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COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the **Office of Public Records** in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

SUBMIT DIRECTLY TO THE **OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING**

Name of Traveler: Maura Keefe

Employing Office/Committee: Shaheen

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

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

Description/Title of Attached Forms: RE-1 Form

Purpose of Amendment (describe the reason for amending original submission): Post-travel submission must be amended with the Office of Public Records in SH-232. Adding copy of pre-travel authorization

10/16/17
(Date)

(Signature of Traveler)

(Revised 1/3/2011)

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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: Maura Keefe

Employing Office/Committee: Senator Jeanne Shaheen

Private Sponsor(s) (list all): 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:

The trip's agenda includes speakers and workshops that deal with communication and conflict management. Honing these skills will allow me to better manage my staff and help me navigate any issues within the office.

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:

8/25/2017
(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. Jeanne Shaheen *(Print Senator's/Officer's Name)* hereby authorize Maura Keefe *(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)* ☐

8/25/2017
(Date)

Jeanne Shaheen
(Signature of Supervising Senator/Officer)

(Revised 10/19/15)

Form RE-1

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