

United States Senate

SELECT COMMITTEE ON ETHICS

Employee Privately-Sponsored Travel Checklist

Employees must submit their completed Pre-Travel Authorization Package to the Select Committee on Ethics (the Committee) **at least 30 days** prior to the travel departure date. Incomplete Pre-Travel Authorization Packages and Packages submitted later than 30 days prior to the travel departure date will not be considered or approved. All of the forms and materials listed below are available as fillable PDFs on the Committee's website at <http://www.ethics.senate.gov>.

Pre-Travel Authorization

Prior to Submitting a Pre-Travel Authorization Package to the Committee

- Review Senate Rules and the Committee's Privately-Sponsored Travel Guidelines on the Committee's website.
 - Ensure your supervising Senator or Officer (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain) has determined the expenses for the trip are necessary and reasonable.
 - Ensure your supervising Senator or Officer has certified the proposed travel is connected to your official duties and will not create any appearance of a public office being used for private gain.

At Least 30 Days Prior to Travel: Submit Completed Pre-Travel Authorization Package

File with the Select Committee on Ethics in SH-220

- Complete Employee Pre-Travel Authorization Form (Form RE-1)
 - Ensure this form is typed and that all of the fields are completed.
 - Ensure your supervising Senator or Officer has signed this form.
 - Personally sign this form.
- Ensure Pre-Travel Authorization Package is complete. A complete Package includes:
 - Form RE-1
 - Private sponsor invitation (the formal invitation, letter or e-mail you received from the private sponsor).
 - Completed and signed Private Sponsor Travel Certification Form (4 page form that includes detailed information about the trip).
 - All attachments to the Private Sponsor Travel Certification Form
 - Complete and final itinerary
 - List of Senate invitees
 - Any other necessary attachments
- Retain a copy of your complete Pre-Travel Authorization Package for inclusion in your required post-travel disclosure.

Prior to Traveling: Receive a Letter of Approval from the Committee

- Obtain a letter from the Committee. You may only accept the trip after receiving a letter from the Committee specifically authorizing your participation in the privately-sponsored travel.

Post-Travel Disclosure

Within 30 Days of Conclusion of Privately-Sponsored Travel: Submit Completed Post-Travel Disclosure Package

File with the Office of Public Records in SH-232

- Ensure submission of Post-Travel Disclosure Package is timely.
 - Post-Travel Disclosure Packages must be submitted to the Office of Public Records within 30 days of completion of Privately-Sponsored Travel. Trip extensions for any purpose do not extend this deadline.
- Complete Employee Post-Travel Disclosure of Expenses Form (Form RE-2)
 - Ensure this form is typed and that all of the fields are completed.
 - Ensure your supervising Senator or Officer has signed the form after determining the actual trip expenses were necessary under Senate Rules and the Committee's Privately-Sponsored Travel Guidelines.
 - Personally sign this form.
- Ensure Post-Travel Disclosure Package is complete. A complete Package includes:
 - Form RE-1
 - Form RE-2
 - Private sponsor invitation (the formal invitation, letter or e-mail you received from the private sponsor).
 - Completed and signed Private Sponsor Travel Certification Form (verify with the private sponsor that you have the correct and final version of the form).
 - All attachments to the Private Sponsor Travel Certification Form
 - Complete and final itinerary
 - List of Senate invitees
 - Any other necessary attachments

Please contact the Committee if you have any questions.

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