

## **Privately Sponsored Travel Checklist For Senate Employees**

Senate employees must submit requests for approval of privately sponsored travel to the Select Committee on Ethics (the Committee) at least 30 days prior to the first day of travel. The Committee encourages employees to submit requests through the Travel App, available at <https://pst.senate.gov>. Paper forms, a travel deadline calculator, and additional information regarding the privately sponsored travel process are available on the Committee's website at <https://www.ethics.senate.gov>.

### **Pre-Travel**

- Review the Regulations and Guidelines for Privately Sponsored Travel.
- Receive unsolicited invitation from private sponsor.
- Obtain approval from your supervising Member or officer.
- Submit request for approval to the Committee ***at least 30 days prior to the first day of travel***. Required documents for request for approval include:
  - Completed and signed Form RE-1 (Employee Pre-Travel Authorization Form). This form must be signed by both the traveler and their supervising Senator.
  - Original, unsolicited invitation from the travel sponsor
  - Completed and signed Private Sponsor Travel Certification Form, including any necessary attachments. This form is completed by the travel sponsor.
  - A detailed, hour-by-hour itinerary, including each event or activity the Senate traveler will attend; sufficient detail to assess the substance and duration of each activity; arrival and departure information for the Senate traveler; and any necessary attachments.
- Receive approval letter from Committee ***before first day of travel***.

### **Post-Travel**

\*If you used the Travel App (<https://pst.senate.gov>) to obtain your Pre-Travel Authorization Package, the App will generate all documents required for your post-travel disclosure.

- Confirm with sponsor that no trip details changed from the pre-travel approval request. *Material changes to a trip that occur after the Committee has issued an approval letter may invalidate the Committee's approval. Please contact the Committee with any questions regarding changes to an approved trip!*
- File public disclosure with Office of Public Records (Hart 232) ***within 30 days after the last day of travel***. Requirement documents for post-travel disclosure include:
  - Completed and signed Form RE-2 (Employee Post-Travel Disclosure of Travel Expenses Form)
  - Copies of all pre-travel documents listed above
  - If needed, Attachment 1 (Changes from Approved Pre-Travel Form)