

REQUEST FOR TRIP EXTENSION

Pursuant to the *Regulations and Guidelines for Privately Sponsored Travel* § III.E.3:

When a traveler extends their trip by arriving earlier or staying later than scheduled by the sponsor, this is a trip extension. Prior written Committee approval is required for all trip extensions, regardless of whether the traveler is extending for an official or personal purpose. In the case of a Senate employee, the individual's supervising Senator or officer must also approve the extension.

Under no circumstance may a trip sponsor pay expenses attributable to a trip extension. At a minimum, the Senate traveler is responsible for the cost of any increase in expenses incurred because of a personal extension, and all meal and lodging expenses associated with the extension day(s). For officially-related extensions, consistent with Senate Rule 38, the Senate office must pay all additional expenses.

The Committee will determine the expenses the Senate traveler or Senate office will be required to pay based on a review of the totality of the circumstances of the trip, including the length and purpose of the extension, as follows:

- If an extension is equal to or less than the length of the trip, the traveler may accept transportation to and from the trip location. Any additional expenses incurred as a result of the extension must be paid by the traveler (for personal extensions) or the Senate office (for official extensions).
- If an extension is greater than the length of the trip and on one side of the trip, the Senate traveler may only accept transportation from the sponsor on the side of the trip that is continuing as scheduled. The Senate traveler (for personal extensions) or the Senate office (for official extensions) must pay all transportation costs on the side of the trip with the extension. As with all extensions, the Senate traveler must also pay any additional expenses incurred as a result of the extension.
- If an extension is greater than the length of the trip and on both sides of the trip, or significantly greater than the length of the trip (e.g., more than double) and on one side of the trip, the Senate traveler or Senate office must pay all transportation costs to and from the trip location, as well as any additional expenses incurred as a result of the extension. In determining whether to approve an extension, the Committee will also consider whether special circumstances support extending the trip, such as restrictions on travel due to religious observances or for medical reasons.

Trip Sponsor

Trip location

Original departure date/time

Revised departure date/time

Original return date/time

Revised return date/time

Printed name of traveler

Signature

Date

Printed name of supervising Senator/officer

Signature

Date