Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

SENATE

17 SEP 21 AM 11:58

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): The 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.): Bipartisan Senate Chiefs of Staff Management and Leadership Conference. Full agenda is attached.

9/20/17 (Date) Natasha Hickman (Printed name of traveler) (Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

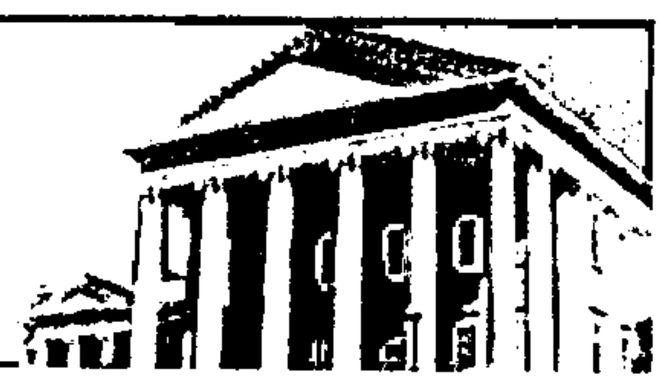
I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9-20-17 (Date) (Signature of Supervising Senator/Officer)

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

PEW

Bipartisan Senate Chiefs of Staff Conference
Richmond, Virginia | September 15-17, 2017



Conference Schedule

Friday, September 15, 2017

2:30pm	Depart Union Station via Amtrak 95 (coach fare)
5:15pm	Arrive 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). Review agenda and goals of conference. (Empire Room)

Saturday, September 16, 2017

8:30-9:30am	Breakfast at your leisure, Jefferson Hotel (Rotunda)
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 communication models to understand and transform high-stakes conversations into a powerful and effective stimulus for change. (Grand Ballroom)
11:30am-12:00pm	Break
12:00-1:15pm	Lunch with speaker **Larry Sabato**, the University of Virginia. (Ginter Gallery)
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 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. (Grand Ballroom)

2:30-2:45pm	Break
2:45-3:45pm	**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. (Grand Ballroom)
6:00pm	Buses depart for Governor's Mansion
6:15pm	Arrive Governor's Mansion, Capitol Square
6:30-8:00pm	Reception - **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 (Empire Room)
9:05-9:15am	Greeting from **Senator Tim Kaine** (Grand Ballroom)
9:15-10:15am	**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. (Grand Ballroom)
10:15-12:00pm	**Presidential Recordings – The Executive/Legislative Branch Relationship Through History, Marc Selverstone, 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. (Grand Ballroom)
12:00pm	Pick up box lunches
12:15pm	Buses depart Jefferson Hotel for Washington
3:00pm (approx.)	Arrive Union Station parking garage

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: Natasha Hickman

Employing Office/Committee: Senator Richard Burr (R-NC)

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

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

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 is a conference of U.S. Senate Chiefs of Staff from both parties, focused on improving management of Senate offices, building leadership skills, and improving bipartisan cooperation.

Name of accompanying family member (if any): _____

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:

8/14/17
(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, Senator Richard Burr *(Print Senator's/Officer's Name)* hereby authorize Natasha Hickman *(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)* ☐

8 14 17
(Date)

(Signature of Supervising Senator/Officer)

(Revised 10/19/15)

Form RE-1

0000000000720

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.

---

1. Sponsor(s) of the trip (please list all sponsors): The Pew Charitable Trusts

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 <u>and</u> do not retain or employ registered lobbyists or agents of a foreign principal <u>and</u> 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 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.

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.

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

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.

PEW

Richmond, Virginia

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

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

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

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

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

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
901 E St. NW, Washington, DC 20004

JOHNNY ISAKSON, GEORGIA, CHAIRMAN
CHRISTOPHER A. COONS, DELAWARE, VICE CHAIRMAN

PAT ROBERTS, KANSAS
JAMES E. RISCH, IDAHO

BRIAN SCHATZ, HAWAII
JEANNE SHAHEEN, NEW HAMPSHIRE

DEBORAH SUE MAYER, CHIEF COUNSEL AND STAFF DIRECTOR
EMILY GERSHON, CHIEF CLERK

HART SENATE OFFICE BUILDING, ROOM 220
SECOND AND CONSTITUTION AVENUE, NE
WASHINGTON, DC 20510-6425

TELEPHONE: (202) 224-2981
FACSIMILE: (202) 224-7416
TDD: (202) 228-3752

United States Senate

SELECT COMMITTEE ON ETHICS

August 24, 2017

Natasha Hickman
Office of Senator Richard Burr
United States Senate
Washington, DC 20510

Dear Ms. Hickman:

This responds to your recent correspondence concerning an invitation you received to travel to the *Bipartisan Senate Chiefs of Staff Conference*, in Richmond, Virginia on September 15-17, 2017, sponsored by The Pew Charitable Trusts (Pew). Pew certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*[1] related to the travel and that it is neither a lobbyist, nor lobbying firm, nor agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. However, Pew has certified that it is an organization designated under § 501(c)(3) of the Internal Revenue Code[2] that retains or employs a registered lobbyist and that no registered lobbyist will accompany you at *any point throughout your trip*.[3]

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, Pew is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of*

---

[1] The term "necessary expenses" has a specific definition. *See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

[2] 26 U.S.C. § 501(c)(3).

[3] The term "any point throughout your trip" has a specific definition. *See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2.

Travel Expenses (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**

Finally, Senate Rule 34 requires a reporting individual[4] on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed $390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,

Deborah Sue Mayer

Deborah Sue Mayer
Chief Counsel and Staff Director

Enclosure: Travel Checklist

[4] A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 ($124,406 for CY 2017) or is a political fund designee and is required to file Financial Disclosure Reports.

JOHNNY ISAKSON, GEORGIA, CHAIRMAN
CHRISTOPHER A. COONS, DELAWARE, VICE CHAIRMAN

PAT ROBERTS, KANSAS
JAMES E. RISCH, IDAHO

BRIAN SCHATZ, HAWAII
JEANNE SHAHEEN, NEW HAMPSHIRE

DEBORAH SUE MAYER, CHIEF COUNSEL AND STAFF DIRECTOR
EMILY GERSHON, CHIEF CLERK

HART SENATE OFFICE BUILDING, ROOM 220
SECOND AND CONSTITUTION AVENUE, NE
WASHINGTON, DC 20510-6425

TELEPHONE: (202) 224-2981
FACSIMILE: (202) 224-7416
TDD: (202) 228-3752

United States Senate

SELECT COMMITTEE ON ETHICS

Employee Privately-Sponsored Travel Checklist

Employees must submit their completed Pre-Travel Authorization Package to the Select Committee on Ethics (the Committee) at least 30 days prior to the travel departure date. Incomplete Pre-Travel Authorization Packages and Packages submitted later than 30 days prior to the travel departure date will not be considered or approved. All of the forms and materials listed below are available as fillable PDFs on the Committee's website at http://www.ethics.senate.gov.

Pre-Travel Authorization

Prior to Submitting a Pre-Travel Authorization Package to the Committee

- ☐ Review Senate Rules and the Committee's Privately-Sponsored Travel Guidelines on the Committee's website.
  - ☐ Ensure your supervising Senator or Officer (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain) has determined the expenses for the trip are necessary and reasonable.
  - ☐ Ensure your supervising Senator or Officer has certified the proposed travel is connected to your official duties and will not create any appearance of a public office being used for private gain.

At Least 30 Days Prior to Travel: Submit Completed Pre-Travel Authorization Package

File with the Select Committee on Ethics in SH-220

- ☐ Complete Employee Pre-Travel Authorization Form (Form RE-1)
  - ☐ Ensure this form is typed and that all of the fields are completed.
  - ☐ Ensure your supervising Senator or Officer has signed this form.
  - ☐ Personally sign this form.
- ☐ Ensure Pre-Travel Authorization Package is complete. A complete Package includes:
  - ☐ Form RE-1
  - ☐ Private sponsor invitation (the formal invitation, letter or e-mail you received from the private sponsor).
  - ☐ Completed and signed Private Sponsor Travel Certification Form (4 page form that includes detailed information about the trip).
  - ☐ All attachments to the Private Sponsor Travel Certification Form
    - ☐ Complete and final itinerary
    - ☐ List of Senate invitees
    - ☐ Any other necessary attachments
- ☐ Retain a copy of your complete Pre-Travel Authorization Package for inclusion in your required post-travel disclosure.