

SECRETARY OF THE SENATE
PUBLIC RECORDS
2019 SEP -4 PM 2:51.

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.

1. Sponsor(s) of the trip (please list all sponsors):
Woodrow Wilson International Center for Scholar
2. Description of the trip: Trip for alumni of the Willson Center Congressional Cybersecurity Lab, traveling traveling to DEF CON conference, focusing specifically on network vulnerabilities and election security
3. Dates of travel: August 8, 2019 - August 10, 2019
4. Place of travel: Las Vegas, Nevada, USA
5. Name and title of Senate invitees: See attached list
6. I *certify* that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
OR
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
AND
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
AND
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

OR

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

OR

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Wilson Center chose the destination and planned the itinerary and all logistics for this trip

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

See attached sheet

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

See attached sheet

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

See attached sheet

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$661.80 coach airfare	\$204 (\$102 per night)	\$183 or less (\$61 or less per day)	\$300 Conference entrance fee
<input type="checkbox"/> Actual Amounts	\$70 ground transportation over 3 days			

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 was organized specifically with regard to congressional participation

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

See attached sheet

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

Tuscany Suites and Casino, 255 E Flamingo Rd, Las Vegas, NV 89169

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

Hotel was chosen for meeting the government lodging rate set by GSA and having a central location close to meeting sites.

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 meal expenses are at or below the maximum rates set for official Federal Government Travel
by the GSA

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:

Participants will be traveling roundtrip by air to Las Vegas in coach

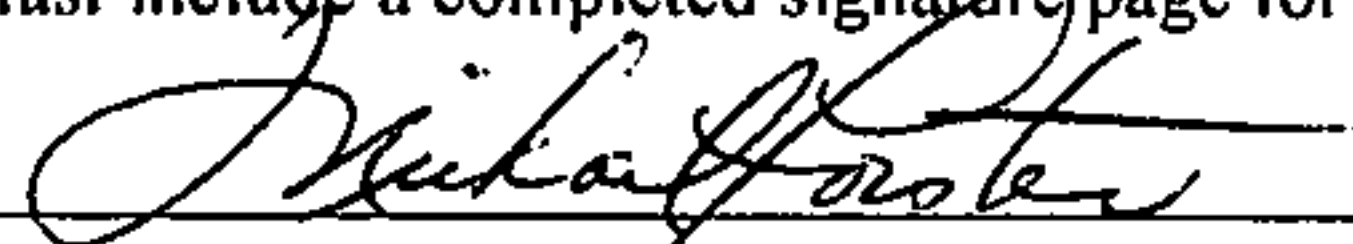
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

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: Michael Forster, Chief Operating Officer

Name of Organization: Woodrow Wilson International Center for Scholars

Address: 1300 Pennsylvania Ave NW, Washington DC 20004

Telephone Number: 202-691-4366

Fax Number:

E-mail Address: michael.forster@wilsoncenter.org

000000004015



**List of Participants Woodrow Wilson International Center for Scholars
Congressional Cybersecurity Lab Alumni Study Trip
Las Vegas August 8th to August 10th, 2019
United States Senate**

Name: Erica Andeweg

Title: Legislative Assistant, Office of Senator Deb Fischer

Name: Chris Soghoian

Title: Senior Technologist, Office of Senator Ron Wyden

Name: Andrew Timm

Title: Professional Staff Member, Committee on Homeland Security and Governmental Affairs

Name: Elizabeth Bernal

Title: Legislative Correspondent, Committee on the Judiciary

Name: Jillian Joyce

Title: Professional Staff Member, Subcommittee on Federal Spending Oversight and Emergency Management, Committee on Homeland Security and Governmental Affairs

Name: Robert Murray

Title: Legislative Director, Office of Senator Roger F. Wicker



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

The Wilson Center is the sole organizer of the trip. The William and Flora Hewlett Foundation funds the Congressional Cybersecurity Lab but plays no role in choosing participants, selecting the destination, or designing the itinerary.

The Woodrow Wilson Center has organized multiple prior congressional trips: a staff delegation for fellowship alumni to Mexico, focusing on border security and the U.S.-Mexico bilateral relationship; a staff trip to Canada focusing on US-Canadian relations, security, trade and natural resources; three staff trips to New York City focusing on homeland security; a staff trip to Colombia to focus on the FARC negotiations; a staff trip to Dublin focusing on cybersecurity issues; a staff trip to Europe focusing on the future of the European Institution and NATO; and a staff trip to Silicon Valley, CA and Seattle, WA to engage with leading technologists. The Wilson Center also sponsored multiple congressional trips through its Wilson Center on the Hill (WCOH) Program, which ended in December 2011. WCOH was a nonpartisan forum that focused on current issues related to international trade and security, sustainable development, and globalization. In its three years of existence, WCOH led two Member trips and two staff trips.

The Wilson Center is the official memorial to President Woodrow Wilson. In addition to carrying out public meetings and events, the Center hosts preeminent scholars and experts from around the globe who are researching topics of national and international relevance. The Center also welcomes school groups (both high school and college students) from all over the United States and the world to explore the Wilson Center and its Presidential Memorial Exhibition and Learning Center. A list of recent programs can be found on the Center's website at www.wilsoncenter.org.

Las Vegas was selected as it hosts to the DEFCON conference, the nation's preeminent hacking conference. The conference will provide us with an unrivaled opportunity to gain a better understanding of the "hacking community" and learn how to better integrate them into our nation's cybersecurity apparatus. There we will meet with representatives from across the tech/cyber industry, including both private-sector stakeholders, as well as "white hat" hackers engaged in ethical hacking.

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8:15AM	FLIGHT FROM WASHINGTON DULLES (IAD) TO LAS VEGAS (LAS)
10:27AM	ARRIVE IN LAS VEGAS AND TRANSFER TO HOTEL
11:30-12:00 PM	ARRIVE AT HOTEL; CHECK-IN LOCATION: <i>TUSCANY SUITES</i>
12:00-2:00 PM	INTRODUCTION TO DEFCON WORKING LUNCH (REP. LANGEVIN & REP. LIEU JOIN GROUP) LOCATION: SANTA MONICA 2 (PLANET HOLLYWOOD HOTEL) INTRODUCTION AND OVERVIEW (MEG, BEAU AND ELI) DURING THIS WORKING LUNCH WE WILL DISCUSS MAJOR POLICY ISSUES TO INVESTIGATE AT THE CONFERENCE. DEF CON HISTORY AND ROLE IN ECOSYSTEM WITH DEF CON FOUNDER JEFF MOSS (TBC) JEFF MOSS, ALSO KNOWN AS THE “DARK TANGENT,” IS THE FOUNDER AND DIRECTOR OF BLACKHAT AND DEFCON, THE NATION’S PREEMINENT CYBER AND HACKING CONFERENCES. WHAT INSPIRED JEFF TO FOUND THESE FORUMS? WHAT LESSONS HAS HE AND THE COMMUNITY LEARNED SINCE THEIR INCEPTION? WHAT WORK STILL NEEDS TO BE DONE? HOW CAN POLICY MAKERS WORK MORE CLOSELY WITH THE SECURITY RESEARCH COMMUNITY? INTRODUCTIONS OF MEMBERS, STAFFERS, AND HACKERS (SHERPA/SPIRIT GUIDES)
2:00 – 2:30 PM	LOCKPICKING WITH TOOOL & LADY MERLIN LOCATION: SANTA MONICA 2 (PLANET HOLLYWOOD HOTEL)
2:30 - 4:00 PM	FLASH BRIEFINGS AND FRAMING CONVERSATIONS SANTA MONICA 2 (PLANET HOLLYWOOD HOTEL) DESCRIPTION: TALKS FROM HACKERS ON TOPICS, FRAMING ONE SUBJECT MATTER AREA, AS REQUESTED BY MEMBERS AND STAFF BEFORE THE TRIP. EACH SESSION WILL BE AROUND 30 MINUTES, WITH 5-10 MINUTES TO BRIEF AND 20-25 MINUTES FOR Q&A. FOLLOW UP CONVERSATIONS CAN TAKE PLACE DURING THE ASK A HACKER SESSIONS. CRYPTOGRAPHY AND PRIVACY BRIEFING (WHITNEY MERRILL) COORDINATED VULNERABILITY DISCLOSURE BRIEFING (ART MANION) SAFETY-CRITICAL INFRASTRUCTURE BRIEFING (JOSH CORMAN)
4:00-5:30 PM	ASK A HACKER CONVERSATIONS LOCATION: SANTA MONICA 2 (PLANET HOLLYWOOD HOTEL)

5:30 -6:30 PM **REST TIME AT HOTEL (NO OFFICIAL PROGRAMMING)**

6:30-9:00 PM **RAPID7 POLICY RECEPTION AND WORKING DINNER**
LOCATION: *TBA*

DESCRIPTION: THE PROVIDER OF METASPLOIT (THE WELL-KNOWN PENETRATION TESTING SOFTWARE USED TO IDENTIFY SECURITY VULNERABILITIES) GATHERS THE SECURITY RESEARCH COMMUNITY AND POLICYMAKERS TO GET TO KNOW EACH OTHER AND IDENTIFY MUTUAL INTERESTS.

9:00 - 9:30 PM **TRAVEL TO HOTEL**

FRIDAY, AUGUST 9TH

8:00 - 9:00 AM **MEET WITH MGM CHIEF INFORMATION SECURITY OFFICER**
SCOTT HOWITT, SENIOR VICE PRESIDENT AND CHIEF SECURITY INFORMATION OFFICER
LOCATION: TUSCANY SUITES

DESCRIPTION: CASINOS ARE KNOWN TARGETS OF INTERNATIONAL CYBER OPERATIONS. IN 2014 IRANIAN HACKERS LAUNCHED AN ATTACK ON SANDS LAS VEGAS CORPORATION IN LAS VEGAS, COSTING THE COMPANY MORE THAN \$40 MILLION. CASINOS HAVE BEEN FORCED TO BOLSTER THEIR OPERATIONAL SECURITY AND CONSTANTLY MONITOR FOR INTERNATIONAL THREATS. IN THIS MEETING, THE MGM CISO WILL PROVIDE INSIGHT INTO HOW ONE OF THE LARGEST RETAIL, HOSPITALITY AND GAMBLING COMPANIES IN THE WORLD PROTECTS ITS NETWORKS AGAINST NATION STATE AND CRIMINAL HACKERS AND THE ROLE THE PRIVATE SECTOR PLAYS AS A FIRST LINE OF DEFENSE AGAINST THESE ADVERSARIES.

9:00 - 9:30 AM **TRAVEL TO PARIS HOTEL**

9:30 AM – 10:00 AM **PARIS GREEN ROOM: PREPARE FOR MAIN STAGE PANEL**

10:00–11:00 AM **MAIN STAGE PANEL: THE ENEMY OF MY ENEMY IS MY FRIEND**

DESCRIPTION: A SIMULATED CRISIS IS UNFOLDING ON A NATIONAL SCALE, BASED LOOSELY ON THE NOTPETYA ATTACK OF 2017. TRIGGERED BY A YET-UNKNOWN ADVERSARY, WHAT STARTED AS A AN ISOLATED TECHNICAL ISSUE HAS QUICKLY ESCALATED INTO A SOCIETY-WIDE EVENT AFFECTING MILLIONS OF CITIZENS, SEVERAL INDUSTRIES, AND SPANNING GOVERNMENT JURISDICTIONS. WHO IS IN CHARGE, HOW DO THEY COOPERATE WITH OTHERS, AND HOW DO THEY MAKE DECISIONS? JOIN PUBLIC POLICYMAKERS TOGETHER AND SECURITY RESEARCHERS TO DISCOVER HOW OUR NATION MIGHT RESPOND TO A WIDE-SCALE “CYBER CRISIS”. UNDERSTAND WHAT LEVERS OF POWER CONGRESS YIELDS AND HOW MEMBERS CAN ADDRESS POLICY GAPS IN THE FUTURE.

LOCATION: PARIS HOTEL, TRACK 2

11:00 AM – 11:30 AM **TRAVEL TO PLANET HOLLYWOOD (REP. LANGEVIN DEPARTS)**

11:30 AM – 12:30 PM **MEMBER VISIT TO R00TZ**

12:00 PM – 2:00 PM **WORKING LUNCH WITH GUEST BRIEFER CHRIS WYSOPAL**
LOCATION: SANTA MONICA 2 (PLANET HOLLYWOOD HOTEL)
DESCRIPTION: CHRIS WYSOPAL (KNOWN BY HIS HACKER HANDLE WELD POND) WAS A FOUNDING MEMBER OF THE HACKER COLLECTIVE KNOWN AS L0PHT HEAVY INDUSTRIES, WHICH

5:00 – 5:30 PM **AI VILLAGE**

FROM FUNDAMENTAL RESEARCH TO PUBLIC POLICY POSITIONS, THE AI VILLAGE SEEKS TO BUILD CONNECTIONS BETWEEN THE AI AND SECURITY RESEARCH COMMUNITIES. TO QUELL MOUNTING DISCOMFORT AND DEMOCRATIZE THE KNOWLEDGE NEEDED TO CAPITALIZE ON AI'S PRODIGIOUS POTENTIAL.

4:30 – 5:30 PM **FYI: SEN. WYDEN MAINSTAGE TALK**

LOCATION: PARIS TRACK II

5:30 – 6:30 PM **REST TIME AT HOTEL (NO OFFICIAL PROGRAMMING) (REP. LIEU AND PRESIDENT HARMAN DEPART)**

6:30 – 7:00 PM **TRAVEL TO DINNER**

7:00-9:00 PM **INTERNATIONAL PERSPECTIVES DINNER**

DESCRIPTION: MEET WITH THE INTERNATIONAL POLICY AND SECURITY RESEARCHER COMMUNITY, DISCUSSING HOW DIFFERENT NATIONS VIEW CYBERSECURITY, NATIONAL STRATEGIES, COLLABORATION AND COOPERATION, AND CYBER WAR. INVITED GUESTS REPRESENT THE UK, AUSTRALIA, ISRAEL, JAPAN, INDIA, IRELAND, ITALY, AND MORE.

SPEAKERS: RICHARD MANNING (UK NCSC), MATT ANDERSON (AUSTRALIA ACSC), KEREN ELAZARI (ISRAEL), STEFANO ZANERO (ITALY), BRIAN HONAN (IRELAND), ANTRIKSH SHAH (INDIA), MIHO MATSUBARA (JAPAN), KANA SHINODA (JAPAN), ART MANION (CERT/CC)

LOCATION: TBC

9:00 – 9:30 PM **TRAVEL TO HOTEL**

SATURDAY, AUGUST 10TH

7:00 -7:30 AM **CHECK-OUT OF HOTEL; TRAVEL TO BREAKFAST**

7:30 – 9:00 AM **OFFENSIVE VS. DEFENSIVE CYBERSECURITY: A LEGAL PERSPECTIVE**

LOCATION: *SANTA MONICA 2 (PLANET HOLLYWOOD HOTEL)*

DESCRIPTION: TWO OF OUR HACKER SHERPAS, WHO ARE SEASONED CYBER LEGAL EXPERTS, WILL SHARE THEIR EXPERIENCES AND PERSPECTIVES ON THE INTERACTION OF OUR EXISTING LEGAL SYSTEM AND THE EVER-CHANGING WORLD OF CYBERSECURITY FROM TWO DIFFERING POINTS OF VIEW—THE OFFENSIVE AND DEFENSIVE.

9:00 – 11:30 AM **VILLAGE TOURS, VILLAGE TALKS, AND EXPLORATION**

9:00 – 9:30 AM **ROOTZ ASYLUM VILLAGE AT DEFCON**

LOCATION: *PLANET HOLLYWOOD HOTEL*

DESCRIPTION: THE ROOTZ ASYLUM IS DEFCON'S CHILD-FOCUSED EDUCATIONAL HACKING PROGRAM, INSTILLING YOUNG HACKERS WITH THE SKILLS AND KNOW-HOW TO BECOME THE NEXT GENERATION OF INNOVATORS IN THIS SPACE. PARTICIPANTS WILL LEARN ABOUT DEFCON'S CONTINUING EFFORTS TO FOSTER A CYBER-TALENT POOL, ENCOURAGE GENDER PARITY, AND GIVE THESE YOUNG HACKERS THE PROPER ETHICAL BACKING TO BE A SOURCE FOR GOOD. THEY WILL BE PAIRED WITH A CHILD "HACKER" ON SPECIFIC DEMONSTRATIONS.

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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: Elizabeth Bernal

Employing Office/Committee: Senate Judiciary Committee

Private Sponsor(s) (list all): Woodrow Wilson International Center for Scholars

Travel date(s): August 8, 2019 - August 10, 2019

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

Destination(s): Las Vegas, Nevada, USA

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

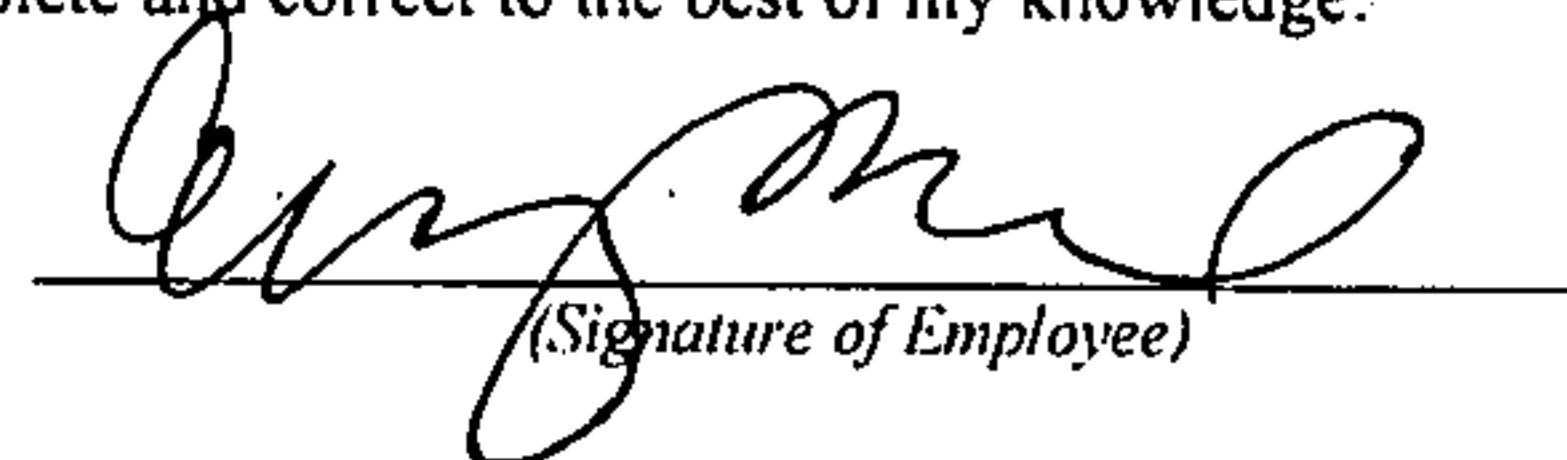
The trip will allow the participant to gain insight into cyber threats to our nation's election system, which is a priority of the judiciary committee.

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:

7/3/19
(Date)


(Signature of Employee)

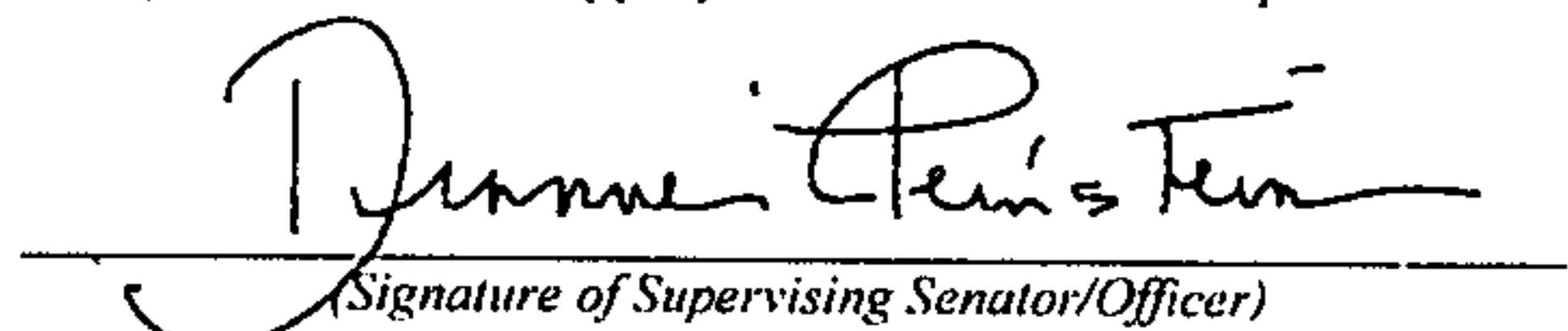
TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Dianne Feinstein hereby authorize Elizabeth Bernal
(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) ☐

7/3/19
(Date)


(Signature of Supervising Senator/Officer)

Bernal, Elizabeth (Judiciary-Dem)

From: - Jacob Rosen <Jacob.Rosen@wilsoncenter.org>
Sent: Thursday, May 30, 2019 2:37 PM
Cc: Meg King
Subject: DEF CON (august 8-10th)
Attachments: Traveler and Vendor Information.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Hi there,

I come to you with good news. If you are receiving this message it means we have selected you to participate in our upcoming trip to DEF CON this August 8-10th. Congrats!

We are aware that you will all likely have further questions that you will want to ask us in order to initially clear this trip with your respective offices. Please do not hesitate to reach out with any and all questions that you may have or need answered. The trip has been specifically designed to comply with ethics requirements so we are hopeful that there should be no issues with making sure everyone is eligible to come with us.

We ask that you please work towards confirming your attendance to the best of your availability by **Tuesday, June 4th COB** so that we can begin to take next steps and work with the respective ethics committees.

Additionally, we ask that you return the attached form back to me so that we can enter you into the Wilson Center's travel systems in order to book travel on your behalf. As you'll notice, the form asks for your SSN as well as other personally identifiable information. Hopefully if you've learned anything from us it is that you shouldn't send this information out unprotected! So, you can either password protect the document and provide me with the password via text (iMessage and WhatsApp are encrypted end-to-end), or if you would rather you can send the form without your SSN and call me separately to provide that info.

My cellphone # is [REDACTED] and my office line is 202-691-4282.

Again, please do not hesitate to reach out with any questions you might have, and more importantly, congrats! We're really excited about this trip and hope you will all be able to join us for it.

Best,

Jake Rosen
Digital Futures Project
Office | 202.691.4282



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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

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Woodrow Wilson International Center for Scholar
2. Description of the trip: Trip for alumni of the Willson Center Congressional Cybersecurity Lab, traveling
traveling to DEF CON conference, focusing specifically on network vulnerabilities and election security
3. Dates of travel: August 8, 2019 - August 10, 2019
4. Place of travel: Las Vegas, Nevada, USA
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*).

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9. USE ONLY IF YOU CHECKED QUESTION 6(B)

- 9. USE ONLY IF YOU CHECKED QUESTION 6(B)**

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

See attached sheet

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$661.80 coach airfare	\$204 (\$102 per night)	\$183 or less (\$61 or less per day)	\$300 Conference entrance fee
<input type="checkbox"/> Actual Amounts	\$70 ground transportation over 3 days			

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 was organized specifically with regard to congressional participation

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

See attached sheet

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

Tuscany Suites and Casino, 255 E Flamingo Rd, Las Vegas, NV 89169

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

Hotel was chosen for meeting the government lodging rate set by GSA and having a central location close to meeting sites.

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 meal expenses are at or below the maximum rates set for official Federal Government Travel
by the GSA

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:

Participants will be traveling roundtrip by air to Las Vegas in coach

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: Michael Forster, Chief Operating Officer

Name of Organization: Woodrow Wilson International Center for Scholars

Address: 1300 Pennsylvania Ave NW, Washington DC 20004

Telephone Number: 202-691-4366

Fax Number:

E-mail Address: michael.forster@wilsoncenter.org



Wilson Center

**List of Participants Woodrow Wilson International Center for Scholars
Congressional Cybersecurity Lab Alumni Study Trip
Las Vegas August 8th to August 10th, 2019
United States Senate**

Name: Erica Andeweg

Title: Legislative Assistant, Office of Senator Deb Fischer

Name: Chris Soghoian

Title: Senior Technologist, Office of Senator Ron Wyden

Name: Aaron Barruga

Title: Cybersecurity Fellow, Office of Senator Tom Cotton

Name: Andrew Timm

Title: Professional Staff Member, Committee on Homeland Security and Governmental Affairs

Name: Elizabeth Bernal

Title: Legislative Correspondent, Committee on the Judiciary

Name: Jillian Joyce

Title: Professional Staff Member, Subcommittee on Federal Spending Oversight and Emergency Management, Committee on Homeland Security and Governmental Affairs

Name: Robert Murray

Title: Legislative Director, Office of Senator Roger F. Wicker

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**Woodrow Wilson International Center for Scholars
Digital Futures Project Congressional Cybersecurity Lab
Private Sponsor Travel Certification Form – Pre Trip -Additional Responses**

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

The Congressional Cybersecurity Lab aims to educate Congressional staffers on technology policy issues critical to U.S. national security, as well as to foster bipartisan working relationships. The trip supplements the work of the program's six-week seminar series, providing fellows with an opportunity to gain first-hand understanding of some of the technology and policy questions discussed in the seminars. The mission of this trip will be to help initiate better dialogue and trust between federal stakeholders and the "hacking community", as well as to educate the congressional delegation on the nature and scope of vulnerabilities and threats to critical cyber networks and infrastructure. Ethical hackers can play an instrumental role in fortifying cybersecurity infrastructure (networks, software, etc.), in both the public and private sectors, through the use of sanctioned hacking initiatives and bug-bounty programs. During the trip we will visit with private sector experts operating in the technology and cybersecurity space, such as: MGM, Rapid7, Scythe, and CrowdStrike.

Our goal is to promote an immersive understanding of policy issues on the legislative agenda, through exposure to the work and perspective of key stakeholders. The goal of the fellowship program is deeply rooted in the Wilson Center's broader mission and charter, to "...unite the world of ideas to the world of policy by supporting preeminent scholarship and linking that scholarship to issues of concern to officials in Washington."

The Wilson Center is the sole organizer of the trip. The William and Flora Hewlett Foundation funds the Congressional Cybersecurity Lab but plays no role in choosing participants, selecting the destination, or designing the itinerary.

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

The Woodrow Wilson Center has organized multiple prior congressional trips: a staff delegation for fellowship alumni to Mexico, focusing on border security and the U.S.-Mexico bilateral relationship; a staff trip to Canada focusing on US-Canadian relations, security, trade and natural resources; three staff trips to New York City focusing on homeland security; a staff trip to Colombia to focus on the FARC negotiations; a staff trip to Dublin focusing on cybersecurity issues; a staff trip to Europe focusing on the future of the European Institution and NATO; and a staff trip to Silicon Valley, CA and Seattle, WA to engage with leading technologists. The Wilson Center also sponsored multiple congressional trips through its Wilson Center on the Hill (WCOH) Program, which ended in December 2011. WCOH was a nonpartisan forum that focused on current issues related to international trade and security, sustainable development, and globalization. In its three years of existence, WCOH led two Member trips and two staff trips.

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

The Wilson Center is the official memorial to President Woodrow Wilson. In addition to carrying out public meetings and events, the Center hosts preeminent scholars and experts from around the globe who are researching topics of national and international relevance. The Center also welcomes school groups (both high school and college students) from all over the United States and the world to explore the Wilson Center and its Presidential Memorial Exhibition and Learning Center. A list of recent programs can be found on the Center's website at www.wilsoncenter.org.

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

Las Vegas was selected as it hosts to the DEFCON conference, the nation's preeminent hacking conference. The conference will provide us with an unrivaled opportunity to gain a better understanding of the "hacking community" and learn how to better integrate them into our nation's cybersecurity apparatus. There we will meet with representatives from across the tech/cyber industry, including both private-sector stakeholders, as well as "white hat" hackers engaged in ethical hacking.

Wilson Center Congressional Cybersecurity Lab
Delegation Trip: DEFCON 2019

Wilson Center Contacts:

Meg King: Phone # TBC

Jacob Rosen: Phone # TBC

THURSDAY, AUGUST 8TH

8:15AM FLIGHT FROM WASHINGTON DULLES (IAD) TO LAS VEGAS (LAS)

10:27AM ARRIVE IN LAS VEGAS AND TRANSFER TO HOTEL

11:30-12:00PM ARRIVE AT HOTEL; CHECK-IN
LOCATION: *TUSCANY SUITES AND CASINO*

12:00-1:00PM INTRODUCTION TO DEFCON WITH FOUNDER JEFF MOSS
TOPIC: A BRIEF HISTORY OF DEFCON AND WHAT TO EXPECT
LOCATION: *WILSON CENTER SUITE (BALLY'S HOTEL)*

DESCRIPTION: JEFF MOSS, ALSO KNOWN AS THE "DARK TANGENT," IS THE FOUNDER AND DIRECTOR OF BLACKHAT AND DEFCON, THE NATION'S PREEMINENT CYBER AND HACKING CONFERENCES. WHAT INSPIRED JEFF TO FOUND THESE FORUMS? WHAT LESSONS HAS HE AND THE COMMUNITY LEARNED SINCE THEIR INCEPTION? WHAT WORK STILL NEEDS TO BE DONE? HOW CAN POLICY MAKERS WORK MORE CLOSELY WITH THE SECURITY RESEARCH COMMUNITY?

1:00-3:30PM WORKING LUNCH AND INTRODUCTORY BRIEFING WITH HACKER SHERPAS
TOPIC: EXPECTATIONS, OVERVIEW OF MAJOR POLICY ISSUES, AND OPERATIONAL SECURITY
LOCATION: *WILSON CENTER SUITE (BALLY'S HOTEL)*

DESCRIPTION: DURING THIS WORKING LUNCH WE WILL DISCUSS MAJOR POLICY ISSUES TO INVESTIGATE AT THE CONFERENCE AND OPERATIONAL SECURITY FOR DATA PROTECTION, INCLUDING BEST PRACTICES, FUNDAMENTALS, AND COUNTERMEASURES.

3:30-5:00PM MEET WITH MGM CHIEF INFORMATION SECURITY OFFICER
SCOTT HOWITT, SENIOR VICE PRESIDENT AND CHIEF SECURITY INFORMATION OFFICER
LOCATION: *WILSON CENTER SUITE (BALLY'S HOTEL)*

DESCRIPTION: CASINOS ARE KNOWN TARGETS OF INTERNATIONAL CYBER OPERATIONS. IN 2014 IRANIAN HACKERS LAUNCHED AN ATTACK ON SANDS LAS VEGAS CORPORATION IN LAS VEGAS, COSTING THE COMPANY MORE THAN \$40 MILLION. CASINOS HAVE BEEN FORCED TO BOLSTER THEIR OPERATIONAL SECURITY AND CONSTANTLY MONITOR FOR INTERNATIONAL THREATS. IN THIS MEETING, THE MGM CISO WILL PROVIDE INSIGHT INTO HOW ONE OF THE LARGEST RETAIL, HOSPITALITY AND GAMBLING COMPANIES IN THE WORLD PROTECTS ITS NETWORKS AGAINST NATION STATE AND CRIMINAL HACKERS AND THE ROLE THE PRIVATE SECTOR PLAYS AS A FIRST LINE OF DEFENSE AGAINST THESE ADVERSARIES.

5:00 -6:30 PM REST TIME AT HOTEL (NO OFFICIAL PROGRAMMING)

6:30-8:15PM

RAPID7 POLICY RECEPTION

LOCATION: *TBC*

DESCRIPTION: THE PROVIDER OF METASPLOIT (THE WELL-KNOWN PENETRATION TESTING SOFTWARE USED TO IDENTIFY SECURITY VULNERABILITIES) GATHERS THE SECURITY RESEARCH COMMUNITY AND POLICYMAKERS TO GET TO KNOW EACH OTHER AND IDENTIFY MUTUAL INTERESTS.

8:30-10:30PM

WORKING DINNER WITH VENTURE CAPITAL INVESTOR (TBC)

TOPIC: INVESTMENT IN THE AGE OF CYBER THREATS

LOCATION: *TBC*

DESCRIPTION: SPEAK WITH MEMBERS OF THE VENTURE CAPITAL COMMUNITY TO UNDERSTAND HOW THE INVESTMENT COMMUNITY ASSESSES CYBERSECURITY – OR DOESN'T – AS PART OF THEIR INVESTMENT STRATEGIES. THIS DINNER WILL ALSO BE AN OPPORTUNITY TO EXPLORE THE CURRENT CYBERSECURITY STARTUP ECOSYSTEM AND WHAT TECHNOLOGICAL CAPABILITIES ARE EMERGING.

10:30 -11:00 PM

TRAVEL TO HOTEL

FRIDAY, AUGUST 9TH

7:45-8:45AM

WORKING BREAKFAST WITH SYNACK (TBC)

TOPIC: BUG BOUNTY PROGRAMS

LOCATION: *WILSON CENTER SUITE (BALLY'S HOTEL)*

DESCRIPTION: SYNACK, THE CHIEF ORGANIZERS OF THE INFAMOUS "HACK THE PENTAGON" PROGRAM, WILL DISCUSS THEIR PERSPECTIVE ON THE EFFICACY OF BUG BOUNTY PROGRAMS AND THEIR EFFORTS TO BUILD BRIDGES BETWEEN GOVERNMENT, THE PRIVATE SECTOR, AND THE HACKING COMMUNITY.

8:45-9:00AM

WALK TO PLANET HOLLYWOOD HOTEL

9:00-10:00AM

ROOTZ ASYLUM VILLAGE AT DEFCON

LOCATION: *PLANET HOLLYWOOD HOTEL*

DESCRIPTION: THE ROOTZ ASYLUM IS DEFCON'S CHILD-FOCUSED EDUCATIONAL HACKING PROGRAM, INSTILLING YOUNG HACKERS WITH THE SKILLS AND KNOW-HOW TO BECOME THE NEXT GENERATION OF INNOVATORS IN THIS SPACE. PARTICIPANTS WILL LEARN ABOUT DEFCON'S CONTINUING EFFORTS TO FOSTER A CYBER-TALENT POOL, ENCOURAGE GENDER PARITY, AND GIVE THESE YOUNG HACKERS THE PROPER ETHICAL BACKING TO BE A SOURCE FOR GOOD. THEY WILL BE PAIRED WITH A CHILD "HACKER" ON SPECIFIC DEMONSTRATIONS.

10:00-11:00 AM

MAIN STAGE PANEL: "HACKING CONGRESS"

11:00AM-11:15AM

WALK TO BALLY'S HOTEL

FOR OFFICIAL USE ONLY

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- 11:15AM-12:15PM **INDUSTRIAL CONTROL SYSTEMS VILLAGE AT DEFCON**
LOCATION: *BALLY'S HOTEL*
- DESCRIPTION: EXPLORE THE SOFTWARE AND HARDWARE VULNERABILITIES IN OUR NATION'S CRITICAL INFRASTRUCTURE. HOW CAN AMERICA BETTER PROTECT CRITICAL INFRASTRUCTURE AGAINST CYBER ATTACK? WHO ARE THE MAIN THREAT ACTORS AND WHAT IS THE LIKELIHOOD THESE KINDS OF ATTACKS WILL OCCUR? THE ICS VILLAGE AT DEFCON WILL OFFER AN IN-DEPTH EXAMINATION OF CRITICAL INFRASTRUCTURE CYBER DEFENSES, HIGHLIGHTING EXISTING WEAKNESSES AND WHAT SHOULD BE DONE TO SECURE THESE MOST IMPORTANT SYSTEMS.
- 12:30-1:30PM **LUNCH WITH TOM KELLERMANN, CHIEF CYBERSECURITY OFFICER, CARBON BLACK (TBC)**
TOPIC: VIEWS FROM THE CYBERSECURITY INDUSTRY
LOCATION: *TBC*
- DESCRIPTION: TOM KELLERMANN WILL PROVIDE UNIQUE INSIGHT ON THE CURRENT STATE OF CYBERSECURITY FROM THE PERSPECTIVE OF AN INDUSTRY LEADER TASKED WITH PROTECTING AMERICA'S CORPORATE ASSETS FROM DETERMINED ADVERSARIES.
- 1:30 – 2:30 PM **CONVERSATION WITH JEANETTE MANFRA, ASSISTANT DIRECTOR, DHS CYBERSECURITY & INFRASTRUCTURE SECURITY AGENCY**
LOCATION: *WILSON CENTER SUITE (BALLY'S HOTEL)*
- DESCRIPTION: JEANETTE MANFRA WILL DISCUSS THE CRITICAL ROLE THAT THE DEPARTMENT OF HOMELAND SECURITY PLAYS IN TODAY'S CYBER THREAT ENVIRONMENT, INCLUDING HOW DHS PARTNERS WITH THE SECURITY RESEARCH COMMUNITY.
- 2:30 - 4:00PM **VOTING VILLAGE AT DEFCON**
LOCATION: *PLANET HOLLYWOOD HOTEL*
- DESCRIPTION: THROUGH A MIXTURE OF DEMONSTRATIONS AND DISCUSSION, UNDERSTAND IN DETAIL THE RISKS RELATED TO ELECTION SECURITY AND EXISTING VULNERABILITIES IN LEGACY VOTING SYSTEMS. THE VOTING VILLAGE WILL HELP TO ILLUSTRATE THE PERVASIVENESS OF AND NATURE OF VOTING SYSTEM VULNERABILITIES, AS WELL AS FACILITATE A DISCUSSION ABOUT WHAT CAN BE DONE ON THE TECHNICAL LEVEL TO SECURE THESE CRITICAL SYSTEMS
- 4:00 – 5:30 PM **CAR HACKING VILLAGE**
TOPIC: PREVENTING SECURITY VULNERABILITIES IN AUTOMOBILES
- DESCRIPTION: THE PRIMARY GOAL OF THE CAR HACKING VILLAGE IS TO BUILD A COMMUNITY AROUND DISCOVERING WEAKNESSES AND EXPOSING VULNERABILITIES THAT COULD SIGNIFICANTLY IMPACT THE SAFETY AND SECURITY OF ALL DRIVERS AND PASSENGERS ON THE ROAD TODAY. VISITING THIS VILLAGE OFFERS LIVE DEMONSTRATIONS OF THE FUNCTIONALITY OF VEHICLE SYSTEMS AND EXISTING SOFTWARE AND HARDWARE VULNERABILITIES.
- 5:30 – 6:15PM **REST TIME AT HOTEL**
- 6:15 – 6:30 PM **TRAVEL TO DINNER**
- 6:30 - 8:30PM **WORKING DINNER WITH REPORTERS (OFF THE RECORD) (TBC) LOCATION: TBC**
- DESCRIPTION: AT THIS DINNER PARTICIPANTS WILL SPEAK WITH CYBER AND NATIONAL SECURITY REPORTERS REGARDING EXPERIENCES AT THE CONFERENCE, TRENDS IN THE NEWS, AND POLICY OPTIONS.

TRAVEL TO HOTEL

7:00 -7:30AM

CHECK-OUT OF HOTEL; TRAVEL TO BREAKFAST

BREAKFAST WITH DMITRI ALPEROVITCH, CO-FOUNDER AND CTO CROWDSTRIKE (TBC)

TOPIC: ASSESSING ADVANCED PERSISTENT THREATS AND POSSIBLE RESPONSES

LOCATION: *WILSON CENTER SUITE (BALLY'S HOTEL)*

DESCRIPTION: CROWDSTRIKE IS AN INDUSTRY LEADER IN CLOUD-BASED END-POINT CYBERSECURITY, AND OFFERS UNIQUE INSIGHT INTO THE SKILLSETS OF THE MOST HIGHLY-SKILLED NATION STATES. DMITRI WILL DISCUSS THE LANDSCAPE OF THREATS CURRENTLY FACING THE UNITED STATES AND WHAT SOLUTIONS WE CAN EMPLOY TO HELP DEFEND OUR MOST CRITICAL ASSETS.

SOCIAL ENGINEERING VILLAGE AT DEFCON

TOPIC: UNDERSTANDING THE HUMAN ELEMENT EXPLOITED BY HACKERS

LOCATION: *BALLY'S HOTEL*

DESCRIPTION: IT IS WELL-KNOWN IN THE SECURITY INDUSTRY THAT HUMANS REPRESENT ONE OF THE GREATEST LIABILITIES TOWARD SECURING SYSTEMS, NETWORKS, AND DEVICES. WHILE TECHNOLOGICAL ADVANCEMENTS HAVE AUTOMATED MANY DEFENSE PROCESSES, AS LONG AS HUMANS CONTINUE TO INTERACT DIRECTLY WITH THEIR TECHNOLOGIES, HUMAN-BASED VULNERABILITIES WILL PERSIST. HACKERS CONTINUE TO TAKE ADVANTAGE OF THESE INHERENT HUMAN FLAWS, A PROCESS KNOWN AS SOCIAL ENGINEERING. THE SOCIAL ENGINEERING VILLAGE AT DEFCON WILL HIGHLIGHT CURRENT TRENDS IN SOCIAL ENGINEERING ATTACKS AND DISCUSS BEST DEFENSIVE PRACTICES TO THWART WOULD-BE INVADERS.

TRIP DEBRIEF AND TRANSFER TO AIRPORT

FLIGHT FROM LAS VEGAS (LAS) TO WASHINGTON DULLES (IAD)

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United States Senate

SELECT COMMITTEE ON ETHICS

July 30, 2019

Elizabeth Bernal
Committee on the Judiciary
United States Senate
Washington, DC 20510

Dear Ms. Bernal:

This responds to your recent correspondence concerning an invitation you received to travel on the *Congressional Cybersecurity Lab Alumni Study Trip: DEFCON 2019*, to Las Vegas, Nevada, on August 8–10, 2019, sponsored by the Woodrow Wilson International Center for Scholars (the Wilson Center). The Wilson Center 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 Wilson Center 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, the Wilson Center 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.

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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.

Sincerely,

Deborah du Marz

Deborah Sue Mayer
Chief Counsel and Staff Director

Enclosure: Travel Checklist

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United States Senate

SELECT COMMITTEE ON ETHICS

Employee Privately-Sponsored Travel Checklist

Employees must submit their completed Pre-Travel Authorization Package to the Select Committee on Ethics (the Committee) **at least 30 days** prior to the travel departure date. Incomplete Pre-Travel Authorization Packages and Packages submitted later than 30 days prior to the travel departure date will not be considered or approved. All of the forms and materials listed below are available as fillable PDFs on the Committee's website at <http://www.ethics.senate.gov>.

Pre-Travel Authorization

Prior to Submitting a Pre-Travel Authorization Package to the Committee

- ☐ Review Senate Rules and the Committee's Privately-Sponsored Travel Guidelines on the Committee's website.
 - ☐ Ensure your supervising Senator or Officer (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain) has determined the expenses for the trip are necessary and reasonable.
 - ☐ Ensure your supervising Senator or Officer has certified the proposed travel is connected to your official duties and will not create any appearance of a public office being used for private gain.

At Least 30 Days Prior to Travel: Submit Completed Pre-Travel Authorization Package

File with the Select Committee on Ethics in SH-220

- ☐ Complete Employee Pre-Travel Authorization Form (Form RE-1)
 - ☐ Ensure this form is typed and that all of the fields are completed.
 - ☐ Ensure your supervising Senator or Officer has signed this form.
 - ☐ Personally sign this form.
- ☐ Ensure Pre-Travel Authorization Package is complete. A complete Package includes:
 - ☐ Form RE-1
 - ☐ Private sponsor invitation (the formal invitation, letter or e-mail you received from the private sponsor).
 - ☐ Completed and signed Private Sponsor Travel Certification Form (4 page form that includes detailed information about the trip).
 - ☐ All attachments to the Private Sponsor Travel Certification Form
 - ☐ Complete and final itinerary
 - ☐ List of Senate invitees
 - ☐ Any other necessary attachments
- ☐ Retain a copy of your complete Pre-Travel Authorization Package for inclusion in your required post-travel disclosure.

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