

RE-1 Employee Pre-Travel Authorization

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved.

Date/Time Stamp

Name of Traveler: _____ **Employing Office/Committee:** _____

Private Sponsor(s): _____ **Destination(s):** _____

Travel Dates: _____

NOTE: If you plan to extend the trip for any reason you **must** notify the Committee.

Explain how this trip is specifically connected to the traveler’s official or representational duties.

Do you have an accompanying family member or spouse on this trip? _____ **Name and Relationship to Traveler:** _____

(signify "yes" by checking box)

I certify that the information contained in this form is true, complete and correct to the best of my knowledge.

DateSignature of Employee

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER
(President of the Senate, Secretary of the Senate, Sergeant at Arms,
Secretary for the Majority, Secretary for the Minority, and Chaplain)

I _____ hereby authorize _____
(Print Senator's/Officer's Name)(Print Traveler's Name)
an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.
I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate.
(signify "yes" by checking box)

DateSignature of Supervising Senator/Officer