

**U.S. House of Representatives
Committee on Ethics**

**INSTRUCTIONS FOR COMPLETING THE
TRAVELER FORM**

NOTE: The notation “§ __” indicates a relevant portion of the Committee’s Travel Regulations, issued December 27, 2012. The full text of the Travel Regulations is available on the Committee’s Web site, <http://ethics.house.gov>. In addition to the cited sections, many key terms are defined in § 104 of the Regulations.

First Page:

- *Name of Traveler:* Fill in the name of the House Member or employee who will be going on the trip.
- *Certification Information:* The form must be signed to attest to the truth of the information it contains. The signatory can be either the person who will be traveling or someone who completed the form on that person’s behalf. If the person who signed the form is not the traveler, indicate the signatory’s name on the second line (“Name of Signatory (if other than traveler)”). Staff travelers must also indicate the name of their employing Member or committee on the third line. All filers should provide the office address, telephone number, and email address for the person to be contacted with questions about the form. Note that statements made on the form are subject to criminal penalties under the False Statements Act (18 U.S.C. § 1001). (§ 404.1)
- “*Check this box if . . .*”: Trips that are sponsored by a media outlet, such as a television or radio station or program, to enable the traveler to participate on a program for that entity are not subject to the 30-day pre-trip filing deadline. Check this box only if the trip for which the traveler is seeking approval is such a trip. (§ 501.1) This exception also applies to a staffer who is staffing their employing Member for the Member’s media appearance.

Note: You must submit this page of your form to the Ethics Committee as part of your request for approval to travel, but you are not required to submit it to the Clerk as part of the post-travel disclosure.

Second Page:

1. *Name of Traveler:* Fill in the name of the House Member or employee who will be going on the trip. This should be the same name used in response to this question on the first page of the form.
2. *Sponsor(s) (who will be paying for the trip):* Fill in the names of each person, organization, or other entity contributing funds or in-kind support towards the trip. This information should match the information on the Primary Trip Sponsor Form, and any accompanying Grantmaking or Non-Grantmaking Sponsor Forms (if applicable), you will be submitting together with your Traveler Form.

3. *Travel destination(s)*: Identify the city and state or country you will be visiting. Include multiple destinations, if appropriate. Do not list airports or cities in which you will merely have a travel layover. Do not list your cities of departure and return, only your destination(s). Do not use the airport code; print the full name of the city and state (or country). As a general rule, destinations generally must be more than 35 miles from the U.S. Capitol and (for personal office staff and Members), more than 35 miles from the Member's closest district office. (§ 302)
4. *Date of departure and Date of return*: List the days on which you will be departing on the trip and returning from the trip, including any dates at your personal expense. If you will have days at your personal expense for personal activity, list those dates on line 4(b). Note that the days at personal expense must be fewer (or at most equal to) the days you will be participating in official activity (minus travel time), unless you pay your own return transportation costs. (§ 310) If you plan to pay your own return transportation costs, please indicate that on the form. (§ 310(f)) Regulation §§ 303 - 303.2 discuss the maximum permitted duration of a trip, which depends on the type of trip sponsor.
5. *Will you be accompanied by a relative at the sponsor's expense*: House Members and staff may accept travel expenses for one accompanying relative, if an unsolicited offer was made offered by the trip sponsor. (§ 403) If the trip sponsor will be paying for a relative to accompany you, answer yes to Question 5(a), and provide details about that person in part 5(b). If a relative will accompany you at your own expense (rather than at the trip sponsor's expense), answer no to Question 5(a). Such accompaniment must be approved by the trip sponsor. (§ 403.2(b)) Reg. § 104(x) defines permissible relatives as being at least 18 years of age and related to the traveler as spouse, parent, child or step-child, grandchild, sibling or half-sibling, father-in-law, or mother-in-law. Financé/es and unmarried significant others are not relatives for purposes of the travel rules. You may write in separately to the Committee to seek permission to be accompanied by a non-relative at the sponsor's expense (provided the trip sponsor made an unsolicited offer to pay those expenses). (§ 403.2)
6. *Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)*: When a trip is sponsored by an entity that employs or retains a federal lobbyist or foreign agent, the Regulations generally permit the acceptance of lodging for only a single night. However, the Committee can authorize lodging for a second night on a case-by-case basis. (§ 303.2) Therefore, if the primary trip sponsor answered yes to Question 9(d) on the Primary Trip Sponsor Form (indicating the trip sponsor employs a lobbyist and is requesting lodging for two nights), you should answer yes to Question 6(a) and complete Question 6(b) to explain why the second night is warranted. If the trip sponsor checked 9(a), 9(b), or 9(c) in response to Question 9 on the Primary Trip Sponsor Form (indicating the trip sponsor is a college, or does not employ a lobbyist, or employs a lobbyist but is seeking lodging for only one night), you should answer "no" to Question 6(a) and leave Question 6(b) blank or put "N/A." (§ 303.2)
7. *Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms*: You must include a Primary Trip Sponsor Form (completed by the primary trip sponsor) with your request, including any attachments

to that form. You must also include completed Grantmaking or Non-Grantmaking Sponsor Forms, if there are any for your trip. Check the Primary Trip Sponsor Form and attachments before filing to ensure that they are complete and accurate. For example, make sure that your name is included on the invitee list and that the agenda gives your personal detailed, hour-by-hour agenda of the specific activities in which you will be participating, including your departure and arrival times. Check the box if you have included all required sponsor information. See § 503.1(b) for a description of the required itinerary.

8. *Explain why participation in the trip is connected to the traveler's official or representational duties:* Travel must have a connection to the official duties of the particular Member or employee who will be traveling. (§§ 301 & 401.1(a)) Provide an explanation as to why this trip relates to the traveler's official House duties or area of expertise, as opposed to those of another House employee or Member. As a general matter, the explanation for a House employee should include the individual's job title and explain how the activities on the itinerary relate to the duties of that position. For staff travelers, citing how the subject matter of the trip is related to the Member's duties (as opposed to the staffer's) is not sufficient. Section 301 of the Regulations lists examples of permitted officially-connected purposes, as well as impermissible purposes.
9. *Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, or arranging the trip?* The involvement of registered federal lobbyists or foreign agents in planning, organizing, or arranging a trip must be *de minimis*, which means minimal or negligible. (§§ 204.1 & 104(d)) If you are aware of the involvement of a registered federal lobbyist or foreign agent in planning, organizing, or arranging any aspect of the trip (even if *de minimis*), answer "yes" to Question 9. If you are not aware of any such involvement, answer "no" to Question 9.
10. *For Staff Travelers: To be completed by your employing Member:* Staff travel must be authorized in advance by the individual's employing Member. The Member must sign on the appropriate line to indicate that such approval has been given. The signatory in this section must be a Member of the House. The specific explanations of who is an employing Member is contained at Regulation §§ 402 – 402.3. Note that for staff of a committee, the employing Member is either the Chairman or Ranking Member of the full committee, as appropriate. (§ 402.2)

To request approval for a proposed trip, you must submit to the Ethics Committee both pages of the completed Traveler Form, together with a completed Primary Trip Sponsor Form and any attachments and Grantmaking or Non-Grantmaking Sponsor forms.

You must receive explicit approval from the Committee before you depart on a trip.

Your submission may be faxed to the Committee at (202) 225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to travel.requests@mail.house.gov

**NOTE: REQUESTS MUST BE RECEIVED
BY THE COMMITTEE NO LESS THAN 30 DAYS
BEFORE THE DEPARTURE DATE OF THE TRIP,
OR APPROVAL WILL NOT BE GRANTED.**

Final Notes:

- You should keep a photocopy of your completed Traveler Form, plus the Primary Trip Sponsor Form and any attachments and supplemental sponsor forms (if any), as well as the letter from the Ethics Committee approving your travel, as you will have to submit them to the Clerk as part of your post-travel disclosure. (§ 602) In addition, Travel Regulation § 404(d) requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.
- You should let the Committee know if there are any alterations to your trip plans (such as date changes, or adding or removing an accompanying relative) after your initial submission. (404.2)
- You should let the Committee know if the trip is canceled or you decide not to go. (§ 404.3) No post-travel disclosure is required in those circumstances.
- You should not go on a trip unless you have received written approval from the Committee that you specifically have been approved to go on a particular trip. Failure to receive pre-approval from the Committee will likely result in the requirement that the trip expenses be repaid to the trip sponsor by the Member or employing Member out of the Member's personal or (possibly) principal campaign committee funds. (§ 505) Official funds (MRA or committee funds) generally will not be available to pay the expenses.