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ONE HUNDRED TENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON STANDARDS OF
OFFICIAL CONDUCT

Washington, DC 20515-6328

March 28, 2008

MEMORANDUM FOR ALL MEMBERS, OFFICERS AND EMPLOYEES

FROM: Committee on Standards of Official Conduct
Stephanie Tubbs Jones, Chairwoman
Doc Hastings, Ranking Republican Member

SUBJECT: Upcoming Workshop on the Privately Sponsored Travel Forms

Committee staff will hold an ethics workshop on the travel forms for privately-sponsored travel on **April 22, 2008 from 1:30 – 3:00 p.m. in Room 121 Cannon House Office Building**. This workshop is intended for schedulers or any other employee who handles privately sponsored travel, and it will provide instruction on properly completing the pre-travel approval forms required for privately-sponsored, officially-connected travel. Please bring any travel forms and specific questions you have. Committee attorneys and staff will be available to provide one-on-one assistance.

This workshop is in addition to already scheduled training sessions posted on the Committee's website (www.house.gov/ethics) and **will not** count towards the one-hour ethics training requirement for House employees. No RSVP is required to attend any of the Committee's ethics training sessions and workshops. Due to seating limitations, attendance is on a first come, first served basis. Members and staff with any questions may contact the Committee's Office of Advice and Education, at (202) 225-7103.