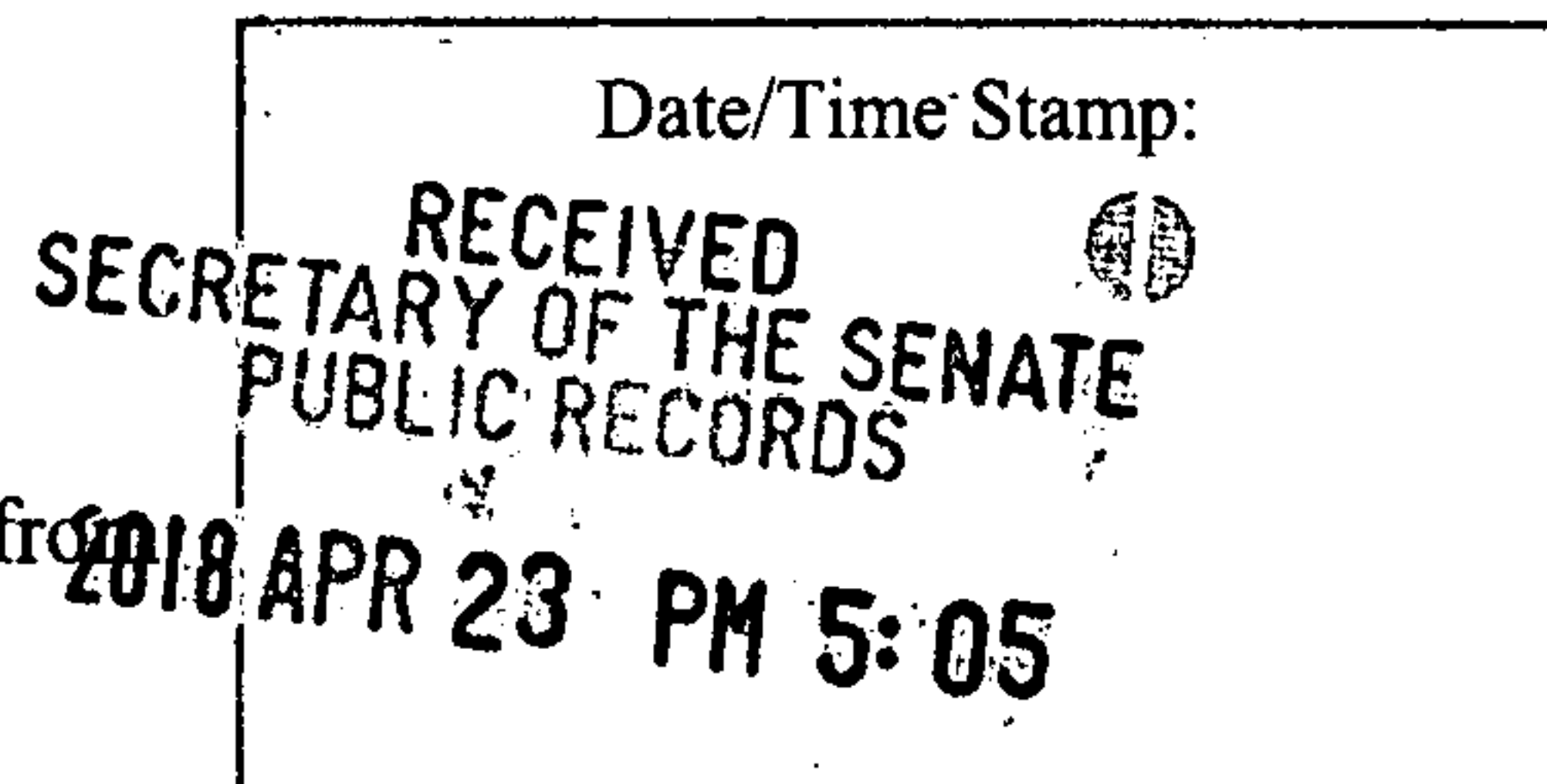


Employee Post-Travel Disclosure of Travel Expenses



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.**

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): Harkin Institute for Public Policy at Drake University

Travel date(s): April 11-13, 2018

Name of accompanying family member (if any): None

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 checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	\$634.60 for airfare	\$400 for two nights	\$10 for breakfast; \$15 for lunch; \$30 for dinner	N/A

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.): Itinerary attached: Includes breakfast meeting with students and Institute employees; Visit and meeting at World Food Prize.

Lunch with Sussman Lecture namesake and Institute Executive Director; Tour of Drake archives; Meeting with local political leadership; Sussman Lecture reception, event, and follow up Q&A.

4/23/18
(Date)

Chad Kreikerneide
(Printed name of traveler)

[Signature]
(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.

4/23/18
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

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: Chad Kreikemeier

Employing Office/Committee: Senate Select Committee on Intelligence

Private Sponsor(s) (list all): Harkin Institute for Public Policy at Drake University

Travel date(s): April 11-13, 2018

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

Destination(s): Des Moines, Iowa

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

The Harkin Institute hosts lectures to "inform citizens, inspire creative cooperation and catalyze change on issues of social justice." This lecture will discuss global security threats and U.S. national security policy-making. Chad Kreikemeier is a Senior Advisor on SSCI, and as such, is responsible for Congressional oversight over key areas of U.S. national security policy-making, including the Middle East, Russia, and new threats in tech and social media. He has been asked to address how each of these threats affect American citizens, how the Congress is addressing these threats, and what needs to be done.

Name of accompanying family member (if any): None

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:

4/3/18
(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, Senator Richard Burr hereby authorize Chad Kreikemeier
(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) ☐

April 3, 2018
(Date)


(Signature of Supervising Senator/Officer)



Mr. Chad Kreikemeier
United States Senate
Washington, D.C. 20510

I am excited to invite you to speak this spring at our biannual Sussman Lecture, an endowed series of The Harkin Institute for Public Policy & Citizen Engagement. Senator Tom Harkin (Retired) founded The Harkin Institute at Drake University in 2013, and since that time, we have been busy working to inform citizens, inspire creative cooperation and catalyze change on issues of social justice, fairness and opportunity. The Sussman Lecture Series is one of the programs we host in our continued efforts to realize these goals.

The Sussman Lecture Series engages students and the community in a respectful dialogue on contemporary issues that affect citizens nationally and globally. As we celebrate our five-year anniversary, we are focused on raising the bar even higher on the programming we provide. As we have discussed, I believe your experience as national security experts could provide our dynamic and diverse audience with our most engaging event yet.

If your calendar permits you to speak on April 12, we would be honored to feature you all for a panel discussion for our Sussman Lecture. Past lecturers have included Columbia, SC Mayor Stephen Benjamin, *New York Times* reporter Scott Shane, French explorer Celine Cousteau, Darrell West of the Brookings Institution, Families Against Mandatory Minimums founder Julie Stewart, Nobel Peace Prize laureate Kailash Satyarthi, and most recently, British Consul General Stephen Bridges.

Bringing you to Des Moines for The Harkin Institute's Sussman Lecture would be a great pleasure for the institute, as well as an incredibly enlightening experience for Drake students and the Des Moines community. Please feel free to call or email me to talk more about logistics or content. I sincerely hope you will accept our invitation.

Greg Smith

Joseph Jones
Executive Director

cc: Ms. Katie Hantson, Senior Counsel, U.S. Department of the Navy
Mr. Alex Iftimie, Attorney, U.S. Department of Justice
Ms. Rose Jackson, Senior Policy Advisor, Open Society Foundations
Mr. Anthony Johnson, Department of Defense Liaison, U.S. Department of State

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): The Harkin Institute for Public Policy and Citizen Engagement
 2. Description of the trip: Mr. Kreikemeier will participate in a panel lecture on global threats at Drake University. The audience will be composed of students, faculty, and members of the public.
 3. Dates of travel: April 11th-13th, 2018
 4. Place of travel: Des Moines, Iowa. Drake University
 5. Name and title of Senate invitees: Mr. Chad Kreikemeier, professional staff
 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 Harkin Institute hosts a lecture each semester and is responsible for the complete organization and execution of the event. The Institute will arrange travel for the speakers, invite guests to the event, and produce material to promote the event.

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

The Harkin Institute exists to inform citizens, inspire creative cooperation, and catalyze change on issues of social justice. This lecture will directly fulfill the mission by informing students and members of the public about global security threats.

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

We recently completed a sponsorship application for Andi Fristedt, HELP Committee, to participate in our Harkin on Wellness Symposium on March 21, 2018. Other than this, The Harkin Institute has not sponsored other congressional trips.

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

The Harkin Institute also hosts lectures where experts speak on contemporary and relevant issues, a political lecture with analyst Charlie Cook, and informal lunches for students to have conversation with successful leaders. The Institute also teaches classes at Drake University.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$700 for airfare	\$400 total for two nights	\$10 for breakfast \$15 for lunch \$30 for dinner	N/A
<input type="checkbox"/> Actual Amounts				

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 event is arranged and organized without regard to congressional participation since we have other speakers involved that are not employed by Congress.

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

The Harkin Institute is located at Drake University which allows access to students and members of the public to attend events.

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

Des Lux, 800 Locust St., Des Moines, IA 50309

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

The hotel is located approximately 10 minutes away from Drake University, where the event is being held. This is the hotel that we typically provide for all guest speakers who travel for our events, which means the other panelists will be staying at this hotel as well.

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:

Meal costs are below the federal per diem. The daily expense for lodging exceeds

the maximum per diem rate by approximately \$100. This hotel is the prearranged lodging for

non-Congressional and Congressional Sussman Lecture attendees.

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:

Coach transportation will be provided for this trip.

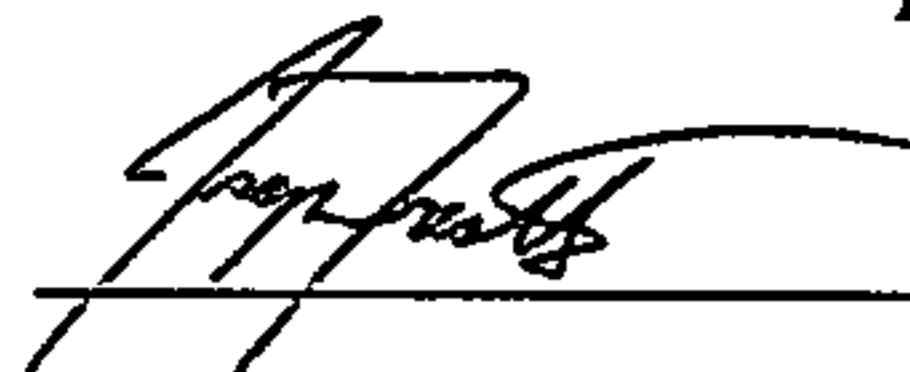
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

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:

No entertainment will be provided.

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: Joseph Jones, Executive Director

Name of Organization: The Harkin Institute for Public Policy and Citizen Engagement

Address: 2429 University Avenue, Des Moines, IA 50311

Telephone Number: 515-271-3582

Fax Number: N/A

E-mail Address: joseph.jones@drake.edu

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Wednesday, April 11th

8:00 P.M. Wheels up DCA
American Airlines 5018

9:44 P.M. Wheels down DSM

Check in to hotel
Location: Des Lux Hotel
 800 Locust St.
 Des Moines, IA 50309

Thursday, April 12th

8:10 – 8:30 A.M. Travel to The Harkin Institute for Public Policy & Citizen Engagement

8:30 – 9:30 A.M. **Informal breakfast with institute student employees**
Location: **2429 University Ave.**
 Des Moines, IA 50311

This breakfast is an educational opportunity for student employees of The Harkin Institute. Chad Kreikemeier and other lecture panelists will share information about their careers and their work.

11:00 – 11:45 A.M. Visit the World Food Prize Hall of Laureates
Location 100 Locust St.
Des Moines, IA 50309

During this visit, Chad Kreikemeier and other panelists will tour the World Food Prize Hall of Laureates and meet with World Food Prize President Ambassador Kenneth M. Quinn (ret.).

12:00 – 1:15 P.M. **Lunch with Sussman Lecture participants, lecture namesake Richard Sussman, and Harkin Institute Executive Director Joseph Jones**
Location: **Embassy Club**
 666 Grand Ave.
 Des Moines, IA 50309

This lunch is an opportunity to share with the lecture's namesake more information about the participants, their work, and why national security is an issue to address through programming like the Sussman Lecture Series.

2:00 – 3:00 P.M. **Tour of the Drake University Cowles Library Archives and Special Collections**
Location: **Cowles Library**
 Drake University

Friday, April 13th

6:00 A.M. Wheels up DSM
American Airlines 5021

9:27 A.M. Wheels down DCA

United States Senate

SELECT COMMITTEE ON ETHICS

April 6, 2018

Chad Kreikemeier
Select Committee on Intelligence
United States Senate
Washington, DC 20510

Dear Mr. Kreikemeier:

This responds to your recent correspondence concerning an invitation you received to travel to the *Sussman Lecture*, in Des Moines, Iowa, on April 11-13, 2018, sponsored by The Harkin Institute. The Harkin Institute 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. The Harkin Institute 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, The Harkin Institute 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 *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.