

United States Senate

SELECT COMMITTEE ON ETHICS
HART SENATE OFFICE BUILDING, ROOM 220
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WASHINGTON, DC 20510-6425

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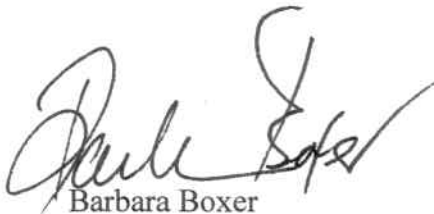
Dear Colleague:

There has been recent media attention regarding the use of foreign travel per diem by Members and staff of the Senate. We want to make sure that you and your staffs know that any unused portion of your foreign travel per diem must be returned to the United States Treasury after you return home. Specifically, Senate Rule 39.3 states:

A per diem allowance provided a Member, officer, or employee in connection with foreign travel shall be used solely for lodging, food, and related expenses and it is the responsibility of the Member, officer, or employee receiving such allowance to return to the United States Government that portion of the allowance received which is not actually used for necessary lodging, food, and related expenses.

The Committee encourages Members and staff with questions about returning travel per diem to consult the Department of State's *Official Foreign Travel Guide for the U.S. Congress* (copies available from the Committee). According to the guide, travelers returning an unused per diem to the U.S. Treasury may do so by personal check or money order. The repayment, along with a memorandum about the trip and the amount returned, may be delivered to the Department of State's Senate Liaison Office in the Russell Senate Office Building. We also understand that the Department's Congressional Travel Office will arrange for the pick-up of unused per diem.

Thank you for your attention to this matter. If you have any questions, please feel free to contact Committee staff at 224-2981.



Barbara Boxer
Chairman

Sincerely,



Johnny Isakson
Vice Chairman