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ONE HUNDRED THIRTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

March 1, 2013

Daniel A. Schwager
Staff Director and Chief Counsel

Joanne White
Administrative Staff Director

Jackie M. Barber
Counsel to the Chairman

Daniel J. Taylor
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

MEMORANDUM TO ALL HOUSE MEMBERS, OFFICERS, AND EMPLOYEES

FROM: Committee on Ethics
K. Michael Conaway, Chairman *by K.S.*
Linda T. Sánchez, Ranking Member *K.S.*

SUBJECT: New Travel Forms

On December 27, 2012, the Committee issued new regulations governing the acceptance of privately-funded, officially connected travel by House Members, officers, and employees. The new regulations apply to any trip beginning on or after **April 1, 2013**. The full text of the new regulations is available on the Committee Web site, <http://ethics.house.gov>, under the headings for "Travel" and "Travel Forms."

As part of revising the travel process, the Committee has created new forms for use in both seeking Committee pre-approval to travel and making the required post-travel disclosure. ***These new forms must be used for any trip departing on or after April 1, 2013.*** The forms are available in fillable format on the Committee's Web site, at the location cited above. The Web site also contains detailed instructions for completing the Traveler and Primary Trip Sponsor Forms. Pre-approval forms may be submitted to the Committee by faxing to (202) 225-7392, delivering or mailing to the Committee office in 1015 Longworth House Office Building, or by ***emailing all forms to travel.requests@mail.house.gov***. This new email address is for the initial submission of the request packet by the traveler only.

We also want to highlight that the regulations set up new due dates for both pre- and post-travel submissions. ***Pre-approval requests must be submitted to the Committee at least 30 days before the departure date of the trip.*** This deadline will be strictly enforced by the Committee, meaning that submissions that fail to meet the 30-day deadline will be denied. Post-travel disclosure must be submitted to the Clerk within 15 days after the traveler's return from a trip, and must now also include a post-travel disclosure completed by the primary trip sponsor in addition to the disclosure form completed by the traveler. Sponsors must submit their post-travel disclosure to each traveler within 10 days of their return from the trip. The Committee Web site contains a travel calculator, which is available at the link cited above, to help travelers identify the due dates for their pre- and post-travel submissions.

Anyone with questions regarding the new travel approval process should contact Committee staff at (202) 225-7103. Individuals or entities that would like to sponsor a trip for House Members or employees are also welcome to seek the Committee's guidance prior to arranging a trip.