

**U.S. House of Representatives
Committee on Ethics**

**INSTRUCTIONS FOR COMPLETING THE
PRIMARY TRIP SPONSOR FORM**

NOTE: The notation “§ __” indicates a relevant portion of the Committee’s Travel Regulations, issued December 27, 2012. The full text of the Travel Regulations is available on the Committee’s Web site, <http://ethics.house.gov>. In addition to the cited sections, many key terms are defined in § 104 of the Regulations.

1. *Sponsor (who will be paying for the trip):* Fill in the name of the person, organization, or other entity that is primarily responsible for funding, planning, organizing, or participating in the trip. Entities that provide funding to the Primary Trip Sponsor may be required to fill out a Grantmaking Sponsor Form or Non-Grantmaking Sponsor Form, as appropriate. Non-Grantmaking Sponsors who receive a tangible benefit in exchange for supporting a trip arranged without regard to congressional participation are not required to complete a Non-Grantmaking Sponsor Form. (§ 200 & see § 104(e), (i), (s), (u), (z) & (ee)).
2. *I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent:* House Members and staff may not accept travel funded by a registered federal lobbyist or foreign agent, even when the lobbyist or foreign agent will be reimbursed by a client or employer. Check the box to indicate that no part of the trip will be paid for by such individuals. (§ 201.2)
3. *Check one: [a. primary trip sponsor has not accepted outside funds intended for the trip or b. has accepted funds from entities that receive a tangible benefit or c has accepted such outside funds but has enclosed appropriate disclosure forms]:* A primary trip sponsor that is using only its own funds to pay for the trip, and all events taking place during the trip, should mark choice a. Also mark choice a if funds were not solicited, directly or indirectly, or offered by a private source with regard to this trip or congressional travel in general. A primary trip sponsor that has accepted funds from another private source that were solicited or offered directly or indirectly to pay for (1) all or part of this trip, (2) an event or activity that will occur during this trip, or (3) congressional travel in general should mark choice b or c, as appropriate. Mark choice b if both (1) the trip or event for which funding was provided was arranged without regard to congressional participation **and** (2) each such donor has been or will be provided a tangible benefit in exchange for its donation. Mark choice c if you are providing completed disclosure forms from each such outside source (grantmaking or non-grantmaking sponsors), and list the names of those grantmaking or non-grantmaking sponsors on the line below choice c. (§§ 202 - 202.4 & see § 104(e), (i), (s), (u), (z) & (ee))
4. *Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited:* You must list every House Member and employee who is invited on the trip, together with your reason for inviting that individual. Members and House staff may accept privately-sponsored travel only when related to their official duties. The explanation should demonstrate a connection between the trip and each invitee’s official duties. (§§ 401(b) & 503.1(a))

5. *Is travel being offered to an accompanying relative of the House invitee(s)?* Check yes or no. House Rules permit Members and House staff to accept travel benefits for one accompanying relative if offered by the trip sponsor. (§ 403)
6. *Date of departure & Date of return:* State the dates of departure and return. Regulation §§ 303 - 303.2 discuss the maximum permitted duration of a trip.
7. *City of departure/Destination(s)/City of return:* State the city from which the traveler will be departing, the city and state or foreign country to which the traveler will be going, and the city to which the traveler will be returning. Include multiple destinations if there will be more than one. Do not list the names of airports, times of flights, or cities where travelers will merely have an airport layover and will not engage in any substantive activity (this information should be included in the attached detailed agenda). As a general rule, destinations generally must be more than 35 miles from the U.S. Capitol and a Member's closest district office (§ 302).
8. *I represent that (check one of the following):* Check only one box in response to this question. "Institutions of higher education" generally include accredited public and private colleges or trade schools located in the U.S. and its territories (§ 104(ff)); such entities should check box a, regardless of whether they employ or retain a registered federal lobbyist (see § 204.3). Entities other than institutions of higher education that do not employ or retain a registered federal lobbyist or foreign agent should check box b. Entities other than U.S. institutions of higher education that do employ or retain a registered federal lobbyist or foreign agent should check box c. It does not matter for purposes of the travel rules whether the lobbyist is in-house at the organization or retained from an outside firm. Such entities may sponsor travel only for one-day events (that is, all officially-connected activity must take place on a single calendar day) (§ 303.2), and lobbyist involvement in the trip must be *de minimis*, as defined by § 204.1. It is permissible for a registered federal lobbyist to sit on the board of a sponsoring entity, provided the individual does not lobby for any sponsoring entity; in such a case, if the sponsoring entity does not have any individual registered to lobby on its behalf, it can mark choice b. (§ 204).
9. *Check one of the following [with choices a-d]:* If you answered a or b to Question 8, check box a in response to Question 9. If you answered c to Question 8, check box b, c, or d, as appropriate, depending on whether you are offering no lodging (choice b), lodging for one night (choice c), or lodging for two nights (choice d). For travel to one-day events sponsored by an entity that retains or employs a registered federal lobbyist or foreign agent, lodging and meals generally may be provided only for one night. However, two nights may be authorized by the Committee in accordance with the factors set forth in Committee Regulation § 303.2(d). Thus, if you check box d, you must also give an explanation as to why lodging for a second night is warranted.
10. *Attached is a detailed agenda of the activities the House invitees will be participating in during the travel.* The agenda should be a detailed, hour-by-hour agenda, including the departure and return times of each invitee. Include the names of speakers and the subjects of briefings. The agenda should also include information regarding the expected arrival and departure times of the traveler to the trip destination, and time spent on local travel between points at the destination itself. The agenda must contain a substantial amount of officially-connected activity each day. Travel will not be approved if the agenda includes an excessive amount of either unscheduled time or opportunities for recreational activities, even if such activities are at the personal expense of the invitees. (§§ 303.3 & 503.1(b))

11. *Check one: No lobbyist or institution of higher education:* When a trip is sponsored by an entity other than a U.S. institution of higher education (generally a U.S. college or university), House rules prohibit Members and employees from being accompanied by registered federal lobbyists or foreign agents while traveling to or from the trip destination. (§ 204.2) This rule does not prohibit lobbyist or foreign agent participation in briefings or meetings that occur at the destination. (see § 104(y)) Representatives of U.S. colleges, universities, or trade schools should check box b, that the question is not applicable, as they are not subject to this limitation. (§ 204.3) All other trip sponsors must check box a to indicate that no registered federal lobbyist or foreign agent will accompany House Members and staff during the travel portions of the trip.
12. *For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:* The primary trip sponsor should be the entity primarily responsible for organizing the trip. There may be more than one primary trip sponsor, if multiple entities take an active role in paying for and organizing the trip. More often there will be one primary trip sponsor and one or more grantmaking or non-grantmaking sponsors, each of which must submit the relevant sponsor form. (§ 200.1) However, no form is required from a non-grantmaking sponsor that will receive a tangible benefit in exchange for its donation to an event arranged without regard to congressional participation. The primary trip sponsor should indicate in response to Question 12 its own interest in the subject matter of the trip and its role in planning, arranging, organizing, or participating in the trip (§ 202.1(a)), and should make similar statements with regard to each grantmaking or non-grantmaking sponsor for which it is submitting a sponsor form for the trip. (see §§ 202 – 202.4).
13. You must answer parts a and b of Question 13. Answer part c only if you are offering charter or first class travel.
 - 13(a) *Mode of travel (air, rail, bus, etc.):* Indicate whether travel will be by air, rail, bus, car, or other means. If “other” is selected, also indicate what the mode of travel will be.
 - 13(b) *Class of travel:* For air, rail, or bus travel, indicate what class of travel will be provided, such as coach or business class, or whether the transportation will be by chartered aircraft or bus. If “other” is selected, also indicate what the class of travel will be. The regulations generally permit only coach or business class travel. (§ 305.1)
 - 13(c) *If travel will be by first class or by chartered or private aircraft, explain why such travel is warranted.* Travel on private aircraft (*i.e.*, an aircraft operated or paid for by a carrier not licensed by the Federal Aviation Administration to operate for compensation or hire) is allowed only in very limited circumstances. (§ 305.1). Likewise, travel in first class is permissible only in limited circumstances. If travel will be on private or chartered aircraft, provide an explanation as to why such travel is necessary. If travel will be in first class, explain why such travel is permissible under § 305.1.
14. *I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s):* While Members and staff may accept local transportation necessary in facilitating their participation in officially-connected aspects of a trip, they may not accept local transportation in connection with recreation or entertainment. Check the box to indicate that you will not be reimbursing for any local travel that is unrelated to the official purpose of the trip.

15. *I represent that either . . . (regarding congressional participation):*

As explained more fully below, if the trip was arranged without regard to congressional participation, mark choice a. If the trip was arranged with regard to congressional participation, mark choice 15(b) and complete subsections (b)(1) and (b)(2) (and leave box 15(a) blank).

15(a): For events that are arranged or organized without regard to congressional participation (*e.g.*, annual meetings of business or trade associations), Members or employees may accept the meals that are provided for or are available to all other attendees as part of the event. (§ 307.1) Such an event is one that would take place regardless of the participation or attendance of House Members or employees. The location of an event that was organized without regard to congressional participation is also presumptively reasonable. (§ 302.1)

15(b)(1): For events put on specifically for House Members or staff, or contingent on their participation or attendance, the trip sponsor must indicate at 15(b)(1) the daily costs of the meals that will be provided to each participant. These meal expenses must be “reasonable” in accordance with Committee regulations. (§ 307) For events arranged without regard to congressional participation, meal expenses are presumptively reasonable, provided the House travelers will be receiving the same meals that are provided for or are available to all other attendees. (§ 307.1)

15(b)(2): For travel arranged with regard to congressional participation, the destination of a trip must be related to its purpose, and the trip sponsor must indicate at 15(b)(2) the reason the sponsor selected the particular destination for the trip. (§ 302.1) The location of an event that was organized without regard to congressional participation (*e.g.*, annual meetings of business or trade associations) is presumptively reasonable. (§ 302.2)

16. *Name, nightly cost, and reasons for selecting each hotel or other lodging facility:* For travel arranged with regard to congressional participation, the trip sponsor must also justify the cost and reason for selecting each hotel or other lodging facility at which travelers will be staying. Include the name, city, and cost per night of each hotel or lodging facility at which Members or staff will be staying during the trip. Also provide the reasons for selecting each particular hotel (see § 306). Make as many entries as are necessary to include all lodging facilities that will be used on the trip. Attach additional sheets if needed. For travel or an event arranged without regard to congressional participation, (*e.g.*, annual meetings of business or trade associations), an entry such as “location of annual trade association meeting” is sufficient, as long as the House travelers are provided the same lodging as is available to all other event attendees. On any trip, the trip sponsor should not pay for a “package” that includes recreational or entertainment activities. However, Members and staff may generally use a pool or gym facilities that are offered free of charge to all hotel guests.

17. *I represent that all expenses connected to the trip will be for actual costs incurred not a per diem or lump sum payment:* Members and staff may not accept a lump sum payment based on an estimate of anticipated or incidental expenses. The trip sponsor must check yes to this question, indicating that only actual, necessary travel expenses will be paid or reimbursed by the sponsor, and no lump sum payment will be provided for any aspect of the trip. (see § 309(c))

18. *Total Expenses for Each Participant:* Indicate whether the figures provided are actual amounts or good faith estimates by checking the appropriate box. All trip expenses should be included. Expenses other than those for transportation, lodging, and meals must be individually listed and described. (see § 309) When the “other” column includes more than one item, provide the cost of each item separately (*e.g.*, “Ground Transportation \$30; tote bag \$9”). A conference fee that will be paid by other, non-House attendees (but will be waived by the trip sponsor for House travelers) should be indicated as an “other expense.” (§§ 308 & 308.1) Expenses other than necessary expenses (see §§ 304 & 104(r)) must comply with House gift rule.
19. *Certification of officer status:* For trips sponsored by a corporation or other entity, the form must be signed by an officer of that entity. Check box a to indicate that the signatory of the form is an officer of the sponsoring entity, or box b to indicate that no such certification is required because the sponsor is either a U.S. institution of higher education or an individual. (§ 503(a))
20. *Certification of non-lobbyist status:* The Primary Trip Sponsor Form may not be signed by a registered federal lobbyist or foreign agent. The signatory on the form must check yes to this question, indicating that the individual is neither a registered federal lobbyist nor foreign agent, either for the sponsor or any other organization or entity. (§ 503(b))
21. *Certification Information:* Self-explanatory. All lines must be completed.

**THE TRIP SPONSOR SHOULD PROVIDE A COPY OF THE
COMPLETED FORM, INCLUDING ALL ATTACHMENTS,
TO EACH HOUSE MEMBER OR EMPLOYEE INVITED ON THE TRIP.**

**REQUESTS MUST BE RECEIVED BY THE COMMITTEE FROM THE TRAVELERS
NO LESS THAN 30 DAYS BEFORE THE DEPARTURE DATE OF THE TRIP,
OR APPROVAL WILL NOT BE GRANTED.**

Note: Within 10 days of the return from travel, the Primary Trip Sponsor must provide each traveler with a completed Sponsor Post-Travel Disclosure form detailing the expenses actually incurred on the trip by or for that traveler. (§ 603.1)