

United States Senate

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

Member and Officer Privately-Sponsored Travel Checklist

This checklist is designed to help Senate travelers and sponsors comply with requirements for privately-sponsored trips. Senators, Officers, and staff members must submit all their travel information to the Ethics Committee **at least 30 days** before they leave on a privately-sponsored trip. All the forms and materials listed below are available on the Ethics Committee Web site (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 SHOULD MAKE SURE THEY UNDERSTAND THE RULES AND GUIDELINES FOR PRIVATELY-SPONSORED TRAVEL, WHICH CAN BE FOUND ON THE ETHICS COMMITTEE WEB SITE.

PRE-TRAVEL APPROVAL PROCESS

File with Senate Ethics Committee in 220 Hart

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

The Senate Ethics Committee cannot begin reviewing a proposed trip until it receives a completed travel package. Here is what it should include:

- Copy of Private Sponsor Invitation**
Senators and Officers who want to attend a privately-sponsored trip must first receive a letter of invitation from the sponsors and submit a copy of it to the Ethics Committee.
- Copy of 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 trip's sponsors, purpose, length, itinerary, and expenses. Senate invitees must submit a copy of this form and all attachments (see below).
- Itinerary and other attachments to the Private Sponsor Travel Certification Form**
Be sure to submit all attachments to the *Private Sponsor Travel Certification Form*. **This includes a complete and final itinerary** as well as any other necessary attachments or supplements.

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 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 or Officer.

POST-TRAVEL DISCLOSURE

File with the Office of Public Records in 232 Hart

❑ Senators and Officers Disclosure of Travel Expenses

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. 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.

❑ Copy of the Private Sponsor Travel Certification Form

Please verify with the sponsor that you have the correct, complete form.

❑ Itinerary and other attachments to the Private Sponsor Travel Certification Form

Be sure to file all attachments to the *Private Sponsor Travel Certification Form*. This includes the itinerary that was submitted during the pre-travel approval process as well as any other attachments or supplements that the sponsor may have been required to provide during the pre-approval process.

Please contact the Ethics Committee staff if you have any questions.

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