Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp: RECEIVED
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2018 MAR 23 PM 2:45

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): Wednesday, February 21 – Friday, February 23, 2018

Name of accompanying family member (if any): N/A
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	$631.02 Total ($520.57 roundtrip airfare + $110.45 per person ground transport)	$346 ($173 per night for two nights)	$118.00 ($27.00 for dinner the first night; bfast: 6.00; lunch: $11.05; dinner - $41.52; and breakfast vouchers the last morning: $27.00)	N/A

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.): Interactive presentations by small tech businesses, accelerators and Apple in the New Orleans area, discussing policy issues ranging from diversity in entrepreneurship and computer science education to intellectual property and international privacy law.

3/23/18 Matthew Plaster
(Date) *(Printed name of traveler)* *(Signature of traveler)*

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

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

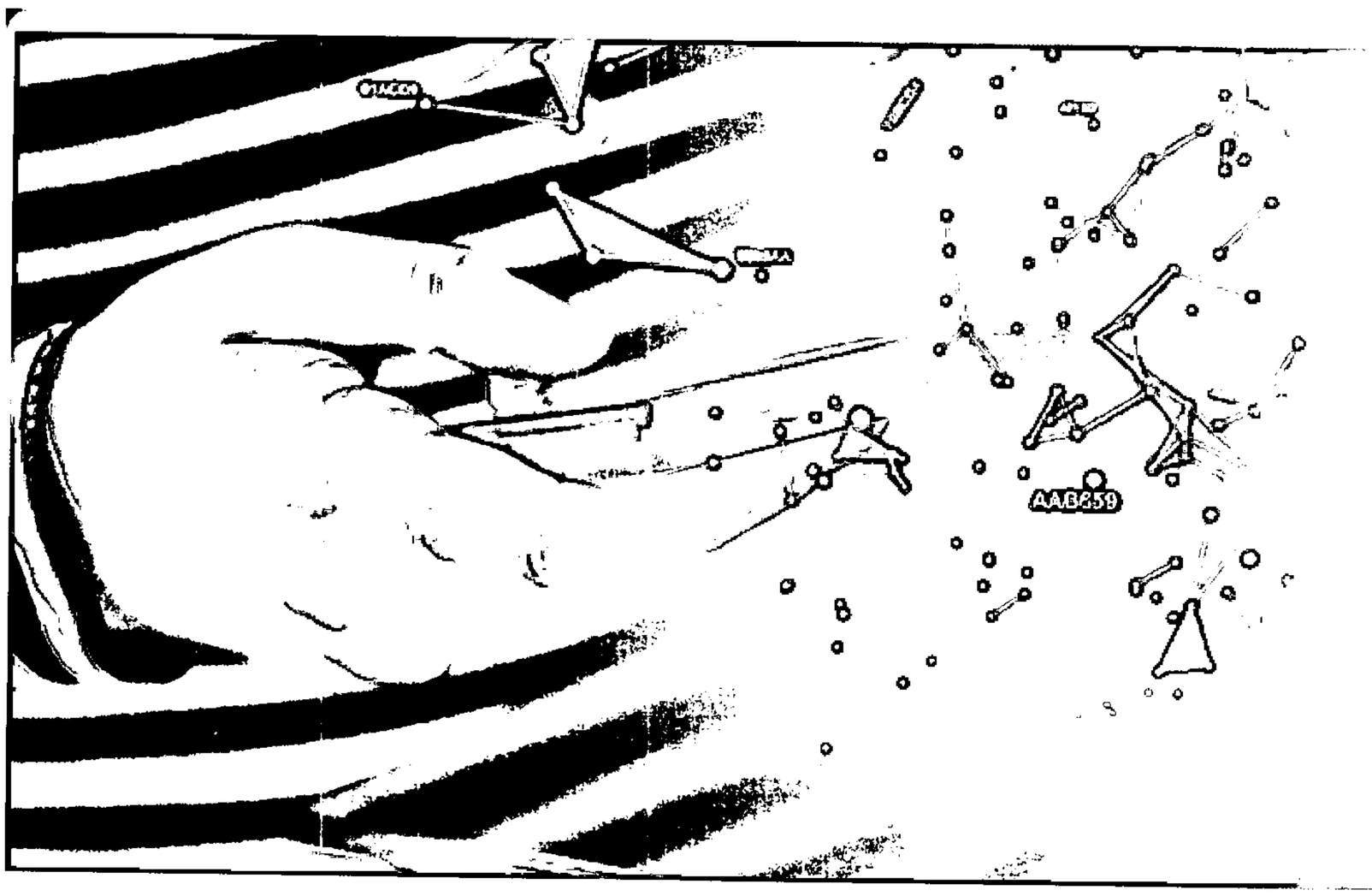
03/23/2018
(Date)

(Signature of Supervising Senator/Officer)

(Revised 1/3/11)

Form RE-2

From: ACT | The App Association <activate@actonline.org>
Reply-To: Nick Miller <nmiller@actonline.org>
Date: Thursday, January 4, 2018 at 3:07 PM
To: Graham Dufault <GDufault@actonline.org>
Subject: The App Economy in the Big Easy StaffDel Invite: February 21 - 23, New Orleans, LA



ACT
The App Associati

ACT | The App Association

The App Economy in the Big Easy

New Orleans, LA

Wednesday, February 21 – Friday, February 23, 2018

Join us February 21 – 23 for an educational tour of tech companies in New Orleans, Louisiana, that are leading inno the app economy.

The tour will introduce congressional and executive branch staff to emerging companies, startups, and new technolc the app economy.

Participants will hear from company leaders about how small businesses are leading the way in improving products services on connected devices and how federal regulation and statutes impact their businesses. Congressional staff v have an opportunity to participate in policy presentations and view demos of some of the latest products and service

New Orleans is home to a robust ecosystem of startups and entrepreneurs in the tech sector, making it an ideal locat explore these issues with leaders in the app economy.

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. 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 th small- and mid-sized software companies in the app economy.

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Our address is 1401 K Street NW, Suite 501, Washington, DC 20005, USA

If you do not wish to receive future email, click here.

(You can also send your request to **Customer Care** at the street address above.)

0000000017 58

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

ETHIC JAN22'18PM 4:15

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: Matthew Plaster

Employing Office/Committee: Senate Commerce Committee

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

Travel date(s): February 21 - 23, 2018

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

Destination(s): New Orleans, LA

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

As Professional Staff Member for the Chairman of the Commerce, Science, and Transportation, I oversee the communications, technology, innovation, and intenet portfolio for the Chairman. Specifically, I work on issues regarding innovation and how market disruptors are changing the economic landscape. This includes policy regarding software applications, the sharing economy, the blockchain, and the Internet of Things. This trip will allow me to attend and meet a number of different edge providers that are currently innovating in this area and how government regulation or policy is impacting their efforts.

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:

1/22/2018
(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 John Thune *(Print Senator's/Officer's Name)* hereby authorize Matthew Plaster *(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)* ☐

1/22/2018
(Date)

(Signature of Supervising Senator/Officer)

(Revised 10/19/15)

Form RE-1

Last Name	First Name	Title	E-mail Address	Office	Reason for Inviting
Affolte	Sha	Legislative Assista	shawn_affolter@hoeven.senate.gov	Sen. Jol ı Hoeven (Senate Homela d Security)	Works on issues impacting small technology-based businesses and the n bile app economy, including cybersecurity and computer science educa ion. These issues will be covered by s,peakers during th.s educational trip.
Alben	Elis	Senior Trade and Competitiveness Cou	elissa_alben@finance.senate.gov	Senate Finance C nittee	Works on issues impacting small technology-based businesses a bile app economy, including cybersecurit nd computer science educa ion. These issues will overed by speakers during th.s educational trip.
Albı	Ale	Legislative Assista	alexis_alber@ronjohnson.senate.gov	Sen. Ro son (Senate Homela urity)	Works on issues impacting small technology-based businesses a the mobil pp economy, including cybersecurit nd computer science educa ion. These issues will overed by speakers during th.s educational trip.
Alety	Saat	Legislative Assistant (and Staff Director, Subcommittee on Hou ransportation 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 n pp economy, including cybersecurity and computer science educa ion. These issues will be covered by speakers during th s educational trip.
Alit	Phil	Cou	phil_alito@judiciary-rep.senate.gov	Senate. nittee	Works on issues impacting small technology-based businesses a conomy, including cybersecurit nd computer science educa ion. These issues ..... overed by speakers during th.s educational trip.
Appel	Brian	Legislati	brian_appel@bennet.senate.gov	Sen. Mi ael Bennet (Senate Finance ELP)	Works on issues impacting small technology-based businesses and the n conomy, including cybersecurity and computer science educa ion. These issues will be covered by speakers during th.s educational trip.
Arias	Lauren	Legislative Assista	lauren_arias@tomudall.senate.gov	Sen. To	Works on issues impacting small technology-based businesses a obile app econc ny, including healthcare, c r science education, and privacy laws. These l ...l be covered by speakers during this educational trip.
Ashby	Hazeen	Senior (	hazeen_ashby@commerce.senate.gov	Senate ı , Science, anc Transpc mmittee	Works on issues impacting small technology-based businesses and the n pp economy, including cybersecurity and compu er science educa ion. These issues ..... be covered by s,peakers during th.s educational trip.
Barl	Gra	Legislative Assista	grant_barbosa@harris.senate.gov	Sen. Ka	Works on issues impacting small technology-based businesses and the n pp economy, including cybersecurity and computer science educa ion. These issues will be covered by speakers during th.s educational trip.
Bat	Chr	Cou	christopher_bates@hatch.senate.gov	Sen. Orrin Hatch (Senate l e & Judiciary)	Works on issues impacting small technology-based businesses and pp economy, including cybersecurity and computer science educa ion. These issues will be covered by speakers during th.s educational trip.
Bau	Jorc	Sr Legislative Assista	jordan_baugh@gillibrand.senate.gov	Sen. Kirsten Gill	Works on issues impacting small technology-based businesses and the n bile app economy, including cybersecurity and computer science educa ion. These issues ..... be covered by speakers during th.s educational trip.
Bell	Colleen	Senior (	colleen_bell@blumenthal.senate.gov	Sen. Ric lumenthal	Works on issues impacting small technology-based businesses and th obile app econc ny, including healthcare, comp r science education, and privacy laws. These issues will be covered by speakers during this educational trip.
Bennett	David	Legislative Assista	david_bennett@mccain.senate.gov	Sen. John McCair	Works on issues impacting small technology-based businesses and the n pp economy, including cybersecurity and computer science educa ion. These issues ..... be covered by speakers during th.s educational trip.
Beukeln	Jan	Senior I licy Advisor	jan_beukelman@carper.senate.gov	Sen. Tom Carper (Senate Commerce)	Works on issues impacting small technology-based businesses and the n pp economy, including cybersecurity and compu er science educa ion. These issues will be covered by s,peakers during th.s educational trip.
Blac	Michael	LA (Isakson), LA (Sen. HELP)	michael_black@isakson.senate.gov	Sen. Jol y Isakson (HELP)	Works on issues impacting small technology-based businesses and the n pp economy, including cybersecurity and compu er science educa ion. These issues will be covered by s,peakers during th.s educational trip.
Bru	Thom	Legislati	thomas_brunet@wyden.senate.gov	Sen. Ron Wyden	Works on issues impacting small technology-based businesses and obile app econc ny, including healthcare, con r science educat on, and pri cy laws. These issues will be covered by s,peakers dur...g this educational trip.
Bur	Jam	Professional Staff	james.burchfield@mail.house.gov	Hou nittee	Works on issues impacting small technology-based businesses a pp economy, including cybersecurit nd computer science educat . These issues will be covered by speakers during th.. educational trip.
Burl	Rac	Legislative Assista	rachel_burkett@risch.senate.gov	Sen. Jin	Works on issues impacting small technology-based businesses and th obile app econc ny, including healthcare, comp r science education, and privacy laws. These l ...l be covered by speakers during this educational trip.
Burl	Nat	Legislative Assista	natalie_burkhalter@paul.senate.gov	Senate l nittee	Works on issues impacting small technology-based businesses a pp economy, including cybersecurit nd computer science educa ion. These issues ..... overed by speakers during th.s educational trip.
Busl	Cor	Senior i	cort_bush@commerce.senate.gov	Senate ı , Science, anc Transpc mmittee	Works on issues impacting small technology-based businesses and pp economy, including cybersecurity and compu er science educa ion. These issues will be covered by s,peakers during th.s educational trip.
Can	Kati	Legislative Assista	katie_campbell@donnelly.senate.gov	Sen. Jo	Works on issues impacting small technology-based businesses and th obile app econc ny, including healthcare, comp r science education, and privacy laws. These issu ...l be covered by speakers during this educational trip.
Car	Cha	Legislative Assista	charles_carroll@enzi.senate.gov	Sen. Mike Enzi (Hon rity)	Works on issues impacting small technology-based businesses a pp economy, including cybersecurit nd computer science educa ion. These issues ..... be covered by speakers during th.s educational trip.

Cho	Nicl	Senior Legislative Assistai	nick_choate@mccaskill.senate.gov	Sen. Claire McC skill (Senate Commerce)	Works on issues impacting small technology-based businesses and pp economy, including cybersecurity and computer science educa ion. These issues will covered by speakers during th.s educational trip.
Clar	Kell	Legislative Assista	kellin_clark@tester.senate.gov	Sen. Jon Tester	Works on issues impacting small technology-based businesses and th bile app economy, including cybersecurity and computer science educa ion. These issues ..... be covered by speakers during th.s educational trip.
Chri	Kyle	Legislative Assista	kyle_christian@moran.senate.gov	Sen. Jerry Moran (Senate Commerce)	Works on issues impacting small technology-based businesses ai pp economy, including cybersecurit nd computer science educa ion. These issues ..... be covered by speakers during th.s educational trip.
Day	Chr	Deputy Staff Director	chris_day@commerce.senate.gov	Senate Cc nittee on Co e, Science, Transportat	Works on issues impacting small technology-based businesses ai pp economy, including cybersecurit nd computer science educa ion. These issues ..... covered by speakers during th.s educational trip.
Dec	Garnett	Professional Staff	garnett_decosimo@help.senate.gov	Senatel nittee	Works on issues impacting small technology-based businesses and the n pp economy, including cybersecurity and computer science educa ion. These issues will be covered by speakers during th.s educational trip.
Doyle	Scai	Sr Legislative Assistai	scarlet_doyle@heller.senate.gov	Sen. De	Works on issues impacting small technology-based businesses and the n pp economy, including cybersecurity and computer science educa ion. These issues will be covered by speakers during th.s educational trip.
Dur	Ver	Legislative Assista	veronica_duron@schumer.senate.gov	Senate Dem Minori y Leader	Works on issues impacting small technology-based businesses and obile app econc ny, including healthcare, con r science education, and pri cy laws. These issu l be covered by speakers dur...g this educational trip.
Essingt	Michael	General	michael_essington@young.senate.gov	Sen. Todd young	Works on issues impacting small technology-based businesses and th bile app economy, including cybersecurity and computer science educa ion. These issues will be covered by spe s during th.s educational trip.
Farr	Nat	Deputy of Staff	natalie_rogers@gardner.senate.gov	Sen. Corey Gardner (Senate Commerce)	Works on issues impacting small technology-based businesses and th pp economy, including cybersecurity and computer science educa ion. These issues will covered by speakers during th.s educational trip.
Farr	Adam	Legislative Assistai	adam_farris@lankford.senate.gov	Sen. Jar	Works on issues impacting small technology-based businesses and the n pp economy, including cybersecurity and computer science educa ion. These issues ..... be covered by speakers during th.s educational trip.
Feld	Pet	Cou	peter_feldman@commerce.senate.gov	Senate Cc nittee on e, Science, Transport	Works on issues impacting small technology-based businesses ai pp economy, including cybersecurit nd computer science educa ion. These issues will be covered by speakers during th.s educational trip.
Field	Chri	Senior or Consumer Protect luct Safety	christian_field@commerce.senate.gov	Senate Cc nittee on Co e, Science, Transportat	Works on issues impacting small technology-based businesses and pp economy, including cybersecurity and computer science educa ion. These issues will covered by speakers during th.s educational trip.
Fols	Justin	Legislative Assista	justin_folsom@tester.senate.gov	Sen. Jon Tester (Senate I d Security)	Works on issues impacting small technology-based businesses and the n pp economy, including cybersecurity and compu er science educa ion. These issues will be covered by speakers during th.s educational trip.
For	Lesl	Legislative Assistai	leslie_ford@lee.senate.gov	Sen. Mike Lee	Works on issues impacting small technology-based businesses ai obile app econc ny, including healthcare, r science educat on, and pri cy laws. These es will be covered by speakers dur...g this educational trip.
Fost	Rol	Senior l licy Advisor	roland_foster@flake.senate.gov	Sen. Jeff Flake (Senate. iary)	Works on issues impacting small technology-based businesses ai pp economy, including cybersecurit nd computer science educa ion. These issues will covered by speakers during th.s educational trip.
Gray	Spencer	Professional Staff	spencer_gray@energy.senate.gov	Senate Energy & N al Resources Committee	Works on issues impacting small technology-based businesses ai pp economy, including cybersecurit nd computer science educa ion. These issues will be covered by speakers during th.s educational trip.
Greenhalgh	Mic	Hea th Legislative Assistant	michelle_greenhalgh@shaheen.senate.gov	Sen. Jea haheen	Works on issues impacting small technology-based businesses and th obile app econc ny, including healthcare, comp r science education, and privacy laws. These es will be covered by speakers during this educational trip.
Hall	Nat	Senior	nathan_halliford@judiciary-rep.senate.gov	Senate. nittee	Works on issues impacting small technology-based businesses and the n pp economy, including cybersecurity and computer science educa ion. These issues ..... be covered by speakers during th.s educational trip.
Har	Meg	Legislative Assistai	megan_harrington@portman.senate.gov	Sen. Ro nan (Senate Homela urity)	Works on issues impacting small technology-based businesses and the n pp economy, including cybersecurity and computer science educa ion. These issues will be covered by speakers during th.s educational trip.
Hat	Sam	Legislati ondent	sam_hattrup@portman.senate.gov	Sen. Ro	Works on issues impacting small technology-based businesses ai obile app econc ny, including healthcare, r science education, and pri cy laws. These es will be covered by speakers dur...g this educational trip.
Hel	Anderson (Andy)	Sr Advisor ology and Trade	anderson_helman@wyden.senate.gov	Sen. Ron Wyden / Senatel e Committee	Works on issues impacting small technology-based businesses and the n pp economy, including cybersecurity and computer science educa ion. These issues will be covered by speakers during th.s educational trip.
Henderson	Jared	Legislative Assista	jared_henderson@heitkamp.senate.gov	Sen. He camp (Senate Homela rity)	Works on issues impacting small technology-based businesses and the n pp economy, including cybersecurity and computer science educa ion. These issues will be covered by speakers during th.s educational trip.
Henry	Eliz	Legislative Assistai	elizabeth_henry@cochran.senate.gov	Sen. Thad Coc	Works on issues impacting small technology-based businesses and th app econc ny, including healthcare, comp nce education, and pri cy laws. These covered by speakers dur...g this educational trip.

Hsu	Josh	General	josh_hsu@harris.senate.gov	Sen. Ka rris (Homeland Security et, Intelligence)	Works on issues impacting small technology-based businesses and th bile app economy, including cybersecurity and computer science educa ion. These issues ... covered by speakers during th.s educational trip.
Hsueh	Wal	Deputy of Staff	wally_hsueh@daines.senate.gov	Sen. Ste	Works on issues impacting small technology-based businesses and the m pp economy, including cybersecurity and compu er science educa ion. These issues will be covered by speakers during th.s educational trip.
Hun	Jennife	Legislative Assista	jennifer_humphrey@boozman.senate.gov	Sen. John Boozman	Works on issues impacting small technology-based businesses and the m pp economy, including cybersecurity and computer science educa ion. These issues will be covered by speakers during th.s educational trip.
Janssen	Nic	Legislative Assista	nico_janssen@cantwell.senate.gov	Sen. Ma ia Cantwell	Works on issues impacting small technology-based businesses a obile app econ ny, including healthcare, c r science education, and privacy laws. These l ...l be covered by speakers during this educational trip.
Kar	Jos	Legislat	josh_karetny@whitehouse.senate.gov	Sen. Sheldon Whitehouse (Senate Judiciary)	Works on issues impacting small technology-based businesses and th bile app economy, including cybersecurity and computer science educa ion. These issues will be covered by speakers during th.s educational trip.
Kehr	Brad	Cou	brad_kehr@daines.senate.gov	Sen. Ste	Works on issues impacting small technology-based businesses a obile app econ ny, including healthcare, c r science educat on, and pri cy laws. These i es will be covered by speakers dur...g this educational trip.
Kirc	Amber	Legislati	amber_kirchhoefer@roberts.senate.gov	Sen. Pat Roberts	Works on issues impacting small technology-based businesses and the m pp economy, including cybersecurity and computer science educa ion. These issues will be covered by speakers during th.s educational trip.
Kna	Anne	Legislati	anne_knapke@klobuchar.senate.gov	Sen. Amy Klob har (Senate Judiciary)	Works on issues impacting small technology-based businesses and the m onomy, including cybersecurity and computer nce educa ion. These issues will be covered by spe s during th.s educational trip.
Lair	Kathleen	Legislative Assista	kathleen_laird@baldwin.senate.gov	Sen. Tar	Works on issues impacting small technology-based businesses a obile app econ ny, including healthcare, con r science education, and pri cy laws. These issues will be covered by speakers dur...g this educational trip.
Las	Dylan	Legislati	dylan_laslovich@tester.senate.gov	Sen. Jon Tester (Senate Approps, Banking, Homeland Security)	Works on issues impacting small technology-based businesses and pp economy, including cybersecurity and computer science educa ion. These issues will ...covered by speakers during th.s educational trip.
Lavery	Emily	Deputy Legislative Assista t	emily_lavery@scott.senate.gov	Sen. Tim Scott (Senate Energy & Natural Resources)	Works on issues impacting small technology-based businesses a pp economy, including cybersecurit nd computer science educa ion. These issues will be covered by speakers during th.s educational trip.
Layson	Bre	Legislative Assist	brett_layson@isakson.senate.gov	Sen. Jo y Isakson (HELP)	Works on issues impacting small technology-based businesses and th pp economy, including cybersecurity and computer science educa se issues ... covered by speakers during th.. educational trip.
Lehmar	Pat	Legislati	patrick_lehman@sasse.senate.gov	Sen. Ben Sasse (Senate Jud Armed Svcs, Banking)	Works on issues impacting small technology-based businesses and th pp economy, including cybersecurity and computer science educa ion. These issues ..... be covered by speakers during th.s educational trip.
Leonar	Cas	Legislative Assista	cassie_leonard@kennedy.senate.gov	Sen. John Kennedy (Senate Judiciary)	Works on issues impacting small technology-based businesses a pp economy, including cybersecurit nd computer science educa ion. These issues will be covered by speakers during th.s educational trip.
Light	Jaymi	Legislative Assista	jaymi_light@young.senate.gov	Sen. To	Works on issues impacting small technology-based businesses and obile app econ ny, including healthcare, co r science education, and pri cy laws. These l ...l be covered by speakers dur...g this educational trip.
Lov	Sam	Legislative Assist	sam_love@gardner.senate.gov	Sen. Cory Gardner (Senate Commerce)	Works on issues impacting small technology-based businesses and th pp economy, including cybersecurity and computer science educa . These issues ..... be covered by speakers during th.. educational trip.
Mar	Rafi	Senior I licy Advisor	rafi_martina@warner.senate.gov	Sen. Mark Warner (Senate Commerce)	Works on issues impacting small technology-based businesses and th bile app economy, including cybersecurity and computer science educa ion. These issues will be covered by speakers during th.s educational trip.
Mat	Greg	Legislative Assist	greg_mathis@peters.senate.gov	Sen. Ga	Works on issues impacting small technology-based businesses and the m pp economy, including cybersecurity and computer science educa ion. These issues will be covered by speakers during th.s educational trip.
Mc	Bet	Staff Director	elizabeth_mcdonnell@budget.senate.gov	Senate nittee	Works on issues impacting small technology-based businesses a pp economy, including cybersecurit nd computer science educa ion. These issues will be covered by speakers during th.s educational trip.
Mc	Con	Legislative Assista	conor_mcgrath@moran.senate.gov	Sen. Jerry Moran (Senate Commerce)	Works on issues impacting small technology-based businesses and th pp economy, including cybersecurity and computer science educa ion. These issues will be covered by speakers during th.s educational trip.
McLean	Sea	Legislative Assist	sean_mclean@cruz.senate.gov	Sen. Ted Cruz (Senate erce)	Works on issues impacting small technology-based businesses a bile app economy, including cybersecurit nd computer science educa ion. These issues ... covered by speakers during th.s educational trip.
Mc	Bob	General	bobby_mcmillin@help.senate.gov	Senate nittee	Works on issues impacting small technology-based businesses a pp economy, including cybersecurit nd computer science educa ion. These issues will be covered by speakers during th.s educational trip.
Meyer	Cait	Professional Staff	caitlin_meyer@judiciary-dem.senate.gov	Senate nittee	Works on issues impacting small technology-based businesses and the m pp economy, including cybersecurity and computer science educa ion. These issues w... be covered by speakers during th.s educational trip.

Mid	Bak	Cou	bakari_middleton@booker.senate.gov	Sen. Corey Booker (Senate Commerce)	Works on issues impacting small technology-based businesses a ... pp economy, including cybersecurit ... nd computer science educa ion. These Issues will ... covered by speakers during th.s educational trip.
Min	Tyle	Legislative Assista	tyler_minnich@toomey.senate.gov	Sen. Pa	Works on issues impacting small technology-based businesses and the ... pp economy, including cybersecurity and compu er science educa ion. These issues w... be covered by s,peakers during th.s educational trip.
Plas	Matthew	Professional Staff	matthew_plaster@commerce.senate.gov	Senate ... , Science, and Transpo ... mmittee	Works on issues impacting small technology-based businesses and the ... pp economy, including cybersecurity and computer science educa ion. These issues w... be covered by speakers during th.s educational trip.
Ram	Sarah	General	sarah_ramig@corker.senate.gov	Sen. Bob Corker (Senate Foreign Relations)	Works on issues impacting small technology-based businesses a ... bile app economy, including cybersecurit ... nd computer science educa ... se Issues will ... covered by speakers during th.. educational trip.
Rebecca	Steele	Digital D	rebecca_steele@wyden.senate.gov	Sen. Ron Wyden (Senate Intelligence)	Works on issues impacting small technology-based businesses and the ... pp economy, including cybersecurity and computer science educa ion. These issues will be covered by speakers during th.s educational trip.
Sadler	Brit	Cou	brittany_sadler@kennedy.senate.gov	Sen. John Kennedy (Sen Judiciary)	Works on issues impacting small technology-based businesses and th ... bile app economy, including cybersecurity and computer science educa ion. These Issues will be covered by speakers during th.s educational trip.
Sch	Tara	Cou	tara_schonhoff@sbc.senate.gov	Senate ... usiness Com nittee	Works on issues impacting small technology-based businesses and the ... bile app economy, including cybersecurity and computer science educa ion. These Issues will be covered by s,peakers during th.s educational trip.
Sizemore	Jost	Legislati	joshua_sizemore@daines.senate.gov	Sen. Steve Da	Works on issues impacting small technology-based businesses and the ... bile app economy, including cybersecurity and computer science educa ion. These issues will be covered by speakers during th.s educational trip.
Slau	Rebecca	Chi	rebecca_kelly_slaughter@schumer.senate.gov	Sen. Charles Sch mer (Senate leadership / Jud iary)	Works on issues impacting small technology-based businesses and the ... pp economy, including cybersecurity and computer science educa ion. These issues ..... be covered by speakers during th.s educational trip.
Slee	Eric	Legislative Assista	eric_slee@roberts.senate.gov	Sen. Pat Roberts	Works on issues impacting small technology-based businesses and th ... conomy, including cybersecurity and computer science educa ion. These issues ..... covered by speakers during th.s educational trip.
Slevin	Chri	Legislati	chris_slevin@booker.senate.gov	Sen. Corey Booker (Senate Commerce)	Works on issues impacting small technology-based businesses a ... bile app economy, including cybersecurit ... nd computer science educa ion. These Issues will be covered by s,peakers during th.s educational trip.
Smi	Madison	Legislative Assistan	madison_smith@cornyn.senate.gov	Sen. John Cornyn (Senate Judiciary, leadership)	Works on issues impacting small technology-based businesses a ... conomy, including cybersecurit ... nd computer ... nce educa ... se issues will ... covered by spe... s during th.. educational trip.
Swa	Dan	Cou	daniel_swanson@judiciary-dem.senate.gov	Senate	Works on issues impacting small technology-based businesses and th ... pp economy, including cybersecurity and compu er science educa ion. These Issues ..... be covered by s,peakers during th.s educational trip.
Taylor	Anna	Tax	anna_taylor@schumer.senate.gov	Sen. Mi ity Leader	Works on issues impacting small technology-based businesses and ... obile app econ ny, including healthcare, co ... r science education, and privacy laws. These ... es will be covered by speakers during this educational trip.
Tiffi	Lart	Cou	lartease_tiffith@judiciary-dem.senate.gov	Sen. Di ... istein & Senate Judicia ... nittee	Works on issues impacting small technology-based businesses a ... bile app economy, including cybersecurit ... nd computer science educa ion. These Issues ..... covered by speakers during th.s educational trip.
Trusty	Oliv	Professional Staff	olivia_trusty@commerce.senate.gov	Senate ... , Science, and Transpo ... mmittee	Works on issues impacting small technology-based businesses and th ... bile app economy, including cybersecurity and computer science educa ion. These issues ..... be covered by s,peakers during th.s educational trip.
Van	Hannah	Legislative Assista	hannah_vanhoose@tester.senate.gov	Sen. Jon Tester	Works on issues impacting small technology-based businesses and th ... obile app econ ny, including healthcare, comp ... r science education, and pri ... cy laws. These i... es will be covered by speakers dur...g this educational trip.
Van	Curt	Professional Staff	curtis_vann@help.senate.gov	Senate ... mittee	Works on issues impacting small technology-based businesses and ... pp economy, including cybersecurity and computer science educa ion. These issues ..... covered by speakers during th.s educational trip.
Van ...itralen	Kar	Senior P ... licy Adviser Transpo ... ation and Inno...	kara_vanstralen@hassan.senate.gov	Sen. Maggie Hassan (Senate Commerce / Homeland Security)	Works on issues impacting small technology-based businesses and th ... bile app economy, including cybersecurity and computer science educa ion. These Issues will be covered by speakers during th.s educational trip.
Wrasse	Suz	Director of ... ach / Policy Adviser	suzanne_wrasse@sbc.senate.gov	Senate ... usiness Com nittee	Works on issues impacting small technology-based businesses and the ... pp economy, including cybersecurity and computer science educa ion. These Issues will be covered by speakers during th.s educational trip.
Wel	Abigail	Legislative Assista	abigail_welborn@cotton.senate.gov	Sen. To	Works on issues impacting small technology-based businesses a ... bile app economy, including cybersecurit ... nd computer science educa ion. These Issues ..... covered by speakers during th.s educational trip.

ACT | The App Association
The App Economy in the Big Easy
New Orleans, LA
Wednesday, February 21 – Friday, February 23, 2018

Wednesday, February 21(attendees will be split between two flights)

Flight 1:
SW523 - 2/21 - departing DCA 1:55 p.m. - arriving MSY 5 pm
ACT Staff: Alex and Chelsea

Flight 2:
AA5389 - 2/21 - departing DCA 3:26 p.m. - arriving MSY 5:25 pm
ACT Staff: Caitlin, Graham, Brian

Meet mini-bus @ airport; ride to hotel is about 40 min.
Check-in, then we will all meet to walk to dinner
**Lobby call time is 7:45 p.m.

8:00 – 9:30 p.m.: Dinner, Remoulade
Welcome remarks from ACT | The App Association and overview of programming, logistics, and schedule.

Thursday, February 22

**Bus call: 7:30 a.m. – we have to walk to Canal to meet the bus

8:00 - 9:30 a.m.: Camelback and catered breakfast (Café DuMonde):
http://www.camelbackventures.org/
Presenters: Aaron Walker (Founder & CEO) and Elizabeth Bates (Director of Venture Excellence)
643 Magazine Street, New Orleans, LA 70130
Camelback Ventures aims to address the inequities of entrepreneurship by providing coaching, capital, and connections to underrepresented entrepreneurs. Staff will discuss the talent gap and what Camelback is doing in New Orleans to help foster, build, and

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attract talent to the city. The discussion will cover policy issues such as computer science education, privacy, and broadband deployment.

10:00 - 11:00 a.m.: Torsh: http://www.torsh.co/
Presenter: Courtney Williams (Founder & CEO)
1307 Oretha Castle Haley Boulevard, Suite 201, New Orleans, LA 70113
Torsh is a tool for educators to use to help drive gains in student success through technology that improves instructional effectiveness. The Torsh platform harnesses the power of video, actionable data and expert coaching to promote high quality growth opportunities for educators, accessible at anytime and from anywhere. Staff will discuss the challenges a small education company faces and the related privacy issues.

11:30 a.m. - 12:30 p.m.: Lucid: https://luc.id/
Presenter: Patrick Comer (Founder & CEO)
365 Canal St, Suite 700, New Orleans, LA 70130
Lucid is a data-driven company. They re-sell market research and data in a more streamlined and targeted way. Staff will discuss the security measures Lucid implements to protect consumers and their customers, and the challenges a small business faces in a field usually dominated by large companies. Attendees will discuss public policy issues such as data security, digital trade, and lawful access to data.

1:00 p.m. - 3:00 p.m.: Launch Pad and catered lunch (Crabby Jack's): https://lp.co/neworleans/
Presenter: Katy Tackett (Community Manager)
400 Poydras St, Suite 900, New Orleans, LA 70130
Launch Pad is a co-working space located in the heart of the French Quarter. Launch Pad will discuss what they do to help build and support the tech community in New Orleans, and introduce staff to a variety of companies that utilize their space and resources. Staff will discuss how a Launch Pad is advancing startups in New Orleans and how federal policies such as broadband deployment, computer science education, and small business programs impact startups in the Big Easy.

3:30 - 4:30 p.m.: Apple Presentation
Presenter: Lyn Stanfield (Strategic Initiatives Manager, Southeast Region)
Idea Village, 900 Camp St, Suite 308, New Orleans, LA 70130
Smokey Fontaine, App Store Editor-in-Chief, will discuss how Apple's App Store provides independent businesses that use the Apple platform to distribute software with tools to expand their market, including a curated, trusted marketplace for consumers, lower overhead, and established intellectual property protections. The group will discuss with Apple staff the federal and international policy issues that impact the platform and those who leverage it to reach their customers, including modern competition policy, privacy, and digital trade.

4:30 p.m. - 6:00 p.m.: Idea Village: https://ideavillage.org/
Presenter: Audrey Voelker (Director of Development)
900 Camp St, Suite 308, New Orleans, LA 70130
Idea Village will discuss how they serve the greater tech community in New Orleans including training a tech workforce, connecting talent to companies, and running a highly successful accelerator program aimed at keeping companies in New Orleans. Idea Village will introduce staff to small businesses in their current cohort and companies who successfully completed their program. Staff will discuss the challenges these companies face, the resources available to them in the city of New Orleans, and why they chose to stay and innovate outside the traditional tech centers. Additional policy issues may include privacy, intellectual property, and computer science education.

Bus will drop us back at Canal, and folks will have about 30 min before we need to head to dinner

**Bus call 7:00 p.m.

7:30 p.m. – 9:00 p.m.: Dinner, Flamingo-A-Go-Go
Bus will drop us back at Canal after dinner so that we are in the Quarter

Friday, February 23 (attendees will be split between two flights)
Alex will be in breakfast area w/ vouchers for anyone who wants food in the AM

**8:15 a.m. bus call for AA Flight; Ashley Hayes will join this group, but she is on South West and flying to Houston

Flight 1:
AA 5559 - 2/23 - departing MSY 11:06 am - arriving DCA 2:29 pm

**Attendees on the Southwest flight should plan to leave the hotel at 9:30 a.m.

Flight 2:
SW1005 - 2/23 - departing MSY 12:25 pm - arriving DCA 3:45 pm

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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 startup firms and small- to mid-sized tech companies that specialize in mobile software in the New Orleans area.

3. Dates of travel: February 21 - 23, 2018

4. Place of travel: New Orleans, LA

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 firms and startup experts in New Orleans.

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

ACT | The App Association has sponsored congressional trips (most recently to Charleston, SC and Santa Monica, CA) to showcase the app economy outside of Silicon Valley and introduce congressional staff to innovative software, cybersecurity, data analytics, and connected health 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	$575 total - $450 for airfare - $125 for ground transportation	$346 ($173 per night for 2 nights)	$160 ($48 travel day 1; $64 full day; $48 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

New Orleans was chosen due to the presence of startup and mid-sized tech companies in a variety of different industries located in a small geographic area, allowing us to visit diverse companies in one area.

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

Omni Royal Orleans, 621 St. Louis Street, New Orleans, LA 70130

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

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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.

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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.

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