Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2017 NOV 28 AM 10: 52

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): Act The App Association

Travel date(s): November 9-11, 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	$919.42 ($737.55 for air and $181.87 for ground)	$384 ($192 per night for two nights)	$117.72 ($49.19 for dinner the first night; bfast - $10.60; lunch - $12.93; dinner - $45)	NA

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

11/27/17 (Date) — Kara Van Stralen (Printed name of traveler) — Kara Van Stralen (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.

11/27/17 (Date) — Maggie Hassan (Signature of Supervising Senator/Officer)

(Revised 1/3/11)

Form RE-2

0000009578

ACT- The App Association
Cybersecurity Trip Description

Thursday, November 9, 2017

- Travel to Charleston from Washington, DC
- Dinner

Friday, November 10, 2017

8:30 AM to 10:00 AM Clemson University

- Took part in a presentation and tour of Clemson' University's SCE&G Energy and Innovation Center. We learned about the kind of cybersecurity testing that is needed for a secure energy grid. We toured the facility and saw how next-generation wind turbines are tested and secured.

10:30 AM to 11:30 AM, Sentar

- Learned about how Sentar works with federal agencies to secure networks. The panel discussed the need for increased training and education to better prepare the security workforce to take on major government contracts.

12:00 PM to 2:00 PM, Apple Data Privacy Team

- Met with Apple's data privacy team and learned about the company's approach to privacy and data security. We also learned a little more about how Apple grapples with security issues such as encryption.

2:30 PM to 3:30 PM, Soteria

- We learned about Soteria's efforts to recruit and work with veterans as well as how they work to provide cybersecurity protections to some of the bigger Fortune 500 companies in the world.

4:00 PM to 5:00 PM, PhishLabs

- PhishLabs is consumer facing and protects against many different types of cybersecurity attacks. We discussed how Congress could work with companies to facilitate positive relationships that deter cybercrime.

5:00 PM to 6:30 PM, PokitDok

- PokitDok works in the health space to provide market-driven approaches to reduce expenses for consumers. Practitioners can also use PokitDok for a marketplace through their e-commerce platform. The head of PokitDok identified challenges they face on the regulatory side including HIPAA which could negatively impact e-health services.

7:00 PM to 9:00 PM, Dinner and presentation

- We learned how South Carolina is working with companies like ISHPI to provide cutting edge cybersecurity services and develop programs that benefit K-12 students and get them to focus on STEM learning. These initiatives may help bring more technology companies to Charleston in the future.

Saturday, November 11, 2017

- Travel to DC

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: Kara van Stralen

Employing Office/Committee: Senator Maggie Hassan

Private Sponsor(s) (list all): ACT - The App Association

Travel date(s): November 9-11, 2017

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

Destination(s): Charleston, South Carlina

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

On this trip we will be meeting with small businesses and entrepreneurs to learn firsthand how their work is impacted by cybersecurity. These meetings will help me provide better guidance as the Senator's Senior Policy Advisor for tech and transportation as I advise her in her work on the Commerce Committee, which has jurisidiction of tech and telecom as well as data security.

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:

10/5/2017
(Date)

Kara Van Stralen
(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, Maggie Hassan *(Print Senator's/Officer's Name)* hereby authorize Kara van Stralen *(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)* ☐

10/5/17
(Date)

Maggie Hassan
(Signature of Supervising Senator/Officer)

Form RE-1

(Revised 10/19/15)

Van Stralen, Kara (Hassan)

From: ACT | The App Association <activate@actonline.org>
Sent: Tuesday, October 3, 2017 4:58 PM
To: Van Stralen, Kara (Hassan)
Subject: ITINERARY: Cybersecurity StaffDel Invite: November 9 - 11, Charleston, SC

ACT | The App Association

Cybersecurity Innovation Staff Trip

Charleston, South Carolina

Thursday, November 9 – Saturday, November 11, 2017

Join us in Charleston, SC, November 9 – 11 for an educational tour of tech companies leading innovation in cybersecurity, computer science education, and cloud computing.

The tour will introduce congressional and executive branch staff to emerging companies, startups, and new technology in the cybersecurity sector.

Participants will hear from company leaders about how small businesses and researchers are improving cybersecurity and how federal regulation and statutes impact their businesses and efforts. They will also have an opportunity to participate in policy presentations and demo some of the latest products.

Charleston is emerging as a launch pad for new cybersecurity firms and technologies, making it one of the best locations to explore these issues with leading entrepreneurs in the app economy.

Please click the "Charleston Schedule .pdf" icon below to see the draft itinerary for the trip.

To RSVP, please contact Graham Dufault at gdufault@actonline.org.

Note: ACT | The App Association is consulting with the House and Senate Ethics Committees regarding this event. We will be covering the cost of transportation, lodging, and group meals.

ACT | The App Association is a 501(c)6 organization. It is a nonprofit, nonpartisan association representing more than 5,000 small and mid-sized software companies in the app economy.

Charleston Schedule .pdf

Copyright © 2017 ACT | The App Association
Our address is 1401 K Street NW, Suite 501, Washington, DC 20005, USA

If you do not wish to receive future emails, click here
(You can also send your request to Customer Care at the street address above.)

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): ACT | The App Association

2. Description of the trip: Educational trip for Senate staff to meet innovative cybersecurity firms in the Charleston, SC area, and discuss several policy matters related to cybersecurity.

3. Dates of travel: November 9 - 11

4. Place of travel: Charleston, SC

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

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:

ACT | The App Association staff was solely responsible for organizing and conducting the trip.

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

ACT | The App Association is an international grassroots organization representing small and mid-sized software companies in the mobile app community. ACT's purpose in organizing this trip is to introduce congressional staffers to small and mid-sized cybersecurity firms and researchers.

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

ACT | The App Association has sponsored congressional trips (most recently to Denver, CO and Santa Mo CA) to showcase the app economy and introduce congressional staffers to a wide range of app, software, cybersecurity, and media companies.

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

ACT | The App Association has held numerous educational events for policy makers, app companies, and software developers, including: panels, briefings, white papers, annual fly-ins, developer education series, and congressional testimony.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate ☐ Actual Amounts	$625 total - $475 for airfare - $150 for ground transportation	$384 ($192 per night for 2 nights)	$172.50 ($51.75 travel day 1; $69 full day; $51.75 travel day 2)	$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:

The trip involves an event that is arranged specifically with regard to congressional participation.

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

Charleston was chosen due to the large number of cybersecurity companies and research centers located geographic area, making it possible for congressional staff to visit a variety of cybersecurity experts.

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

Charleston Harbor Resort & Marina, 20 Patriots Point Rd, Mount Pleasant, SC 29464

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

The hotel was chosen due to its ability to meet the per diem rate and its reasonably close location to the companies to be visited on this trip.

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:

Daily expenses for lodging and meals will be at or below the maximum per diem rates for official Federal Government travel.

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:

All travel (round-trip airfare and bus) will be coach class.

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:

No entertainment will be provided.

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: Morgan Reed

Name and Title: Morgan Reed, Executive Director

Name of Organization: ACT | The App Association

Address: 1401 K St NW (Ste 501), Washington, DC 20005

Telephone Number: 202-331-2130

Fax Number: 202-331-2139

E-mail Address: mreed@actonline.org

Instructions
(Do not file the Instructions with OPR)

General Instructions

- The Senate Select Committee on Ethics ("Ethics Committee") has developed guidelines for evaluating privately-sponsored trips and for judging whether trip expenses are reasonable. Trip sponsors should consult the *Senate Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, prior to filling out the *Private Sponsor Travel Certification Form* and contact the Ethics Committee at (202) 224-2981 with any additional questions. The Ethics Committee will make the final determination as to whether the expenses incurred during a privately-sponsored trip are reasonable.

- If there are multiple sponsors, they should jointly complete one *Private Sponsor Travel Certification Form* for the trip. Each travel sponsor should complete the signature block.

- When evaluating a trip proposal and judging the reasonableness of expenses, the Ethics Committee will consider the following factors:

  a. the stated mission of the organization sponsoring the trip;
  b. the organization's prior history of sponsoring congressional trips, if any;
  c. other educational activities performed by the organization besides sponsoring congressional trips;
  d. whether any trips previously sponsored by the organization led to an investigation by the Select Committee on Ethics;
  e. whether the length of the trip and the itinerary is consistent with the official purpose of the trip;
  f. whether there is an adequate connection between a trip and official duties;
  g. the reasonableness of the total amount spent by a sponsor of the trip;
  h. whether there is a direct and immediate relationship between a source of funding and an event;
  i. the maximum *per diem* rates for official Federal Government travel published annually by the General Services Administration, the Department of State, and the Department of Defense;
  j. whether travel to a location or event is arranged or organized without regard to congressional participation, or whether it is specifically organized for Congressional staff; and
  k. any other factor deemed relevant by the Select Committee on Ethics.

  Consult the *Senate Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, for further discussion of these factors.

- Responses to each question should be brief, consistent with the requirement to provide all relevant information. Attach additional pages, as necessary.

- To allow sufficient time for the Ethics Committee to review requests for privately sponsored travel, the participating Senate Members, officers, and employees must submit the completed form to the Ethics Committee at least **thirty (30) days** before the date of the proposed trip.

Filling out the Private Sponsor Travel Certification Form (Question by Question Instructions)

1. *Sponsor(s) of the trip (please list all sponsors):* A sponsor of a trip is any person, organization, or other entity contributing funds or in-kind support for the trip. A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip. If Members, officers, and employees are participating in an event or fact-finding trip in connection with their duties, they may accept necessary travel expenses only from the event or trip sponsor.

2. *Description of the trip:* Provide a brief statement about the purpose of the trip.

3. *Dates of travel:* Provide the dates of departure and return.

4. *Place of travel*: Provide the destination(s) for the trip.

5. *Name and titles of Senate invitees:* Provide the name and title for each Senate Member, officer, or employee who is invited on the trip.

6. *I certify that the trip fits one of the following categories:* A Senate Member, officer, or employee may accept privately sponsored travel only from sponsor(s) of a trip that fits one of the categories listed. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standard.

7. *Financing of the trip, earmarked funds and in-kind contributions:* Senate Members, officers, and staff may not accept privately-sponsored travel funded by a registered lobbyist or foreign agent. Members, officers, and staff may not participate in privately-sponsored travel when the sponsors accept funds or in-kind contributions earmarked for this particular 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. Earmarking includes any direction, agreement, or suggestion -- formal or informal -- to use donated funds, goods, services, or other in-kind contributions for a particular trip or purpose.

8. *Lobbyist/agent of a foreign principal involvement:* Senate invitees may not participate in trips planned, organized, arranged, or requested by a lobbyist or foreign agent in more than a *de minimis* way, which means negligible or inconsequential. It would be considered inconsequential for one or more lobbyists or foreign agents to serve on the board of an organization that is sponsoring travel, as long as the lobbyists or foreign agents are not involved in the trip. It is also permissible for a lobbyist to respond to a trip sponsor's request to identify Senate invitees with interest in a particular issue relevant to a planned trip. However, a lobbyist is not allowed to solicit or initiate communication with a trip sponsor, have control over which Senate employees are invited on a trip, extend or forward an invitation to a participant, determine the trip itinerary, or be mentioned in the invitation.

   Example: A trip sponsor that is a § 501(c)(3) non-profit organization asks a lobbyist to recommend staffers who might be most interested in joining a trip to the U.S.-Mexican border. If a lobbyist knows a staffer who has a particular interest in the DEA's activities at the border, then providing that information (in light of the trip sponsor's request), in and of itself, would not exceed a *de minimis* level of participation, and would be permitted. However, it would not be permissible for the lobbyist to initiate contact with the trip sponsor to suggest that a particular Senate staffer be invited or forward an invitation to that staffer. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standards.

9. *Lobbyist/agent of a foreign principal accompaniment standards:* Senate Members, officers, and staff may not accept privately-sponsored travel from an entity that retains or employs one or more federally-registered lobbyists or foreign agents unless one of the listed scenarios applies. *At any segment of the trip* means lobbyists may not accompany the Senate invitee for parts of the travel to and from the event (not at the event itself or the location being visited). *At any point throughout the trip* means lobbyists may not accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited, other than in a *de minimis* way. This is a broader prohibition than the *at any segment of a trip* standard.

   "De minimis" exception: Both lobbyist/agent of a foreign principal "accompaniment" prohibitions include a *de minimis* exemption. *De minimis* means negligible or inconsequential. The mere coincidental presence of a lobbyist or foreign agent at an event would likely be considered *de minimis*. But in making the final determination, the Ethics Committee will consider the totality of the circumstances, including the amount of time lobbyists or foreign agents are present at the event; the amount of direct contact they have with Senate invitees; and the amount of control a trip sponsor has over their presence or contact with Senate guests. For example, if the trip includes attendance at an event considered widely-attended under Rule 35(1)(c)(18), the trip sponsor is unlikely to know all attendees present. Thus, it is likely to be permissible for such widely-attended events to include both a Senate guest and a lobbyist. Similarly, an organization cannot possibly know all the other passengers taking the same flight or other common carrier to a given destination. Accordingly, the sponsor does not need to certify that it knows for certain that no lobbyist or foreign agent will be on such a common carrier.

10. *If travel includes two overnight stays:* The Ethics Committee may approve two overnight stays for trips sponsored by an entity that employs or retains one or more lobbyists or foreign agents under certain conditions. Consult Committee regulations for additional information.

11. *An itinerary for the trip is attached to this form:* The Ethics Committee will not review the trip request without a detailed (hour-by-hour), complete and final itinerary for the trip. As a general matter, the Ethics Committee advises that each travel day contain a minimum of 6 hours of officially-related activities for Senate invitees.

12. *Briefly describe the role of each sponsor in organizing and conducting the trip:* A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip.

13. *Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:* Provide a brief description of the stated mission of each sponsor and how it relates to the trip.

14. *Briefly describe each sponsor's prior history of sponsoring congressional trips:* Provide a brief discussion of the sponsor's history of sponsoring congressional travel. It is not necessary to list every trip.

15. *Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):* Provide a brief description of the educational activities performed by each sponsor. It is not necessary to list every individual activity; the description may be by kind or category of educational activity involved.

16. *Total expenses for each participant:* Indicate whether the figures provided are actual amounts or good faith estimates by checking the appropriate box. All trip expenses should be included. Expenses other than those for transportation, lodging, and meals must be individually listed and specified. Attach additional pages as necessary.

17. *Congressional participation:* For events that are arranged without regard to congressional participation (for example, annual meetings, conferences, seminars, and symposiums of trade associations, professional societies, business associations, and other membership organizations), the Ethics Committee may, but is not required to, allow Senate Members, officers, and employees to accept lodging and meal expenses that are commensurate with what is customarily provided to non-congressional attendees in similar circumstances. For events specifically arranged around congressional participation, lodging, meal expenses and other expenses must be "reasonable" in accordance with Ethics Committee regulations.

18. *Reason for selecting the location of the event or trip:* The location of the trip *must be related to its purpose.* A brief but detailed description of the reason for the selection of the location must be provided.

19. *Name and location of hotel or other lodging facility:* Include the exact name and address of the hotel or other lodging facility.

20. *Reasons for selecting hotel or other lodging facility:* Provide an explanation of the sponsor's rationale for selecting the particular lodging, include information such as proximity to the airport or site to be visited.

21. *Describe how the daily expenses for lodging, meals, and other expenses provided to trip participant compare to the maximum per diem rates for official Federal Government travel:* Where feasible and available, trip expenses for lodging and meals should generally be comparable to the government *per diem* rates. The circumstances surrounding a particular trip may legitimately require lodging and meal expenses to exceed these rates. Consult the Ethics Committee regulations for additional information.

22. *Describe the type and class of transportation being provided:* While coach or business-class fare may be accepted, first-class fare for any mode of transportation may be permitted only under limited conditions and only with specific prior written approval by the Ethics Committee. Transportation on a private or charter aircraft is not permitted for privately-sponsored travel under any circumstances.

23. *Expenses for recreational activity, alcohol, or entertainment:* The only recreational or entertainment activities that will be approved by the Ethics Committee are those that are provided to all attendees and are an integral part of an event. Alcoholic beverages are not considered to be a reasonable expense.

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:* Entertainment expenses that are not provided to all attendees and deemed an integral part of the event will not be approved by the Ethics Committee.

25. *Certification:* Each sponsor of a trip should sign the form and certify that the information is complete and correct. Attach additional pages with the certification and signature block, as necessary, for each trip sponsor.

0000000000591

Last Name	First Name	Title	E-mail Address	Office	Reason for Inviting
Affolter	Shawn	Legislative Assistant	shawn_affolter@hoeven.senate.gov	Sen. John Hoeven (Sen: Homeland Security)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Alben	Elissa	Senior Trade and Competitiveness Counsel	elissa_alben@finance.senate.gov	Senate Finance Committee	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Alber	Alexis	Legislative Assistant	alexis_alber@roniohnson.senate.gov	Sen. Ron Johnson (Senat Homeland Security)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Alety	Saat	Legislative Assistant (and Staff Director, Subcommittee on Housing, Transportation and Community Development of the Senate Banking, Housing and Urban Affairs Committee)	saat_alety@scott.senate.gov	Sen. Tim Scott (Senate Energy & Natural Resources)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Ali	Hasan	Counsel	ali_hasan@judiciary-dem.senate.gov	Senate Judiciary Committee	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Appel	Brian	Legislative Director	brian_appel@bennet.senate.gov	Sen. Michael Bennet (Senate Finance, HELP)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Barbosa	Grant	Legislative Assistant	grant_barbosa@harris.senate.gov	Sen. Kamala Harris	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Bates	Christopher	Counsel	christopher_bates@hatch.senate.gov	Sen. Orrin Hatch (Senate Finance & Judiciary)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Bennett	David	Legislative Assistant	david_bennett@mccain.senate.gov	Sen. John McCain	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Beukelman	Jan	Senior Policy Advisor	jan_beukelman@carper.senate.gov	Sen. Tom Carper (Senate Commerce)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Burchfield	James	Professional Staff	james.burchfield@mail.house.gov	House Small Business Committee	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Burkhalter	Natalie	Legislative Assistant	natalie_burkhalter@paul.senate.gov	Sen. Rand Paul	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Bush	Cort	Senior Professional Staff	cort_bush@commerce.senate.gov	Senate Commerce, Science, and Transportation Committee	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Carroll	Charles	Legislative Assistant	charles_carroll@enzi.senate.gov	Sen. Mike Enzi (Homeland Security)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Choate	Nick	Senior Legislative Assistant	nick_choate@mccaskill.senate.gov	Sen. Claire McCaskill (Senate Commerce)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Clark	Kellin	Legislative Assistant	kellin_clark@tester.senate.gov	Sen. Jon Test	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.

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Day	Chris	Deputy Staff Director	chris_day@commerce.senate.gov	Senate Committee on Commerce, Science, and Transportation	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Decosimo	Garnett	Professional Staff	garnett_decosimo@help.senate.gov	Senate HELP Committee	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Farr	Natalie	Deputy Chief of Staff	natalie_rogers@gardner.senate.gov	Sen. Corey Gardner (Senate Commerce)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Farris	Adam	Legislative Assistant	adam_farris@lankford.senate.gov	Sen. James Lankford	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Feldman	Peter	Counsel	peter_feldman@commerce.senate.gov	Senate Committee on Commerce, Science, and Transportation	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Field	Christian	Senior Counsel for Consumer Protection, Product Safety	christian_field@commerce.senate.gov	Senate Committee on Commerce, Science, and Transportation	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Folsom	Justin	Legislative Assistant	justin_folsom@tester.senate.gov	Sen. Jon Tester (Senat Homeland Security)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Foster	Roland	Senior Policy Advisor	roland_foster@flake.senate.gov	Sen. Jeff Flake (Senate Judiciary)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Gray	Spencer	Professional Staff	spencer_gray@energy.senate.gov	Senate Energy & Natural Resources Committee	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Hallford	Nathan	Senior Counsel	nathan_hallford@judiciary-rep.senate.gov	Senate Judiciary Committe	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Harrington	Megan	Legislative Assistant	megan_harrington@portman.senate.gov	Sen. Rob Portman (Senat Homeland Security)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Helman	Anderson (Andy)	Sr Advisor for Technology and Trade	anderson_helman@wyden.senate.gov	Sen. Ron Wyden / Senate Finance Committee	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Henderson	Jared	Legislative Assistant	jared_henderson@heitkamp.senate.gov	Sen. Heidi Heitkamp (Senat Homeland Security)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Hsu	Josh	General Counsel	josh_hsu@harris.senate.gov	Sen. Kamala Harris (Homeland Security, Budget, Intelligence)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Hsueh	Wally	Deputy Chief of Staff	wally_hsueh@daines.senate.gov	Sen. Steve Daines	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Humphrey	Jennifer	Legislative Assistant	jennifer_humphrey@boozman.senate.gov	Sen. John Boozman	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.

Karetny	Josh	Legislative Director	josh_karetny@whitehouse.senate.gov	Sen. Sheldon Whitehouse (Senate Judiciary)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Klein	Micaela	Legislative Fellow	micaela_klein@schatz.senate.gov	Sen. Brian Schatz	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Knapke	Anne	Legislative Director	anne_knapke@klobuchar.senate.gov	Sen. Amy Klobuchar (Senate Judiciary)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Laslovich	Dylan	Legislative Director	dylan_laslovich@tester.senate.gov	Sen. Jon Tester (Senate Approps, Banking, Homeland Security)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Lavery	Emily	Deputy Legislative Assistant	emily_lavery@scott.senate.gov	Sen. Tim Scott (Senate Energy & Natural Resources)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Layson	Brett	Legislative Assistant	brett_layson@isakson.senate.gov	Sen. Johnny Isakson (HELP)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Lehman	Patrick	Legislative Director	patrick_lehman@sasse.senate.gov	Sen. Ben Sasse (Senate Judiciary, Armed Svcs, Banking)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Lemon	Mike	Senior Counsel	mike_lemon@judiciary-rep.senate.gov	Senate Judiciary Committee, Antitrust, Competition Policy and Consumer Rights Subcommittee	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Love	Sam	Legislative Assistant	sam_love@gardner.senate.gov	Sen. Cory Gardner (Senate Commerce)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Martina	Rafi	Senior Policy Advisor	rafi_martina@warner.senate.gov	Sen. Mark Warner (Senate Commerce)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Mathis	Greg	Legislative Assistant	greg_mathis@peters.senate.gov	Sen. Gary Peters	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
McDonnell	Betsy	Legislative Director	elizabeth_mcdonnell@collins.senate.gov	Sen. Susan Collins (Sen: Homeland Security)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
McGrath	Conor	Legislative Assistant	conor_mcgrath@moran.senate.gov	Sen. Jerry Moran (Senate Commerce)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
McLean	Sean	Legislative Assistan	sean_mclean@cruz.senate.gov	Sen. Ted Cruz (Senate Commerce)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
McMillin	Bobby	General Counsel	bobby_mcmillin@help.senate.gov	Senate HELP Committee	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
O'Leary	Molly	Legislative Assistant	molly_oleary@franken.senate.gov	Sen. Al Franken (Senate Judiciary)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.

Ramig	Sarah	General Counsel	sarah_ramig@corker.senate.gov	Sen. Bob Corker (Senate Foreign Relations)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Rebecca	Steele	Digital Director	rebecca_steele@wyden.senate.gov	Sen. Ron Wyden (Sen: Intelligence)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Sadler	Brittany	Counsel	brittany_sadler@kennedy.senate.gov	Sen. John Kennedy (Sen: Judiciary)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Slaughter	Rebecca	Chief Counsel	rebecca_kelly_slaughter@schumer.senate.gov	Sen. Charles Schumer (Senate leadership / Judiciary)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Slevin	Chris	Legislative Director	chris_slevin@booker.senate.gov	Sen. Corey Booker (Senat Commerce)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Smith	Madison	Legislative Assistant	madison_smith@cornyn.senate.gov	Sen. John Cornyn (Senate Judiciary, leadership)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Tiffith	Lartease	Counsel	lartease_tiffith@judiciary-dem.senate.gov	Sen. Diane Feinstein & Sen: Judiciary Committee	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Trusty	Olivia	Professional Staff	olivia_trusty@commerce.senate.gov	Senate Commerce, Science, and Transportation Committee	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Vai	Curtis	Professional Staff	curtis_vann@help.senate.gov	Senate HELP Committee	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.
Van Stralen	Kara	Senior Policy Adviser for Transportation and Innovation	kara_vanstralen@hassan.senate.gov	Sen. Maggie Hassan (Senate Commerce / Homeland Security)	Works on issues impacting small technology-based businesses and the mobile app economy, including cybersecurity and computer science education. These issues will be covered by speakers during this educational trip.

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Last Name	First Name	Title
Alety	Saat	
Ali	Hasan	Counsel
Appel	Brian	Legislative Director
Bates	Christopher	Counsel
Bush	Cort	Professional Staff
Choate	Nick	Senior Legislative Assistant
Day	Chris	Deputy Staff Director

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Doherty	Ryan	Legislative Aide
Farr	Natalie	Deputy Chief of Staff
Feldman	Peter	Counsel
Fjeld	Christian	Senior Counsel for Consumer Protection, Product Safety
Foster	Roland	Senior Policy Advisor
Gray	Spencer	Professional Staff
Heiman	Anderson (Andy)	Sr Advisor for Technology and Trade

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Hsu	Josh	General Counsel
Kalyanam	Aruna	Tax Counsel
Karetny	Josh	Legislative Director
Knapke	Anne	Legislative Director
Laslovich	Dylan	Legislative Director
Lavery	Emily	Deputy Legislative Assistant
Lehman	Patrick	Legislative Director

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Lemon	Mike	Senior Counsel
Love	Sam	Legislative Assistant
Mandel	Artie	Policy Advisor
McDonnell	Betsy	Legislative Director
McLean	Sean	Professional Staff
O'Leary	Molly	Legislative Assistant
Quinalty	David	Policy Director

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Rebecca	Steele	Digital Director
Sadler	Brittany	Counsel
Slaughter	Rebecca	Chief Counsel
Slevin	Chris	Legislative Director
Smith	Madison	Legislative Assistant
Susskind	Jamie	Legislative Counsel
Tiffith	Lartease	Counsel

E-mail Address	Office
alety_saat@scott.senate.gov	Sen. Tim Scott (Senate Energy & Natural Resources)
ali_hasan@judiciary-dem.senate.gov	Senate Judiciary Committee
brian_appel@bennet.senate.gov	Sen. Michael Bennet (Senate Finance, HELP)
christopher_bates@hatch.senate.gov	Sen. Orrin Hatch (Senate Finance & Judiciary)
cort_bush@commerce.senate.gov	Senate Commerce, Science, and Transportation Committee
nick_choate@mccaskill.senate.gov	Sen. Claire McCaskill (Senate Commerce)
chris_day@commerce.senate.gov	Senate Committee on Commerce, Science, and Transportation

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ryan_doherty@coons.senate.gov	Sen. Chris Coons (Senate Judiciary)
natalie_rogers@gardner.senate.gov	Sen. Corey Gardner (Senate Commerce)
peter_feldman@commerce.senate.gov	Senate Committee on Commerce, Science, and Transportation
christian_field@commerce.senate.gov	Senate Committee on Commerce, Science, and Transportation
roland_foster@flake.senate.gov	Sen. Jeff Flake (Senate Judiciary)
spencer_gray@energy.senate.gov	Senate Energy & Natural Resources Committee
anderson_heiman@wyden.senate.gov	Sen. Ron Wyden / Senate Finance Committee

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josh_hsu@harris.senate.gov	Sen. Kamala Harris (Homeland Security, Budget, Intelligence)
aruna_kalyanam@finance.senate.gov	Senate Committee on Finance
josh_karetny@whitehouse.senate.gov	Sen. Sheldon Whitehouse (Senate Judiciary)
anne_knapke@klobuchar.senate.gov	Sen. Amy Klobuchar (Senate Judiciary)
dylan_laslovich@tester.senate.gov	Sen. Jon Tester (Senate Approps, Banking, Homeland Security)
emily_lavery@scott.senate.gov	Sen. Tim Scott (Senate Energy & Natural Resources)
patrick_lehman@sasse.senate.gov	Sen. Ben Sasse (Senate Judiciary, Armed Svcs, Banking)

mike_lemon@judiciary-rep.senate.gov	Senate Judiciary Committee, Antitrust, Competition Policy and Consumer Rights Subcommittee
sam_love@gardner.senate.gov	Sen. Cory Gardner (Senate Commerce)
artie_mandel@cantwell.senate.gov	Sen. Maria Cantwell (Senate Finance)
elizabeth_mcdonnell@collins.senate.gov	Sen. Susan Collins (Senate Homeland Security)
sean_mclean@cruz.senate.gov	Senate Committee on Commerce, Science, and Transportation
molly_oleary@franken.senate.gov	Sen. Al Franken (Senate Judiciary)
david_quinalty@commerce.senate.gov	Senate Committee on Commerce, Science, and Transportation

rebecca_steele@wyden.senate.gov	Sen. Ron Wyden (Senate Intelligence)
brittany_sadler@kennedy.senate.gov	Sen. John Kennedy (Senate Judiciary)
rebecca_kelly_slaughter@schumer.senate.gov	Sen. Charles Schumer (Senate leadership / Judiciary)
chris_slevin@booker.senate.gov	Sen. Corey Booker (Senate Commerce)
madison_smith@cornyn.senate.gov	Sen. John Cornyn (Senate Judiciary, leadership)
jamie_susskind@fischer.senate.gov	Sen. Deb Fischer (Senate Commerce)
lartease_tiffith@judiciary-dem.senate.gov	Sen. Diane Feinstein & Senate Judiciary Committee

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olivia_trusty@commerce.senate.gov	Senate Commerce, Science, and Transportation Committee
kara_vanstralen@booker.senate.gov	Sen. Corey Booker (Senate Commerce)

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Trusty	Olivia	Professional Staff
Van Stralen	Kara	Policy Adviser

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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): ACT | The App Association

2. Description of the trip: Educational trip for Senate staff to meet innovative cybersecurity firms in the Charleston, SC area, and discuss several policy matters related to cybersecurity.

3. Dates of travel: November 9 - 11, 2017

4. Place of travel: Charleston, SC

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

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:

ACT | The App Association staff was solely responsible for organizing and conducting the trip.

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

ACT | The App Association is an international grassroots organization representing small and mid-sized software companies in the mobile app community. ACT's purpose in organizing this trip is to introduce congressional staffers to small and mid-sized cybersecurity firms and researchers.

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

ACT | The App Association has sponsored congressional trips (most recently to Denver, CO and Santa Monica,CA) to showcase the app economy and introduce congressional staffers to a wide range of app, software, cybersecurity, and media companies.

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

ACT | The App Association has held numerous educational events for policy makers, app companies, and software developers, including: panels, briefings, white papers, annual fly-ins, developer education series, and congressional testimony.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate ☐ Actual Amounts	$625 total - $475 for airfare - $150 for ground tr ansportation	$384 ($192 per night for 2 nights)	$172.50 ($51.75 travel day 1; $69 full day; $51.75 travel day 2)	$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:

The trip involves an event that is arranged specifically with regard to congressional participation.

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

Charleston was chosen due to the large number of cybersecurity companies and research centers located in a small geographic area, making it possible to visit a variety of cybersecurity experts.

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

Charleston Harbor Resort & Marina, 20 Patriots Point Rd, Mount Pleasant, SC 29464

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

The hotel was chosen due to its ability to meet the per diem rate and its reasonably close location to the companies to be visited on this trip.

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:

Daily expenses for lodging and meals will be at or below the maximum per diem rates for official Federal Government travel.

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:

All travel (round-trip airfare and bus) will be coach class.

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:

No entertainment will be provided.

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: Morgan Reed

Name and Title: Morgan Reed, Executive Director

Name of Organization: ACT | The App Association

Address: 1401 K St NW (Ste 501), Washington, DC 20005

Telephone Number: 202-331-2130

Fax Number: 202-331-2139

E-mail Address: mreed@actonline.org

Instructions

(Do not file the Instructions with OPR)

General Instructions

- The Senate Select Committee on Ethics ("Ethics Committee") has developed guidelines for evaluating privately-sponsored trips and for judging whether trip expenses are reasonable. Trip sponsors should consult the *Senate Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, prior to filling out the *Private Sponsor Travel Certification Form* and contact the Ethics Committee at (202) 224-2981 with any additional questions. The Ethics Committee will make the final determination as to whether the expenses incurred during a privately-sponsored trip are reasonable.

- If there are multiple sponsors, they should jointly complete one *Private Sponsor Travel Certification Form* for the trip. Each travel sponsor should complete the signature block.

- When evaluating a trip proposal and judging the reasonableness of expenses, the Ethics Committee will consider the following factors:

  a. the stated mission of the organization sponsoring the trip;
  b. the organization's prior history of sponsoring congressional trips, if any;
  c. other educational activities performed by the organization besides sponsoring congressional trips;
  d. whether any trips previously sponsored by the organization led to an investigation by the Select Committee on Ethics;
  e. whether the length of the trip and the itinerary is consistent with the official purpose of the trip;
  f. whether there is an adequate connection between a trip and official duties;
  g. the reasonableness of the total amount spent by a sponsor of the trip;
  h. whether there is a direct and immediate relationship between a source of funding and an event;
  i. the maximum *per diem* rates for official Federal Government travel published annually by the General Services Administration, the Department of State, and the Department of Defense;
  j. whether travel to a location or event is arranged or organized without regard to congressional participation, or whether it is specifically organized for Congressional staff; and
  k. any other factor deemed relevant by the Select Committee on Ethics.

  Consult the *Senate Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, for further discussion of these factors.

- Responses to each question should be brief, consistent with the requirement to provide all relevant information. Attach additional pages, as necessary.

- To allow sufficient time for the Ethics Committee to review requests for privately sponsored travel, the participating Senate Members, officers, and employees must submit the completed form to the Ethics Committee at least **thirty (30) days** before the date of the proposed trip.

Filling out the Private Sponsor Travel Certification Form (Question by Question Instructions)

1. *Sponsor(s) of the trip (please list all sponsors):* A sponsor of a trip is any person, organization, or other entity contributing funds or in-kind support for the trip. A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip. If Members, officers, and employees are participating in an event or fact-finding trip in connection with their duties, they may accept necessary travel expenses only from the event or trip sponsor.

2. *Description of the trip:* Provide a brief statement about the purpose of the trip.

3. *Dates of travel:* Provide the dates of departure and return.

4. *Place of travel*: Provide the destination(s) for the trip.

5. *Name and titles of Senate invitees:* Provide the name and title for each Senate Member, officer, or employee who is invited on the trip.

6. *I certify that the trip fits one of the following categories:* A Senate Member, officer, or employee may accept privately sponsored travel only from sponsor(s) of a trip that fits one of the categories listed. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standard.

7. *Financing of the trip, earmarked funds and in-kind contributions:* Senate Members, officers, and staff may not accept privately-sponsored travel funded by a registered lobbyist or foreign agent. Members, officers, and staff may not participate in privately-sponsored travel when the sponsors accept funds or in-kind contributions earmarked for this particular 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. Earmarking includes any direction, agreement, or suggestion -- formal or informal -- to use donated funds, goods, services, or other in-kind contributions for a particular trip or purpose.

8. *Lobbyist/agent of a foreign principal involvement:* Senate invitees may not participate in trips planned, organized, arranged, or requested by a lobbyist or foreign agent in more than a *de minimis* way, which means negligible or inconsequential. It would be considered inconsequential for one or more lobbyists or foreign agents to serve on the board of an organization that is sponsoring travel, as long as the lobbyists or foreign agents are not involved in the trip. It is also permissible for a lobbyist to respond to a trip sponsor's request to identify Senate invitees with interest in a particular issue relevant to a planned trip. However, a lobbyist is not allowed to solicit or initiate communication with a trip sponsor, have control over which Senate employees are invited on a trip, extend or forward an invitation to a participant, determine the trip itinerary, or be mentioned in the invitation.

   Example: A trip sponsor that is a § 501(c)(3) non-profit organization asks a lobbyist to recommend staffers who might be most interested in joining a trip to the U.S.-Mexican border. If a lobbyist knows a staffer who has a particular interest in the DEA's activities at the border, then providing that information (in light of the trip sponsor's request), in and of itself, would not exceed a *de minimis* level of participation, and would be permitted. However, it would not be permissible for the lobbyist to initiate contact with the trip sponsor to suggest that a particular Senate staffer be invited or forward an invitation to that staffer. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standards.

9. *Lobbyist/agent of a foreign principal accompaniment standards:* Senate Members, officers, and staff may not accept privately-sponsored travel from an entity that retains or employs one or more federally-registered lobbyists or foreign agents unless one of the listed scenarios applies. *At any segment of the trip* means lobbyists may not accompany the Senate invitee for parts of the travel to and from the event (not at the event itself or the location being visited). *At any point throughout the trip* means lobbyists may not accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited, other than in a *de minimis* way. This is a broader prohibition than the *at any segment of a trip* standard.

   "De minimis" exception: Both lobbyist/agent of a foreign principal "accompaniment" prohibitions include a *de minimis* exemption. *De minimis* means negligible or inconsequential. The mere coincidental presence of a lobbyist or foreign agent at an event would likely be considered *de minimis*. But in making the final determination, the Ethics Committee will consider the totality of the circumstances, including the amount of time lobbyists or foreign agents are present at the event; the amount of direct contact they have with Senate invitees; and the amount of control a trip sponsor has over their presence or contact with Senate guests. For example, if the trip includes attendance at an event considered widely-attended under Rule 35(1)(c)(18), the trip sponsor is unlikely to know all attendees present. Thus, it is likely to be permissible for such widely-attended events to include both a Senate guest and a lobbyist. Similarly, an organization cannot possibly know all the other passengers taking the same flight or other common carrier to a given destination. Accordingly, the sponsor does not need to certify that it knows for certain that no lobbyist or foreign agent will be on such a common carrier.

10. *If travel includes two overnight stays:* The Ethics Committee may approve two overnight stays for trips sponsored by an entity that employs or retains one or more lobbyists or foreign agents under certain conditions. Consult Committee regulations for additional information.

11. *An itinerary for the trip is attached to this form:* The Ethics Committee will not review the trip request without a detailed (hour-by-hour), complete and final itinerary for the trip. As a general matter, the Ethics Committee advises that each travel day contain a minimum of 6 hours of officially-related activities for Senate invitees.

12. *Briefly describe the role of each sponsor in organizing and conducting the trip:* A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip.

13. *Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:* Provide a brief description of the stated mission of each sponsor and how it relates to the trip.

14. *Briefly describe each sponsor's prior history of sponsoring congressional trips:* Provide a brief discussion of the sponsor's history of sponsoring congressional travel. It is not necessary to list every trip.

15. *Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):* Provide a brief description of the educational activities performed by each sponsor. It is not necessary to list every individual activity; the description may be by kind or category of educational activity involved.

16. *Total expenses for each participant:* Indicate whether the figures provided are actual amounts or good faith estimates by checking the appropriate box. All trip expenses should be included. Expenses other than those for transportation, lodging, and meals must be individually listed and specified. Attach additional pages as necessary.

17. *Congressional participation:* For events that are arranged without regard to congressional participation (for example, annual meetings, conferences, seminars, and symposiums of trade associations, professional societies, business associations, and other membership organizations), the Ethics Committee may, but is not required to, allow Senate Members, officers, and employees to accept lodging and meal expenses that are commensurate with what is customarily provided to non-congressional attendees in similar circumstances. For events specifically arranged around congressional participation, lodging, meal expenses and other expenses must be "reasonable" in accordance with Ethics Committee regulations.

18. *Reason for selecting the location of the event or trip:* The location of the trip *must be related to its purpose.* A brief but detailed description of the reason for the selection of the location must be provided.

19. *Name and location of hotel or other lodging facility:* Include the exact name and address of the hotel or other lodging facility.

20. *Reasons for selecting hotel or other lodging facility:* Provide an explanation of the sponsor's rationale for selecting the particular lodging, include information such as proximity to the airport or site to be visited.

21. *Describe how the daily expenses for lodging, meals, and other expenses provided to trip participant compare to the maximum per diem rates for official Federal Government travel:* Where feasible and available, trip expenses for lodging and meals should generally be comparable to the government *per diem* rates. The circumstances surrounding a particular trip may legitimately require lodging and meal expenses to exceed these rates. Consult the Ethics Committee regulations for additional information.

22. *Describe the type and class of transportation being provided:* While coach or business-class fare may be accepted, first-class fare for any mode of transportation may be permitted only under limited conditions and only with specific prior written approval by the Ethics Committee. Transportation on a private or charter aircraft is not permitted for privately-sponsored travel under any circumstances.

23. *Expenses for recreational activity, alcohol, or entertainment:* The only recreational or entertainment activities that will be approved by the Ethics Committee are those that are provided to all attendees and are an integral part of an event. Alcoholic beverages are not considered to be a reasonable expense.

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:* Entertainment expenses that are not provided to all attendees and deemed an integral part of the event will not be approved by the Ethics Committee.

25. *Certification:* Each sponsor of a trip should sign the form and certify that the information is complete and correct. Attach additional pages with the certification and signature block, as necessary, for each trip sponsor.

Thursday, November 9th

Flight 1 (American Airlines 5465) Arrives 7:05 p.m.
Flight 2 (JetBlue 889) Arrives 8:12 p.m.

Hotel: The Beach Club at Charleston Harbor Resort & Marina
20 Patriots Point Road, Mount Pleasant, SC 29464

9:00 p.m.: Dinner at Charleston Harbor Fish House
32 Patriots Point Road, Mount Pleasant, SC 29464
Restaurant is in hotel.

Friday, November 10th

7:30 a.m.: Bus Call
We will meet in the hotel lobby.

8:00 – 10:00 a.m.: Clemson University (Breakfast from Callie's Hot Little Biscuits)
SCE&G Energy and Innovation Center
1250 Supply Street, North Charleston, SC 29405
Presenter: Jim Tuten, M.Sc., P.E., Director, Facilities Systems

The SCE&G Energy and Innovation Center at Clemson University houses the world's most advanced wind-turbine drivetrain testing facility. The mission of the facility is to provide high value, high quality, and cost-competitive testing services to industry that will lead to lowering the cost of energy delivered by wind power through highly-accelerated testing of next-generation wind turbine drive-train technology. During this presentation and tour, staff will discuss the role technology plays in the advancement of wind-based energy, and the role cybersecurity plays in the continued advancement of energy research.

10:30 – 11:30 a.m.: Sentar
1060 E. Montague, Suite 201 Charleston, SC 29405
Presenters: April Nadeau, Vice President, Nathan Swab, Cybersecurity Compliance Expert, Joseph Sabin, J.D., CISSP, Cyber Security and Health IT Portfolio Manager

Sentar is a Woman-Owned Small Business at the forefront of cybersecurity technology and services. Their innovative cyber security technologies protect network and host computer resources from cyber attackers and malicious insiders. Staff will discuss the challenges of creating comprehensive cyber programs, and the related policy issues.

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12:00 – 2:00 p.m.: Apple Data Privacy Team (Lunch from Lewis Barbecue)
Trident Technical College
7000 Rivers Ave, North Charleston, SC 29406
Presenter: Chris Betz

Subject-area experts from Apple's data privacy team will discuss issues related to privacy, security, and encryption. Staff will discuss the role of platform companies in providing security methods and capabilities to the small companies that utilize platform's development tools to create and innovate.

2:30 – 3:30 p.m.: Soteria
115 Central Island Street Suite 300 Daniel Island, SC 29492
Presenters: Glenn Starkman, Paul Ihme, Christopher O'Rourke

Soteria is a Service-Disabled Veteran-Owned Business (SDVOB) headed by experienced former members of the NSA, CIA, DoD, and Fortune 500 companies. Their mission is to operate at the highest-level of discretion while helping businesses recover from security incidents while allowing them to maintain business operations. Staff will discuss veteran retraining efforts in cyber security and technology and the related policy issues.

4:00 – 5:00 p.m.: PhishLabs
1501 King St, Charleston, SC 29405
Presenter: John LaCour, Founder and CTO

PhishLabs provides 24/7 services that help organizations protect against the cyberattacks targeting their employees and their customers. Using a powerful combination of proprietary technology, specialize security operations, and deep threat intelligence, they detect threats early in the attack process and take rapid action to mitigate attacks before damage is done. In doing so, we reduce the risk of compromised systems, data breaches, and online fraud. Staff will discuss the role small companies play in cybersecurity and the relationship between fortune 500 companies and small companies, and the roll Congress can play to continue to encourage these partnerships.

5:30 – 6:30 p.m.: PokitDok
100 Calhoun St, Suite 210, Charleston, SC 29401
Presenters: Ted Tanner and Chris Kroner

PokitDok is a cloud-based platform for healthcare purchases, connecting consumers directly with practitioners in a transparent, e-commerce experience. PokitDok provides enterprise access to market-driven provider, treatment, and pricing information for employers, payers, and heath networks seeking to reduce expenses and capture lost reimbursement via their API. Additionally, PokitDoc provides an e-commerce storefront for practitioners seeking to market their services and enable consumers to pay for treatment

up front. Staff will discuss the role that cybersecurity plays in healthcare and in health IT, along with related policy issues and regulatory barriers.

7:00 – 9:00 p.m.: Dinner and Presentation
Burwell's Stone Fire Grill
14 N. Market Street, Charleston, SC 29401
Presenter: SC Cyber, ISHPI

SC Cyber is a statewide initiative, based at the University of South Carolina and with partners across all levels of academia, industry, and government. SC Cyber works to create and offer programs for training and workforce development, education, advanced technology development and commercialization, and critical infrastructure protection. Staff will discuss the efforts of the Charleston community widely to bring more technology companies to Charleston and provide resources for these companies to innovate and grow within the city including the development of CS programs in K-12 schools and universities.

ISHPI works with government agencies to fortify national preparedness, agility, strength and advantage in the cyber domain.

Saturday, November 11th

9:15 a.m.: Bus Call
We will meet in hotel lobby

American Airlines Flight 4626 Departing CHS 11:40 am - Arrive DCA 1:13 pm

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