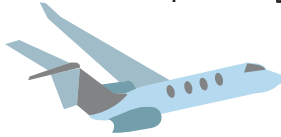




U.S. SENATE SELECT COMMITTEE ON ETHICS

Updated Regulations and Guidelines for Privately Sponsored Travel

The Select Committee on Ethics (the Committee) issued updated *Regulations and Guidelines for Privately Sponsored Travel*. The updated *Regulations* are effective for all trips beginning on or after January 31, 2023.



Travel portal

Senate travelers and travel sponsors may request privately sponsored travel and track approval through a new online web application available at pst.senate.gov

Permissible involvement of lobbyists and foreign agents in privately sponsored travel

To clarify the *de minimis* standard, the updated *Regulations* offer specific examples of permissible and impermissible involvement by lobbyists and foreign agents

Holiday deadlines

Pre-travel and post-travel packages have 30-day deadlines

If the pre-travel deadline falls on a weekend or federal holiday, the pre-travel package is due by the close of the next business day



Trip length calculations

The updated *Regulations* provide express definitions of permissible trip length

Trips outside the continental United States sponsored by a private organization that does not employ or retain a lobbyist or foreign agent: Up to **seven days** (seven 24-hour periods)

Trips within the continental United States sponsored by a private organization that does not employ or retain a lobbyist or foreign agent: Up to **three days** (three 24-hour periods)

Trips sponsored by a private organization that employs or retains a lobbyist or foreign agent: **One day**



Necessary expenses

The updated *Regulations* provide the definition of necessary expenses for privately sponsored travel. The following expenses are **not** considered necessary expenses and will not be approved by the Committee:

- Alcohol, other than alcohol offered as part of a meal, reception, or other event that is necessary to the official purpose of the trip and attended by individuals other than Members, officers, and employees of Congress
- Transportation on a private aircraft
- Recreational activities
- Personal expenses, such as laundry services
- Entertainment, other than entertainment provided to all attendees as an integral part of the event
- First-class or commercial charter transportation, other than such transportation offered in the narrow circumstances as described in the *Regulations*





U.S. SENATE SELECT COMMITTEE ON ETHICS



Trip extensions and modifications

The updated *Regulations* clarify existing Committee practice by offering express guidance on trip extensions and modifications

Any expenses incurred as a result of a trip extension or modification must be paid by the traveler (for personal extensions) or the Senate office (for official extensions)

Extensions

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

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

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 and on one side of the trip, the Senate traveler or Senate office must pay all transportation costs to and from the trip location

Modifications

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



For more information, please visit pst.senate.gov

Post-travel paperwork

Senate travelers must disclose their travel by filing a public post-travel package with the Secretary of the Senate, Office of Public Records within 30 days of the last day of travel. Trip extensions do not extend this deadline. If the post-travel deadline falls on a weekend or federal holiday, the post-travel package is due by the close of the next business day.

Post-travel filings must include:



- The unsolicited invitation from the sponsor
- A final *Private Sponsor Travel Certification Form*, including any necessary attachments
- A final itinerary with arrival and departure information for the Senate traveler

For Members and Officers

- *Senators and Officers Post-Travel Disclosure of Travel Expenses Form (RE-3)*

For Employees

- *Employee Post-Travel Disclosure of Travel Expenses Form (RE-2)*
- *Employee Pre-Travel Authorization Form (RE-1)*