Date/Time Stamp
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PUBLIC RECORDS

2018 SEP 26 PM 2: 12

COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the **Office of Public Records** in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

SUBMIT DIRECTLY TO THE **OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING**

Name of Traveler: Kerry Arndt

Employing Office/Committee: Sen. Patty Murray (D-WA)

Travel Expenses Paid by (List all sources): United Nations Foundation

Travel Date(s): March 8, 2018-March 9, 2018

Description/Title of Attached Forms: Final RE-1; Final Invite; RE-2; PSTCF; Final Itinerary

Purpose of Amendment (describe the reason for amending original submission):
Missing date (Final RE-1); Missing documents (Final Invite, RE-2, PSTCF, Final Itinerary)

9/26/18
(Date)

(Signature of Traveler)

(Revised 4/19/2010)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

ETHIC FEB 6'18AM11:33

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: Kerry E. Arndt

Employing Office/Committee: Sen. Patty Murray (WA)

Private Sponsor(s) (list all): U.N. Foundation

Travel date(s): March 8-9, 2018

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

Destination(s): New York City

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

As press secretary for Sen. Patty Murray, Kerry Arndt helps the senator communicate to her constituents on a broad range of issues, including but not limited to global challenges and policy initiatives.

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:

2/6/18
(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, Eli Wunch *(Print Senator's/Officer's Name)* hereby authorize Kerry Arndt *(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)* ☐

2/6/18
(Date)

(Signature of Supervising Senator/Officer)

(Revised 10/19/15)

Form RE-1

UNITED NATIONS FOUNDATION

January 16, 2018

BOARD OF DIRECTORS

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Kerry Arndt
Press Secretary
Office of Senator Patty Murray
154 Russell Senate Office Building
Washington, DC 20510

RE: Invitation to Congressional Learning Trip to the United Nations, March 8-9, 2018

Dear Kerry Arndt,

On behalf of the United Nations Foundation, I would like to extend an invitation to you to participate in an upcoming learning trip to United Nations Headquarters in New York on Thursday, March 8 – Friday, March 9.

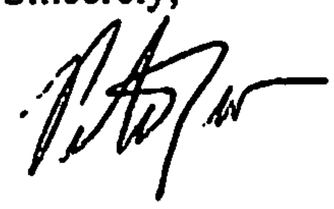
If you are unfamiliar, the UN Foundation is a public charity that links the UN's work with others around the world, mobilizing the energy and expertise of policymakers, businesses, and NGOs to help the UN tackle global challenges. As part of our mission, we organize several trips per year to UN Headquarters for Members of Congress and staff, providing an opportunity to learn about the UN's work firsthand and ask questions about a wide range of policy initiatives. Our upcoming March trip is specifically designed for congressional press/communications staff and will focus on the UN's top 2018 priorities, including a timely update from the UN's Department of Public Information.

The basic format of the trip is as follows: the delegation will take the train to New York on Thursday afternoon for a working dinner with a UN speaker. On Friday, we will participate in a series of meetings at the U.S. Mission to the UN and UN Headquarters, where we will be briefed by senior officials from an assortment of UN agencies such as the UN Refugee Agency, the World Food Programme, and the UN Department of Peacekeeping Operations. We will close the day with a working lunch with one last UN speaker, after which you will depart for DC on a 4pm train.

The UN Foundation will arrange all transportation and accommodations, including one night's hotel stay, and ensure they comply with all House/Senate ethics guidelines. **If you are interested in participating, please let us know by Friday, Feb. 2.**

As begin the new year, we hope you will take this opportunity to learn more about the how the United Nations is working to advance U.S. foreign policy, national security, and economic interests around the world.

Sincerely,



Peter Yeo
Vice President for Public Policy

1750 Pennsylvania Ave, NW, Suite 300, Washington, DC 20006 Phone: 202.887.9040 Fax: 202.887.9021 www.unfoundation.org
THE UNITED NATIONS FOUNDATION IS AN INDEPENDENTLY ORGANIZED NOT-FOR-PROFIT CORPORATION

Connecting people, resources, and ideas with the UN to help solve global problems

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

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): United Nations Foundation

Travel date(s): March 8, 2018 to March 9, 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	425.00	219.00	110.00	20.00 (UN Tour)

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

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

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

9/26/18 — *(Date)*

Kerry Arndt — *(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.

9/26/18 — *(Date)*

(Signature of Supervising Senator/Officer)

(Revised 1/3/11)

Form RE-2

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): United Nations Foundation (UNF)

2. Description of the trip: UN Headquarters Congressional Learning Trip

3. Dates of travel: Thursday, March 8, 2018-Friday, March 9, 2018

4. Place of travel: New York City, NY

5. Name and title of Senate invitees: Please 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:

N/A

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:

UNF is the sole sponsor of this trip, organizing and conducting all aspects of the program and logistics. UNF handles all outreach to congressional offices and is the contact for planning purposes.

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

UNF works to educate all Americans, including the U.S. Congress, on the importance of a strong U.S.-UN relationship. This learning trip provides an opportunity for congressional staff to visit the UN and take part in meetings with UN officials on a variety of international issues.

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

UNF regularly sponsors a mix of domestic and international congressional trips focused on UN issues. Between 2011 and 2017, for example, UNF organized staff/Member trips to Atlanta, New York, Tanzania, Cameroon, Liberia, Rwanda, Honduras, Haiti, South Sudan, DR Congo, and the Central African Republic.

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

UNF regularly hosts/sponsors Capitol Hill briefings, congressional learning trips, forums, and related events, and provides publications and other educational materials to educate policymakers, businesses, NGOs, and the general public on the UN's role in Advancing American interests abroad.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate ☐ Actual Amounts	$468.00	$219.00	$111.00	$20.00

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 trips is arranged WITH regards to congressional participation.

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

This trip will bring participants to UN Headquarters and the U.S. Mission to the UN, both of which are located in New York City.

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

Westin Grand Central Hotel, New York, NY

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

The hotel was chosen because of favorable cost and location. All attendees will be staying at this hotel.

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 expenses will be below GSA per diem ($253.00). Food expenses will be on par with GSA per-diem ($74.00).

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:

Transportation for the trip will be Amtrak Acela and shuttles to/from NY Pennsylvania Station.

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: _____

Name and Title: Peter Yeo, Vice President, Public Policy

Name of Organization: United Nations Foundation

Address: 1750 Pennsylvania Ave NW, Suite 300, Washington DC 20006

Telephone Number: (202) 887-9040 (ask for Troy Wolfe)

Fax Number: (202)887-9021

E-mail Address: twolfe@unausa.org

UNITED NATIONS FOUNDATION

AGENDA FOR:
United Nations Foundation's
Congressional Staff Learning Trip to UN Headquarters
March 8 – March 9, 2018

Thursday, March 8

3:00 PM	**Depart Washington, DC via Amtrak Acela #2170 (5:46 PM arrival)** *Location: Union Station*
6:45 PM	**Meet in hotel lobby for departure to dinner** *Location: Westin Hotel, 212 E. 42nd Street, New York, New York 10017*
7:00 PM to 9:00 PM	**Working Dinner with Delegation Participants and Briefing by Mr. Stéphane Dujarric, Spokesperson for United Nations Secretary-General António Guterres** *Location: Amali, 115 E 60th Street, New York, New York*

Friday, March 9

7:45 AM – 8:00 AM	**Hotel check-out. Please leave your luggage with the porter and meet in the lobby for departure to the U.S. Mission to the United Nations** *Location: Westin Hotel, 212 E. 42nd Street, New York, New York 10017*
8:15 AM – 9:15 AM	**Working Breakfast and Briefing by the U.S. Mission to the United Nations** *Location: U.S. Mission to the United Nations,* *799 United Nations Plaza, New York, NY 10017*
9:45 AM – 10:30 AM	**Briefing by Ms. Alison Smale, Under-Secretary-General for Global Communications, UN Department of Public Information (DPI)** *Location: United Nations HQ*
10:30 AM – 11:00 AM	**United Nations Guided Tour Lecture and Briefing** *Location: United Nations HQ*
11:00 AM – 11:10 AM	**Coffee Break**
11:15 AM – 12:00 PM	**Briefing by Ms. Coco Ushiyama, Director of World Food Programme's (WFP) Division for the UN System, African Union and Multilateral Engagement** *Location: United Nations HQ*
12:00 PM - 1:00 PM	**Briefing by Ms. Henrietta Fore, Executive Director, United Nations Children's Emergency Fund (UNICEF)** *Location: United Nations HQ*
1:00 PM – 2:00 PM	**Working Lunch and Briefing by Mr. Nick Birnback, Chief Public Affairs Section, Department of Peacekeeping Operations (DPKO)** *Location: United Nations HQ – Delegates Dining Room*
3:00 PM	**Depart NYC via Amtrak Acela #2163 (5:55 PM arrival)** *Location: Penn Station*