The Honorable
United States Senator,
Washington, D. C.

SUBJECT: Official Long-Distance Telephone Calls

A--To and From Washington, D. C.

Dear Senator

Your attention is invited to the provision of law relating to "strictly official long-distance telephone calls", which is as follows:

"There shall be paid from the contingent fund of the Senate, in accordance with rules and regulations prescribed by the Committee to Audit and Control the Contingent Expenses of the Senate, toll charges on not to exceed fifty strictly official long-distance telephone calls, aggregating per month for each Senator not more than two hundred and fifty minutes, to and from Washington, District of Columbia."

The Committee on Rules and Administration has succeeded to the functions, powers, and duties of the former Committee to Audit and Control the Contingent Expenses of the Senate and the Committee herewith invites your attention to the following rules and regulations prescribed by the former Committee which rules and regulations continue in effect.

1. All official long-distance telephone calls originating at Washington, D. C., must be placed through the long-distance telephone operator of the Capitol switchboard, including those made from your residence or from any other place in Washington, D. C.

2. All official long-distance telephone calls originating outside of Washington, D. C., can be paid for by the Senate only if the said calls are collect or reverse charge calls terminating at Washington, D. C., and the operator is informed that the call is to be charged to NAtional 3120, the Capitol Telephone Exchange.
3. When your long-distance telephone call is placed with the Capitol operator it must be designated as "official" or "personal," in order that the call may be billed to the correct account. On collect or reverse charge calls terminating at Washington, D. C., the Capitol telephone operator, NAtional 3120, must be informed as to whether they are "official" or "personal," in order that the call may be properly billed.

4. Under the law the Senate can pay only the initial 5-minute toll charge on each of the 50 official long-distance telephone calls per calendar month. However, you may place fewer long-distance telephone calls than 50 per calendar month and the Senate will pay the full toll charges thereon, provided that they do not exceed the aggregate time of 250 minutes of toll charges per calendar month. The toll charges on calls in excess of 50, or in excess of 250 minutes, including the Federal tax for such amount, on official long-distance telephone calls will be billed by the Chesapeake & Potomac Telephone Co. to your personal account.

5. Where a Senator exceeds the limitation of 50 official long-distance telephone calls per month your Committee has instructed the Chesapeake & Potomac Telephone Co. to bill to the Senate for payment official long-distance telephone calls made during the month which have the largest toll charges, said calls not to exceed 250 minutes. Where less than 50 calls are made but they exceed the limitation of 250 minutes the telephone company will bill to the Senate for payment those calls which have the largest toll charges.

6. Official long-distance telephone calls cannot be accumulated from month to month and they are limited to the continental United States.

B--Originating and Terminating Outside of Washington, D. C.

Your attention is also invited to another provision of law relating to "strictly official long-distance telephone calls," as follows:

"There shall be paid from the contingent fund of the Senate, in accordance with rules and regulations prescribed by the Committee to Audit and Control the Contingent Expenses of the Senate, toll charges on strictly official long-distance telephone calls originating and terminating outside of Washington, District of Columbia, not to exceed $450 per year for each Senator, payable semiannually."

The Committee on Rules and Administration herewith invites your attention to the following rules and regulations prescribed by the former Committee to Audit and Control the Contingent Expenses of the Senate which rules and regulations continue in effect.
1. On or after January 1st, and on or after July 1st of each year a Senator must submit to the Sergeant at Arms of the Senate the following certification before reimbursement can be made:

   I hereby certify that I am entitled to be reimbursed in the amount of $_______ for toll charges on strictly official long-distance telephone calls made in accordance with the provisions of existing law.

       United States Senator

2. Upon the receipt of said statement the Sergeant at Arms of the Senate is authorized to prepare a voucher for reimbursement in an amount not to exceed $225 semiannually or $450 per fiscal year for each Senator.

3. Reimbursement shall be made only for long-distance telephone calls originating and terminating outside of Washington, D.C., and a Senator shall not be entitled to receive the difference between the actual cost incurred by him and the limitation of $450.

   Sincerely yours,

   Carl Hayden, Chairman,
   Committee on Rules and Administration.