COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

Date/Time Stamp
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2018 MAY -1 AM 11:50

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: Jennifer Hatfield

Employing Office/Committee: Senator Alexander/Senate HELP

Travel Expenses Paid by (List all sources): Transportation - Senate HELP; lodging and meals - Aspen Institute

Travel Date(s): February 20-22, 2018

Description/Title of Attached Forms: Original RE-1

Purpose of Amendment (describe the reason for amending original submission):
I received an email from Brian Harris notifying me that my original RE-1 was not included in my post-travel submission and that I needed to file an amendment.

05/01/2018
(Date)

Jennifer Hatfield
(Signature of Traveler)

0000000025552

(Revised 4/19/2010)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

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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: Jennifer Hatfield

Employing Office/Committee: Senator Alexander / Senate HELP

Private Sponsor(s) (list all): The Aspen Institute (Education & Society Program)

Travel date(s): February 20-22, 2018

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

Destination(s): The Inn at Perry Cabin, 308 Watkins Lane, St. Michaels, MD 21663

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

The Aspen Institute Education & Society Program works with federal, state, and local leaders to improve K-12 education. As an education research assistant for the Committee, engaging with people who are making and implementing policy is critical to putting the research in the appropriate context. In addition, the topic of the trip is the Every Student Succeeds Act, a law on which I expect much of my work in K-12 education to focus. As a relatively new law, it is especially important to hear insights from those tasked with implementing it.

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:

1/17/2018
(Date)

Jen Hatfield
(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 Lamar Alexander *(Print Senator's/Officer's Name)* hereby authorize Jennifer Hatfield *(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)* ☐

1/17/18
(Date)

Lamar Alexander
(Signature of Supervising Senator/Officer)

(Revised 10/19/15)

Form RE-1

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