

voucher submitted for such expenses is accompanied by documentation, and the voucher is certified by the properly designated staff member and approved by the Chairman or elected Senate Officer. The designation of such staff members for certification shall be done by means of a letter to the Chairman of the Committee on Rules and Administration. "Official expenses," for the purposes of these regulations, means ordinary and necessary business expenses in support of a committee's or administrative office's official duties.

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

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

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

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

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

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

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

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

Section 7. Cash advances from the Disbursing Office are to be used for travel and petty cash expenses only. No more than \$5000 may be outstanding at one time for Senate committees or administrative offices, unless otherwise authorized by law or resolution, and no more than \$300 of that amount may be used for a petty cash fund. The individual receiving the cash advance will be personally liable. The Committee on Rules and Administration may, in special instances, increase these non-statutory limits upon written request by the Chairman of that committee and proper justification.

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

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

Each sheet must be signed by the Senate employee receiving cash and an authorizing official (i.e., someone other than the employee(s) authorized to certify vouchers). Original receipts or facsimiles must accompany the

itemization sheet for petty cash expenses over \$50.

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

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

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

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

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

APPENDIX A: THE FEDERAL TORT CLAIMS ACT

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

Payments of awards, compromises, or settlements in excess of \$2,500 are obtained by the agency by referring the award, compromise, or settlement to the General Accounting Office for payment.

Appropriations or funds for the payment of judgments and compromises are made available for payment of awards, compromises, and settlements under the Federal Tort Claims Act.

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

VOTE EXPLANATION

Mr. WARNER. Mr. President, I rise today to discuss my absence today during rollcall vote No. 274. The vote was in reference to Executive Calendar No. 907, the nomination of Andrew von Eschenbach of Texas to be Commissioner of the Food and Drug Administration. I had to be necessarily absent from this vote so that I could attend and speak at an international conference in England sponsored by the Ditchley Foundation to discuss the steps required to eradicate worldwide terrorism.

COMMEMORATING THE 65TH ANNIVERSARY OF PEARL HARBOR

Mr. KOHL. Mr. President, today I rise to commemorate the 65th anniversary of the bombing of the Pearl Harbor naval base, a dark day in our country's rich history, brightened only by the courage and resolve of Americans soundly united to fight tyranny and bring order to chaos.

We honor the memory of the service men and women and civilians who fell defending our shores that day, and pay tribute to the thousands who would survive to rebuild, rearm, and lead our war effort abroad. Millions of Americans, young and old, would join these brave men and women in factories, mills, in tanks and in trenches fighting under one flag for a common goal.

President Roosevelt's day of infamy has lived on in the minds of those who bore witness to that day and in the hearts of the generations who have followed. Every soldier, sailor, airman, and marine, fighting with our flag on their shoulder, has been passed the strength and courage of the service men and women that came before them. Every generation's sacrifice is selfless and precious.

On this anniversary, let us remember properly those who have served our country in times of conflict and peace and those serving our country today.

UNITED STATES CAPITOL HISTORICAL SOCIETY'S 2006 FREEDOM AWARD

Mr. WARNER. Mr. President, I seek recognition today to congratulate national political correspondent and syndicated columnist David S. Broder on being awarded the U.S. Capitol Historical Society's 2006 Freedom Award.

This award, presented annually by the Capitol Historical Society since 1993, recognizes and honors individuals and organizations that have advanced greater public understanding and appreciation for freedom as represented by the U.S. Capitol and Congress.

Following the presentation of the award to Mr. Broder, retiring Architect of the Capitol Alan M. Hantman's official portrait was also unveiled. Both of these men made brief statements. I ask unanimous consent to print in the RECORD the following thoughtful remarks.

There being no objection, the material was ordered to be printed in the RECORD, as follows:

DAVID S. BRODER, 2006 UNITED STATES CAPITOL HISTORICAL SOCIETY FREEDOM AWARD RECIPIENT, NOVEMBER 29, 2006

It is an honor to stand in this room, where so much history has been made. I appreciate the United States Capitol Historical Society for inviting Ann and me for this ceremony, and thank you for the privilege of being your speaker. I have been coming up here for more than 50 years now, since I was hired as a reporter by Congressional Quarterly, and every time I come up Pennsylvania Avenue and see that magnificent dome, my heart beats a little faster.

This building is majestic—far more so than the White House at the other end of the avenue. But even more impressive over the