

# COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

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**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: Stacy Rich

Employing Office/Committee: Senator Patty Murray

Private Sponsor(s) (List all): Global Women's Innovation Network (GlobalWIN)

Travel Date(s): October 9-October 12, 2017

Description/Title of Attached Forms: Employee Pre-Travel Authorization Form (RE-1)

Purpose of Amendment (describe the reason for amending original submission): Copy of RE-1 not submitted with the rest of the post-travel paperwork.

12/20/17  
(Date)

Stacy Rich  
(Signature of Traveler)

Date/Time Stamp:

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

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**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](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Stacy Rich

Employing Office/Committee: Sen. Patty Murray

Private Sponsor(s) (list all): GlobalWIN

Travel date(s): October 9 - October 12, 2017

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

Destination(s): Seattle, WA

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

As Staff Director of Sen. Murray's leadership office, Stacy works closely with other leadership, committee and caucus offices on strategic decision making on an array of legislative and policy issues. This educational trip will bring together senior women Congressional staffers with women business leaders in Seattle to explore the fields of innovation, telecommunications, trade and more. As a senior female staffer in Sen. Murray's DC office, traveling to her home-state with this delegation will provide a valuable opportunity to develop relationships with fellow Congressional staffers and key leaders in Washington State.

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:

9/7/2017  
(Date)

Stacy Rich  
(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, Sen. Patty Murray hereby authorize Stacy Rich  
(Print Senator's/Officer's Name) (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) ☐

9/7/2017  
(Date)

Patty Murray  
(Signature of Supervising Senator/Officer)