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ONE HUNDRED TWELFTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON ETHICS

### Travel Guidelines and Regulations

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#### MEMORANDUM FOR ALL MEMBERS, OFFICERS, AND EMPLOYEES

**FROM:** Committee on Ethics   
Jo Bonner, Chairman  
Linda T. Sánchez, Ranking Member 

**Date:** December 27, 2012

House Rule 25, clause 5 (the House gift rule) imposes specific limitations, including prior Committee approval, on the acceptance of expenses for travel by House Members and employees from a private source for purposes related to their official duties.<sup>1</sup> House Rule 25 charges the Committee with enacting regulations to implement the rule and establish a process for reviewing and approving requests for travel. Rule 25 also requires the Committee to review and revise such regulations, as necessary, on an annual basis.<sup>2</sup> The Committee issued the initial travel regulations in a pair of memoranda dated February 20 and March 14, 2007. After additional review and consideration by the Committee, the Committee is now issuing the following regulations.

***The regulations issued today supersede any prior inconsistent Committee regulations and guidance regarding privately-funded, officially-connected travel, including the 2008 House Ethics Manual. These regulations will be effective for all trips beginning on or after April 1, 2013. This means that new forms for privately sponsored travel will need to be submitted by March 1, 2013, for any trips that begin on April 1 or later.*** The Committee will conduct training and issue new forms consistent with the revised regulations prior to March 1, 2013. There are a number of changes to the regulations, but the Committee would like to highlight the following substantive changes:

- Pre-travel Sponsor and Traveler forms will need to be submitted **30 days** prior to the trip, as opposed to the current 14 day rule (*see* § 501.1)
- **Sponsors** will be required to submit a post-travel form to the travelers within **10 days** after the trip (*see* § 603.1)
- New categories of permissible sponsoring organizations are delineated, with specific requirements related to the type of sponsors (*see* part 200)

<sup>1</sup> The term "House Members and employees" in these regulations includes House Members, Delegates, the Resident Commissioner, officers, and employees. *See* § 104(l).

<sup>2</sup> *See* House Rule 25, clause 5(i)(1).

**U.S. HOUSE OF REPRESENTATIVES  
COMMITTEE ON ETHICS**

**TRAVEL REGULATIONS**

December 2012

Effective for all trips beginning on or after April 1, 2013

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**§ 101 Purpose.** These regulations govern the circumstances under which House Members and employees may accept travel expenses from a private source to participate in a trip connected to the traveler's official House duties.

**§ 102 General rule.** No House Member or employee may accept the payment of travel expenses, as defined in § 104(bb), from a private source to participate in a trip connected to that traveler's official House duties without prior written authorization from the Committee pursuant to these regulations.

**§ 103 Scope.** These regulations do not apply to House Member and employee acceptance of travel expenses from any of the following sources:

- (a) A federal, state, or local government entity that is paying for travel expenses using government funds or resources pursuant to House Rule 25, clause 5(a)(3)(O);
- (b) A foreign government that is paying for travel expenses pursuant to the Mutual Educational and Cultural Exchange Act (MECEA) at 22 U.S.C. § 2458a, or the Foreign Gifts and Decorations Act (FGDA) at 5 U.S.C. § 7342;

- (c) An entity qualified under section 170(c) of the Internal Revenue Code that is paying for travel expenses in connection with the traveler's attendance at a fundraising event for that entity pursuant to House Rule 25, clause 5(a)(4)(C);
- (d) A political organization, as defined at § 527(e) of the Internal Revenue Code, that is paying for travel expenses in connection with the traveler's attendance at a fundraising or campaign event sponsored by that organization pursuant to House Rule 25, clause 5(a)(3)(G)(iii);
- (e) A personal friend of the traveler who is paying for travel expenses pursuant to House Rule 25, clauses 5(a)(3)(D) and (a)(5);
- (f) Any entity with which the traveler or the traveler's spouse is affiliated or employed that is paying for travel expenses that are unrelated to the traveler's official duties, pursuant to House Rule 25, clause 5(a)(3)(G)(I); and
- (g) A prospective employer of the traveler that is paying for travel expenses in connection with *bona fide* employment negotiations, pursuant to House Rule 25, clause 5(a)(3)(G)(ii).

**§ 104 Definitions.** For purposes of these travel regulations only, the following definitions apply:

- (a) **Agenda.** An hour-by-hour listing of the traveler's individualized schedule, including departure and return times, and all activities, including, but not limited to, meetings, briefings, meals, and receptions, in which the traveler will be participating.
- (b) **Class of Travel.** The quality of accommodation of public transport, such as coach or economy, business, and first class.
- (c) **Committee.** The House Committee on Ethics.
- (d) ***De minimis.*** Negligible or inconsequential.
- (e) **Designated Contributions.** Any funds, goods, services, or in-kind contributions to provide financial or other support for a trip, conference, meal, event, or activity with the knowledge, whether express or implied, that one or more House Members or employees will, or may, participate in or attend the trip, conference, meal, event, or activity.
- (f) **Destination.** The actual location(s) to be visited during a trip at which officially-connected activity will occur. It is the city and state for a domestic trip, and the city and country for an international trip. Cities in which the traveler will merely have a travel layover and will not engage in any officially-connected activity are not destinations of the trip.
- (g) **Federal lobbyist.** An individual registered under the Lobbying Disclosure Act (LDA), 2 U.S.C. §§ 1601 *et seq.*, or any successor statute, to contact Members, officers, employees, committees, caucuses, or working groups of the United States Senate or the United States House of Representatives.

- (h) **Foreign agent.** An individual registered with the United States Department of Justice under the Foreign Agents Registration Act (FARA), 22 U.S.C. §§ 611 *et seq.*, to serve as an agent or representative of any government of a foreign country, political party of a foreign country, non-U.S. citizen residing in a foreign country, or business entity organized under the laws of a foreign country.
- (i) **Grantmaking Sponsor.** A public charity or private foundation (both as defined under section 501(c)(3) of the Internal Revenue Code) that provides a grant of funds to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. A Grantmaking Sponsor must either (1) have a direct role in the organizing, planning, or conducting of a trip or event that its funds will underwrite; or (2) certify that it conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant or donation. A grant that funds a larger overall education program would qualify the granting entity as a Grantmaking Sponsor if the grant was sought or made with the knowledge or understanding that a specific trip or congressional travel generally might be funded with the grant. See also Non-Grantmaking Sponsor at §104(s) and Primary Trip Sponsor at § 104(u).
- (j) **House.** The United States House of Representatives.
- (k) **House invitee.** Any Member, Delegate, Resident Commissioner, officer, or employee of the House invited to participate in a trip.
- (l) **House Members and employees.** House Members, Delegates, the Resident Commissioner, officers, and employees.
- (m) **Lobbying firm.** A business that is registered to lobby under the Lobbying Disclosure Act (LDA), 2 U.S.C. § 1601 *et seq.*, on behalf of entities other than itself.
- (n) **Local travel expenses.** Fees and costs incurred for transportation, food, lodging, conference fees, and miscellaneous fees, within 35 miles of the U.S. Capitol or the Member or employee's district office closest to the trip destination.
- (o) **Media appearance.** The appearance of a House Member or employee on a television or radio program.
- (p) **Miscellaneous expenses.** Expenses that are necessary to accomplish the officially-connected purpose of the trip but that do not fit in to the categories of transportation, lodging, food, or conference materials. Some permissible miscellaneous expenses are enumerated in § 309 of these regulations.
- (q) **Mode of travel.** Means of conveyance for the trip, or any part thereof, such as commercial airline, chartered air service, private aircraft, rail, car, bus, boat, or other means.
- (r) **Necessary expenses.** Expenses for transportation, food, lodging, and conference fees and materials, incurred due to participation in a trip and necessary to accomplish the official purpose of the trip. Transportation expenses include the

costs of local transportation to and from the airport or other transportation facility, and local transportation while at the trip destination(s). Expenses for recreational activity, such as tickets to a sporting event or artistic performance, generally do not constitute necessary expenses.

- (s) **Non-Grantmaking Sponsor.** An individual or entity that provides funds, services, or in-kind donations to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. A Non-Grantmaking Sponsor must either (1) have direct involvement in planning, organizing, conducting, or participating in the trip; or (2) provide contributions in exchange for a tangible benefit, as defined at §104(z) of these regulations.
- (t) **Officially-connected purpose.** Travel that relates to the official duties of the Member, Delegate, Resident Commissioner, officer, or employee who will be participating in the trip, such as attending a meeting or conference, delivering a speech, or engaging in fact-finding. For officers or employees, the officially-connected purpose must relate to the specific issues or assignments that normally fall with the officer or employee's area of responsibility.
- (u) **Primary trip sponsor.** A trip sponsor that: (1) pays for all trip expenses with its own funds; or (2) uses, in whole or in part, funds from grants, donations, in-kind donations, or other gifts from another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, based on a request or award that expressly mentioned the participation or attendance, or possible participation or attendance, of House Members or employees. Donors under section (2) are either "Grantmaking Sponsors" or "Non-Grantmaking Sponsors," as defined at § 104(i) and § 104(s), respectively.
- (v) **Private aircraft.** An airplane owned and operated by an individual or private entity other than a commercial airline or air charter service.
- (w) **Private foundation.** An entity with § 501(c)(3) nonprofit status under the Internal Revenue Code that is classified by the Internal Revenue Service as a private foundation.
- (x) **Relative.** An individual of at least 18 years of age who is related to the traveler as spouse, parent, child or stepchild, grandchild, sibling or half-sibling, father-in-law, or mother-in-law. Fiancés/fiancées and unmarried significant others are not "relatives" for purposes of these regulations.
- (y) **Segment of a trip.** During the transportation to or from the city of departure or return and a trip destination. Local transportation to attend events or visit locations at the trip destination itself is not included in this definition.
- (z) **Tangible benefit.** A benefit received in exchange for a contribution that is provided, without regard to congressional participation, for an event or trip. Such

benefits may include booth rental space, advertising at an event, or public designation as a sponsor of an event.

- (aa) **Travel approval.** A written communication from the Committee to an individual House Member or employee granting permission for the individual to participate in a trip. Each House invitee wishing to travel under these regulations must seek and obtain from the Committee travel approval before embarking on a trip for that individual's travel to be permissible under House rules.
- (bb) **Travel expenses.** Fees and costs associated with transportation, lodging, meals, local transportation, and permissible miscellaneous expenses in connection with a trip.
- (cc) **Traveler.** A House Member or employee whose travel has been approved by the Committee and who participates in approved travel.
- (dd) **Trip.** All aspects of the proposal from the trip sponsor, including the transportation to and from the destination; all activities, conferences, and events at the destination(s); meals; local transportation; and lodging.
- (ee) **Trip Sponsor.** A private source, which may be either an individual or private entity, that: (1) pays for, or reimburses a traveler for, all or part of the expenses for a trip with its own funds; or (2) provides funds from grants, monetary donations, in-kind donations, or other gifts to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip. Entities that fund an entire trip, or receive (under (2) above) funds from other entities to underwrite, in whole or in part, a trip the first entity is organizing are deemed "Primary Trip Sponsors," as defined at § 104(v). Entities that provide funds or in-kind support under (2) are either "Grantmaking Sponsors," or "Non-Grantmaking Sponsors," as defined at § 104(i) and § 104(s), respectively. Individuals or entities that provide contributions in exchange for a tangible benefit, as defined at §104(z) of these regulations, at an event that would occur without regard to congressional participation are not considered a trip sponsor.
- (ff) **U.S. institution of higher education.** An accredited public or non-profit U.S. college, university, or trade school authorized under § 101 of the Higher Education Act of 1965 (20 U.S.C. §§ 1001 *et seq.*).
- (gg) **With regard to congressional participation.** A trip, event, conference, tour, or similar activity that would not occur without, or is otherwise dependent upon, the attendance of one or more House Members or employees.
- (hh) **Without regard to congressional participation.** A trip, event, conference, tour, or similar activity that would occur even without the attendance of one or more House Members or employees. Such events may include, but are not limited to, an annual meeting of a trade group, a trade show, or a conference that is open to the public.

\* \* \* \*

**Part 200 – Trip sponsors.** This part sets forth the types of private entities that may act as trip sponsors under these regulations, entities that are prohibited from acting as trip sponsors, and the requirements for trip sponsors under these regulations.

**§ 200 Definition of trip sponsor.** As defined at § 104(ee), a trip sponsor is a private source, which may be either an individual or private entity, that: (1) pays for, or reimburses a traveler for, all or part of the expenses for a trip with its own funds; or (2) provides funds from grants, monetary donations, in-kind donations, or other gifts to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip. Each trip will have at least one Primary Trip Sponsor, and may have additional Grantmaking or Non-Grantmaking Sponsors, as defined by these regulations.

**§ 200.1 Multiple trip sponsors.** A trip may have multiple trip sponsors if more than one private entity or individual meets the requirements of these regulations with regard to the trip. If one or more of the trip sponsors employs a federal lobbyist or foreign agent, then the restrictions and prohibitions in these regulations regarding trips sponsored by such entities will govern the trip, even if the other trip sponsors would not otherwise be subject to those restrictions.

**§ 201 Permissible and impermissible sponsors.** This section will define who may or may not sponsor travel under these regulations.

**§ 201.1 Permissible sponsors or grantors.** The following may be trip sponsors under these regulations:

- (a) U.S. institutions of higher education, as defined at § 104(ff);
- (b) Private entities and individuals that do not employ or retain a federal lobbyist or foreign agent;
- (c) Private entities and individuals that employ or retain a federal lobbyist or foreign agent, whether outside or in-house; and
- (d) Federal, state, or local government entities that provide financial support to a primary trip sponsor.

**§ 201.2 Impermissible sponsors or grantors.** Under no circumstances may any of the following entities act as a trip sponsor under these regulations:

- (a) An individual who is registered as a federal lobbyist, as defined at § 104(g);
- (b) An individual who is registered as a foreign agent, as defined at § 104(h);
- (c) A lobbying firm, as defined at § 104(m); or
- (d) An entity that employs individuals who are registered as foreign agents to represent entities other than itself.

**§ 202 Involvement of trip sponsors.** Other than as provided in this subsection, a trip sponsor must have some bona fide role in planning, organizing, conducting, or participating in the trip. Purely monetary sponsors, other than those allowed under § 202.2 and § 202.4(c), are not permitted.

**§ 202.1 Role of Primary Trip Sponsor.** A Primary Trip Sponsor, as defined at § 104(u), must—

- (a) have direct involvement in planning, organizing, conducting, or participating in the trip;
- (b) provide to the traveler or Committee, as required, information about any other individual or entity, whether public or private, that provided to it grants, donations, in-kind support, or other gifts to underwrite, in whole or in part, the costs of a trip or an event, meal, or activity that will occur during a trip, or any other expense that will be incurred by a House Member or employee during or as a result of that individual's participation in a trip. This requirement may be fulfilled by providing to the traveler or Committee one or more of the following, as requested by the Committee or required under these regulations:
  - (1) Complete answers to a Primary Trip Sponsor Form;
  - (2) A completed Secondary/Grantmaking or Non-Grantmaking Trip Sponsor Form from any additional Grantmaking or Non-Grantmaking trip sponsors, as defined in these regulations;
  - (3) Written responses to inquiries from the Committee during its review of a proposed trip or request to travel submitted by a House Member or employee; or
  - (4) Completing post-travel disclosure forms, or providing information to travelers to complete such forms, as required by these regulations.

**§ 202.2 Role of Grantmaking Sponsor.** A Grantmaking Sponsor, as defined at § 104(i), that is a private nonprofit entity must certify that it either —

- (a) has a bona fide direct role in the organizing, planning, or conducting of a trip or event that its funds will underwrite; or
- (b) certify that it conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant or donation.

**§ 202.3 Role of government entity.** A federal, state, or local government entity that provides financial or in-kind support for a trip need not make any direct certification to the Committee or traveler.

**§ 202.4 Role of Non-Grantmaking Sponsor.**

- (a) A Non-Grantmaking Sponsor must either —
  - (1) have direct involvement in planning, organizing, conducting, or participating in the trip; or
  - (2) provide contributions in exchange for a tangible benefit, as defined at § 104(z) of these regulations.



- (b) A Non-Grantmaking Sponsor that has direct involvement in planning, organizing, conducting, or participating in the trip must complete a Non-Grantmaking Trip Sponsor Form.
- (c) A Non-Grantmaking Sponsor that receives a tangible benefit pursuant to paragraph (a)(2) of this subsection and does not have direct involvement in planning, organizing, conducting, or participating in the trip is not considered a Trip Sponsor under these regulations with regard to that trip, and does not need to make or be mentioned on any submission to the Committee with regard to that trip.

**§ 203 Non-profit organizations generally.** Entities organized as non-profit organizations under the Internal Revenue Code or similar state laws may act as trip sponsors, but such organizations are subject to the same requirements that apply to for-profit entities under these regulations.

**§ 203.1 Private foundations.** The following additional rules apply to organizations designated as private foundations under § 501(c)(3) of the Internal Revenue Code:

- (a) A private foundation may not be a Primary Trip Sponsor for travel by House Members or employees outside of the fifty United States and the District of Columbia.
- (b) A private foundation may act as a Grantmaking Trip Sponsor or Non-Grantmaking Trip Sponsor for a trip outside of the fifty United States or the District of Columbia if –
  - (1) At least one other permissible trip sponsor is the Primary Trip Sponsor of the trip; and
  - (2) The private foundation has no role in selecting the trip participants.
- (c) The requirements of subsection (b) apply to travel to a territory or possession of the United States.
- (d) A House Member or employee who accepts travel expenses in violation of this section may be subject to personal tax penalties under the Internal Revenue Code, in addition to any disciplinary action that may be imposed by the Committee or the House.

**§ 204 Prohibition on involvement by federal lobbyists and foreign agents in planning trips sponsored by entities and individuals that do not employ or retain a federal lobbyist or foreign agent.** Any private entity or individual that does not employ or retain a federal lobbyist or foreign agent and that is acting as a trip sponsor pursuant to § 201.1(b) is prohibited from having any federal lobbyist or foreign agent involved in the planning, organizing, requesting, or arranging of the trip. The restriction contained in this section does not apply to a board member of the sponsoring organization who is a registered lobbyist or foreign agent for other entities but who does not lobby for the sponsor or any related entity or on issues related to the officially-connected purpose of the trip.

**§ 204.1 Restrictions on involvement by federal lobbyists and foreign agents in planning trips sponsored by entities and individuals that employ or retain a federal lobbyist or foreign agent.** When a private entity or individual that employs or retains a federal lobbyist or foreign agent is acting as a trip sponsor pursuant to § 201.1(c), the involvement of a federal lobbyist or foreign agent in planning, organizing, requesting, or arranging a trip must be no more than *de minimis*, or negligible.

- a) Activities that are considered *de minimis* involvement by a federal lobbyist or foreign agent in planning, organizing, requesting, or arranging a trip include:
  - (1) Responding to a trip sponsor's request for the names of House Members or employees who are interested in a particular issue;
  - (2) Sitting on the board of an organization that is a trip sponsor, provided the federal lobbyist or foreign agent does not have any involvement in planning the trip; or
  - (3) Such other activity as the Committee may deem permissible.
- b) Activities that are considered to be more than *de minimis* involvement by a federal lobbyist or foreign agent in planning, organizing, requesting, or arranging a trip include, but are not limited to:
  - (1) Determining, or suggesting without request, the actual list of House Members or employees to be invited on a trip;
  - (2) Extending or following up on an invitation to House Members or employees;
  - (3) Signing the Trip Sponsor Form provided to invitees;
  - (4) Being mentioned in or on an invitation extended by another entity or individual;
  - (5) Setting or recommending without request any part of the agenda for the trip; and
  - (6) Making travel arrangements for House Members or employees.
- c) If a federal lobbyist or foreign agent has more than *de minimis* involvement, the trip is not permissible under these regulations.

**§ 204.2 Prohibition on federal lobbyist or foreign agent accompaniment.** A federal lobbyist or foreign agent is prohibited from accompanying House Members or employees on any segment of a trip as defined in § 104(v).

**§ 204.3 Exception for U.S. institutions of higher education.** Any U.S. institution of higher education acting as a trip sponsor pursuant to § 201.1(a) is not subject to the prohibitions and restrictions on federal lobbyist and foreign agent participation in this section.

**§ 205 Direct payment or reimbursement permitted.** A trip sponsor may pay travel expenses directly or may reimburse the traveler for permissible travel expenses that were initially paid by the traveler. All travel expenses and other expenses in connection with the trip that are paid by the trip sponsor, whether paid before or after the trip, and whether paid directly by the trip sponsor or reimbursed to the traveler by the trip sponsor, must be disclosed pursuant to these regulations.

**§ 206 Misrepresentations to Committee are subject to criminal penalty.** Any individual, acting on behalf of a prospective or past trip sponsor, who makes materially false or misleading statements to the Committee concerning a trip sponsor or any trip that is being, or was, offered pursuant to these regulations may be subject to criminal penalties under the False Statements Act (18 U.S.C. § 1001).

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**Part 300 – Trips.** This part sets forth the requirements for acceptable activities, locations, accommodations, expenses, and similar aspects of trips subject to these regulations.

**§ 301 Purpose of the trip must be officially-connected.** The purpose of the trip must relate to the official duties of the House Member or employee who will be participating in the trip, and participation in the trip should not create the appearance that the traveler would be using public office for private gain.

- (a) Examples of permissible officially-connected purposes are:
  - (1) Attending or participating in a meeting or conference related to the official duties of the traveler;
  - (2) Delivering a speech or accepting an award in the traveler’s official capacity;  
or
  - (3) Engaging in fact-finding (such as a facility tour) on a subject on which the traveler works as part of their normal area of responsibility.
- (b) Examples of impermissible official purposes are:
  - (1) Performing a core function of one’s official duties, such as photographing one’s Member for use in official newsletters;
  - (2) Staffing a Member for anything other than a speech, when no other officially-related purpose exists for employee’s attendance;
  - (3) Travel to Washington, D.C., during a congressional session or to attend a House function; and
  - (4) Facilitation of office-run or House-run meetings.
- (c) Examples of impermissible purposes that are not officially-connected are:

- (1) Activities that are substantially recreational in nature;
- (2) Travel for personal or recreational purposes; or
- (3) Travel to attend or speak at an event whose purpose is to raise funds to benefit a nonprofit entity or organization or a political entity or organization.

**§ 301.1 Determination of officially-connected purpose.** The determination of whether a trip is connected to the traveler's individual duties or presents an appearance that the traveler would be using public office for private gain shall be made, subject to the review of the Committee, in a reasonable manner —

- (a) For travel by a Member, by that Member;
- (b) For travel by an employee of a personal or leadership office, by the employee's supervising Member;
- (c) For travel by an employee on the majority staff of a House committee (including a subcommittee), by the Chair of the full committee for which the individual works;
- (d) For travel by an employee on the minority staff of a House committee (including a subcommittee), by either the Chair or Ranking Member of the full committee for which the individual works;
- (e) For travel by employees of a nonpartisan House committee, by the Chair of the full committee for which the individual works;
- (f) For travel by employees of a joint committee, by the highest-ranking House Member on the committee; and
- (g) For travel by an employee of an office that is not supervised by a Member of the House (other than a joint committee), by the House officer under whom the employee works, or if the individual is not supervised by a House officer, by the most senior employee in the office.

**§ 301.2 Standards for determining officially-connected purpose.** A determination made under this section shall not be deemed reasonable when it has not been made in compliance with House rules, these regulations, or any other applicable law, rule, or regulation. Such determination will remain subject to review and approval by the Committee.

**§ 302 Destination.** Travel governed by these regulations is permitted to more than one destination during the course of a single trip, subject to the following;

- (a) For travel in the Washington, D.C. area., the destination for a trip must be more than 35 miles from the U.S. Capitol building;
- (b) For travel in a Member's or employee's own district, the destination must be at least 35 miles from the Member's district office nearest to the destination; or

- (c) A House Member or employee may accept an invitation to join a trip in the Member's district that is less than 35 miles from the Member's nearest district office if Members or employees from at least two other districts will be participating in the trip.

**§ 302.1 Destination for trips organized with regard to congressional participation.** For a trip planned with regard to congressional participation, as defined in § 104(gg), there must be a direct connection between the officially-connected purpose of the trip and the destination(s) of the trip.

**§ 302.2 Destination for trips organized without regard to congressional participation.** For a trip planned without regard to congressional participation, as defined in § 104(hh), the destination may be any location and the sponsor is not required to state a justification for selecting the destination.

**§ 303 Duration of trip.** Travel expenses will be approved for only the minimum number of hours and/or days that are reasonably necessary to accomplish the officially-connected purpose of the trip. The maximum allowable length of a trip is determined based upon the type of trip sponsor under § 201.1.

**§ 303.1 Maximum duration of trip for U.S. institutions of higher education and trip sponsors that do not employ or retain federal lobbyists or foreign agents.** When all sponsors are either U.S. institutions of higher education under § 201.1(a) or entities or individuals that do not employ or retain a federal lobbyist or foreign agent under § 201.1(b), the maximum permissible trip length is:

- (a) Four (4) days for trips in the continental United States, including travel time to and from the destination; and
- (b) Seven (7) days, excluding any day on which the traveler will spend some portion of the day traveling to, or returning from, the destination for trips outside of the continental United States (including to Alaska, Hawaii, and the possessions of the United States).

**§ 303.2 Maximum duration of trip for trip sponsors that employ or retain a federal lobbyist or foreign agent.** When any trip sponsor employs or retains a lobbyist or foreign agent under § 201.1(c) the following restrictions apply:

- (a) The maximum permissible trip length is one (1) day;
- (b) All officially-connected activity must occur on a single calendar day (*i.e.*, from 12:01 a.m. until 11:59 p.m.); and
- (c) Except as provided in (d) of this section, the traveler may accept from the trip sponsor only one night's lodging. The night of lodging may be either before or after the day of officially-connected activity.

- (d) The Committee may approve a second night's lodging from the trip sponsor on a case-by-case basis, if:
  - (1) The trip sponsor made an unsolicited offer to pay for a second night's lodging;
  - (2) The trip sponsor provides a written statement to the Committee justifying why the second night's stay is warranted; and
  - (3) The second night's lodging is practically required to accomplish the officially-connected purpose of the trip, considering the following factors:
    - (A) The distance to be traveled;
    - (B) The availability of transportation to or from trip destination;
    - (C) Whether the traveler will be participating in a full day's worth of activities prior to the second night; and
    - (D) Any other factors or circumstances the Committee deems relevant.

**§ 303.3 Permissible agenda and scheduled activities.** A permissible agenda must demonstrate that the officially-connected activity is the primary purpose of each day of the trip. There is no minimum number of hours of officially-connected activity required each day for Committee approval. Instead, the Committee will assess whether the proposed trip length complies with the requirements of this section by examining:

- (a) Whether a substantial amount of officially-connected activity is scheduled on each day of the trip;
- (b) The amount of officially-connected activity proposed during the entirety of the trip; and
- (c) Whether any portion of a day is spent in travel to or from a trip destination.

**§ 304 Acceptable expenses in connection with the trip.** House Members and employees may accept the trip sponsor's payment of reasonable expenses for transportation, lodging, food, conference fees and expenses, and miscellaneous expenses (as defined at § 104(p)) necessary to accomplish the officially-connected purpose of the trip. Any other expenses or items accepted during a trip must be permitted under a provision of House Rule 25, clause 5.

**§ 305 Basic transportation expenses are permissible.** House Members and employees may accept expenses for travel by car, bus, or coach class or business class of commercial air carriers or trains.

**§ 305.1 Transportation expenses for higher class of travel.** Approval for first class or charter air or train travel paid by the trip sponsor must be sought in writing and approved by the

Committee prior to the trip. The Committee will only grant permission for first class or charter expenses if –

- (a) The trip sponsor demonstrates that the cost of such travel does not exceed the cost of available business-class transportation. If an air carrier offers only two classes of travel on the route (*e.g.*, if only economy and first class seats are offered), then first class travel is not permitted, except as otherwise provided in this section or § 305.2;
- (b) Such travel is necessary to accommodate a disability or other special need. The Committee may require the traveler to provide substantiation in writing by a competent medical authority of any such condition;
- (c) Genuine security circumstances require such travel;
- (d) The scheduled travel time, including airport layovers and change of planes, is in excess of 14 hours from takeoff to landing at the trip destination;
- (e) The flight begins before midnight and lands after 5 a.m. the following day; or
- (f) The Committee determines that exceptional circumstances justify such travel. Exceptional circumstances do not include:
  - (1) The unavailability of seats in a class other than first class; or
  - (2) The fact that only first class or charter travel can accommodate the traveler's schedule for events other than the trip for which approval is being sought.

**§ 305.2 Upgrades to higher class of travel.** Travelers may upgrade themselves from coach or business class to first class, provided such upgrade is made –

- (a) Using the traveler's personal funds;
- (b) Under the rules of a travel promotional awards program sponsored by an airline, train service, credit card issuer, or a similar program available to the public; or
- (c) As permitted by the Federal Election Commission (FEC), using funds from a Member's principal campaign committee for travel by that Member. or for an employee on that Member's personal staff or on the staff of a Committee on which the Member serves.
- (d) Funds from a leadership PAC may not be used to pay for an upgrade for travel governed by these regulations.

**§ 306 Lodging for trips organized with regard to congressional participation.** For trips organized with regard to congressional participation (as defined at § 104(gg)), House Members and employees may accept reasonable expenses for lodging as determined by the Committee.

- (a) The trip sponsor must provide the following information:

- (1) The name and city of each lodging facility in which House Members or employees will be staying;
  - (2) The cost per night of each lodging facility identified pursuant to this subsection; and
  - (3) The reason for selecting each lodging facility identified.
- (b) Reasonable expenses for each identified lodging facility will be evaluated by the Committee based on factors such as:
- (1) The maximum *per diem* rate allowed for lodging expenditures at the destination permitted by the U.S. Department of State for international official travel or by the General Services Administration for domestic official travel;
  - (2) The proximity of the facility to the site(s) being visited;
  - (3) The availability of other facilities that could accommodate the number of participants on the trip or provide adequate conference facilities;
  - (4) Security concerns;
  - (5) The special needs of or accommodations required by any trip invitees; and
  - (6) The recommendations of the United States embassy in a foreign country to be visited on the trip.

**§ 306.1 Lodging for trips organized without regard to congressional participation.** For trips organized without regard to congressional participation (as defined at § 104(hh)), House Members and employees may accept lodging expenses that are commensurate with what is customarily provided or made available to other, non-congressional event attendees.

**§ 307 Acceptable food expenses for trips organized with regard to congressional participation.** For trips organized with regard to congressional participation (as defined at § 104(gg)), House Members and employees may accept only reasonable expenses for food as determined by the Committee.

- (a) The trip sponsor must provide the estimated daily cost of the meals (or actual cost, if known) to be furnished to each traveler.
- (b) Reasonable expenses for meals will be evaluated by the Committee based on factors such as the maximum *per diem* rate allowed for food expenditures at the destination permitted by the U.S. Department of State for international official travel or by the General Services Administration for domestic official travel.



**§ 307.1 Food expenses for trips organized without regard to congressional participation.** For trips organized without regard to congressional participation (as defined at § 104(hh)), House Members and employees may accept meals in connection with the trip that are commensurate with those provided to, or purchased by, other, non-congressional event attendees.

**§ 308 Conference fees and materials.** When a trip involves attendance at a conference, briefing, or a similar officially-connected event, each participating House Member or employee may accept from the trip sponsor:

- (a) The waiver of any admission fee to the event; and
- (b) One set of any informational materials that are provided to other attendees at the event, regardless of whether the materials are in printed or electronic form, such as on a flash drive or DVD. (Members and employees are reminded to consult with House security regarding the acceptance of electronic storage devices from foreign governments or entities.)

**§ 308.1 Disclosure of conference fees and materials.** The actual cost of any expenses or fees paid or waived by a trip sponsor, or materials provided by a trip sponsor under § 308 must be disclosed as “other expenses” on the Trip Sponsor Form and on the Post-Travel Disclosure Form required pursuant to part 600 of these regulations.

**§ 309 Miscellaneous expenses.** Each House Member or employee participating in a trip may accept reasonable miscellaneous expenses from the trip sponsor that are necessary to accomplish the officially-connected purpose of the trip but that do not fit into the categories of transportation, food, lodging, or conference fees and materials.

- (a) Examples of acceptable miscellaneous expenses include, but are not limited to:
  - (1) Interpreting services;
  - (2) Security costs; and
  - (3) Visa fees.
- (b) Permissible miscellaneous expenses do not include any expenses for entertainment or recreational undertakings, such as sightseeing tours unrelated to the official purpose of the trip, concerts, and sporting events, or personal telephone calls.
- (c) Travelers may be reimbursed only the actual dollar value of miscellaneous expenses, and may not receive a set *per diem* amount intended to cover such fees.
- (d) The cost of any miscellaneous expenses provided pursuant to this provision must be itemized in the “other expenses” section of the Trip Sponsor Form and on the Post-Travel Disclosure Form required pursuant to part 600 of these regulations.
- (e) Expenses for any item or service that is not a necessary expense for transportation, food, lodging, conference materials and fees, or permissible miscellaneous expenses

under this section may be accepted only if unsolicited and otherwise permitted by House Rule 25, clause 5 (the gift rule).

**§ 310 Extending a trip at personal expense.** A traveler may add to a trip additional days that are not paid for by the trip sponsor, but instead are paid for at the traveler's personal expense.

- (a) The days at personal expense may precede or follow, or both precede and follow, the officially-connected portion of the trip.
- (b) The traveler's intention to add days at personal expense, and the dates of such travel, must be indicated on the Traveler Form.
- (c) The number of days and nights at personal expense must be fewer than or equal to the number of days and nights at the expense of the sponsor.
- (d) The time spent traveling to or from the destination should be excluded in calculating the time at the sponsor's expense.
- (e) Travelers who want to add at personal expense more than the permitted number of days must pay their own return transportation expense, rather than accepting such transportation from the sponsor.
- (f) Travelers who will be paying their own return transportation should indicate their intention to do so on the Traveler Form.
- (g) The traveler must pay any increase in trip costs caused by extending the trip.

**§ 311 Mixed purpose trips.** For the most part, trips under this section have a single officially-connected purpose. However, it is possible for a trip to have more than one such purpose, including a personal purpose, a political purpose, or an official purpose.

**§ 311.1 Primary purpose of the trip.** The House Member or employee seeking approval of a trip must determine the primary purpose of the trip, subject to the review of the Committee. The determination of the primary purpose of a trip must be made in a reasonable manner, and one relevant factor in making that determination is the number of days to be devoted to each purpose. In general, the primary purpose of a trip is the one to which the greater or greatest number of days is devoted.

**§ 311.2 Payment of travel expenses for mixed purpose trips.** A mixed purpose trip may have multiple sources of funding, such as, a trip sponsor for officially-connected activity, a political committee for campaign activity, the federal government for official business, or the traveler's own funds for personal activities.

- (a) The source associated with the primary purpose of the trip must pay for the airfare (or other long-distance transportation expense), and all other travel expenses incurred in accomplishing that primary purpose.

- (b) Any additional meal, lodging, or other travel expenses that the House Member or employee incurs in serving a secondary or additional purpose must be paid by the source associated with that additional purpose.

**§ 311.3 Mixed purpose trips including use of campaign or official funds.** Any mixed purpose trip that is paid in part with campaign funds or House funds must also comply with the rules and regulations of, respectively, the FEC, or the Committee on House Administration.

\* \* \* \*

**Part 400 – Travelers.** This part sets forth the rules regarding House Members and employees, and accompanying individuals, who may accept travel expenses from trip sponsors.

**§ 400 House Members or employees as travelers.** Any House Member or employee may accept travel expenses from a trip sponsor consistent with the requirements contained in these regulations.

**§ 401 Connection to official duties is required.** The participation of a House Member or employee in a trip must have a direct connection to the official duties of the traveler. Determination of the connection to the traveler’s official duties must have been made in accordance with the requirements of § 301.

**§ 401.1 Statements regarding connection to official duties.** The required form(s) issued by the Committee require that travelers and trip sponsors each state how participation in the trip is related to the traveler’s official duties (as opposed to those of another Member or employee). Specifically:

- (a) Each completed Traveler Form must state why participation in the trip is connected to the official duties of the particular House Member or employee seeking approval to accept trip expenses; and
- (b) Each trip sponsor must state on the Trip Sponsor Form (or attachment thereto) why each House Member or employee was invited on the trip.

**§ 402 Employing Member approval is required.** The employing Member of any House employee who has been offered travel expenses must sign the “Advance Authorization of Employee Travel” section of the Traveler Form, in order to certify that the purpose of the trip is connected to the employee’s official duties and that the employee’s participation in the trip will not create the appearance that the employee is using public office for private gain.

**§ 402.1 Employing Member for employees of a personal office.** For employees of a Member’s personal office, the Advance Authorization of Employee Travel must be signed by that Member.

**§ 402.2 Employing Member for employees of a committee.** When the traveler is employed by a House committee, the Advance Authorization of Employee Travel must be signed by:

- (a) For travelers employed by the majority of a House committee (including a subcommittee), the Chair of the full committee for which the individual works;
- (b) For travelers employed by the minority of a House committee (including a subcommittee), either the Chair or Ranking Member of the full committee for which the individual works;
- (c) For travelers employed by a nonpartisan House committee, the Chair of the full committee for which the individual works; or
- (d) For travelers employed by a joint committee, the highest ranking House Member on the committee.

**§ 402.3 Employing Member for employees of other House offices.** For travelers employed in a House office for which a Member is not the employing authority, the Advance Authorization of Employee Travel must be signed by the House officer under whom the employee works, or if the individual is not supervised by a House officer, by the most senior employee in the office.

**§ 403 Accompaniment by a relative is permitted.** A traveler may accept a trip sponsor's unsolicited offer to pay travel expenses for one accompanying relative of the traveler as defined in § 104(x). The trip sponsor may pay for all permissible expenses for the accompanying relative pursuant to the same restrictions applicable to the traveler's expenses under part 300.

**§ 403.1 Seeking approval to be accompanied by non-relative.** A House Member or employee who wishes to accept an unsolicited offer to be accompanied on a trip at the trip sponsor's expense by an individual who is not a relative as defined in § 104(x) must receive express, written permission from the Committee to accept such expenses prior to the individual's participation in the trip.

**§ 403.2 Accompaniment by additional individuals at the traveler's personal expense.** The traveler may bring more than one relative, or an individual who is not considered to be a relative under section § 104(x), on the trip provided:

- (a) The traveler pays all of the expenses related to the additional individual(s)' participation in the trip with personal or, in the case of Members, principal campaign funds as permitted by the FEC. These expenses include, but are not limited to, transportation, food, lodging, local transportation, admission fees to a conference or other event, and entertainment; and
- (b) The trip sponsor approves of the attendance of the additional individual(s) in the trip.

**§ 404 Responsibilities of traveler.** Any traveler seeking Committee approval to accept travel expenses from a trip sponsor must:

- (a) Submit complete and correct Traveler Forms, Trip Sponsor Forms, and accompanying attachments, as required by these regulations;

- (b) Respond to requests for clarification or additional information from the Committee;
- (c) Present amended forms to the Committee when needed based on changes to the information previously submitted by the traveler or trip sponsor;
- (d) Retain a copy of all forms and supporting information provided to the Committee for the period of three subsequent Congresses from the date of travel; and
- (e) File the appropriate Post-Travel Disclosure Forms with the Clerk of the House pursuant to part 600 of these regulations.

**§ 404.1 Misrepresentations to Committee subject to criminal penalty.** Any individual, acting on behalf of a prospective or past traveler, who makes materially false or misleading statements to the Committee concerning a trip that is being offered or was taken pursuant to these regulations may be subject to criminal penalties under the False Statements Act (18 U.S.C. § 1001).

**§ 404.2 Notification to Committee of material changes to trip as approved.** Any traveler whose participation on a trip has been approved by the Committee must notify the Committee as soon as practicable if there appeared to the traveler to be a material change in the actual trip as it occurred compared to the information provided in the forms submitted to the Committee.

**§ 404.3 Cancellation of a trip.** If the trip is cancelled by either the sponsor or the traveler, the traveler has the responsibility of so informing the Committee as soon as practicable. At Committee request, this must be done in writing and may be made by facsimile or electronic mail message to a member of the Committee staff.

\* \* \* \*

**Part 500 – Committee Approval Process.** This part sets forth the process for obtaining, and limitations upon, Committee approval of privately-funded, officially-connected travel.

**§ 501 Submission to Committee.** Each traveler may submit the required forms for approval under § 404(a) to the Committee by hand, facsimile, attachment to an electronic mail message, inside mail, U.S. mail, overnight mail service, or such other means as the Committee may designate.

**§ 501.1 Submission deadline is 30 days before trip.** The documents required under § 404(a) for Committee approval must be submitted to the Committee at least thirty (30) days prior to the date on which the trip starts (*i.e.*, the thirtieth day should be the day before the actual date of departure). Requests for approval that are submitted less than thirty (30) days before the start of a trip will not be granted unless –

- (a) The trip sponsor is a media outlet offering travel in order for the traveler to make a media appearance; or
- (b) The Committee deems that exceptional circumstances exist such that the travel request should be granted.

- (1) Exceptional circumstances may include an invitation for a Member to speak at an event due to the cancellation of the originally-scheduled speaker less than thirty (30) days before the start of the trip.
- (2) Exceptional circumstances do not include the fact that the sponsor failed to extend the invitation more than thirty days (30) before the start of the trip, or the fact that the invited Member or employee failed to submit the request to the Committee fewer than thirty (30) days before the start of a trip.

**§ 501.2 Weekend/Holiday due date extension.** If the 30-day deadline for submission of a travel approval request falls on a Saturday, Sunday, or federal holiday, then the deadline is extended to the next business day.

**§ 502 Traveler Form.** The individual completing the Traveler Form (who may be someone other than the traveler) must sign the form, indicating that the information contained on the form is true and correct to the preparer's knowledge pursuant to § 404.1.

**§ 503 Trip Sponsor Form.** A representative of a trip sponsor must complete and sign the Trip Sponsor Form. The trip sponsor is subject to possible criminal penalties for false statements provided on the Trip Sponsor Form.

- (a) For corporate or other private entities, the signatory on the Trip Sponsor Form must be an officer of the sponsoring entity.
- (b) The signatory on the Trip Sponsor Form may not be a federal lobbyist or foreign agent.
- (c) The trip sponsor must answer every question on the Trip Sponsor Form. Leaving questions blank or providing responses of "none" or "not applicable" are not permitted and will delay or prevent Committee approval.
- (d) The trip sponsor must provide the complete Trip Sponsor Form to all invited House Members and employees, to be included with the traveler's submission to the Committee.
- (e) Trip sponsors may not directly file the Trip Sponsor Form with the Committee for approval.
- (f) For trips with more than one trip sponsor, each trip sponsor must have a representative complete a certification as to the accuracy of the information contained in the Trip Sponsor Form.

**§ 503.1 Supporting documentation.** If not included on the Trip Sponsor Form itself, the trip sponsor must include the following attachments with the completed Trip Sponsor Form provided to all invited House Members and employees:

- (a) A list of all House Members and employees the trip sponsor is inviting to participate in the trip. The list must contain:

- (1) The name of the traveler seeking approval for the trip; and
  - (2) The trip sponsor's reason(s) for inviting each individual.
- (b) A detailed, individualized agenda of the trip in which the House Member or employee is seeking to participate. The agenda must include:
- (1) The actual or estimated departure time of the traveler's outbound and return travel; and
  - (2) An hour-by-hour list and description of the activities in which the traveler will be participating on the trip. The general schedule of a public conference or other event does not satisfy the requirement for a traveler's individualized agenda unless the traveler indicates on it the specific activities in which the traveler will be participating.

**§ 504 Approval by Ethics Committee.** Based on the information provided under these regulations, the Committee will evaluate and approve or deny any request to participate in a trip governed by these regulations.

**§ 505 Retroactive approval.** Absent exceptional circumstances, the Committee will not grant retroactive approval of any trip governed by these regulations for which the traveler failed to seek or receive approval from the Committee prior to the start of the trip.

- (a) Any traveler who participates in a trip without receiving pre-approval from the Committee will be required to repay to the sponsor all expenses incurred due to the traveler's participation in the trip, subject to the rules and limitations of this subsection.
- (b) Official funds (committee funds or a Member's Representational Allowance) may be used for reimbursement only if the expenditure is approved by the Committee on House Administration.
- (c) Members may use their personal funds for a reimbursement required under this regulation.
- (d) Pursuant to House Rule 24, House employees may not use their personal funds to reimburse the expenses of an officially-connected trip.
- (e) Provided such expenditure complies with regulations of the FEC, Members may use funds from their principal campaign committee for a reimbursement required under this section for travel undertaken by –
  - (1) the Member;
  - (2) an employee in the Member's personal office; or
  - (3) an employee of a committee on which the Member serves.

- (f) Members may not use funds from any other campaign account, including a Leadership PAC or non-federal campaign committee, for a reimbursement required under this section.

**§ 506 Denial for previous violations.** The Committee may refuse travel being offered by sponsors who have previously violated these regulations or, in the opinion of the Committee, made false or misleading representations to the Committee.

**§ 507 Limitations on Committee approval.** The following limitations apply to any approval granted by the Committee under these regulations.

- (a) Travel approvals are issued only to the specific traveler seeking Committee approval. That approval cannot be relied upon by any other individual or entity.
- (b) The legal basis for travel approvals is limited to the Committee's application and interpretation of the House rules. No opinion is expressed or implied herein regarding the application of any other federal, state, or local statute, rule, regulation, ordinance, or other law that may be applicable to the proposed travel.
- (c) Travel approvals do not bind or obligate any entity other than the Committee.
- (d) Travel approvals are limited in scope to the specific proposed trip described in the materials submitted for approval and do not apply to any other conduct, including that which appears similar in nature or scope to that described the materials.
- (e) The Committee will take no adverse action against a traveler in regard to any travel undertaken in good faith reliance upon a travel approval, so long as the traveler presented a complete and accurate statement of all material facts relied upon for the travel approval, and the trip in practice conforms with the information provided during the Committee approval process.
- (f) A traveler may not rely on a travel approval if the Committee has not been informed of any and all material changes to the trip by the traveler prior to the trip under § 404.2.
- (g) Changes or other developments in the law (including, but not limited to, the Code of Official Conduct, House rules, Committee guidance, advisory opinions, statutes, regulations or case law) may affect the validity of a travel approval.
- (h) The Committee reserves the right to reconsider the questions and issues raised in a request for Committee approval and to rescind, modify, or terminate a travel approval if not in compliance with applicable law, rule, or regulation.
- (i) The Committee will rescind a travel approval only if relevant and material facts were not completely and accurately disclosed to the Committee at the time the approval was issued.



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## **Part 600 – Post-Travel Disclosure.**

**§ 601 General disclosure rule.** Within fifteen (15) days of the return from a trip authorized pursuant to these regulations, the traveler must complete and submit the appropriate Post-Travel Disclosure Form to the Clerk of the House at the Legislative Resource Center.

- a) Members and officers must submit a Member/Officer Post-travel Disclosure Form.
- b) House employees must submit an Employee Post-Travel Disclosure Form.

**§ 601.1 Weekend/Holiday due date extension.** If the 15-day due date for Post-Travel Disclosure falls on a Saturday, Sunday, or federal holiday, then the due date is extended to the next business day.

**§ 602 Supporting documentation.** Each Post-Travel Disclosure Form must include copies of the following:

- c) The Traveler Form submitted to the Committee prior to the trip;
- d) The Trip Sponsor Form and Grantmaking and Non-Grantmaking Sponsor Forms (if applicable) submitted to the Committee prior to the trip;
- e) The list of House Members and employees who were invited, or, in the alternative, the list of House Members and employees who actually participated in the trip;
- f) The actual agenda and description of activities in which the traveler participated during the trip;
- g) A copy of the approval letter or other written communication from the Committee authorizing the traveler's participation in the trip; and
- h) A copy of the Sponsor Post-Travel Disclosure Form, certifying the actual costs incurred by the traveler.

**§ 603 Certification of expenses.** Each Member/Officer- or Employee Post-Travel Disclosure Form must include a Sponsor Post-Travel Disclosure Form that indicates the actual dollar value of all expenses paid or reimbursed by the trip sponsor for the traveler.

- (a) If actual dollar amounts are not available within fifteen (15) days of the traveler's return from a trip, the trip sponsor may use good faith estimates of the trip expenses, and should indicate on the form that the provided amounts are estimates rather than actual dollar amounts.
- (b) When good faith estimates are used on a Sponsor Post-Travel Disclosure Form, the traveler must file an amended Post-Travel Disclosure Form attaching a Sponsor Post-Travel Disclosure Form that lists the actual dollar value of expenses as soon as practicable once it is received from the trip sponsor.

**§ 603.1 Sponsor Post-Travel Disclosure Form.** Within ten (10) days of the return of a House Member or employee from a trip, the trip sponsor must provide to that Member or employee a Sponsor Post-Travel Disclosure Form, as appropriate, providing, and certifying as to the accuracy of the information required on that form, including the actual expenses paid on behalf of the traveler.

**§ 603.2 Member/Officer Post-Travel Disclosure Form.** The Member/Officer Post-Travel Disclosure Form must –

- (a) be signed by the Member or officer who participated in the trip, certifying that the purpose of the trip was connected to traveler's official duties and that participation in the trip will not create the appearance that the traveler used public office for private gain; and
- (b) attach a completed Sponsor Post-Travel Form that includes the actual costs paid, reimbursed, or otherwise incurred by the trip sponsor in connection with the participation of the traveler, and any accompanying relative of the traveler, in the trip. If the trip sponsor fails to complete a Sponsor Post-Travel Form, or if actual costs are unavailable, prior to the date the form must be filed pursuant to these regulations, the trip sponsor or traveler may use good faith estimates of the costs, provided that, as soon as practicable, the traveler files an amended, completed Post-Travel Disclosure Form, as required by § 603(b).

**§ 603.3 House Employee Post-Travel Disclosure Form.** The Employee Post-Travel Disclosure Form must –

- a) be signed by the employee's employing Member, as defined in § 402, certifying that the travel was authorized in advance, that all the expenses listed are necessary, that the travel was in connection with the employee's official duties and will not create the appearance that the traveler used public office for private gain; and
- b) attach a completed Sponsor Post-Travel Form that includes the actual costs paid, reimbursed, or otherwise incurred by the trip sponsor in connection the participation of the traveler, and any accompanying relative of the traveler, in the trip. If the trip sponsor fails to complete a Sponsor Post-Travel Form, or if actual costs are unavailable prior to the date the form must be filed pursuant to these regulations, the trip sponsor or traveler may use good faith estimates of the costs, provided that, as soon as practicable, the traveler files an amended, completed Post-Travel Disclosure Form, as required by § 603(b).

**§ 604 Differences from prior submissions.** Any differences in fact from the Traveler and Trip Sponsor Forms submitted prior to Committee approval must be explained in detail on the Member/Officer or Employee Post-Travel Disclosure Form submitted in reference to the trip. Such differences may include, but are not limited to, changes in transportation arrangements such as changes in class or mode of transportation, the agenda, or the duration of the trip.

**§ 605 Financial Disclosure Statement.** All Members and any House employee who is required to file a financial disclosure statement pursuant to the Ethics in Government Act (EIGA)

(5 U.S.C. app. 4 §§ 101 *et seq.*) must disclose on Schedule VII any trip authorized under these regulations for which the Member or employee accepted more than \$350 of trip expenses, cumulatively, for travel by themselves or any accompanying individual.

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The Committee reviews the regulations on an ongoing basis and welcomes feedback from the House community. If you have any questions or comments about the revised regulations, please contact the Committee's Advice and Education staff at (202) 225-7103.