

# United States Senate

SELECT COMMITTEE ON ETHICS  
HART SENATE OFFICE BUILDING, ROOM 220  
SECOND AND CONSTITUTION AVENUE, NE  
WASHINGTON, DC 20510-6425

## **Privately-Sponsored Travel Checklist**

This checklist is designed to help Senate travelers and sponsors comply with the new requirements for privately-sponsored trips. Senators, Officers, and staff members now must submit all their travel information to the Ethics Committee at least 30 days before they leave on a privately-sponsored trip. To meet that deadline, sponsors should begin the invitation process as early as possible. All the forms and materials listed below are available on the Ethics Committee Web site ([ethics.senate.gov](http://ethics.senate.gov)) or at its office (Hart 220).

Please note that before submitting a travel package to the Ethics Committee, Members, Officers and employees must determine that the expenses for the trip are necessary and reasonable. Therefore, Senate travelers and their supervisors should make sure they understand the rules and guidelines for privately-sponsored travel, which can be found on the Ethics Committee Web site.

### **30 Days Before Trip: Submit Completed Travel Request Package to the Ethics Committee**

The Senate Ethics Committee cannot begin reviewing a proposed trip by Members, Officers, or employees until it receives their completed travel package. Here is what it should include:

**Copy of Private Sponsor Invitation**

Senators, Officers, and Employees who want to attend a privately-sponsored fact-finding trip must first receive a letter of invitation from the sponsors and submit a copy of it to the Ethics Committee.

**Private Sponsor Travel Certification Form**

Sponsors of private travel must also provide all Senate invitees with a signed and completed travel certification form, which includes information about the trips's sponsors, purpose, length, itinerary, and expenses. Senate invitees must submit a copy of this form and any attachments to the Ethics Committee.

**Copy of Employee Travel Advance Authorization and Disclosure Form—Part 1**

To receive authorization for travel, Senate employees must fill out Part 1 of this form and have their supervising Senator or Senate Officer sign it after determining that the proposed travel is connected to official duties and will not

create any appearance of a public office being used for private gain. Members and Officers do not have to fill out this form.

**Before Traveling: Receive Letter of Approval from Ethics Committee**

**Letter from the Ethics Committee**

After receiving the completed travel package, the Ethics Committee will review it as quickly as possible and will contact the Senate traveler or private sponsor with any necessary follow-up questions. The Committee will then issue a letter to the Member, Officer, or employee.

**Within 30 Days after Returning from Travel: Forms to Complete and File**

**Members and Officers**

Within 30 days after returning from a privately-sponsored trip, Members and Senate Officers must fill out the "Senators and Officers: Disclosure of Travel Expenses" form. That disclosure form and a copy of the Private Sponsor Travel Certification form must then be filed with the Office of Public Records in Hart 232. By doing so, Members and Officers make a determination that the travel was in connection with their duties as an officeholder and did not create the appearance of using public office for private gain.

**Employees**

Within 30 days after returning from a privately-sponsored trip, Senate employees must complete Part 2 of the Employee Advance Travel Authorization and Disclosure form, which lists expenses reimbursed to them or paid for them. The form must be signed by both the employees and their supervising Senator or Officer after making a determination the trip expenses listed are necessary under Senate rules. Employees must then file the entire form and a copy of Private Sponsor Travel Certification form with the Office of Public Records in Hart 232.

*Please contact the Ethics Committee staff at (202) 224-2981, if you have any questions.*