Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
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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): Hoover Institution, Stanford University

Travel date(s): August 14-16, 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	$565.90 Roundtrip Airfare	$320 ($160/night)	$128.01	$82.70 Ground Transportation

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

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate ☐ Actual Amount	n/a	n/a	n/a	n/a

Provide a description of all meetings and events attended. *See* Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

See attached agenda

8/22/2018 (Date)

Jeffrey Wrase (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.

8/22/2018 (Date)

(Signature of Supervising Senator/Officer)

(Revised 1/3/11)

Form RE-2

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): Stanford University's Hoover Institution

2. Description of the trip: An intensive program for congressional staff which consists of three days of seminars, simulations, and keynote presentations.

3. Dates of travel: 08/14/2018 - 08/16/2018

4. Place of travel: Stanford University, Palo Alto, CA

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:

Stanford University's Hoover Institution solely planned all aspects of the trip, including topics to be discussed, travel/accommodation logistics, and required paperwork. Hoover employees will also be responsible for traveling with congressional staff and managing logistics for the duration of the trip.

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

The Hoover Institution is a research institution that seeks to improve the human condition by advancing ideas that promote economic opportunity and prosperity while securing and safeguarding the peace through its world renowned scholars, library and archives, as well as by engaging Congress and its staff.

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

This is the fifth sponsored trip for congressional staff organized by the Hoover Institution. The latest of which was in April of 2018 and had a similar format as this trip.

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

Stanford University's Hoover Institution regularly sponsors policy panels and roundtables for think tank scholars, journalists, congressional staff, executive branch officials, academics and members of the general public.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate ☐ Actual Amounts	$600 airfare $400 ground transportation	$320 total ($160/night)	$160 total ($64 per diem)	n/a

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 trip is arranged/organized specifically for congressional participation.

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

In order to have a significant number of Hoover senior fellows participate in the event, we are hosting at the Hoover Institution's headquarters on the Stanford University campus.

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

Stanford Guest House, 2575 Sand Hill Road, Menlo Park, CA 94025

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

Stanford Guest House is owned and operated by Stanford University. It is in close proximity to the events that comprise the program.

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:

All lodging, meals, and other expenses are within the official federal government travel per diem rate for Pal Alto, CA

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:

Stanford University's Hoover Institution will provide coach-class, roundtrip airfare between D.C. and San Fransisco, and roundtrip ground transportation between Stanford University and SFO airport.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities 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. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: Michael G. Franc

Name and Title: Michael G. Franc, Director of Washington, D.C. Programs

Name of Organization: Hoover Institution

Address: 1399 New York Avenue, NW, Suite 500, Washington, D.C. 20005

Telephone Number: 202-760-3189

Fax Number: 202-760-3191

E-mail Address: mfranc@stanford.edu

STUART FAMILY CONGRESSIONAL FELLOWSHIP PROGRAM

AUGUST 14-16, 2018
STANFORD UNIVERSITY'S HOOVER INSTITUTION, PALO ALTO

Group Flight Information:

Outbound flight: Tuesday, August 14, 2018
Flight Number – UA 2042
Departure Airport – DCA
Departure Time – 8:05amET
Arrival Airport – SFO
Arrival Time – 11:00amPT

Return Flight: Thursday August 16, 2018
Flight Number – UA 2046
Departure Airport – SFO
Departure Time – 1:10pmPT
Arrival Airport – DCA
Arrival Time – 9:26pmET

HOOVER INSTITUTION

Ideas Defining A Free Society

Dear Mr. Wrase,

We are pleased to inform you that you have been selected to attend the Hoover Institution's Stuart Family Congressional Fellowship Program, which takes place on the Stanford University campus in Palo Alto from August 14-16, 2018. **To proceed, please confirm your agreement to attend by <u>completing this form</u> by the close of business on Friday, July 6th.**

IMPORTANT: Given that the Senate is scheduled to be in session during our fellowship, we are requiring that you confirm your ability to attend even if the Senate remains in session during our travel dates.

Once confirmed, you will need to complete the necessary ethics paperwork. In this packet, you will find the necessary forms to be submitted to your ethics committee. This packet includes:

- Employee Pre-travel Authorization Form (*For you to fill out)*
- Private Sponsor Travel Certification Form
- Agenda & Flight itinerary
- This letter as a Copy of Sponsor Invitation
- List of Senate participants

You will need to fill out the Employee Pre-travel Authorization Form and **submit this entire packet to your Ethics Committee for review by Friday, July 13th**. Upon submission, please notify Andrew Clark at afclark@stanford.edu

The Congressional Fellowship will take place from August 14th through August 16th. Plan to depart from Washington, D.C. the morning of August 14th and return the afternoon of August 16th. Please be sure to review all of the action items and deadlines in the attached document titled "Next Steps."

Should you have any questions, do not hesitate to let us know. Again, thank you for your participation. We look forward to welcoming you to Stanford University and expect an excellent program.

Sincerely,

Michael G. Franc

Michael G. Franc
Director, Washington D.C. Programs
Hoover Institution, Stanford University

Last	First
Bunn	Daniel
Dudley	Lauren
Geho	Doug
Grice	Savannah
Kim	Sunmin
McGuire	Monica
McLeod	Josh
Merkel	Theo
Wrase	Jeff

THE HOOVER INSTITUTION IN WASHINGTON

STUART FAMILY CONGRESSIONAL FELLOWSHIP PROGRAM

EXAMINING AMERICA'S ECONOMIC PROSPERITY
AUGUST 14-16, 2018
STANFORD UNIVERSITY'S HOOVER INSTITUTION

TUESDAY, AUGUST 14

All meetings will be held in Lou Henry Hoover Room 115, 580 Serra Mall, Stanford, CA 94305, unless otherwise noted.

8:05 AM	Depart DCA – *United Airlines Flight 2042*
11:00 AM	Arrive SFO – *Shuttle to Lou Henry Hoover Building at Stanford University*
12:00 PM	Tom Gilligan – *Welcome & Lunch*
1:00 – 2:10 PM	John Taylor – *Principles for Restoring Prosperity*
2:10 – 3:20 PM	David Henderson – *A Need for Regulatory Reform*
3:30 – 4:40 PM	Stephen Haber – *Why 21st Century Growth Depends on Property Rights*
5:00 – 5:45 PM	Condoleezza Rice – *Trade and Domestic Economic Growth*
6:30 – 8:00 PM	Informal Dinner – *Thaiphoon* *Location: 543 Emerson St, Palo Alto, CA 94301*

WEDNESDAY, AUGUST 15

All meetings will be held in Lou Henry Hoover Room 115, 580 Serra Mall, Stanford, CA 94305, unless otherwise noted.

Continental Breakfast is provided at Stanford Guest House starting at 6am

9:00 – 10:15 AM	Eddie Lazear – *Another Look at Tax Reform and Economic Growth*
10:30 – 11:45 AM	Henry Miller – *Three Tales of Woe: How Federal Regulation Has Damaged Entire Sectors of Biotechnology*
12:00 – 1:30 PM	John Cogan – *Why America is Going Broke: Fixing the spending problem* *Lunch will be served during this session*
1:45 – 2:45 PM	Robert Hall – *The Bad News about Stagnant Wages, and How to Improve Wage Growth*
3:00 – 4:30 PM	Jennifer Burns & Jean Cannon – *A View from Hoover Archives: Milton Freidman on a Guaranteed Annual Income* *Location: Tower 110 Classroom, Hoover Tower*

AGENDA

4:30 – 6:00 PM	Tour of Hoover Tower, Herbert Hoover Memorial Exhibit Pavilion, or Stanford University campus/Break
6:00 – 8:30 PM	Dinner & Keynote Remarks by Caroline Hoxby – *The Role of Education in Promoting Economic Growth* *Location: Fairweather Courtyard/Pavilion*

THURSDAY, AUGUST 16

All meetings will be held in Lou Henry Hoover Room 115, 580 Serra Mall, Stanford, CA 94305, unless otherwise noted.

Continental Breakfast is provided at Stanford Guest House starting at 6am

8:00 AM	Shuttle departs Stanford Guest House – bring luggage
8:30 – 9:45 AM	Daniel Kessler – *Health Care Reform*
9:55 – 10:55 AM	Josh Rauh – *Pensions: How Unfunded Liabilities Can Hamper Economic Prosperity*
11:00 AM	Pick up boxed lunch & shuttle departs campus for SFO
1:10 PM	Depart SFO – *United Airlines Flight 2046*
9:26 PM	Arrive DCA

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

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TDD: (202) 228-3752

United States Senate

SELECT COMMITTEE ON ETHICS

August 7, 2018

Jeffrey Wrase
Committee on Finance
United States Senate
Washington, DC 20510

Dear Mr. Wrase:

This responds to your recent correspondence concerning an invitation you received to travel to the Stuart Family Congressional Fellowship Program, in Palo Alto, California, on August 14-16, 2018, sponsored by the Hoover Institution (Hoover). Hoover certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*[1] related to the travel and that it is neither a lobbyist, nor lobbying firm, nor agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. However, Hoover has certified that it is an organization designated under § 501(c)(3) of the Internal Revenue Code[2] that retains or employs a registered lobbyist and that no registered lobbyist will accompany you at *any point throughout your trip*.[3]

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, Hoover 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*

[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] 26 U.S.C. § 501(c)(3).

[3] The term "any point throughout your trip" has a specific definition. *See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2.

Travel Expenses (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel 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,[4] 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

[4] 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.