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TRAVEL EXPENSES OF MEMBERS OF THE SENATE

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HEARING

BEFORE THE

AD HOC SUBCOMMITTEE TO CONSIDER THE REIMBURSEMENT OF ACTUAL TRAVEL EXPENSE OF SENATORS

OF THE

COMMITTEE ON RULES AND ADMINISTRATION

UNITED STATES SENATE

NINETY-SECOND CONGRESS

SECOND SESSION

ON

S. 3231

RELATING TO THE REIMBURSEMENT OF ACTUAL TRAVEL
EXPENSES OF SENATORS AND EMPLOYEES
OF SENATORS

JUNE 20, 1972

Printed for the use of the
Committee on Rules and Administration



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AD HOC SUBCOMMITTEE TO CONSIDER THE REIMBURSEMENT OF ACTUAL TRAVEL EXPENSE OF SENATORS

MARLOW W. COOK, Kentucky, *Chairman*

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TRAVEL EXPENSES OF MEMBERS OF THE SENATE

TUESDAY, JUNE 20, 1972

U.S. SENATE, AD HOC SUBCOMMITTEE
TO CONSIDER THE REIMBURSEMENT OF
ACTUAL TRAVEL EXPENSE OF SENATORS,
OF THE COMMITTEE ON RULES AND ADMINISTRATION,
Washington, D.C.

The ad hoc subcommittee met, pursuant to notice, at 10 a.m., Senator Marlow W. Cook (chairman) presiding.

Present: Senator Marlow W. Cook.

Staff present: Gordon F. Harrison, staff director; Hugh Q. Alexander, chief counsel; Burkett Van Kirk, minority counsel; John P. Coder, professional staff member; Thomas P. McGurn, director, computer services; William H. Young, professional staff member; and James H. Duffy, chief counsel, and James S. Medill, minority counsel, Subcommittee on Privileges and Elections.

OPENING STATEMENT OF HON. MARLOW W. COOK, CHAIRMAN OF THE AD HOC SUBCOMMITTEE TO CONSIDER THE REIMBURSEMENT OF ACTUAL TRAVEL EXPENSE OF SENATORS

Senator COOK. This is a hearing on Senate bill 3231, introduced on February 24, 1972, by Senator Robert Packwood for himself and 11 other cosponsors.

The bill was read twice and referred to the Committee on Rules and Administration.

At the May 24, 1972, meeting of the Committee on Rules and Administration, Acting Chairman Howard W. Cannon appointed me as chairman of this ad hoc subcommittee to hold hearings on this measure.

Since 1955, there has been a series of laws, appropriations, and regulations dealing with the reimbursement of the travel expenses of Senators and Senate employees.

Although S. 3231 does not in any way authorize an increase in travel expenditures, it does permit a Senator discretion in allocating moneys already given him and his staff for travel on official business.

Under current travel regulations, a Senator cannot reimburse a member of his staff for travel expenses between cities in his home State unless a trip to Washington, D.C., is included on the itinerary.

Our purpose this morning is to examine this regulation and consider the proposed amendment.

Let me further say that I very strongly support S. 3231, and the reason I do is, I can't for the life of me understand the flack that was given this bill at the time it was considered by the Appropriations Committee.

I cannot understand how authority can be given by the respective committees of the Senate to send its employees anywhere under any circumstances, pay their expenses, put them in whatever hotel they want, pay for their food, and then not even have to be reimbursed, as a matter of fact, but be extended financial resources to begin with before they make a trip for a committee.

If the staff of committees can make these trips at the discretion of committees, and a Senator cannot even utilize the services of his staff, which he is allowed by law, for the purpose of attending meetings, hearings, doing work for and on behalf of the Senator in that State, and be reimbursed, then I must say as a matter of record, we as Senators must be just fools.

If we in fact are going to allow the employees of the committees to do these things and be completely reimbursed, and then have to pay out of our own pockets for our own staff to do work for us and function for us within the respective States that we ourselves represent, then we certainly do not know how to conduct our business.

I also want to say that I have a statement here from Senator Cranston in which he says:

STATEMENT OF HON. ALAN CRANSTON, A U.S. SENATOR FROM THE STATE OF CALIFORNIA

Mr. Chairman, I am delighted to testify today in support of S. 3231, which would provide for the reimbursement of official instate travel by Senate employees who are based in a Senator's home state. My statement will be brief because the merits of this measure for all members of the Senate are readily obvious.

My field staff in California is faced with the enormous task of serving a state which is 1,000 miles in length and has over 20 million people from three field offices. It is not unusual that my field representatives must travel 300 miles distant from their offices in order to meet with constituents or to represent me at events. Because I cannot now reimburse them for their transportation expenses, it has been necessary to limit severely such travel to outlying areas.

I firmly believe that a Senator's field representatives should be accorded the same opportunity to have their official instate travel expenses reimbursed as the Washington staff is allowed. I urge the Committee's favorable consideration of this bill.

Without objection, I ask that a copy of S. 3231, as referred to the Committee on Rules and Administration, be inserted into the record at this point.

(The text of S. 3231 follows:)

92^D CONGRESS
2^D SESSION

S. 3231

IN THE SENATE OF THE UNITED STATES

FEBRUARY 24, 1972

Mr. PACKWOOD (for himself, Mr. BELLMON, Mr. BENNETT, Mr. BROOKE, Mr. CHILES, Mr. CRANSTON, Mr. GRAVEL, Mr. HART, Mr. JAVITS, Mr. METCALF, Mr. PERCY, and Mr. RANDOLPH) introduced the following bill; which was read twice and referred to the Committee on Rules and Administration

A BILL

Relating to the reimbursement of actual travel expenses of Senators and employees of Senators.

1 *Be it enacted by the Senate and House of Representa-*
2 *tives of the United States of America in Congress assembled,*
3 That the third paragraph under the heading "Administrative
4 Provisions" in the appropriations for the Senate in the Legis-
5 lative Branch Appropriation Act, 1959, as amended by the
6 Legislative Branch Appropriation Act, 1972 (2 U.S.C.
7 43b), is further amended as follows:

8 (1) Strike out the first sentence and insert in lieu
9 thereof the following: "The contingent fund of the Senate is
10 hereby made available for reimbursement of actual trans-
11 portation expenses incurred by each Senator, and by em-

1 ployees in that Senator's office, in traveling on official busi-
2 ness (i) by the nearest usual route between Washington,
3 District of Columbia, and the home State of the Senator in-
4 volved, or (ii) within that State by any mode of
5 transportation."

6 (2) In the fourth sentence, strike out "the round trip"
7 and insert in lieu thereof "the travel".

Senator COOK. Our first witness is the creator of this piece of legislation, Robert Packwood, the Senator from Oregon.

STATEMENT OF HON. ROBERT W. PACKWOOD, A U.S. SENATOR FROM THE STATE OF OREGON

Senator PACKWOOD. Mr. Chairman, I have letters or statements from Senator Metcalf, Senator Tunney, and Senator Percy to be made a part of the record, all endorsing this legislation.

Senator COOK. Without objection, they will be made a part of the record.

Here are letters from Senator Gravel and Senator Hart to the same effect.

(The letters and statements referred to above follow:)

U.S. SENATE,
COMMITTEE ON GOVERNMENT OPERATIONS,
Washington, D.C., June 8, 1972.

Hon. BOB PACKWOOD,
New Senate Office Building,
Washington, D.C.

DEAR SENATOR PACKWOOD: As it is impossible for me to be present, I would be grateful if you would include for the hearing record my brief statement in support of S. 3231, your bill that is the subject of a hearing by Rules and Administration on June 20. The statement follows:

Those of us who represent states that are remote from the Capital, and where travel is sometimes difficult, find it a greater problem to get back and forth from our home states or to send staff back and forth than do those who have access to rapid train travel or shuttle aircraft. Therefore, it would seem to me as a matter of equity for Senators from distant areas that this legislation, proposed and sponsored by the Senator from Oregon who knows the problem, should be immediately passed.

Senator Packwood does not propose an increase in amounts authorized for the Senate Contingency Fund. He asks only that we have more latitude in spending them to defray actual travel expenses incurred by Senators or staff, either between Washington and our home states or within our states, as official business requires.

I urge the Committee to approve S. 3231.

Very truly yours,

LEE METCALF.

STATEMENT OF HON. JOHN V. TUNNEY, A U.S. SENATOR FROM THE STATE OF CALIFORNIA

Mr. Chairman, I support S. 3231 as introduced by Senator Bob Packwood and urge your committee to recommend its approval.

Because of the long distance between Washington and California, I have found it necessary to set up three field offices in San Diego, Los Angeles and San Francisco to serve my 21 million constituents who are spread over 43 congressional districts in a state 1,000 miles long. In order for those offices to do an effective job, it is often necessary for my California staff to travel within the State. Under the rules as they presently operate we are not reimbursed for such expenses. The present rules only reimburse for such intrastate expenses when the Senator or his staff travel round trip between Washington and California.

This anomaly will be rectified by Senator Packwood's proposal, and it deserves wholehearted support.

STATEMENT OF HON. CHARLES H. PERCY, A U.S. SENATOR FROM THE STATE OF ILLINOIS

I support S. 3231 as introduced by Senator Packwood. To service the needs of my constituents, I have found it necessary to set up two offices in my home state of Illinois: one in Chicago and one in Springfield. In the course of their Senatorial duties, staff members in those offices are often required to travel around the state to meet with various people. The reimbursement of actual travel expenses for those trips should be a perfectly proper use of a Senator's travel funds.

I endorse S. 3231 and urge its enactment.

U.S. SENATE,
 COMMITTEE ON INTERIOR AND INSULAR AFFAIRS,
 Washington, D.C., June 20, 1972.

HON. B. EVERETT JORDAN,
Chairman, Committee on Rules and Administration,
 Washington, D.C.

DEAR EVERETT: I want to commend the Committee on Rules and Administration for its prompt action in holding hearings on S. 3231, introduced by Senator Packwood to amend the Legislative Branch Appropriation Act to provide for reimbursement for travel expenses of a member of a Senator's staff who is based in the home State.

In order both to keep in touch with the people of our States and to best represent them here in Washington it is essential that those staff members on the "home front" be able to move about the State to make the day-to-day contacts which give substance to the promise to represent the people and give them a hand in the functioning of government. That is the importance of S. 3231. And I want to emphasize that its new reimbursement provisions have particular significance in Alaska, where almost all travel must of necessity be by plane, and where the distances within the State can be as great as those between Florida and California.

I am sure that as the Committee examines this legislation it will agree with me as to its importance in helping us better to represent the citizens of our States, and I urge its timely consideration and early passage.

Sincerely,

MIKE GRAVEL.

U.S. SENATE,
 Washington, D.C., June 20, 1972.

HON. B. EVERETT JORDAN,
Chairman, Senate Committee on Rules and Administration,
 Washington, D.C.

DEAR MR. CHAIRMAN: Let me join with Senator Packwood and others in support of S. 3231, which provides reimbursement to Senate office staff for travel within the home state.

As you know, all of us are being asked to participate in meetings, confer with interested groups, and consult with local and state officials on a wide variety of subjects in our home states. With the present rule limiting travel reimbursement to the furthest point and return, it's necessary many times for staff to absorb personally the expense of point to point transportation. Within state transportation reimbursement would permit us to set up more comprehensive travel plans do a more effective job—without the cost coming out of the pockets of Senate employees.

Your careful consideration of this proposal will be greatly appreciated.

With best wishes.

Sincerely,

PHILIP A. HART.

Senator PACKWOOD. I expect the record would be kept open. Senator Javits and Senator Bennett will have statements. They called me personally and said they wished to submit statements.

Senator COOK. If I gave you 2 weeks, could you do a better job?

Senator PACKWOOD. I could do a better job, but I do not want to keep the record open and at the same time await action on the bill.

Senator COOK. This record will remain open for 2 weeks for those who wish to submit statements.

(The statements of Senator Wallace F. Bennett and Senator Mark O. Hatfield, subsequently received, follow:)

STATEMENT OF HON. WALLACE F. BENNETT, A U.S. SENATOR FROM THE STATE
 OF UTAH

Mr. Chairman, I am pleased to present this statement to your Committee to express my support for S. 3231. As you know, this bill proposes no drastic changes to the present law. It does, however, propose necessary and beneficial changes that would facilitate reimbursement for travel expenses incurred on official business by Senators and their employees that *were not* previously covered.

The main purpose of this bill would be to eliminate the round trip requirement presently necessary for reimbursement. However, the amendment *will not* alter or increase the amount of the fiscal travel allowance for Senators.

The present law allows a Washington-office employee to be reimbursed for travel to the state and within the state. Yet, it does not allow a Senator's employee based in the Senator's home office to travel around the state and receive reimbursement. This seems incongruous. Take, for example, the employees in my three home offices—Salt Lake, Provo, and Ogden. To receive reimbursement for state-level travel by one of my employees, who represents me, I would first have to transport him to Washington; only then could the employee be reimbursed for travel, in an official role, around my home state.

This amendment would permit an employee based in a Senator's home state to receive the same reimbursement for traveling around the state that a Washington-based employee could receive for the same travel.

One of the great benefits of the bill, as I see it, would be to provide better representation of our constituents. If reimbursement for travel throughout the state, on Senate business, were provided, it seems to follow that we could better serve and more fully represent the members of our respective constituencies.

It is for these reasons that I have co-sponsored this bill, and for these reasons, I endorse this legislation and urge that it be promptly enacted.

STATEMENT OF HON. MARK O. HATFIELD, A U.S. SENATOR FROM THE STATE
OF OREGON

Mr. Chairman, I support enactment of S. 3231, a proposal which would broaden certain requirements to allow more equitable reimbursement for expenses incurred by Senate staff members.

As a former Governor, I can speak of the great difference in serving the citizens of my State while in their midst every day, and the contrast in serving them in the Senate, 3,000 miles away. Full and complete communications between constituents and their elected leaders should be encouraged in every way possible.

Existing reimbursement procedures, unfortunately, do not cover completely the expenses incurred by staff members who travel in State on official business. Staff members perform a vital service to us in the Congress. Often, their expertise in certain areas enables them to meet with individuals or groups having certain problems with the Government, or wishing to ascertain certain positions from us. In my State, a staff member might meet with a grange to assist them in presenting problems to Department of Agriculture officials; another might discuss with local bar associations methods to assist clients in coping with bureaucratic redtape; public works specialists help local committees develop proposals—the list goes on and on.

What staff members are able to do in all States when they assist constituents in this manner is to help cut redtape facing everyone dealing with the Government. In addition, better communications is achieved. Eyeball-to-eyeball contact is what should be encouraged. This bill will assist in enabling our staffs to better serve our constituents. I urge its approval by this committee.

Senator PACKWOOD. Mr. Chairman, when I talked to the legislative counsel about drafting this bill I gave him specific instructions, and that was to insure that a bill would be drawn which would permit employees based in our home States to have the same travel allowances as those employees in our Washington office receive when they go to their home States and travel about. I am not going to argue here whether that is an adequate allowance or not, because they do not get allowance for food under any circumstances. This would be a travel allowance.

The bill may be somewhat broader than that. It was not intended to be broader. I am not wed to doing this in the form of a bill necessarily if a simple resolution to the Senate, which would require no House action and no approval by the President, would accomplish this.

What I do want to make sure of is that your employees in Kentucky and mine in Oregon when based in those States and traveling away

from their home duty station be reimbursed to the same extent as those employees traveling from Washington to their respective States.

Senator COOK. You will admit, Senator, there is one way you can do it though. If you have an employee in your home State who you wish to perform a function for you in the State, going from one city to another, he can go to a major city that has air facilities, travel from his home office in the State to that other city to do business, get on an airplane, fly all the way to Washington, have a meeting with you on a subject or subjects which obviously must fit into your responsibilities and your duties, and then send him back to the same airport, have him get in his automobile, drive back to your home office in the State, and he can then be reimbursed for the entire trip.

Senator PACKWOOD. He has made a round trip to Washington, D.C., and he can be reimbursed for his travel.

Senator COOK. And that takes away from your travel allowance that you have for you and your staff to go back and forth in your travel to and from Washington, D.C.

If an employee located in Louisville needed to make a trip to perform a function for me 280 miles away in Ashland, he would drive there, perform his function, get on an airplane at Huntington, W. Va., fly to Washington, fly back to Huntington, get in his car, drive back to Louisville, and then I can reimburse him for his out-of-pocket expenses for the 280-mile trip that took him from Louisville to Ashland; is that not correct?

Senator PACKWOOD. That is absolutely correct.

Senator COOK. That is a strange way to run a railroad.

Senator PACKWOOD. Strange is a mild word.

Senator COOK. Do you have anything else you would like to add?

Senator PACKWOOD. I have no other comments I would like to add.

Senator COOK. Then we will call upon Mr. Brenkworth.

Mr. Brenkworth, you are Comptroller of the U.S. Senate. We have requested you to come and testify on this matter and give us your ideas about it.

I might say I would appreciate it if you would give us an idea whether it might be more logical to do this as a matter of S. 3231, or do it as a matter of a simple resolution submitted by this committee to the Senate.

STATEMENT OF ROBERT A. BRENKWORTH, COMPTROLLER OF THE U.S. SENATE

Mr. BRENKWORTH. I do not think a simple resolution would suffice, Senator. I do not believe a resolution would amend a law, and this is the law.

Senator COOK. Would you read the law into the record?

Mr. BRENKWORTH. This is a citation from Public Law 92-51, Legislative Branch Appropriation Act, 1972.

ADMINISTRATIVE PROVISIONS

(Public Law 92-51, approved July 9, 1971 (85 Stat. 128))

Effective July 1, 1971, the third paragraph under the heading "Administrative Provisions" in the appropriations for the Senate in the Legislative Branch Appropriation Act, 1959, as amended

(2 U.S.C. 43b), is amended by striking out that first portion thereof, down through "fiscal year, and the", and inserting in lieu thereof the following:

"The contingent fund of the Senate is hereby made available for reimbursement of actual transportation expenses incurred by each Senator in traveling on official business, and such expenses incurred by employees in that Senator's office in making round trips on official business, by the nearest usual route, between Washington, District of Columbia, and the home State of the Senator involved, or within that State during such travel. The total amount of such expenses for which each Senator and the employees in his office may be reimbursed in any fiscal year shall not exceed a sum equal to forty times (in the case of a Senator from a State having a population of less than ten million inhabitants), or forty-four times (in the case of a Senator from a State having a population of ten million or more inhabitants), fourteen cents per mile for the number of miles certified by the Senator as the distance between Washington, District of Columbia, and the place of his residence in his home State, if such distance is less than 375 miles; thirteen cents per mile, if such certified distance is 375 miles or more but less than 750 miles; twelve cents per mile, if such certified distance is 750 miles or more but less than 1,000 miles; eleven cents per mile, if such certified distance is 1,000 miles or more but less than 1,750 miles; ten cents per mile, if such certified distance is 1,750 miles or more but less than 2,250 miles; nine cents per mile, if such certified distance is 2,250 miles or more but less than 2,500 miles; eight cents per mile, if such certified distance is 2,500 miles or more but less than 3,000 miles; or seven cents per mile, if such certified distance is 3,000 miles or more. In any fiscal year in which a Senator does not occupy the office of Senator for the entire fiscal year, the total amount of such expenses for which that Senator and the employees in his office may be reimbursed shall not exceed the greater of (1) the amount determined under the preceding sentence times that fraction which has as its numerator the number of months (counting the portion of any month as a month) during that fiscal year the Senator has occupied such office and has as its denominator the number 12, or (2) 50 percent of the amount determined under the preceding sentence. Reimbursement for such expenses by employees of the Senator shall be made only upon vouchers approved by the Senator containing a certification by such Senator that the round trip was performed in line of official duty. No payment shall be made to a newly appointed employee to travel to his place of employment. Reimbursement under this paragraph shall be in addition to reimbursement for official travel which is otherwise authorized pursuant to law.

"The."

In the case of round trips made by employees in a Senator's office, the amendment made by this paragraph shall apply only with respect to such round trips commencing on or after July 1, 1971, except that a round trip commenced but not completed prior to such date and for which reimbursement may not be charged to amounts made available for such round trips for fiscal year 1971 may be charged to amounts made available under such amendment during fiscal year 1972.

Effective July 1, 1971, the second paragraph under the heading "Administrative Provisions" in the appropriations for the Senate in the Legislative Branch Appropriation Act, 1962, as amended (2 U.S.C. 127), is repealed.

* * * * *

Senator COOK. Let me ask you for your interpretation. You read the words "to or from Washington or travel in the States."

Mr. BRENK WORTH. During such travel while the trip is being made either to or from Washington.

Senator COOK. Do you connect the two of those together in the interpretation of that section?

Mr. BRENK WORTH. Yes; that the travel within the State may be reimbursed if it is connected with a trip to or from Washington.

Senator COOK. Is that your interpretation or an interpretation you received?

Mr. BRENK WORTH. That is the law.

Senator COOK. If you read the law again, it says "or travel in the State."

Mr. BRENK WORTH. Or within that State during such travel.

Senator COOK. "To be reimbursed for travel within that State during such travel." During which travel, the travel back and forth to Washington or travel in the State?

Mr. BRENK WORTH. To or from Washington.

Senator COOK. Senator Packwood, I suggest you get a legal opinion on it.

Go ahead, Mr. Brenkworth.

Mr. BRENK WORTH. I am open for questions, Senator.

Senator COOK. Let me ask you as Comptroller do you see any reason as far as the official expense of the Senator's office, this employee should not be reimbursed for actual travel expense that he may incur in that State?

Mr. BRENK WORTH. No, sir. I take no position either for or against it. It is not my place. The policy here should be made by the Members of the Senate, not by officers and employees of the Senate.

Senator COOK. I agree with you, but may I ask in your own mind whether you think that is an official expense of the Senate?

Mr. BRENK WORTH. Yes. Once it is authorized, it would be an official expense of the Senate, but I think it takes official authorization, and it is not authorized currently.

Senator COOK. Thank you. Have you made an analysis regarding S. 3231?

Mr. BRENK WORTH. Yes. I have also with me the travel regulations.

Senator COOK. Without objection, both the analysis and the regulations will be made a part of the record.

(The analysis and regulations follow:)

ANALYSIS OF S. 3231 (2 U.S.C. 43b)

Changes in existing law that would be made by the bill S. 3231 are shown as follows (existing law proposed to be omitted is enclosed in black brackets, new matter is printed in italic, existing law in which no change is proposed is shown in roman):

The contingent fund of the Senate is hereby made available for reimbursement of actual transportation expenses incurred by each Senator [in traveling on official business, and such expenses incurred], and by employees in that Senator's office, in [making round trips] *traveling* on official business (i) by

the nearest usual route between Washington, District of Columbia, and the home State of the Senator involved, or (ii) within that State [during such travel.] by any mode of transportation. The total amount of such expenses for which each Senator and the employees in his office may be reimbursed in any fiscal year shall not exceed a sum equal to forty times (in the case of a Senator from a State having a population of less than ten million inhabitants), or forty-four times (in the case of a Senator from a State having a population of ten million or more inhabitants), fourteen cents per mile for the number of miles certified by the Senator as the distance between Washington, District of Columbia, and the place of his residence in his home State, if such distance is less than 375 miles; thirteen cents per mile, if such certified distance is 375 miles or more but less than 750 miles; twelve cents per mile, if such certified distance is 750 miles or more but less than 1,000 miles; eleven cents per mile, if such certified distance is 1,000 miles or more but less than 1,750 miles; ten cents per mile, if such certified distance is 1,750 miles or more but less than 2,250 miles; nine cents per mile, if such certified distance is 2,250 miles or more but less than 2,500 miles; eight cents per mile, if such certified distance is 2,500 miles or more but less than 3,000 miles; or seven cents per mile, if such certified distance is 3,000 miles or more. In any fiscal year in which a Senator does not occupy the office of Senator for the entire fiscal year, the total amount of such expenses for which that Senator and the employees in his office may be reimbursed shall not exceed the greater of (1) the amount determined under the preceding sentence times that fraction which has as its numerator the number of months (counting the portion of any month as a month) during that fiscal year the Senator has occupied such office and has as its denominator the number 12, or (2) 50 percent of the amount determined under the preceding sentence. Reimbursement for such expenses by employees of the Senator shall be made only upon vouchers approved by the Senator containing a certification by such Senator that the [round trip] travel was performed in line of official duty. No payment shall be made to a newly appointed employee to travel to his place of employment. Reimbursement under this paragraph shall be in addition to reimbursement for official travel which is otherwise authorized pursuant to law.

The proposed amendment makes three changes in the current authorization, as follows:

1. Permits one-way trip reimbursement to staff as well as round trips.
2. Permits reimbursement of transportation expenses incurred in traveling solely within the State in lieu of payment of these expenses only when incurred as part of a trip to or from the State, and
3. Stipulates a reimbursement of actual transportation expenses by "any mode of transportation" while current law provides for a reimbursement of actual transportation expenses (unqualified).

1. One Way Reimbursements

Current law prohibiting payment of transportation expenses of newly appointed employees in traveling to place of employment remains unchanged.

Presently, employees who make a round trip but only incur expenses one-way are reimbursed those expenses as the only reimbursable expense incurred in making the round trip.

The proposed changes would permit reimbursement for travel currently not reimbursable, as follows:

1. A one-way trip due to a change in duty station (Washington, D.C. to State or vice versa) or
2. A one-way trip back to the State at the conclusion of the employees employment in Washington (or vice versa) made in the terminal pay period

A case can be made that one-way transportation expenses are incurred on official business when a permanent change in duty station is involved to employees of record for substantial duration. However, the expense incurred in reporting to a duty station upon acceptance of employment or returning home after such employment are in the nature of a personal expense.

2. Travel Solely Within the State

As drafted, the proposed amendment would include travel within the confines of the duty station in the State as well as from point to point in said State. This would appear to create an inequity since Washington, D.C. employees would not be entitled to similar reimbursement for travel in the Washington, D.C. area. It could also permit the hire of vehicles in the State duty station which is prohibited in Washington, D.C.

3. Any Mode of Transportation

Under current law, transportation expenses are as defined by the Committee on Rules and Administration. (See Attachment). The Committee's authority to determine the types of transportation reimbursable is absolute and final. The addition of another mode of transportation to the reimbursable list requires only the action of the Rules Committee.

However, by stating "any mode of transportation" in the law, the Rules Committee could be forced to accept an item for reimbursement which, in its judgment, should not be considered a properly reimbursable transportation item.

The current definition (See Attachment) is generally inclusive of all known and reasonable transportation modes. The intentment of the proposed change, i.e. what modes not currently covered would be included? therefore, becomes a significant factor.

In combination, "travel within the State" without further qualification, and "by any mode of transportation" could legally be construed to permit the reimbursement of the full cost of leasing automobiles on an annual basis in the home States of any and all Senators.

Also, "any mode of transportation" could cover the full cost of vehicles of a size and class greater than that needed for the transporting of an individual, such as mobile offices and coaches. In these cases, the reimbursement would encompass more than the transportation expenses incurred by a Senator or employee in traveling from place to place since part of the expense incurred would represent charges for purposes other than travel, such as lodging and office space.

Alternative language, which would accomplish the same general purposes, with certain qualifications, as follows, is attached hereto:

A. Transportation expenses as defined by the Committee on Rules and Administration in place of any mode of transportation.

B. Within the State other than transportation expenses incurred by an employee assigned to a Senator's office within that State, while traveling in the general vicinity of such office.

C. No reimbursement shall be made for expenses incurred by a newly appointed employee in traveling to his place of employment, to an employee in traveling from his regular place of employment to his new regular place of employment at the time of his separation,

OR

C. No reimbursement shall be made for expenses incurred by a newly appointed employee in traveling to his place of employment, or to an employee in traveling from his place of employment at the time of his separation.

ADMINISTRATIVE PROVISIONS

The third paragraph under the heading "Administrative Provisions" in the appropriations for the Senate in the Legislative Branch Appropriation Act, 1959, as amended by the Legislative Branch Appropriation Act, 1972 (2 U.S.C. 43b), is amended as follows:

(1) Strike out the first sentence and insert in lieu thereof the following:

"The contingent fund of the Senate is hereby made available for reimbursement of actual transportation expenses (as defined by the Committee on Rules and Administration) incurred by each Senator, and by employees in that Senator's office, in traveling on official business (i) by the nearest usual route, between Washington, District of Columbia, and the home State of the Senator involved, or (ii) within that State (other than transportation expenses incurred by an employee assigned to a Senator's office within that State, while traveling in the general vicinity of such office)."

(2) In the fourth sentence, strike out "the round trip" and insert in lieu thereof "the travel".

(3) Amend the fifth sentence to read as follows: "No reimbursement shall be made for expenses incurred by a newly appointed employee in traveling to his place of employment, to an employee in traveling from his regular place of employment to his new regular place of employment, or to an employee in traveling from his place of employment at the time of his separation."

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- (1) Strike out the first sentence and insert in lieu thereof the following:
 "The contingent fund of the Senate is hereby made available for reimbursement of actual transportation expenses (as defined by the Committee on Rules and Administration) incurred by each Senator, and by employees in that Senator's office, in traveling on official business (i) by the nearest usual route, between Washington, District of Columbia, and the home State of the Senator involved, or (ii) within that State (other than transportation expenses incurred by an employee assigned to a Senator's office within that State, while traveling in the general vicinity of such office)."
- (2) In the fourth sentence, strike out "the round trip" and insert in lieu thereof "the travel".
- (3) Amend the fifth sentence to read as follows: "No reimbursement shall be made for expenses incurred by a newly appointed employee in traveling to his place of employment, or to an employee in traveling from his place of employment at the time of his separation."

 U.S. SENATE TRAVEL REGULATIONS

(In pertinent part)

TRANSPORTATION EXPENSES

Transportation includes all necessary official travel on railroads, airlines, helicopters, steamboats, buses, streetcars, taxicabs, and other usual means of conveyance. Transportation may include fares and such expenses incident to transportation as baggage transfer.

Through fares, special fares, commutation fares, excursion, and reduced-rate round-trip fares should be utilized 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.

In case a person for his own convenience travels by an indirect route or interrupts travel by direct route, the extra expense will be borne by himself. Reimbursement for expenses shall be based only on such charges as would have been incurred by nearest usual route.

Transportation by bus, streetcar, or taxicab between places of business at official station or temporary duty station, and between place of lodging and place of business at a temporary duty station, will be allowed as a transportation expense.

Reimbursement for the usual taxicab fares from common carrier or other terminal to either place of abode or place of business, or from either place of abode or place of business to common carrier or other terminal will be allowed.

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

Baggage in excess of the weight or of size greater than carried free by transportation companies will be classed as excess baggage.

Whenever such mode of transportation is authorized or approved as more advantageous to the Senate there may be paid in lieu of actual expenses of transportation not to exceed 8 cents per mile for use of privately owned motorcycle, or 12 cents per mile for the use of privately owned automobiles or airplanes, when engaged in official business within or outside their designated posts of duty or places of service. It is the responsibility of the Senator to fix such rates, within the maxima, as will most nearly compensate the traveler for necessary expenses. In addition to the mileage allowance there may be allowed reimbursement for the actual cost of automobile parking fees, ferry fares, and bridge, road, and tunnel tolls. When transportation is authorized or approved by privately owned motorcycles or automobiles, distances between points traveled shall be as shown in Standard Highway Mileage Guides or by speedometer readings. Any substantial deviations from distances shown in the Standard Highway Mileage Guides shall be explained.

In lieu of the use of taxicab, payment on a mileage basis at a rate not to exceed 12 cents per mile will be allowed for the round-trip mileage of a privately owned automobile used in connection with an employee going from either his place of abode or place of business to a terminal or from a terminal to either his 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. The fee for parking an automobile at a common carrier terminal, or other parking area, while the traveler is away from his 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.

Mileage for use of privately owned airplanes shall be determined from airways charts issued by the Coast and Geodetic Survey, Department of Commerce, and will be reported on the reimbursement voucher and used in computing payment. If a detour was necessary on account of 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.

The hire of boat, automobile, aircraft, or other conveyance will be allowed if authorized or approved as advantageous to the Senate whenever the employee is engaged on official business outside his designated post of duty. *In no case may automobiles be hired in the metropolitan area of Washington, D.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, etc., the same should be first paid, if practicable, by the person furnishing the accommodation, or his operator, and itemized in the bill. The collision damage insurance offered by auto rental companies to cover the first \$100 of damage by collision to rented automobiles should not be purchased at Government expense. Collision damage to a rented vehicle, for which the traveler is liable while on official business, will be considered an official travel expense.

LEGISLATIVE HISTORY, SENATORIAL TRANSPORTATION REIMBURSEMENTS

Act	Effective date	Employees (2 U.S.C. 127)	Members (2 U.S.C. 43b)
Public Law 84-242, Legislative Appropriation Act, 1956.	July 1, 1955	The contingent fund of the Senate is hereby made available for reimbursement for mileage, at the rate of 10 cents per mile, for 1 round trip in each fiscal year by the nearest route usually traveled between Washington, D.C., and a Senator's residence in his home State, to not to exceed 2 employees in each Senator's office, such reimbursement to be made upon vouchers approved by the Senator and containing a certification by him that such travel was performed in line of official duty.	
Public Law 84-624, Legislative Appropriation Act, 1957.	July 1, 1956	The contingent fund of the Senate is hereafter made available for reimbursement for mileage, at the rate of 10 cents per mile, for 1 round trip in each fiscal year by the nearest route usually traveled between Washington, D.C. and a Senator's residence in his home State, to not to exceed 2 employees in each Senator's office, such reimbursement to be made upon vouchers approved by the Senator and containing a certification by him that such travel was performed in line of official duty.	
Public Law 85-570, Legislative Appropriation Act, 1959.	July 31, 1958	-----	
Public Law 86-176, Legislative Appropriation Act, 1960.	July 1, 1959	-----	
Public Law 86-628, Legislative Appropriation Act, 1961.	July 1, 1960	The 9th paragraph under the heading "Administrative Provisions" in the appropriations for the Senate in the Legislative Branch Appropriation Act, 1957 (2 U.S.C. 127) is amended by striking out "two" where it appears therein and inserting in lieu thereof "four".	
Public Law 87-14, Supplemental Appropriation Act, 1961.	Mar. 31, 1961	The 9th paragraph under the heading "Administrative Provisions" in the appropriations for the Senate in the Legislative Branch Appropriation Act, 1957 (2 U.S.C. 127) is amended to read as follows: "The contingent fund of the Senate is hereafter made available for the payment of mileage to be computed at 10 cents per mile by the nearest usual route, between Washington, District of Columbia, and the residence city of the Senator involved, for not to exceed four round trips originating and terminating in Washington, District of Columbia, made by employees in each Senator's office in any fiscal year, such payment to be made only upon vouchers approved by the Senator containing a certification, by each Senator, that such travel was performed in line of official duty."	

The contingent fund of the Senate is hereafter made available for reimbursement of transportation expenses incurred by Senators in traveling, on official business, by the nearest usual route, from Washington, D.C., to their resident cities in their home States, and return, for not to exceed 2 such round trips in each fiscal year.

The 3d paragraph under the heading "Administrative Provisions" in the appropriations for the Senate in the Legislative Branch Appropriation Act, 1959 (2 U.S.C. 43b), is amended by striking out "from Washington, District of Columbia, to their resident cities in their home States, and return, for not to exceed two such round trips" and inserting in lieu thereof the following: "between Washington, District of Columbia, and any point in their home States, for not to exceed two round trips."

LEGISLATIVE HISTORY, SENATORIAL TRANSPORTATION REIMBURSEMENTS—Continued

Act	Effective date	Employees (2 U.S.C. 127)	Members (2 U.S.C. 43b)
Public Law 87-130, Legislative Appropriation Act, 1962.	July 1, 1961	The contingent fund of the Senate is hereafter made available for the payment of mileage, to be computed at 10 cents per mile by the nearest usual route, between Washington, D.C., and a point in the home State of the Senator involved, for not to exceed 4 round trips originating and terminating in Washington, D.C., made by employees in each Senator's office in any fiscal year, such payment to be made only upon vouchers approved by the Senator containing a certification by such Senator that such travel was performed in line of official duty, but the mileage allowed for any such trip shall not exceed the round trip mileage by the nearest route usual between Washington, D.C., and the residence city of the Senator involved.	
Public Law 89-90, Legislative Appropriation Act, 1966.	July 1, 1965	Effective July 1, 1965, the 2d paragraph under the heading "Administrative Provisions", contained in the Legislative Branch Appropriation Act, 1962 (Public Law 87-130, approved August 10, 1961; 2 U.S.C. 127) is amended by inserting at the end thereof the following: "Two additional mileage payments each fiscal year may be made, under the foregoing, to employees in the offices of Senators from States having a population of ten million or more inhabitants."	
Public Law 89-545, Legislative Appropriation Act, 1967.	July 1, 1966		The 3d paragraph under the heading "Administrative Provisions" in the appropriation for the Senate in the Legislative Branch Appropriation Act, 1959, as amended (2 U.S.C. 43b), is amended by striking out "two" where it first appears therein and inserting in lieu thereof "six".
Public Law 91-145, Legislative Appropriation Act, 1970.	July 1, 1969 ¹ Dec. 12, 1969 ²	The 1st sentence of the 2d paragraph under the heading "Administrative Provisions" in the Legislative Branch Appropriation Act, 1962, as amended (2 U.S.C. 127), is amended to read as follows: "The contingent fund of the Senate is hereafter made available for reimbursement of transportation expenses incurred in traveling by the nearest usual route between Washington, District of Columbia, and any point in the home State of the Senator involved, for not to exceed eight round trips made by employees in each Senator's office in any fiscal year, such payment to be made only upon vouchers approved by the Senator containing a certification by such Senator that such travel was performed in line of official duty." This provision shall take effect with respect to round trips commencing on or after the date of enactment of this act.	The 3d paragraph under the heading "Administrative Provisions" in the appropriation for the Senate in the Legislative Branch Appropriation Act, 1959, as amended (2 U.S.C. 43b), is amended by inserting after the words "six round trips" the following: "(or the equivalent thereof in one-way trips)". Effective July 1, 1969, the 3d paragraph under the heading "Administrative Provisions" in the appropriations for the Senate in the Legislative Branch Appropriation Act, 1959, as amended (2 U.S.C. 43b), is amended by striking out the portion thereof relating to payments from the contingent fund of the Senate and inserting in lieu thereof the following: "The contingent fund of the Senate is hereafter made available for reimbursement of transportation expenses incurred by Senators in traveling on official business, by the nearest usual route, between Washington, District of Columbia, and any point in their home States, for not to exceed twelve round trips (or the equivalent thereof in one-way trips) in each fiscal year."

Effective July 1, 1971, the 3d paragraph under the heading "Administrative Provisions" in the appropriations for the Senate in the Legislative Branch Appropriation Act, 1969, as amended (2 U.S.C. 43b), is amended by striking out that 1st portion thereof, down through "fiscal year, and the", and inserting in lieu thereof the following:

"The contingent fund of the Senate is hereby made available for reimbursement of actual transportation expenses incurred by each Senator, in traveling on official business, and such expenses incurred by employees in that Senator's office in making round trips on official business, by the nearest usual route, between Washington, District of Columbia, and the home State of the Senator involved, or within that State during such travel. The total amount of such expenses for which each Senator and the employees in his office may be reimbursed in any fiscal year shall not exceed a sum equal to forty times (in the case of a Senator from a State having a population of less than ten million inhabitants) or forty-four times (in the case of a Senator from a State having a population of ten million or more inhabitants) fourteen cents per mile for the number of miles certified by the Senator as the distance between Washington, District of Columbia, and the place of his residence in his home State, if such distance is less than 375 miles; thirteen cents per mile, if such certified distance is 375 miles or more but less than 750 miles; twelve cents per mile, if such certified distance is 750 miles or more but less than 1,000 miles; eleven cents per mile, if such certified distance is 1,000 miles or more but less than 1,750 miles; ten cents per mile, if such certified distance is 1,750 miles or more but less than 2,250 miles; nine cents per mile, if such certified distance is 2,250 miles or more but less than 2,500 miles; eight cents per mile, if such certified distance is 2,500 miles or more but less than 3,000 miles; or seven cents per mile, if such certified distance is 3,000 miles or more. In any fiscal year in which a Senator does not occupy the office of Senator for the entire fiscal year, the total amount of such expenses for which that Senator and the employees in his office may be reimbursed shall not exceed the greater of (1) the amount determined under the preceding sentence times that fraction which has as its numerator the number of months counting the portion of any month as a month) during that fiscal year the Senator has occupied such office and has as its denominator the number of months counting the portion of any month as a month) during the preceding sentence. Reimbursement for such expenses by employees of the Senator shall be made only upon vouchers approved by the Senator containing certification by such Senator that the round trip was performed in line of official duty. No payment shall be made to a newly appointed employee to travel to his place of employment. Reimbursement under this paragraph shall be in addition to reimbursement for official travel which is otherwise authorized pursuant to law.

"The

In the case of round trips made by employees in a Senator's office, the amendment made by this paragraph shall apply only with respect to such round trips commencing on or after July 1, 1971, except that a round trip commenced but not completed prior to such date and for which reimbursement may not be charged to amounts made available for such round trips for fiscal year 1971 may be charged to amounts made available under such amendment during fiscal year 1972.

Effective July 1, 1971, the 2d paragraph under the heading "Administrative Provisions" in the appropriations for the Senate in the Legislative Branch Appropriation Act, 1962, as amended (2 U.S.C. 127), is repealed.

1 Member.
2 Employee.

Senator Cook. I appreciate very much your appearance. In view of their relevance to the subject of this hearing, the complete travel regulations issued by the Committee on Rules and Administration will be inserted at the end of this hearing.

This record will stay open for 2 weeks so that further statements can be made. I am sure we will hear from a few other Senators.

(Whereupon, at 10:20 a.m., the hearing was adjourned.)

(The United States Senate Travel Regulations, issued by the Committee on Rules and Administration, as revised November 19, 1969, are as follows:)

UNITED STATES SENATE
TRAVEL REGULATIONS

ISSUED BY THE
COMMITTEE ON RULES AND
ADMINISTRATION
UNITED STATES SENATE



November 19, 1969

U.S. GOVERNMENT PRINTING OFFICE
WASHINGTON : 1969

COMMITTEE ON RULES AND ADMINISTRATION**B; EVERETT JORDAN, North Carolina, *Chairman***

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JOHN SHERMAN COOPER, Kentucky

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Authority of the Committee on Rules and Administration To Issue Senate Travel Regulations

The travel regulations herein have been promulgated by the Committee on Rules and Administration pursuant to the authority vested in it by subsection 1(p)(1)(A) 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

Subsection 1(p)(1)(A)

(p)(1) Committee on Rules and Administration * * * to which committee shall be referred * * * :

(A) Matters relating to the 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

§ 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,
United States Senate, effective November 19, 1969

I. GENERAL REGULATIONS

(A) *Travel Authorization*

Only those individuals having an official connection with the function involved may obligate the funds of said function.

Funds of committees made available by direct appropriation may be obligated by:

1. Members of such committees.
2. Staff of such committees.
3. Employees properly detailed to such committees from other agencies.
4. Employees of Members of such committees when designated as "ex officio employees" by the Chairman of such committee. Approval of the reimbursement voucher will be considered sufficient designation.

Funds of committees authorized by Senate resolutions may be obligated by:

1. Members of the committee involved.
2. Staff of the committee authorized and the pertinent parent committee, if any.
3. Employees properly detailed to such committees from other agencies.

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4. Employees of Members of such committees when designated as "ex officio employees" by the Chairman of such committee. Approval of the reimbursement voucher will be considered sufficient designation.

All travel shall be either authorized or approved by the Chairman of the committee or by an official to whom such authority has been properly delegated. The administrative approval of the voucher will constitute the approvals required. It is expected that ordinarily the authority will be issued prior to the incurrence of the expenses and will specify the travel to be performed as definitely as possible unless circumstances in a particular case prevent such action.

Committees and subcommittees desiring to pay the travel expenses of official reporters having company offices in Washington, D.C., or other locations for traveling to points outside the District of Columbia or outside such other locations for the purpose of taking testimony at hearings must have prior approval of the Committee on Rules and Administration in order that the expenses of these reporters be paid. Approval by this Committee will follow if it can be shown that the hearings to which the reporters are to be dispatched are of such a classified or security nature that their transcription can only be accomplished by reporters who have obtained the necessary clearance from the proper agencies of the Federal Government; or when the highly technical nature of the subjects involved, or extreme difficulty in the procurement of local reporters, or the demands of economy make the use of Washington reporters or traveling reporters in another area highly advantageous to the Senate.

(B) *Funds for Traveling Expenses*

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

UNITED STATES SENATE TRAVEL REGULATIONS 3

expenses that a prudent person would exercise if traveling on personal business.

ADVANCES TO CHAIRMEN OF COMMITTEES AS AUTHORIZED BY
PUBLIC LAW 118, 81ST CONGRESS

Chairmen of Joint Committees operating from the contingent fund of the Senate, and Chairmen of Standing Committees of the Senate, may requisition an advance of the funds authorized for their respective committees or subcommittees.

Upon presentation of the properly signed statutory advance voucher, the Disbursing Office will make the original advance to the Chairman or his representative. This advance may be in the form of a check, made payable to the Chairman, or in cash, receipted for on the voucher by the person receiving the cash. The amount of the advance then becomes the responsibility of the Chairman, in that he must return the amount advanced before or shortly after the expiration of the authority under which these funds were obtained.

The original advance should not be considered an expenditure of the committee. When this amount is advanced to Members and staff of the committee and utilized by them to defray official expenses, vouchers should be drawn in reimbursement of the amounts expended immediately following the transaction involved, which when processed and paid, convert the sums into expenditures. The individual receiving the secondary advance is responsible for the amount advanced to him, in that, upon receipt of the reimbursement check, the amount of the secondary advance should be repaid without delay, thereby replenishing the original advance for further utilization or repayment.

Under no circumstances are advances to be used for the payment of salaries or obligations, other than petty cash transactions, of the committee.

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(C) Reimbursable Expenses

Traveling expenses which will be reimbursed are confined to those expenses essential to the transaction of the official business while away from the official station or post of duty.

The official duty station of all Senate employees shall be considered to be the metropolitan area of Washington, D.C. Chairmen of committees may establish a different duty station for committee employees by written designation of such station to the Committee on Rules and Administration. A copy of such letter should be furnished the Disbursing Office. For this purpose, the official duty station of Senators shall be considered to be their residence cities in their home States during adjournment sine die.

When a departure from official business for personal business is taken while in a travel status the exact hour of departure from and return to official status must be shown on the travel voucher.

(D) Travel Expense Reimbursement Vouchers

All persons authorized to travel on 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 and stated in accordance with these regulations. Vouchers in triplicate should be rendered currently and should be prepared by typewriter with carbon copies with the original voucher only being signed. Every travel voucher must show in the space provided for such information on the voucher form the dates of travel, the points of departure and destination, mode of transportation, and the value of the transportation secured.

Travel vouchers must be supported by receipts, wherever possible, which should be retained by the committee involved

and be made available to the Committee on Rules and Administration, upon request.

When special conveyance or a privately owned conveyance is used, the travel voucher must show the dates and points of travel, and kind of conveyance used. If the distance traveled between any given points is greater than the usual route between these points, as stated in the Standard Highway Mileage Guide, the reason for the greater distance should be shown. When 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.

II. TRANSPORTATION EXPENSES

(A) *Common Carrier Transportation and Accommodations*

Transportation includes all necessary official travel on railroads, airlines, helicopters, steamboats, buses, street-cars, taxicabs, and other usual means of conveyance. Transportation may include fares and such expenses incident to transportation as baggage transfer; official telegraph, telephone, radio, and cable messages in connection with items classed as transportation; steamer chairs, steamer cushions, and steamer rugs at customary rates actually charged; staterooms on steamers.

1. TRAIN ACCOMMODATIONS:

(a) *Sleeping-car accommodations*: One standard lower berth when night travel is involved; except that the lowest first-class available accommodation superior to a lower berth may be allowed. 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. STEAMER ACCOMMODATIONS:

(a) *Staterooms*: First-class accommodation will be allowed when stateroom is included in cost of passage or is a separate charge.

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3. AIRPLANE ACCOMMODATIONS:

(a) *First-class and air-coach accommodations:* One first-class seat will be allowed for air travel.

(b) *Sleeper-plane accommodations:* One standard lower berth on airplanes having sleeping accommodations will be allowed, except that if a lower berth is not available a superior accommodation may be allowed.

(c) *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.

Regardless of the length of a journey and mode of travel, the use of a compartment or such other accommodations as may be authorized or approved by the Chairman of the committee concerned may be allowed.

When a traveler finds he will not use accommodations which have been reserved for him, he 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 committee official. Failure of travelers to take such action may subject them to liability for any resulting losses. "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. Senate travelers exercising proper prudence can make timely cancellations when necessary in order to avoid "no show" assessments.

In the event that a Senate traveler on official committee business is denied passage on a flight for which he 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. Such payments shall be submitted to the clerk of the committee involved for proper disposition when the individual submits his expense account.

Travel by extra-fare planes or trains may be authorized or approved whenever the use of such facilities is determined to be more advantageous to the Senate.

Through fares, special fares, commutation fares, excursion, and reduced-rate round-trip fares should be utilized 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. 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.

All travel must be by a usually traveled route. Travel by other routes may be allowed when the official necessity therefor is satisfactorily established.

In case a person for his own convenience travels by an indirect route or interrupts travel by direct route, the extra expense will be borne by himself. Reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route. Credit cards issued for official committee travel may only be used to procure official transportation.

Transportation by bus, streetcar, or taxicab between places of business at official station or temporary duty station, and between place of lodging and place of business at a temporary duty station, will be allowed as a transportation expense.

Reimbursement for the usual taxicab fares from common carrier or other terminal to either place of abode or place of business, or from either place of abode or place of business to common carrier or other terminal will be allowed.

(B) Baggage

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.

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 allowed when authorized or approved.

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 checking baggage will be allowed. Portorage at transportation terminals will only be allowed for handling Senate property carried by the traveler.

(C) Use of Privately Owned Conveyances

1. Senate officers or 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 in lieu of actual expenses of transportation not to exceed 8 cents per mile for use of privately owned motorcycles, or 12 cents per mile for the use of privately owned automobiles or airplanes, when engaged on official business within or outside their designated posts of duty or places of service. In such cases the mileage rate as authorized or approved may be paid from whatever point the employee or other person rendering service to the Senate begins his journey. It is the responsibility of the committee to fix such rates, within the maxima, as will most nearly compensate the traveler for necessary expenses. In addition to the mileage allowance there may be allowed reimburse-

ment for the actual cost of automobile parking fees, ferry fares, and bridge, road, and tunnel tolls. When transportation is authorized or approved by privately owned motorcycles or automobiles, distances between points traveled shall be as shown in Standard Highway Mileage Guides or by speedometer readings. Any substantial deviations from distances shown in the Standard Highway Mileage Guides shall be explained.

In lieu of the use of taxicab, payment on a mileage basis at a rate not to exceed 12 cents per mile will be allowed for the round-trip mileage of a privately owned automobile used in connection with an employee going from either his place of abode or place of business to a terminal or from a terminal to either his 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. The fee for parking an automobile at a common carrier terminal, or other parking area, while the traveler is away from his 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.

Mileage for use of privately owned airplanes shall be determined from airways charts issued by the Coast and Geodetic Survey, Department of Commerce, and will be reported on the reimbursement voucher and used in computing payment. If a detour was necessary on account of 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.

2. 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 mile-

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age otherwise payable to the employee entitled thereto by reason of the fact that other passengers (whether or not Senate employees) may travel with him and contribute in defraying the operating expenses. The names of Senate employees accompanying the traveler must be stated on the travel voucher.

(D) Special Conveyance

The hire of boat, automobile, aircraft, or other conveyance will be allowed if authorized or approved as advantageous to the Senate whenever the employee is engaged on official business outside his designated post of duty. In no case may automobiles be hired in the metropolitan area of Washington, D.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, etc., the same should be first paid, if practicable, by the person furnishing the accommodation, or his operator, and itemized in the bill. The collision damage insurance offered by auto rental companies to cover the first \$100 of damage by collision to rented automobiles should not be purchased at Government expense. Collision damage to a rented vehicle, for which the traveler is liable while on official business, will be considered an official travel expense.

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 General Services Administration can provide vehicles, when available, from its Motor Pool System or under contracts which the General Services Administration has entered into with commercial firms at special low rates for the use of Federal Government travelers in most of the major cities throughout the United States.

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It is expected that Senate employees, when official travel necessitates the use of a rental automobile, will whenever practical first endeavor to obtain such vehicle through the appropriate GSA Pool or under the appropriate GSA commercial rental arrangements. Only when an automobile is not available through one or the other of the GSA sources should resort be had to regular commercial car rental facilities.

Where two or more persons travel together by means of such special conveyance, that fact, together with the names of those accompanying him, must be stated by each traveler on his travel voucher.

III. SUBSISTENCE EXPENSES

(A) *Legislative Authority (2 U.S.C. 68b)*

"No part of the foregoing appropriations made under the heading 'Contingent Expenses of the Senate' may be expended for per diem and subsistence expenses (as defined in the Travel Expense Act of 1949, as amended), at rates in excess of \$25 per day; 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 \$40 per day in case of travel within the continental limits of the United States."

(B) *Actual Expense Basis*

The following regulations will apply for reimbursement on an actual expense basis, not to exceed \$40 per day, in the case of official travel within the continental limits of the United States:

(a) Such travel shall be on an actual subsistence expense basis for those travel assignments wherein necessary subsistence costs are unusually high, or wherein hotel accommodations, which constitute the major part of any necessary subsistence expense, would absorb all the statutory maximum per diem allowance.

(b) When reimbursement is desired for subsistence expenses on an actual cost basis of not to exceed \$40 per day, committee Chairmen shall request approval of same by letter to the Chairman of the Committee on Rules and Administration. Advance approval shall be obtained.

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(c) The Committee on Rules and Administration will not be prepared to extend prior authorizations for reimbursement on an actual expense basis not to exceed \$40 per day unless a Senator, a committee staff member, or an authorized Senate employee is proceeding on official business to some point in the United States at which he will be liable for increased hotel and other necessary costs as the consequence of his official presence there. Similarly, the committee will not authorize reimbursement at such rate for investigators and other committee staff employees making field or other inquiries within the continental United States, except under extraordinary circumstances.

(d) Where a subcommittee or a committee proposes hearings outside the District of Columbia, and said hearings will encompass hotel occupancy and travel at various locations, the Committee on Rules and Administration, upon advance application, will be inclined to favor a daily actual expense rate higher than \$25 for Senators and committee staff while on such duty. In these circumstances, however, one staff member of the investigating group should be responsible for the listing of all reimbursable expenses and provision of the necessary receipts, if practical.

(e) Actual and necessary subsistence expenses incurred by an investigating committee or subcommittee, or by an authorized person on travel assignment at a rate higher than the statutory \$25 per diem must be itemized in detail in order to permit a review of those amounts expended daily for lodging, meals, and all other items of expense. Any subsistence items in excess of \$3 must be listed separately. *Receipts or paid bills will be required for all lodging*, and where practicable, for all other subsistence expenses (other than meals) which are in excess of \$3. The Disbursing Office is not authorized to pay hotel bills or other subsistence costs directly.

(f) In no event will committee members, committee staff, or an authorized traveler be reimbursed for more than his actual and necessary subsistence expenses. Vouchers offered, therefore, for a flat reimbursement at the maximum \$40 daily rate will not be approved.

(g) The Disbursing Office of the Senate will arrange for appropriate review of vouchers submitted for actual expenses incurred pursuant to approved requests for reimbursement on an actual expense basis not to exceed \$40 per day.

(C) *Per Diem in Lieu of Subsistence*

1. ALLOWANCE

(a) The per diem in lieu of subsistence expenses includes all charges for meals, lodging, personal use of room during daytime, baths, all fees and tips to waiters, porters, baggage-men, bell boys, hotel maids, dining room stewards and others on vessels, hotel servants in foreign countries, telegrams and telephone calls reserving hotel accommodations, laundry, cleaning and pressing of clothing, fans and fires in rooms. The term "lodging" does not include accommodations on airplanes, trains, or steamers, and these expenses are not subsistence expenses.

(b) Per diem in lieu of subsistence will not be allowed an employee either at his permanent duty station or at his place of abode from which he commutes daily to his official station.

(c) 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 change in official station or a reduction in the per diem allowance.

(d) At the discretion of the committee chairman a traveler may be required to return to his official station for nonwork days. In cases of voluntary return of a traveler for nonwork days to his official station, or his place of abode from which he commutes daily to his official station, the maxi-

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imum reimbursement allowable for the round trip transportation and per diem en route shall be the subsistence expense which would have been allowable had the traveler remained at his temporary duty station.

(e) Where for a traveler's personal convenience there is an interruption of travel or deviation from the direct route, the per diem in lieu of subsistence 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.

2. RATES

The per diem allowances provided in these regulations represent the maximum allowance, not the minimum. It is the responsibility of each committee to see that travelers are authorized only such per diem allowances as are justified by the circumstances affecting the travel. To this end, care should be exercised to prevent the fixing of a per diem allowance in excess of that required to meet the necessary authorized expenses.

(a) For normal and routine travel, the authorized rate for per diem in lieu of subsistence expenses is now set at a maximum of \$25 per day.

(b) Per diem rates for travel beyond the limits of the continental United States shall be in accordance with those prescribed generally in the standardized government travel regulations. However, in the instances wherein the per diem rate prescribed is less than \$25 per day, reimbursement to Senate employees may be made at the \$25 per day maximum rate which is applicable to such employees while on authorized travel within the United States. These rates are on file in the Disbursing Office of the Senate.

(c) When travel begins or ends at a point in the continental United States and is performed to or from any point

outside the continental United States, the maximum per diem in lieu of subsistence rate allowable for such travel shall be \$25. 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.

(d) In traveling between localities outside the 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 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.

(e) For travel to or from a locality where per diem in lieu of subsistence expenses are incurred to or from a locality where counterpart funds are utilized, the per diem rate of the subsistence locality shall be allowed from time of departure from the counterpart locality or to time of arrival at the counterpart locality, as the case may be.

(f) The per diem in lieu of subsistence rate allowed for travel performed between counterpart localities shall not exceed \$25 a day, computed on a calendar quarter day basis.

(g) Ship travel time shall be allowed at not to exceed \$25 a day.

(h) 1. Where meals and/or lodging are furnished without charges or at a nominal cost by a Federal Government agency at a temporary duty station, an appropriate deduction shall be made from the authorized per diem rate.

2. Per diem in lieu of subsistence will be allowed through the end of the quarter day in which the traveler departs on personal business and will be re-commenced at the beginning of the quarter day in which he returns to official business.

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3. COMPUTATIONS

(a) *More than 24 hours*

Calendar day—Midnight to midnight	= 1 day
Each 6-hour period of calendar day or fraction thereof	= $\frac{1}{4}$ day
Mid. to 6 a.m., or fraction	= $\frac{1}{4}$ day
6 a.m. to noon, or fraction	= $\frac{1}{4}$ day
Noon to 6 p.m., or fraction	= $\frac{1}{4}$ day
6 p.m. to mid. or fraction	= $\frac{1}{4}$ day

If rates change during day, rate in effect at beginning of quarter day in which change occurs continues to end of quarter.

(b) *24 hours or less*

Computed on elapsed time—quarter day for each 6-hour period or fraction thereof, except

No per diem for travel of 10 hours or less, except travel periods of 6 hours or more beginning before 6 a.m. or ending after 8 p.m.

(c) In computing per diem in cases where the traveler crosses the international dateline (one hundred and eightieth meridian), actual elapsed time shall be used rather than calendar days.

(d) The date and hour of departure from, and arrival at, the official station or other place where official travel begins and ends, must be shown on the travel voucher when such arrival or departure affects the per diem allowance or other travel expenses. Other points visited should be shown on the voucher but time of arrival and departure at these points need not be shown.

The time of departure from, or arrival at, a place shall be regarded as the hour at which the train, airplane, boat, or other conveyance used by the employee is scheduled to leave from, or actually arrives at, its terminal. When an em-

ployee drives a privately owned conveyance to or from the duty station the time of departure from, and return to, his official station or other place at which official travel begins or ends shall be regarded as the hour the employee actually leaves, or returns to, his office, place of abode, or other place at which the official travel begins or ends.

IV. OTHER ALLOWABLE EXPENSES

(A) *Communications*

Telephone calls, telegrams, cablegrams, and radiograms containing any matter of a purely personal nature, must not be sent at Senate expense. The mere fact that the senders in the communications to which there were responses were addressed by their official titles does not transform communications on strictly private business into official communications.

1. Teletype, telegraph, cable, and radio service may be used on official business when such expeditious means of communication is essential. Government-owned facilities should be used, if practicable. If not available, the cheapest practicable class of commercial service should be used.

2. Charges for local telephone calls on official business will be allowed.

3. Charges for long-distance telephone calls on official business will be allowed.

(B) *Conference Room Rental*

When necessary to engage a room at a hotel or other place in order to transact official business, a separate charge therefor will be allowed when authorized or approved.

(C) *Stenographic Services, etc.*

Charges for necessary stenographic or typewriting services or rental of business machines in connection with the preparation of reports or correspondence, services of guides, interpreters, and storage of property used on official business outside Washington, D.C., will be allowed when authorized or approved.

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(D) *Shipping Charges*

Shipments by express or freight of Senate property not classed as baggage and not admissible to the mails are allowable.

(E) *Foreign Travel Expenses*

The following items may be authorized or approved when related to travel outside the limits of the continental United States:

1. Commissions for conversion of currency in foreign countries.
2. Costs of Travelers Checks purchased in connection with travel outside the limits of the continental United States.
3. Fees in connection with the issuance of passports, visa fees, costs of photographs for passports and visas, costs of certificates of birth, health, and identity and of affidavits, and charges for inoculation which cannot be obtained through a Federal dispensary.





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