Privately Sponsored Travel Portal
User Guide
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.
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.
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.
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.
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.
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.
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.
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.
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.
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!