

# United States Senate

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

## **Employee Privately-Sponsored Travel Checklist**

This checklist is designed to help Senate travelers and sponsors comply with requirements for privately-sponsored trips. Senators, Officers, and staff members must submit all their travel information to the Ethics Committee **at least 30 days** before they leave on a privately-sponsored trip. All the forms and materials listed below are available on the Ethics Committee Web site ([ethics.senate.gov](http://ethics.senate.gov)) or at its office (Hart 220).

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PLEASE NOTE THAT BEFORE SUBMITTING A TRAVEL PACKAGE TO THE ETHICS COMMITTEE, MEMBERS, OFFICERS AND EMPLOYEES MUST DETERMINE THAT THE EXPENSES FOR THE TRIP ARE NECESSARY AND REASONABLE. THEREFORE, SENATE TRAVELERS AND THEIR SUPERVISORS SHOULD MAKE SURE THEY UNDERSTAND THE RULES AND GUIDELINES FOR PRIVATELY-SPONSORED TRAVEL, WHICH CAN BE FOUND ON THE ETHICS COMMITTEE WEB SITE.

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## **PRE-TRAVEL APPROVAL PROCESS**

*File with Senate Ethics Committee in 220 Hart*

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

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

- Copy of Employee Pre-Travel Authorization**  
Senate employees must fill out this form and have their supervising Senator or Officer sign it after determining that the proposed travel is connected to official duties and will not create any appearance of a public office being used for private gain. Please file a **COPY** of this form with the Ethics Committee. Keep the original for post-travel submission to the Office of Public Records.
- Copy of Private Sponsor Invitation**  
Employees who want to attend a privately-sponsored trip must first receive a letter of invitation from the sponsors and submit a copy of it to the Ethics Committee.
- Copy of Private Sponsor Travel Certification Form**  
Sponsors of private travel must also provide all Senate invitees with a signed and completed travel certification form, which includes information about the trip's sponsors, purpose, length, itinerary, and expenses. Senate invitees must submit a copy of this form and all attachments (see below) to the Ethics Committee.

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

Be sure to submit all attachments to the *Private Sponsor Travel Certification Form*. **This includes a complete and final itinerary** as well as any other necessary attachments or supplements.

**Before Traveling: Receive Letter of Approval from Ethics Committee**

**Letter from the Ethics Committee**

After receiving the completed travel package, the Ethics Committee will review it as quickly as possible and will contact the Senate traveler or private sponsor with any necessary follow-up questions. The Committee will then issue a letter to the employee.

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**POST-TRAVEL DISCLOSURE**

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*File with the Office of Public Records in 232 Hart*

**Within 30 Days after Returning from Travel: Forms to Complete and File**

**Employee Pre-Travel Authorization**

Submit the original that was filled out prior to travel.

**Employee Post-Travel Disclosure of Expenses**

In Part 2 of the form, employees must list expenses reimbursed to them or paid for them. The form must be signed by both the employee and their supervising Senator or Officer after making a determination the trip expenses listed are necessary under Senate rules.

**Copy of Private Sponsor Travel Certification Form**

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

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

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

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

*Phone: 202-224-2981*

*Fax: 202-224-7416*