_____ *Original* _____ *Amendment*

U.S. House of Representatives

EMPLOYEE TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for meetings, speaking engagements, fact-finding trips or similar events in connection with official duties. You need not disclose government-funded or political travel on this form, or travel that is unrelated to official duties. This form does not eliminate the need to report all privately funded travel on the annual Financial Disclosure Statements of those persons required to file them. In accordance with clause 5 of House Rule 25, complete this form and file it with the Clerk of the House of Representatives, B-106 Cannon House Office Building, within 30 days after travel is completed. The Clerk is to make these forms publicly available as soon as possible after they are filed. *Obtain the dollar amounts from the sponsor; if exact dollar amounts are unavailable, provide a good faith estimate.*

Name of Employee (print or type): _____

Name of accompanying family member (if any): _____

    Relationship to employee (check one):   _____ spouse   _____ child

Dates of Travel: _____

    Dates at personal expense: _____

Itinerary (Point of departure – destination – return): _____

_____

_____

Sponsor (Who paid for the trip): _____

_____

Purpose of Trip: _____

_____

_____

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses
For employee:			
For accompanying spouse or child:			

	Other expenses (dollar amount)	Nature of expenses (e.g., taxi, parking, registration fee, etc.)
For employee:		
For accompanying spouse or child:		

SIGNATURE OF EMPLOYEE: _____ DATE: _____

I authorized this travel in advance. I have determined that all of the expenses listed above were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that he/she is using public office for private gain.

NAME OF SUPERVISING MEMBER/OFFICER (Print or Type): _____

SIGNATURE OF SUPERVISING MEMBER/OFFICER: _____

DATE: _____

Version date 4/2003 by Committee on Standards of Official Conduct