

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

**INSTRUCTIONS FOR COMPLETING THE  
TRAVELER FORM**

***First Page:***

- *Name of Traveler:* Fill in the name of the House Member or employee who will be going on the trip.
- *Certification Information:* The form must be signed to attest to the truth of the information it contains. The signatory can be either the person who will be traveling or someone who completed the form on that person's behalf. If the person who signed the form is not the traveler, indicate the signatory's name on the second line ("Name of Signatory (if other than traveler)"). Staff travelers must also indicate the name of their employing Member or committee on the third line. All filers should provide the office address, office telephone number, and e-mail address for the person to be contacted with questions about your form.

***Second Page:***

1. *Name of Traveler:* Fill in the name of the House Member or employee who will be going on the trip. This should be the same name used in response to this question on the first page of the form.
2. *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. This information should match the information on the Private Sponsor Travel Certification Form you will be submitting together with your Traveler Form.
3. *Travel destination(s):* Identify the city and state or country you will be visiting. Include multiple destinations, if appropriate. Do not list airports or cities in which you will merely have a travel layover. Do not list your cities of departure and return, only your destination(s).
4. *Date of Departure and Date of Return:* List the days on which you will be departing on the trip and returning from the trip, including any dates at your personal expense. If you will have days at your personal expense, list those dates on line 4(b).
5. *Will you be accompanied by a family member at the sponsor's expense:* House Members and staff may accept travel expenses for one accompanying family member, if offered by the trip sponsor. If the trip sponsor will be paying for a family member to accompany you, answer yes to Question 5(a), and provide details on that person in parts 5(b) and 5(c). If a family member will accompany you at your own expense (rather than at the trip sponsor's expense), answer no to Question 5(a).

6. *Did the trip sponsor answer "yes" to Question 9(c) on the Trip Sponsor form (i.e., the travel is being sponsored by an entity that employs a lobbyist):* If the trip sponsor answered yes to Question 9(c) on the Trip Sponsor Form (indicating the trip sponsor employs a lobbyist), you should answer yes to Question 6(a), and also complete Question 6(b). If the trip sponsor checked 9(a) or 9(b) on the Trip Sponsor form (indicating the trip sponsor is a college or does not employ a lobbyist), check no to Question 6(a) and N/A to Question 6(b).
7. *Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments:* You must include a Private Sponsor Travel Certification Form with your request, including any attachments to that form. Check the trip sponsor form and attachments before filing to ensure that they are complete and accurate. For example, make sure that your name is included on the invitee list and the agenda provides a detailed, hour-by-hour agenda of your particular itinerary. Check the box if you have included the required sponsor information.
8. *Explain why participation in the trip is connected to your official or representational duties:* Travel must have a connection to the Member or employee's official duties. Provide an explanation as to why this trip relates to your official House duties or area of expertise.
9. *For Staff: To be completed by your employing Member:* Staff travel must be authorized in advance by the individual's employing Member. The Member must sign on the appropriate line to indicate that such approval has been given. For staff of a committee, the employing Member is either the Chairman or Ranking Member of the committee, as appropriate. The signatory in this section must be a Member of the House.

**To request approval for a proposed trip, you must submit to the Standards Committee both pages of the completed Traveler Form, together with a completed Trip Sponsor Form and any attachments. The Committee fax number is (202) 225-7392.**

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

You should keep a photocopy of your completed form, plus the Trip Sponsor Form and any attachments, as you will have to submit it to the Clerk as part of your post-travel disclosure.

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