Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2018 MAR -5 PM 12:06

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): The Congressional Institute

Travel date(s): January 31 - February 1, 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	N/A * DRIVE * MYSELF	$112.78	$75.05	$219.84 (Facility Rental)

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		

Provide a description of all meetings and events attended. *See* Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

See Attached itinerary

3/1/18 (Date) David M. Popp (Printed name of traveler) [signature] (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.

3/1/18 (Date) [signature] (Signature of Supervising Senator/Officer)

(Revised 1/3/11) **Form RE-2**

Date/Time Stamp:

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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: David Popp

Employing Office/Committee: Office of the Majority Leader

Private Sponsor(s) (list all): The Congressional Institute

Travel date(s): January 31 - February 1, 2018

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

Destination(s): White Sulphur Springs, WV

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

This conference will discuss public policy issues that could arise in the Second Session of the 115th Congress which I will cover as part of my responsibl

DMP - As Communications Director for the Majority Leader's office

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:

12/22/17
(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 McConnell *(Print Senator's/Officer's Name)* hereby authorize David Popp *(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)* ☐

12/22/17
(Date)

(Signature of Supervising Senator/Officer)

(Revised 10/19/15)

Form RE-1

House & Senate Republican Member Conference
Wednesday, January 31, 2018 - Thursday, February 1, 2018
The Greenbrier

PLEASE NOTE: TRAVELER FORMS ARE DUE TO ETHICS ON MONDAY, JANUARY, 1, 2018!!!

The Congressional Institute is once again honored to host the annual House & Senate Republican Member Conference, from Wednesday, January 31, 2018, through Thursday, February 1, 2018, at the The Greenbrier in White Sulphur Springs, West Virginia. We are developing a robust conference program with informative guest speakers and productive working sessions. This conference is designed to strengthen professional relationships, educate attendees on policy issues and best practices, and encourage productive conversations with House & Senate colleagues.

Packet pickup will be held on Tuesday, January 30, 2018, on the Hill. Luggage drop will occur from 7:15 AM to 7:45 AM on Wednesday, January 31, 2018. To maximize working time, we will depart the Capitol Steps at 8:00 AM on Wednesday, January 31, 2018, via group transportation. The bicameral portion of the conference will tenatively conclude at 4:30 PM on Thursday, February 1, 2018. The group will depart the hotel by bus and return to the Capitol Steps at approximately 8:30 PM. The House will continue in session through Friday, February 2, 2018.

To Register:

Step 1: Submit Ethics Packet by Monday, January 1, 2018
To comply with Ethics rules, you need pre-authorization from the Select Committee on Ethics. Download the Institute's Private Sponsor Travel Certification Form and submit it with your completed Traveler Form by Monday, January 1, 2018, to the Select Committee on Ethics.

Failure to do so means we will be unable to cover the cost of your attendance and you would need to cover the cost personally.

Additionally, you must file a travel disclosure statement with the Office of Public Records within 30 days of your return.

Step 2: Register with the Congressional Institute
The Congressional Institute will coordinate all logistical arrangements, including room reservations, meals, group transportation, meetings and other activities during the conference. The Institute will cover the cost of participation for each staff member and spouse. You are welcome to bring your children, though you will be responsible for the costs of their participation. All reservations must be made through the Institute.

To Register:	Register for House & Senate Republican Member Conference
Email Address:	*/email/*

Access Code: */accesscode/*

If you are unable to attend, please use the following link to decline this invitation.

We understand your registration is tentative pending Ethics approval. More information on the program and activities at the conference will be sent to you in future mailings. Also, please review our Frequently Asked Questions. In the meantime, if you have any questions, special concerns, or need additional information, please call 703-837-8812 or email rsvp@conginst.org. We look forward to seeing you at The Greenbrier!

Sincerely,
Mark Strand, President
The Congressional Institute
(703) 837-8812 - Office
strand@conginst.org

Sign up for the Congressional Institute's e-newsletter!

If you are not the correct contact for this office, please reply to this email with the updated contact information instead of unsubscribing.

To unsubscribe from this mailing list, please click here.

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): CONGRESSIONAL INSTITUTE

2. Description of the trip: ANNUAL GATHERING OF REPUBLICAN MEMBERS OF CONGRESS TO EXAMINE IMPORTANT ISSUES WITH POLICY EXPERTS AND HOUSE AND SENATE COLLEAGUES.

3. Dates of travel: JANUARY 31 - FEBRUARY 2, 2018

4. Place of travel: WHITE SULPHUR SPRINGS, WV

5. Name and title of Senate invitees: SEE ATTACHED LIST

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:

THE CONGRESSIONAL INSTITUTE IS THE SOLE ORGANIZER AND CONDUCTOR OF THIS EVENT.

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

THE PURPOSE OF THE CONGRESSIONAL INSTITUTE (A 501(C)4 ORGANIZATION) IS TO PROMOTE PUBLIC EDUCATION ABOUT CONGRESS AND TO HOLD EDUCATIONAL CONFERENCES FOR MEMBERS OF CONGRESS, STAFF AND OTHERS.

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

THE CONGRESSIONAL INSTITUTE HAS A LONG HISTORY OF SPONSORING EDUCATIONAL CONFERENCES FOR MEMBERS OF CONGRESS AND STAFF. THE INSTITUTE ALSO SPONSORS RETREATS FOR CHIEFS OF STAFF AND LEGISLATIVE AND COMMUNICATION DIRECTORS.

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

THE INSTITUTE CONDUCTS IMPORTANT RESEARCH PROJECTS CONSISTENT WITH ITS MISSION AND DEVELOPS RESOURCES SUCH AS A HOUSE FLOOR PROCEDURES MANUAL AND THE BOOK SURVIVING INSIDE CONGRESS. THE INSTITUTE ALSO MANAGES THE CONGRESSIONAL ART COMPETITION.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate ☐ Actual Amounts	$267 SPOUSE: $267	$93 + TAX SPOUSE: $0	$64 SPOUSE: $64	$223 FACILITY RENTAL SPOUSE: $157 FACILITY RENTAL

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:

THIS EVENT IS ARRANGED AND ORGANIZED SPECIFICIALLY WITH REGARD TO CONGRESSIONAL PARTICIPATION.

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

RELATIVE PROXIMITY TO WASHINGTON DC AND CAPABILITY TO HANDLE A LARGE EVENT AND THE ASSOCIATED SECURITY THAT ACCOMPANIES IT.

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

THE GREENBRIER, 300 W MAIN ST, WHITE SULPHUR SPRINGS, WV 24986

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

PROXIMITY TO DC, FACILITY SIZE, SECURITY AND AVAILABILITY

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: PER DIEM: $93 VS. OUR ROOM RATE: $93

MEALS: PER DIEM (2 HALF DAYS): $76.50 VS. OUR MEAL COSTS: $64

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:

ATENDEES WILL TRAVEL VIA CHARTER TRAIN TO THE GREENBRIER AND BY BUS ON THE RETURN 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:

N/A

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: Mark Strand

Name and Title: **MARK STRAND, PRESIDENT**

Name of Organization: **CONGRESSIONAL INSTITUTE**

Address: **1700 DIAGONAL ROAD #730, ALEXANDRIA, VA 22314**

Telephone Number: **703-837-8812**

Fax Number: **703-837-8817**

E-mail Address: **STRAND@CONGINST.ORG**

PRIMARY TRIP SPONSOR FORM
ADDENDUM

Question 16: Other Expenses:

The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) do not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate security and audio/visual capabilities necessary to conduct our program. Dividing these conference and facility rental costs by the number of participants estimated to attend this event, the estimated figure would be $223 as disclosed on the sponsor form.

2018: Senate Staff

First Name	Last Name	Institution	Job Title
John	Abegg	Office of the Senate Majority Leader	Chief Counsel
Chris	Barkley	Senate Republican Policy Committee	Policy Director
Barry	Black	Chaplain of the Senate	Chaplain
John	Chapuis	Office of the Senate Majority Whip	Policy Advisor
David	Cleary	Office of Senator Alexander	Chief of Staff
Steve	Donaldson	Office of the Senate Majority Leader	Policy Advisor
Laura	Dove	Secretary for the Majority	Secretary for the Majority
Robert	Duncan	Assistant Secretary for the Majority	Assistant Secretary for the Majority
Brendan	Dunn	Office of the Senate Majority Leader	Policy Advisor & Counsel
Antonia	Ferrier	Office of the Senate Majority Leader	Communications Center Staff Director
Ann Marie	Hauser	Senate Republican Conference	Deputy Staff Director
Tom	Hawkins	Office of the Senate Majority Leader	National Security Advisor
Dan	Kunsman	Senate Republican Policy Committee	Staff Director
Bronwyn	Lance-Chester	Senate Republican Policy Committee	Communications Director
Jane	Lee	Office of the Senate Majority Leader	Policy Advisor
Katie	Lingle	Senate Republican Conference	Press Secretary
Hazen	Marshall	Office of the Senate Majority Leader	Policy Director
Stacy	McBride	Office of Senator Blunt	Chief of Staff
Dominique	McKay	Senate Republican Conference	Press Secretary
Stefanie	Muchow	Office of the Senate Majority Leader	Director of Operations
Brendon	Plack	Senate Republican Conference	Staff Director
David	Popp	Office of the Senate Majority Leader	Communications Director
Monica	Popp	Office of the Senate Majority Whip	Chief of Staff
Scott	Raab	Office of the Senate Majority Leader	Policy Advisor
Natalie	Rogers	Office of Senator Gardner	Chief of Staff
Matt	Sandgren	Office of Senator Hatch	Chief of Staff

Chandler	Smith	Senate Republican Conference	Communications Director
Sharon	Soderstrom	Office of the Senate Majority Leader	Chief of Staff
Don	Stewart	Office of the Senate Majority Leader	Deputy Chief of Staff
Emily	Stotmeister	Senate Republican Conference	Staff Assistant
Erica	Suares	Office of the Senate Majority Leader	Policy Advisor
Terry	Van Doren	Office of the Senate Majority Leader	Policy Advisor
Ryan	Wrasse	Senate Republican Conference	Communications Director
Kathy	Wright	Office of the Senate Majority Leader	Policy Advisor for Nominations

Congress of Tomorrow
2018 Annual House & Senate Republican Conference
White Sulphur Springs, West Virginia

Wednesday, January 31, 2018

6:45 – 7:15 AM	**House Luggage Drop**	**Bottom of Rayburn Horseshoe**
7:00 – 7:20 AM	**Senate Luggage Drop**	**SD-G50 (Near NW Entrance)**
	Your luggage will be transported separately to the hotel and delivered to your room.	
7:45 AM	**House Buses Depart for Train**	**S Capitol Street (Between Rayburn & Longworth)**
7:45 AM	**Senate Buses Depart for Train**	**Capitol Steps: Senate Side**
4:30 PM	**Group Transportation Arrives**	
5:00 PM	**Prayer & Security Briefing on Amtrak Incident** *Topic: Time of prayer and briefing attendees on what is currently known about Amtrak collision* Welcome and Opening Remarks: Mark Strand, Congressional Institute Devotion by Hon. Tim Walberg, U.S. House of Representatives Prayer by Reverend Patrick J. Conroy, Chaplain of the House Hon. Paul Irving, House Sergeant at Arms Hon. Cathy McMorris Rodgers, House Republican Conference Hon. John Thune, Senate Republican Conference	**Chesapeake**
5:45 – 5:30 PM	**2018: A Big Vision for America** *Topic: Tax reform and economic prospects* Moderator: Mark Strand, Congressional Institute Hon. Paul Ryan, Speaker of the House Hon. Mitch McConnell, Senate Majority Leader	**Chesapeake**
6:30 PM	**Reception**	**Upper Lobby**
7:00 – 9:00 PM	**Dinner** *Topic: What lies ahead in 2018* Hon. Mike Pence, Vice President of the United States	**Colonial**

Thursday, February 1, 2018

	Religious Services (Optional)	
7:00 AM	**Bible Study** Hon. Randy Hultgren, U.S. House of Representatives Os Guinness, Faith and Law Study Group	**Fillmore (2nd Floor Conference Center)**

7:30 AM	**Catholic Mass** Fr. Patrick J. Conroy, Chaplain of the House	**Tyler (2nd Floor Conference Center)**
8:00 AM – 10:00	**Working Breakfast** *Topic: A tour of the globe from the perspective of America's defenders* Hon. Rex Tillerson, Secretary of State Hon. James N. Mattis, USMC ret., Secretary of Defense	**Colonial**
10:00 – 11:00 AM	**Joint Session: Repairing and Rebuilding America's Infrastructure** **Working Session with Presentations and Q&A** *Topic: Improving the Government's Response to our Infrastructure Needs and Discussion on the President's Infrastructure Proposal* Moderator: Hon. John Thune, Senate Republican Conference Hon. Elaine L. Chao, Secretary of Transportation Hon. John Barrasso, Senate Committee on Environment & Public Works Hon. Bill Shuster, House Transportation & Infrastructure Committee Gary Cohn, National Economic Council	**Chesapeake**
11:00 – 12:00 noon	**Joint Session: Workforce Development** **Working Session with Presentations and Q&A** *Topic: Looking for ways to encourage able-bodied people to get back into the workforce* Moderator: Hon. Mike Conaway, House Committee on Agriculture Hon. Kay Coles James, The Heritage Foundation Hon. Tarren Bragdon, The Foundation for Government Accountability	**Chesapeake**
12:00 – 2:00 PM	**Lunch: The President of the United States** *Topic: Making America Great Again in 2018* Hon. Donald Trump, 45th President of the United States	**Colonial**
2:00 – 3:00 PM	**Joint Session: Government Reform** *Topic: Reforming the budget process particularly as it focuses on appropriations bills* Moderator: Hon. Doug Collins, U.S. House of Representatives Hon. David Perdue, Senate Budget Committee Hon. Steve Womack, House Budget Committee Hon. Mike Lee, U.S. Senate Doug Holtz-Eakin, American Action Forum	**Chesapeake**
3:30 PM	**Senate Departs**	**Front Entrance**

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

January 29, 2018

David Popp
Office of the Majority Leader
United States Senate
Washington, DC 20510

Dear Mr. Popp:

This responds to your recent correspondence concerning an invitation you received to travel to *Congress of Tomorrow – House and Senate Republican Member Conference* in White Sulphur Springs, West Virginia on January 31-February 1, 2018, sponsored by the Congressional Institute. The Congressional Institute 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. The Congressional Institute 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, the Congressional Institute 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 Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel*

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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.

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
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.