Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

SECRETARY OF THE SENATE
16 OCT 19 PM 3:53

Post-Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Woodrow Wilson International Center for Scholars

Travel date(s): Oct 13 & Oct 14, 2016

Name of accompanying family member (if any): N/A
Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate ☒ Actual Amount	$291	$306	$41.38	$0

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate ☐ Actual Amount	N/A	N/A	N/A	N/A

Provide a description of all meetings and events attended. *See* Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached itinerary.

10/18/2016 (Date) Amy Gabriel (Printed name of traveler) (Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10/18/2016 (Date) John McCain (Signature of Supervising Senator/Officer)

(Revised 1/3/11) **Form RE-2**

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Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Amy Gabriel

Employing Office/Committee: OLA / Office of Senator John McCain

Private Sponsor(s) (list all): Woodrow Wilson International Center for Scholars

Travel date(s): Thursday, October 13th, 2016- Friday, October 14th, 2016

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Warren, NJ; New York City, NY

Explain how this trip is specifically connected to the traveler's official or representational duties:

The trip will supplement the 6-week program seminar series and give first hand understanding of the technology policy issues critical to U.S. National Security - specifically the role of cybersecurity in protecting critical infrastructure. Amy's portfolio includes defense-related cyber challenges. This trip will enhance her understanding and solidify her ability to brief/advise me on policy which can be established to minimize current infrastructure vulnerabilities.

Name of accompanying family member (if any): n/a

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

9/13/16
(Date)

(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, John McCain *(Print Senator's/Officer's Name)* hereby authorize Amy Gabriel *(Print Traveler's Name)*

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. *(signify "yes" by checking box)* ☐

9/13/16
(Date)

(Signature of Supervising Senator/Officer)

(Revised 10/19/15)

Form RE-1

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

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1. Sponsor(s) of the trip (please list all sponsors): Woodrow Wilson International Center for Scholars

2. Description of the trip: Trip for alumni of the Congressional Cybersecurity Lab, focusing on cybersecurity and critical infrastructure

3. Dates of travel: Oct 13-14, 2016

4. Place of travel: Warren, NJ; New York City, NY

5. Name and title of Senate invitees: See attached list.

6. I *certify* that the trip fits one of the following categories:

   ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

   – OR –

   ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) *(see question 9)*.

7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

   – AND –

   ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.

8. I *certify* that:

   ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.

   – AND –

   ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**
I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10).*

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**
If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Wilson Center chose the destinations, selected the participants, planned the itinerary and coordinated all logistics for this trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

See attached sheet.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

See attached sheet.

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

See attached sheet.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate ☐ Actual Amounts	Total: $263 $100 per seat in coach (bus) $163 per seat in Acela express (business class rail)	$306	$74	$0

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip was organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip :

See attached sheet.

19. Name and location of hotel or other lodging facility:

Affinia NYC Manhattan, 371 7th Avenue, New York, NY 10001

20. Reason(s) for selecting hotel or other lodging facility:

We chose the hotel due to it's central location, as it is within walking distance from Penn Station, the possibility of procuring a government rate, and the existing relations (we have stayed there for previous StaffDels).

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21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The meals and incidental expenses are at per diem rates set for official Federal Government Travel by the GSA. The hotel is $5 more than the rate set for official Federal Government Travel. The rate for the hotel was the best rate we could negotiate.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants will be traveling by chartered passenger van to the first location, which is not accessible by public transportation. The return journey will be by rail, in business class, to accommodate our schedule.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: [signature]

Name and Title: Meghann King Ritcheson; Director, Digital Futures Project

Name of Organization: Woodrow Wilson International Center for Scholars

Address: 1300 Pennsylvania Ave NW, Washington, DC 20004

Telephone Number: (202) 691- 4104

Fax Number:

E-mail Address: meg.king@wilsoncenter.org

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List of Invitees Woodrow Wilson International Center for Scholars

Congressional Cyber Security Lab Alumni STAFFDEL NY/NJ October 2016

Senate

Name: Sam Mulopulos

Title: Legislative Correspondent, Office of Senator Rob Portman

Name: Amy Gabriel

Title: Military Fellow, Office of Senator John McCain

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Woodrow Wilson International Center for Scholars

Digital Futures Project
Congressional Cybersecurity Lab
October 2016 Alumni Staff Delegation

Wilson Center Contacts:
Katherine Zublin: 949-278-2867 Meg King: 202- 285-5006

THURSDAY, OCTOBER 13TH

8:00AM — **DEPART FROM THE WOODROW WILSON INTERNATIONAL CENTER FOR SCHOLARS**
ONE WOODROW WILSON PLAZA
1300 PENNSYLVANIA AVENUE NW
WASHINGTON, DC 20004

4H — **TRAVEL TIME**
MEG KING, DIRECTOR OF THE DIGITAL FUTURES PROJECT, TO GIVE OVERVIEW OF THE ROLE OF CYBERSECURITY FOR CRITICAL INFRASTRUCTURE IN THE U.S.
SNACKS ON BUS

12:00-2:30PM — **CITI CYBER SECURITY FUSION CENTER**
FOCUS: CRITICAL INFRASTRUCTURE- PROTECTING THE FINANCIAL SECTOR IN THE WAR AGAINST CYBERCRIME. THE FINANCIAL SERVICES INDUSTRY WAS IDENTIFIED AS THE BIGGEST TARGET BY CYBER CRIMINALS ACROSS TWENTY-SIX DIFFERENT INDUSTRIES. HOW TO DETECT, IDENTIFY AND UNDERSTAND ADVANCED AND DETERMINED CYBER THREATS AND COMPREHEND THE EVOLVING THREAT LANDSCAPE IN THE FINANCIAL SERVICES INDUSTRY
ADDRESS: 283 KING GEORGE ROAD WARREN, NJ 07059

20M — **TRAVEL TIME**
MEG KING AVAILABLE FOR Q&A

3:00-5:00PM — **AMERICAN WATER SHORT HILLS WATER TREATMENT PLANT**
FOCUS: CRITICAL INFRASTRUCTURE- PROTECTING UTILITIES SUCH AS ELECTRIC AND WATER. COMPANY ACTIONS TO ADDRESS NEW CYBER SECURITY STANDARDS, INCLUDING ADDITIONAL ELECTRONIC AND PHYSICAL PERIMETERS AROUND CRITICAL CYBER ASSETS; UPGRADING CONTROL SYSTEMS ASSOCIATED WITH CRITICAL INFRASTRUCTURE EQUIPMENT BY ENHANCING SYSTEM MONITORING; AND ESTABLISHING DEDICATED CYBER SECURITY PERSONNEL WHO WILL BE RESPONSIBLE FOR IMPLEMENTING AND MONITORING THE COMPANY'S IMPROVED CYBER SECURITY POLICIES AND PROCEDURES.
ADDRESS: 167 JFK PARKWAY, SHORT HILLS, NJ

1H — **TRAVEL TIME**
RECAP AND Q&A

6:00PM — **CHECK INTO HOTEL**
- HOTEL: MANHATTAN NYC (AFFINIA)
  ADDRESS: 371 7TH AVENUE, NEW YORK, NY 10001
  PHONE: 212-629-0210

7:00PM — **MEET IN HOTEL LOBBY FOR DINNER**

7:30-9:30PM — **WORKING DINNER AT PENNSYLVANIA 6 WITH THE NEW JERSEY HOMELAND SECURITY ADVISOR CHRIS RODRIGUEZ AND THE DEPUTY STEVE GUTKIN**
132 W 31ST STREET NEW YORK, NY 10001

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FRIDAY, OCTOBER 14TH

7:30-9:00AM	**DASHLANE** FOCUS: PASSWORD PROTECTION AND CRYPTOGRAPHY DASHLANE PROTECTS PASSWORDS BY STORING THEM LOCALLY USING AES-256 ENCRYPTION, AND USERS CAN ONLY ACCESS THEIR ACCOUNT INFORMATION BY USING A SINGLE MASTER PASSWORD THAT IS NEVER RECORDED OR TRANSMITTED. THE APP HAS A FULLY FEATURED DIGITAL WALLET THAT CAN AGGREGATE CREDIT CARDS, BANK ACCOUNTS, IDS AND OTHER PERSONAL INFORMATION, AS WELL AS AUTOMATICALLY FILL THAT INFORMATION FOR USERS DURING ONLINE EXPERIENCES LIKE CHECK-OUT. OTHER SECURITY FEATURES OFFERED WITHIN DASHLANE INCLUDE AUTOMATIC PASSWORD GENERATION, A SECURITY DASHBOARD AND SECURITY BREACH ALERTS. DASHLANE OPERATES ON A FREEMIUM BUSINESS MODEL AND ITS PREMIUM ACCOUNT HOLDERS ARE ABLE TO BACK-UP THEIR DATA AND SYNC IT ACROSS UNLIMITED DEVICES. THE COMPANY ALSO PUBLISHES A QUARTERLY SECURITY ROUNDUP THAT ANALYZES PASSWORD SECURITY POLICIES OF THE MOST VISITED WEBSITES. *ADDRESS: 156 5TH AVE #504, NEW YORK, NY 10010*
10:00AM	**RETURN TO WASHINGTON, DC** AMTRAK TRAIN 2153 ACELA EXPRESS
2H54M	TRAVEL TIME
12:54PM	**ARRIVE UNION STATION**

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Woodrow Wilson International Center for Scholars
Digital Futures Project Congressional Cybersecurity Lab
Private Sponsor Travel Certification Form – Pre Trip -Additional Responses

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
The Congressional Cybersecurity Lab aims to educate Congressional staffers on technology policy issues critical to U.S. national security, as well as to foster bipartisan working relationships. The trip supplements the work of the program's six-week seminar series, providing fellows with an opportunity to gain first-hand understanding of some of the technology discussed in the seminars. The focus for this trip is to understand the role of cybersecurity in protecting critical infrastructure. Field visits will include a bank's cyber security fusion center, the NYC information technology and telecommunications department, and a utilities company.

Our goal is to promote an immersive understanding of policy issues on the legislative agenda, through exposure to the work and perspective of key stakeholders. The goal of the fellowship program is deeply rooted in the Wilson Center's broader mission and charter, to "...unite the world of ideas to the world of policy by supporting preeminent scholarship and linking that scholarship to issues of concern to officials in Washington."

The Wilson Center is the sole organizer of the trip. The William and Flora Hewlett Foundation funds the Congressional Cybersecurity Lab but plays no role in choosing participants, selecting the destination, or designing the itinerary.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:
The Woodrow Wilson Center has organized multiple prior congressional trips: a staff delegation for fellowship alumni to Mexico, focusing on border security and the U.S.-Mexico bilateral relationship; a staff trip to Canada focusing on US-Canadian relations, security, trade and natural resources; two staff trips to New York City focusing on homeland security, and a staff trip to Colombia to focus on the FARC negotiations. The Wilson Center also sponsored multiple congressional trips through its Wilson Center on the Hill (WCOH) Program, which ended in December 2011. WCOH was a nonpartisan forum that focused on current issues related to international trade and security, sustainable development, and globalization. In its three years of existence, WCOH led two Member trips and two staff trips.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):
The Wilson Center is the official memorial to President Woodrow Wilson. In addition to carrying out public meetings and events, the Center hosts preeminent scholars and experts from around the globe who are researching topics of national and international relevance. The Center also welcomes school groups (both high school and college students) from all over the United States and the world to explore the Wilson Center and its Presidential Memorial Exhibition and Learning Center. A list of recent programs can be found on the Center's website at www.wilsoncenter.org.

18. Reason for selecting the location of the event or trip.
The site locations where chosen to provide a holistic overview of the role of cybersecurity in protecting our nation's critical infrastructure. We will look at cybersecurity in protecting broadband services, utility services, and financial services.

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