

COMMITTEE ON HOUSE ADMINISTRATION
119th CONGRESS
COMMITTEE RESOLUTION 119-25

Resolution to Amend the *Committees' Congressional Handbook*

Be it resolved, pursuant to clauses 1(k)(1), (6), and (9) of rule X of the Rules of the House of Representatives that the Committee on House Administration adopt the following regulations amending and superseding the relevant portions of the prior regulations known collectively as the *Committees' Congressional Handbook*.

SECTION I. INTRODUCTION

- A. Under section titled “General,” strike item 10 and insert the following:

“10. Pursuant to 18 U.S.C. § 1913, unless expressly authorized by Congress, Committee funds may not be used to directly or indirectly fund grassroots lobbying activities designed to influence policy or officials. Contact the Communications Standards Commission for more information.”

- B. Under subsection “Monthly Reports,” bullet point b, insert the following at the end of the first sentence:

“for the current session and, if applicable, the prior session.”

SECTION II. COMMITTEE STAFF

- A. Under subsection “Shared Employees” strike the last sentence of the second paragraph and insert the following:

“If a shared employee’s primary duty station is not in Washington, D.C., then all employing authorities must agree in writing to the designation of the shared employee’s primary duty station to ensure they are aware of the potential cost to their official funds to cover travel expenses.”

- B. Strike subsections “Fellows,” “Unpaid Interns” and “Volunteers” and insert the following:

“STAFF NOT EMPLOYED BY THE HOUSE

Pursuant to House Rule XXIV, there is a prohibition on unofficial office accounts including “in-kind contribution of good or services for official purposes.” The Committee on Ethics recognizes exceptions to this general prohibition including allowing offices, on a temporary basis, to accept the in-kind services of fellows and unpaid interns.

Fellows

Per the House Ethics Manual “Fellows” perform services in a House office on a temporary basis as part of an established mid-career education program while continuing to receive the usual compensation from his or her sponsoring employer.

Offices are strongly encouraged to enter into a written agreement stipulating the terms of the fellow's service.

Fellows do not count against a Committee's staff ceiling and are ineligible for benefits.

Fellows may use existing resources (i.e., computer equipment, supplies, etc.) but cannot be reimbursed from committee funds for any expenses incurred, including travel expenses. If a fellow incurs an expense as a result of work performed for the Committee, the fellow may either be reimbursed by the fellow's sponsoring entity, or the Chair may use personal funds as authorized under House Rules.

The use of fellows is subject to regulations established by the Committee on Ethics. Contact the Committee on Ethics at x57103 for more information.

Unpaid Interns

Per the House Ethics Manual, "unpaid interns" perform services in a House office on a temporary basis as part of an educational plan. Each Committee Chair is responsible for determining the activities of unpaid interns consistent with these requirements.

Unpaid interns do not count against a Committee's employee ceiling and are ineligible for benefits.

Unpaid interns may use existing resources (i.e., computer equipment, supplies, etc.) but cannot be reimbursed from committee funds for any expenses incurred, including travel expenses.

The use of unpaid interns is subject to House Ethics Manual regulations promulgated by the Committee on Ethics. Contact the Committee on Ethics at x57103 for more information."

- C. Under section "Pay" in the fourth paragraph strike "Student Loan Repayment" and replace with "Retention through Educational Advancement."

SECTION III. GENERAL OFFICE EXPENSES

- A. Under section "Equipment" strike third paragraph and insert the following:

"Equipment for telework purposes should only be issued to paid employees or vendors who require remote access to the House network to perform their services."

Second sentence of the fifth paragraph strike "lost, stolen" and replace with "missing."

- B. Under section "Food and Beverage Expenses" strike the second paragraph and replace with the following:

"Food and beverage expenses incidental to an official and representational meeting hosted by the Committee office that includes one or more person(s) who are not a Member or employee of the House are reimbursable."

- C. Strike subsection “Official Presentation of Items to Foreign Dignitaries” and replace with the following:

“OFFICIAL PRESENTATION OF ITEMS TO FOREIGN DIGNITARIES

Ordinary and necessary expenses related to the purchase of items of nominal value for official presentation by a Member or employee of the Committee at the direction of the Chairman, when on official travel for the House, paid for with appropriated funds, outside the United States, its territories and possessions; or in connection with visits to the United States by foreign heads of State and other foreign officials are reimbursable. Committee funds cannot be used to purchase items for foreign travel paid for by a foreign government or privately sponsored travel.

To purchase items from the House Gift Shop, select the item(s) and notify the sales clerk that it is for official presentation to a foreign dignitary. Receipts for such items should be vouchered and must be supported by a listing of the name, title or position, and country represented of all individuals to whom an official presentation was made.”

- D. Under subsection “Vendors” insert after the first paragraph, the following new paragraph:

“Committees may not contract with an individual or firm substantially owned or controlled by an individual who works for the House, in a paid or unpaid capacity, for the acquisition of goods or services.”

SECTION IV: TRAVEL

- A. Under subsection “Modes of Transportation,” heading “Private of Corporate Aircraft” strike the first paragraph under and replace with the following:

“Committee Members may use their own privately owned aircraft for official business and may be reimbursed on a per mile basis and not for fuel purchased or any other expense. The rate per mile is set annually by the [General Services Administration](#).”

- B. Under subsection “Modes of Transportation” strike the first two paragraphs under heading “Privately-Owned or Privately-Leased Vehicles” and replace with the following:

“A Member or employee who uses his or her privately owned or privately leased vehicle while on official committee business may be reimbursed on a per mile basis and not for fuel purchased or any other expense. The rate per mile is set annually by the [General Services Administration](#).”

Mileage reimbursement may not be made for a vehicle that is owned or leased by the principal campaign of a Member, a political-action committee, a political party or anyone other than a Member or employee.”