GOVERNMENT RELATIONS COMMITTEE

GUIDE TO US ADVOCACY FOR BUSINESS TRAVEL
Contents

Introduction ............................................................................................................................................. 2
Frequently Asked Questions .................................................................................................................. 3
GBTA Government Relations .................................................................................................................. 5
Glossary and Issues ............................................................................................................................... 6
Executive Branch .................................................................................................................................... 21
Judicial Branch ....................................................................................................................................... 28
Legislative Branch ................................................................................................................................ 30
Introduction

GBTA Government Relations (aka Advocacy) advocates policies that benefit the business travel industry. Along with GBTA members across the country, Government Relations educate members of Congress and governments abroad, their staff, executive branch and agency officials about:

- how business travel stimulates economic and jobs growth,
- pro-business travel government policies,
- government policies and taxes that discourage or impede business travel, and
- benefits of efficient travel buying and selling.

This guide to US advocacy, created and maintained by the GBTA Government Relations Committee (GRC), is designed to provide the basic terms, background and issues related to business travel advocacy to educate the user and enhance their participation at the international, federal, state and local levels. It includes details on the various GRC programs and initiatives, as well as definitions of the governmental and legislative terminology that may be encountered. Both the novice and experienced participant will find this guide to be a valuable resource to support all of their advocacy activities.

The GRC promotes the interests of the business traveler and their organizations through advocacy on legislative issues and other government relations initiatives designed to maintain a transparent, competitive and frictionless business travel community that minimizes adverse impacts to business travel.

The GRC’s mission is to review, research, and make recommendations on legislation and policies that impact the business travel community and to help determine GBTA’s legislative agenda.

The GRC’s objectives are to:

- champion Rules of the Road for Optimizing Business Travel
- inform the GBTA Board, Committee Chairs and membership of legislative priorities,
- educate and communicate legislative initiatives throughout the GBTA membership, and
- act on all legislative policies deemed appropriate by the Executive Director & COO or the GBTA Board.

The GRC would like to acknowledge Shane Downey, our staff delegate, who served as GBTA’s Director of Public Policy for ten years, for his knowledge and leadership in developing government relations and this committee to benefit the GBTA membership, and providing inspiration for this guide.

About the Global Business Travel Association

Global Business Travel Association (GBTA) is the world’s premier business travel and meetings organization headquartered in the Washington D.C. area with operations on six continents. GBTA’s 9,000-plus members manage more than $345 billion of global business travel and meetings expenditures annually.
Frequently Asked Questions

What is GBTA Government Relations?
Government Relations includes the all-volunteer committee that provides GBTA members with the opportunity to work in this area of personal interest and contribute to their growth as business travel professionals, the GBTA Staff Delegate and GBTA’s lobbyist.

Who is the GBTA Staff Delegate for Government Relations?
Shane Downey, CTE, Government Relations department for the Global Business Travel Association.

Who serves as GBTA’s lobbyists?
Cornerstone Government Affairs based in Washington D.C. provides lobbying and government relations services to GBTA.

What are the Rules of the Road?
The GBTA has developed the Rules of the Road in order to make the global travel systems safer, more secure, more reliable and a better place to conduct and facilitate business. The eight rules provide a path for stakeholders in the business travel community to optimize the global business travel infrastructure – making it safer, more secure and more productive.

What is GBTA’s Legislative Agenda?
GBTA’s Legislative Agenda details the top issues impacting the business travel industry and the GBTA membership that will be the primary focus of the year and is developed with the assistance of Government Relations. See the Advocacy web page for the current year’s Legislative Agenda.

What are the forms of Congressional action?
The work of Congress is initiated by the introduction of a proposal in one of four principal forms: the bill, the joint resolution, the concurrent resolution, and the simple resolution.

How Are Laws Made?
Laws begin as ideas. First, a representative sponsors a bill. The bill is then assigned to a committee for study. If released by the committee, the bill is put on a calendar to be voted on, debated or amended. If the bill passes by simple majority (218 of 435), the bill moves to the Senate. In the Senate, the bill is assigned to another committee and, if released, debated and voted on. Again, a simple majority (51 of 100) passes the bill. Finally, a conference committee made of House and Senate members works out any differences between the House and Senate versions of the bill. The resulting bill returns to the House and Senate for final approval. The Government Printing Office prints the revised bill in a process called enrolling. The President has 10 days to sign or veto the enrolled bill.

What are Administrative Agency Rules?
Administrative agencies have authority to issue rules that have the force of law to regulate certain activities under its legal area of responsibility, such as air or ground transportation, within society.
What is the Business Travel PAC?
Business Travel PAC is the bipartisan GBTA USA political action committee, and is the only federally recognized PAC representing the business travel industry, giving the industry another voice in the political process.

What is the Government Relations Challenge?
The Government Relations Challenge is a set of annual requirements for each chapter/affiliate to accomplish before convention, including appointing a government relations liaison, inviting elected officials to speak at chapter meetings, and collecting/sending PAC donations from the chapter to GBTA. Winning chapters/affiliates in each division (large, medium, small) have a photo opportunity with a keynote speaker at convention and a reserved table at lunch, and are awarded a partner icon to display on their web page and use to promote their government relations initiatives.

What is the GBTA Legislative Summit?
GBTA Government Relations’ annual event on Capitol Hill for industry professionals who want to make a difference by providing members the opportunity to hear perspectives from Administration officials and members of Congress, learn about Congressional debates and outcomes that will impact the business travel industry, and meet one-on-one with their Senators and Representative to share opinions and advocate for policies that support the business travel industry.

What is the GBTA Navigator Award?
The GBTA Navigator Award was created to honor Senators and Representatives who have been strong champions for business travelers and the business travel industry. The inaugural awards were presented at the 14th annual GBTA Legislative Symposium in Washington D.C. in May 2016.
GOVERNMENT RELATIONS COMMITTEE
GUIDE TO US ADVOCACY FOR BUSINESS TRAVEL

GBTA Government Relations

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Sprouts

GBTA Staff Delegate
Shane Downey, CTE, GBTA Government Relations
In this role, Shane oversees GBTA’s lobbying efforts on Capitol Hill, the countrywide grassroots campaign, and the Business Travel PAC. Shane comes to GBTA with over 11 years of government affairs experience. Prior to joining GBTA, Shane was a Senior Associate at a lobbying firm in Washington, D.C. In 1996, Shane oversaw the successful reelection of an Ohio Congressman. Shane received his B.A. in History from The Ohio State University. He is never without hot sauce and in his spare time enjoys playing with his dog, Murphy.

Cornerstone Government Affairs (CGA)
Cornerstone is a full-service, bipartisan public affairs firm, based in Washington, D.C., specializing in government relations and lobbying. The firm was founded by a group of professionals with a shared philosophy, a unique business model and a different approach to the business. Founded in 2002 in Washington, D.C., Cornerstone has since expanded to include offices in Annapolis, Maryland; Atlanta, Georgia, Baton Rouge, Louisiana; Chicago and Springfield, Illinois; Des Moines, Iowa; Austin and Houston, Texas; Jackson, Mississippi and Richmond, Virginia. Through a team of 50 senior professionals, Cornerstone puts hundreds of years of collective management, legislative counseling, communications, political, and government experience to work for a diverse group of clients.
Glossary and Issues

Administrative Agency
Administrative agencies are created by the federal Constitution, the U.S. Congress, state legislatures, and local lawmaking bodies to manage crises, redress serious social problems, or oversee complex matters of governmental concern beyond the expertise of legislators. Administrative agency rules and regulations often have the force of law against individuals.

Advice and Consent
Under the Constitution, presidential nominations for executive and judicial posts take effect only when confirmed by the Senate, and international treaties become effective only when the Senate approves them by a two-thirds vote.

Advocacy
(noun ad-vo-ca-cy \`ad-və-kə-sē\) the act or process of supporting a cause or proposal: the act or process of advocating something

Airlines Reporting Corporation (ARC)
ARC is the premier driver of air travel intelligence and commerce with leading business solutions, travel agency accreditation services, process and financial management tools, and high-quality data. With a history of airline reporting and settlement, ARC is the source of data for global airline ticketing transactions.

Airport Improvement Program (AIP)
The AIP provides grants to public agencies and, in some cases, to private owners and entities, for the planning and development of public-use airports that are included in the National Plan of Integrated Airport Systems.

Airport & Airway Trust Fund (AATF)
Established in 1970, the AATF, also known as the Aviation Trust Fund, helps finance the Federal Aviation Administration's (FAA) investments in the airport and airway system, such as construction and safety improvements at airports and technological upgrades to the air traffic control system, as well as FAA operations, such as providing air traffic control and conducting safety inspections.

Air Traffic Control (ATC)
A government service that facilitates the safe and orderly movement of aircraft within and between airports by receiving and processing data from radar and devices that monitor local weather conditions and by maintaining radio contact with pilots.

Air Traffic Organization (ATO)
The ATO is the operational arm of the FAA, responsible for providing safe and efficient air navigation services to 30.2 million square miles of airspace which represents more than 17 percent of the world's airspace and includes all of the United States and large portions of the Atlantic and Pacific Oceans and the Gulf of Mexico. Stakeholders include commercial and private aviation and the military. Employees
are the service providers – controllers, technicians, engineers and support personnel whose daily efforts keep aircraft moving safely through the nation's skies.

**Air Transportation Taxes**
Taxes are imposed on amounts paid for transportation of persons by air, use of international air travel facilities, and transportation of property by air. The tax on transportation of persons by air is made up of the percentage tax and the domestic-segment tax. A tax of 7.5% applies to amounts paid for taxable transportation of persons by air. Amounts paid for transportation include charges for layover or waiting time and movement of aircraft in deadhead service.

The domestic-segment tax is a flat dollar amount for each segment of taxable transportation for which an amount is paid. A segment is a single takeoff and a single landing. The tax doesn't apply to excess baggage accompanying a passenger on an aircraft operated on an established line.

**Amendment**
A proposed change to a pending text; e.g., a bill, resolution, another amendment, or a treaty.

**Amicus Curiae**
A person with strong interest in or views on the subject matter of an action, but not a party to the action, may petition the court for permission to file a brief, ostensibly on behalf of a party but actually to suggest a rationale consistent with its own views. Such amicus curiae briefs are commonly filed in appeals concerning matters of a broad public interest. They may be filed by private persons or the government.

**Appropriation**
The provision of funds, through an annual appropriations act or a permanent law, for federal agencies to make payments out of the Treasury for specified purposes.

**Authorization**
A statutory provision that obligates funding for a program or agency. An authorization may be effective for one year, a fixed number of years, or an indefinite period. An authorization may be for a definite amount of money or for "such sums as may be necessary."

**Authorizations Act**
A law that establishes or continues one or more Federal agencies or programs, establishes the terms and conditions under which they operate, authorizes the enactment of appropriations, and specifies how appropriated funds are to be used. Authorizations acts sometimes provide permanent appropriations.

**Bill**
A bill is the form used for most legislation, whether permanent or temporary, general or special, public or private. A bill originating in the House of Representatives is designated by the letters “H.R.”, signifying “House of Representatives”, followed by a number that it retains throughout all its parliamentary stages. Bills are presented to the President for action when approved in identical form by both the House of Representatives and the Senate.
Billing and Settlement Plan (BSP)
BSP is a system designed to facilitate and simplify the selling, reporting and remitting procedures of IATA Accredited Passenger Sales Agents, as well as improve financial control and cash flow for BSP Airlines. BSP is a worldwide system with operations in some 181 countries and territories. The system currently serves approximately 400 participating airlines with an on-time settlement rate of 99.99%.

Budget Process
The formal federal spending process consists of two sequential steps: authorization and then appropriation. Authorization laws establish, continue, or modify federal programs, and they are a prerequisite under House and Senate rules (and sometimes under statute) for the Congress to appropriate budget authority for programs. Some authorization laws provide spending directly, referred to as direct, or mandatory, spending where the authorizing legislation itself creates budget authority.

Discretionary spending, which is provided in the 12 appropriation acts, and the role of the authorizing committees is to enact legislation that serves as the basis for operating a program and that provides guidance to the Appropriations Committees as to an appropriate level of funding for the program. That guidance typically is expressed in terms of an authorization of appropriations, provided either as specific dollar amounts (definite authorizations) or "such sums as are necessary" (indefinite authorizations).

In addition, authorizations may be permanent and remain in effect until changed by the Congress, or they may cover only specific fiscal years. Authorizations that are limited in duration may be annual (pertaining to one fiscal year) or multiyear (pertaining to two, five, or any number of specific fiscal years). When such an authorization expires, the Congress may choose to extend the life of a program by passing legislation commonly referred to as a reauthorization. Unless the underlying law expressly prohibits it, the Congress may also extend a program simply by providing new appropriations. Appropriations made available for a program after its authorization has expired are called "unauthorized appropriations."

Budget Authority
Authority provided by law to enter into obligations that will result in outlays of Federal funds. Budget authority may be classified by the period of availability (one-year, multiyear, no-year), by the timing of congressional action (current or permanent), or by the manner of determining the amount available (definite or indefinite).

Budget Resolution
A measure that sets forth a congressional budget plan, including aggregate budgetary levels, which may be enforced during the subsequent consideration of spending and revenue legislation. It is in the form of concurrent resolution, not a law-making vehicle, and as such, it is not submitted to the President.

Carnets
Also, commonly known as “Merchandise Passports”, are international customs documents that simplify customs procedures for the temporary importation of various types of goods. Carnets may be used for unlimited exits from and entries into the U.S. and foreign countries; are accepted in over 85 countries and territories worldwide; eliminate value-added taxes (VAT), duties, and the posting of security normally required at the time of importation; and simplify customs procedures. Carnets allow
temporary exporters to use a single document for all customs transactions, make arrangements in advance, and at a predetermined cost.

**Civil Aviation Authority (CAA)**
The UK’s specialist aviation regulator.

**Cloture**
The method by which a supermajority (typically, three-fifths) of the Senate may agree to limit further debate and consideration of a question (e.g., a bill, amendment, or other matter). Details of the procedural process are provided for in Rule XXII of the Senate standing rules.

**Code of Federal Regulations (CFR)**
The Code of Federal Regulations is a codification (arrangement of) the general and permanent rules published in the *Federal Register* by the executive departments and agencies of the Federal Government.

**Committee/Subcommittee**
A panel or subpanel with members from the House or Senate or both tasked with conducting hearings, examining and developing legislation, conducting oversight, and/or helping manage chamber business and activities.

**Committee-related Activity**
A committee of subcommittee may interact with bills in a variety of ways. Bills may be referred to or discharged from a committee by the full chamber. Committees mark-up bill texts, hold hearings to learn more about a topic, or may express legislative interest. Committees report legislation out to the full chamber recommending, or disapproving consideration, or may report an original bill.

**Committee Chair**
The member of the majority party on a committee who has formal responsibility over the panel’s agenda and resources, presides at its meetings, and can, in some circumstances, act on the committee’s behalf.

**Committee Report**
Document accompanying a measure reported from a committee containing an explanation of the provisions of the measure, arguments for approval, votes held in markup, individual committee members’ opinions, cost estimates, and other information.

**Companion Measure**
Identical or substantially similar measures introduced in the other chamber.

**Concurrent Resolution**
A form of legislative measure used for the regulation of business within both chambers of Congress, not for proposing changes in law. Depending upon the chamber of origin, they begin with a designation of either S.Con.Res. or H.Con.Res.
Conference Report
The compromise product negotiated by the conference committee. The "conference report" is submitted to each chamber for its consideration.

Congressional Record
The Congressional Record is the official record of the proceedings and debates of the United States Congress. The Congressional Record began publication in 1873 and is published daily when Congress is in session. The Congressional Record consists of four sections:
- Daily Digest
- House section
- Senate section
- Extension of Remarks

Continuing Resolution (CR)
If Congress fails to pass legislation to fund the government before a new fiscal year begins, they can pass legislation to keep federal operations going at the current spending levels. This appropriations act, typically in the form of a joint resolution, provides stop-gap (or full-year) funds for federal agencies and programs to continue operations.

Contract of Carriage
A binding agreement evidenced usually by an air waybill, bill of lading, or passenger ticket, which contains conditions of carriage that spell out the obligations and rights of a carrier and a shipper/passerger. The carrier undertakes to deliver goods/passengers from a named place of departure to a named destination, in consideration for freight/fare. This contract addresses issues associated specifically with what is being carried, and how the liability and compensation for damage or injury to (or loss of) the goods/passengers is assessed, apportioned, and paid. In airline, cruise ship, and other passenger-transport industries, it contains also the carrier’s policy regarding baggage, bumping, cancellation and delays, claims, reservations, ticket validity, etc.

Discretionary Spending
Spending (budget authority and outlays) controlled in annual appropriations acts.

Discriminatory Travel Taxes and Fees
As state and local governments face increasing budget deficits and decreasing tax revenues, officials eye new revenue sources to meet shortfalls and fund pet projects. An “easy” option is the imposition of new taxes on rental cars, hotels, restaurants and airlines as they are viewed as traveler taxes rather than voter taxes. A stark example is the proliferation of rental car taxes – over 118 taxes in 40 states and the District of Columbia.

The Electronic System for Travel Authorization (ESTA)
ESTA is an automated system used to determine the eligibility of visitors to travel to the United States under the Visa Waiver Program (VWP) and whether such travel poses any law enforcement or security risk. ESTA approval authorizes a traveler to board a carrier for travel to the United States under the VWP. Private carriers must be a signatory visa waiver program carrier.
ESTA is not a visa. It does not meet the legal requirements to serve in lieu of a U.S. visa when a visa is required. Travelers that possess a valid U.S. visa may travel to the United States on that visa for the purpose it was issued. Travelers traveling on valid visas are not required to apply for an ESTA. In the same way that a valid visa does not guarantee admission to the United States, an approved ESTA is not a guarantee of admission to the United States.

Approved ESTA applications are valid for a period of two years, or until the passport expires, whichever comes first, and multiple trips to the United States without the traveler having to re-apply for another ESTA. When traveling to the U.S. with the approved ESTA, you may only stay for up to 90 days at a time.

**European Union Emissions Trading Scheme/Emissions Taxes (EUETS)**

European and non-European airlines operating flights to and from Europe fall under the EU Emissions Trading Scheme (ETS). Under the scheme, airlines receive “allowances” tied to past carbon emissions. If emissions exceed the “allowances,” airlines must buy additional allowances on the carbon markets. The revenue feeds into the different EU country general tax revenues and is NOT required to be used for emissions reductions initiatives. These additional costs will increase ticket prices to Europe.

**En Bloc**

"All together." Sometimes a committee or congressional chamber will agree to act concurrently on multiple measures (e.g., bills) or matters (e.g., nominations), thereby considering them "en bloc."

**Enrolled Bill or Resolution**

An enrolled bill or resolution is the form of a measure finally agreed to by both chambers of Congress. Enrollment occurs in the chamber where the measure originated and is carried out by enrolling clerks under the supervision of the Clerk of the House of Representatives and Secretary of the Senate. Enrolled bills and joint resolutions are signed by the presiding officers of each chamber (or their designees) and are presented to the President by the House Clerk or Secretary of the Senate, depending on the chamber of origination.

**Excise Taxes**

Excise taxes are taxes paid when purchases are made on a specific good, such as gasoline. Excise taxes are often included in the price of the product. There are also excise taxes on activities, such as on wagering or on highway usage by trucks.

**Executive Orders (EOs)**

The President of the United States manages the operations of the Executive branch of Government through Executive Orders. EOs are legally binding orders given by the President, acting as the head of the Executive Branch, to Federal Administrative Agencies. Executive Orders are generally used to direct federal agencies and officials in their execution of congressionally established laws or policies. After the President signs an EO, the White House sends it to the Office of the Federal Register (OFR). The OFR numbers each order consecutively as part of a series, and publishes it in the daily Federal Register shortly after receipt.
Federal Communications Commission (FCC)
The Federal Communications Commission regulates interstate and international communications by radio, television, wire, satellite and cable in all 50 states, the District of Columbia and U.S. territories. An independent U.S. government agency overseen by Congress, the commission is the United States' primary authority for communications law, regulation and technological innovation.

The agency is directed by five commissioners who are appointed by the President of the United States and confirmed by the U.S. Senate for five-year terms, except when filling an unexpired term. The president also selects one of the commissioners to serve as chairman. Only three commissioners can be of the same political party at any given time and none can have a financial interest in any commission-related business.

Federal Election Commission (FEC)
The duties of the FEC, which is an independent regulatory agency, are to disclose campaign finance information, to enforce the provisions of the law such as the limits and prohibitions on contributions, and to oversee the public funding of Presidential elections. The Commission is made up of six members, who are appointed by the President and confirmed by the Senate. Each member serves a six-year term, and two seats are subject to appointment every two years. By law, no more than three Commissioners can be members of the same political party, and at least four votes are required for any official Commission action. This structure was created to encourage nonpartisan decisions. The Chairmanship of the Commission rotates among the members each year, with no member serving as Chairman more than once during his or her term.

Federal Fiscal Year
The federal fiscal year defines the U.S. government's budget. It runs from October 1 of the prior year through September 30 of the year being described. Congress designed it to allow newly elected officials to participate in the next year's budget process.

Federal Register
A daily publication that makes available to the public the rules, regulations, and other legal notices issued by federal administrative agencies. The Federal Register includes (1) presidential proclamations and executive orders; (2) other documents that the president from time to time determines to have general applicability and legal effect; (3) documents that are required by an act of Congress to be published; and (4) other documents selected for publication by the director of the Federal Register. Documents are placed on file for public inspection at the Office of the Federal Register in Washington, D.C., on the day before they are published, unless an earlier filing is requested by the agency issuing them.

Filibuster
In the Senate, the use of dilatory or obstructive tactics to delay or block passage of a measure by preventing it from coming to a vote.

Fiscal Year
The fiscal year is the accounting period for the federal government which begins on October 1 and ends on September 30.
Freedoms of the Air
A set of commercial aviation rights granting a country's airlines to overfly another country’s airspace and to land for a technical stop as well as the privilege pick-up and discharge traffic in another country's territory.

Gerrymandering
To divide a territorial unit into election districts to give one political party an electoral majority in a large number of districts while concentrating the voting strength of the opposition in as few districts as possible.

Global Entry Program
Global Entry is a U.S. Customs and Border Protection (CBP) program that allows expedited clearance for pre-approved, low-risk travelers upon arrival in the United States. Global Entry is open to U.S. citizens, lawful permanent residents of the U.S., UK citizens, Dutch citizens, South Korean citizens, Panamanian citizens, Singaporean citizens, Colombian citizens, German citizens, and Mexican nationals. Canadian citizens and residents may enjoy Global Entry benefits through membership in the NEXUS program.

Hearing
A meeting of a committee or subcommittee, generally open to the public, to take testimony in order to gather information and opinions on proposed legislation, to conduct an investigation, or review the operation or other aspects of a Federal agency or program.

International Airport
Any airport designated by an ICAO Contracting State in whose territory it is situated as an airport of entry and departure for international air traffic, where the formalities such as customs, immigration, public health, agricultural quarantine and similar procedures are carried out.

International Air Travel Facilities Tax
A tax per person is imposed (whether in or outside the United States) for international flights that begin or end in the United States. However, for a domestic segment that begins or ends in Alaska or Hawaii, a reduced tax per person applies only to departures. This tax doesn’t apply if all the transportation is subject to the percentage tax.

International Air Transport Association (IATA)
IATA is the trade association for the world’s airlines, representing some 265 airlines or 83% of total air traffic. IATA supports many areas of aviation activity and helps formulate industry policy on critical aviation issues.

International Civil Aviation Organization (ICAO)
The ICAO is a United Nations specialized agency, established by States in 1944 to manage the administration and governance of the Convention on International Civil Aviation (Chicago Convention).
Joint Committee
Committees including membership from both houses of Congress. Joint committees are usually established with narrow jurisdictions and normally lack authority to report legislation. Chairmanship usually alternates between the House and Senate members from Congress to Congress.

Joint Resolution
A form of legislative measure used to propose changes in law, or to propose an amendment to the US Constitution. Depending upon the chamber of origin, they begin with a designation of S.J.Res. or H.J.Res.

Joint Session
When the House and Senate adopt a concurrent resolution to meet together to conduct formal business or to hear an address by the president of the United States.

Lame Duck
Any elected official who is not running for office again.

Lame Duck Amendment
The lame duck amendment is the popular name for the 20th amendment to the Constitution, passed in 1933. It required the newly-elected President to take office on January 20, and Congressional members to take office on January 3, of the year following their November elections. Prior to that, they waited until March 4 of the following year before taking office. That was to give them enough time to settle their affairs in their home district and travel to Washington, D.C.

Lame Duck President
Any U.S. President who has won a second term in office automatically becomes a lame duck. That's because the 22nd Amendment to the Constitution prohibits the President from serving a third term.

Lame Duck Session of Congress
When Congress (or either chamber) reconvenes in an even-numbered year following the November general elections to consider various items of business. Some lawmakers who return for this session will not be in the next Congress. Hence, they are informally called "lame duck" members participating in a "lame duck" session.

Lobbying
Lobbying involves the advocacy of an interest that is affected, actually or potentially, by the decisions of government leaders. Individuals and interest groups alike can lobby governments, and governments can even lobby each other.

Lobbyist
A lobbyist is a person who tries to influence legislation on behalf of a special interest; a member of a lobby. The term lobbyist has been traced to the mid-seventeenth century, when citizens would gather in a large lobby near the English House of Commons to express their views to members of Parliament. By the early nineteenth century, the term lobby-agent had come to the United States, where it was
applied to citizens seeking legislative favors in the New York Capitol lobby, in Albany. By 1832 it had been shortened to lobbyist and was widely used at the U.S. Capitol.

Manager's Amendment
A manager's amendment is a big amendment containing a number of individual amendments to a piece of legislation offered by the majority or minority Member of Congress managing the debate on the bill. A manager's amendment is almost always agreed to by both sides in advance.

Markup
Meeting by a committee or subcommittee during which committee members offer, debate, and vote on amendments to a measure.

Measure
A legislative vehicle: a bill, joint resolution, concurrent resolution, or simple resolution.

Midterm Election
A general election that does not coincide with a presidential election year, but occurs two years into the term of a president i.e. in the middle of a president's term in office, hence the name mid-term. While presidential elections are held every four years, general elections for other positions are held every two years. In a midterm election, some members of the US Senate, all members of the House of Representatives, and many state and local positions are voted on. Since US senators serve 6-year terms, their re-election campaigns are usually held during mid-term elections.

"Must Pass" Bill
A vitally important measure that Congress must enact, such as annual money bills to fund operations of the government. Because of their must-pass quality, these measures often attract "riders" (unrelated policy provisos).

National Plan of Integrated Airport Systems (NPIAS)
The NPIAS contains all commercial service airports, all reliever airports, and selected general aviation airports and identifies nearly 3,400 existing and proposed airports that are significant to national air transportation and thus eligible to receive Federal grants under the Airport Improvement Program. It also includes estimates of the amount of AIP money needed to fund infrastructure development projects that will bring these airports up to current design standards and add capacity to congested airports. The FAA is required to provide Congress with a 5-year estimate of AIP eligible development every two years.

New Distribution Capability (NDC)
The International Air Transport Association filed an application with the DOT seeking approval of a new XML-based electronic data interchange standard for airline distribution communications (commonly referred to Resolution 787). The standard will support IATA’s proposed New Distribution Capability (NDC) that IATA believes will benefit travel buyers and standardize distribution practices. IATA states that any additional agreements on standardization of distribution practices would need to be filed with the DOT before becoming effective.
NextGen
NextGen is a comprehensive suite of state-of-the-art technologies and procedures that, in short, enable aircraft to move more directly from Point A to Point B. This helps passengers reach their destinations on time, while reducing fuel burn and lessening our impact on the environment.

Nomination
An appointment by the president to executive or judicial office that is subject to Senate confirmation.

Office of the Federal Register (OFR)
The OFR functions as the Secretariat for the ACFR, and is a component of the National Archives and Records Administration (NARA). The Federal Register system is an official legal information service of the United States government. The Federal Register legal system operates under the general authority of the Administrative Committee of the Federal Register (ACFR), and the specific statutory and regulatory authority of the OFR.

Open Skies Agreements
Open skies agreements refer to those air transport agreements which liberalizes the rules for international aviation markets. Open skies agreements can be bilateral or multilateral. These agreements are beneficial for passengers and all types of cargo.

Original Bill
An introduced bill that embodies a text approved in a committee markup but not formally introduced prior to markup.

Parliamentarian
Nonpartisan staff officials (one in each chamber, assisted by deputies and assistants) who provide expert advice and assistance to the presiding officer and to members on the application and interpretation of chamber rules, precedents, and practices (including referral of measures to committee).

Party Caucus
The official organization comprised of all members of a political party serving within a congressional chamber.

Passenger Facility Charge (PFC) Program
The PFC program allows the collection of PFC fees up to USD 4.50 for every enplaned passenger at commercial airports controlled by public agencies. PFCs are capped at USD 4.50 per flight segment with a maximum of two PFCs charged on a one-way trip or four PFCs on a round trip, for a maximum of USD 18 total. Airports use these fees to fund FAA-approved projects that enhance safety, security, or capacity; reduce noise; or increase air carrier competition.

Passenger Fee
Also known as the September 11 Security Fee, the fee is collected by air carriers from passengers at the time air transportation is purchased. Air carriers then remit the fees to TSA. The fee is currently USD 5.60 per one-way trip in air transportation that originates at an airport in the U.S., except that the fee imposed per round trip shall not exceed USD 11.20.
GOVERNMENT RELATIONS COMMITTEE
GUIDE TO US ADVOCACY FOR BUSINESS TRAVEL

Passport
An official document issued by the government of a country that identifies someone as a citizen of that country and that is usually necessary when entering or leaving a country.

Political Action Committee (PAC)
The term "political action committee" refers to two distinct types of political committees registered with the FEC: separate segregated funds (SSFs) and non-connected committees. Basically, SSFs are political committees established and administered by corporations, labor unions, membership organizations or trade associations. These committees can only solicit contributions from individuals associated with connected or sponsoring organization. By contrast, non-connected committees--as their name suggests--are not sponsored by or connected to any of the aforementioned entities and are free to solicit contributions from the general public.

Preclearance
CBP Preclearance provides for the U.S. border inspection and clearance of commercial air passengers and their goods at a number of locations in several foreign countries. A preclearance inspection is essentially the same inspection an individual would undergo at a U.S. port of entry and preclearance travelers do not have to undergo a second CBP inspection upon arrival in the United States; however, travelers pre-inspected for admissibility at non-airport locations must still undergo customs and agriculture inspections upon arrival.

CBP Preclearance is focused solely on passenger processing (no cargo). Processing includes anything a traveler is bringing into the U.S. that belongs to them, for example: their luggage, clothing, souvenirs, currency, and any other personal effects.

Positive Train Control
Positive Train Control (PTC) is a system designed to prevent train-to-train collisions, derailments caused by excessive speeds, unauthorized train movements in work zones, and the movement of trains through switches left in the wrong position. PTC networks enable real-time information sharing between trains, rail wayside devices, and “back office” applications, regarding train movement, speed restrictions, train position and speed, and the state of signal and switch devices. The Rail Safety Improvement Act of 2008, and the corresponding regulations issued by the Federal Railroad Administration (FRA), requires passenger and major freight railroads to implement PTC on most major track lines by December 31, 2018.

Public Law
A general classification of law concerned with the political and sovereign capacity of a state. Public law is that area of constitutional, administrative, criminal, and International Law that focuses on the organization of the government, the relations between the state and its citizens, the responsibilities of government officials, and the relations between sister states. It is concerned with political matters, including the powers, rights, capacities, and duties of various levels of government and government officials.
Public law is the citation given to the original form of federal and some state laws. For example, the citation for the FAA Modernization and Reform Act of 2012 is Pub. L. 112-95, Feb. 14, 2012, 126 Stat. 11 (2012)

Quorum
Minimum number of members of a chamber (or committee) required for the transaction of certain types of business.

Ratify
To approve and give formal sanction to; confirm: The Senate ratified the treaty

Ranking Member
The most senior, though not necessarily the longest-serving member, of the minority party on a committee or subcommittee. The ranking member typically oversees minority committee staff and may coordinate involvement of the minority party committee members in committee activities.

REAL ID Act
The Act, passed by Congress in 2005, enacted the 9/11 Commission’s recommendation that the Federal Government set standards for the issuance of sources of identification, such as driver’s licenses. The Act established minimum security standards for state-issued driver’s licenses and identification cards and prohibits Federal agencies from accepting for official purposes licenses and identification cards from states that do not meet these standards.

Redress Control Number
The Redress Control Number is the record identifier for people who apply for redress through the DHS Travel Redress Inquiry Program (DHS TRIP). DHS TRIP is for travelers who have been repeatedly identified for additional screening and who want to file an inquiry to have erroneous information corrected in DHS systems.

Registered Traveller service
The United Kingdom’s trusted traveler program allows travelers to move through the UK border faster. A landing card will not need to be completed for entry at Heathrow, Gatwick, Manchester, Stansted, Luton, Edinburgh, Birmingham, Glasgow, East Midlands, London City, or at Eurostar terminals at Paris, Brussels and Lille.

Report Language
Report language refers to the content of committee reports accompanying committee-reported measures as well as joint explanatory statements which are attached to conference reports. Such documents contain more detailed guidance to departments and agencies than is provided in related appropriations bills or conference reports.

Signing Statements
Signing statements are considered to be one way in which the president faithfully executes the laws passed by Congress. The power to issue signing statements is based in Article II, Section 1 of the U.S. Constitution, which states that the president "shall take Care that the Laws be faithfully executed..."
Simple Resolution
A form of legislative measure introduced and potentially acted upon by only one congressional chamber and used for the regulation of business only within the chamber of origin. Depending upon the chamber of origin, they begin with a designation of wither S.Res. or H.Res.

Skinny Budget
A wish list of spending requests for Congress and some basic economic projections.

Supermajority
A term sometimes used for a vote on a matter that requires approval by more than a simple majority of those members present and voting, with a quorum being present; also referred to as extraordinary majority.

Super PAC
A type of independent political action committee that is legally permitted to raise unlimited sums of money from corporations, unions, and individuals, and spend larger amounts of money than the amounts allowed for a conventional PAC, but is not permitted to contribute to or coordinate directly with parties or candidates.

Taxable Transportation
Taxable transportation is transportation by air that meets either of the following tests: It begins and ends either in the United States or at any place in Canada or Mexico not more than 225 miles from the nearest point on the continental United States boundary (this is the 225-mile zone); or it is directly or indirectly from one port or station in the United States to another port or station in the United States, but only if it isn’t a part of uninterrupted international air transportation.

TIGER Discretionary Grant Program (Transportation Investment Generating Economic Recovery)
Legislation authorizing TIGER I grants was part of the 2009 American Recovery and Reinvestment Act (ARRA) (Pub.L. 111–5), informally known as The Stimulus. TIGER grants constitute a discretionary federal grants program funded by Congress and administered by the Department of Transportation (DOT) that provides a unique opportunity for the DOT to invest in road, rail, transit and port projects that promise to achieve national objectives.

Transport Canada Civil Aviation (TCCA)
The Civil Aviation Directorate, also known as Transport Canada Civil Aviation, promotes the safety of the national air transportation system through its regulatory framework and oversight activities.

Treaty
An agreement negotiated and signed by the executive that enters into force if it is approved by a two-thirds vote in the Senate, and is subsequently ratified by the President.

Trust Funds
Funds collected and used by the Federal Government for carrying out specific purposes and programs according to terms of a trust agreement or statute, such as the Airport & Airway Trust Fund.
Trusted Traveler Programs
The Department of Homeland Security (DHS) has several Trusted Traveler programs which provide an improved passenger experience, while enhancing security and increasing system-wide efficiencies. The programs are customized based on travel needs and many of them have reciprocal benefits. Programs included TSA Pre-Check, Global Entry, NEXUS and SENTRI.

TSA Pre-Check
The TSA PreCheck program allows trusted travelers to go through an accelerated security screening process when departing from participating U.S. airports. Approved PreCheck members are given a Known Traveler Number, or a "KTN," to be used during the flight reservation process so that airlines can print the KTN directly on a member's boarding pass as an indicator.

User Fees
Fees charged to users of goods or services provided by the Federal Government. In levying or authorizing these fees, Congress determines whether the revenue should go into the Treasury or should be available to the agency providing the goods or services.

Veto
Presidential disapproval of a bill or joint resolution presented for enactment into law. If a president vetoes a bill, it can become law only if the House and Senate separately vote (by two-thirds) to override the veto. A less common form of presidential veto – a pocket veto – occurs if Congress has adjourned without the possibility of returning and the president does not sign the measure within the required 10-day (excluding Sundays) period.

Visa
Certificate issued or a stamp marked (on the applicant's passport) by the immigration authorities of a country to indicate that the applicant's credentials have been verified and he or she has been granted permission to enter the country for a temporary stay within a specified period. This permission, however, is provisional and subject to the approval of the immigration officer at the entry point. The common types of visas include: (1) Single entry visa: valid only for one visit. (2) Multiple entry visa: allows any number of visits within its validity period. (3) Business visa: for a short visit to conduct discussions, negotiations, and/or presentations, but not to take up employment.

Visa Waiver Program (VWP)
VWP allows foreign nationals from certain countries to travel to the United States for business or pleasure, for stays of 90 days or less without obtaining a visa. Travelers admitted under the VWP must agree to waive their rights to review or appeal, as explained in the Waiver of Rights section of the Application screen.

Whips
Assistants to the floor leaders who are also elected by their party conferences. The majority and minority whips (and their assistants) are responsible for mobilizing votes within their parties on major issues. In the absence of a party floor leader, the whip often serves as acting floor leader.
Executive Branch
The power of the Executive Branch is vested in the President of the United States, who also acts as head of state and Commander-in-Chief of the armed forces. The President is responsible for implementing and enforcing the laws written by Congress and, to that end, appoints the heads of the federal agencies, including the Cabinet. The Vice President is also part of the Executive Branch, ready to assume the Presidency should the need arise. The Cabinet and independent federal agencies are responsible for the day-to-day enforcement and administration of federal laws.

Executive Office of the President (EOP)
The EOP was created in 1939 to provide the President with the support needed to govern effectively. The EOP has responsibility for tasks ranging from communicating the President's message to the American people to promoting our trade interests abroad. The EOP, overseen by the White House Chief of Staff, has traditionally been home to many of the President's closest advisers and includes the White House Communications Office and Press Secretary's Office. While Senate confirmation is required for some advisers, such as the Director of the Office of Management and Budget, most are appointed with full Presidential discretion.

Office of Management and Budget (OMB)
OMB is the largest component of the Executive Office of the President. It reports directly to the President and helps a wide range of executive departments and agencies across the Federal Government to implement the commitments and priorities of the President.

US Cabinet
The tradition of the Cabinet dates back to the beginnings of the Presidency itself. Established in Article II, Section 2, of the Constitution, the Cabinet's role is to advise the President on any subject he may require relating to the duties of each member's respective office. The Cabinet is an advisory body made up of the heads of the 15 executive departments. Appointed by the President and confirmed by the Senate, the members of the Cabinet are often the President's closest confidants. In addition to running major federal agencies, they play an important role in the Presidential line of succession — after the Vice President, Speaker of the House, and Senate President pro tempore, the line of succession continues with the Cabinet offices in the order in which the departments were created. All the members of the Cabinet take the title Secretary, except for the head of the Justice Department, who is the Attorney General. Sixty-four Inspectors General, each responsible for a different agency, regularly audit and report on the agencies to which they are attached.

US Department of Transportation (DOT)
The DOT was established by an act of Congress on October 15, 1966. The Department's first official day of operation was April 1, 1967. Operating administrations include the Federal Aviation Agency (FAA), Federal Highway Administration (FHWA), Federal Motor Carrier Safety Administration (FMCSA), Federal Railroad Administration (FRA), Federal Transit Administration (FTA), Maritime Administration (MARAD), and the National Highway Traffic Safety Administration (NHTSA).

Federal Aviation Agency (FAA)
In response to an increasingly congested national airspace, the Federal Aviation Agency was created in 1958. While the Agency had a slightly different name, its core mission was no different than that
of the modern FAA — to provide for the safe and efficient use of the national airspace. The FAA was introduced as part of a restructured DOT in April 1967.

**Federal Highway Administration (FHWA)**
FHWA is an agency within the DOT that supports State and local governments in the design, construction, and maintenance of the Nation’s highway system (Federal Aid Highway Program) and various federally and tribal owned lands (Federal Lands Highway Program). Through financial and technical assistance to State and local governments, the Federal Highway Administration is responsible for ensuring that America’s roads and highways continue to be among the safest and most technologically sound in the world.

FHWA was created on October 15, 1966, after having had several predecessor organizations. In 1893, the Office of Road Inquiry was founded. In 1905 that organization's name was changed to the Office of Public Roads which became a division of the United States Department of Agriculture. The name was changed again to the Bureau of Public Roads in 1915 and to the Public Roads Administration in 1939. It was then shifted to the Federal Works Agency which was abolished in 1949 when its name reverted to Bureau of Public Roads under the Department of Commerce. In 1966 the FHWA was created; and in 1967 the functions of the Bureau of Public Roads were transferred to FHWA.

**Federal Motor Carrier Safety Administration (FMCSA)**
The FMCSA was established as a separate administration within the DOT on January 1, 2000, pursuant to the Motor Carrier Safety Improvement Act of 1999. FMCSA is headquartered in Washington, DC and employs more than 1,000 people in all 50 States and the District of Columbia, all dedicated to improving the safety of commercial motor vehicles (CMV) and saving lives.

The lead federal government agency responsible for regulating and providing safety oversight of commercial motor vehicles (CMVs), FMCSA's mission is to reduce crashes, injuries, and fatalities involving large trucks and buses. FMCSA partners with industry, safety advocates, and state and local governments to keep our nation’s roadways safe and improve CMV safety through regulation, education, enforcement, research, and technology.

**Federal Railroad Administration (FRA)**
FRA was created by the Department of Transportation Act of 1966 to enable the safe, reliable, and efficient movement of people and goods. It is one of ten agencies within the U.S. Department of Transportation concerned with intermodal transportation. FRA is responsible for regulating the safety of the nation’s railroad system and development of intercity passenger rail.

**Federal Transit Administration (FTA)**
FTA provides financial and technical assistance to local public transit systems, including buses, subways, light rail, commuter rail, trolleys and ferries. FTA also oversees safety measures and helps develop next-generation technology research.

FTA is one of DOT’s 10 modes of transportation and is run by a headquarters in Washington, D.C. as well as 10 regional offices that assist transit agencies in all states and U.S. territories. Chapter 53 of
Title 49 of the U.S. Code establishes the authority for FTA. It incorporates the Urban Mass Transportation Act originally enacted in 1964 and states that “it is in the interest of the United States, including its economic interest, to foster the development and revitalization of public transportation systems that (1) maximize the safe, secure, and efficient mobility of individuals; (2) minimize environmental impacts; and (3) minimize transportation-related fuel consumption and reliance on foreign oil.”

Congress authorizes money to FTA in long- and short-term transportation legislation, such as the Fixing America’s Surface Transportation (FAST) Act in 2015. The transportation bills amend Chapter 53 to modify or set up funding programs and laws for FTA to follow. In 1982, legislators approved a one-cent federal gas tax dedicated for transit, carving out a new Mass Transit account from transportation funding’s Highway Trust Fund.

**Maritime Administration (MARAD)**

MARAD is the agency within the DOT dealing with waterborne transportation. Its programs promote the use of waterborne transportation and its seamless integration with other segments of the transportation system, and the viability of the U.S. merchant marine.

MARAD works in many areas involving ships and shipping, shipbuilding, port operations, vessel operations, national security, environment, and safety, and is also charged with maintaining the health of the merchant marine, since commercial mariners, vessels, and intermodal facilities are vital for supporting national security, and so the agency provides support and information for current mariners, extensive support for educating future mariners, and programs to educate America’s young people about the vital role the maritime industry plays in the lives of all Americans.

The MARAD also maintains a fleet of cargo ships in reserve to provide surge sea-lift during war and national emergencies, and is responsible for disposing of ships in that fleet, as well as other non-combatant Government ships, as they become obsolete.

**National Highway Traffic Safety Administration (NHTSA)**

NHTSA was established by the Highway Safety Act of 1970 and is dedicated to achieving the highest standards of excellence in motor vehicle and highway safety. It works daily to help prevent crashes and their attendant costs, both human and financial.

The NHTSA, under the DOT, was established by the Highway Safety Act of 1970, as the successor to the National Highway Safety Bureau, to carry out safety programs under the National Traffic and Motor Vehicle Safety Act of 1966 and the Highway Safety Act of 1966. The Vehicle Safety Act has subsequently been re-codified under Title 49 of the U.S. Code in Chapter 301, Motor Vehicle Safety. NHTSA also carries out consumer programs established by the Motor Vehicle Information and Cost Savings Act of 1972, which has been re-codified in various Chapters under Title 49.

NHTSA is responsible for reducing deaths, injuries and economic losses resulting from motor vehicle crashes. This is accomplished by setting and enforcing safety performance standards for motor vehicles and motor vehicle equipment, and through grants to state and local governments to enable them to conduct effective local highway safety programs.
NHTSA investigates safety defects in motor vehicles, sets and enforces fuel economy standards, helps states and local communities reduce the threat of drunk drivers, promotes the use of safety belts, child safety seats and air bags, investigates odometer fraud, establishes and enforces vehicle anti-theft regulations and provides consumer information on motor vehicle safety topics. NHTSA also conducts research on driver behavior and traffic safety, to develop the most efficient and effective means of bringing about safety improvements.

**DOT Advisory Committee for Aviation Consumer Protection (ACACP)**
The Advisory Committee for Aviation Consumer Protection (ACACP) is an advisory body to the Department that is responsible for evaluating the Department’s aviation consumer protection programs and recommending such new programs as may be needed. The ACACP was mandated by Section 411 of the FAA Modernization and Reform Act of 2012 (Pub. L. 112-95, 126 Stat. 11 (2012)), and was established on May 24, 2012.

**Department of Homeland Security (DHS)**
Eleven days after the September 11, 2001, terrorist attacks, Pennsylvania Governor Tom Ridge was appointed as the first Director of the Office of Homeland Security in the White House. The office oversaw and coordinated a comprehensive national strategy to safeguard the country against terrorism and respond to any future attacks.

With the passage of the Homeland Security Act by Congress in November 2002, the Department of Homeland Security formally came into being as a stand-alone, Cabinet-level department to further coordinate and unify national homeland security efforts, opening its doors on March 1, 2003. DHS combined 22 different federal departments and agencies into a unified, integrated cabinet agency when it was established in 2002.

Operating administrations include Customs & Border Protection (CBP), US Citizenship & Immigration Services (USCIS), US Coast Guard, Federal Emergency Management Agency (FEMA), Immigration & Customs Enforcement (ICE), and the Transportation Security Administration (TSA).

**US Customs & Border Protection (CBP)**
CBP is among the federal government’s younger entities, but many of its roles and responsibilities can be traced back before all the original states had ratified the U.S. constitution. In July 1789, the U.S. Congress passed a series of acts that established the legal structure for assessing and collecting customs duties. While two of the acts established what was subject to duties and the structure of the duties, the act of July 31, 1789, created the staff positions to collect duties and administer customs.

On May 26, 1924, Congress made sweeping changes to immigration policy for the U.S. The Congress enacted legislation that imposed numeric limits on immigration and created a category of “entry without inspection,” labeling those who cross U.S. borders without being processed at official ports of entry. In June 2009, rules went into effect that more precisely defined the types of documents that may be presented at ports of entry to demonstrate that an individual may enter the U.S. The evolution of documents used by travelers for border-crossing began in the 19th century.
US Citizenship & Immigration Services (USCIS)
USCIS is the government agency that oversees lawful immigration to the United States. USCIS is funded almost completely by the fees paid by individuals and organizations for immigration and naturalization services. The agency receives very little taxpayer money.

In 1988, Congress created the Immigration Examinations Fee Account, establishing the authority to recover the full cost of immigration benefit processing. This account represents approximately 95 percent of USCIS’ fiscal year 2016 total budget authority. The remaining authority comes from other fee accounts and annual appropriations by Congress for the E-Verify program.

US Coast Guard
The U.S. Coast Guard is one of the five armed forces of the United States and the only military organization within the Department of Homeland Security. Since 1790 the Coast Guard has safeguarded our Nation’s maritime interests and environment around the world.

The Coast Guard is an adaptable, responsive military force of maritime professionals whose broad legal authorities, capable assets, geographic diversity and expansive partnerships provide a persistent presence along our rivers, in the ports, littoral regions and on the high seas. Coast Guard presence and impact is local, regional, national and international. These attributes make the Coast Guard a unique instrument of maritime safety, security and environmental stewardship.

Federal Emergency Management Agency (FEMA)
FEMA’s mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain and improve our capability to prepare for, protect against, respond to, recover from and mitigate all hazards.

US Immigration & Customs Enforcement (ICE)
In March 2003, the Homeland Security Act set into motion what would be the single-largest government reorganization since the creation of the Department of Defense. One of the agencies in the new Department of Homeland Security was the Bureau of Immigration and Customs Enforcement, now known as U.S. Immigration and Customs Enforcement or ICE. ICE was granted a unique combination of civil and criminal authorities to better protect national security and public safety in answer to the tragic events on 9/11. Leveraging those authorities, ICE has become a powerful and sophisticated federal law enforcement agency.

ICE was established as DHS’ largest investigative agency and one of three DHS agencies charged with administering the nation’s immigration system. ICE was created based on the recognition that global threats have become more dangerous, and a new approach was needed to ensure the security of the U.S. homeland and the American people.

Transportation Security Administration (TSA)
On the morning of September 11, 2001, nearly 3,000 people were killed in a series of coordinated terrorist attacks in New York, Pennsylvania and Virginia. The attacks resulted in the creation of the Transportation Security Administration, designed to prevent similar attacks in the future. The
Aviation and Transportation Security Act, passed by the 107th Congress and signed on November 19, 2001, established TSA.

TSA is committed to strengthening the transportation systems while ensuring the freedom of movement for people and commerce and providing the most effective transportation security in the most efficient way as a high performing counterterrorism organization.

Aviation Security Advisory Committee (ASAC)
Established in 1989 after a terrorist attack on Pan Am flight 103, the Aviation Security Advisory Committee provides advice to the TSA administrator on aviation security matters, including the development, refinement, and implementation of policies, programs, rulemaking, and security directives pertaining to aviation security.

The committee is composed of individual members representing private sector organizations affected by aviation security requirements. The Aviation Security Stakeholder Participation Act of 2014, enacted on December 18, 2014, makes the committee permanent. The committee typically meets four times a year and holds a meeting open to the public once a year.

Bureau of Consular Affairs (CA)
The U.S. Department of State’s Bureau of Consular Affairs is responsible for the welfare and protection of U.S. citizens abroad, for the issuance of passports and other documentation to citizens and nationals, and for the protection of U.S. border security and the facilitation of legitimate travel to the United States, and fosters economic growth. CA formulates and implements policy relating to immigration and consular services and ensures responsive and efficient provision of consular services overseas.

Office of Legal Counsel (OLC)
OLC is part of the Department of Justice (DOJ). By delegation from the Attorney General, the Assistant Attorney General in charge of the Office of Legal Counsel provides authoritative legal advice to the President and all the Executive Branch agencies. All executive orders and proclamations proposed to be issued by the President are reviewed by the Office of Legal Counsel for form and legality, as are various other matters that require the President’s formal approval.

Agency Rulemaking
When Congress passes a law to create an agency, it grants the agency general authority to regulate certain activities within society. Congress also may pass a law that directs an agency to take action on a certain subject, or an agency may decide which issues or goals under its area of legal responsibility have priority for future rulemaking. In some cases, the President may delegate existing Presidential authority to an agency. Agencies must follow an open public process when they issue regulations, according to the Administrative Procedure Act (APA)

Proposed Rule
The proposed rule, or Notice of Proposed Rulemaking (NPRM), is the official document that announces and explains the agency’s plan to address or accomplish a goal. All proposed rules must be published in the Federal Register to notify the public and give them an opportunity to submit
comments. The proposed rule and the public comments received on it form the basis of the final rule.

**Interim Final Rule**
If an agency finds a good cause to issue a final rule without first publishing a proposed rule, it may characterize the rule as an “interim final rule,” or “interim rule” which becomes effective immediately upon publication. In most cases, the agency stipulates that it will alter the interim rule if warranted by public comments, and if no changes are made, the agency generally will publish a brief final rule in the Federal Register confirming that decision.

**Direct Final Rule**
If an Agency determines that a proposed rule is unnecessary because it would only relate to routine of uncontroversial matters, it may publish a direct final rule in the Federal Register. The Agency states that the rule will go into effect on a certain date, unless it gets substantive adverse comments during the comment period. If adverse comments are submitted, the agency is required to withdraw the direct final rule before the effective date.
Judicial Branch
Members of the Judicial Branch are appointed by the President and confirmed by the Senate. Congress has established the United States district courts, which try most federal cases, and 13 United States courts of appeals, which review appealed district court cases. The inferior courts are constrained by the decisions of the Supreme Court — once the Supreme Court interprets a law, inferior courts must apply the Supreme Court's interpretation to the facts of a particular case.

Supreme Court
The Supreme Court of the United States is the highest court in the land and the only part of the federal judiciary specifically required by the Constitution. The Supreme Court consists of the Chief Justice of the United States and such number of Associate Justices as may be fixed by Congress. The number of Associate Justices is currently fixed at eight (28 U. S. C. §1). Power to nominate the Justices is vested in the President of the United States, and appointments are made with the advice and consent of the Senate.

Article III, §1, of the Constitution provides that "[t]he judicial Power of the United States, shall be vested in one supreme Court, and in such inferior Courts as the Congress may from time to time ordain and establish." The Supreme Court of the United States was created in accordance with this provision and by authority of the Judiciary Act of September 24, 1789 (1 Stat. 73). It was organized on February 2, 1790. Appellate jurisdiction has been conferred upon the Supreme Court by various statutes, under the authority given Congress by the Constitution.

Court of Appeals for the Federal Circuit
In the federal system, 94 district courts are organized into 12 circuits, or regions. Each circuit has its own Court of Appeals that reviews cases decided in U.S. District Courts within the circuit. The U.S. Court of Appeals for the Federal Circuit brings the number of federal appellate courts to 13. Established in 1982 by the Congress, it is now the only U.S. court of appeals defined exclusively by its jurisdiction rather than geographical boundaries. Court of Appeals for the Federal Circuit has nationwide jurisdiction to hear appeals in specialized cases, such as those involving patent laws, and cases decided by the U.S. Court of International Trade and the U.S. Court of Federal Claims.

Notable Cases

**Austin v. Michigan Chamber of Commerce, 494 U. S. 652**
The Michigan Campaign Finance Act prohibited corporations from using treasury money for independent expenditures to support or oppose candidates in elections for state offices. However, if a corporation set up an independent fund designated solely for political purposes, it could make such expenditures. The law was enacted with the assumption that "the unique legal and economic characteristics of corporations necessitate some regulation of their political expenditures to avoid corruption or the appearance of corruption."

The Michigan Chamber of Commerce wanted to support a candidate for Michigan's House of Representatives by using general funds to sponsor a newspaper advertisement and argued that it should have been excluded from the act's restrictions since the Chamber was a "nonprofit ideological
corporation" which was more analogous to a political association than a business firm. The Court disagreed and upheld the Michigan law.

**Citizens United v. Federal Election Commission, 558 U.S. 2010**

Was an appeal from the United States District Court for the District of Columbia. Citizens United sought an injunction against the Federal Election Commission in the United States District Court for the District of Columbia to prevent the application of the Bipartisan Campaign Reform Act (BCRA) to its film *Hillary: The Movie*. *The Movie* expressed opinions about whether Senator Hillary Rodham Clinton would make a good president. In a 5-4 decision, the U.S. Supreme Court ruled that corporations and unions have the same political speech rights as individuals under the First Amendment. The Government may not suppress political speech on the basis of the speaker’s corporate identity and does not have any sufficient interest in the complete ban of such advertisement.

**McConnell v. Federal Election Commission, 540 U. S. 93, 203–209**

On December 10, 2003, the Supreme Court issued a ruling upholding the two principal features of the Bipartisan Campaign Reform Act of 2002 (BCRA): the control of soft money and the regulation of electioneering communications. The Court upheld limits on electioneering communications in a facial challenge, relying on the holding in *Austin v. Michigan Chamber of Commerce*, 494 U. S. 652, that political speech may be banned based on the speaker’s corporate identity. The Court found unconstitutional the BCRA's ban on contributions from minors and the so-called "choice provision," which provides that a party committee cannot make both coordinated and independent expenditures on behalf of a candidate after that candidate's general election nomination.
GOVERNMENT RELATIONS COMMITTEE
GUIDE TO US ADVOCACY FOR BUSINESS TRAVEL

Legislative Branch
The Legislative Branch consists of the House of Representatives and the Senate, which together form the United States Congress. The Constitution grants Congress the sole authority to enact legislation and declare war, the right to confirm or reject many Presidential appointments, and substantial investigative powers.

All legislative power in the government is vested in Congress, meaning that it is the only part of the government that can make new laws or change existing laws. Executive Branch agencies issue regulations with the full force of law, but these are only under the authority of laws enacted by Congress. The President may veto bills Congress passes, but Congress may also override a veto by a two-thirds vote in both the Senate and the House of Representatives.

Oversight of the executive branch is an important Congressional check on the President's power and a balance against his discretion in implementing laws and making regulations. A major way that Congress conducts oversight is through hearings. Congress also maintains an investigative organization, the Government Accountability Office (GAO).

Business Meeting
A business meeting is the process by which congressional committees and subcommittees consider nominations and debate, amend and rewrite proposed legislation. This provides committee members the opportunity to make changes and add amendments to the proposed legislation before the bill is presented to the full Senate or House for consideration. The chairman of the committee will call a vote on any amendments that are offered during the business meeting. At the conclusion of the business meeting, the chairman may call the bill, and all of its amendments, to a vote which, if successful, would report the legislation to the full House or Senate for more debate and a vote. This process is sometimes called a markup.

Congressional Budget Office (CBO)
The CBO is a legislative branch agency that produces independent analyses of budgetary and economic issues to support the Congressional budget process.

Congressional Committees
Committees decide which bills and resolutions move forward to consideration by the House or Senate as a whole. The Senate maintains three types of committees, including standing, select or special, and joint committees. Standing committees are permanent bodies with specific responsibilities spelled out in the Senate's official rules. Select and special committees are created for a limited time period to perform a particular study or investigation. These committees might be given or denied authority to report legislation. Joint committees include membership from both houses of Congress and are usually established with narrow jurisdictions, normally lack authority to report legislation, and either perform housekeeping functions or conduct studies. The chairman is always selected from the majority party and the ranking member is the most senior member of the minority party. The majority party ensures it has a majority on every committee. Chairship usually alternates each Congress between members from the House and Senate.
Congressional Travel & Tourism Caucus (CTTC)
The CTTC was founded in 1979, and from the very beginning, Members of the House of Representatives recognized the economic importance of travel and tourism within their communities and the vital need for a congressional advocacy organization to support this multi-faceted industry in Congress. The Congressional Travel & Tourism Caucus’s mission is to formulate national policy that promotes travel to and within the United States.

Duration of a Congress
Each Congress lasts two years and is comprised of two sessions. The dates of Congress' sessions have changed over the years, but since 1934, the first session convenes on Jan. 3 of odd-numbered years and adjourns on Jan. 3 of the following year, while the second session runs from Jan. 3 to Jan. 2 of even-numbered years. Of course, everyone needs a vacation, and Congress’ vacation traditionally comes in August, when representatives adjourn for month-long summer break. Congress also adjourns for national holidays.

General Accountability Office (GAO)
The U.S. Government Accountability Office (GAO) is an independent, nonpartisan agency that works for Congress. Often called the "congressional watchdog," GAO investigates how the federal government spends taxpayer dollars. The head of GAO, the Comptroller General of the United States, is appointed to a 15-year term by the President from a slate of candidates Congress proposes. Founded in 1921 as the General Accounting Office, its original mission was to audit the budgets and financial statements sent to Congress by the Secretary of the Treasury and the Director of the Office of Management and Budget.

House of Representatives
As per the Constitution, the U.S. House of Representatives makes and passes federal laws. The House is one of Congress’s two chambers (the other is the U.S. Senate), and part of the federal government’s legislative branch. The number of voting representatives in the House is fixed by law at no more than 435, proportionally representing the population of the 50 states.

The House of Representatives is made up of 435 members elected every two years, divided among the 50 states in proportion to their total population. In addition, there are 6 non-voting members, representing the District of Columbia, the Commonwealth of Puerto Rico, and four other territories of the United States. The presiding officer of the chamber is the Speaker of the House, elected by the Representatives and is third in the line of succession to the Presidency.

House Committees
For assignment purposes, both parties have grouped standing committees into three categories -- exclusive, major, and non-major for Democrats and red, white, and blue for Republicans. The Democratic and Republican categories are similar but not identical. While the current Democratic categories are the same as those first incorporated into Caucus Rules in 1975, Republican categories tend to be somewhat more fluid. Membership on select and joint committees is not subject to party restrictions; the Speaker assigns Members to these panels, appointing Republicans on the recommendation of the Minority Leader.
House Subcommittees
The subcommittee system in the House is highly structured. House Rules set a minimum number of subcommittees per committee, and Democratic Caucus Rules set a maximum. Under Chamber rules originating in 1975, each standing committee (except Budget) with more than 20 Members must establish at least four subcommittees.

Under a 1993 Caucus Rule, most exclusive and major committees are capped at six subcommittees while non-major committees are capped at five. In 1981 Caucus Rules began limiting the number of subcommittees per committee, resulting in the first actual reduction in House subcommittees in three decades. From 1981 through 1992, committees (except Appropriations) had been limited to between six and eight subcommittees.

House Committee on Appropriations
On March 2, 1865, the House of Representatives separated the appropriating duties from the Committee on Ways and Means and assigned them to a new committee - the Committee on Appropriations. Prior to 1865, all "general" appropriations bills had been controlled in the House by the Committee on Ways and Means.

House Energy and Commerce Committee
The Committee on Energy and Commerce, the oldest standing legislative committee in the U.S. House of Representatives, is vested with the broadest jurisdiction of any congressional authorizing committee. It has responsibility for the nation’s telecommunications, consumer protection, food and drug safety, public health research, environmental quality, energy policy, and interstate and foreign commerce. It oversees multiple cabinet-level Departments and independent agencies, including the Departments of Energy, Health and Human Services, Commerce, and Transportation, as well as the Environmental Protection Agency, the Federal Trade Commission, the Food and Drug Administration, and the Federal Communications Commission.

House Committee on Homeland Security
The Committee on Homeland Security was established in 2002 to provide Congressional oversight for the U.S. Department of Homeland Security and better protect the American people against a possible terrorist attack.

House Committee on Transportation and Infrastructure
The Transportation and Infrastructure Committee has jurisdiction over all modes of transportation: aviation, maritime and waterborne transportation, highways, bridges, mass transit, and railroads. The Committee also has jurisdiction over other aspects of our national infrastructure, such as clean water and waste water management, the transport of resources by pipeline, flood damage reduction, the management of federally owned real estate and public buildings, the development of economically depressed rural and urban areas, disaster preparedness and response, and hazardous materials transportation.

House Committee on Ways and Means
Is the oldest committee of the United States Congress, and is the chief tax-writing committee in the House of Representatives. The Committee derives a large share of its jurisdiction from Article I,
Section VII of the U.S. Constitution which declares, “All Bills for raising Revenue shall originate in the House of Representatives.”

**Senate**
Established by the Constitution as one chamber of the federal government’s legislative branch, the United States Senate is comprised of one hundred members—two senators from each of the 50 states—who serve six-year, overlapping terms. Senators, along with members of the House of Representatives, propose, author, and vote on federal legislation that touches upon all aspects of U.S. domestic and foreign policy. Senators provide advice and consent on executive nominations and treaties and conduct oversight of all branches of the federal government.

The Senate is composed of 100 Senators, 2 for each state, elected every six years. Senator’s terms are staggered so that about one-third of the Senate is up for reelection every two years. The Vice President of the United States serves as President of the Senate and may cast the decisive vote in the event of a tie in the Senate. The Senate has the sole power to confirm those of the President’s appointments that require consent, and to ratify treaties.

**Senate Committees**
A Senate committee is a sub-organization of the U.S. Senate that handles a specific duty or oversees a specific area of the U.S. federal government. Due to the high volume and complexity of its work, the Senate divides its tasks among 20 standing committees. Each committee has a chairman from the majority party and ranking member from the minority party who are responsible for working together to coordinate the legislative direction of the committee. Senate committees are divided, according to relative importance, into three categories: Class A, Class B, and Class C.

Senate Rule XXIV specifies that committee chairmen and members be appointed on the authority of a Senate Resolution, unless otherwise ordered. Committees review bills, conduct oversight, issue reports, and hold hearings on issues of interest to the committee and under its jurisdiction. Throughout the course of a Congress, the committee may convene three types of hearings: legislative hearings, oversight hearings and confirmations hearings.

After a bill is referred to a committee, the Chairman decides whether or not to hold one or more hearings in order to examine the proposed legislation’s provisions and potential impact. Expert witnesses from government and the private and not-for profit sectors are usually invited by the committee to testify on the merits of the proposal.

After due consideration, the committee will schedule a business meeting to give committee members the opportunity to make changes and add amendments to the proposed legislation. Once the markup process is complete, the committee members will vote on the revised bill. If the bill receives a majority vote, the committee will report the bill to the full Senate for its consideration.

**Senate Subcommittees**
Subcommittees are formed to share specific tasks within the jurisdiction of a committee. Subcommittees are responsive to the full committee and must work within the rules and guidelines established by the full committee. Subcommittees each have chairman and ranking member who
are responsible for calling hearings and introducing legislation that fall within the jurisdiction of the subcommittee.

**Senate Appropriations Committee**
The Senate Appropriations Committee’s role is defined by the U.S. Constitution, Article I, Section 9, which requires "appropriations made by law" prior to the expenditure of any money from the Federal treasury. In March 1867, the Senate created a Committee on Appropriations, to separate the tax-writing and appropriating processes. The Committee is also responsible for supplemental spending bills, which are sometimes needed in the middle of a fiscal year to compensate for emergency expenses.

**Senate Committee on Commerce, Science, and Transportation**
The Committee has responsibility for the regulation of consumer products and services, as well as the nation’s science, engineering, and technology policy. Related to its new science responsibilities was jurisdiction over non-military aeronautical and space science policy.

The Committee had responsibility for oceans policy, commercial shipping, navigation, waterways, and canals. The 1977 amendments expanded that jurisdiction to include the transportation and commercial aspects of the outer continental shelf lands policy. The Committee's extensive responsibilities over communications policy remained unchanged by the 1977 changes.

In addition to its new responsibilities, several of the Committee’s existing jurisdictions were expanded. The Committee's transportation jurisdiction was expanded to include all interstate common carriers -- including all civil aviation and interstate pipelines. In a move related to the Committee's new science responsibilities, it also was given jurisdiction over transportation issues surrounding non-military aeronautical and space policy.

**Senate Committee on Homeland Security and Governmental Affairs**
The origins of the Homeland Security and Governmental Affairs Senate Committee can be traced back to 1816. Beginning as the Committee on the District of Columbia and the Committee on Post Office and Postal Roads, the committee has since undergone transformation. Today, the Committee on Homeland Security and Governmental Affairs is the chief oversight committee of the United States Senate.

**Senate Confirmation Process**
All cabinet-level officials, except the White House chief of staff, require Senate confirmation, including: the secretaries of agriculture, commerce, defense, education, energy, health and human services, homeland security, housing and urban development, interior, labor, state, transportation, treasury, and veterans affairs, as well as the attorney general, director of the Office of Management and Budget, administrator of the Environmental Protection Agency, U.S. trade representative, ambassador to the United Nations, chair of the Council of Economic Advisers and administrator of the Small Business Administration. Heads of agencies and a lot of deputies need to be confirmed, whereas adviser positions for the president do not.
Article II, Section 2 of the Constitution provides that the President “shall nominate, and by and with the Advice and Consent of the Senate, shall appoint high government officials.” Positions requiring confirmation are specified by statute. The Senate gives its advice and consent to presidential appointments to the Supreme Court and to high-level positions in the Cabinet departments and independent agencies. The Senate also confirms appointments of members of regulatory commissions, ambassadors, federal judges, U.S. attorneys, and U.S. marshals.

The confirmation process for individual nominations typically follows these steps:

- The President submits a nomination in writing to the Senate.
- The Parliamentarian, acting on behalf of the presiding officer, refers each nomination to the committee with jurisdiction over the position or the agency in which the position exists.
- The Senate meets in executive session to consider nominations, but may not begin floor consideration of a nomination until it has been on the Executive Calendar for at least one day, except by unanimous consent.
- Once the Senate has acted on a nomination, the Secretary of the Senate attests to a resolution of confirmation or rejection, which is transmitted to the White House. All nominations submitted to the Senate as well as action on them are printed in the Congressional Record and a number of other Senate publications.
- The Senate also confirms nonpolitical appointments to and promotions in the military and other civilian positions. The Senate typically considers and approves these nominations by unanimous consent, frequently en bloc, without committee action.

Notable Legislation

**Airline Deregulation Act of 1978 (ADA)**
Public Law 95-504, substantially amended the Federal Aviation Act of 1958, setting both deadlines and policies for the economic deregulation of interstate and overseas air transportation designed to encourage, develop, and attain an air transportation system which relies on competitive market forces to determine the quality, variety, and price of air services, and for other purposes. Directed the Secretary of Transportation to consider preventing unfair, deceptive, predatory, or anticompetitive practices in air transportation, among others, as being in the public interest and consistent with public convenience and necessity.

A federal law that amended the Federal Election Campaign Act of 1971, which regulates the financing of political campaigns. Key provisions were a) a ban on unrestricted (“soft money”) donations made directly to political parties (often by corporations, unions, or well-healed individuals) and on the solicitation of those donations by elected officials; b) limits on the advertising that unions, corporations, and non-profit organizations can engage in up to 60 days prior to an election; and c) restrictions on political parties’ use of their funds for advertising on behalf of candidates (in the form of “issue ads” or "coordinated expenditures").
Federal Election Campaign Act (FECA)
A law passed in 1971 that governs the financing of campaigns for federal elections. The law requires that candidates and their political committees let the public know who gives them money and how they spend that money. The law also regulates the public funding of presidential elections and limited spending on media advertisements. But that portion of the law was ruled unconstitutional — and that actually opened the door for the *Citizens United* decision.

The Foreign Corrupt Practices Act (FCPA)
Enacted in 1977, the FCPA generally prohibits the payment of bribes to foreign officials to assist in obtaining or retaining business. The FCPA can apply to prohibited conduct anywhere in the world and extends to publicly traded companies and their officers, directors, employees, stockholders, and agents. Agents can include third party agents, consultants, distributors, joint-venture partners, and others.

The FCPA also requires issuers to maintain accurate books and records and have a system of internal controls sufficient to, among other things, provide reasonable assurances that transactions are executed and assets are accessed and accounted for in accordance with management's authorization. The SEC and the Department of Justice are jointly responsible for enforcing the FCPA. The SEC's Enforcement Division has created a specialized unit to further enhance its enforcement of the FCPA.