

**U.S. House of Representatives
Committee on Standards of Official Conduct**

**INSTRUCTIONS FOR COMPLETING THE ...
PRIVATE SPONSOR TRAVEL CERTIFICATION FORM**

1. *Sponsor(s) (who will be paying for the trip):* Fill in the names of each person, organization, or other entity contributing funds or in-kind support towards the trip.
2. *I represent that the trip will not be financed (in whole or in part) by a federally-registered lobbyist or a registered foreign agent:* House Members and staff may not accept travel funded by a federal lobbyist or registered 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.
3. *I represent that the trip sponsor(s) has not accepted from any other source funds earmarked directly or indirectly to finance any aspect of the trip:* All financial contributors to the trip must qualify as sponsors and should be listed as a sponsor in response to Question 1. Check the box to indicate that no such outside funding has been accepted.
4. *Is travel being offered to an accompanying family member of the House invitee(s)?* Check yes or no. House Rules permit Members and House staff to accept travel benefits for one accompanying family member if offered by the trip sponsor.
5. *Provide names and titles of ALL House invitees; for each invitee, provide 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.
6. *Dates of Travel:* State the dates of departure and return.
7. *Cities of departure – destination – return:* For example, an appropriate entry might read: "DC – Detroit – DC". Include additional destinations if there will be more than one. Do not list the names of airports, times of flights, or cities where travelers will have an airport layover (this information should be included in the attached detailed agenda).
8. *Attached is a detailed agenda of the activities taking place during the travel:* The agenda should be a detailed, hour-by-hour agenda. Include the names of speakers and the subjects of briefings. The agenda should also include information regarding the time spent on travel to and from the destination, as well as local travel. 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.

9. *I represent that (check one of the following):* Check only one box in response to this question. "Institutions of higher education" generally includes accredited public and private colleges or trade schools located in the U.S. and its territories; such entities should check box "a," regardless of whether they employ or retain a federal lobbyist or foreign agent. Entities other than institutions of higher education that do not employ or retain a federal lobbyist or foreign agent should check box "b." Entities other than institutions of higher education that do employ or retain a registered lobbyist or foreign agents should check box "c." Such entities may sponsor travel only for one-day events, and lobbyist involvement in the trip must be "*de minimis*" as defined by Committee regulations.
10. *If travel is for participation in a one-day event, check one of the following:* Complete this question only if you checked box "c" in response to question 9; check "N/A" if you answered "a" or "b" to Question 9. For travel to one-day events sponsored by an entity that retains or employs a lobbyist, 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 regulations.
11. *I represent that a federally-registered lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip:* When a trip is sponsored by an entity other than an institution of higher education (generally a U.S. college or university), House rules prohibit Members and employees from being accompanied by registered lobbyists or foreign agents while traveling. This rule does not prohibit lobbyist or foreign agent participation in briefings or meetings that occur at the destination. Check the box to indicate that no such individual will accompany House Members and staff during the travel portions of the trip.
12. *Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the role of each sponsor in organizing and conducting the trip:* The sponsor (the entity paying for the trip) should be the entity primarily responsible for organizing the trip. There may be more than one trip sponsor, but travel may not be accepted from an entity that merely contributes money towards the travel and is not otherwise involved in planning or conducting the trip. Each trip sponsor must be listed in response to Question 1.
13. *Describe the mode of travel (air, rail, bus, etc.) . . . :* Indicate whether travel will be by air, rail, bus, or other means. For air travel, also indicate what class of travel will be provided, such as business class or coach. Also indicate the type of aircraft or flight (commercial airline flight, chartered flight, or private aircraft). Note that 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, as detailed in House Rule 23, clause 15 and the Committee's travel regulations.
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, Members and staff 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 . . .* : 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 to all other attendees as part of the event. For events put on specifically for House Members or staff, meal expenses must be “reasonable” in accordance with Committee regulations.
16. *Reason for selecting the location of the event or trip:* The destination of a trip must be related to its purpose. 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.
17. *Name of hotel or other lodging facility:* Include the names of all hotels and lodging facilities at which Members or staff will be staying during the trip.
18. *Cost per night of hotel or other lodging facility:* Provide the cost per night of each hotel or lodging facility at which Members and staff will be staying during the trip. Trip sponsors 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.
19. *Reason(s) for selecting hotel or other lodging facility:* For events held 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. When the trip is held specifically for Members or staff, include rationale such as proximity to the site to be visited or to the airport.
20. *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. When the “other” column includes more than one item, provide the cost of each item separately (e.g., “Ground Transportation \$30; tote bag \$9”).
21. *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 based on an estimate of incidental expenses.
22. *Certification Information:* Self-explanatory. Form must be signed by a representative of the trip sponsor.

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

**NOTE: REQUESTS MUST BE RECEIVED
BY THE COMMITTEE FROM THE TRAVELERS
NO LESS THAN 14 DAYS BEFORE THE DEPARTURE DATE OF THE TRIP,
OR APPROVAL WILL NOT BE GRANTED.**