

REQUEST FOR TRIP MODIFICATION

Pursuant to the *Regulations and Guidelines for Privately Sponsored Travel* § III.E.2:

Senate travelers are expected to participate in the trip as planned by the trip sponsor except as follows:

- A Senate traveler may modify their point of departure or return to facilitate an official purpose if the Senate office pays any difference in cost between the modified travel and the travel as originally planned.
- A Senate traveler may modify their point of departure or return to facilitate a personal purpose only if the Senate traveler pays all transportation expenses in connection with that side of the trip.
- All trip modifications must be approved by the Committee, and must not create an appearance, as determined in the sole discretion of the Committee, that the Senate traveler is using the resources of the sponsoring entity for personal gain or to supplement impermissibly the work of the Senate office.

Trip Sponsor: _____

Trip Dates: _____

Original point of departure/return: _____

Modified point of departure/return: _____

Printed name of traveler Signature Date

Printed name of supervising Signature Date
Senator/officer