

Date/Time Stamp

# COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

**Instructions:** Use this form as a cover sheet for any paperwork you may need to submit to the **Office of Public Records** in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

SUBMIT DIRECTLY TO THE **OFFICE OF PUBLIC RECORDS IN 144 HART BUILDING**

Name of Traveler: \_\_\_\_\_

Employing Office/Committee: \_\_\_\_\_

Travel Expenses Paid by (List all sources): \_\_\_\_\_

Travel Date(s): \_\_\_\_\_

Description/Title of Attached Forms: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose of Amendment (describe the reason for amending original submission): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Traveler)