

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

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PUBLIC RECORDS

2018 JUN 19 AM 9:17

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): R Street

Travel date(s): May 28, May 29, May 30, June 1, June 2

Name of accompanying family member (if any): _____

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)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	1445.06	1023.50	318.24	144.29 (fee for use of hotel conference rooms)

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

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): The first meeting that we had was a tour of as Lambeth Drug and Alcohol Treatment Consortium where we learned about

harm reduction and the use of clean needle exchange in England. We were able to learn about how they work to meet demand.

6/18/2018
(Date)

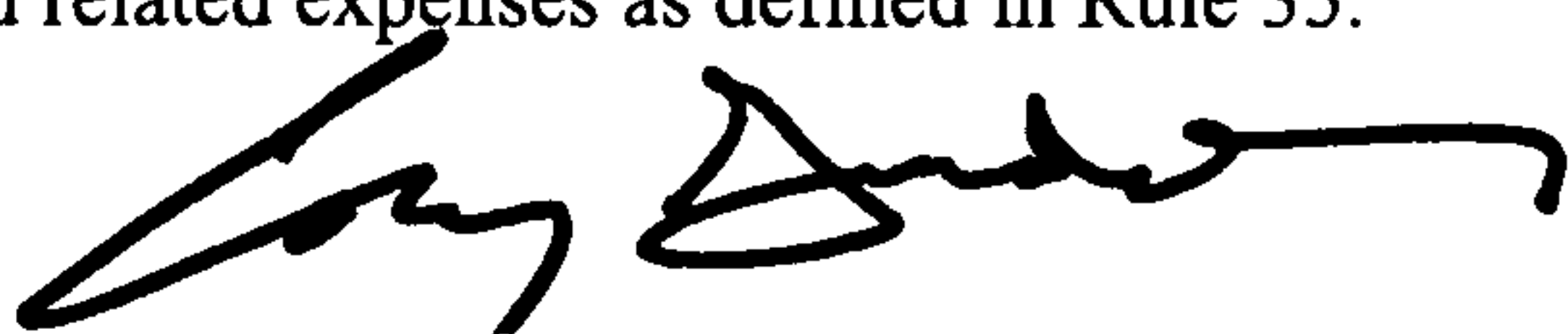
Alison Toal
(Printed name of traveler)

Alison Toal
(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.

6/18/2018
(Date)


(Signature of Supervising Senator/Officer)

Event and Meeting Description

Tuesday, May 29

1. Introductory meeting and presentations in hotel conference room
R Street's Dr. Carrie Wade gave introductory presentations on the nature of addiction and basic principles of harm reduction, and the group talked about housekeeping matters and the week's activities.
2. Meeting with NHS England Addictions Clinical Academic Group, Lambeth Drug and Alcohol Treatment Consortium, Lorraine Hewitt House
The delegation met with several practitioners and clinical experts at a drug and alcohol treatment service in Brixton (Dr. Emily Finch, Clinical Director of Addictions Clinical Academic Group; Dr. Michael Kelleher, Addictions Specialist and Clinical Lead for Lambeth Addictions; and Dr. Luke Mitcheson, Head of Psychology for Addictions Clinical Academic Group.). The practitioners gave presentations on the nature of Britain's drug problem and the role of harm reduction in treatment. They also discussed the Lambeth injectable heroin clinical trial and best clinical practices in addiction. The delegation toured the onsite harm reduction clinic.
3. Dinner at the Grenedier
The delegation ate dinner at a British pub and had time to network with one another and discuss the day's educational material.

Wednesday, May 30

1. Meetings with Harm Reduction International
The delegation heard from several experts at Harm Reduction International, the leading non-governmental organization working to promote harm reduction. Head of advocacy for HRI Fionnuala Murphy gave a presentation on the "10 by 20" campaign, an initiative to have governments redirect 10% of the resources currently spent on ineffective punitive responses to drugs and invest it in harm reduction by 2020. The delegation also discussed the promise and potential limitations of harm reduction in a global context.
2. Meetings with DrugScience
The delegation met with David Nutt, founder of DrugScience and several of his colleagues. DrugScience is an independent, science-led nonprofit on drugs research, which brings together leading drugs experts to carry out original research into drug harms and effects. Discussions focused on scientific analysis surrounding relative risks of various drugs, appropriate regulation of drugs, drug testing and the need for more scientific research on drugs.
3. Reception at the House of Lords

United States Senate

SELECT COMMITTEE ON ETHICS

May 10, 2018

Alison Toal
Office of Senator Cory Gardner
United States Senate
Washington, DC 20510

Dear Ms. Toal:

This responds to your recent correspondence concerning an invitation you received to travel on the *R Street Congressional Delegation on Harm Reduction* to London, England, from May 28 to June 2, 2018, sponsored by the R Street Institute (R Street). R Street 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 agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. R Street 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, R Street 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*

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 *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2.

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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.**

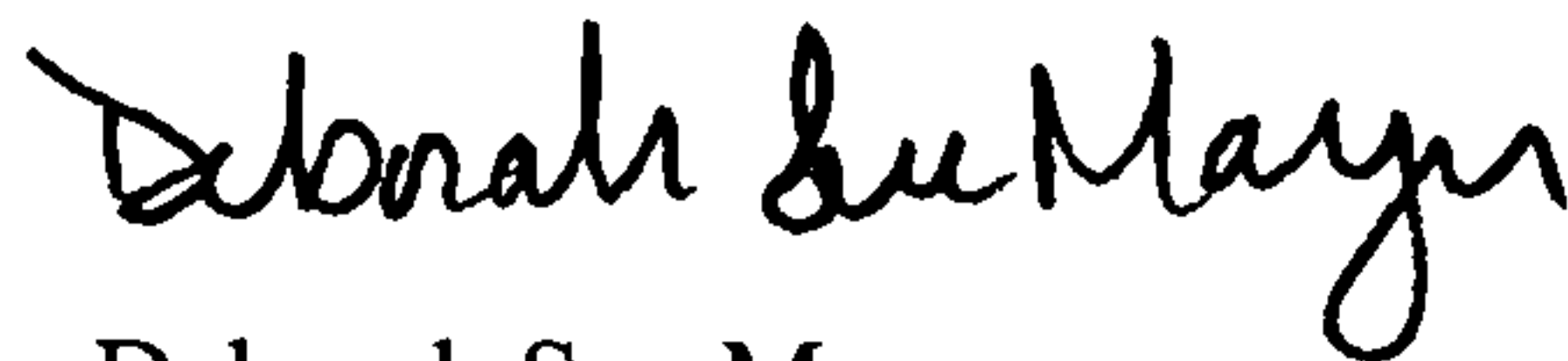
The Committee has determined that § 501(c)(3) non-profit organizations that are classified as private foundations, as opposed to public charities, may not pay for transportation from the United States to a foreign country.³ However, R Street represented to the Committee that it is a § 501(c)(3) public charity, as opposed to a private foundation, pursuant to the Internal Revenue Code.⁴

Please be advised that the United States Constitution prohibits the acceptance of any gift, including a meal, from a foreign government without the consent of Congress. In the Foreign Gifts and Decorations Act (FGDA), Congress consented to the acceptance by federal government officials of: (1) gifts of minimal value and (2) travel or the expenses for travel taking place entirely outside the United States, from a foreign government (which includes those acting as a representative or agent of a foreign government).⁵ The Senate has defined minimal value as \$100 or less. Further, pursuant to FGDA, there are certain reporting and procedural requirements that are imposed upon Members, officers, and employees who accept gifts from a foreign government. Please review the Committee's "Dear Colleague" letter of January 16, 2018, setting forth the items to be included in filing that report.

Finally, Senate Rule 34 requires a reporting individual,⁶ 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.

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 See 26 U.S.C. § 4941 et seq. Section 501(c)(3) of the Internal Revenue Code broadly defines non-profit, charitable, tax-exempt organizations. These § 501(c)(3) organizations are then further defined or designated as "public charities" and "private foundations."

⁴ 26 U.S.C. § 501(c)(3).

⁵ 5 U.S.C. § 7342.

⁶ 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.

11/15/2018 10:00 AM

Toal, Alison (Gardner)

From: Caroline Kitchens <ckitchens@rstreet.org>
Sent: Tuesday, April 17, 2018 4:03 PM
To: Toal, Alison (Gardner)
Cc: Carrie Wade
Subject: Harm Reduction Staffdel in London
Attachments: UK staffdel memo + itinerary.pdf

Dear Alison,

I'm a federal affairs manager at the R Street Institute, a DC-based think tank. We're planning an educational visit for a select group of bipartisan Congressional staffers to go the United Kingdom to learn about harm reduction strategies in public health, and we would like to cordially invite you to be part of our delegation.

The trip will take place in London from Tuesday, May 29 through Saturday, June 2, 2018. The goal is to educate U.S. policymakers on harm-reduction philosophy and programs as a strategy to reduce the negative consequences associated with risk behaviors and addiction, with a special emphasis on opioids and tobacco use. As such, we will be meeting with British public health providers, clinical experts and civil servants to discuss the UK's unique regulatory approach. The memo attached gives detailed information on the goals of the trip, including the full itinerary.

Please let us know as soon as possible if you're interested, and we'll send you the forms to get you started on next steps with Ethics. Forms are due no later than **next Friday April 27**, but we appreciate you telling us as soon as possible if you'd like to attend to help with planning purposes.

If you have any questions, do not hesitate to reach out via email or by phone at 919-830-3140. We'd also be happy to come by your office if you'd like to discuss the trip in person.

We hope you will be able to join us and look forward to hearing from you soon.

Best regards,
Caroline

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EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

ETHIC APR26*18AM10:33

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.

Alison Toal

Name of Traveler: _____

Employing Office/Committee: United States Senator Cory Gardner

Private Sponsor(s) (list all): R Street

Travel date(s): May 28 through June 2

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

Destination(s): London, England

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

Allison Toal covers the health care and education portfolio in the office of Senator Cory Gardner. This trip is directly related to the duties of Ms. Toal's portfolio as it covers harm-reduction concepts, opioid prevention efforts, tobacco harm reduction and policies to promote and improve public health. Ms. Toal does a significant amount of work on the opioid crisis that has devastated parts of the state of Colorado and this trip is directly related to her duties.

Name of accompanying family member (if any): _____

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:

4/26/2018
(Date)

Alison Toal
(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 Cory Gardner hereby authorize Alison Toal
(Print Senator's/Officer's Name) (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) ☐

4/26/2018
(Date)

[Signature]
(Signature of Supervising Senator/Officer)



1212 New York Ave NW
Suite 900
Washington, DC 20005
202.525.5717

Free Markets. Real Solutions.
www.rstreet.org

R Street Congressional Delegation on Harm Reduction
London, United Kingdom
May 28-June 2, 2018

The R Street Institute is a nonprofit, nonpartisan, public policy research organization dedicated to promoting free markets and limited, effective government. R Street's harm-reduction program aims for integrated harm reduction with tobacco, opioid and other drug use as central elements. We believe that harm reduction approaches can serve as a compliment to "abstinence-only" approaches to minimize the deadly consequences of drug use.

Our immediate and long-term goals for this educational trip are to introduce harm-reduction concepts to federal policymakers, including those familiar with some forms of harm reduction and those who have no experience with harm-reduction philosophies or programs; and to meet with local experts and evaluate successes and potentials in harm reduction. Toward that end, we have invited public health and clinical experts in both opioid and tobacco harm reduction to meet with the delegation and discuss programs and policies that are most successful in promoting public health.

Itinerary

Monday, May 28

6:20pm Depart Washington DC (Flight # DL4383)

Tuesday, May 29

6:45am Arrive in London; Ground transportation to hotel
Hotel: Radisson Blu Edwardian Sussex
19-25 Granville Pl, Marylebone, London W1H 6PA, UK

2:00pm-5:00pm Meet with NHS England Addictions Clinical Academic Group
Lambeth Drug and Alcohol Treatment Consortium, Lorraine Hewitt House, 12/14
Brighton Terrace, Brixton, SW9 8DG
The delegation will meet with several practitioners and clinical experts with NHS England's Addictions Clinical Academic Group. We will also tour their onsite harm reduction clinic.

6:00pm-8:00pm Dinner at the Grenadier
18 Wilton Row, Belgravia, London SW1X 7NR, UK
Casual buffet-style dinner at an iconic British pub.

202.525.5717

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Hotel Conference Room

New Nicotine Alliance is a UK-based non-profit group that promotes and supports tobacco harm reduction.

3:00pm-4:30pm

Meet with Christopher Russell, Centre for Substance Use Research

Hotel Conference Room

CSUR is a research agency studying substance use and abuse using qualitative and quantitative methods.

6:00pm-8:00pm

Reception with City of London

Guildhall Basinghall Suite, Gresham St, London EC2V 7HH, UK

Friday, June 1

10:00am-12:00pm

Meet with David Mackintosh, City of London

Guildhall Conference Room

David Mackintosh is the Head of Community Safety for the City of London and the Policy Adviser/Director to the London Drug and Alcohol Policy Forum.

2:00pm-4:00pm

Lecture on addiction by Carrie Wade

Neuroscience of Addiction: Is it a Choice?

Hotel Conference Room

Dr. Carrie Wade, R Street's Director of Harm Reduction Policy, is a former drug-abuse researcher whose scientific background specializes in the biological mechanisms of opioid addiction. Her lecture will cover:

- 1. What is addiction, 2) what are the disruptions in addiction, 3) how does a neurobiological framework benefit diagnosis, treatment and recovery?*

4:00pm-6:00pm

Wrap-up Discussion

Hotel Conference Room

The delegation will reflect on the material presented during the trip and consider the benefits and potential challenges of applying harm-reduction approaches to public health in the U.S. context.

Saturday, June 2

11:30am

Depart London (Flight # DL 4382)

2:50pm

Arrive Washington DC



Carrie Wade
Director, Harm Reduction Policy

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Suite 900
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Carrie Wade has previously worked as an addiction researcher at the University of Minnesota and The Scripps Research Institute in La Jolla, California. Her research has focused largely on the intersection of prescription opioid abuse and chronic pain in animal models of opioid self-administration.

Carrie's scientific background in the biological mechanisms of opioid addiction led to her interest in how public-health initiatives can prevent the incidence of addiction and reduce the negative societal and personal consequences that result from drug addiction. Her internship with the Baltimore Student Harm Reduction Coalition Overdose Education and Naloxone Distribution program solidified her goal to promote rational and efficient drug policies. Since joining the R Street Institute, Carrie has participated in numerous harm-reduction conferences, including the National Harm Reduction Conference, the U.S. E-Cigarette Summit, the Global Forum on Nicotine, the Global Tobacco and Nicotine Forum, Harm Reduction International, the U.S. Conference on AIDS, the Society for Neuroscience, the American Pain Society, and the Winter Conference on Brain Research.

Education: Bachelor's in Neuroscience, University of Minnesota; Master's in Public Health, Johns Hopkins University; PhD in Pharmacology, University of Minnesota.

Contact: cwade@rstreet.org

Caroline Kitchens
Federal Affairs Manager and Policy Analyst

Caroline Kitchens is a federal affairs manager and a policy analyst with the R Street Institute. As part of the federal affairs team, she helps to manage R Street's coalition efforts, as well as providing education and outreach to policymakers and their staff. She works on a range of issues including public health, commercial freedom, and energy and environmental policy.

Caroline joined R Street in March 2016 from the American Enterprise Institute, where she was a senior research associate in social and cultural studies. She graduated with honors from Duke University with a bachelor's degree in history and political science.

Contact: ckitchens@rstreet.org