

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 (as defined in United States Senate Travel Regulations);
- 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.

TRIBUTE TO MAJOR GENERAL LAURA J. RICHARDSON

Mr. INHOFE. Mr. President today I wish pay tribute to a great leader and an exceptional Army officer, MG Laura J. Richardson, the Chief Legislative Li-

aison for the Office of the Secretary of the Army, as she prepares to leave this position for one of even greater importance.

Major General Richardson has served our Army and our Nation for more than 30 years. She was a true professional—a dedicated soldier, leader, officer, spouse, and mother. Throughout her career, she commanded our great soldiers at many levels, deployed to combat numerous times in defense of our Nation, and was assigned to some of the most critical positions in our military. As the Army's Chief Legislative Liaison, Major General Richardson continues to provide outstanding leadership, advice, and sound professional judgment on numerous critical issues of enduring importance to the Army, Congress, and this Nation.

A native of Colorado, Major General Richardson was commissioned a second lieutenant of aviation upon graduation from Metropolitan State College in Denver. Her first assignment after flight school was in Korea with the 17th Aviation Brigade, where she served as a platoon leader, company executive officer, brigade staff officer, and company commander. She next served at Fort Hood, TX, on the III Corps staff and in the 6th Cavalry Brigade as a company commander and brigade adjutant. In 1999, General Richardson was selected to serve as the military aide to Vice President Al Gore at the White House in Washington, DC. Following that assignment, she moved to Fort Campbell, KY, to serve as the Division Deputy G-3 of the 101st Airborne Division, Air Assault, and later commanded the 5th Battalion, 101st Aviation Regiment, including a deployment to Iraq in support of Operation Iraqi Freedom.

Major General Richardson has served in a variety of joint and Army staff positions to include: an assault helicopter battalion operations officer and executive officer; deputy director, then director for the Army's Transformation Office; and the Army's liaison officer to the U.S. Senate. She also served as the garrison commander of Fort McNair and Fort Myer, VA.

Major General Richardson's assignments as a general officer include commanding general of the U.S. Army Operational Test Command, deputy commanding general of the 1st Cavalry Division at Fort Hood, TX, and most recently, deputy chief of staff for communications with Headquarters, International Security Assistance Force, ISAF, in support of Operation Enduring Freedom, Afghanistan.

For the past 3 years, Major General Richardson was the Chief of the U.S. Army Legislative Liaison. During this period of extraordinary change and challenge for the Army, Major General Richardson implemented and fostered improved strategic partnership with Congress. Through her leadership, the Army significantly enhanced relationships with both legislative chambers, improving understanding and broad-

ening congressional support for Army priorities. Major General Richardson managed some of the most complex issues our Army faced through three legislative cycles with unparalleled results, enabling the Army to receive the necessary resources to support combat operations in two theaters of war, sustain the All-Volunteer Force, and improve the quality of life for our soldiers, their families, and our civilians.

On behalf of Congress and the United States of America, I thank Laura, her husband, MG Jim Richardson, and their entire family for their continued commitment, sacrifice, and contribution to this great nation. I join my colleagues in wishing her future success as she continues to serve our great Army and Nation.

ADDITIONAL STATEMENTS

TRIBUTE TO RUSSELL GORDON

• Mr. HEINRICH. Mr. President, it is an honor to join the community of music lovers in New Mexico to recognize Mr. Russell Gordon in his final year of presenting the Los Alamos County Summer Concert Series.

For 28 years, the concert series has been a pillar of the community in northern New Mexico, bringing together families, neighbors, and friends with local, national, and internationally renowned musicians.

In 1988, Russell and his wife, Deborah, moved to White Rock, NM, where they started Gordon's CDs, Tapes and Records.

Local musicians remember playing on the sidewalk outside of his shop when Russell began the series in 1990. Today the series is a much larger affair with hundreds gathering around the historic Ashley Pond and other venues in Los Alamos on Friday evenings to begin their weekend with art, culture, and dance.

Russell Gordon's passion for music shines through the variety of genres featured, including Spanish, Native American, big band, bluegrass, classical, country music, folk, gospel, rock, jazz, and international acts. Russell has kept local New Mexican artists in his line-up over the years and helped grow and mentor the music scene throughout the State. He has inspired young musicians, expanded horizons, and has created countless memories for musicians and concert-goers in New Mexico.

As the ranking member on the Joint Economic Committee, I am proud to recognize the contributions of local small business owners like Russell and Deborah Gordon. We wish them the best of luck in their future endeavors and thank them for their contributions to the community.●

RECOGNIZING WINSHIP CANCER INSTITUTE

• Mr. ISAKSON. Mr. President, today I am honored to congratulate Winship