

COMMITTEE ON HOUSE ADMINISTRATION

118th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 118-15

Resolution to Amend the *Members' Congressional Handbook*

Whereas, in the 117th Congress, the Committee on House Administration adopted Committee Resolution 117-25 based upon a poll of the Committee Members conducted December 23, 2022, through December 27, 2022, a majority of the Committee approving adoption of the resolution.

Whereas, Committee Resolution 117-25 amended the Members' Congressional Handbook to provide for reimbursement for ordinary and necessary expenses associated with official travel between a Member's duty station and Washington D.C., as well as while on official business in Washington, D.C., subject to certain limitations.

Whereas, the Committee on House Administration adopted Committee Resolution 117-25 but did not issue implementing guidance.

Whereas, the Chief Administrative Officer (CAO) of the U.S. House of Representatives, the official tasked with administering expense reimbursements, has proposed and requested an expense and vouchering reimbursement process that does not require the submission of receipts in order to reduce the significant administrative burden on the CAO, the Office of Financial Counseling, and congressional staff, and to minimize any potential security risks and/or the possible jeopardization of personally identifiable information (PII) of Members posed by a receipts requirement.

Whereas, the General Services Administration's (GSA) daily rates for Meals & Incidental Expenses (M&IE) and lodging are derived from calculations designed to reflect the costs associated with meals, incidentals and lodging expenses incurred while traveling to and conducting official business in the Washington, D.C., area.

Whereas, the Committee on House Administration deems it necessary to clarify Committee Resolution 117-25, ease the administrative burdens associated with it, and implement regulations to that effect.

Whereas, a Member's primary duty station is his or her Congressional District, while an employee's primary duty station is either the Member's district or Washington, D.C.

Be it resolved, that the Committee on House Administration adopt the following under the authority of and pursuant to 2 U.S.C. § 4314, 2 U.S.C. § 5341(d), and clauses 1(k)(1), (6), and (9) of rule X of the Rules of the House of Representatives to amend the relevant portions of the prior regulations known collectively as the Members' Congressional Handbook and for other purposes.

SECTION 1. TRAVEL

- a.) In the *Members' Congressional Handbook*, within the section *Travel*, strike the fourth paragraph, and insert the following new paragraph:

“Ordinary and necessary expenses incurred by Members during official travel between their primary residence and Washington, D.C., as well as on official business in the Washington, D.C., area are reimbursable. These expenses include meals, incidentals, and lodging. Lodging reimbursements may include costs associated with hotels, rentals, or other housing expenses. Members may be reimbursed for official and necessary travel expenses incurred for meals, incidentals, and lodging on days the House is in session or when attending an official committee business meeting or hearing but not to exceed the daily rate for meals, incidentals and lodging as determined by the General Services Administration for the Washington, D.C., area. Members seeking reimbursement shall submit a monthly expense voucher, and reimbursement shall not exceed expenses incurred. In lieu of receipts, Members shall certify that they have incurred the eligible expenses (for which reimbursement has not otherwise been received) for which they seek reimbursement. Members whose primary residence is within 50 miles of the Capitol may not be reimbursed for lodging expenses except in extraordinary circumstances. Expense reimbursements are subject to existing state and federal tax law.”

- b.) In the *Members' Congressional Handbook*, in the second subsection *General* within the section *Travel*, strike the second paragraph and replace with:

“A Member’s primary duty station is their district. An employee’s primary duty station is either the employing Member’s District or Washington, D.C.”

SECTION 2. COMMITTEE AUTHORITY TO DETERMINE MEMBER REIMBURSEMENT

- a.) The regulations contained herein relate only to reimbursement of the ordinary and necessary travel related expenses incurred by Members while on official travel to and conducting official business in the Washington, D.C., area pursuant to 2 U.S.C. § 5341(d).

SECTION 3. EFFECTIVE DATE

- a.) These regulations are effective as of January 3, 2023. Reimbursement under these regulations is available for expenses incurred since the beginning of the 118th Congress unless reimbursement has already been made for such expenses.

BRYAN STEIL, WISCONSIN
CHAIRMAN

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One Hundred Eighteenth
Congress of the United States
House of Representatives

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Notification of Committee Poll No. 1 Results

TO: Members of the Committee on House Administration
FROM: Bryan Steil, Chairman
DATE: April 3, 2023
RE: Committee Approval of Committee Resolution 118-15

Thank you for your timely response to the Committee on House Administration poll of Friday, March 31, 2023. The Committee has approved the following matter:

Approving the adoption of Committee Resolution 118-15, to amend the *Members' Congressional Handbook*.

Approve: Steil, Morelle, Loudermilk, Sewell, Griffith, Kilmer, Murphy, Torres, Carey, Bice, D'Esposito, Lee

Disapprove:

Approval of the adoption of Committee Resolution 118-15 was based upon a poll of the Committee members conducted March 31, 2023, with a majority of the Committee approving the adoption of the resolution.