

Employee Post-Travel Disclosure of Travel Expenses

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.

RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS

Date/Time Stamp:

2018 APR -5 PM 4:32

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): See Attachment A

Travel date(s): March 22 - March 23, 2018

Name of accompanying family member (if any): NA

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	\$296.92	\$243.33	\$42.58	\$5.77 (tips)
<input checked="" type="checkbox"/> Actual Amount				

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.): Attended presentations on the environmental and economic impacts of biodiesel and bioheat at: NYC Sanitation Dept.

and vehicle maintenance facility; Bronx Design & Construction Academy; and lunch presentation by NY Councilman Constantinides.

4/5/18
(Date)

Jared Henderson
(Printed name of traveler)

Jared Henderson
(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.

4/5/2018
(Date)

Heidi Heitkamp
(Signature of Supervising Senator/Officer)

ATTACHMENT A

1. Sponsor(s) of the trip (please list all sponsors):

National Biodiesel Foundation

National Biodiesel Board

Lake Erie Biofuel, LLC dba HERO BX

Incobrasa Industries, Ltd.

Mid-America Biofuels, LLC

Minnesota Soybean Processors

Renewable Energy Group, Inc.

Western Iowa Energy, LLC

From: National Biodiesel Foundation [mailto:susan@biodieselfoundation.org]
Sent: Monday, January 08, 2018 1:52 PM
To: 'jared_Henderson@heitekamp.senate.gov' <jared_Henderson@heitekamp.senate.gov>
Subject: NYC Biodiesel Congressional Tour - Register Now!

**THE NATIONAL
BIODIESEL
FOUNDATION**
PO Box 104898
Jefferson City, MO 65110-4898

Dear Jared,

On behalf of the National Biodiesel Foundation and our sponsoring organizations, you are cordially invited to participate in the **2018 New York City Congressional Tour: Sustainable Biodiesel Improves the Environment and Economy** on March 23 – travel day March 22. This privately-sponsored tour, which will comply with Ethics Committee travel regulations, has been organized to provide congressional staff an opportunity to join experts from the National Biodiesel Foundation for an educational, hands-on, interactive look at biodiesel use in the Northeast and learn how the city is using biodiesel to meet sustainability goals.



Made from an increasingly diverse mix of resources such as recycled cooking oil, soybean oil and animal fats, biodiesel is a renewable, clean-burning diesel replacement used in existing diesel engines. It is the first and only commercial-scale fuel produced across the U.S. to meet the EPA's definition of an Advanced Biofuel. This means the EPA has determined that biodiesel reduces greenhouse gas emissions by more than 50 percent when compared to petroleum diesel.

The tour is designed to provide participants with a better understanding of the environmental and economic impacts of biodiesel and Bioheat®. Speakers will highlight technological advancements that are improving the efficiency and carbon footprint of biodiesel in various applications in the Northeast and around the US. The tour schedule includes time to exchange of ideas about biodiesel and energy policy.

Space is limited to 15 people and registrations must be received by COB February 6, 2018. Reserve your seat now! If you are interested in participating in the tour, please contact Morgan Townsend at mtownsend@biodiesel.org or (202) 641-6209. We will email you the registration package, and work with you to complete the ethics packet before the deadline.

Any questions may be directed to me at (573) 635-3893. Thanks, and we hope to see you on the tour.

Sincerely,

Thomas Venz

Tom Verry
Executive Director

WPR

Jeff Lynn
President

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.

-
1. Sponsor(s) of the trip (please list all sponsors): See Attachment A
 2. Description of the trip: See Attachment B
 3. Dates of travel: March 22-23, 2018
 4. Place of travel: New York City, New York
 5. Name and title of Senate invitees: See Attachment C
 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:

All sponsors have made either financial or inkind contributions to the trip and have been part of organizing and conducting the trip.

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

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

See Attachment E

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

See Attachment F

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$310 (\$250 RT train and \$60 local bus)	\$210	\$108 (1 full day and 1 travel day)	\$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 involves events that are arranged or organized specifically with regard to congressional participation.

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

New York City was selected because of the city's use of biodiesel as an energy source in an urban environment. Biodiesel and Bioheat are used in transportation and heating applications.

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

Courtyard New York Manhattan-Herald Square, 71 West 35th Street at 6th Avenue, New York,
New York 10001; PH: 212-239-4569

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

The hotel is: located within easy walking distance of the train station from where tour participants will arrive and depart; is central to tour stops; and is below the GSA per diem rate.

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 are below the GSA per diem rate. Meal expenses are the same as the GSA
per diem rate.

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:

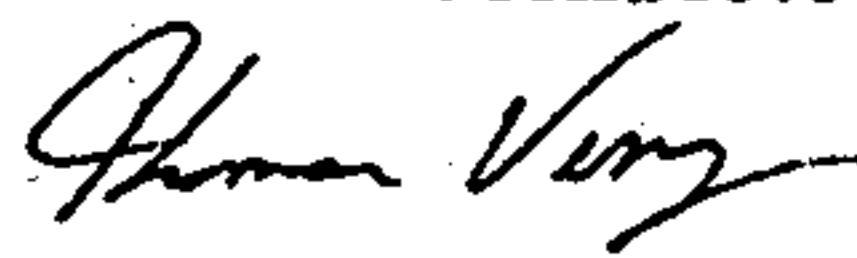
Ground transportation and round-trip rail (coach class) will be provided.

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: Tom Verry, Executive Director

Name of Organization: National Biodiesel Foundation

Address: PO Box 104898, Jefferson City, MO 65110

Telephone Number: 800-841-5849

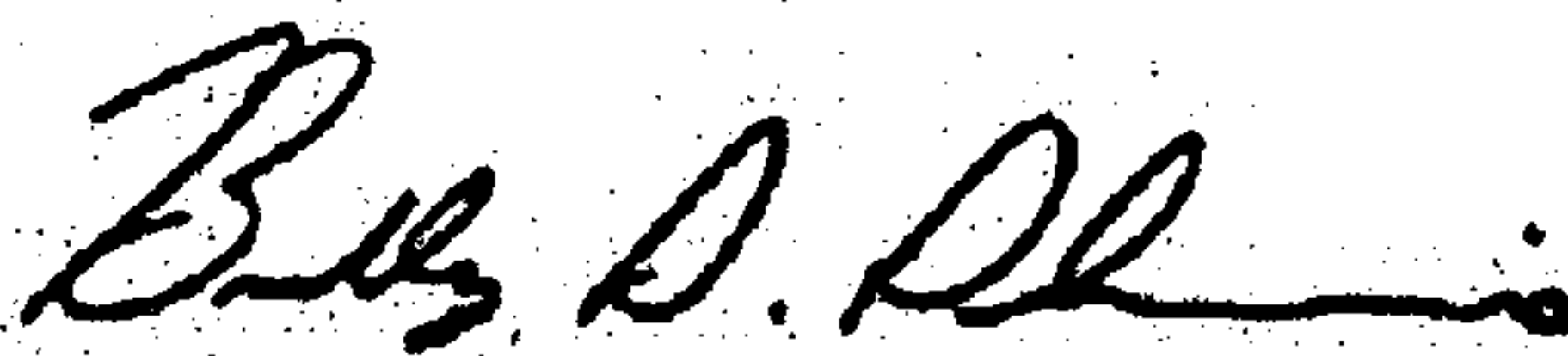
Fax Number: 573-635-7913

E-mail Address: tom@biodieselfoundation.org

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
SIGNATURE PAGE FOR ADDITIONAL SPONSOR
(to be completed by each additional sponsor)

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the March 22-23, 2018 trip
to New York City, New York *Place of Travel* is true, complete, and correct. *Dates of Travel (Month Day, Year)*

Signature of Travel Sponsor: _____



Name and Title: Brad Shimmens, Director of Operations and Membership

Name of Organization: National Biodiesel Board

Address: 605 Clark Avenue, Jefferson City, MO 65101-4158

Telephone Number: 573-635-3893

Fax Number: 573-635-7913

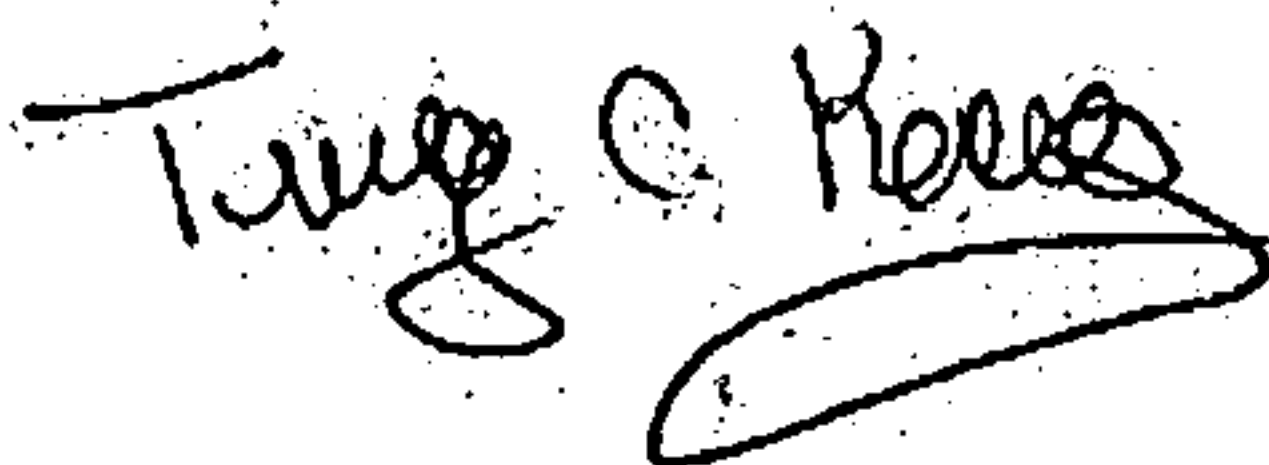
E-mail Address: bshimmens@biodiesel.org

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

SIGNATURE PAGE FOR ADDITIONAL SPONSOR

(to be completed by each additional sponsor)

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the March 22-23, 2018 trip
to New York City, New York *Place of Travel* is true, complete, and correct. *Dates of Travel (Month Day, Year)*



Signature of Travel Sponsor: _____

Name and Title: Timothy C. Keaveney, Vice President-Sales

Name of Organization: Lake Erie Biofuels, LLC dba HERO BX

Address: 1540 East Lake Road, Suite 300, Erie. PA 16511

Telephone Number: 814-528-9200

Fax Number: none

E-mail Address: TKeaveney@herobx.com

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
SIGNATURE PAGE FOR ADDITIONAL SPONSOR
(to be completed by each additional sponsor)

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the March 22-23, 2018 trip
to New York City, New York is true, complete, and correct.
Dates of Travel (Month Day, Year)
Place of Travel

Signature of Travel Sponsor: _____

Name and Title: Kerry Fogarty, QC Manager

Name of Organization: Incobrasa Industries, Ltd.

Address: P.O. Box 98, Gilman, IL 60938

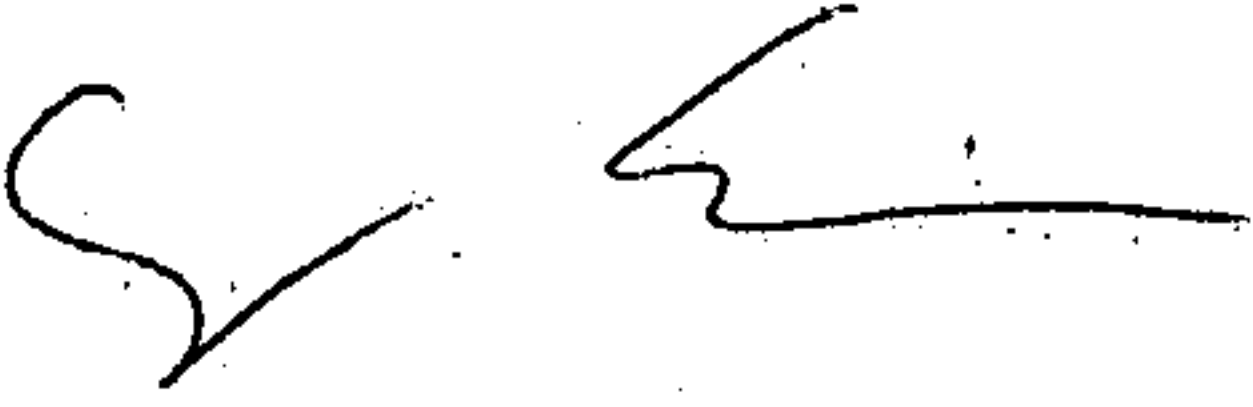
Telephone Number: 815-265-9125

Fax Number: none

E-mail Address: kerry_fogarty@incobrasa.com

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
SIGNATURE PAGE FOR ADDITIONAL SPONSOR
(to be completed by each additional sponsor)

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the March 22-23, 2018 trip
to New York City, New York is true, complete, and correct.
*Place of Travel**Dates of Travel (Month Day, Year)*

Signature of Travel Sponsor: 

Name and Title: Cliff Smith, General Manager

Name of Organization: Mid-America Biofuels, LLC

Address: 410 South Jefferson, Mexico, MO 65265

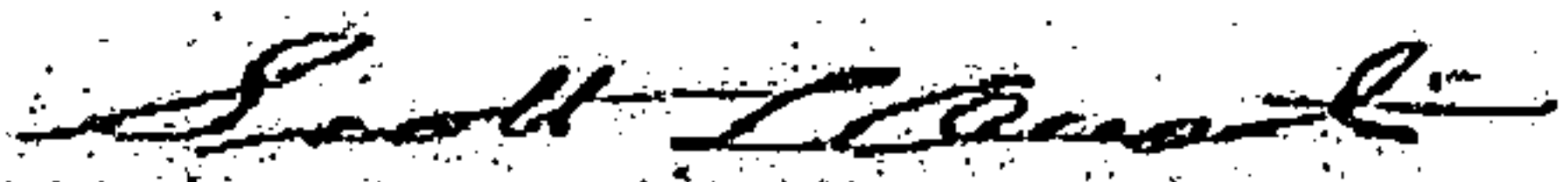
Telephone Number: 573-581-7994

Fax Number: none

E-mail Address: cliff_smith@mid-america-biofuels.com

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
SIGNATURE PAGE FOR ADDITIONAL SPONSOR
(to be completed by each additional sponsor)

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the March 22-23, 2018 trip
to New York City, New York is true, complete, and correct.
Place of Travel *Dates of Travel (Month Day, Year)*

Signature of Travel Sponsor: 

Name and Title: Scott Austin, General Manager

Name of Organization: Minnesota Soybean Processors

Address: P.O. Box 100, Brewster, MN 56119-0100

Telephone Number: 507-842-6696

Fax Number: none

E-mail Address: scott.austin@mnsoy.com

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
SIGNATURE PAGE FOR ADDITIONAL SPONSOR
(to be completed by each additional sponsor)

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the March 22-23, 2018 trip
to New York City, New York is true, complete, and correct.
*Place of Travel**Dates of Travel (Month Day, Year)*

Signature of Travel Sponsor: 

Name and Title: Jon R. Scharingson, Director of Marketing

Name of Organization: Renewable Energy Group, Inc.

Address: 416 S Bell Street, Ames, IA 50010

Telephone Number: 515-239-8042

Fax Number: none

E-mail Address: jon.scharingson@regi.com

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
SIGNATURE PAGE FOR ADDITIONAL SPONSOR
(to be completed by each additional sponsor)

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the March 22-23, 2018 trip
to New York City, New York is true, complete, and correct.
Place of Travel *Dates of Travel (Month Day, Year)*

Signature of Travel Sponsor: Bradley D. Wilson
Name and Title: Bradley D. Wilson, President, General Manager
Name of Organization: Western Iowa Energy, LLC
Address: 1220 S. Center Street, P.O. Box 399, Wall Lake, IA 51466
Telephone Number: 712-664-2173
Fax Number: 712-664-2183
E-mail Address: bwilson@westerniowaenergy.com

ATTACHMENT A

1. Sponsor(s) of the trip (please list all sponsors):

National Biodiesel Foundation

National Biodiesel Board

Lake Erie Biofuel, LLC dba HERO BX

Incobrasa Industries, Ltd.

Mid-America Biofuels, LLC

Minnesota Soybean Processors

Renewable Energy Group, Inc.

Western Iowa Energy, LLC

ATTACHMENT B

2. Description of the trip:

The tour will provide participants with a better understanding of the environmental and economic impacts of biodiesel and Bioheat® and highlight technologies that are improving the efficiency and carbon footprint of biodiesel in the U.S. and specifically the North East. Tour stops include the N.Y. City Sanitation Department and their vehicle maintenance facility and the Bronx Design and Construction Academy. Briefings will be conducted by state and national experts, technology providers, fleet managers and sustainability officers.

Attachment C
Senate Staff Invited

Last	First	Title	Committee	Member	State
Armstrong	Christopher	Chief Oversight Counsel	Finance	Hatch	UT
Bliss	Joe	Legislative Aide	EPW	Rounds	SD
Henderson	Jared	Legislative Aide	Senate Ag	Heitkamp	ND

ATTACHMENT D

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to the mission. All sponsors share the mission of providing biodiesel education and outreach. This trip advances that mission by providing education on current biodiesel and Bioheat® issues to Senate staff. More detail is provided below about each sponsor's mission and how the purpose of the trip relates to the mission.

National Biodiesel Foundation works to address national issues affecting the country -- cleaner air, greater economic development for rural communities, and enhanced national security through energy independence. Organized in 1994, the Foundation's mission is to accomplish outreach, education, research and demonstration activities for the advancement of biodiesel. The purpose of this trip is to educate congressional staffers and others on biodiesel and bioheat use in an urban environment.

National Biodiesel Board is a membership organization comprised of state, national, and international feedstock and feedstock processor organizations, biodiesel suppliers, fuel marketers and distributors, and technology providers. This group works to create sustainable biodiesel industry growth through education, communication, governmental affairs, and technical and quality assurance programs.

Lake Erie Biofuel, LLC dba HERO BX located on Lake Erie, the company is one of the top 10 biodiesel production facilities in the nation. As a major supplier of biodiesel to the north-east corridor including New York City, HERO BX has a general interest in supporting the growth of Bioheat®.

Incobrasa Industries, Ltd. is a privately-owned corporation that operates a soybean processing business in central Illinois and trades a variety of soybean products in the domestic market. The company's roots and industry experience go back about 50 years when its founders started operations in soybean oil extraction in Brazil. Using the most current technology, Incobrasa is committed to producing top quality B100 and B99.9 biodiesel for use in the United States. Incobrasa has the capacity to produce 36 million gallons annually.

Mid-America Biofuels, LLC located in Missouri, Mid-America Biofuels, LLC is a joint venture of Biofuels, LLC (a farmer-owned biodiesel business); Ray-Carroll County Grain Growers; MFA Oil Company; Growmark Inc.; and Archer Daniels Midland Company (ADM). As a BQ 9000 certified producer, their top priority is producing superior quality biodiesel.

Minnesota Soybean Processors is a 2,350 plus membership cooperative that owns and operates a soybean crush facility and biodiesel operation in Brewster, Minnesota. Their goal is to provide a high-quality feed product for America's producers and a high quality renewable fuel source.

Renewable Energy Group, Inc. is a leading North American advanced biofuels producer and developer of renewable chemicals. REG utilizes a nationwide production, distribution and logistics system as part of an integrated value chain model to focus on converting natural fats, oils and greases into advanced biofuels and converting diverse feedstocks into renewable chemicals. With 11 active biorefineries across the country, research and development capabilities and a diverse and growing intellectual property portfolio, REG is committed to being a long-term leader in bio-based fuels and chemicals.

Western Iowa Energy, LLC manufactures, sells and delivers up to forty-five million gallons of biodiesel

annually. The company is committed to production that makes sense both economically and environmentally for the state of Iowa and the nation.

ATTACHMENT E

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

National Biodiesel Foundation: has been a seven-time sponsor of the annual "Biofuels: Science and Sustainability Tour" coordinated and hosted by the Iowa Renewable Fuels Association and attended by congressional staff. NBF also hosted the 2016 Sustainable Biodiesel: Improving the Environment and Economy Tour in New York City.

National Biodiesel Board: Sponsored the NBF 2016 Sustainable Biodiesel: Improving the Environment and Economy Tour.

Lake Erie Biofuel, LLC dba HERO BX: Sponsored the NBF 2016 Sustainable Biodiesel: Improving the Environment and Economy Tour.

Incobrasa Industries, Ltd.: This is the organization's first time sponsoring a congressional trip.

Mid-America Biofuels, LLC: Sponsored the NBF 2016 Sustainable Biodiesel: Improving the Environment and Economy Tour.

Minnesota Soybean Processors: Sponsored the NBF 2016 Sustainable Biodiesel: Improving the Environment and Economy Tour.

Renewable Energy Group, Inc: has sponsored the Iowa Renewable Fuels Association's (IRFA) annual congressional biofuels tour. This tour takes congressional staffers around the state of Iowa to learn about the renewable fuel industry. This tour includes stops at farms and other feedstock suppliers, biodiesel, ethanol and cellulosic fuel production facilities and Iowa State University research labs. REG was also a sponsor of the NBF 2016 Sustainable Biodiesel: Improving the Environment and Economy Tour.

Western Iowa Energy, LLC: Sponsored the NBF 2016 Sustainable Biodiesel: Improving the Environment and Economy Tour.

ATTACHMENT F

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

National Biodiesel Foundation supports biodiesel outreach, education and research in collaboration with local, state and national partners. Activities supported by the Foundation include, among others, accredited biodiesel technician trainings, DOE Clean Cities projects and workshops, student scholarships, and science and sustainability tours.

National Biodiesel Board develops, organizes and supports educational and research projects consistent with the biodiesel industry's needs.

Lake Erie Biofuel, LLC dba HERO BX educates businesses and consumers on biodiesel and its uses through speaking engagements such as national conferences and educates youth on biodiesel through a local program for high school students.

Incobrasa Industries, Ltd. has presented to the following organizations on the benefits of biodiesel: local high school groups, Illinois Soybean Association, biodiesel marketers in the immediate area, and various independent groups that visit the facility.

Mid-American Biofuels, LLC supports education through the National Biodiesel Board and has sponsored local public events and festivals to provide outreach and promote biodiesel.

Minnesota Soybean Processors supports outreach and educational initiatives through the National Biodiesel Board and the Minnesota Biodiesel Board.

Renewable Energy Group, Inc. is dedicated to serving their customers, vendors and shareholders. Through their products and services, they actively communicate to stakeholders about the industry. As a company with a national footprint, they are actively engaged in the communities in which they work and live.

Western Iowa Energy, LLC has organized outreach activities such as radio spots and conducts plant tours to educate the public on biodiesel and its role in the economy.

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7:30 a.m. Meet in hotel lobby (*will not be coming back to the hotel*)

8:00 a.m. Depart hotel by bus

8:30 a.m. to 10:30 a.m.

Orientation meeting at New York City Sanitation Department, 52-35 58th St. Woodside, NY (a continental breakfast will be provided)

New York City Department of Sanitation Deputy Commissioner Rocky DiRico – Welcome and NYC Sanitation Biodiesel Overview

The New York City Department of Sanitation is the largest sanitation department in the world with over 7,200 uniformed sanitation workers and supervisors, 2,041 civilian workers, 2,230 collection trucks, 275 specialized collection trucks, 450 street sweepers, 365 salt and sand spreaders, 298 front end loaders, 2,360 support vehicles, and handles over 12,000 tons of residential and institutional refuse and recyclables a day. Here you will hear of their biodiesel and Bioheat® use and experiences, see their emissions testing lab and hear of the commitment New York City has to the environment through its adoption of the City of New York Sustainability Policy.

Tom Verry, Executive Director, National Biodiesel Foundation and Rosemarie Calabro Tully, Director of Public Affairs and Federal Communications, National Biodiesel Board

Welcome, Introductions and Industry Overview.

Rocco Lacertosa, New York Oil Heat Association - New York City is the largest home heating oil market in the United States. Each year the city uses over one billion gallons of heating oil. New York City currently has a standard that requires a 2% blend of Bioheat® in all home heating oil. Rocco will talk about the city's next step in adopting a heating oil standard that will require 5% and greater blends of Bioheat® in the future.

Ryan Lamberg, environmental and technical consultant for NBB

Description: West Coast Biodiesel Update. Ryan will review the dynamics, regulations and trends in the market place along the West Coast. Biodiesel and renewable diesel demand has increased year after year and may reach 1 billion gallons by 2020 or soon thereafter. Ryan will provide greater insight into both West Coast regulations and potential states in the Northeast that are trying to mimic these efforts.

10:30 a.m. – 12:00 p.m.

**Overview and Tour of New York City Sanitation Department Vehicle
Maintenance Facility, 52-35 58th St. Woodside, NY**

The New York City Department of Sanitation is the largest sanitation department in the world, with 9,000 employees and over 6,000 vehicles that handles over 12,000 tons of residential and institutional refuse and recyclables a day. The sanitation department is one of the largest single users of biodiesel in the country. Biodiesel is used throughout their fleet to meet performance and carbon reduction goals.

12:00 p.m. Depart Sanitation for lunch at Donovan's Pub

12:15 p.m. - 1:30 p.m.

**Lunch at Donovan's Pub, 57-24 Roosevelt Ave, Woodside, NY
Costa Constantinides, NYC Councilman, Astoria, Queens**

Councilman Constantinides is the champion for biodiesel and Bioheat® on the New York City Council. The councilman will share his experiences with biodiesel and Bioheat® and discuss bills he has been instrumental in sponsoring and their impact on transportation and heating fuel in NYC. Councilman Constantinides was the main sponsor of the recently passed NYC Bill 642 that will mandate B20 Bioheat® use by 2034.

1:30 p.m. Depart for Bronx Design and Construction Academy

1:45 p.m. – 3:30 p.m.

**Tour Bronx Design and Construction Academy
333 East 151st, Bronx, NY 10431
Pete Gonzalez, Work Base Learning Coordinator**

The Academy is working with the New York Heating Oil Association to educate high schools students that are considering a future as heating oil technicians on the benefits of using Bioheat® in commercial and residential applications.

3:45 p.m. Depart for Penn Station, NYC

4:30 p.m. Arrive at Penn Station, NYC - The Sustainability Tour will conclude with a Q&A Session with tour participants, sponsors and staff. This will be the time for participants to answer all their questions, discuss the day's events and get one-on-one time with biodiesel experts.

6:25 p.m. Amtrak train departs for Union Station, DC

9:50 p.m. Arrive at Union Station, DC

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2018 NY Biodiesel Congressional Tour

Sustainable Biodiesel: Improving the Environment and Economy

Thursday, March 22nd

- 5:35 p.m. Meet at Union Station, DC – Amtrak Train
Northeast Regional departs at 5:55pm
- 9:30 p.m. Arrive at Penn Station, NYC
- 10:00 p.m. Arrive at Courtyard New York Manhattan/Herald Square
71 West 35th Street at 6th Avenue New York, NY 10001

Thursday is a travel day. There are no officially-connected meals or activities scheduled.

Friday, March 23rd

- 7:30 a.m. Meet in hotel lobby (*will not be coming back to the hotel*)
- 8:00 a.m. Depart hotel by bus

8:30 a.m. to 10:30 a.m.

**Orientation meeting at New York City Sanitation Department,
52-35 58th St. Woodside, NY (a continental breakfast will be provided)**
**New York City Department of Sanitation Deputy Commissioner Rocky DiRico –
Welcome and NYC Sanitation Biodiesel Overview**
The New York City Department of Sanitation is the largest sanitation department in the world with over 7,200 uniformed sanitation workers and supervisors, 2,041 civilian workers, 2,230 collection trucks, 275 specialized collection trucks, 450 street sweepers, 365 salt and sand spreaders, 298 front end loaders, 2,360 support vehicles, and handles over 12,000 tons of residential and institutional refuse and recyclables a day. Here you will hear of their biodiesel and Bioheat® use and experiences, see their emissions testing lab and hear of the commitment New York City has to the environment through its adoption of the City of New York Sustainability Policy.

Tom Verry, Executive Director, National Biodiesel Foundation and Cody Graham, Communications and Member Specialist, National Biodiesel Board
Welcome, Introductions, and Industry Overview.

Rocco Lacertosa, New York Oil Heating Association - New York City is the largest home heating oil market in the United States. Each year the city uses over one billion gallons of heating oil. New York City currently has a standard that requires a 2% blend of Bioheat® in all home heating oil. Rocco will talk about the city's next step in adopting a heating oil standard that will require 5% and greater blends of Bioheat® in the future.

Ryan Lamberg, environmental and technical consultant for NBB

Description: West Coast Biodiesel Update. Ryan will review the dynamics, regulations and trends in the market place along the West Coast. Biodiesel and renewable diesel demand has increased year after year and may reach 1 billion gallons by 2020 or soon thereafter. Ryan will provide greater insight into both West Coast regulations and potential states in the Northeast that are trying to mimic these efforts.

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10:30 a.m. – 12:00 p.m.

Overview and Tour of New York City Sanitation Department Vehicle Maintenance Facility, 52-35 58th St. Woodside, NY

The New York City Department of Sanitation is the largest sanitation department in the world, with 9,000 employees and over 6,000 vehicles that handles over 12,000 tons of residential and institutional refuse and recyclables a day. The sanitation department is one of the largest single users of biodiesel in the country. Biodiesel is used throughout their fleet to meet performance and carbon reduction goals.

12:00 p.m.

Depart Sanitation for lunch at Donovan's Pub

12:15 p.m. - 1:30 p.m.

Lunch at Donovan's Pub, 57-24 Roosevelt Ave, Woodside, NY

Costa Constantinides, NYC Councilman, Astoria, Queens

Councilman Constantinides is the champion for biodiesel and Bioheat® on the New York City Council. The councilman will share his experiences with biodiesel and Bioheat® and discuss bills he has been instrumental in sponsoring and their impact on transportation and heating fuel in NYC. Councilman Constantinides was the main sponsor of the recently passed NYC Bill 642 that will mandate B20 Bioheat® use by 2034.

1:30 p.m.

Depart for Bronx Design and Construction Academy

1:45 p.m. – 3:30 p.m.

Tour Bronx Design and Construction Academy

333 East 151st, Bronx, NY 10431

Pete Gonzalez, Work Base Learning Coordinator

The Academy is working with the New York Heating Oil Association to educate high schools students that are considering a future as heating oil technicians on the benefits of using Bioheat® in commercial and residential applications.

3:45 p.m.

Depart for Penn Station, NYC

4:30 p.m.

Arrive at Penn Station, NYC - The Sustainability Tour will conclude with a Q&A Session with tour participants, sponsors and staff. This will be the time for participants to answer all their questions, discuss the day's events and get one-on-one time with biodiesel experts.

6:25 p.m.

Amtrak train departs for Union Station, DC

9:50 p.m.

Arrive at Union Station, DC

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

ETHIC FEB28'18AM11:45

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: Jared Henderson

Employing Office/Committee: Senator Heidi Heitkamp

Private Sponsor(s) (list all): See Attachment A

Travel date(s): March 22-23, 2018

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

Destination(s): New York City, NY

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

As the lead staffer on biofuel issues, it is important that I have a strong understanding of the end-user market and learn more about where biodiesel is being utilized across the country and what opportunities and challenges there are to supply that market.

Name of accompanying family member (if any): NA

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:

2/20/18

(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):

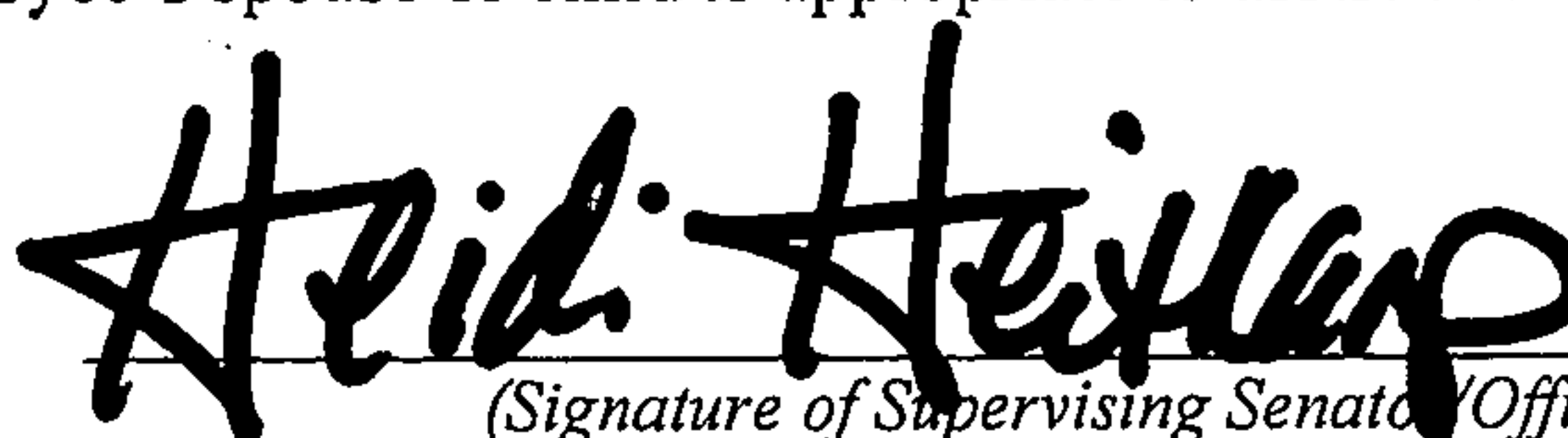
I, Heidi Heitkamp hereby authorize Jared Henderson
(Print Senator's/Officer's Name) (Print Traveler's Name)

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) ☐

2-20-18

(Date)



(Signature of Supervising Senator/Officer)

Attachment A: Jared Henderson Employee Pre-Travel Authorization Form

National Biodiesel Foundation

National Biodiesel Board

Lake Erie Biofuel, LLC dba HERO BX

Incobrasa Industries, Ltd.

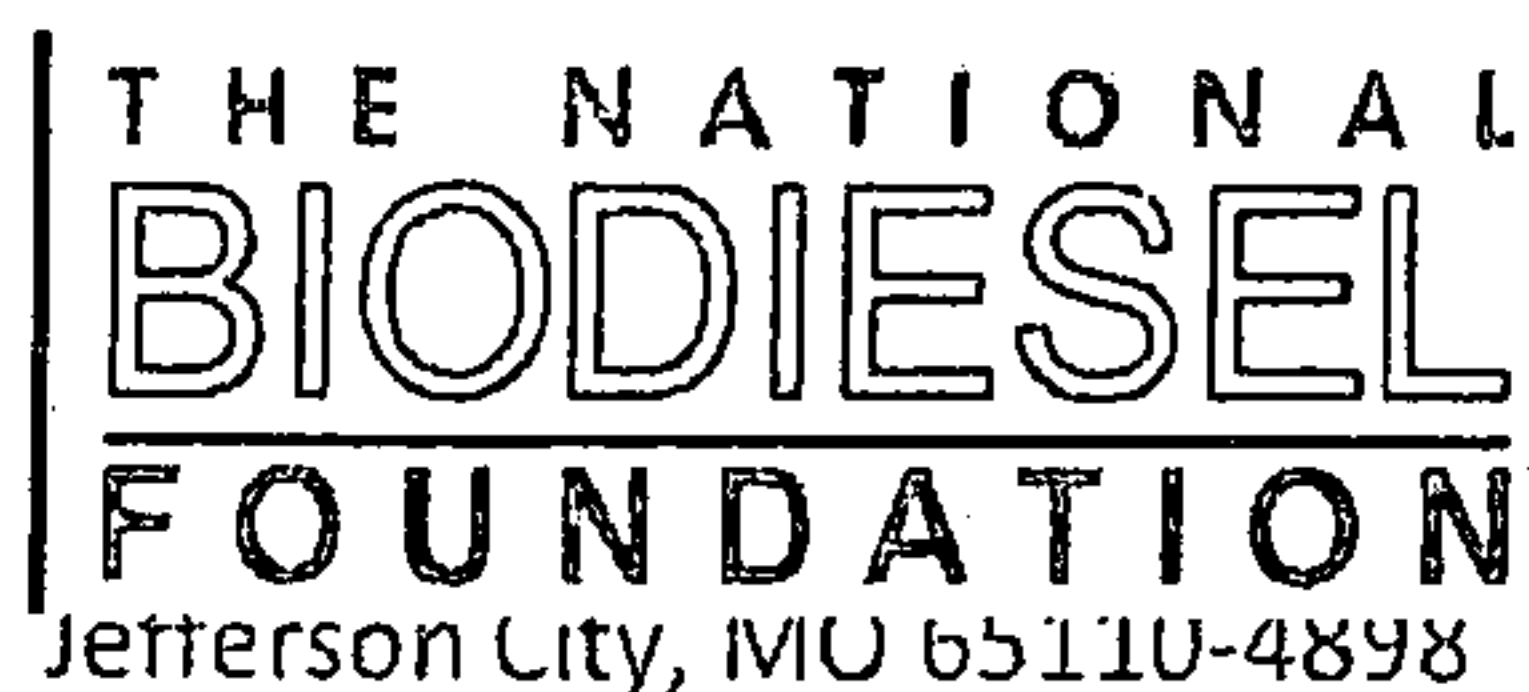
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Minnesota Soybean Processors

Renewable Energy Group, Inc.

Western Iowa Energy, LLC

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On behalf of the National Biodiesel Foundation and our sponsoring organizations, you are cordially invited to participate in the **2018 New York City Congressional Tour: Sustainable Biodiesel Improves the Environment and Economy on March 23 – travel day March 22**. This privately-sponsored tour, which will comply with Ethics Committee travel regulations, has been organized to provide congressional staff an opportunity to join experts from the National Biodiesel Foundation for an educational, hands-on, interactive look at biodiesel use in the Northeast and learn how the city is using biodiesel to meet sustainability goals.



Made from an increasingly diverse mix of resources such as recycled cooking oil, soybean oil and animal fats, biodiesel is a renewable, clean-burning diesel replacement used in existing diesel engines. It is the first and only commercial-scale fuel produced across the U.S. to meet the EPA's definition of an Advanced Biofuel. This means the EPA has determined that biodiesel reduces greenhouse gas emissions by more than 50 percent when compared to petroleum diesel.

The tour is designed to provide participants with a better understanding of the environmental and economic impacts of biodiesel and Bioheat®. Speakers will highlight technological advancements that are improving the efficiency and carbon footprint of biodiesel in various applications in the Northeast and around the US. The tour schedule includes time to exchange of ideas about biodiesel and energy policy.

Space is limited to 15 people and registrations must be received by COB February 6, 2018. Reserve your seat now! If you are interested in participating in the tour, please contact Morgan Townsend at mtownsend@biodiesel.org or (202) 641-6209. We will email you the registration package, and work with you to complete the ethics packet before the deadline.

Any questions may be directed to me at (573) 635-3893. Thanks, and we hope to see you on the tour.

Sincerely,

Tom Verry
Executive Director

Jeff Lynn
President

2018 NY Biodiesel Congressional Tour

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Tom Verry, Executive Director, National Biodiesel Foundation and Rosemarie Calabro Tully, Director of Public Affairs and Federal Communications, National Biodiesel Board

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