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## U.S. House of Representatives

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### MEMORANDUM FOR ALL MEMBERS, OFFICERS, AND EMPLOYEES

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

**SUBJECT: REMINDER: Travel Approval Requests Must Be Submitted at least 30 Days Before the Trip**

This memorandum serves as a reminder to all House Members, officers, employees, and private sponsors of officially connected travel that requests for Ethics Committee approval of privately-funded, officially connected travel are mandatory and must be submitted in a timely manner.

As part of the changes to the Travel Regulations issued by the Committee on December 27, 2012, the Committee mandated that requests to accept privately sponsored travel must be submitted to the Committee for approval at least 30 days before the departure date of the trip, for any trip that departed on or after April 1, 2013.<sup>1</sup> The Committee is issuing this reminder to all House Members and staff that, **ABSENT EXTRAORDINARY CIRCUMSTANCES, TRAVEL REQUESTS SUBMITTED FEWER THAN 30 DAYS BEFORE THE START OF A TRIP WILL BE DENIED FOR THAT REASON ALONE**, even if other individuals have been approved to participate in the trip. For guidance on which funds may be used to participate in officially connected travel where permission for private reimbursement is denied, you may contact the Committee on Ethics or the Committee on House Administration.

We note that travel to participate on a radio or television news or interview program (*i.e.*, a “media appearance”) or to substitute as the replacement for an originally-scheduled speaker who has canceled are not subject to this 30-day deadline. Absent these two circumstances, however, the Regulations expressly state that the failure of the trip sponsor to extend an invitation more than 30 days before the trip does not constitute an “extraordinary circumstance” justifying waiver of the 30-day deadline.

The full text of the Travel Regulations is available on the Committee Web site, [ethics.house.gov](http://ethics.house.gov), under “Travel.” Any questions on this subject should be directed to the Committee’s Office of Advice and Education at (202) 225-7103.

<sup>1</sup> See Travel Regulation § 501.1.