Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2018 NOV 28 AM 11:42

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): Global Women's Innovation Network (GlobalWIN)

Travel date(s): Monday, October 29, 2018 -Tuesday, October 30, 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	134.92	$160	$94.76	

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 full itinerary attached

11/26/2018 Caitlyn Stephenson [signature]
(Date) *(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.

11/27/2018 [signature]
(Date) *(Signature of Supervising Senator/Officer)*

(Revised 1/3/11) **Form RE-2**

JOHNNY ISAKSON, GEORGIA, CHAIRMAN
CHRISTOPHER A. COONS, DELAWARE, VICE CHAIRMAN

PAT ROBERTS, KANSAS
JAMES E. RISCH, IDAHO

BRIAN SCHATZ, HAWAII
JEANNE SHAHEEN, NEW HAMPSHIRE

DEBORAH SUE MAYER, CHIEF COUNSEL AND STAFF DIRECTOR
EMILY GERSHON, CHIEF CLERK

HART SENATE OFFICE BUILDING, ROOM 220
SECOND AND CONSTITUTION AVENUE, NE
WASHINGTON, DC 20510-6425

TELEPHONE: (202) 224-2981
FACSIMILE: (202) 224-7416
TDD: (202) 228-3752

United States Senate

SELECT COMMITTEE ON ETHICS

October 22, 2018

Caitlyn Stephenson
Office of Senator Gary C. Peters
United States Senate
Washington, DC 20510

Dear Ms. Stephenson:

This responds to your recent correspondence concerning an invitation you received to travel to the *GlobalWIN Senate Staff Delegation Trip*, in Baltimore, Maryland, on October 29-30, 2018, sponsored by the Global Women's Innovation Network (GlobalWIN). GlobalWIN 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 an agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. GlobalWIN has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist or agent of a foreign principal 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, GlobalWIN 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*

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[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.

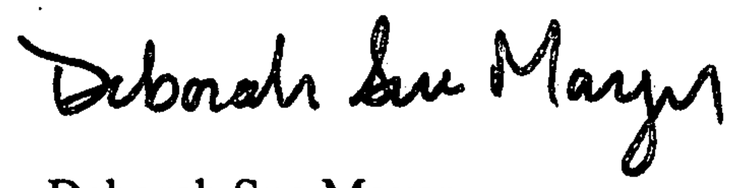
[2] The term "any point throughout your trip" has a specific definition. *See id.* at 2.

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.**

Finally, Senate Rule 34 requires a reporting individual,[3] 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.

I hope you find this information helpful. 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] 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.

Date/Time Stamp:

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EMPLOYEE PRE-TRAVEL AUTHORIZATION

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: Caitlyn Stephenson

Employing Office/Committee: Office of Senator Gary C. Peters

Private Sponsor(s) (list all): Global Women's Innovation Network (GlobalWIN)

Travel date(s): Monday, October 29, 2018 - Tuesday, October 30, 2018

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

Destination(s): Baltimore, MD

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

I work on policies related to innovation and technology to advance workforce development, as well as policies related to the opioid crisis. The site visits and meetings during this trip will help inform my understanding of how workforce development and the opioid epidemic are being addressed at the local level.

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:

10/11/2018
(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, Senator Gary Peters *(Print Senator's/Officer's Name)* hereby authorize Caitlyn Stephenson *(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)* ☐

10/11/2018
(Date)

(Signature of Supervising Senator/Officer)

(Revised 10/19/15)

Form RE-1

Date/Time Stamp:

ETHIC SEP26'18AM11:12

EMPLOYEE PRE-TRAVEL AUTHORIZATION

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: Caitlyn Stephenson

Employing Office/Committee: Office of Senator Gary C. Peters

Private Sponsor(s) (list all): Global Women's Innovation Network (GlobalWIN)

Travel date(s): Monday, October 29-Tuesday, October 30

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

Destination(s): Baltimore, MD

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

This trip will involve policy discussions on issues that the Senator and our office work on including innovation, tech, female leadership and addressing the opioid crisis.

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:

9/25/2018
(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, Gary C Peters *(Print Senator's/Officer's Name)* hereby authorize Caitlyn Stephenson *(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)* ☐

9/25/18
(Date)

(Signature of Supervising Senator/Officer)

(Revised 10/19/15)

Form RE-1

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): Global Women's Innovation Network (GlobalWIN)

2. Description of the trip: As a part of our annual programming, GlobalWIN will bring Senate Staffers to Baltimore for 24 hours of site visits, meetings and roundtables on innovation, health and future of work.

3. Dates of travel: Monday, October 29 -- Tuesday, October 30

4. Place of travel: Baltimore, MD

5. Name and title of Senate invitees: 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:

As the primary sponsor, GlobalWIN is organizing and financially supporting all aspects of this trip, including travel, hotel accomodations, meetings and panel discussions.

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

GlobalWIN is a bipartisan 501c3 organization that provides a forum for women who are passionate about innovation. Programming on this trip will combine all tiers of our programming by addressing policy issues, fostering bipartisanship, and bringing visibility to women in innovation-driven fields. (see attached.)

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

In June 2016, GlobalWIn hosted a Senate Staff overnight trip to NYC. Additionally, GlobalWIN brought Senate Staff to Seattle, WA in 2017. Finally, GlobalWIN has many years of House staff trips abroad including: Paris 2012, London 2013, Brussels 2014, Dublin 2015, London 2017 and Paris in 2018.

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

GlobalWIN is a DC-based nonprofit organization that hosts 1-3 free events per month focused on career development, networking, and policy discussions. The events range in scale from 20 attendees to 100+. GlobalWIN features Members of Congress, policy advisors, industry experts and other female leaders.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate ☐ Actual Amounts	$8.00 one-way MARC ticket + $140 Bus Transportation = $148.00	$160/night (pre tax/fees)	$98.50	$5

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:

B) GlobalWIN's Senate Staff Delegation trip is planned specifically with regard to Congressional participation in the form of Senate Staff from Republican and Democratic Offices.

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

With rapid change and development over the last decade, along with proximity to DC, Baltimore was selected as the location of this trip to discuss innovation, tech, female leadership, and the opioid crisis.

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

Sagamore Pendry Baltimore, 1715 Thames St, Baltimore, MD 21231

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

The Sagamore Pendry was chosen due to its availability, group rate, and proximity to event locations.

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 and meals are planned in accordance with Senate Ethics and available GSA per diem rates.

As is stated, meals & incidental expenses will equate to $51.75, 75% of the max per diem rate of $69.

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:

The Senate Staff Delegation will take local MARC transportation from Union Station in Washington, DC to Baltimore. For the return, ground bus transportation 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:

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: Helen Milby, Co-Founder & Executive Director

Name of Organization: Global Women's Innovation Network (GlobalWIN)

Address: 233 Pennsylvania Ave, SE, Washington, DC 20003

Telephone Number: 202.548.0021

Fax Number: _____

E-mail Address: helen@helenmilby.com

Global Women's Innovation Network

GlobalWIN Senate Staff Delegation Trip
Baltimore, MD | October 29-30, 2018

Itinerary

Monday, October 29

9:02 AM **MARC Train to Baltimore**
Union Station, 50 Massachusetts Ave NE, Washington, DC 20002

10:00 AM **Arrive at Baltimore Penn Station & Board Ground Bus Transportation**
1500 N Charles St, Baltimore, MD 21201

10:00 AM—10:30 AM **Introductions + Trip Overview with Executive Director Helen Milby**

GlobalWIN's Co-Founder and Executive Director Helen Milby will welcome the Senate Staff Delegation, providing background on the organization and the schedule of afternoon meetings and site visits. Introductions among the delegation will also be given.

20-30 min DRIVE

10:30 AM—11:30 AM **Tour of Lighthouse Manufacturing Facility & The Foundery**
City Garage at 101 W. Dickman Street

Lighthouse is a 35,000 square foot manufacturing and design center for Under Armour in Port Covington. On this site visit, the Senate Staff Delegation will learn about the facility's mission create a new model for manufacturing, using state-of-the-art equipment such as 3D printers that make sneakers, a full-body scanner that measures individuals for custom clothing and robotic machinery for more efficient production. Furthermore, Lighthouse works to develop best practices, then share proven technologies and processes with partner factories both domestically and internationally. In the same lot, we will also tour the for-profit makerspace, The Foundery. The space was built to fuel the creative community with unique access to industrial-grade tools and knowledge, and to provide a safe and accessible makers' space for Baltimore's creative community to gather, learn, build and teach.

5 min DRIVE

11:30 AM—1:00 PM **Meeting with Women's Division at Under Armour Headquarters**
Under Armour Waterfront HQ Campus, 2601 Port Covington Dr
(Lunch provided by GlobalWIN)

Ranked #6 on Forbes' 2016 "World's Most Innovative Companies" list, GlobalWIN will visit Under Armour's Headquarters. Here, GlobalWIN will engage with leaders from the Under Armour Women's Division, and learn about product innovation and brand evolution in a competitive market – including the success of their marketing and digital advertising.

25-30 min DRIVE

1:30 PM—3:00 PM **Open Works Baltimore**
1400 Greenmount Ave, Baltimore, MD 21202

Baltimore birthed the bottle cap, the railroad, and legions of Liberty ships. The twists of history have deleted some of that legacy, but remnants of that industrial power still remain all over town. Open Works sits in the heart of one of Baltimore's original manufacturing

districts, a stone's throw from the old Crown Cork and Seal complex and the former Lebow Brothers Clothing factory. Having just visited The Foundery, our delegation will have the opportunity to visit and compare it with a non-profit makerspace model.

10-15 min DRIVE

3:15 PM—4:45 PM **Roundtable on Workforce Development**
Humanim, 1701 N Gay St, Baltimore, MD 21213

Humanim is an organization whose mission is to address critical and complex issues that face Humanim, stakeholders in the Baltimore community and persons served related to institutional issues creating disparities and impacting equity. During a conversation with leaders on their workforce development team, the delegation will learn about Humanim's efforts to facilitate the economic growth of individuals and communities. Their workforce development programs have been nationally recognized and accredited.

15-25 min DRIVE

5:00 PM—5:45 PM **Hotel Check-In**
Sagamore Pendry Baltimore, 1715 Thames St

5:45 PM—6:15 PM **Day 1 Review + Policy Conversation led by Sr. Director Sarah Mamula**
Sagamore Pendry Baltimore, 1715 Thames St

Having completed the first half of Baltimore programming, GlobalWIN Senior Director will lead a discussion with the delegation on policies and issues addressed, and the day's highlights. An overview of Day 2's meetings and site visits will also be provided.

Tuesday, October 30

7:30 AM—8:30 AM **Informal Breakfast at Hotel**
Sagamore Pendry Baltimore, 1715 Thames St
(Provided by GlobalWIN)

20 min DRIVE

9:00 AM—11:15 AM **Opioid Briefing with Baltimore City Health Department**
City Hall - Room 250, 100 N. Holliday St

At a briefing with the Baltimore City Health Department, our delegation will engage with experts and learn more about how the city's officials are working to combat the city's opioid problem.

30 min DRIVE

12:00 PM—2:00 PM **Guinness Brewery Facility Tour**
5001 Washington Blvd, Halethorpe, MD 21227
(Lunch provided by GlobalWIN)

At our final meeting in Baltimore, our delegation will visit Guinness's sole brewery in North America, which opened in summer 2018. Throughout the tour, the delegation will learn about the brand's innovation over its 250 year history, job creation, female leadership in Guinness (and parent company DIAGEO), as well as policy issues of most interest to the company.

2:15 PM **Travel back to Washington, DC by Bus**

1.25 hour DRIVE

3:30 PM **Arrive Back in Washington, DC**
Union Station, 50 Massachusetts Ave NE, Washington, DC 20002

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
Attachment

5. GlobalWIN Delegation Invitees (in no particular order):

1. **Reema Dodin**, Floor Director, Democratic Whip, Senator Richard Durbin
2. **Victoria Flood**, Legislative Assistant, Office of Senator Shelley Moore Capito
3. **Meredith Good-Cohn**, Health Research Assistant, HELP Committee
4. **Narda Jones**, Legislative Counsel, Office of Senator Maria Cantwell
5. **Cheri Pascoe**, Professional Staff, Commerce, Science and Transportation Committee
6. **Sydney Paul**, Legislative Counsel, Office of Senator Gary Peters
7. **Stacy Rich**, Staff Director, Office of Senator Patty Murray
8. **Olivia Trusty**, Professional Staff Member, Office of Senator Roger Wicker
9. **Crystal Tully**, Commerce Subcommittee on Communications, Technology, Innovation and the Internet
10. **Beth Vrabel**, Senior Health Counsel, Office of Senator Ron Wyden
11. **Natalie Rogers**, Deputy Chief of Staff, Office of Senator Cory Gardner
12. **Scarlet Doyle**, Legislative Assistant, Office of Senator Dean Heller
13. **Lauren Reamy**, Legislative director, Office of Senator Marco Rubio
14. **Robyn Engibous**, Deputy Chief of Staff, Office of Senator Dan Sullivan
15. **Beatrice Pollard**, Legislative Aide, Judiciary, Telecommunications and Technology Committee (Senator Schumer)
16. **Kara Van Stralen**, Senior Policy Advisor, Transportation & Innovation, Office of Senator Maggie Hassan
17. **Beth Bell**, Tax Counsel, Office of Senator Ben Cardin
18. **Caitlyn Stephenson**, DCOS, Office of Senator Gary Peters
19. **Anna Taylor**, Legislative Counsel, Senate Democratic Leader Chuck Schumer
20. **Meris Patek**, Legislative Assistant, Office of Senator Ron Johnson
21. **Marcie Smith**, Legislative Assistant, Office of Senator John Kennedy
22. **Lindsay Jensen**, Legislative Assistant, Office of Senator John Sullivan
23. **Jessica McBride**, Legislative Director, Office of Senator John Thune
24. **Monica Popp**, Chief of Staff, Office of the Senate Republican Whip John Cornyn
25. **Erica Andeweg**, Legislative Assistant, Office of Senator Deb Fischer
26. **Alyssa Penna**, Legislative Assistant, Office of Senator Chris Van Hollen

Global Women's Innovation Network
233 Pennsylvania Avenue, SE, 2nd Floor, Washington, DC 20003

August 13, 2018

Caitlyn Stephenson
Deputy Chief of Staff
Office of Senator Gary Peters
United States Senate
Via Email

Dear Ms. Stephenson,

The Global Women's Innovation Network (GlobalWIN) invites you to join us for an overnight delegation trip to Baltimore, Maryland, taking place October 29-30, 2018. We plan to take the MARC train to Baltimore on Monday morning, October 29 to begin programming late morning/early afternoon. Events will continue through the evening, and the next day, concluding late afternoon on October 30. You will depart Baltimore via bus around 4:00 PM, Tuesday, October 30, returning to Washington D.C before 6:00 PM.

Although we are in the early planning stages, we will confirm policy discussions and site visits with companies at the forefront of innovation and technology, as well as with female leaders in public health, politics and other industries. Your work on these topics and active participation in our discussions will be a great asset to our delegation, which will include senior staff from both Republican and Democratic Senate offices.

As you know, GlobalWIN was founded in 2009 as an educational, nonpartisan 501(c)(3) non-profit organization. With honorary co-chairs Senator Shelley Moore Capito (R-WV), Senator Maggie Hassan (D-NH), Congresswoman Martha Roby (AL-02) and Congresswoman Debbie Wasserman Schultz (FL-23), GlobalWIN provides a dynamic forum for women executives and thought leaders in academia, government, and business who are passionate about innovation and its potential to advance critical policy issues. GlobalWIN is dedicated to helping women in these fields and related policy debates by providing opportunities to: 1) recognize their contributions to innovation and related policy debates; 2) share their views & engage publicly; 3) access resources that might not otherwise be readily available to accomplish these objectives; 4) broaden their network across areas of expertise and beyond our borders.

As the primary sponsor of this trip, GlobalWIN will cover your travel and meal expenses related to the trip, in compliance with the rules under Senate ethics laws. GlobalWIN has a record of successful Senate Staff delegation trips, including NYC in 2016 and Seattle in 2017.

To ensure timely submission of ethics materials to the appropriate committees by Friday, September 28, please confirm your interest in the trip by calling our office at 202-548-0021, or by sending an email to Sarah Mamula at smamula@helenmilby.com.

Sincerely,

Helen Milby
Executive Director, GlobalWIN

Sarah Mamula
Senior Director, GlobalWIN