Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2019 JUN -4 AM 11:21

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): Muslim Advocates

Travel date(s): May 4, 2019-May 5, 2019

Name of accompanying family member (if any): _____
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		$219.13 (actual amount)		

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

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

Provide a description of all meetings and events attended. *See* Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): This luncheon featured a moderated discussion about Senator Coons' National Origin-Based Antidiscrimination for Nonimmigrants Act. See attached exhibit for additional information.

6/3/19 (Date) | Erica Songer (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.

6/4/19 (Date) | [signature] (Signature of Supervising Senator/Officer)

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

Itinerary for Erica Songer
Muslim Advocates Luncheon

Thursday, May 2, 2019

7:50pm United Flight 2274XN (IDA-SFO)

Traveler is extending her trip by arriving on Thursday, May 2. Muslim Advocates will not be paying for any cost associated with the extension of her trip

Saturday, May 4, 2019

11:00am Arrives at Shalizaar (300 El Camino Real, Belmont, CA 94002)

11:45am Mic Check

12:00pm Guests arrives; pre-lunch reception

12:45pm Lunch begins

1:20pm Lunch Program Begins

The Muslim Advocates Luncheon is an opportunity to more deeply engage the Bay Area Muslim and social justice communities with national policy initiatives that affect their day-to-day life. During the event, Farhana Khera, our Executive Director, will discuss recent progress in the fight against bigotry and the state of civil rights issues affecting Muslims in America; allowing for supporters and allies to more fully grasp the intricacies of our mission and our work. In this effort to maintain agency in the pursuit of justice for Americans of all faiths, we hope to energize and mobilize our collective communities in progressive, meaningful ways.

2:05pm On Stage Conversation: Erica Songer and MA Deputy Director Naheed Qureshi.

Ms. Songer will be discussing the No Ban Act and it's implications in regards to President Trump's immigration policy. She will share her perspective on the role Senator Coons' office will play in civil rights issues affecting the Muslim community.

2:30pm Thanks

2:40–3:00pm Informal Mingling

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3:30pm. Lunch Program Ends

4:00-5:00pm Meeting with Erica Songer, Farhana Khera, and Naheed Qureshi

The meeting will consist of participants discussing the role of Muslim Advocates supporting the "No Ban Act" as well as other issues that surround the civil rights of American Muslims.

Monday, May 6, 2019

12:55pm United Flight UA1013N/UA401N (SFO-BWI)

Traveler is extending her trip by leaving on Monday, May 6. Muslim Advocates will not be paying for any cost associated with the extension of her trip.

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Originally Submitted APR4'19
Date/Time Stamp:

ETHIC APR29'19PM 3:42

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: Erica Songer

Employing Office/Committee: U.S. Senate Judiciary Committee, Senator Coons

Private Sponsor(s) (list all): Muslim Advocates

Travel date(s): May 4, 2019-May 5, 2019
Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Belmont, CA

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

The purpose of this trip is to speak at the Muslim Advocates annual luncheon; this speech will showcase Senator Coons' National Origin-Based Antidiscrimination for Nonimmigrants Act, a bill that I worked with Senator Coons to draft and for which I have principal responsibility as Chief Counsel for Senator Coons on the Senate Judiciary Committee.

Name of accompanying family member (if any): _____
Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

4/29/19
(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 Coons *(Print Senator's/Officer's Name)* hereby authorize Erica Songer *(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)* ☐

4/29/19
(Date)

(Signature of Supervising Senator/Officer)

MUSLIM ADVOCATES
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President & Executive Director, Muslim Advocates

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Deputy General Counsel Employment and Immigration, Tesla Motors, Inc

KAMEELAH MU'MIN RASHAD
President and Founder, Muslim Wellness Foundation Fellow, Spirituality, Wellness, and Social Justice, University of Pennsylva

SAEMA SOMALYA
Senior Vice President, Fifth Third Bank

March 5, 2019

Ms. Erica Songer
Chief Counsel
The Honorable Chris Coons
United States Senate
127A Russell Senate Office Building
Washington, D.C. 20510

Dear Ms. Songer,

On behalf of Muslim Advocates, and in deep appreciation of your leadership and commitment to freedom, justice and equality for all, it is my honor to invite you to be a speaker at our lunch to be held on May 4, 2019, in the Bay Area. Specifically, we would be thrilled if you would participate in an onstage conversation with me as we explore the challenges and opportunities that lie ahead to advance civil rights.

The vicious, hate-filled attacks on individuals and institutions, and executive orders targeting immigrants and refugees have had a profound effect on the American Muslim community. Among Muslim parents, there is a disturbing and unprecedented sense of fear and concern about the safety of their families and loved ones. You and your colleagues have been a steadfast champion for justice; fostering a sense of empowerment that reaches far beyond the halls of Congress. Your leadership in the fight against the Muslim ban and other discriminatory policies targeting Muslims and other Americans would make it incredibly meaningful to hear from you about the progress made toward freedom, justice and equality.

The lunch will feature a cross-section of the rich racial and ethnic diversity of the American Muslim community, including community leaders, lawyers, and business leaders, as well as law firm, civil rights and faith group partners and allies in our work. Notable speakers at our previous events include representatives of the U.S. government, prominent companies and media outlets.

We would be absolutely honored and delighted to have you join us for this crucial and timely dialogue with the American Muslim community and our allies.

Please contact me at farhana@muslimadvocates.org or 202-594-8703 with any questions. I do hope you can join us and very much look forward to your reply.

Sincerely yours,

Farhana Y. Khera

Farhana Y. Khera
President & Executive Director

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): Muslim Advocates (MA)

2. Description of the trip: The traveler is traveling to Belmont, CA. to be the featured speaker for the MA luncheon

3. Dates of travel: May 4-5, 2019

4. Place of travel: Belmont, CA.

5. Name and title of Senate invitees: Erica Songer - Chief Counsel for Senator Coons

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:
Muslim Advocates, who is the sole sponsor of the trip, will organize flight and lodging arragements, as well as planning the details of the event itself.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
Muslim Advocates is a national civil rights organization working in the courts, in the halls of power and in communities to halt bigotry in its tracks. We ensure that American Muslims have a seat at the table with expert representation so that all Americans may live free from hate and discrimination. **See Attached**

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:
This is MA's first time sponsoring a Congressional trip

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

Other educational activities put on by Muslim Advocates include local community Civil Rights Trainings,

Staff participation on panels, releasing reports and resources on our legal and advocacy work.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate ☐ Actual Amounts	$0	$270.00	$50	$0

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 trip involves an event that is arranged with regard to congressional participation.

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

Belmont, CA is near San Francisco, CA which is the former location of the headquarters of Muslim

Advocates and where a significant population of our membership resides.

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

The Westin, San Francisco Airport 1 Old Bayshore Hwy, Millbrae, CA 94030

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

It is central and conveniently located by SFO

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Meal expenses are less than per diem. Lodging expenses are equal to per diem.

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:

None

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:

None

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: Naheed A. Qureshi

Name and Title: Naheed Qureshi, Deputy Director

Name of Organization: Muslim Advocates

Address: P.O. Box 34440, Washington DC 20043

Telephone Number: (202) 897-1895

Fax Number: (202) 508-1007

E-mail Address: naheed@muslimadvocates.org

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Continuation of Answer to Question 13

The purpose of the trip is to further the public's understanding of the role federal policy affects everyday life and civil rights, and will allow American Muslims to hear from policy makers working to protect the civil rights of American Muslims.

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United States Senate

SELECT COMMITTEE ON ETHICS

April 30, 2019

Erica Songer
Committee on the Judiciary
United States Senate
Washington, DC 20510

Dear Ms. Songer:

This responds to your recent correspondence concerning an invitation you received to travel to the *Muslim Advocates Luncheon* in Belmont, California, on May 4-5, 2019, sponsored by Muslim Advocates.[1] Muslim Advocates certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*[2] 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. Muslim Advocates 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.*[3]

Based on information and materials available to the Committee, and consistent with the guidance contained in this letter regarding extending your trip for both a personal purpose and an official purpose, 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, Muslim Advocates is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal

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[1] Based on the information you submitted, the Committee understands that, for a personal purpose, you intend to extend your trip to Belmont, California, for less than two days before the beginning of the officially related events, and, for an official purpose, you intend to extend your trip for less than two days after the end of the officially related events. Because your proposed extensions are longer than the sponsored trip itself and involve extensions on both sides of the trip, you may not accept airline transportation to and from Belmont, California, from Muslim Advocates. Specifically, you must personally pay for the full cost of your airline transportation to Belmont, California, as well as any additional expenses incurred as a result of extending you trip for a personal purpose, and your employing office must pay for the full cost of your return airline transportation to Washington, D.C., as well as any additional expenses incurred as a result of extending your trip for an official purpose. Muslim Advocates may not bear any expenses incurred as a result of extending your trip.

[2] 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.

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

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 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.**[4]

Finally, Senate Rule 34 requires a reporting individual,[7] 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

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[4] Trip extensions for any purpose do not extend this deadline.

[7] A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 ($127,914 for CY 2019) or is a political fund designee and is required to file Financial Disclosure Reports.