Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
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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): Pew Charitable Trusts

Travel date(s): September 15-17, 2017

Name of accompanying family member (if any): _____

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	$116.27	$286.00	$128.00	

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

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

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

10/17/17 Brigit Helgen
(Date) *(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.

10/17/17
(Date) *(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: Brigit Helgen

Employing Office/Committee: U.S. Senator Amy Klobuchar

Private Sponsor(s) (list all): The Pew Charitable Trusts

Travel date(s): 09/15/17 - 09/17/17

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

Destination(s): Richmond, VA

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

This trip is to attend the Bipartisan Senate Chiefs of Staff Conference, which provides chiefs of staff the opportunity to learn from experts and discuss issues of importance to an effective legislative process.

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:

08/15/17
(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, U.S Senator Amy Klobuchar *(Print Senator's/Officer's Name)* hereby authorize Brigit Helgen *(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)* ☐

08/15/17
(Date)

Amy Klobuchar
(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): The Pew Charitable Trusts

2. Description of the trip: Senate Chiefs of Staff Management and Leadership Conference

3. Dates of travel: September 15-17, 2017

4. Place of travel: Richmond, VA

5. Name and title of Senate invitees: Chiefs of Staff (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*).

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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 Pew Charitable Trusts is the sole organizer and sponsor of this trip.

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

See attachment.

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

See attachment.

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

See attachment.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate ☐ Actual Amounts	$73.57/roundtrip $44.51/local transportation	$286	$128	

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 has been arranged specifically with regard to congressional participation.

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

Richmond was selected due to its close proximity to Washington, DC and its historical significance.

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

The Jefferson Hotel, 101 W. Franklin Street, Richmond, VA 23220

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

The Jefferson Hotel can provide the necessary meeting space for the planned seminars and can provide the required number of guest rooms to accommodate the group.

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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:

Lodging and meals are at the per diem rate for Richmond, VA.

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:

Transportation to Richmond will be provided via Amtrak using the lowest coach fare. Transportation back to Washington, DC, will be via coach bus.

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: David W. Gilliland

Name and Title: David Gilliland, Officer

Name of Organization: The Pew Charitable Trusts

Address: 901 E Street, NW, 10th Floor, Washington, DC, 20004

Telephone Number: (202) 552-2145

Fax Number: (202) 552-2299

E-mail Address: dgilliland@pewtrusts.org

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Addendum to Private Sponsor Travel Certification Form, The Pew Charitable Trusts
Management and Leadership Conference, September 15-17, 2017

1-10. See form

11. See attachment.

12. See form.

13. Through both its information and advocacy work, The Pew Charitable Trusts seeks to inform and advance the development of sound public policy in the United States, as well as to strengthen the institutions that form the foundations of our democracy. A major component of this ongoing strategy has been to help create an environment in which policy makers can productively deliberate important issues of the day. The purpose of the conference is to provide a collaborative environment for the chiefs of staff to learn from experts and discuss issues of importance to an effective legislative process.

14. The Pew Charitable Trusts has directly sponsored congressional travel. This will be the sixth Senate chiefs of staff conference hosted by Pew (2007, 2009, 2011, 2014, 2015). In the past, the Pew Charitable Trusts has also funded other institutions via grants to conduct their educational programs and some of these programs may have included congressional travel.

15. The Pew Charitable Trusts is driven by the power of knowledge to solve today's most challenging problems. Pew applies a rigorous, analytical approach to improve public policy, inform the public and invigorate civic life. We partner with a diverse range of donors, public and private organizations and concerned citizens who share our commitment to fact-based solutions and goal-driven investments to improve society. Pew issues dozens of research reports each year to educate the public and policy makers. Pew also sponsors convenings of researchers and experts to examine various issues of public policy and civic life.

16. See form.

17. See form.

18. See form.

19. See form.

20. See form.

21. See form.

22. See form.

23. See form.

24. See form.

25. See form.

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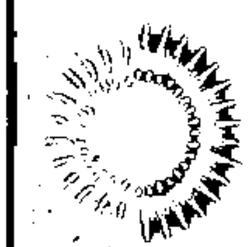

THE PEW CHARITABLE TRUSTS

Historic Richmond, Virginia

Bipartisan Senate Chiefs of Staff Conference

Senate Chiefs of Staff Conference Itinerary
Richmond, Virginia / September 15-17, 2017

Friday, September 15, 2017

2:30pm	Depart Union Station via Amtrak 95 (coach fare)
5:15pm	Arrive 30th Main Street Station, Richmond
5:30pm	Travel via bus to Jefferson Hotel, 101 W. Franklin Street
5:40pm	Arrive Jefferson Hotel, check in (GSA per diem rate)
7:30-9:30pm	Dinner with keynote speaker **Historian Alexander Rose**, author of *Washington's Spies: The Story of America's First Spy Ring* (now the TV show "Turn: Washington's Spies). (We will also review of the goals of the weekend conference agenda.)

Saturday, September 16, 2017

8:30-9:30am	Breakfast at your leisure, Jefferson Hotel
9:30-11:30am	**Breakthrough Communication: Navigating High-Stakes Conversations, Peter and Susan Glaser** Communication skills are the first step in developing strong relationships, making quality decisions, and creating high performance teams. But, most importantly, communication can serve as a tool to constructively manage conflict. This training is rooted in the Glasers' 39 years of field-tested and published research on interpersonal communication and leadership development. Participants learn seven communication models to understand and transform high-stakes conversations into a powerful and effective stimulus for change.
11:30am-12:00pm	Break
12:00-1:15pm	Lunch with speaker **Larry Sabato**, the University of Virginia.
1:15-2:30pm	**State of the News Media, Amy Mitchell, Pew Research Center** Eight years after the Great Recession sent the U.S. newspaper industry into a tailspin, the pressures facing America's newsrooms have intensified to nothing less than a reorganization of the industry itself, one that impacts the experiences of even those news

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consumers unaware of the tectonic shifts taking place. Amy Mitchell will brief chiefs on the annual "State of the News Media" report and its implications on public policy.

2:45-3:30pm **How Technology, Robotics and Automation May Affect the U.S. Economy in the Future**, David Pogue, Yahoo Technology
David Pogue is the tech critic for Yahoo Finance, and was previously the personal-technology columnist for the New York Times for 13 years. He's also a monthly columnist for Scientific American and host of science shows on PBS's "NOVA," and a correspondent for "CBS Sunday Morning" since 2002.

6:00pm Buses depart for Governor's Mansion

6:15pm Arrive Governor's Mansion, Capitol Square

6:30-8:00pm Reception and dinner– Keynote remarks by Gov. Terry McAuliffe

8:00pm Buses Depart for Jefferson Hotel

Sunday, September 17, 2017

8:00-9:00am Breakfast at your leisure, Jefferson Hotel - Bag Call

9:00-10:00am **It's the Economy** - Bill McInturff, Public Opinion Strategies, and Geoff Garin, Hart Research
Pollsters McInturff and Garin will explore Americans' attitudes and views regarding jobs, the economy and the current state of the "American Dream" to better inform chiefs of staff as they tackle legislation in these areas.

10:15-12:00pm **Presidential Recordings – The Executive/Legislative Branch Relationship Through History**, the Miller Center at UVA
To assist chiefs in gaining a better understanding of effective working relationships between the legislative and executive branches, this session will explore the interactions between the president and Senate leadership over the years through the Miller Center's exhaustive collection of Oval Office recordings from Kennedy through Nixon.

12:00pm Pick up box lunches

12:15pm Buses depart Jefferson Hotel for Washington

3:00pm (approx.) Arrive U.S. Capitol

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List of invited staff for

Management and Leadership Conference

Richmond, VA

September 15-17, 2017

Sponsored by The Pew Charitable Trusts

Senator	State	First	Last
Alexander	TN	David	Cleary
Baldwin	WI	Bill	Murat
Barrasso	WY	Dan	Kunsman
Bennet	CO	Jonathan	Davidson
Blumenthal	CT	Laurie	Rubiner
Blunt	MO	Stacy	McBride
Booker	NJ	Matt	Klapper
Boozman	AR	Helen	Tolar
Brown	OH	Sarah	Benzing
Burr	NC	Natasha	Hickman
Cantwell	WA	Travis	Lumpkin
Capito	WV	Joel	Brubraker
Cardin	MD	Chris	Lynch
Carper	DE	Bill	Ghent
Casey	PA	Kristen	Gentile
Cassidy	LA	James	Quinn
Cochran	MS	Brad	White
Collins	ME	Steve	Abbott
Coons	DE	Adam	Bramwell
Corker	TN	Todd	Womack
Cornyn	TX	Beth	Jafari
Cornyn	TX	Monica	Popp
Cortez Masto	NV	Scott	Fairchild
Cotton	AR	Doug	Coutts
Crapo	ID	Susan	Wheeler
Cruz	TX	David	Polyansky
Daines	MT	Jason	Thielman
Donnelly	IN	Joel	Elliott
Duckworth	IL	Kaitlin	Fahey
Duckworth	IL	Kalina	Bakalov
Durbin	IL	Patrick	Souders
Enzi	WY	Tara	Shaw
Ernst	IA	Lisa	Goeas
Feinstein	CA	Steve	Haro
Fischer	NE	Joe	Hack
Flake	AZ	Chandler	Morse

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Franken	**MN**	Jeff	Lomonaco
Gardner	**CO**	Natalie	Rogers
Gillibrand	**NY**	Jess	Fassler
Graham	**SC**	Richard	Perry
Grassley	**IA**	Jill	Kozeny
Harris	**CA**	Nathan	Barankin
Hassan	**NH**	Marc	Goldberg
Hatch	**UT**	Matt	Sandgren
Heinrich	**NM**	Joe	Britton
Heitkamp	**ND**	Tessa	Gould
Heller	**NV**	Mac	Abrams
Hirono	**HI**	Betsy	Lin
Hoeven	**ND**	Ryan	Bernstein
Inhofe	**OK**	Luke	Holland
Isakson	**GA**	Joan	Kirchner Carr
Johnson	**WI**	Tony	Blando
Kaine	**VA**	Mike	Henry
Kennedy	**LA**	Preston	Robinson
King	**ME**	Kay	Rand
Klobuchar	**MN**	Brigit	Helgen
Lankford	**OK**	Greg	Slavonic
Leahy	**VT**	JP	Dowd
Lee	**UT**	Allyson	Bell
Manchin	**WV**	Pat	Hayes
Markey	**MA**	Paul	Tencher
McCain	**AZ**	Truman	Anderson
McCaskill	**MO**	Julie	Dwyer
McConnell	**KY**	Phil	Maxson
McConnell	**KY**	Sharon	Soderstrom
Menendez	**NJ**	Fred	Turner
Merkley	**OR**	Michael	Zamore
Moran	**KS**	Brennen	Britton
Murkowski	**AK**	Mike	Pawlowski
Murphy	**CT**	Allison	Herwitt
Murray	**WA**	Mike	Spahn
Nelson	**FL**	Susie	Perez Quinn
Paul	**KY**	William	Henderson
Perdue	**GA**	Derrick	Dickey
Peters	**MI**	Eric	Feldman
Portman	**OH**	Mark	Isakowitz
Reed	**RI**	Neil	Campbell
Risch	**ID**	John	Sandy
Roberts	**KS**	Jackie	Cottrell

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Rounds	**SD**	Rob	Skjonsberg
Rubio	**FL**	Clint	Reed
Sanders	**VT**	Michaeleen	Crowell
Sasse	**NE**	Raymond	Sass
Schatz	**HI**	Andrew	Winer
Schumer	**NY**	Mike	Lynch
Schumer	**NY**	Erin	Vaughn
Scott	**SC**	Jennifer	DeCasper
Shaheen	**NH**	Maura	Keefe
Shelby	**AL**	Katie	Britt
Stabenow	**MI**	Matt	VanKuiken
Strange	**AL**	Kevin	Turner
Sullivan	**AK**	Joe	Balash
Tester	**MT**	Aaron	Murphy
Thune	**SD**	Ryan	Nelson
Tillis	**NC**	Ted	Lehman
Toomey	**PA**	Dan	Brandt
Udall	**NM**	Bianca	Ortiz Wertheim
Van Hollen	**MD**	Karen	Robb
Warner	**VA**	Mike	Harney
Warren	**MA**	Dan	Geldon
Whitehouse	**RI**	Sam	Goodstein
Wicker	**MS**	Michelle	Richardson
Wyden	**OR**	Jeff	Michels
Young	**IN**	John	Connell

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THE PEW CHARITABLE TRUSTS

Bipartisan Senate Chiefs of Staff Conference

The Pew Charitable Trusts

Invites You and Your Spouse
To the 6th Biennial

Senate Chiefs of Staff
Management and Leadership Conference

Richmond, Virginia
September 15-17, 2017

The Pew Charitable Trusts will host a conference for the Senate Chiefs of Staff from September 15-17, 2017, in Richmond, Virginia. It promises to be an engaging weekend where you can learn from some of the most interesting speakers on management, leadership, and civility today. A copy of the draft agenda is attached.

We will depart Union Station on Friday, September 15, at 2:30 p.m., on a reserved Amtrak car and return via bus on Sunday, September 17, arriving back at the Capitol at approximately 2:15 p.m. Chiefs' expenses (minus alcohol and entertainment) are covered by The Pew Charitable Trusts. We invite your spouse to attend, however you must reimburse Pew for those expenses (estimated at around $250).

Please click here to register, and we look forward to seeing you in historic Richmond this fall!

Tamera Luzzatto
Senior Vice President, Government Relations
The Pew Charitable Trusts
tluzzatto@pewtrusts.org
(202) 540-6501

The Pew Charitable Trusts makes every effort to comply with federal, state, and local government ethics rules, including when hosting events. Please make sure that your participation is consistent with applicable ethics rules.

The Pew Charitable Trusts
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