

Privately Sponsored Travel Checklist For Trip Sponsors

Senate Members, officers, and employees must submit requests for approval of privately sponsored travel to the Select Committee on Ethics (the Committee) at least 30 days prior to the first day of travel. If you are sponsoring travel for Senate personnel, please ensure that you have provided the documents listed below to the travelers in advance of this deadline. The Committee may request changes to the documents before approving travel. Please respond in a timely manner to ensure sufficient time for trip review in advance of the travel date.

The Committee encourages sponsors to create trips through the Travel App, available at <https://pst.senate.gov>. Paper forms and additional information regarding the privately sponsored travel process are available on the Committee's website at <https://www.ethics.senate.gov>.

☐ **Invitation**

- ☐ Each Senate traveler must receive his or her own, personalized, unsolicited invitation. Please send invitations directly to each traveler.
- ☐ No lobbyist, lobbying firm, or foreign agent may sponsor or contribute funds or in-kind support to a trip, directly or indirectly. No lobbyist or foreign agent may plan, organize, arrange, or request travel. Travel will not be approved if invitation suggests impermissible lobbyist involvement.

☐ **Private Sponsor Travel Certification Form (PSTCF)**

- ☐ Form must be submitted using the Travel App, or must be typed using the pdf form available on the Committee's website.
- ☐ If there are multiple sponsors, one sponsor must complete the full PSTCF. All additional sponsors must complete the Joint Sponsor Certification Form.
- ☐ If your organization received funds for a trip from a "grantmaking organization" (as defined in the Regulations and Guidelines for Privately Sponsored Travel), you must include a signed Grantmaking Organization Certification Form.

☐ **Itinerary**

- ☐ Must provide Senate travelers a detailed, hour-by-hour itinerary, including each event or activity the Senator traveler will attend; sufficient detail to assess the substance and duration of each activity; arrival and departure information for the Senate traveler; and any necessary attachments.

☐ **Post-Travel**

- ☐ Senate travelers must submit public disclosures within 30 days after the last day of travel. Upon completion of the trip, provide the Senate travelers with the final trip expenses and a list of any trip details that changed from the pre-travel documents. Note that material changes to a trip that occur after the Committee has issued an approval letter may invalidate the Committee's approval. Please contact the Committee with any questions regarding changes to a trip.