

Travel Quick Reference Chart

Sponsor	Permissible Trip Purpose	Time Limit	Limits on Lobbyist Participation	Committee Approval Required	Post-Travel Reporting
<i>Private entity that retains or employs a lobbyist or foreign agent</i>	Official only	1 day	Yes	Yes	Yes, file with the Office of Public Records within 30 days
<i>Private entity that does not retain or employ a lobbyist or foreign agent, or is a § 501(c)(3) organization</i>	Official only	3 days (domestic) 7 days (international)	Yes	Yes	Yes, file with the Office of Public Records within 30 days
<i>Federal, state, or local government</i>	Official or unofficial	None	No	No	None
<i>Foreign government</i>	Official only	None	No	No	Yes <u>FGDA</u> File with Committee within 30 days <u>MECEA</u> <i>Financial disclosure filers only</i> – report on Part 6
<i>Outside activity (e.g., job interview)</i>	Unofficial only	None	No	No	<i>Financial disclosure filers only</i> – report on Part 6
<i>Personal friendship</i>	Unofficial only	None	Yes	Yes if the value exceeds \$250	<i>Financial disclosure filers only</i> – report on Part 6
<i>Campaign</i>	Unofficial only	None	No	No	No Senate reporting, but FEC reporting requirements may apply