Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2018 JUN 12 PM 12: 16

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): Postsecondary National Policy Institute (PNPI)

Travel date(s): May 30-31, 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	$61.75 (round trip shuttle to Kent Manor Inn)	$117	$90.85	$0

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate ☐ Actual Amount	N/A	N/A	N/A	N/A

Provide a description of all meetings and events attended. *See* Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Attended a bootcamp on the federal budget and appropriations process. See agenda for additional information.

6/5/18 (Date)

Mary Nguyen Bamy (*Printed name of traveler*)

Mary Bamy (*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.

6/5/18 (Date)

Patty Murray (*Signature of Supervising Senator/Officer*)

(Revised 1/3/11)

Form RE-2

PNPI

POSTSECONDARY NATIONAL POLICY INSTITUTE

The Federal Budget and Appropriations Process

Wednesday, May 30 - Thursday, May 31
Stevensville, MD

SEMINAR GOALS

Increase participants' knowledge of the federal budget process including budget reconciliation;
Increase participants' understanding of how the Congressional Budget Office is organized and works;
Increase participants' knowledge of how student loans are budgeted in the federal budget;
Increase participants' understanding of the congressional appropriations process; and
Expand participants' knowledge of the federal Pell Grant Program - the difference between mandatory and discretionary funding and the history of shortfalls and surpluses.

AGENDA

Wednesday, May 30

8:15am	**Staff arrive to board shuttle** **Peace Circle** (located by the reflecting pool on the northwest side of the U.S. Capitol) Pennsylvania Ave. and First Street NW Washington, D.C.
8:30am	**Depart Peace Circle**
9:45am	**Arrive at Kent Manor Inn** 500 Kent Manor Drive Stevensville, MD 21666
9:45-10:00am	**Check-In and Registration**

10:00-11:30am **Welcome & The Federal Budget Process**

Speakers:
MaryEllen McGuire, PNPI
Nick Lee, former Program Examiner, Education Branch, White House Office of Management and Budget (OMB), The Bill and Melinda Gates Foundation (current employer)
Robyn Hiestand, Independent Budget and Policy Consultant

Questions for Panelist Discussion:

How does the federal budget process work?
How do CBO and OMB fit in? What is the difference in their roles?
What is the Budget Control Act of 2011? How does it play into the process?
What is budget reconciliation?
What impacts do the budget and reconciliation have on higher education policy?
What happens if a budget resolution isn't passed?
What is the difference between discretionary and mandatory spending?
What are discretionary caps?
How does the federal debt fit in? What is the difference between deficits and debt?

11:30-11:45am **Break**

11:45am-1:00pm **Simulation: Reconciliation**

Simulation Facilitators:
Robyn Hiestand, Independent Budget and Policy Consultant
MaryEllen McGuire, President, Postsecondary National Policy Institute

Attendees will participate in an interactive appropriations simulation facilitated by former Hill staff.

1:00-2:00pm **Lunch – Ask a Budget Expert!**

Lunch will provide an opportunity for staff to ask our budget panelists additional questions in a smaller group setting.

2:00-3:15pm **The Congressional Budget Office & How the Government Budgets for Student Loans**

Speakers:
Peter Fontaine, Professorial Lecturer, George Washington University
Justin Humphrey, Analyst, Congressional Budget Office

Questions for Panelist Discussion:

What is CBO? Why was CBO created and how has it evolved over time?
How is CBO staffed and organized?
What does CBO do?
How does CBO decide what to review?
How does CBO arrive at its estimates? What is CBO's methodology?
Where does CBO get its data?

- Who reviews CBO's work? How does CBO ensure objectivity?

3:15-3:30pm **Break**

3:30-4:45pm **The Pell Grant: A Case Study**

Speaker:
Leah Koestner, Principal Analyst, Congressional Budget Office

Questions for Panelist Discussion:

What is the difference between Pell's mandatory and discretionary funding? Why is Pell funded in two ways?
How and why has Pell shifted from shortfalls to surpluses over time?
What has driven or is driving these shortfalls or surpluses?

4:45-5:00pm **Wrap-Up & Close**

Questions for Participant Discussion:

- What were your big takeaways from today?
- What have you learned about the federal budget process that surprised you?
- What further questions do you have regarding the federal budget process?

5:00-5:30pm **Break**

5:30-7:00pm **Dinner & Day Two Preview**

Over dinner, PNPI staff will provide a preview of the panels for the second day of programming, with an emphasis on exploring what staff know, don't know, and would like to know about the federal appropriations process.

Questions for Participant Discussion:

Going into tomorrow's programming, what more would you like to learn?
What are some specific questions that you have about the federal appropriations process?

Thursday, May 31

8:00-9:00am **Breakfast**

9:00-10:30am **Welcome Back & The Federal Appropriations Process**

Speakers:
Jessica Bowen, Associate Federal Director, Postsecondary National Policy Institute
Zach Moller, Senior Policy Analyst, Committee for a Responsible Federal Budget

Questions for Panelist Discussion:

How does the congressional appropriations process work?
How does the appropriations process fit in with the budget process?
How does appropriations work if a budget resolution isn't passed?
Are there differences between the House and Senate processes?
Who are the key decision makers throughout the process? Are subject matter experts from other committees brought in?
What role does the President and executive branch play in appropriations?
What is the appropriations timeline?

10:30-10:45am **Break**

10:45am-12:15pm **Reflections on the Current Budget Proposal**

Speakers:
Jason Delisle, Resident Fellow, American Enterprise Institute
Mamie Voight, Vice President of Policy Research, Institute for Higher Education Policy

Questions for Panelist Discussion:

What parts of the bill do you feel are most promising for students?
Are there winners and losers in the bill as it now stands? Who are the likely winners and losers?
Did anything in this bill surprise you?
Do pieces of it worry you?
What impact do you think this bill will have?

12:15-1:15pm **Lunch – Ask a Budget Expert!**

Lunch will provide an opportunity for staff to ask our budget panelists additional questions in a smaller group setting.

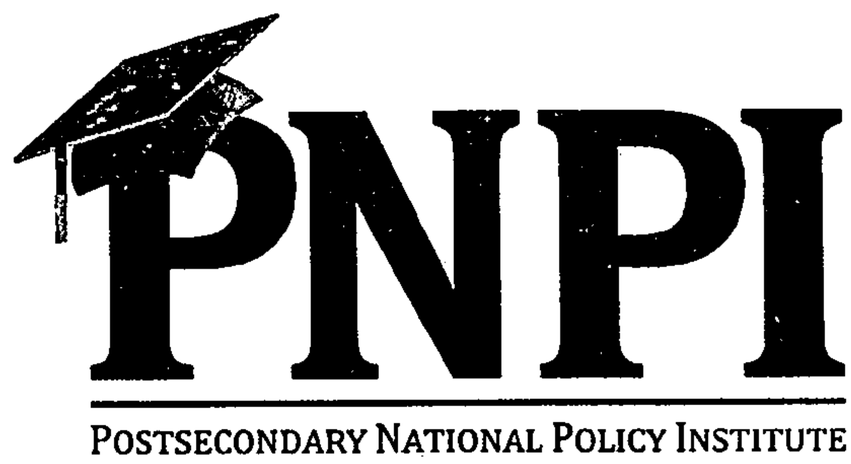
1:15-2:15pm **Close & Evaluation**

Questions for Participant Discussion:

What is your biggest takeaway from the last two days?
What were you most surprised to learn?
How might you apply what you learned to your current work?
Is there a part of the process you'd like to learn more about?

2:15pm **Depart from Kent Manor Inn**

3:30pm **Arrive at Peace Circle, Washington, D.C.**



April 17, 2018

Dear Mary Nguyen Barry,

We are writing to invite you to participate in the Postsecondary National Policy Institute's (PNPI) *Federal Budget Boot Camp,* May 30-31, 2018 at Kent Manor Inn in Stevensville, Maryland.

This boot camp is designed to increase your knowledge of the federal budget process, of how the Congressional Budget Office works, how student loans are budgeted, and how federal Pell Grants are funded. The boot camp will also increase your understanding of the congressional appropriations process.

PNPI fully complies both with the rules enacted by the United States Senate and with the provisions contained in S.1 (P.L. 110-81) as they relate to privately-funded travel of Congressional staff. Included with this invitation are all the forms necessary for ethics rules compliance.

By Tuesday, May 1, 2018, you must submit the following forms and documents directly to the Ethics Committee in Hart 220:

- A copy of this PNPI invitation;
- A completed Private Sponsor Travel Certification Form with all attachments, including a Senate invitee list;
- An itinerary and agenda; and
- A completed and signed Employee Pre-Travel Authorization Form.

After receiving the completed travel package, the Ethics Committee will review the package and issue an approval for travel to you or your sponsoring Member. The Ethics Committee advises all Senate employees to maintain copies of all submitted forms for their own records. After the seminar, we will provide you with a post-travel form that you will need to complete and submit to the Ethics Committee.

Even if you are unsure whether you will be able to attend the seminar, please submit the paperwork so you will have the option to participate. **Paperwork submitted to the Ethics Committee after the deadline will not be considered.**

Attendance is by invitation only, with no outside observers or lobbyists. Funding is provided solely by grants from established foundations. No government, individual, foreign, corporate or special interest money is accepted. The foundations supporting PNPI are the Bill and Melinda Gates Foundation, the Lumina Foundation, and the Kresge Foundation. PNPI is the sole sponsor, planner and executor of the trip. PNPI maintains autonomy over the agenda, invitations and materials provided before and after the seminar.

We will depart for Kent Manor on Wednesday, May 30th at 8:30 AM EST from Peace Circle and return to Washington, DC on Thursday, May 31st at 3:30 PM EST. The program will begin at Kent Manor Inn, Stevensville, Maryland on Wednesday, May 30 at 10:00 AM EST and will conclude on Thursday, May 31 at 2:15 PM EST. If you have any questions about the boot camp, please do not hesitate to email or call us directly.

PNPI's *Federal Budget Boot Camp* promises to be both educational and productive. We look forward to your participation!

Sincerely,

MaryEllen McGuire, President
Postsecondary National Policy Institute (PNPI)
mcguire@pnpi.org
202-407-3172

Jessica Bowen, Associate Federal Director
Postsecondary National Policy Institute (PNPI)
bowen@pnpi.org
202-407-3172

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): Postsecondary National Policy Institute (PNPI)

2. Description of the trip: See attached.

3. Dates of travel: May 30-31, 2018 (one night overnight)

4. Place of travel: Stevensville, MD

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:

See attached.

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

See attached.

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

See attached.

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

In addition to multi-day seminars, PNPI sponsors Hill-based briefings for larger Hill audiences and is available to all congressional staff for postsecondary related research support. PNPI also offers professional development, briefings and bootcamps, to prospective policymakers.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate ☐ Actual Amounts	$61.75 (round trip shuttle to Kent Manor Inn)	$117	$91	$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 is arranged and organized specifically with regard to congressional participation.

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

Kent Manor Inn is located approximately 60 miles east of D.C. providing convenient access for congressional staff. In addition to meeting space, this location offers on-site accommodations.

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

Kent Manor Inn, 500 Kent Manor Drive, Stevensville, MD 21666

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

The facility provides both meeting space and overnight lodgings on-site.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging for congressional staff costs $117/night, the federal per diem. Meal costs are $53 on day one (lunch, dinner, incidentals) and $38 on day two (breakfast, lunch, incidentals). Both rates are at the federal per diem.

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:

Participants will be taking a chartered bus round-trip.

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:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: _____

Name and Title: MaryEllen McGuire, President

Name of Organization: Postsecondary National Policy Institute (PNPI)

Address: 718 7th Street NW, Floor 2, Washington, DC 20001

Telephone Number: 202-407-3172

Fax Number: _____

E-mail Address: mcguire@pnpi.org

ATTACHMENT:
Senate Private Sponsor Travel Certification Form

2. Description of the Trip:

This bootcamp is designed to increase congressional staff's knowledge of the federal budget process, of how the Congressional Budget Office works, how student loans are budgeted, and how federal Pell Grants are funded. The bootcamp will also increase congressional staff's understanding of the congressional appropriations process.

A detailed agenda is attached.

5. Name and title of Senate invitees:

Mary Nguyen Barry
Policy Advisor
Senator Murray

Rebecca Howard
Legislative Assistant
Senator Jones

Manuel Contreras
Legislative Aide
Senator Murray

Nancy Martinez
Legislative Assistant
Senator Young

Will Holloway
Legislative Assistant
Senator Hatch

Karishma Merchant
Senior Education Policy Advisor
Senator Kaine

All staff were invited due to their employment with the Senate HELP Committee or with a Member who sits on the Committee.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

PNPI is the sole sponsor, planner and executor of the trip. PNPI created the agenda, developed the invitation list and is managing all event panels and logistics. The Bill & Melinda Gates Foundation, the Lumina Foundation and The Kresge Foundation are not sponsors of this trip, did not play a role in organizing or planning this trip, and will not be conducting this trip. The Bill & Melinda Gates Foundation, the Lumina Foundation and The Kresge Foundation grant funding to support PNPI generally, including PNPI's work educating Congressional staff, but did not earmark any funding for this trip.

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

PNPI provides professional development to current and prospective policymakers who work on higher education issues. This bootcamp is designed to increase congressional

staff's knowledge of the federal budget process, of how the Congressional Budget Office works, how student loans are budgeted, and how federal Pell Grants are funded. The bootcamp will also increase congressional staff's understanding of the congressional appropriations process.

A detailed agenda is attached.

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

PNPI has sponsored eighteen prior seminars on the topics of college cost (held in Towson, Maryland in May 2012), student financial aid (held at New America and George Mason University in August 2012, the George Washington University in August 2013, the University of Virginia in August 2014 and the Kent Manor Inn in Stevensville, MD in May 2015 and June 2017), higher education accreditation (held in Owings Mills, Maryland in January 2013 and in Warrenton, VA in March 2016), competency-based education and prior learning assessment (held in Manchester, New Hampshire in May 2013), MOOCs and online learning (held at the Airlie Center in Warrenton, VA in April 2014), Minority-Serving Institutions (held in Atlanta, GA in October 2014 and in Seattle, WA in October 2015), non-traditional students (held at the Kent Manor Inn in Stevensville, MD in August 2015), and loan servicing (held in Harrisburg, PA in August 2016). PNPI also sponsored a general issues Boot Camp (held at Kent Manor in Stevensville, MD in June 2016), a federal postsecondary data primer (held at the Airlie Center in Warrenton, VA in April 2017), a postsecondary data seminar on states, systems, and institutions (held in Austin, TX in August 2017), and a competency-based education seminar (held in Hooksett, NH in April 2018).

The Federal Budget and Appropriations Process

Wednesday, May 30 - Thursday, May 31
Stevensville, MD

SEMINAR GOALS

- Increase participants' knowledge of the federal budget process including budget reconciliation;
- Increase participants' understanding of how the Congressional Budget Office is organized and works;
- Increase participants' knowledge of how student loans are budgeted in the federal budget; Increase participants' understanding of the congressional appropriations process; and
- Expand participants' knowledge of the federal Pell Grant Program - the difference between mandatory and discretionary funding and the history of shortfalls and surpluses.

AGENDA

Wednesday, May 30

8:15am	**Staff arrive to board shuttle** **Peace Circle** (located by the reflecting pool on the northwest side of the U.S. Capitol) Pennsylvania Ave. and First Street NW Washington, D.C.
8:30am	**Depart Peace Circle**
9:45am	**Arrive at Kent Manor Inn** 500 Kent Manor Drive Stevensville, MD 21666
9:45-10:00am	**Check-In and Registration**

10:00-11:30am **Welcome & The Federal Budget Process**

Speakers:
MaryEllen McGuire, PNPI
Nick Lee, The Bill and Melinda Gates Foundation
Robyn Hiestand, Independent Budget and Policy Consultant

Questions for Discussion:

- How does the federal budget process work?
- How do CBO and OMB fit in? What is the difference in their roles?
- What is the Budget Control Act of 2011? How does it play into the process?
  What is budget reconciliation?
  What impacts do the budget and reconciliation have on higher education policy?
  What happens if a budget resolution isn't passed?
  What is the difference between discretionary and mandatory spending?
  What are discretionary caps?
  How does the federal debt fit in? What is the difference between deficits and debt?

11:30-11:45am **Break**

11:45am-1:00pm **Simulation: Reconciliation**

Facilitators:
Robyn Hiestand, Independent Budget and Policy Consultant
MaryEllen McGuire, President, Postsecondary National Policy Institute

Attendees will participate in an interactive appropriations simulation facilitated by former Hill staff.

1:00-2:00pm **Lunch – Ask a Budget Expert!**

Lunch will provide an opportunity for staff to ask our budget panelists additional questions in a smaller group setting.

2:00-3:15pm **The Congressional Budget Office & How the Government Budgets for Student Loans**

Speakers:
Peter Fontaine, Professorial Lecturer, George Washington University
Justin Humphrey, Analyst, Congressional Budget Office

Questions for Discussion:

What is CBO? Why was CBO created and how has it evolved over time?

- How is CBO staffed and organized?
  What does CBO do?
- How does CBO decide what to review?
- How does CBO arrive at its estimates? What is CBO's methodology?
- Where does CBO get its data?
- Who reviews CBO's work? How does CBO ensure objectivity?

3:15-3:30pm **Break**

3:30-4:45pm **The Pell Grant: A Case Study**

Speaker:
Leah Koestner, Principal Analyst, Congressional Budget Office

Questions for Discussion:

- What is the difference between Pell's mandatory and discretionary funding? Why is Pell funded in two ways?
  How and why has Pell shifted from shortfalls to surpluses over time?
- What has driven or is driving these shortfalls or surpluses?

4:45-5:00pm **Wrap-Up & Close**

Questions for Discussion:

- What were your big takeaways from today?
- What have you learned about the federal budget process that surprised you?
- What further questions do you have regarding the federal budget process?

5:00-5:30pm **Break**

5:30-7:00pm **Dinner & Day Two Preview**

Over dinner, PNPI staff will provide a preview of the panels for the second day of programming, with an emphasis on exploring what staff know, don't know, and would like to know about the federal appropriations process.

Questions for Discussion:

Going into tomorrow's programming, what more would you like to learn?
What are some specific questions that you have about the federal appropriations process?

Thursday, May 31

8:00-9:00am **Breakfast**

9:00-10:30am **Welcome Back & The Federal Appropriations Process**

Speakers:
Jessica Bowen, Associate Federal Director, Postsecondary National Policy Institute
Appropriations Expert, TBD

Questions for Discussion:

How does the congressional appropriations process work?

- How does the appropriations process fit in with the budget process?
- How does appropriations work if a budget resolution isn't passed?
- Are there differences between the House and Senate processes?

  Who are the key decision makers throughout the process? Are subject matter experts from other committees brought in?
- What role does the President and executive branch play in appropriations?
- What is the appropriations timeline?

10:30-10:45am **Break**

10:45am-12:15pm **Reflections on the Current Budget Proposal**

Speakers:

Jason Delisle, Resident Fellow, American Enterprise Institute

Mamie Voight, Vice President of Policy Research, Institute for Higher Education Policy

Questions for Discussion:

What parts of the bill do you feel are most promising for students?

- Are there winners and losers in the bill as it now stands? Who are the likely winners and losers?

  Did anything in this bill surprise you?

  Do pieces of it worry you?

  What impact do you think this bill will have?

12:15-1:15pm **Lunch – Ask a Budget Expert!**

Lunch will provide an opportunity for staff to ask our budget panelists additional questions in a smaller group setting.

1:15-2:15pm **Close & Evaluation**

Questions for Discussion:

What is your biggest takeaway from the last two days?

- What were you most surprised to learn?

  How might you apply what you learned to your current work?

  Is there a part of the process you'd like to learn more about?

2:15pm **Depart from Kent Manor Inn**

3:30pm **Arrive at Peace Circle, Washington, D.C.**

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

PAT ROBERTS, KANSAS
JAMES E. RISCH, IDAHO

BRIAN SCHATZ, HAWAII
JEANNE SHAHEEN, NEW HAMPSHIRE

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

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

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

United States Senate

SELECT COMMITTEE ON ETHICS

May 18, 2018

Mary Nguyen Barry
Committee on Health, Education, Labor, and Pensions
United States Senate
Washington, DC 20510

Dear Ms. Barry:

This responds to your recent correspondence concerning an invitation you received to travel to the *Federal Budget Boot Camp* in Stevensville, Maryland, on May 30-31, 2018, sponsored by Postsecondary National Policy Institute (PNPI). PNPI certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*[1] related to the travel and that it is neither a lobbyist, nor lobbying firm, nor an agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. PNPI has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist will accompany you at *any point throughout your trip*.[2]

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

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

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

[2] The term "any point throughout your trip" has a specific definition. *See id.* at 2.

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

Finally, Senate Rule 34 requires a reporting individual,[3] on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed $390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

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

Sincerely,

Deborah Sue Mayer

Deborah Sue Mayer
Chief Counsel and Staff Director

Enclosure: Travel Checklist

[3] A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 ($126,148 for CY 2018) or is a political fund designee and is required to file Financial Disclosure Reports.

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: Mary Nguyen Barry

Employing Office/Committee: Senate HELP Committee

Private Sponsor(s) (list all): Postsecondary National Policy Institute (PNPI)

Travel date(s): May 30-31, 2018

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

Destination(s): Stevensville, MD

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

I advise Sen. Murray and the HELP committee on higher ed issues, and this trip will increase my knowledge of the federal education budget process.

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:

4/30/18
(Date)

Mary Barry
(Signature of Employee)

Sign Here

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Sen. Patty Murray *(Print Senator's/Officer's Name)* hereby authorize Mary Nguyen Barry *(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)* ☐

4/30/18
(Date)

Patty Murray
(Signature of Supervising Senator/Officer)

Sign Here

(Revised 10/19/15)

Form RE-1