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PUBLIC RECORDS

2018 AUG -6 AM 9:46

# 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: THOMAS HAWKINS

Employing Office/Committee: OFFICE OF THE SENATE MAJORITY LEADER

Travel Expenses Paid by (List all sources): Congressional Institute

Travel Date(s): JANUARY 31 - FEBRUARY 2

Description/Title of Attached Forms: TRIP INVITATION

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

Purpose of Amendment (describe the reason for amending original submission):

THE INITIAL TRIP INVITATION I SUBMITTED WAS REVISED.

6 AUGUST 2018
(Date)

(Signature of Traveler)

(Revised 4/19/2010)

# 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: **An educational policy conference to examine important issues with policy experts and Members of the House and Senate.**

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<br>☐ Actual Amounts | **$267**<br>**Spouse (if applicable): $267** | **$93 + tax**<br>**Spouse (if applicable): $0** | **$64**<br>**Spouse (if applicable):$64** | **$223 Facility Rental**<br>**Spouse (if applicable):: $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 coach-class 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**

**Hawkins, Tom (McConnell)**

**From:** Congressional Institute <rsvp@conginst.org>
**Sent:** Friday, December 22, 2017 10:32 AM
**To:** Hawkins, Tom (McConnell)
**Subject:** House & Senate Republican Member Conference: Registration

## 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!!!**

Dear Tom,

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 a copy of 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: | Tom_Hawkins@mcconnell.senate.gov |
| Access Code: | Pf5yMVmQM5 |

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.