U.S. SENATE SELECT COMMITTEE ON ETHICS

Privately Sponsored Travel Portal User Guide

![Ethics Travel Portal]

Ethics Travel Portal

Dear TRAVELER,

SPONSOR has invited you to participate in a privately sponsored trip. You can request approval to participate in the trip through the Ethics Travel Portal. Once there, click the **Start New Trip** button on the Trips page and follow the provided steps.

Trip Name	TRIP NAME for Jan 26, 2023
Travel Dates	01/23/2023 to 01/25/2023
Traveler Code	53f33115-a51a-4260-955e-9b777853b687

Please do not reply to this message as this email address is not monitored.

Start New Trip

To start your trip, copy the **Traveler Code** from the email you received, paste it into the field below, then click Save.

Traveler Code
53f33115-a51a-4260-955e-9b777853b687|

Save   Cancel

A new trip in the Travel App must be initiated by the private sponsor. Once the sponsor completes its paperwork and invites you to participate, you will receive an email from the App with an individualized "Traveler Code." You will use this code to begin your trip request through the App.

Sign In to the Privately Sponsored Travel (PST) Portal

[→] **Private Sponsor Sign In**   [→] **Senate Traveler Sign In**

The PST Portal is a tool used by the Select Committee on Ethics to process privately-sponsored travel requests from Senate Members, officers, and employees.

Privately-sponsored travel is any gift of travel and travel-related expenses for travel outside the Senate duty station, including transportation, lodging, food and refreshments, and conference fees and materials, whether paid for directly, reimbursed, or provided directly, from a private individual or entity, in connection with a Member's, officer's, or employee's official Senate duties. Incorporating reforms from the Honest Leadership and Open Government Act of 2007 (HLOGA), Pub. L. 110–81 (2007), Senate Rule 35.2 permits Members, officers, and employees to accept privately-sponsored travel only with the **prior written approval** of the Committee.

The Committee's approval process is governed by the Regulations and Guidelines for Privately-Sponsored Travel (Travel Regulations). The Travel Regulations contain detailed requirements regarding who may sponsor travel; time limits for trips; and the type and amount of expenses that can be reimbursed. **In order to obtain Committee approval, Members, officers, and employees must submit a complete travel package to the Committee no later than 30 days prior to the departure date of a proposed trip**. To determine the due date for travel packages, please use the Travel Calculator.

The Travel App is found at https://pst.senate.gov. There are separate logins for private sponsors and Senate travelers.

Logging in to the traveler side of the App will require you to log in with your Senate credentials.

Privately Sponsored Travel Portal

+ Start New Trip

🧳 My Trips

Search						
Organization Name	**Trip Name**	**Travel Start Date/Time ↓**	**Travel End Date/Time**	**Status**	**Withdrawn**	**Submitted By**

No data available

Rows per page: 25 ▼ – ‹ ›

Once you have logged in, you can view all trip requests you have submitted. You can also request approval for a new trip using the "Start New Trip" button in the top right of the screen.

Privately Sponsored Travel Portal

💼 Work: Trip

✔ Draft ————————————— ② Submitted ————————————— ③ Approved/Denied ————————————— ④ Certified

Travel Information

Whom are you completing this travel request for?
◉ Self   ○ Another Person

Title
Title

Phone
123-456-7891

Alternate Email (Optional)

Imported Fixed Data

The following user details are retrieved from Active Directory (AD) and cannot be changed in the Privately Sponsored Travel Portal.
If any information list...

Name:
Email:
Office:
Duty Station:

Your name, email, office, and duty station will pre-populate based on your Active Directory (AD) data.

Destination(s)
Destination

Explain how this trip is specifically connected to the traveler's official or representational duties.
This seminar is specifically designed...

40 / 675

Do you have an accompanying family member or spouse on this trip?
○ Yes   ◉ No

Save   Cancel

After clicking "Start New Trip" and entering your Traveler Code, you will be prompted to enter the information required for Form RE-1. The App will pre-populate some data from your Active Directory (AD) data.

Privately Sponsored Travel Portal

🧳 Work: Trip

| ✔ Draft | ② Submitted | ③ Approved/Denied | ④ Post Travel Certification |

🧳 Trip Information   **Withdraw From Trip**

How to Submit to Ethics?

Prior to submitting this request, please ensure your Pre-Travel Authorization Package is complete. A complete Package includes:

- ✅ Complete and final itinerary
- ✅ List of invitees
- — A signed RE-1   **📄 Download Unsigned RE-1**   **Download an Unsigned RE-1 Form**
- — Private Sponsor travel invitation

🔒 Submit To Ethics

📋 Trip Documents   **Edit Traveler Information**

📎 Upload Signed RE-1
PDFs Only

📎 Upload Private Sponsor Invitation
PDFs Only

📄 Complete And Final Itinerary

📄 Invitees

Upload Documents

After you complete this information, the App will generate Form RE-1 for you. You must download the form to get it signed by supervising Member or officer.

RE-1 Employee Pre-Travel Authorization

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not be considered or approved.**

Date/Time Stamp

Name of Traveler:
Traveler

Employing Office/Committee:
Office

Private Sponsor(s):
Work

Destination(s):
Destination

Travel Dates:
01/31/2023 to 01/31/2023
NOTE: If you plan to extend the trip for any reason you must notify the Committee.

Explain how this trip is specifically connected to the traveler's official or representational duties.

This seminar is specifically designed...

Do you have an accompanying family member or spouse on this trip?
No

Name and Relationship to Traveler:
N/A

I certify that the information contained in this form is true, complete and correct to the best of my knowledge.

Date

Signature of Employee

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER
(President of the Senate, Secretary of the Senate, Sergeant at Arms,
Secretary for the Majority, Secretary for the Minority, and Chaplain)

I _____ hereby authorize _____
(Print Senator's/Officer's Name)   (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate.

☐ (signify "yes" by checking box)

Date

Signature of Supervising Senator/Officer

Traveler information will pre-populate based on responses in the Traveler Information screen

Print and sign the traveler and Supervising Senator/Officer certifications

The downloaded form will be populated with all information you previously entered. The only fields you will need to complete by hand are the fields for your signature and your supervising Member's or officer's signature.

Select Committee on Ethics
Privately Sponsored Travel Portal

🧳 Work: Trip

✓ Draft ———————— ② Submitted ———————— ③ Approved/Denied ———————— ④ Post Travel Certification

🧳 Trip Information   [Withdraw From Trip]

How to Submit to Ethics?

Prior to submitting this request, please ensure your Pre-Travel Authorization Package is complete. A complete Package includes:

☑️ Complete and final itinerary
☑️ List of invitees
— A signed RE-1   [PDF Download Unsigned RE-1]
— Private Sponsor travel invitation

[🔒 Submit To Ethics]

📑 Trip Documents   [Edit Traveler Information]

📎 [Upload Signed RE-1]
   PDFs Only

📎 [Upload Private Sponsor Invitation]
   PDFs Only

[PDF] Complete And Final Itinerary
[PDF] Invitees

Upload PDFs of the Signed RE-1 and Private Sponsor Invitation

[Upload Documents]

After signing Form RE-1, you will upload it, along with the original invitation you received from the sponsor, into the App.

Once uploaded, you will see green check marks next to each of the required documents. You will now be able to submit your trip for Ethics Committee review.

You can check back on your trip's progress at any point.

Ethics Travel Portal

The Select Committee on Ethics (the Committee) has approved your privately sponsored travel. The trip details are below:

Organization Name	Work
Trip Name	Trip
Travel Dates	01/31/2023 @ 07:55 PM to 01/31/2023 @ 07:55 PM
Approval Letter	Attached
Final Approved Pre-Travel Package	Attached

Please do not reply to this message as this email address is not monitored.

Select Committee on Ethics
Privately Sponsored Travel Portal

\+ Start New Trip

🗂 My Trips

Search

	Organization Name	Trip Name	Travel Start Date/Time ↓	Travel End Date/Time	Status	Withdrawn	Submitted By
🔍 View Trip	Work	Trip	January 31, 2023	January 31, 2023	✓ Approved	No	
🔍 View Trip	Work	Trip	January 31, 2023	January 31, 2023	✉ Invited	No	

When the Ethics Committee approves the trip, you will receive an email containing a package of all documents submitted as part of the trip request and the Committee's approval letter. You can also review these documents through the App.

Select Committee on Ethics
Privately Sponsored Travel Portal

🧳 Work: Trip

✓ Draft — ✓ Submitted — ✓ Approved — ④ Post Travel Certification

🔒 You may not make edits to a trip after it has been submitted to the Senate Ethics Committee for review. If you need to make edits to a trip that is under review, please contact the Committee.

🧳 Trip Information   [Withdraw From Trip]

📖 Trip Documents   [View Traveler Information]

Upload Signed RE-1
PDFs Only

Upload Private Sponsor Invitation
PDFs Only

📄 Ethics Approval Letter
📄 Complete And Final Itinerary
📄 Invitees
📄 Signed RE-1
📄 Private Sponsor Travel Invitation
📄 Final PDF

After approval, you may not make edits to a trip after it has been submitted to the Committee. If you need to make edits to a trip after approval, please contact the Committee.

Ethics Travel Portal

The Select Committee on Ethics has certified your trip. Post Travel paperwork must be filed with the Office of Public Records within 30 days of returning from travel. Once you have printed and signed your post travel packet, submit all forms to the Office of Public Records in 232 Hart Building. The trip details are below:

Organization Name	Work
Trip Name	Trip
Travel Dates	02/01/2023 @ 01:51 PM to 02/02/2023 @ 03:51 PM

Please do not reply to this message as this email address is not monitored.

Select Committee on Ethics
Privately Sponsored Travel Portal

🧳 Work: Trip

✓ Draft   ✓ Submitted   ✓ Approved/Denied   ✓ Post Travel Certification

🔒 You may not make edits to a trip after it has been submitted to the Senate Ethics Committee for review. If you need to make edits to a trip that is under review, please contact the Committee.

🧳 Trip Information   [Withdraw From Trip]

✅ Certified by Ethics on 02/02/2023 @ 09:08 AM

The Select Committee on Ethics has certified your trip. Post Travel paperwork must be filed with the Office of Public Records within 30 days of returning from travel. Once you have printed and signed your post travel packet, submit all forms to the Office of Public Records in 232 Hart Building.

[Download Post Travel Packet]

📑 Trip Documents   [View Traveler Information]

📎 Upload Signed RE-1	
PDFs Only	

📎 Upload Private Sponsor Invitation	
PDFs Only	

- 📄 Complete And Final Itinerary
- 📄 Invitees
- 📄 Signed RE-1
- 📄 Private Sponsor Travel Invitation
- 📄 Final PDF

After the last day of travel, the App will generate a post-travel package containing all pre-travel documents, as well as a certification that the trip conformed to the details represented in the pre-travel documents. You must print this package, sign it, have it signed by your supervising Member or officer, and turn it in to the Office of Public Records (OPR). The post-travel package is a *public* filing—review all documents carefully before submitting to OPR!