

**ARTICLE 115-06  
TRAVEL DISCLOSURE RULES**

Chapter  
115-06-01          Travel Disclosure Rules

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**115-06-01-01. Definitions.**

1. "Commission" means the North Dakota ethics commission established by article XIV of the Constitution of North Dakota.
2. "Expenses" means money spent on transportation, lodging, and, while traveling, meals.
3. "Immediate family" means a parent; sibling; child by blood, adoption, or marriage; spouse; grandparent; or grandchild.
4. "Policy-monitored travel" means travel for which expenses are reported within the state's enterprise resource planning system or on the legislative assembly's report on out-of-state meeting form.
5. "Public official" means an elected or appointed official of the state's executive or legislative branch, including members of the commission, members of the governor's cabinet, and employees of the legislative branch.
6. "Third-party-funded travel" means travel, whether within or outside the state, undertaken by a public official, or the public official's immediate family, in relation to the public official's status as a public official, including travel paid with federal, state, tribal, or local public funds. It does not include:
  - a. Travel paid with a public official's personal or campaign finances;
  - b. Policy-monitored travel;
  - c. Travel, the details of which are confidential under state law as defined in North Dakota Century Code section 44-04-17.1; or
  - d. Travel actively to support or oppose a candidate or political party.

**History:** Effective July 1, 2026.

**115-06-01-02. Travel disclosure statement.**

A public official shall file a travel disclosure statement for third-party-funded travel with the commission within fifteen days following the conclusion of third-party-funded travel. The travel disclosure statement required to be filed under this section must include:

1. The purpose of the travel;

2. The destinations visited;
3. The dates of travel;
4. The sources of funds used to finance all travel-related expenses;
5. An estimate of the amount expended or, if known, the actual amount expended;
6. Whether the expenses were for air transportation, ground transportation, lodging, meals, entertainment, or other activities; and
7. The number of accompanying immediate family members, if any.

**History:** Effective July 1, 2026.

**115-06-01-03. Filing and format.**

1. The commission shall establish a standardized form for filing a travel disclosure statement.
2. The public official shall file the travel disclosure statement in electronic format through the commission's official website using the standardized form.
3. The public official shall certify in writing the travel disclosure statement is true, complete, accurate, and of the public official's own personal knowledge.

**History:** Effective July 1, 2026.

**115-06-01-04. Public access and retention.**

The travel disclosure statement must be made publicly accessible through the commission's website. The commission shall maintain all travel disclosure statements for a complete calendar year for a period of three years.

**History:** Effective July 1, 2026.

**115-06-01-05. Sanctions.**

1. If, after notice and a reasonable opportunity to respond, the commission determines a rule under this chapter has been violated, the commission may sanction a public official who violated the rule or is responsible for the violation. A sanction imposed under this rule must be limited to what suffices to deter repetition of the conduct or comparable conduct by others similarly situated. The sanction may include nonmonetary directives or an order to pay a penalty.
2. The commission may collect a monetary sanction arising out of this section through processes that provide the public official with notice of the monetary sanction and a reasonable opportunity to respond. These processes include chapter 115-02-01, civil action, or assignment to a collection agency, with any costs of collection added to the amount owed and to be paid by the public official. Before assigning a payment obligation to a collection agency, the commission shall provide the public official a thirty-day written notice and an opportunity to respond to the transfer of debt.
3. Monetary sanctions for violations of these rules may not exceed the following amounts.
  - a. If the travel disclosure statement is not filed within the prescribed time or is voluntarily amended after the prescribed time, the commission may collect a monetary sanction from the public official as follows:
    - (1) Within six days after the prescribed time, twenty-five dollars;

- (2) Within eleven days after the prescribed time, fifty dollars; and
  - (3) After eleven days, one hundred dollars.
- b. The commission may require an amendment to be filed for any travel disclosure statement that is incorrect or incomplete. The amendment must be filed with the commission within ten business days after the amendment has been requested in writing. If an amendment is not filed within the prescribed time, the commission may collect a monetary sanction from the public official as follows:
- (1) Within six days after the date the amendment was due, fifty dollars;
  - (2) Within eleven days after the date the amendment was due, one hundred dollars; and
  - (3) After eleven days, two hundred dollars.
- c. If a public official knowingly fails to file a travel disclosure statement or knowingly falsifies information on the travel disclosure statement, the commission may collect up to a five hundred dollar monetary sanction from the public official. For a second and subsequent violation of this subdivision, the commission may collect up to a one thousand dollar monetary sanction from the public official. If warranted for effective deterrence, the commission also may collect from the public official all expenses it incurred in investigating a knowing violation under this subdivision.
4. A monetary sanction collected by the commission must be paid to the state treasurer and placed to the credit of the general fund.

**History:** Effective July 1, 2026.