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.

INVITATION

☐ 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

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](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.

☐ 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.

**ITINERARY**

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).

- **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.*