

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:  
**RECEIVED**  
**SECRETARY OF THE SENATE**  
**PUBLIC RECORDS**  
**2018 APR -9 PM 4:09**

**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): United Nations Foundation

Travel date(s): Thursday, March 8, 2018 to Friday, March 9, 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 <input checked="" type="checkbox"/> Actual Amount	\$295.00	\$219.00	\$111.00	\$20.00 (UN Tour)

## 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.):

See Agenda

4/4/18

(Date)

THOMAS BRANDT

(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.

4/6/18

(Date)

Jerry Moran

(Signature of Supervising Senator/Officer)

# UNITED NATIONS FOUNDATION

January 16, 2018

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Tom Brandt  
Communications Director  
Office of Senator Jerry Moran  
521 Dirksen Senate Office Building  
Washington, DC 20510

RE: Invitation to Congressional Learning Trip to the United Nations, March 8-9, 2018

Dear Tom Brandt,

On behalf of the United Nations Foundation, I would like to extend an invitation to you to participate in an upcoming learning trip to United Nations Headquarters in New York on Thursday, March 8 – Friday, March 9.

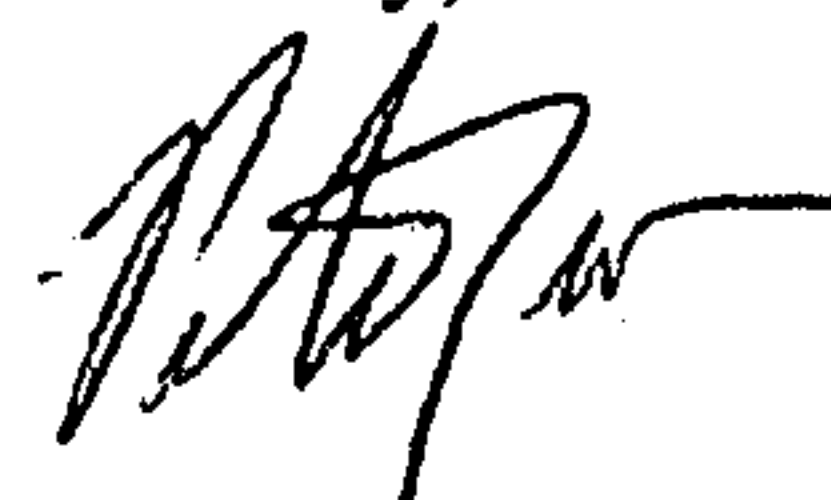
If you are unfamiliar, the UN Foundation is a public charity that links the UN's work with others around the world, mobilizing the energy and expertise of policymakers, businesses, and NGOs to help the UN tackle global challenges. As part of our mission, we organize several trips per year to UN Headquarters for Members of Congress and staff, providing an opportunity to learn about the UN's work firsthand and ask questions about a wide range of policy initiatives. Our upcoming March trip is specifically designed for congressional press/communications staff and will focus on the UN's top 2018 priorities, including a timely update from the UN's Department of Public Information.

The basic format of the trip is as follows: the delegation will take the train to New York on Thursday afternoon for a working dinner with a UN speaker. On Friday, we will participate in a series of meetings at the U.S. Mission to the UN and UN Headquarters, where we will be briefed by senior officials from an assortment of UN agencies such as the UN Refugee Agency, the World Food Programme, and the UN Department of Peacekeeping Operations. We will close the day with a working lunch with one last UN speaker, after which you will depart for DC on a 4pm train.

The UN Foundation will arrange all transportation and accommodations, including one night's hotel stay, and ensure they comply with all House/Senate ethics guidelines. **If you are interested in participating, please let us know by Friday, Feb. 2.**

As begin the new year, we hope you will take this opportunity to learn more about the how the United Nations is working to advance U.S. foreign policy, national security, and economic interests around the world.

Sincerely,



Peter Yeo  
Vice President for Public Policy

1750 Pennsylvania Ave, NW, Suite 300, Washington, DC 20006 Phone: 202.887.9040 Fax: 202.887.9021 ~ [www.unfoundation.org](http://www.unfoundation.org)  
THE UNITED NATIONS FOUNDATION IS AN INDEPENDENTLY ORGANIZED NOT-FOR-PROFIT CORPORATION

*Connecting people, resources, and ideas with the UN to help solve global problems*



**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 \_\_\_\_\_ trip  
to \_\_\_\_\_ is true, complete, and correct.  
*Dates of Travel (Month Day, Year)*  
*Place of Travel*

Signature of Travel Sponsor: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## Instructions

(Do not file the Instructions with OPR)

### General Instructions

- The Senate Select Committee on Ethics (“Ethics Committee”) has developed guidelines for evaluating privately-sponsored trips and for judging whether trip expenses are reasonable. Trip sponsors should consult the *Senate Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, prior to filling out the *Private Sponsor Travel Certification Form* and contact the Ethics Committee at (202) 224-2981 with any additional questions. The Ethics Committee will make the final determination as to whether the expenses incurred during a privately-sponsored trip are reasonable.
- If there are multiple sponsors, they should jointly complete one *Private Sponsor Travel Certification Form* for the trip. Each travel sponsor should complete the signature block.
- When evaluating a trip proposal and judging the reasonableness of expenses, the Ethics Committee will consider the following factors:
  - a. the stated mission of the organization sponsoring the trip;
  - b. the organization’s prior history of sponsoring congressional trips, if any;
  - c. other educational activities performed by the organization besides sponsoring congressional trips;
  - d. whether any trips previously sponsored by the organization led to an investigation by the Select Committee on Ethics;
  - e. whether the length of the trip and the itinerary is consistent with the official purpose of the trip;
  - f. whether there is an adequate connection between a trip and official duties;
  - g. the reasonableness of the total amount spent by a sponsor of the trip;
  - h. whether there is a direct and immediate relationship between a source of funding and an event;
  - i. the maximum *per diem* rates for official Federal Government travel published annually by the General Services Administration, the Department of State, and the Department of Defense;
  - j. whether travel to a location or event is arranged or organized without regard to congressional participation, or whether it is specifically organized for Congressional staff; and
  - k. any other factor deemed relevant by the Select Committee on Ethics.

Consult the *Senate Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, for further discussion of these factors.

- Responses to each question should be brief, consistent with the requirement to provide all relevant information. Attach additional pages, as necessary.
- To allow sufficient time for the Ethics Committee to review requests for privately sponsored travel, the participating Senate Members, officers, and employees must submit the completed form to the Ethics Committee at least **thirty (30) days** before the date of the proposed trip.



**Filling out the Private Sponsor Travel Certification Form** (Question by Question Instructions)

1. *Sponsor(s) of the trip (please list all sponsors):* A sponsor of a trip is any person, organization, or other entity contributing funds or in-kind support for the trip. A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip. If Members, officers, and employees are participating in an event or fact-finding trip in connection with their duties, they may accept necessary travel expenses only from the event or trip sponsor.
2. *Description of the trip:* Provide a brief statement about the purpose of the trip.
3. *Dates of travel:* Provide the dates of departure and return.
4. *Place of travel:* Provide the destination(s) for the trip.
5. *Name and titles of Senate invitees:* Provide the name and title for each Senate Member, officer, or employee who is invited on the trip.
6. *I certify that the trip fits one of the following categories:* A Senate Member, officer, or employee may accept privately sponsored travel only from sponsor(s) of a trip that fits one of the categories listed. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standard.
7. *Financing of the trip, earmarked funds and in-kind contributions:* Senate Members, officers, and staff may not accept privately-sponsored travel funded by a registered lobbyist or foreign agent. Members, officers, and staff may not participate in privately-sponsored travel when the sponsors accept funds or in-kind contributions earmarked for this particular 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. Earmarking includes any direction, agreement, or suggestion -- formal or informal -- to use donated funds, goods, services, or other in-kind contributions for a particular trip or purpose.
8. *Lobbyist/agent of a foreign principal involvement:* Senate invitees may not participate in trips planned, organized, arranged, or requested by a lobbyist or foreign agent in more than a *de minimis* way, which means negligible or inconsequential. It would be considered inconsequential for one or more lobbyists or foreign agents to serve on the board of an organization that is sponsoring travel, as long as the lobbyists or foreign agents are not involved in the trip. It is also permissible for a lobbyist to respond to a trip sponsor's request to identify Senate invitees with interest in a particular issue relevant to a planned trip. However, a lobbyist is not allowed to solicit or initiate communication with a trip sponsor, have control over which Senate employees are invited on a trip, extend or forward an invitation to a participant, determine the trip itinerary, or be mentioned in the invitation.

*Example:* A trip sponsor that is a § 501(c)(3) non-profit organization asks a lobbyist to recommend staffers who might be most interested in joining a trip to the U.S.-Mexican border. If a lobbyist knows a staffer who has a particular interest in the DEA's activities at the border, then providing that information (in light of the trip sponsor's request), in and of itself, would not exceed a *de minimis* level of participation, and would be permitted. However, it would not be permissible for the lobbyist to initiate contact with the trip sponsor to suggest that a particular Senate staffer be invited or forward an invitation to that staffer. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standards.



9. *Lobbyist/agent of a foreign principal accompaniment standards:* Senate Members, officers, and staff may not accept privately-sponsored travel from an entity that retains or employs one or more federally-registered lobbyists or foreign agents unless one of the listed scenarios applies. *At any segment of the trip* means lobbyists may not accompany the Senate invitee for parts of the travel to and from the event (not at the event itself or the location being visited). *At any point throughout the trip* means lobbyists may not accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited, other than in a *de minimis* way. This is a broader prohibition than the *at any segment of a trip* standard.

*“De minimis” exception:* Both lobbyist/agent of a foreign principal “accompaniment” prohibitions include a *de minimis* exemption. *De minimis* means negligible or inconsequential. The mere coincidental presence of a lobbyist or foreign agent at an event would likely be considered *de minimis*. But in making the final determination, the Ethics Committee will consider the totality of the circumstances, including the amount of time lobbyists or foreign agents are present at the event; the amount of direct contact they have with Senate invitees; and the amount of control a trip sponsor has over their presence or contact with Senate guests. For example, if the trip includes attendance at an event considered widely-attended under Rule 35(1)(c)(18), the trip sponsor is unlikely to know all attendees present. Thus, it is likely to be permissible for such widely-attended events to include both a Senate guest and a lobbyist. Similarly, an organization cannot possibly know all the other passengers taking the same flight or other common carrier to a given destination. Accordingly, the sponsor does not need to certify that it knows for certain that no lobbyist or foreign agent will be on such a common carrier.

10. *If travel includes two overnight stays:* The Ethics Committee may approve two overnight stays for trips sponsored by an entity that employs or retains one or more lobbyists or foreign agents under certain conditions. Consult Committee regulations for additional information.
11. *An itinerary for the trip is attached to this form:* The Ethics Committee will not review the trip request without a detailed (hour-by-hour), complete and final itinerary for the trip. As a general matter, the Ethics Committee advises that each travel day contain a minimum of 6 hours of officially-related activities for Senate invitees.
12. *Briefly describe the role of each sponsor in organizing and conducting the trip:* A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip.
13. *Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:* Provide a brief description of the stated mission of each sponsor and how it relates to the trip.
14. *Briefly describe each sponsor’s prior history of sponsoring congressional trips:* Provide a brief discussion of the sponsor’s history of sponsoring congressional travel. It is not necessary to list every trip.
15. *Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):* Provide a brief description of the educational activities performed by each sponsor. It is not necessary to list every individual activity; the description may be by kind or category of educational activity involved.
16. *Total expenses for each participant:* Indicate whether the figures provided are actual amounts or good faith estimates by checking the appropriate box. All trip expenses should be included. Expenses other than those for transportation, lodging, and meals must be individually listed and specified. Attach additional pages as necessary.



17. *Congressional participation:* For events that are arranged without regard to congressional participation (for example, annual meetings, conferences, seminars, and symposiums of trade associations, professional societies, business associations, and other membership organizations), the Ethics Committee may, but is not required to, allow Senate Members, officers, and employees to accept lodging and meal expenses that are commensurate with what is customarily provided to non-congressional attendees in similar circumstances. For events specifically arranged around congressional participation, lodging, meal expenses and other expenses must be "reasonable" in accordance with Ethics Committee regulations.
18. *Reason for selecting the location of the event or trip:* The location of the trip *must be related to its purpose*. A brief but detailed description of the reason for the selection of the location must be provided.
19. *Name and location of hotel or other lodging facility:* Include the exact name and address of the hotel or other lodging facility.
20. *Reasons for selecting hotel or other lodging facility:* Provide an explanation of the sponsor's rationale for selecting the particular lodging, include information such as proximity to the airport or site to be visited.
21. *Describe how the daily expenses for lodging, meals, and other expenses provided to trip participant compare to the maximum per diem rates for official Federal Government travel:* Where feasible and available, trip expenses for lodging and meals should generally be comparable to the government *per diem* rates. The circumstances surrounding a particular trip may legitimately require lodging and meal expenses to exceed these rates. Consult the Ethics Committee regulations for additional information.
22. *Describe the type and class of transportation being provided:* While coach or business-class fare may be accepted, first-class fare for any mode of transportation may be permitted only under limited conditions and only with specific prior written approval by the Ethics Committee. Transportation on a private or charter aircraft is not permitted for privately-sponsored travel under any circumstances.
23. *Expenses for recreational activity, alcohol, or entertainment:* The only recreational or entertainment activities that will be approved by the Ethics Committee are those that are provided to all attendees and are an integral part of an event. Alcoholic beverages are not considered to be a reasonable expense.
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:* Entertainment expenses that are not provided to all attendees and deemed an integral part of the event will not be approved by the Ethics Committee.
25. *Certification:* The trip sponsor *must* sign the form and certify that the information is true, complete, and correct. For trips with more than one sponsor, each additional sponsor *must* complete its own signature page and certify that the information contained in the form is true, complete, and correct.

**Senate Invitee List for UN Foundation  
Congressional Staff Learning Trip to the UN  
Thursday, March 8, 2018 – Friday, March 9, 2018**

This learning trip is designed to examine the United Nations and the U.S. Mission to the UN's communications and public information operations. The following staff have been invited to participate because they are responsible for press and communications issues in their respective offices and committees.

- Alex Siciliano  
Sen. Cory Gardner (R - CO)
- Amanda Maddox  
Sen. Johnny Isakson (R - GA)
- Annie Clark  
Sen. Susan Collins (R - ME)
- Ben Marter  
Sen. Richard Durbin (D - IL)
- Blair Bailey  
Sen. Richard Shelby (R - AL)
- Breanna Deutch  
Sen. Steve Daines (R - MT)
- Bridgett Frey  
Sen. Chris Van Hollen (D - MD)
- Bronwyn Lance Chester  
Sen. John Barrasso (R - WY)
- Chip Unruh  
Sen. Jack Reed (D - RI)
- Chris Gallegos  
Sen. Thad Cochran (R - MS)



- Chris Harris  
Sen. Christopher Murphy (D - CT)
- D.J. Jordan  
Sen. James Lankford (R - OK)
- David Carle  
Sen. Patrick Leahy (D - VT)
- Eli Zupnick  
Sen. Patty Murray (D - WA)
- Kerry Arndt  
Sen. Patty Murray (D - WA)
- Emily Hampsten  
Sen. Richard Durbin (D - IL)
- Giselle Barry  
Sen. Edward Markey (D - MA)
- Jason Samuels  
Sen. Jeff Flake (R - AZ)
- Jeff Giertz  
Sen. Cory Booker (D - NJ)
- Jennifer Talhelm  
Sen. Tom Udall (D - NM)
- John Kraus  
Sen. Tammy Baldwin (D - WI)
- Jonathan Kott  
Sen. Joe Manchin (D - WV)
- Karina Petersen  
Sen. Lisa Murkowski (R - AK)

- Kathryn Boyd  
Sen. Roy Blunt (R - MO)
- Kaylin Minton  
Sen. Jim Risch (R - ID)
- Kelley Moore  
Sen. Shelley Capito (R - WV)
- Kevin Bishop  
Sen. Lindsey Graham (R - SC)
- Kevin Smith  
Sen. Rob Portman (R - OH)
- Liz Wolgemuth  
Sen. Lamar Alexander (R - TN)
- Marnee Banks  
Sen. Jon Tester (D - MT)
- Micah Johnson  
Sen. Bob Corker (R - TN)
- Michael Inacay  
Sen. Brian Schatz (D - HI)
- Michelle Millhollon  
Sen. John Kennedy (R - LA)
- Meredith Jones  
Sen. John Kennedy (R - LA)
- Miryam Lipper  
Sen. Tim Kaine (D - VA)
- Olivia Perez-Cubas  
Sen. Marco Rubio (R - FL)



- Patricia Enright  
Sen. Robert Menendez (D - NJ)
- Ray Zaccaro  
Sen. Jeff Merkley (D - OR)
- Robert Steurer  
Sen. Mitch McConnell (R - KY)
- Ryan Nickel  
Sen. Jeanne Shaheen (D - NH)
- Sara Lasure  
Sen. John Boozman (R - AR)
- Sean Coit  
Sen. Chris Coons (D - DE)
- Sergio Gor  
Sen. Rand Paul (R - KY)
- Sue Walitsky  
Sen. Benjamin Cardin (D - MD)
- Tom Brandt  
Sen. Jerry Moran (R - KS)
- Tom Mentzer  
Sen. Dianne Feinstein (D - CA)

# UNITED NATIONS FOUNDATION

**AGENDA FOR:  
United Nations Foundation's  
Congressional Staff Learning Trip to UN Headquarters  
March 8 – March 9, 2018**

## **Thursday, March 8**

- 3:00 PM **Depart Washington, DC via Amtrak Acela #2170 (5:46 PM arrival)**  
*Location: Union Station*
- 6:45 PM **Meet in hotel lobby for departure to dinner**  
*Location: Westin Hotel, 212 E. 42nd Street, New York, New York 10017*
- 7:00 PM to 9:00 PM **Working Dinner with Delegation Participants and Briefing by Mr. Stéphane Dujarric, Spokesperson for United Nations Secretary-General António Guterres**  
*Location: Amali, 115 E 60<sup>th</sup> Street, New York, New York*

## **Friday, March 9**

- 7:45 AM – 8:00 AM **Hotel check-out. Please leave your luggage with the porter and meet in the lobby for departure to the U.S. Mission to the United Nations**  
*Location: Westin Hotel, 212 E. 42nd Street, New York, New York 10017*
- 8:15 AM – 9:15 AM **Working Breakfast and Briefing by the U.S. Mission to the United Nations**  
*Location: U.S. Mission to the United Nations,  
799 United Nations Plaza, New York, NY 10017*
- 9:45 AM – 10:30 AM **Briefing by Ms. Alison Smale, Under-Secretary-General for Global Communications, UN Department of Public Information (DPI)**  
*Location: United Nations HQ*
- 10:30 AM – 11:00 AM **United Nations Guided Tour Lecture and Briefing**  
*Location: United Nations HQ*
- 11:00 AM – 11:10 AM **Coffee Break**
- 11:15 AM – 12:00 PM **Briefing by Ms. Coco Ushiyama, Director of World Food Programme's (WFP) Division for the UN System, African Union and Multilateral Engagement**  
*Location: United Nations HQ*
- 12:00 PM.- 1:00 PM **Briefing by Ms. Henrietta Fore, Executive Director, United Nations Children's Emergency Fund (UNICEF)**  
*Location: United Nations HQ*
- 1:00 PM – 2:00 PM **Working Lunch and Briefing by Mr. Nick Birnback, Chief Public Affairs Section, Department of Peacekeeping Operations (DPKO)**  
*Location: United Nations HQ – Delegates Dining Room*
- 3:00 PM **Depart NYC via Amtrak Acéla #2163 (5:55 PM arrival)**  
*Location: Penn Station*



## 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): United Nations Foundation (UNF)
  2. Description of the trip: UN Headquarters Congressional Learning Trip
  3. Dates of travel: Thursday, March 8, 2018-Friday, March 9, 2018
  4. Place of travel: New York City, NY
  5. Name and title of Senate invitees: Please 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:

UNF is the sole sponsor of this trip, organizing and conducting all aspects of the program and logistics.

UNF handles all outreach to congressional offices and is the contact for planning purposes.

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

UNF works to educate all Americans, including the U.S. Congress, on the importance of a strong U.S.-UN relationship. This learning trip provides an opportunity for congressional staff to visit the UN and take part in meetings with UN officials on a variety of international issues.

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

UNF regularly sponsors a mix of domestic and international congressional trips focused on UN issues.

Between 2011 and 2017, for example, UNF organized staff/Member trips to Atlanta, New York, Tanzania, Cameroon, Liberia, Rwanda, Honduras, Haiti, South Sudan, DR Congo, and the Central African Republic.



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

UNF regularly hosts/sponsors Capitol Hill briefings, congressional learning trips, forums, and related events, and provides publications and other educational materials to educate policymakers, businesses, NGOs, and the general public on the UN's role in Advancing American interests abroad.

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	\$468.00	\$219.00	\$111.00	\$20.00

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 trips is arranged WITH regards to congressional participation.

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

This trip will bring participants to UN Headquarters and the U.S. Mission to the UN, both of which are located in New York City.

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

Westin Grand Central Hotel, New York, NY

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

The hotel was chosen because of favorable cost and location. All attendees will be staying at this hotel.

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 will be below GSA per diem (\$253.00). Food expenses will be on par with GSA per-diem (\$74.00).

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:

Transportation for the trip will be Amtrak Acela and shuttles to/from NY Pennsylvania Station.

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: Peter Yeo, Vice President, Public Policy

Name of Organization: United Nations Foundation

Address: 1750 Pennsylvania Ave NW, Suite 300, Washington DC 20006

Telephone Number: (202) 887-9040 (ask for Troy Wolfe)

Fax Number: (202)887-9021

E-mail Address: twolfe@unausa.org