

## United States Senate

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

### Privately-Sponsored Travel Checklist for Sponsors

This checklist is designed to help sponsors comply with Senate requirements for privately-sponsored travel. House and Senate travel regulations differ; please review the Committee's travel regulations and guidelines carefully. Senate Members, officers, and employees must submit all their travel information to the Senate Ethics Committee **at least 30 days** before departure. Sponsors must give completed forms to all invited Senate Members, officers, and employees in advance of that deadline. Senate travelers are responsible for submitting a completed travel packet to the Committee. All the forms and materials discussed below are available on the Ethics Committee's website at [www.ethics.senate.gov](http://www.ethics.senate.gov).

### INVITATION

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- Each traveler must receive his or her own invitation.**  
Invitations should be extended directly to the travelers.
- No Lobbyists or Foreign Agents signed or are mentioned in the invitation.**  
Lobbyists and foreign agents may not plan, organize, arrange, or request trips involving Senate personnel. Lobbyists and foreign agents are not permitted to invite Senate personnel on a trip, be mentioned in the invitation, or directly influence the Senate guest list for the trip.

### PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

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You must complete the *Private Sponsor Travel Certification Form*. A fillable .pdf version of the form can be found on the Committee's website and **question-by-question instructions are attached to the form**. Common problems in completing the form are addressed below.

- Responses to each question should be brief, consistent with the requirement to provide all relevant information. Attach additional pages if necessary.**
  - Question 1: If there are multiple sponsors, they should jointly complete one form. Each sponsor should be listed in response to Question 1.
  - Questions 7 and 8: Both boxes for each question must be checked.
  - Questions 8 and 9: For all trips **other** than one-day trips paid for by sponsors that employ or retain lobbyists or foreign agents, a lobbyist or foreign agent may not accompany a Senator, officer, or employee "at any point throughout the trip."
    - "At any point throughout the trip" means any parts of the travel to and from the event, as well as at the event itself or location being visited.

For **one-day** trips paid for by sponsors that employ or retain lobbyists or foreign agents, a lobbyist or foreign agent may not accompany a Senator, officer, or staff member on "any segment of the trip."

- "Any segment of the trip" means any parts of the travel to and from the event, rather than the event itself or the location being visited.
  - Question 11: Attach a complete and final itinerary. The Committee does not accept tentative itineraries during the pre-approval process.
  - Question 21: Domestic federal *per diem* rates can be found at <http://gsa.gov/portal/content/104877>. Foreign federal *per diem* rates can be found at [aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp).
  - Question 25: Each sponsor must complete the signature block. Attach multiple pages if necessary.
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- If the Committee requires changes to any materials during the pre-travel review process, the sponsor must provide each traveler with the final approved version of the materials for their post-travel submission.

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## ITINERARY

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The itinerary must be final and complete before it is submitted to the traveler with the *Private Sponsor Travel Certification Form*. If changes need to be made to the itinerary after travel has been approved, please contact the Committee.

**Trip Length Restrictions**

- Private entities that employ or retain at least one lobbyist or foreign agent may only sponsor **one-day trips** with one overnight stay. Two overnight stays *may be* approved if practically required.
  - Private entities that do not employ or retain lobbyists or foreign agents and all § 501(c)(3) organizations may sponsor trips within the continental United States for no more than **three days** or foreign trips for no more than **seven days** (*i.e.*, three or seven 24-hour time periods).
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- Six (6) hours or more of officially-related activities daily.**  
There must be a sufficient number of officially-related activities to justify the travel. Officially-related activities must account for at least **six hours** of each travel day. This time may include travel time between events. Purely cultural or leisure events do not count toward this requirement.

*Please contact the Ethics Committee staff at (202) 224-2981 if you have any questions.*