voucher within twenty-one (21) days of the conclusion of such official travel.
  - (5) Travel advances for official Senate travel shall be repaid within 30 days after completion of travel. Anyone with an outstanding advance at the end of the 30 day period will be notified by the Disbursing Office that they must repay within 15 days, or their salary may be garnisheed in order to satisfy their indebtedness to the Federal government.
  - (6) In those instances when a travel advance has been paid for a scheduled trip which prior to commencement is canceled or postponed indefinitely, the traveler in question should immediately return the travel advance to the Senate Disbursing Office.
  - (7) The amount authorized for each travel advance should not exceed the estimated total of official out-of-pocket travel expenses for the trip in question. The minimum travel advance that can be authorized for the official travel expenses of a Senator Officer and his/her staff is \$200. No more than two (2) travel advances per traveler may be outstanding at any one time.
- d) Office of the Secretary of the Senate (2 U.S.C. 61a-9a)
- (1) . . . The Secretary of the Senate is authorized to advance, with his discretion, to any designated employee under his jurisdiction, such sums as may be necessary, not exceeding \$1,000, to defray

official travel expenses in assisting the Secretary in carrying out his duties. . .

e) Office of the Sergeant at Arms and Doorkeeper of the Senate (2 U.S.C. 61f-1a)

(1) For the purpose of carrying out his duties, the Sergeant at Arms and Doorkeeper of the Senate is authorized to incur official travel expenses during each fiscal year not to exceed sums made available for such purpose under appropriations Acts. With the approval of the Sergeant at Arms and Doorkeeper of the Senate and in accordance with such regulations as may be promulgated by the Senate Committee on Rules and Administration, the Secretary of the Senate is authorized to advance to the Sergeant at Arms or to any designated employee under the jurisdiction of the Sergeant at Arms and Doorkeeper, such sums as may be necessary to defray official travel expenses incurred in carrying out the duties of the Sergeant at Arms and Doorkeeper. The receipt of any such sum so advanced to the Sergeant at Arms and Doorkeeper or to any designated employee shall be taken and passed by the accounting officers of the Government as a full and sufficient voucher; but it shall be the duty of the traveler, as soon as practicable, to furnish to the Secretary of the Senate a detailed voucher of the expenses incurred for the travel to which the sum was so advanced, and make settlement with respect to such sum. Payments under this section shall be made from funds included in the appropriations account, within the contingent fund of the Senate, for the Sergeant at Arms and Doorkeeper of the Senate, upon vouchers approved by the Sergeant at Arms and Doorkeeper.

**(COMMITTEE ON RULES AND ADMINISTRATION  
REGULATIONS FOR TRAVEL ADVANCES FOR THE  
OFFICE OF THE SENATE SERGEANT AT ARMS)**

- (a) **GENERAL**—With the written approval of the Sergeant at Arms or designee, advances from the contingent expense appropriation account for the Office of the Sergeant at Arms may be provided to the Sergeant at Arms or the Sergeant at Arms' staff to defray official travel expenses, as defined by the U. S. Senate Travel Regulations. Staff is defined as those individuals whose salaries are funded by the line item within the "Salaries, Officers, and Employees" appropriation account for the Office of the Sergeant at Arms.
- (b) **FORMS**—Travel advance request forms shall include the date of the request, the name of the traveler, the dates of the official travel, the intended itinerary, the authorizing signature of the Sergeant at Arms or his designee, and a staff person designated with signature authority.
- (c) **PAYMENT OF ADVANCES**—

- (i) Travel advances shall be paid prior to the commencement of official travel in the form of cash, direct deposit, or check.
- (ii) Advances in the form of cash shall be picked up only in the Senate Disbursing Office and will be issued only to the person traveling (photo ID required), with exceptions being made for Members and elected Officers of the Senate. The traveler (or the individual receiving the advance in the case of a travel advance for a Member or elected Officer of the Senate) will sign the travel advance form to acknowledge receipt of the cash.
- (iii) In no case shall a travel advance in the form of cash be paid more than seven (7) calendar days prior to the commencement of official travel. In no case shall a travel advance in the form of a direct deposit or check be paid more than fourteen (14) days prior to the commencement of official travel. Requests for travel advances in the form of a direct deposit or check should be received by the Senate Disbursing Office no less than five (5) calendar days prior to the commencement of official travel.

(d) **REPAYMENT OF ADVANCES—**

- (i) The total of the expenses on a travel voucher shall be offset by the amount of the corresponding travel advance, providing for the payment (or repayment) of the difference between the outstanding advance and the total of the official travel expenses.
- (ii) In those cases when a travel advance has been paid, every effort should be made to submit to the Senate Disbursing Office a corresponding travel voucher within twenty-one (21) days of the conclusion of such official travel.
- (iii) Travel Advances for official Senate travel shall be repaid within 30 days after completion of travel. Anyone with an outstanding travel advance at the end of the 30 day period will be notified by the Senate Disbursing Office that they must repay within 15 days, or their salary may be garnished in order to satisfy their indebtedness to the Federal Government.
- (iv) In those instances when a travel advance has been paid for a scheduled trip which prior to commencement is cancelled or postponed



indefinitely, the traveler in question should immediately return the travel advance to the Senate Disbursing Office.

(e) **LIMITS—**

(i) To minimize the payment of travel advances, whenever possible, travelers are expected to utilize the corporate and individual travel cards approved by the Committee on Rules and Administration.

(ii) The amount authorized for each travel advance should not exceed the estimated total of official out-of-pocket travel expenses for the trip in question.

(iii) The minimum travel advance that can be authorized for official travel expenses is \$200. No more than two (2) cash advances per traveler may be outstanding at any one time.

2. Government Travel Plans

a) Government Charge Cards

(1) Individual government charge cards authorized by the General Services Administration and approved by the Committee on Rules and Administration are available to Members, Officers, and employees of the Senate for official travel expenses.

(a) The employing Senator, chairman, or Officer of the Senate should authorize only those staff who are or will be frequent travelers. The Committee on Rules and Administration reserves the right to cancel the annual renewal of the card if the employee has not traveled on official business during the previous year.

(b) All reimbursable travel expenses may be charged to these accounts including but not limited to per diem expenses and incidentals. Direct pay vouchers to the charge card vendor (currently Bank of America) may be submitted for the Airfare, train, and bus tickets charged to this account. All other travel charges on the account must be paid to the traveler for him/her to personally reimburse the charge card vendor.

(c) Timely payment of these Individually Billed travel accounts is the responsibility of the cardholder. The General Services Administration contract requires payment to the account within 60 days before suspension is enforced on the account. The account is cancelled and the cardholder's credit is revoked when a past due balance is carried on the card for 120 days.

(2) One Centrally Billed government charge account authorized by the General Services Administration and approved by the

Committee on Rules and Administration are available to each Member, Committee, and Administrative Office for official transportation expenses in the form of airfare, train, and bus tickets, and rental cars.

(a) Direct pay vouchers to the charge card vendor (currently Bank of America) may be submitted for the airfare, train, and bus tickets, and rental car expenses charged to this account.

(b) Other transportation costs, per diem expenses, and incidentals are not authorized charges for these accounts unless expressly authorized by these regulations or through prior approval from the Committee on Rules and Administration.

(c) Timely payment of these Centrally Billed travel accounts is the responsibility of the cardholder, usually the Administrative Director or Chief Clerk of the office. The General Services Administration contract requires payment to the account within 60 days before suspension is enforced on the account. The account is cancelled and the cardholder's credit is revoked when a past due balance is carried on the card for 120 days.

(3) A centrally billed account may be established through the approved Senate vendor (currently the Combined Airlines Ticket Office (CATO)) and will be charged against an account number issued to each designated office; there are no charge cards issued for such an account.

### III. Foreign Travel

A. Reimbursement of foreign travel expenses is not authorized from the contingent fund of Member offices.

B. Committees, including all standing, select, and special committees of the Senate and all joint committees of the Congress whose funds are disbursed by the Secretary of the Senate, are authorized funds for foreign travel from their committee budget and through S.Res. 179, 95-1, notwithstanding Congressional Delegations which are authorized foreign travel funds under the authority of the Mutual Security Act of 1954 (22 U.S.C. 1754).

C. (Restrictions) - amendment to Rule XXXIX of the Standing Rules of the Senate, pursuant to S. Res. 80, agreed to January 28, 1987.

*1. (a) Unless authorized by the Senate (or by the President of the United States after an adjournment sine die), no funds from the United States Government (including foreign currencies made available under section 502(b) of the Mutual Security Act of 1954 (22 U.S.C. 1754(b), as amended) shall be received by any Member of the Senate whose term will expire at the end of a Congress after—*

*(1) the date of the general election in which his successor is elected; or*

*(2) in the case of a Member who is not a candidate in such general election, the earlier of the date of such general election or the adjournment sine die of the second regular session of that Congress.*

*(b) The travel restrictions provided by subparagraph (a) with respect to a Member of the Senate whose term will expire at the end of a Congress shall apply to travel by -*

*(1) any employee of the Member;*

*(2) any elected Officer of the Senate whose employment will terminate at the end of a Congress; and*

*(3) any employee of a committee whose employment will terminate at the end of a Congress.*

*2. No Member, Officer, or employee engaged in foreign travel may claim payment or accept funds from the United States Government (including foreign currencies made available under section 502(b) of the Mutual Security Act of 1954 (22 U.S.C. 1754(b)) for any expense for which the individual has received reimbursement from any other source; nor may such Member, Officer, or employee receive reimbursement for the same expense more than once from the United States Government. No Member, Officer, or employee shall use any funds furnished to him[ \her] to defray ordinary and necessary expenses of foreign travel for any purpose other than the purpose or purposes for which such funds were furnished.*

*3. A per diem allowance provided a Member, Officer, or employee in connection with foreign travel shall be used solely for lodging, food, and related expenses and it is the responsibility of the Member, Officer, or employee receiving such an allowance to return to the United States Government that portion of the allowance received which is not actually used for necessary lodging, food, and related expenses.*

**IV. Reimbursable Expenses:** Travel expenses (i.e., transportation, lodging, meals and incidental expenses) which will be reimbursed are limited to those expenses essential to the transaction of official business while away from the official station or post of duty.

**A. Member Duty Station(s):** The official duty station of Senate Members shall be considered to be the metropolitan area of Washington, D.C.

1. During adjournment sine die or the August adjournment/recess period, the usual place of residence in the home state, as certified for purposes of official Senate travel, shall also be considered a duty station.

2. Each Member shall certify in writing at the beginning of each Congress to the Senate Disbursing Office his/her usual place of residence in the home state; such certification document shall include a statement that the Senator has read and agrees to the pertinent travel regulations on permissible reimbursements.

3. For purposes of this provision, "usual place of residence" in the home state shall encompass the area within thirty-five (35) miles of the residence (by the most direct route). If a Member has no "usual place of residence" in his/her home state, he/she may designate a "voting residence," or any other "legal residence," pursuant

to state law (including the area within thirty-five (35) miles of such residence), as his/her duty station.

**B. Officer and Employee Duty Station**

1. In the case of an officer or employee, reimbursement for official travel expenses other than interdepartmental transportation shall be made only for trips which begin and end in Washington, D. C., or, in the case of an employee assigned to an office of a Senator in the Senator's home state, on trips which begin and end at the place where such office is located.
2. Travel may begin and/or end at the Senate traveler's residence when such deviation from the duty station locale is more advantageous to the government.
3. For purposes of these regulations, the "duty station" shall encompass the area within thirty five (35) miles from where the Senator's home state office or designated duty station is located.

C. No employee of the Senate, relative or supervisor of the employee may directly benefit monetarily from the expenditure of appropriated funds which reimburse expenses associated with official Senate travel. Therefore, reimbursements are not permitted for mortgage payments, or rental fees associated with any type of leasehold interest.

D. A duty station for employees, other than Washington, D.C., may be designated by Members, Committee Chairmen, and Officers of the Senate upon written designation of such station to the Senate Disbursing Office. Such designation shall include a statement that the Member or Officer has read and agrees to the pertinent travel regulations on permissible reimbursements. The duty station may be the city of the office location or the city of residence.

E. For purposes of these regulations, the metropolitan area of Washington, D.C., shall be defined as follows:

1. The District of Columbia
2. Maryland Counties of
  - a) Charles
  - b) Montgomery
  - c) Prince Georges
3. Virginia Counties of
  - a) Arlington
  - b) Fairfax
  - c) Loudoun
  - d) Prince William
4. Virginia Cities of
  - a) Alexandria
  - b) Fairfax
  - c) Falls Church
  - d) Manassas
  - e) Manassas Park

#### 5. Airport locations of

- a) Baltimore/Washington International Thurgood Marshall Airport
- b) Ronald Reagan Washington National Airport
- c) Washington Dulles International Airport

F. When the legislative business of the Senate requires that a Member be present, then the round trip actual transportation expenses incurred in traveling from the city within the United States where the Member is located to Washington, D.C., may be reimbursed from official Senate funds.

G. Any deviation from this policy will be considered on a case by case basis upon the written request to, and approval from, the Committee on Rules and Administration.

#### V. Travel Expense Reimbursement Vouchers

A. All persons authorized to travel on official business for the Senate should keep a memorandum of expenditures properly chargeable to the Senate, noting each item at the time the expense is incurred, together with the date, and the information thus accumulated should be made available for the proper preparation of travel vouchers which must be itemized on an official expense summary report and stated in accordance with these regulations. The official expense summary report form is available at the Senate Disbursing Office or through the Senate Intranet.

B. Computer generated vouchers should be submitted with a signed original. Every travel voucher must show in the space provided for such information on the voucher form the dates of travel, the official travel itinerary, the value of the transportation, per diem expenses, incidental expenses, and conference/training fees incurred.

C. Travel vouchers must be supported by receipts for expenses in excess of \$50. In addition, the Committee on Rules and Administration reserves the right to request additional clarification and/or certification upon the audit of any expense seeking reimbursement from the contingent fund of the Senate regardless of the expense amount.

D. When presented independently, credit card receipts such as VISA, MASTER CHARGE, or DINERS CLUB, etc. are not acceptable documentation for lodging. If a hotel bill is lost or misplaced, then the credit card receipt accompanied by a certifying letter from the traveler to the Financial Clerk of the Senate will be considered necessary documentation. Such letter must itemize the total expenses in support of the credit card receipt.

### Transportation Expenses

#### I. Common Carrier Transportation and Accommodations

A. Transportation includes all necessary official travel on railroads, airlines, helicopters, buses, streetcars, taxicabs, and other usual means of conveyance. Transportation may include fares and such expenses incidental to transportation such as but not limited to baggage transfer. When a claim is made for common carrier transportation obtained with cash, the travel voucher must show the amount spent, including Federal transportation tax, and the mode of transportation used.

##### 1. Train Accommodations

- a) Sleeping-car accommodations: The lowest first class sleeping accommodations available shall be allowed when night travel is involved.

When practicable, through sleeping accommodations should be obtained in all cases where more economical to the Senate.

b) Parlor-car and coach accommodations: One seat in a sleeping or parlor car will be allowed. Where adequate coach accommodations are available, coach accommodations should be used to the maximum extent possible, on the basis of advantage to the Senate, suitability and convenience to the traveler, and nature of the business involved.

## 2. Airplane Accommodations

a) First-class and air-coach accommodations: It is the policy of the Senate that persons who use commercial air carriers for transportation on official business shall use less than first-class accommodations instead of those designated first-class with due regard to efficient conduct of Senate business and the travelers' convenience, safety, and comfort.

b) Use of United States-flag air carriers: All official air travel shall be performed on United States-flag air carriers except where travel on other aircraft (1) is essential to the official business concerned, or (2) is necessary to avoid unreasonable delay, expense, or inconvenience.

**B. Change in Travel Plans:** When a traveler finds he/she will not use accommodations which have been reserved for him/her, he/she must release them within the time limits specified by the carriers. Likewise, where transportation service furnished is inferior to that called for by a ticket or where a journey is terminated short of the destination specified, the traveler must report such facts to the proper official. Failure of travelers to take such action may subject them to liability for any resulting losses.

1. "No show" charges, if incurred by Members or staff personnel in connection with official Senate travel, shall not be considered payable or reimbursable from the contingent fund of the Senate.
2. Senate travelers exercising proper prudence can make timely cancellations when necessary in order to avoid "no show" assessments.
3. A Member shall be permitted to make more than one reservation on scheduled flights with participating airlines when such action assists the Member in conducting his/her official business.

**C. Compensation Packages:** In the event that a Senate traveler is denied passage or gives up his/her reservation due to overbooking on transportation for which he/she held a reservation and this results in a payment of any rebate, this payment shall not be considered as a personal receipt by the traveler, but rather as a payment to the Senate, the agency for which and at whose expense the travel is being performed.

1. Such payments shall be submitted to the appropriate individual for the proper disposition when the traveler submits his/her expense account.
2. Through fares, special fares, commutation fares, excursion, and reduced-rate round trip fares should be used for official travel when it can be determined prior to the start of a trip that any such type of service is practical and economical to the Senate.
3. Round-trip tickets should be secured only when, on the basis of the journey as planned, it is known or can be reasonably anticipated that such tickets will be utilized.

**D. Ticket Preparation Fees:** Each Chairman, Senator, or Officer of the Senate may, at his/her discretion, authorize in extenuating circumstances the reimbursement of penalty fees associated with the cancellation of through fares, special fares, commutation fares, excursion, reduced-rate round trip fares and fees for travel arrangements, provided that reimbursement of such fees does not exceed the rates prescribed by the Committee on Rules and Administration.

**E. Frequent Flyer Miles:** Travel promotional awards (e.g. free travel, travel discounts, upgrade certificates, coupons, frequent flyer miles, access to carrier club facilities, and other similar travel promotional items) obtained by a Member, officer or employee of the Senate while on official travel may be utilized for personal use at the discretion of the Member or officer pursuant to this section.

1. Travel Awards may be retained and used at the sole discretion of the Member or officer only if the Travel Awards are obtained under the same terms and conditions as those offered to the general public and no favorable treatment is extended on the basis of the Member, officer or employee's position with the Federal Government.
2. Members, officers and employees may only retain Travel Awards for personal use when such Travel Awards have been obtained at no additional cost to the Federal Government. It should be noted that any fees assessed in connection with the use of Travel Awards shall be considered a personal expense of the Member, officer or employee and under no circumstances shall be paid for or reimbursed from official funds.
3. Although this section permits Members, officers and employees of the Senate to use Travel Awards at the discretion of the Member or officer, the Committee encourages the use of such Travel Awards (whenever practicable) to offset the cost of future official travel.

**F. Indirect Travel:** In case a person, for his/her own convenience, travels by an indirect route or interrupts travel by direct route, the extra expense will be borne by the traveler. Reimbursement for expenses shall be allowed only on such charges as would have been incurred by the official direct route. Personal travel should be noted on the traveler's expense summary report when it interrupts official travel.

**G. Public Transportation During Official Travel:** Transportation by bus, streetcar, subway, or taxicab, when used in connection with official travel, will be allowed as an official transportation expense.

**H. Dual Purpose Travel:** Dual purpose travel occurs when a Senator, staffer, or other official traveler conducts both Senatorial office business and Committee office business during the same trip. The initial point at which official business is conducted will determine the fund which will be charged for travel expenses from and to Washington, D.C. Examples include:

1. If committee business is conducted at the first stop in the trip, travel expenses from Washington, D.C., to said point and return will be chargeable to the committee's funds. Additional travel expenses from said point to other points in the United States, incurred by reason of conducting senatorial business, will be charged to the Senators' Official Personnel and Office Expense Account.
2. If senatorial business is conducted at the first stop in the trip, travel expenses from Washington, D.C., to said point and return will be chargeable to the Senators' Official Personnel and Office Expense Account. Committee funds will be charged

with any additional travel expenses incurred for the purpose of performing committee business.

I. **Interrupted Travel:** If a traveler interrupts official travel for personal business, the traveler may be reimbursed for transportation expenses incurred which are less than or equal to the amount the traveler would have been reimbursed had he/she not interrupted travel for personal business. Likewise, if a traveler departs from or returns to a city other than the traveler's duty station or residence for personal business, then the traveler may be reimbursed for transportation expenses incurred which are less than or equal to the amount the traveler would have been reimbursed had the witness departed from and returned to his/her duty station or residence.

## II. **Baggage**

A. The term "baggage" as used in these regulations means Senate property and personal property of the traveler necessary for the purposes of the official travel.

B. Baggage in excess of the weight or of size greater than carried free by transportation companies will be classed as excess baggage. Where air-coach or air-tourist accommodations are used, transportation of baggage up to the weight carried free on first-class service is authorized without charge to the traveler; otherwise excess baggage charges will be an allowable expense.

C. Necessary charges for the transfer of baggage will be allowed. Charges for the storage of baggage will be allowed when such storage was solely on account of official business. Charges for porters and checking baggage at transportation terminals will be allowed.

III. **Use of Conveyances:** When authorized by the employing Senator, Chairman, or Officer of the Senate, certain conveyances may be used when traveling on official Senate business. Specific types of conveyances are privately owned, special, and private airplane.

### A. **Privately Owned**

1. Chairmen of committees, Senators, Officers of the Senate, and employees, regardless of subsistence status and hours of travel, shall, whenever such mode of transportation is authorized or approved as more advantageous to the Senate, be paid the appropriate mileage allowance in lieu of actual expenses of transportation. This amount should not exceed the maximum amount authorized by statute for use of privately owned motorcycles, automobiles, or airplanes, when engaged in official business within or outside their designated duty stations. It is the responsibility of the office to fix such rates, within the maximum, as will most nearly compensate the traveler for necessary expenses.

2. In addition to the mileage allowance there may be allowed reimbursement for the actual cost of automobile parking fees (except parking fees associated with commuting); ferry fees; bridge, road, and tunnel costs; and airplane landing and tie-down fees.

3. When transportation is authorized or approved for motorcycles or automobiles, mileage between points traveled shall be certified by the traveler. Such mileage should be in accordance with the Standard Highway Mileage Guide. Any substantial deviations shall be explained on the reimbursement voucher.

4. In lieu of the use of taxicab, payment on a mileage basis at a rate not to exceed the maximum amount authorized by statute will be allowed for the round-trip mileage of a privately owned vehicle used in connection with an employee going from either his/her place of abode or place of business to a terminal or from a



terminal to either his/her place of abode or place of business: Provided, that the amount of reimbursement for round-trip mileage shall not in either instance exceed the taxicab fare for a one-way trip between such applicable points, notwithstanding the obligations of reasonable schedules.

5. **Parking Fees:** Parking fees for privately owned vehicles may be incurred in the duty station when the traveler is engaged in interdepartmental transportation or when the traveler is leaving their duty station and entering into a travel status. The fee for parking a vehicle at a common carrier terminal, or other parking area, while the traveler is away from his/her official station, will be allowed only to the extent that the fee, plus the allowable mileage reimbursement, to and from the terminal or other parking area, does not exceed the estimated cost for use of a taxicab to and from the terminal.

6. Mileage for use of privately owned airplanes shall be certified from airway charts issued by the National Oceanic and Atmospheric Administration, Department of Commerce, and will be reported on the reimbursement voucher and used in computing payment. If a detour was necessary due to adverse weather, mechanical difficulty, or other unusual conditions, the additional air mileage may be included in the mileage reported on the reimbursement voucher and, if included, it must be explained.

7. Mileage shall be payable to only one of two or more employees traveling together on the same trip and in the same vehicle, but no deduction shall be made from the mileage otherwise payable to the employee entitled thereto by reason of the fact that other passengers (whether or not Senate employees) may travel with him/her and contribute in defraying the operating expenses. The names of Senate Members or employees accompanying the traveler must be stated on the travel voucher.

8. When damages to a privately owned vehicle occur due to the negligent or wrongful act or omission of any Member, Officer, or employee of the Senate while acting within the scope of his/her employment, relief may be sought under the Federal Tort Claims Act.

## B. Special

### 1. General:

a) The hire of boat, automobile, aircraft, or other conveyance will be allowed if authorized or approved as advantageous to the Senate whenever the Member or employee is engaged on official business outside his/her designated duty station.

b) Where two or more persons travel together by means of such special conveyance, that fact, together with the names of those accompanying him/her, must be stated by each traveler on his/her travel voucher and the aggregate cost reimbursable will be subject to the limitation stated above.

c) If the hire of a special conveyance includes payment by the traveler of the incidental expenses of gasoline or oil, rent of garage, hangar, or boathouse, subsistence of operator, ferriage, tolls, operator waiting time, charges for returning conveyances to the original point of hire, etc., the same should be first paid, if practicable, by the person furnishing the accommodation, or his/her operator, and itemized in the bill.

### 2. Rental Cars:

- a) In no case may automobiles be hired for use in the metropolitan area of Washington, D.C., by anyone whose duty station is Washington, D.C.
- b) Reimbursements for rental of special conveyances will be limited to the cost applicable to a conveyance of a size necessary for a single traveler regardless of the number of authorized travelers transported by said vehicle, unless the use of a larger class vehicle on a shared cost basis is specifically approved in advance by the Committee on Rules and Administration, or the form 'Request for a Waiver of the Travel Regulations' is submitted with the voucher, and found in order upon audit by the Rules Committee.
- c) For administrative purposes, reimbursement may be payable to only one of two or more Senate travelers traveling together on the same trip and in the same vehicle.
- d) **Government Rate:** In connection with the hire of an automobile for the use in conducting Senate business outside of Washington, D.C., it should be noted that the Military Traffic Management Command (MTMC), a division of the Department of Defense, arranges all rental car agreements for the government.
  - (1) These negotiated car rental rates are for federal employees traveling on official business and include unlimited mileage, plus full comprehensive and collision coverage (CDW) on rented vehicles at no cost to the traveler.
  - (2) For guidance on rate structure and the companies participating in these rate agreements, call the approved Senate vendor (currently the Combined Airline Ticket Office (CATO)).
  - (3) Individuals traveling on behalf of the United States Senate should use these companies to the maximum extent possible since these agreements provide full coverage with no extra fee. The Senate will not pay for separate insurance charges; therefore, any individuals who choose to use non-participatory car rental agencies may be personally responsible for any damages or liability accrued while on official Senate business.
- e) **Insurance:** In connection with the rental of vehicles from commercial sources, the Senate will not pay or reimburse for the cost of the loss/damage waiver (LDW), collision damage waiver (CDW) or collision damage insurance available in commercial rental contracts for an extra fee.
  - (1) The waiver or insurance referred to is the type offered a renter to release him/her from liability for damage to the rented vehicle in amounts up to the amount deductible on the insurance included as part of the rental contract without additional charge.
  - (2) The cost of personal accident insurance is a personal expense and is not reimbursable.
  - (3) **Accidents While On Official Travel:** Collision damage to a rented vehicle, for which the traveler is liable while on official business, will be considered an official travel expense of the Senate up to the deductible amount contained in the rental contract. Such claims shall be considered by the Sergeant at Arms of the Senate

on a case by case basis and, when authorized, settled from the contingent fund of the Senate under the line item - Reserve for Contingencies. This is consistent with the long-standing policy of the government to self-insure its own risks of loss or damage to government property and the liability of government employees for actions within the scope of their official duties.

(4) However, when damages to a rented vehicle occurs due to the negligent or wrongful act or omission of any Member, Officer, or employee of the Senate while acting within the scope of his/her employment, relief may be sought under the Federal Tort Claims Act.

### 3. Charter Aircraft:

a) Reimbursements for charter aircraft will be limited to the charges for a twin-engine, six seat plane, or comparable aircraft. Charter of aircraft may be allowed notwithstanding the availability of commercial facilities, if such commercial facilities are not such that reasonable schedules may be kept. When charter aircraft is used, an explanation and detail of the size of the aircraft, i.e., seating capacity and number of engines, shall be provided on the face of the voucher.

b) In the event charter facilities are not available at the point of departure, reimbursement for charter from nearest point of such availability to the destination and return may be allowed.

c) When a charter aircraft larger than a twin-engine, six seat plane is used, the form 'Request for a Waiver of the Travel Regulations' is submitted with the voucher.

**C. Corporate/Private Aircraft:** Reimbursement of official expenses for the use of a corporate or private aircraft is allowable from the contingent fund of the Senate provided the traveler complies with the prohibitions, restrictions, and authorizations specified in these regulations. Moreover, pursuant to the Ethics Committee Interpretive Ruling 444, excess campaign funds may be used to defray official expenses consistent with the regulations promulgated by the Federal Election Commission.

1. An amendment to Rule XXXV of the Standing Rules of the Senate, paragraph 1(c)(1)(C), enacted September 14, 2007, pursuant to P.L. 110-81, states:

*(C)(i) Fair market value for a flight on an aircraft described in item (ii) shall be the pro rata share of the fair market value of the normal and usual charter fare or rental charge for a comparable plane of comparable size, as determined by dividing such cost by the number of Members, officers, or employees of Congress on the flight.*

*(ii) A flight on an aircraft described in this item is any flight on an aircraft that is not—*

*(I) operated or paid for by an air carrier or commercial operator certificated by the Federal Aviation Administration and required to be conducted under air carrier safety rules; or*

*(II) in the case of travel which is abroad, an air carrier or commercial operator certificated by an appropriate foreign civil aviation authority and the flight is required to be conducted under air carrier safety rules.*

*(iii) This subclause shall not apply to an aircraft owned or leased by a governmental entity or by a Member of Congress or a Member's immediate family member (including an aircraft owned by an entity that is not a public corporation in which the Member or Member's immediate family member has an ownership interest), provided that the Member does not use the aircraft anymore than the Member's or immediate family member's proportionate share of ownership allows.*

2. Prior to the commencement of official travel on a corporate or private aircraft, the traveler or the traveler's designee shall contact a charter company in the departure or destination city to request a written estimate of the cost of a flight between the two cities on a similar aircraft of comparable size being provided by the corporation or private entity.

a) For example, if a Learjet 45 XR aircraft is being provided by the corporation or private entity, the traveler or the traveler's designee shall request a written estimate of the cost to charter a Learjet 45 XR aircraft from the departure city to the destination city.

b) If no charter company is located in either the departure or destination city which rents a similar aircraft of comparable size, a charter company nearest either the destination or departure city which does so shall be contacted for a written estimate.

3. Following the completion of official travel on a corporate or private aircraft, reimbursement for related expenses may be processed on direct pay vouchers payable to each individual traveler, to the corporation or private entity, or to the travel charge card vendor. The written estimate received from the charter company shall be attached to the voucher for processing.

#### IV. Interdepartmental Transportation

A. The reimbursement for interdepartmental transportation is authorized as a travel expense pursuant to 2 U.S.C. 58(e) but only for the incidental transportation expenses incurred within the duty station in the course of conducting official Senate business. Such reimbursement would include the following expenses:

1. Mileage when using a privately owned vehicle
2. Bus, subway, taxi-cab, parking, and auto rental. (However, reimbursement is prohibited for auto rental expenses within the Washington, D.C., metropolitan area duty station.)

B. Pursuant to S. Res. 294, agreed to April 29, 1980, section 2.(1), reimbursements and payments shall not be made for commuting expenses, including parking fees incurred in commuting.

### Subsistence Expenses

#### I. Per Diem Expenses

##### A. Allowance

1. Per diem expenses include all charges for meals, lodging, personal use of room during daytime, baths, all fees and tips to waiters, porters, baggagemen, bell boys, hotel servants, dining room stewards and others on vessels, laundry, cleaning and pressing of clothing, and fans in rooms. The term "lodging" does not include accommodations on airplanes or trains, and these expenses are not subsistence expenses.
  - a) **Laundry:** Laundry expenses must be incurred during the mid-way point of a trip. Reimbursable laundry expenses are for the refreshing of clothing during a trip, but not the maintenance of the clothing.
  - b) **Meals:** Reimbursable expenses incurred for meals while on official travel include meals and tips for the traveler only and may not include alcohol.
2. Per diem expenses will not be allowed an employee at his/her permanent duty station and will be allowed only when associated with round trip travel outside his/her permanent duty station.
  - a) **Training:** Meals in the duty station are only reimbursable when they are incurred during a training session. If the cost of the meal is included in the training session, then a meal certification form should be included with the voucher. The Committee on Rules and Administration will consider these on a case by case basis. Meal certification forms are available at the Disbursing Office or on the Senate intranet.
    - (1) Training is defined as a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional or technical fields which are or will be directly related to the performance by the employee of official duties for the Senate, in order to increase the knowledge, proficiency, ability, skill and qualifications of the employee in the performance of official duties.
    - (2) Meetings in the duty station where meals are served, such as but not limited to Chamber of Commerce monthly meetings do not constitute training. Therefore, the meals associated with these meetings are not an authorized reimbursable expense.
3. In any case where the employee's tour of travel requires more than two months' stay at a temporary duty station, consideration should be given to either a change in official station or a reduction in the per diem allowance.
4. Where for a traveler's personal convenience/business there is an interruption of travel or deviation from the direct route, the per diem expenses allowed will not exceed that which would have been incurred on uninterrupted travel by a usually traveled route and the time of departure from and return to official business shall be stated on the voucher.
5. Per diem expenses will be allowed through the time the traveler departs on personal business and will be recommenced at the time he/she returns to official business. Such dates and times shall be stated on the voucher.

## B. Rates

1. The per diem allowances provided in these regulations represent the maximum allowance, not the minimum. It is the responsibility of each office to see that travelers are reimbursed only such per diem expenses as are justified by the

circumstances affecting the travel. Maximum rates for subsistence expenses are established by the General Services Administration and are published in the FEDERAL REGISTER. Maximum per diem rates for Alaska, Hawaii, the Commonwealth of Puerto Rico, and possessions of the United States are established by the Department of Defense and are also published in the FEDERAL REGISTER. In addition, per diem rates for foreign countries are established by the Department of State and are published in the document titled, "Maximum Travel Per Diem for Foreign Areas."

- a) Per diem expenses reimbursable to a Member or employee of the Senate in connection with official travel within the continental United States shall be made on the basis of actual expenses incurred, but not to exceed the maximum rate prescribed by the Committee on Rules and Administration for each day spent in a travel status. Any portion of a day while in a travel status shall be considered a full day for purposes of per diem entitlement.
- b) When travel begins or ends at a point in the continental United States, the maximum per diem rate allowable for the portion of travel between such place and the place of entry or exit in the continental United States shall be the maximum rate prescribed by the Committee on Rules and Administration for travel within the continental United States. However, the quarter day in which travel begins, in coming from, or ends, in going to, a point outside the continental United States may be paid at the rate applicable to said point, if higher.
- c) In traveling between localities outside the continental United States, the per diem rate allowed at the locality from which travel is performed shall continue through the quarter day in which the traveler arrives at his/her destination: Provided, that if such rate is not commensurate with the expenses incurred, the per diem rate of the destination locality may be allowed for the quarter day of arrival.
- d) Ship travel time shall be allowed at not to exceed the maximum per diem rate prescribed by the Committee on Rules and Administration for travel within the continental United States.

### C. Computations

1. The date of departure from, and arrival at, the official station or other point where official travel begins and ends, must be shown on the travel voucher. Other points visited should be shown on the voucher but date of arrival and departure at these points need not be shown.
2. For computing per diem allowances official travel begins at the time the traveler leaves his/her home, office, or other point of departure and ends when the traveler returns to his/her home, office, or other point at the conclusion of his/her trip.
  - a) The maximum allowable per diem for an official trip is computed by multiplying the number of days on official travel, beginning with the departure date, by the maximum daily rate as prescribed by the Committee on Rules and Administration. If the maximum daily rate for a traveler's destination is higher than the prescribed daily rate, then the form "Request for a Waiver of the Travel Regulations" must be submitted with the voucher showing the maximum daily rate for that location and found in order upon audit by the Rules Committee.

- b) Total per diem for an official trip includes lodging expenses (excluding taxes), meals (including taxes and tips), and other per diem expenses as defined by these regulations.

## Incidental Expenses

- I. **Periodicals:** Periodicals purchased while in a travel status should be limited to newspapers and news magazines necessary to stay informed on issues directly related to Senate business.
- II. **Traveler's Checks/Money Orders:** The service fee for preparation of traveler's checks or money orders for use during official travel is allowable.
- III. **Communications**
  - A. Communication services such as telephone, telegraph, and faxes, may be used on official business when such expeditious means of communications is essential. Government-owned facilities should be used, if practical. If not available, the cheapest practical class of commercial service should be used.
  - B. Additionally, one personal telephone call will be reimbursed for each day that a Senator or staff member is in a travel status. The calls may not exceed an average of five minutes a day, and cannot be reimbursed at a rate higher than \$5.00 without itemized documentation.
- IV. **Stationery:** Stationery items such as pens, paper, batteries, etc. which are necessary to conduct official Senate business while in a travel status are authorized.
- V. **Conference Center/Meeting Room Reservations:** The fee for the reservation of a meeting room, conference room, or business center while on official travel is allowable.
- VI. **Other:** This category would be used (with full explanation on the Expense Summary Report for Travel) to disclose any expense which would occur incidentally while on official travel, and for which there is no other expense category, i.e., interpreting services, hotel taxes, baggage cart rental, etc.

## Conference and Training Fees

- I. **Training of Senators' Office Staff:** The Senators' Official Personnel and Office Expense Account is available to defray the fees associated with the attendance by the Senator or the Senator's employees at conferences, seminars, briefings, or classes which are or will be directly related to the performance of official duties.
  - A. When such fees (actual or reduced) are less than or equal to \$500, have a time duration of not more than five (5) days, and have been asked to be waived or reduced for Government participation, reimbursement shall be made as an official travel expense. However, if the fee or time duration for meetings is in excess of the aforementioned, reimbursement shall be made as a non-travel expense.
  - B. Reimbursement shall not be allowed for tuition or fees associated with classes attended to earn credits towards an advanced degree or certification.
  - C. The costs of meals that are considered an integral, mandatory and non-separable element of the conference, seminar, briefing, or class will be allowed as part of the attendance fee when certified by the registrant. The meal certification form, which must

accompany the reimbursement voucher, is available in the Disbursing Office or through the Senate Intranet.

**II. Training of Committee Employees:** Section 202 (j) of the Legislative Reorganization Act of 1946 provides for the expenditure of funds available to standing committees of the Senate for the training of professional staff personnel under certain conditions. It is the responsibility of each committee to set aside funds within its annual funding resolution to cover the expenses of such training.

A. Prior approval for attendance by professional staff at seminars, briefings, conferences, etc., as well as committee funds earmarked for training, will not be required when all of the following conditions are met:

1. The sponsoring organization has been asked to waive or reduce the fee for Government participation.
2. The fee involved (actual or reduced) is not in excess of \$500.
3. The duration of the meeting does not exceed five (5) days.

B. When such fees are less than or equal to \$500, have a time duration of not more than five (5) days, and have been requested to be waived or reduced for Government participation, reimbursement shall be made as a non-training, official travel expense. However, if the fee or time duration for meetings is in excess of the aforementioned, reimbursement shall be made as an official training expense. Reimbursement shall not be allowed for tuition or fees associated with classes attended to earn credits towards an advanced degree or certification.

C. If the fee or time duration for meetings is in excess of the aforementioned, advance approval by the Committee on Rules and Administration must be sought. Training requests should be received sufficiently in advance of the training to permit appropriate consideration by the Committee on Rules and Administration.

D. The costs of meals that are considered an integral, mandatory, and non-separable element of the conference, seminar, briefing, or class will be allowed as part of the attendance fee when certified by the registrant. The meal certification forms which must accompany the reimbursement voucher are available in the Disbursing Office or through the Senate Intranet.

**III. Training of Administrative Offices Staff:** The administrative approval of the voucher is the only approval required by the Committee on Rules and Administration. Training expenses of staff shall be limited to those fees associated with the attendance by staff at conferences, seminars, briefings, or classes which are or will be directly related to the performance of official duties. However, reimbursement shall not be allowed for tuition or fees associated with classes attended to earn credits towards an advanced degree or certification.

## Special Events

I. **Retreats:** Reimbursement of official travel expenses for office staff retreats is allowable from the contingent fund provided they follow the restrictions and authorizations in these regulations. Reimbursement of expenses for meeting rooms and equipment used during the retreat also is allowable. The vouchers for retreat expenses should be noted as retreat vouchers.

A. Discussion of Interpretative Ruling of the Select Committee on Ethics, No. 444, issued February 14, 2002



*An office retreat may be paid for with either or both official funds (with Rules Committee approval) or principal campaign committee funds. Private parties may not pay expenses incurred in connection with an office retreat. Campaign workers may attend, at campaign expense, office retreats if their purpose in attending is to engage in official activities, such as providing feedback from constituents on legislative or representational matters.*

B. When processing direct pay vouchers payable either to each individual traveler or to the vendor providing the retreat accommodations, prior approval by the Committee on Rules and Administration is not required. Retreat expenses, including but not limited to per diem, may be charged to the office's official centrally billed government travel charge card and paid on direct vouchers to the charge card vendor. Any deviation from this policy will be considered on a case by case basis upon the written request to, and approval from, the Committee on Rules and Administration.

### C. Spreadsheet of Expenses

1. The Member office, Committee, or Administrative office, must attach to the retreat voucher(s) a spreadsheet detailing each day of the retreat broken out by breakfast, lunch, dinner, and lodging for each traveler attending the retreat.
2. For each traveler, the spreadsheet should list his/her duty station, additional per diem expenses incurred outside of the retreat, and any other retreat attendee the traveler shared a room with during the retreat. Any non-staff members attending the retreat also should be detailed on the spreadsheet. The "Waiver of the Travel Regulations" form does not need to be attached to retreat voucher(s) for the sharing of rooms.
3. The per diem expenses for staff members attending a retreat within their duty station are not reimbursable but should be detailed on the spreadsheet. All expenses for non-staff members attending the retreat are not reimbursable, but their attendance at the retreat must be taken into account when computing a per traveler cost on the spreadsheet.
4. An example of this spreadsheet can be found on the Senate Intranet.

II. **Funerals:** Members who represent the Senate at the funeral of a Member or former member may be reimbursed for the actual and necessary expenses of their attendance, pursuant to S. Res. 263, agreed to July 30, 1998. Additionally, the actual and necessary expenses of a committee appointed to represent the Senate at the funeral of a deceased Member or former Member may be reimbursed pursuant to S.Res. 458, agreed to October 4, 1984.

A. Pursuant to 2 U.S.C. 58e, which authorizes reimbursement for travel while on official business within the United States, members and their staff may be reimbursed for the actual and necessary expenses of attending funerals within their home state only.

B. Examples of funerals that may be considered official business include, but are not limited to, funerals for military service members, first responders, or public officials from the Member's state.

## Senators' Office Staff

- I. Legislative Authority (2 U.S.C. 58(e), as amended)

*(e) Subject to and in accordance with regulations promulgated by the Committee on Rules and Administration of the Senate, a Senator and the employees in his office shall be reimbursed under this section for travel expenses incurred by the Senator or employee while traveling on official business within the United States. The term 'travel expenses' includes actual transportation expenses, essential travel-related expenses, and, where applicable, per diem expenses (but not in excess of actual expenses). A Senator or an employee of the Senator shall not be reimbursed for any travel expenses (other than actual transportation expenses) for any travel occurring during the sixty days immediately before the date of any primary or general election (whether regular, special, or runoff) in which the Senator is a candidate for public office (within the meaning of section 301(b) of the Federal Election Campaign Act of 1971), unless his candidacy in such election is uncontested. For purposes of this subsection and subsection 2(a)(6) of this section, an employee in the Office of the President Pro Tempore, Deputy President Pro Tempore, Majority Leader, Minority Leader, Majority Whip, Minority Whip, Secretary of the Conference of the Majority, or Secretary of the Conference of the Minority shall be considered to be an employee in the office of the Senator holding such office.*

II. Regulations Governing Senators' Official Personnel and Office Expense Accounts Adopted by the Committee on Rules and Administration Pursuant to Senate Resolution 170 agreed to September 19, 1979, as amended.

*Section 1. For the purposes of these regulations, the following definitions shall apply:*

*(a) Documentation means invoices, bills, statements, receipts, or other evidence of expenses incurred, approved by the Committee on Rules and Administration.*

*(b) Official expenses means ordinary and necessary business expenses in support of the Senators' official and representational duties.*

*Section 2. No reimbursement will be made from the contingent fund of the Senate for any official expenses incurred under a Senator's Official Personnel and Office Expense Account, in excess of \$50, unless the voucher submitted for such expenses is accompanied by documentation, and the voucher is certified by the properly designated staff member and approved by the Senator.*

*Section 3. Official expenses of \$50 or less must either be documented or must be itemized in sufficient detail so as to leave no doubt of the identity of, and the amount spent for, each item. Items of a similar nature may be grouped together in one total on a voucher, but must be itemized individually on a supporting itemization sheet.*

*Section 4. Travel expenses shall be subject to the same documentation requirements as other official expenses, with the following exceptions:*

*(a) Hotel bills or other evidence of lodging costs will be considered necessary in support of per diem.*

*(b) Documentation will not be required for reimbursement of official travel in a privately owned vehicle.*

*Section 5. No documentation will be required for reimbursement of the following classes of expenses, as these are billed and paid directly through the Sergeant at Arms and Doorkeeper:*

*(a) official telegrams and long distance calls and related services;*

*(b) stationery and other office supplies procured through the Senate Stationery Room for use for official business.*

*Section 6. The Committee on Rules and Administration may require documentation for expenses incurred of \$50 or less, or authorize payment of expenses incurred in excess of \$50 without documentation, in special circumstances.*

*Section 7. Vouchers for the reimbursement of official travel expenses to a Senator, employee, detailee pursuant to section 503(b)(3) of PL 96-465, or individual serving on a nominee recommendation panel pursuant to 2 U.S.C. 58(h) shall be accompanied by an "Expense Summary Report–Travel" signed by such person. Vouchers for the reimbursement to any such individual for official expenses other than travel expenses shall be accompanied by an "Expense Summary Report–Non-Travel" signed by such person.*

## Committee and Administrative Office Staff

*(Includes all committees of the Senate, the Office of the Secretary of the Senate, and the Office of the Sergeant at Arms and Doorkeeper of the Senate)*

### I. Legislative Authority (2 U.S.C. 68b)

*No part of the appropriations made under the heading 'Contingent Expenses of the Senate' may be expended for per diem and subsistence expenses (as defined in section 5701 of Title 5) at rates in excess of the rates prescribed by the Committee on Rules and Administration; except that (1) higher rates may be established by the Committee on Rules and Administration for travel beyond the limits of the continental United States, and (2) in accordance with regulations prescribed by the Committee on Rules and Administration of the Senate, reimbursement for such expenses may be made on an actual expense basis of not to exceed the daily rate prescribed by the Committee on Rules and Administration in the case of travel within the continental limits of the United States.*

II. **Incidental Expenses:** The following items may be authorized or approved when related to official travel:

1. Commissions for conversion of currency in foreign countries.
2. Fees in connection with the issuance of passports, visa fees; costs of photographs for passports and visas; costs of certificates of birth, health, identity; and affidavits; and charges for inoculations which cannot be obtained through a federal dispensary when required for official travel outside the limits of the United States.

### III. Hearing Expenses (committees only)

A. In connection with hearings held outside of Washington, D.C., committees are authorized to pay the travel expenses of official reporters having company offices in Washington, D.C., or in other locations, for traveling to points outside the District of Columbia or outside such other locations, provided:

1. Said hearings are of such a classified or security nature that their transcripts can be accomplished only by reporters having the necessary clearance from the proper federal agencies;
2. Extreme difficulty is experienced in the procurement of local reporters; or
3. The demands of economy make the use of Washington, D.C., reporters or traveling reporters in another area highly advantageous to the Senate; and further provided, that should such hearings exceed five days in duration, prior approval (for the payment of reporters' travel expenses) must be obtained from the Committee on Rules and Administration.

#### IV. Witnesses Appearing Before the Senate (committees only)

- A. The authorized transportation expenses incurred and associated with a witness appearing before the Senate at a designated place of examination pursuant to S. Res. 259, agreed to August 5, 1987, will be those necessary transportation expenses incurred in traveling from the witness' place of residence to the site of the Senate examination and the necessary transportation expenses incurred in returning the witness to his/her residence.
- B. If a witness departs from a city other than the witness' city of residence to appear before the Senate or returns to a city other than the witness' city of residence after appearing before the Senate, then Senate committees may reimburse the witness for transportation expenses incurred which are less than or equal to the amount the committee would have reimbursed the witness had the witness departed from and returned to his/her residence. Any deviation from this policy will be considered on a case by case basis upon the written request to, and approval from, the Committee on Rules and Administration.
- C. Service fees for the preparation or mailing of passenger coupons for indigent or subpoenaed witnesses testifying before Senate committees shall be considered reimbursable for purposes of official travel.
- D. Transportation expenses for witnesses may be charged to the Committee's official centrally billed government travel charge card and paid on direct vouchers to the charge card vendor. Additionally, per diem expenses for indigent witnesses may be charged to the Committee's official government charge card and paid on direct vouchers to the charge card vendor.

#### V. Regulations Governing Payments and Reimbursements from the Senate Contingent Funds for Expenses of Senate Committees and Administrative Offices

*(Adopted by the Committee on Rules and Administration on July 23, 1987, as authorized by S. Res. 258, 100th Congress, 1st session, these regulations supersede regulations adopted by the Committee on October 22, 1975, and April 30, 1981, as amended.)*

*Section 1. Unless otherwise authorized by law or waived pursuant to Section 6, herein, no payment or reimbursement will be made from the contingent fund of the Senate for any official expenses incurred by any Senate committee (standing, select, joint, or special), commission, administrative office, or other authorized Senate activity whose funds are disbursed by the Secretary of the Senate, in excess of \$50, unless the voucher submitted for such expenses is accompanied by documentation, and the voucher is certified by the properly designated staff member and approved by the Chairman or elected Senate Officer. The designation of such staff members for certification shall be done by means of a letter to the Chairman of the Committee on Rules and Administration. "Official expenses," for the purposes*

*of these regulations, means ordinary and necessary business expenses in support of a committee's or administrative office's official duties.*

*Section 2. Such documentation should consist of invoices, bills, statements, receipts, or other evidence of expenses incurred, and should include ALL of the following information:*

- a) date expense was incurred;*
- b) the amount of the expense;*
- c) the product or service that was provided;*
- d) the vendor providing the product or service;*
- e) the address of the vendor; and*
- f) the person or office to whom the product or service was provided.*

*Expenses being claimed should reflect only current charges. Original copies of documentation should be submitted. However, legible facsimiles will be accepted.*

*Section 3. Official expenses of \$50 or less must either be documented or must be itemized in sufficient detail so as to leave no doubt of the identity of, and the amount spent for, each item. However, hotel bills or other evidence of lodging costs will be considered necessary in support of per diem expenses and cannot be itemized.*

*Section 4. Documentation for services rendered on a contract fee basis shall consist of a contract status report form available from the Disbursing Office. However, other expenses authorized expressly in the contract will be subject to the documentation requirements set forth in these regulations.*

*Section 5. No documentation will be required for the following expenses:*

- a) salary reimbursement for compensation on a "When Actually Employed" basis;*
- b) reimbursement of official travel in a privately owned vehicle;*
- c) foreign travel expenses incurred by official congressional delegations, pursuant to S. Res. 179, 95th Congress, 1st session;*
- d) expenses for receptions of foreign dignitaries, pursuant to S. Res. 247, 87th Congress, 2nd session, as amended; and*
- e) expenses for receptions of foreign dignitaries pursuant to Sec. 2 of P.L. 100-71 effective July 11, 1987.*

*Section 6. In special circumstances, the Committee on Rules and Administration may require documentation for expenses incurred of \$50 or less, or authorize payment of expenses incurred in excess of \$50 without documentation.*

*Section 7. Cash advances from the Disbursing Office are to be used for travel and petty cash expenses only. No more than \$5000 may be outstanding at one time*

*for Senate committees or administrative offices, unless otherwise authorized by law or resolution, and no more than \$300 of that amount may be used for a petty cash fund. The individual receiving the cash advance will be personally liable. The Committee on Rules and Administration may, in special instances, increase these non-statutory limits upon written request by the Chairman of that committee and proper justification.*

*Section 8. Documentation of petty cash expenses shall be listed on an official petty cash itemization sheet available from the Disbursing Office and should include ALL of the following information:*

- a) date expense was incurred;*
- b) amount of expense;*
- c) product or service provided; and*
- d) the person incurring the expense (payee).*

*Each sheet must be signed by the Senate employee receiving cash and an authorizing official (i.e., someone other than the employee(s) authorized to certify vouchers). Original receipts or facsimiles must accompany the itemization sheet for petty cash expenses over \$50.*

*Section 9. Petty cash funds should be used for the following incidental expenses:*

- a) postage;*
- b) delivery expenses;*
- c) interdepartmental transportation (reimbursements for parking, taxi, subway, bus, privately owned automobile (p.o.a.), etc.;*
- d) single copies of publications (not subscriptions);*
- e) office supplies not available in the Senate Stationery Room; and*
- f) official telephone calls made from a staff member's residence or toll charges incurred within a staff member's duty station.*

*Petty cash funds should not be used for the procurement of equipment.*

*Section 10. Committees are encouraged to maintain a separate checking account only for the purpose of a petty cash fund and with a balance not in excess of \$300.*

*Section 11. Vouchers for the reimbursement of official travel expenses to a committee chairman or member, officer, employee, contractor, detailee, or witness shall be accompanied by an "Expense Summary Report–Travel" signed by such person. Vouchers for the reimbursement to any such individual for official expenses other than travel expenses shall be accompanied by an "Expense Summary Report–Non-Travel" signed by such person.*

## Appendix A: The Federal Tort Claims Act

Pursuant to the provisions of S. Res. 492, agreed to December 10, 1982, the Sergeant at Arms has the authority to consider and ascertain and, with the approval of the Committee on Rules and Administration, determine, compromise, adjust, and settle, in accordance with the provisions of chapter 171 of Title 28, United States Code (The Federal Tort Claims Act), any claim for money damages against the United States for injury of loss of property or personal injury or death caused by negligent or wrongful act or omission of any Member, Officer, or Employee of the Senate while acting within the scope of his/her employment. Any compromise, adjustment, or settlement of any such claim not exceeding \$2,500 shall be paid from the contingent fund of the Senate on a voucher approved by the Chairman of the Committee on Rules and Administration.

Payments of awards, compromises, or settlements in excess of \$2,500 are obtained by the agency by referring the award, compromise, or settlement to the Judgment Fund Branch of the Financial Management Service of the U.S. Department of the Treasury for payment. Appropriations or funds for the payment of judgments and compromises are made available for payment of awards, compromises, and settlements under the Federal Tort Claims Act.

However, any award under the Federal Tort Claims Act in excess of \$25,000 cannot take effect except with the prior written approval of the Attorney General.





## Appendix IV-E: Public Transportation Subsidy Regulations

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*Committee on Rules and Administration, United States Senate, effective April 24, 2007.*

### Sec. 1. Policy

It is the policy of the Senate to encourage employees to use public mass transportation in commuting to and from Senate offices.

### Sec. 2. Authority

The Federal Employees Clean Air Incentives Act (Pub. L. 103-172) allows Federal agencies to participate in state or local government transit programs that encourage employees to use public transportation. The Tax Reform Act of 1986, as amended by the Transportation Equity Act for 21st Century (Pub. L. 105-178) allows employers to give employees as a tax free "de minimis fringe benefit" transit fare media up to the maximum monthly amount authorized under section 132(f)(2)(A) of the Internal Revenue Code of 1986, as modified by the Internal Revenue System's published Revenue Procedures, and upon written authority of the Rules Committee

### Sec. 3. Definitions

- (a) Public Mass Transportation--A transportation system operated by a State or local government, e.g. bus or rail transit system.
- (b) Fare Media--A ticket, pass, or other device, other than cash, used to pay for transportation on a public mass transit system.
- (c) Office--Refers to a Senate employee's appointing authority, that is, the Senator, committee chairman, elected officer, or an official of the Senate who appointed the employee. For purposes of these regulations, an employee in the Office of the President pro tempore, Deputy President pro tempore, Majority Leader, Minority Leader, Majority Whip, Minority Whip, Secretary of the Conference of the Majority, or Secretary of the Conference of the Minority shall be considered to be an employee, whose appointing authority is the Senator holding such position.
- (d) Qualified Employee--An individual employed in a Senate office whose salary is disbursed by the Secretary of the Senate, whose salary is within the limit set by his or her appointing authority for participation in a transit program under these regulations, and who is not a member of a car pool or the holder of any Senate parking privilege.
- (e) Qualified Program--Refers to the program of a public mass transportation system that encourages employees to use public transportation in accordance with the requirements of Pub. L. 103-172 whose participation in the Senate program in accordance with these regulations has been approved by the Committee on Rules and Administration.
- (f) Unique Identifier--A number or token, as approved by the Committee on Rules and Administration, designed to be used across all systems in the United States Senate to uniquely identify an individual's set of records within each of those systems.

## Sec. 4. Program Requirements

- (a) Each office within the Senate is authorized to provide to qualified employees under its supervision a de minimis fringe employment benefit of transit fare media of a value not to exceed the amount authorized by statute.
- (b) Each appointing authority may establish a salary limit for participation in this program by his or her employees. If such salary limit is established, all staff paid at or below that limit, and who meet the other criteria established in these regulations, must be permitted to participate in this program.
- (c) For purposes of these regulations, an individual employed for a partial month in an office shall be considered employed for the full month in that office.
- (d) The fare media purchased by participating offices under this program shall only be used by qualified employees for travel to and from their official duty station.
- (e) Any fare media purchased under this program may not be sold or exchanged, although exchanges of Metro Card Media for transportation provided by Virginia Railway Express (VRE), the Maryland Transit Administration's MARC trains, or vanpools certified by Washington Metropolitan Area Transit Authority (WMATA).
- (f) In addition to any criminal liability, any person misusing, selling, exchanging or obtaining or using a fare media in violation of these regulations shall be required to reimburse the office for the full amount of the fare media involved and may be disqualified from further participation in this program.

## Sec. 5. Office Administration of Program

Each office electing to participate in this program shall be responsible for its administration in accordance with these regulations, shall designate an individual to manage its program, and may adopt rules for its participation consistent with these regulations.

An employee who wishes to participate in this program shall make application with his or her office on a form which shall include a certification that such person is not a member of a motor pool, does not have any Senate parking privilege (or has relinquished same as a condition of participation), will use the fare media personally for traveling to and from his or her duty station, and will not exchange or sell the fare media provided under this program. The application shall include the following statement:

This certification concerns a matter within the jurisdiction of an agency of the United States and making a false, fictitious, or fraudulent certification may render the maker subject to criminal prosecution under 18 U.S.C. 1001.

Safekeeping and distribution of fare media purchased for an office is the responsibility of the program manager in that office. Participating offices may not refund or replace any damaged, misplaced, lost, or stolen fare media.

## Sec. 6. Senate Stationery Room Responsibilities

The only program currently available in the Washington, D.C. metropolitan area at this time is "Metro Pool," a program established through Metro by the District of Columbia. Transit benefits will

be provided through Metro Pool for participating offices in the Washington, D.C. area. The Committee on Rules and Administration shall enter into an agreement with Metro Pool for purchase of fare media by the Senate Stationery Room as required by participating offices on a monthly basis. A participating office shall purchase the fare media with its authorized appropriated funds from the Senate Stationery Room through its stationery account pursuant to 2 U.S.C. 119.

Each office shall present to the Senate Stationery Room [two copies of] the certification referred to in section 7 of these regulations. A new certification shall be submitted when an employee is added to or deleted from the program. The Stationery Room shall make available to the Senate Rules Committee Audit Section a monthly summary of office participation in this program. In addition, the Stationery Room may not refund or replace any damaged, misplaced, lost, or stolen fare media that has been purchased through the office's stationery account.

## Sec. 7. Certification

The certification required by section 6 shall be approved by the appointing authority and shall include the name, and unique identifier of each participating employee within that office, and the following statements:

- (a) Each person included on the list is currently a qualified employee as defined in Section 3.
- (b) No person included on the list has any current Senate parking privilege and that no parking privileges will be restored to any person on the list during the period for which the fare media is purchased.
- (c) That each month's fare media for each participating employee does not exceed the maximum dollar amount specified in statute.

## Sec. 8. Other Participating Programs

Section 6 provides for procedures for participation by Washington offices in the Metro Pool program established through Metro by the District of Columbia. Additional programs in the Washington, D.C. metropolitan area or programs offered in other locations where Members have offices that meet the requirements of the law and these regulations, may be used for qualified employees, subject to the following requirements:

- (A) Authorization  
The public transit system shall submit information to the Committee on Rules and Administration that it participates in an established state or local government program to encourage the use of public transportation for employees in accordance with the provisions of Pub. L. 103-172 and these regulations. If the program meets the requirements of the statute and these regulations and is approved by the Committee on Rules and Administration, any Senate office served by such transit system may provide benefits to its employees pursuant to these regulations.
- (B) Procedures
  - (1) A qualified program operating in the Washington, D.C. metropolitan area that permits purchase arrangements similar to those provided by the Metro Pool program shall participate in the Senate program in accordance with the procedures set forth in Section 6.

(2) A qualified program operating in the Washington, D.C. metropolitan area that does not have purchase arrangements similar to Metro Pool, or a qualified program located outside that metropolitan area, that permits purchases directly by an office, may make arrangements for purchase of media directly with a participating office. Such an office may provide for direct payment to that system and shall submit the certification in accordance with Section 7.

(3) In the case of a qualified program that does not permit purchase arrangements as provided in paragraphs (1) or (2) above, an office may provide for reimbursement to a qualified employee and shall submit a certification in accordance with Section 7.

(C) Documentation

The following documentation must accompany a voucher submitted under paragraph 8(B)(2) or (3):

- (1) A copy of the Rules Committee approval, in accordance with section 8(A), with the first voucher submitted for that transit program, provided subsequent vouchers identify the transit program.
- (2) The certification.
- (3) Proof of purchase of the fare media.

(C) Voucher Guidance

In the case of a Senator's state office, reimbursement for payment to either a qualified transit system, or a qualified employee shall be from the Senators' Official Personnel and Office Expense Account (SOP&OEA) as a home state office expense on a seven part voucher. In the Washington, D.C. metropolitan area, reimbursement for payment to either a qualified transit system, or a qualified employee shall be as follows:

1. In the case of a Senator's office from the SOP&OEA as an "other official expense" (discretionary expense).
2. In the case of a Senate committee or administrative office as an "Other" expense.

## Sec. 9. Special Circumstances

Any circumstances not covered under these regulations shall be considered on application to the Committee on Rules and Administration.

## Sec. 10. Effective Date

These regulations shall take effect on the first day of the month following date of approval.

## **Appendix IV-F: Student Loan Repayment Program**

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A recruitment and retention incentive, the Student Loan Repayment Program, was included in the Legislative Branch Appropriations Bill for FY 2002. This bill established the program for the United States Senate and is participated in by offices on a voluntary basis.

Using a Standard Service Agreement, an eligible employee in a Senate office guarantees that he or she will work for the next full year for that office in return for payments made against his/her student loan liability. Ford, Stafford, Perkins, Federal Consolidation and PLUS loans are covered provided they are not in default or arrears.

All agreements are for one year, the amount paid against the student loan indebtedness is limited to a maximum of \$500 per month and amounts paid out are not charged against the employing office's allocation (e.g., for a Senator's office, from the Senator's allowance of the Senators' Account). If an employee voluntarily leaves his/her office, or is fired for cause, he/she must repay any payments previously made under this program.

## Appendix IV-G: Interpretative Ruling 444

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### INTERPRETATIVE RULING NO. 444

Date issued: February 14, 2002

Applicable Rule: 38

#### QUESTION PRESENTED:

How may Senate offices comply with Rule 38 which incorporates the provisions of Section 311(d) of the Legislative Appropriations Act of 1991 as amended by the Legislative Branch Appropriations Act of 2002?

#### APPLICABLE RULE:

Section 311(d) of the FY1991 Legislative Branch Appropriations Act (the 1991 Act), adopted as Section 1(b) of Rule 38, as amended by the FY2002 Legislative Branch Appropriations Act (the 2002 Act) provides that official expenses for franked mail, employee salaries, office space, or equipment and any associated information technology services (excluding handheld communications devices) may not be paid from excess campaign funds or reimbursements provided by non-Senate sources.

2 U.S.C. 439a provides that excess campaign funds may be used "...to defray any ordinary and necessary expenses incurred in connection with his or her duties as a holder of Federal office..." Section 1(a) of Rule 38 provides that expenses in connection with official duties may be paid from one of four sources:

- 1) a Member's personal funds,
- 2) appropriated funds,
- 3) excess campaign funds, or
- 4) reimbursements from private parties for which some service is performed (examples: fact-finding travel, or expenses in connection with giving a speech).

#### DISCUSSION:

Prior to 1992, Rule 38 allowed Members to pay for expenses which were related to their official duties from campaign funds provided by their principal campaign committees. It also allowed Members to accept reimbursements from private parties when they participated in an event sponsored by that party. This system allowed Members to engage in many worthwhile activities without such participation resulting in an expense to the taxpayers. At the same time, the system provided for accountability by requiring that expenditures from campaign funds and reimbursements accepted be publicly disclosed. This system functioned well from 1977 until 1992. From 1992 until now, Section 311(d) of the 1991 Act prohibited the use of campaign funds to pay official expenses, and Interpretative Ruling 442 implemented this prohibition by dividing expenses related to official duties into two distinct categories: official and officially related. Section 311(d) of the 1991 Act was amended by the 2002 Act so that the categorization of expenses related to the performance of official duties is no longer needed. This will permit the Senate to return to the expense payment system in effect prior to 1992, so far as it is consistent with the amended statute.

**RULING:**

Based upon the amended Section 311(d), Interpretative Ruling 442 (issued 4/15/92) is hereby withdrawn. Compliance with Senate Rule 38 will be governed by this ruling for expenses incurred in relation to official duties on or after the date of this ruling.

**General Principles**

As amended by the 2002 Act, Section 311(d) of the 1991 Act, incorporated into section 1(b) of Senate Rule 38, prohibits the use of excess principal campaign committee and other non-Senate funds to pay official expenses for franked mail, employee salaries, office space, or equipment and any associated information technology services (excluding handheld communications devices).

The restrictions of Senate Rule 38(1)(a) and (b) are applicable to individual Senators, Party Conferences, and caucuses. Thus, individual Senators, Party Conferences, and caucuses may not accept financial or in-kind contributions from third parties, except as allowed in Rule 38.

**Expenses of Standing, Select, and Special Senate Committees are paid only from appropriated Senate funds.**

The acceptance of in-kind goods and services is prohibited to the same extent that acceptance of funds to be used to purchase goods or services is prohibited.

Wherever in this ruling funds of a principal campaign committee are permitted to be used to purchase an item, then principal campaign committee funds must also be used to maintain, repair, operate, or use the item; and no appropriated Senate funds may be used in the purchase, maintenance, repair, operation, or use of the item, nor may appropriated Senate funds be used to repay or reimburse the campaign committee for the purchase, maintenance, repair, operation or use of the item. Funds of a multi-candidate, party, or any campaign committee other than a Senator's principal campaign committee may not be used to pay an expense related to official duties.

**Franking Expenses**

Of particular concern when Section 311(d) was adopted in 1990 was the fact that Senators had been allowed to supplement their franking allowance with campaign funds, something House Members were not allowed to do, so the 1991 Act prohibited the supplementation of franking allowances from any source. Appropriations statutes and Section 311(d) as amended by the 2002 Act, continue to prohibit a Senator from supplementing his or her official Senate allowances for franked mail with funds from any source other than appropriated Senate funds. Pursuant to Senate Resolution and Regulations of the Committee on Rules and Administration, all mass mailings under the frank by Senate offices must be printed, prepared, and mailed by the Senate Service Department, and pursuant to appropriations statutes mass mailing funds are limited (e.g. the FY2002 limit is up to \$50,000 per year per Senator's office). See also, Related Matters, Official Mail, Other Than Mass Mailings, below.

**Expenses for Senate Employees**

Senate employees may be compensated only with appropriated Senate funds or the personal funds of a Senator.

The compensation of employees with personal funds may raise significant complications. For example, if an employee is compensated in whole or in part from the personal funds of a Senator, the Senator is responsible for complying with all laws, regulations, etc. with respect to such compensation, such as income tax and FICA withholding, unemployment compensation insurance payments, and workman's compensation. Additionally, such employees are subject to Senate Rule 41.4 and the payments they receive must be reported pursuant to Senate Rule 41.6. Further, any payment from the Senator's personal funds which compensates an employee for performing Senate duties is deemed to come from the Senate and must be counted in determining the applicability to the employee of those provisions of the Senate Code of Official Conduct which apply to employees compensated at or above certain rates of pay (e.g. Financial Disclosure (Rule 34) and two provisions of the Conflicts of Interest Rule, 37.5 and 37.6). Benefits provided by the Senate, such as life insurance, health insurance, and retirement, will be based on only the compensation paid by Senate funds. Campaign funds or other third party funds may not be used to compensate Senate employees for the performance of official Senate duties. However, a Senate employee may be paid by a campaign for campaign activity. Such campaign activity must be conducted on the employee's own time and without the use of Senate facilities or equipment.

## Expenses for Office Space

Only appropriated Senate funds may be used to provide space for Senate offices.

## Equipment Expenses

### General Rule

With the limited exception of handheld communications devices and any associated information technology services discussed below, equipment used in the performance of official duties may be purchased, leased, or otherwise acquired or provided only with appropriated Senate funds. Therefore, no other source of funds may be used to provide equipment used in the performance of official duties, and Members may not accept equipment or loans of equipment from any third party, including any campaign.

### Limited Exception

Prior to the 2002 Act's amendment of Section 311(d), the 1991 Act prohibited a Senator from using equipment purchased with campaign funds for any official activity. A Senator also has been (and continues to be) prohibited by the appropriations statutes from using equipment purchased with appropriated Senate funds for any purpose related to a campaign. Thus, a Senator seeking the convenience of a cellphone has suffered the paradoxical inconvenience of sometimes having to carry duplicate if not triplicate cellphones (Senate, campaign, and personal phones) to comply with the rules.

To address this problem, section 311(b) as amended by the 2002 Act, would permit handheld communications devices and associated information technology services to be provided with funds other than appropriated Senate funds. Likewise, Section 1(a)(1) and(3) of Senate Rule 38 permits expenses related to the performance of official duties to be defrayed from funds of a Senator's principal campaign committee. Thus, in concert the law and rule now permit a Senator to use his or her principal campaign committee funds to purchase handheld communications devices and associated information technology services, and use such devices for official and campaign purposes.



The purpose of the exception in the amended statute was to provide Senate Members and employees with the convenience of using a single cellular telephone or personal digital assistant for multiple purposes (official and campaign), at no cost to the taxpayer, without unduly intruding into the Senate's role in providing equipment for Senate duties. To come within the exception, the purchase, maintenance, repair, operation, and use of a multipurpose handheld device and its associated information technology service must be paid with funds of a Senator's principal campaign committee, and no appropriated Senate funds may be used for these purposes either directly or to repay or reimburse the campaign committee.

A handheld communications device includes devices such as cellular telephones and handheld personal digital assistants, but does not include laptop computers. An associated information technology service means the communications network access service used by the device, whether such access is provided by land-line, satellite, microwave, or other means.

Any handheld communications device and its associated information technology service provided with funds of a Senator's principal campaign committee and used by a Senate Member, officer, or employee in connection with official duties will be deemed to have been dedicated exclusively to multi-purpose (i.e. official and campaign) use pursuant to the authority of Section 311(d) and Senate Rule 38 and is subject to the following restrictions related to its use:

- 1) Under no circumstances may such a device be used in connection with any campaign activity while the device is located in the Capitol or Senate space;
- 2) Under no circumstances may such a device be used to transfer data or information to any computer facility outside the Senate in violation of Senate Rule 40 paragraph 5;
- 3) Under no circumstances may any Senate data or information which has been transferred to such a device be used for any purpose other than official Senate duties; and,
- 4) A Senate Member or employee must maintain personal control over such a device so that the device is not used by any non-Senate individual for campaign purposes even if operated outside the Capitol and Senate space.

Senate Members and employees are reminded to exercise special care to avoid disclosure of confidential information related to the performance of Senate duties, as such devices will operate outside the protective firewall of the Senate Computer Center so that confidentiality and security are not insured.

A Senator's personal funds may also be used to purchase, maintain, repair, and operate a handheld communications device and its associated information technology service subject to the limitations and conditions in this section.

As noted in the section on General Principles, expenses of Standing, Select, and Special Senate Committees are paid only from appropriated Senate funds. Thus, the limited exception herein for handheld communications devices and associated information technology services provided with funds of a Senator's principal campaign committee or a Senator's personal funds would not be available to Committee staff. See, Related Matters, below, for a discussion of Senate Employee "de minimis" Expenses.

## **Other Official Expenses**

For expenses other than those enumerated in Section 311(d) as amended by the 2002 Act as discussed above, and unless otherwise prohibited by law or by other applicable rules or regulations, if an expense is deemed by a Senator to be related to official duties then the expense may be paid with either Senate funds, the Senator's personal funds, or excess funds of the Senator's principal campaign committee. See, Senate Rule 38, paragraph 1(a)(1), (2), & (3).

## Integrity of Accounts

There can be no supplementation of a Senator's official personnel and office expense account. This account, administered by the Financial Clerk of the Senate, may contain only those funds appropriated to the account by the Senate.

At the discretion of a Senator, a separate operating account may be established by the Senator at a financial institution for the receipt of funds from those sources enumerated in paragraph 1(a) of Senate Rule 38 as authorized by this ruling, for use in or as reimbursement for paying an expense related to official duties. For expenses authorized by this ruling, such enumerated sources may also directly pay the vendor for an expense related to official duties. A lump-sum transfer of campaign funds to an operating account, and an itemization of any expenses paid therewith must be included on a Senator's annual financial disclosure report. Use of campaign funds for direct vendor payment, or for itemized reimbursement of the operating account for an expense payment, would be disclosed at the Federal Election Commission and would not need to be disclosed a second time on a Senator's annual financial disclosure report. Under current practice, the Senate will not accept payment from a campaign committee for goods or services provided through the Senate.

Where an expense related to official duties is permitted by this ruling to be paid with funds of a Senator's principal campaign committee, under no circumstances may appropriated Senate funds be used to repay or reimburse the principal campaign committee for the expense.

## Related Matters

### Cosponsored Constituent Service Events

A Senator may participate in official constituent service events cosponsored with public or private entities from outside the Senate, but must do so in compliance with other Senate Rules (e.g. Rule 40, paragraph 5), applicable Committee rulings (e.g. Interpretative Ruling 428) and Regulations of the Committee on Rules and Administration. As the name implies, a constituent service event must have as its purpose providing information or some other service to constituents, and may not be simply a gathering of representatives of those sponsoring the event. Moreover, a cosponsor should have a common core of interest with the Senator in the subject matter of the event by virtue of the cosponsor's routine business activities, should be able to participate in and attend the event, and may not be a mere financial contributor.

### Fact-finding Expenses

The 1991 Act was not intended to change the longstanding practice in both the House and the Senate of paying certain expenses related to official duties from sources other than appropriated funds or the personal funds of a Member. For example, both the House and the Senate historically allow third parties to reimburse for expenses (such as travel expenses) in connection with services provided by a Member, officer or employee of the Congress to that third party. Neither the House nor the Senate interpreted Section 311(d) of the 1991 Act to prohibit such reimbursements and, to the contrary, such practice was expressly recognized and provided for in revisions to each chamber's Gifts Rule adopted after the 1991 Act. Such third party payment of expenses associated with fact finding and similar activities by Senate Members, officers, or employees continues to be permitted by the 2002 Act amendment in accordance with Section 2 of the Senate Gifts Rule (35).

## Government Entities

Under Senate Rule 38, Senators may accept limited donations from domestic state and local government entities to defray official expenses if such donations are in compliance with the domestic government's laws and regulations. This provision of Senate Rule 38 permits state or local government entities to cooperate with a Senator in carrying out a specific event or activity, but does not permit a government entity to make a continuing or sustaining contribution to a Senator's office. Government entities may not under any circumstances provide funds or defray expenses for use of the mailing frank, employee salaries, office space, or equipment. A Federal government employee may participate as a fellow in a Senator's personal office or as a detailee to a Senate committee, provided the requirements of other applicable rules and laws are met (e.g. for Committee detailees, specific approval of the Senate Committee on Rules and Administration is required, see Senate Rule 41, paragraph 3; 18 U.S.C. 208; etc.).

## Interns, Fellows, and Volunteers

Senators may continue to participate in intern, volunteer, and fellowship programs that are primarily of educational benefit to the interns, volunteers or fellows.

The supervising Senator is responsible for determining if such a program is primarily for the educational benefit of the intern, volunteer, or fellow. Interns, fellows, and volunteers may be provided with travel expenses, lodging, or compensation from programs sponsored by private parties, provided that no conflict of interest arises in violation of Senate rules (See Interpretative Ruling 385) and provided that the Senator does not solicit for such programs and does not receive reports on who contributes to any program established by or for him. University grants or stipends provided to academic interns or fellows, such as professors on sabbatical, are not considered to be contributions to defray official expenses.

Where a participant is paid by or accepts expenses which are primarily funded by, a single company, individual or industry, the participant may not work on issues related to the interest of the individual company or industry providing such funding. The hiring of interns primarily for the benefit of, or primarily to provide assistance to, a Senate office is an official program and all compensation of the interns must be paid only from appropriated Senate funds or personal funds of the Senator.

Where voluntary (gratuitous) service is provided, an appropriate disclaimer must be on file with the Financial Clerk of the Senate. Voluntary (gratuitous) service is service which is not compensated by anyone, and must be primarily for the educational benefit of the volunteer.

## Legal Expenses, as Amicus Curiae or as a Party

The Committee's Legal Expense Trust Fund Regulations allow a Member, without having to establish a Trust Fund, to accept pro bono legal services for the purpose of submitting amicus curiae briefs. A Member may not, however, join as a party in a law suit in his or her official capacity unless he or she pays a pro rata share of the legal expenses and costs. A Member, officer, or employee may accept either funds or pro bono legal services as a contribution to a Legal Expense Trust Fund established pursuant to the Committee's Legal Expense Trust Fund Regulations for the payment of legal expenses relating to or arising by virtue of service in or to the Senate.

Senate Resolution 321, agreed to on October 3, 1996, also permits a Senator, without establishing a Legal Expense Trust Fund, but with appropriate disclosure, to accept pro bono legal services with

respect to a civil action challenging the validity of a Federal statute that expressly authorized a Senator to file the action. See, Senate Ethics Manual, Sept. 2000, App. H.

Additionally, Members, officers, or employees may pay legal expenses incurred in connection with their official duties with funds of a Senator's principal campaign committee, but only if such payment is approved by the Ethics Committee.

## **Meeting Space and Refreshments**

The use of privately owned space to meet with constituents is permitted, provided that the normal practice of the owner is to make such space available to other persons for similar purposes on a similar and non-partisan basis. Other than for refreshments of nominal value provided by constituent groups in attendance, third parties may not pay for such refreshments at such meetings.

## **Motor Vehicles**

A vehicle purchased, leased, or otherwise provided with a Senator's principal campaign committee funds may be used for campaign and official use. The maintenance, repair, operation, and use of the vehicle must be paid with funds of the Senator's principal campaign committee, and no appropriated Senate funds may be used to purchase, maintain, repair, operate, or use the vehicle, or to repay or reimburse the campaign committee for such purchase, maintenance, repair, operation, or use.

A vehicle provided by a principal campaign committee may be used for personal use only if the Senator uses personal funds to pay the campaign for such use (see Rule 38.2), and such personal payment should be made on a reasonable basis but must be made at least once each year by determining the proportion of the vehicle's usage attributable to personal use.

## **Official Mail, Other Than Mass Mailings**

Under no circumstances may a Senator's personal funds or principal campaign committee funds, or third party funds be used to supplement the franked mail allowance of a Senator. Pursuant to Senate Resolution and Regulations of the Committee on Rules and Administration, all mass mailings under the frank by Senate offices must be printed, prepared, and mailed by the Senate Service Department. Postage and other mail costs associated with official non-franked mail may be paid with Senate funds, a Senator's personal funds, or funds of the Senator's principal campaign committee.

For information relating to proper use of the mailing frank see

Chapter 7 of the Senate Ethics Manual, the Ethics Committee's Regulations Governing The Use Of The Mailing Frank, and Regulations Governing Official Mail adopted by the Committee on Rules and Administration. See also, Franking Expenses, above.

## **Publications**

Books, magazines, newspapers, and other publications, and subscriptions thereto, may be accepted from the author or the publisher at the discretion of the Senator. However, a Senator may not accept a collection of materials, such as a specialized reporting service or other collections for which updates or inserts are issued periodically.

## Radio and Television Studio

Expenses related to programs produced in or transmitted from the Senate Radio and Television Studios in the Capitol or the radio and television facilities operated by the Party Conferences may be paid: 1) as an official expense with Senate funds, a Senator's personal funds, or (through an operating account established by a Senator) funds of a Senator's principal campaign committee, if produced or transmitted in relation to official duties; 2) by a licensed radio or television broadcaster, if produced or transmitted at the broadcaster's request; 3) by a tax exempt organization in the case of a public service announcement or other non-solicitation program, if produced or transmitted at the request of such organization; or 4) by a corporate sponsor of a public interest program or other non-commercial, non-promotional, and non-solicitation program, if produced or transmitted at the request of such sponsor.

## Senate Employee "de minimis" Expenses

A Senate employee may not pay an official expense, make advance purchases related to his or her performance of official duties, or pay for travel expenses authorized by the Senate travel regulations, unless the employee is repaid in full with funds from a source enumerated in paragraph 1(a) of Senate Rule 38 as authorized by this ruling, except as noted in this paragraph. A Senate officer, or employee may make voluntary de minimis expenditures related to the performance of official duties, such as: travel expenses in excess of maximum Senate per diem; travel expenses beyond the time limits in paragraph 2 of Senate Rule 35 for approved travel sponsored by a third party; handheld communications equipment and associated information technology services (subject to the restrictions on use, maintenance, repair, and operation discussed above under Equipment Expenses); audio or video equipment for personal use in the office; or local travel expenses. Any item provided on a de minimis basis pursuant to this paragraph must be purchased, maintained, repaired, operated, and used with the Senate officer's or employee's personal funds, and no appropriated Senate funds may be used for these purposes, either directly or to repay or reimburse the officer or employee. Under no circumstances may a Senate Member, officer, or employee as a term or condition of employment, directly or indirectly, ask, seek, demand, or require that a Senate employee or prospective Senate employee volunteer or agree to volunteer to pay an expense related to the performance of official duties.

Because a Senate employee is prohibited by criminal law from making a contribution (which includes an advance payment) to his or her supervising Senator's campaign, any employee contemplating an expenditure (typically expenses associated with volunteer work) related to campaign activities should first consult applicable laws and regulations of the Federal Election Commission (including, but not limited to 2 U.S.C. 431; 11 C. F. R. 116.5 (b)).

*Source: Senate Ethics Manual, 2003 Edition, Appendix A (pages 297-302)*