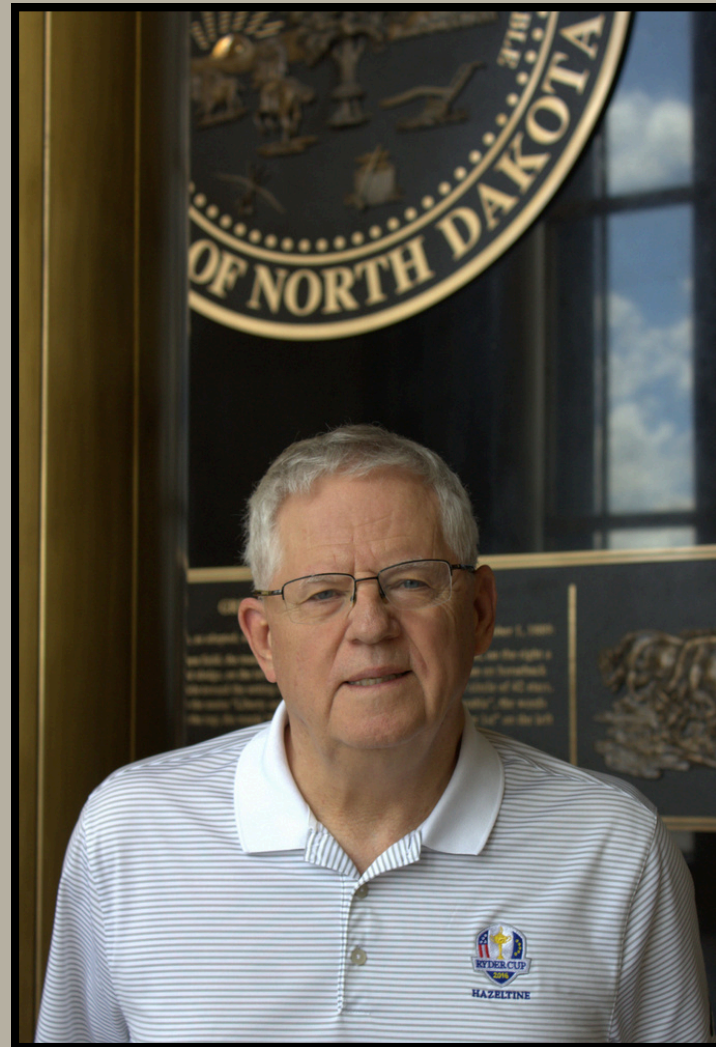


# Learning Session: Navigating the Travel Rules



ND | ETHICS  
COMMISSION

# MEET THE MEMBERS OF THE ETHICS COMMISSION



Vice Chair  
Ron Goodman



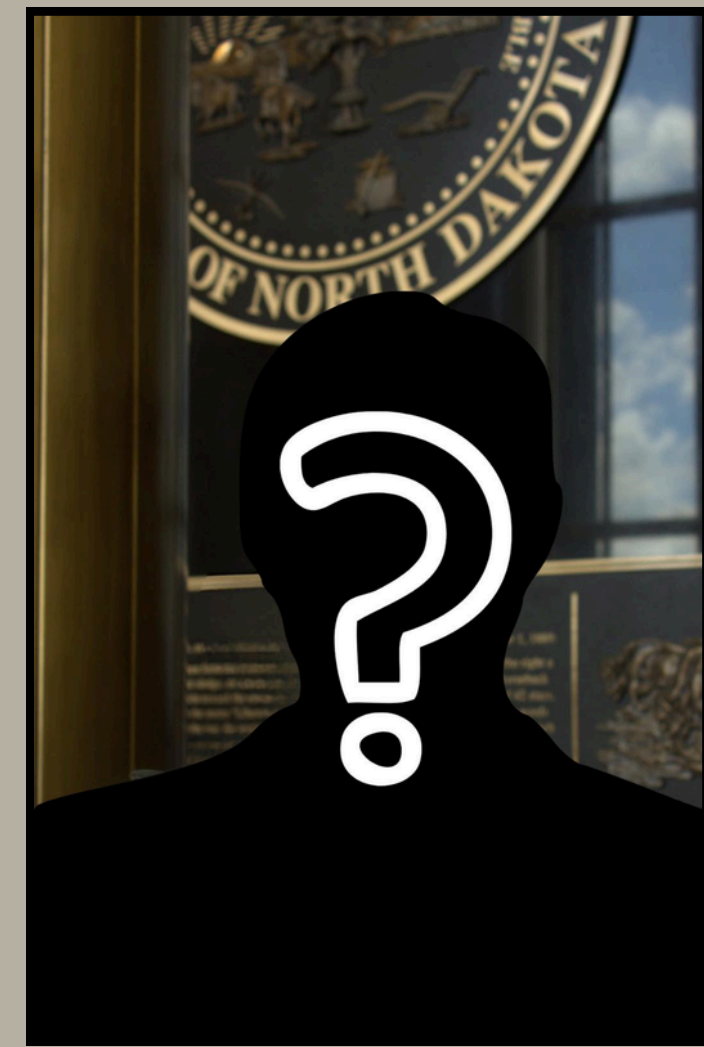
Chair  
Pamela Sharp



Commissioner  
Mark Western

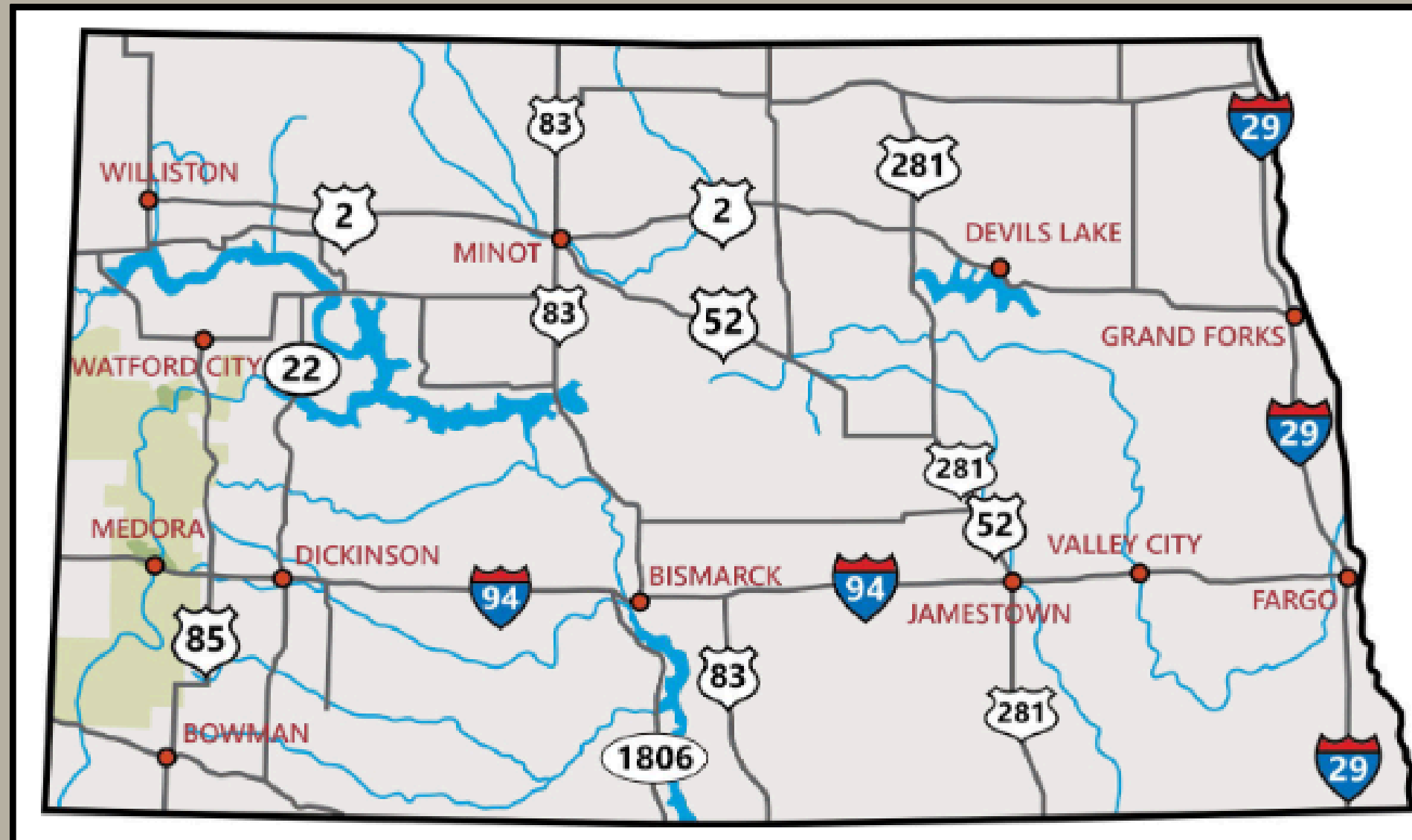


Commissioner  
Jared Huibregtse



TBD

# Roadmap



- 01 Public Officials
- 02 Overview of the Rules
- 03 Filing Requirements
- 04 Travel Disclosure Form

# Public Officials



SHSND 0310\_00005

Travel disclosure rules apply only to public officials.

- elected or appointed officials in the executive or legislative branch
- members of the Ethics Commission
- members of the governor's cabinet
- employees of the legislative branch

*Public Officials*

# Focus of the Rules

Commission focused on avoiding duplication

Travel reported elsewhere? Two main areas:

- (1) the state's enterprise resource planning system (Peoplesoft); and
- (2) the Legislative Assembly's Report on Out-of-State Meeting form.

Focus = travel taken in relation to the public official's status as a public official that is not reported anywhere else - defined as "third-party-funded travel"



SHSND 06419

Two Automobiles Travel Between Buttes - ca. 1927

# Third-Party-Funded Travel

- (1) travel within or outside the state;
- (2) undertaken by the public official, or the public official's immediate family\*;
- (3) in relation to the public official's status as a public official; and
- (4) includes travel paid with federal, state, tribal, or local public funds

\*Immediate family = parent; sibling; child by blood, adoption, or marriage; spouse; grandparent; or grandchild.



SHSND 01576

# Third-Party-Funded Travel Cont.

Does **NOT** Include

- (1) travel taken unrelated to the public official's status as a state public official;
- (2) travel paid with a public official's personal or campaign finances;
- (3) travel that is confidential under state law;
- (4) travel to actively support or oppose a candidate or political party; and
- (5) policy-monitored travel



SHSND 00540

# Deadline



Travel disclosure statements are due **fifteen (15) days** following the conclusion of third-party-funded travel.

Sanctions, including monetary sanctions, may apply for late filings.

# Travel Disclosure Statement

- (1) the purpose of travel;
- (2) the destinations visited;
- (3) the dates of travel;
- (4) the sources of funds used;
- (5) estimate or actual amount expended;
- (6) whether the expenses were for air/ground transportation, lodging, meals, entertainment, or other activities; and
- (7) number of accompanying family members, if any



# Travel Disclosure Form

[Home](#) / [Travel Disclosure](#)

## Travel Disclosure

On July 1, 2026, rules requiring public officials to disclose third-party funded travel take effect. The Ethics Commission staff is here to ensure you have the resources and confidence needed to complete your travel disclosure forms. In addition to housing the Travel Disclosure Form, this page will serve as your evergreen, all-in-one travel disclosure resource. From webinars and office hours to TLDR guides and real-world examples, you'll find everything in one place, making each time you complete your travel disclosure form easier than TSA PreCheck.

*Note: This form is currently a draft and will be finalized July 1, 2026.*

[Advisory Opinions](#)

[Complaints](#)

[Conflicts of Interest](#)

[Meeting Notices](#)

[Quasi-Judicial Proceedings](#)

[Travel Disclosure Form Resources](#)

[www.ethicscommission.nd.gov/Travel-Disclosure](http://www.ethicscommission.nd.gov/Travel-Disclosure)

*Travel Disclosure Form*

# Traveler Information

TOURIST INFO  
CENTER

Form begins with two biographic questions:

(1) Official's Name; and

(2) Official's Position with the State



# Travel Information



Required information about the travel:

- (1) the destination visited;
- (2) the travel start date;
- (3) the travel end date;
- (4) the purpose of the travel; and
- (5) number of accompanying family members (if any)

# Funding Information

- the source of funds used to finance all travel-related expenses
  - Who ultimately paid or is going to pay?
- estimated or actual amount for expenses (including lodging and meals)
- expenses paid categories
  - air transportation, ground transportation, lodging, meals, entertainment, and other activities



# Public Access and Retention

Public access for completed forms on  
Commission website

Retention period for forms = three years

Similar to how the Commission hosts completed  
meeting notices and conflict forms



SHSND 00007

# Effective Date - July 1, 2026



Travel Disclosure Rules adopted April 24, 2026

Effective Date = July 1, 2026

Estimated first submissions in mid-July

*Filing Requirements*

# Advisory Opinions

Questions regarding a specific trip?  
Public official may consider requesting an  
advisory opinion.

Advisory opinion information is available  
on the Commission's website.



# Questions?





Thank  
you!

[ethicscommission@nd.gov](mailto:ethicscommission@nd.gov)

or

701.328.5325

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