

# COMMITTEE ON HOUSE ADMINISTRATION

116<sup>th</sup> CONGRESS

## A RESOLUTION

COMMITTEE RESOLUTION 116-13

**Resolution to Amend the *Members' Congressional Handbook*  
and the *Committees' Congressional Handbook***

*Be it resolved*, that the Committee adopt the following regulations amending and superseding the relevant portions of the prior regulations known collectively as the *Members' Congressional Handbook* and the *Committees' Congressional Handbook*, respectively:

In the *Members' Congressional Handbook*, the Advance Payments subsection within the Vouchers and Payments section is amended to read as follows:

“Advance Payments

There are instances in which advance payments may be required and may be paid from the MRA. All advance payments must meet all of the following four criteria:

1. The vendor provides these billing options to other customers (documentation required).
2. The amount to be paid must be fixed at the time of purchase (e.g., variable cost contracts or services are ineligible).
3. All transactions for advance payments for the next legislative session must be submitted for payment before the beginning of that legislative session.
4. The vendor may not bundle items that are eligible for advance payment with items that are not eligible.

Unless specifically authorized by the Committee, only the following advance payments are reimbursable:

1. Public information booth rental, facility rentals, and related costs, excluding deposits
2. Educational expenses

3. Authorized insurance premiums
4. Subscriptions for print and electronic publications (including clipping and media monitoring services of such publications)
5. Telecommunications devices or services
6. Post-office box rentals
7. Original Equipment Manufacturers' warranties
8. Long-term automobile leases up to the end of a Member's term, when a savings to the House may be achieved as a result of the advance payment (including GPS and satellite radio services)
9. Web and information technology services (including software license and maintenance fees). Advance payments are not allowable for custom services to be performed, such as, but not limited to, designing or building websites.
10. District office security enhancements, including equipment, installation, labor, monitoring, and maintenance costs. Please see the Security section for more information.
11. Correspondence Record Management systems
12. Cable television services, including digital video recording services
13. Water/coffee services
14. District office recycling and trash fees, janitorial services
15. District office rent
16. District office parking
17. Airport parking
18. Constituent databases

Any Member who is sworn into Congress midterm is the assignee of all advance payments of his or her predecessor.”

In the *Committees' Congressional Handbook*, the Advance Payments subsection within the Disbursements section is amended to read as follows:

“Advance Payments

There are instances in which advance payments may be required and may be paid. All advance payments must meet all of the following four criteria:

1. The vendor provides these billing options to other customers (documentation required).
2. The amount to be paid must be fixed at the time of purchase (i.e., variable cost contracts or services are ineligible).
3. All transactions for advance payments for the next legislative year must be submitted for payment before the beginning of that legislative year.
4. The vendor may not bundle items that are eligible for advance payment with items that are not eligible.

Unless specifically authorized by the Committee, only the following advance payments are reimbursable and only to the extent they last the current term of Congress (except where noted):

1. Public information booth rental, facility rentals, and related costs, excluding deposits.
2. Educational expenses.
3. Authorized insurance premiums.
4. Subscriptions for print and electronic publications (including clipping and media monitoring services of such publications).
5. Telecommunication devices or services.
6. Original Equipment Manufacturers' Warranties.
7. Web and information technology services (including software license and maintenance fees). Advance payments are not allowable for custom services to be performed such as but not limited to designing or building websites.
8. Correspondence Record Management systems.

9. Water/ coffee services.”