Print This Form... Clear Form

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2019 FEB 11 PM 4:20

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**
Ø A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Consumer Technology Association

Travel date(s): 1/9/2019 - 1/11/2019

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 ØActual Amount	$612.60 Airfare = $512.60 Ground Transportation = $100	$778 plus tax	$127 plus tax and gratuity	$100 conference registration fee

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

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

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

Please refer to the traveler attached schedule.

2/11/19
(Date)

Sunmin Kim
(Printed name of traveler)

(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

2/11/19
(Date)

(Signature of Supervising Senator/Officer)

(Revised 1/3/11)

Form RE-2

Date/Time Stamp:

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.

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Name of Traveler: Sunmin Kim

Employing Office/Committee: Sen. Brian Schatz

Private Sponsor(s) (list all): Consumer Technology Association

Travel date(s): Jan. 9 - 11, 2018

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

Destination(s): Las Vegas, NV

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

As the Senator's technology policy advisor, I work on policy issues that relate to artificial intelligence, cybersecurity, privacy, and government's use of tech in addition to supporting his work as the ranking member of the Senate Commerce Subcommittee on Communications, Technology, Innovation, and the Internet. This trip will allow me to talk to companies and technical experts about these topics, and see the technology firsthand. I am also speaking on a panel about AI, and will use the opportunity to discuss the Senator's AI in Government Act.

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:

12-3-2018
(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, Sen. Brian Schatz *(Print Senator's/Officer's Name)* hereby authorize Sunmin Kim *(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)* ☐

12-3-2018
(Date)

(Signature of Supervising Senator/Officer)

(Revised 10/19/15)

Form RE-1

Consumer Technology Association

Las Vegas, NV
Jan. 9 - Jan. 11, 2019

Dear Sunmin,

You are invited to be the special guest of the Consumer Technology Association (CTA)™ at our nation's largest annual tradeshow - **CES® 2019**, to be held **Jan. 9-11, 2019** in Las Vegas, NV. Your presence helps the U.S. host 180,000 industry visitors, one-third of whom come from outside the U.S.

As a technology policy leader, you are invited to participate in our **Leaders in Technology (LIT)** program at CES. You will experience the innovation that will solve basic problems, drive the American economy and provide millions of U.S. jobs.

CES is the world's largest business event. Featuring the largest, global hands-on showcase of emerging innovation, CES represents all aspects of the technology spectrum. As an LIT program participant at CES 2019 you can interact with cutting-edge technology such as drones, artificial intelligence, digital health, 5G and self-driving technology. As part of the Innovation Policy conference program, you will discuss policy issues that shape the future of emerging technologies.

The program is also designed to meet the requirements of the ethics committees of the U.S. Senate for privately-sponsored travel. Pursuant to the rules, we can pay for no more than two nights and one day, subject to approval. The program, including guest rooms and the Leaders in Technology registration suite, is headquartered at the Encore at Wynn Hotel.

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CTA is offering to provide your roundtrip coach airfare, lodging, transportation in Las Vegas from and to the airport, as well as the show sites and group meals during your stay in Las Vegas. Attached please find the required **Private Sponsor Certification Form and list of Senate** invitees for your review. This form will need to accompany your request to the U.S. Senate Selection Committee on Ethics for approval of privately-sponsored travel. CTA is not a lobbying firm, but does employ federal lobbyists.

Register today by creating an account using this email address — **sunmin_kim@schatz.senate.gov**. *This is a limited, non-transferable invitation and we ask that you reply by Nov. 16.* For questions, please contact **LITprogram@CTA.tech** or 703-907-5290.

We hope that you will be able to join us for the Leaders in Technology program at CES 2019 - the global stage for innovation.

CES.tech | #CES2019

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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): Consumer Technology Association (CTA)

2. Description of the trip: CTA's annual trade show and conference

3. Dates of travel: 1/9/19 - 1/11/19

4. Place of travel: Las Vegas, NV

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*).

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

CTA conducts education days on the Hill, policy briefings, congressional testimony and also educates Members and the public through meetings and press briefings.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate ☐ Actual Amounts	$750 Airfare=$650 ground transportation= $100	$778 plus tax	$175 plus tax and gratuity	$100 conference registration fee

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 involves an event that is arranged without regard to Congressional participation.

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

Las Vegas is the location of the annual trade show because it has the ability to accommodate our space needs for over 180,000 attendees and over 2.5 million NSF of exhibit space.

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

The Encore at Wynn, 3131 S Las Vegas Blvd, Las Vegas NV 89109

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

The hotel was selected for the proximity to the annual trade show and the ability to accommodate space needs.

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:

Travel is across country from Washington, DC to Las Vegas, NV. Senate invitee is schedule to participate in a full day's worth of officially connected activities without any substantial gaps in the schedule such that a second night's stay is necessary to accomplish the purpose of the trip.

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:

CTA is the sole sponsor of CES. CTA issues invitations, organizes the conference and books the travel.

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

See attachment

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

CTA has sponsored trips for Congressional staff to attend CES for over 10 years.

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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:

Please see attached.

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:

Round trip commercial coach class airfare from Washington, DC metro area airports to Las Vegas, NV.

Ground transportation in Las Vegas is via economy class minibus or motorcoach.

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: Laura Janae Hudson

Name and Title: Laura Janae Hudson, CMP Senior Manager, CES Projects

Name of Organization: Consumer Technology Association

Address: 1919 S. Eads, Arlington, VA 22202

Telephone Number: 703-907-7604

Fax Number:

E-mail Address: lhudson@cta.tech

Senate Privately Sponsored Travel Certification Form Attachment for Travel January 9-11, 2019

13. The Leaders in Technology Program (LIT) at CES allows high level public policy makers and technologists to learn from more than 3,900 exhibitors and thousands of new products that contribute to a dynamic industry that supports an expected $1 trillion in retail sales worldwide. The program provides information and insight to assist officials in evaluating federal policies that affect the consumer technology industry. The LIT program advances the mission of CTA to provide practical resources to help companies grow every facet of their business. CTA is where technology connects, collaborates and contributes. CTA helps companies succeed through research, events and an extensive network of councils and working groups covering everything from public policy to technology standards.

21. The expense for attendance at CES 2019 exceeds the federal per diem rate. All meals are standard conference meals, open to all Leaders in Technology participants and are held without regard to congressional participation. Price is specified by the catering service. Meal costs are fixed for all conference attendees at the negotiated rates set by the venues.

The lodging rate of $389 also exceeds the federal rate. This is due to that fact that Las Vegas hotels are at capacity during CES. This lodging rate is available to all CES attendees and was the best available negotiated rate for this property. The hotels are chosen for the accommodation requirements for (1) a large group of over 180,000 attendees and (2) easy access to the CES show floor, conference sessions and meeting space.

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Leaders In Technology Program
CES 2019 Schedule for Sunmin Kim

Wednesday, January 9

3:34 – 5:18 PM American #1815, Washington, DC to Charlotte, NC

6:00 – 7:54 PM American #638, Charlotte, NC to Las Vegas, NV

Thursday, January 10

7 – 9 AM Attendee Breakfast
Encore, Registration Suite

9 – 10 AM **Drones: Mapping the Policy and Business Landscape**
LVCC, North Hall, N258
What are the remaining challenges limiting the potential of drones for businesses and consumers? At this point, how much depends on industry action, and how much depends on regulatory or legislative action? Are public perceptions of drones changing?
Moderator: Doug Johnson, VP, Technology Policy, CTA
Speakers: Diana Cooper, PrecisionHawk
Kimberly Darrin, AT&T
Brendan Schulman, DJI
Yariv Bash, Flytrex

10:15 – 11:15 AM **Tech Revolutionizing Medicine – If We Let It**
LVCC, North Hall, N258
Revolutionary technologies have the potential to cure diseases, drive efficiency and bring down barriers between doctors and patients. How do we cut through bureaucracy and regulation to safely and expeditiously bring these new approaches to the marketplace?
Moderator: Rene Quashie, VP, Policy and Regulatory Affairs, Digital Health, CTA
Speakers: Colin Anawaty, Executive Director, athenahealth
Bettina Experton, Humetrix
Marc Goldsand, Esq., Partner, Cozen O'Connor
Ross Friedberg, General Counsel, Doctor on Demand

11:30 AM – 12:30 PM **Make Trade, Not Tariffs**
LVCC, North Hall, N258
The trade landscape is tumultuous and U.S. trade policy is at a critical nexus. Hear our experts discuss the 2019 trade landscape, the impact of tariffs, and how we can update trade agreements for the digital age.
Moderator: Sage Chandler, VP, International Trade, CTA
Speakers: Sarah Thorn, Walmart

Lisa Errion, BMW
Aaron Emigh, Brilliant
Arrow Augerot, Amazon

12:30 – 1 PM Lunch - *LVCC, North Hall, N263, LIT Lounge and Business Center*

1 – 2 PM **Solving Bias in Artificial Intelligence**
LVCC, North Hall, N258
Artificial intelligence is poised to revolutionize, and positively impact, many aspects of our lives. Questions remain about bias in some of these AI systems. In this discussion we will explore policy and technological options for addressing bias in AI.

Moderator: Michael Hayes, Sr. Manager, Government Affairs, CTA
Introduction: The Hon. Andrei Iancu, Director, USPTO
Speakers: Sunmin Kim, Technology Policy Advisor, Senator Brian Schatz (D-HI)
Bari A. Williams, Vice President, Legal, Policy & Business Affairs, All Turtles

2:15 – 3:15 PM LIT Show Floor Tour and Demonstrations – Tech EAST Tour
Departs from LVCC, North Hall, N263
A CTA representative will guide a curated show floor tour to visit 4-5 booths for an interactive experience. Areas of focus will be AI, AR/VR, Audio/High-End/High Performance, Audio/Video, Computer Hardware, Cloud Services, Cyber Security and Privacy, Digital Health, Digital Imaging/Photography, Drones, Fitness, Gaming, Lifestyle, Robotics, Software and Apps, Sensors and Biometrics, Smart Cities/Resilience, Smart Home, Software and Apps, Sustainability, Telecommunications, Tourism, Vehicle Technology, Video, VR/AR, Wearables, Wireless Devices and Other Consumer Technology.

3:30 – 5 PM LIT Show Floor Tour and Demonstrations – Tech WEST Tour
Departs from LVCC, North Hall, N263
A CTA representative will guide a curated show floor tour to visit 4-5 booths for an interactive experience. Areas of focus will be Accessibility, Advertising, AI, Cloud Services, Digital Health, Digital Imaging/Photography, Education, Entertainment & Content, Gaming, Lifestyle, Marketing, Robotics, Software and Apps, Sensors and Biometrics, Smart Home, Sustainability, VR/AR, Wearables, Wireless Devices and Other Consumer Technology.

7 - 10 PM Entrepreneurs Reception and dinner
Brooklyn Bowl, The Linq

Friday, January 11

8:00 AM – 3:13 PM American #1716, Las Vegas, NV to Charlotte, NC

5:02 – 6:30 PM American #1775, Charlotte, NC to Washington, DC

CES 2019 Leaders in Technology Invite List

Senators

FIRST	LAST	TITLE	COMPANY
Lamar	Alexander	Senator	U.S. Senate
Tammy	Baldwin	Senator	U.S. Senate
John	Barrasso	Senator	U.S. Senate
Michael	Bennet	Senator	U.S. Senate
Richard	Blumenthal	Senator	U.S. Senate
Roy	Blunt	Senator	U.S. Senate
Cory	Booker	Senator	U.S. Senate
John	Boozman	Senator	U.S. Senate
Sherrod	Brown	Senator	U.S. Senate
Richard	Burr	Senator	U.S. Senate
Maria	Cantwell	Senator	U.S. Senate
Shelley	Capito Moore	Senator	U.S. Senate
Ben	Cardin	Senator	U.S. Senate
Tom	Carper	Senator	U.S. Senate
Bob	Casey	Senator	U.S. Senate
Bill	Cassidy	Senator	U.S. Senate
Susan	Collins	Senator	U.S. Senate
Chris	Coons	Senator	U.S. Senate
John	Cornyn	Senator	U.S. Senate
Catherine	Cortez Masto	Senator	U.S. Senate
Tom	Cotton	Senator	U.S. Senate
Mike	Crapo	Senator	U.S. Senate
Ted	Cruz	Senator	U.S. Senate
Steve	Daines	Senator	U.S. Senate
Joe	Donnelly	Senator	U.S. Senate
Tammy	Duckworth	Senator	U.S. Senate
Dick	Durbin	Senator	U.S. Senate
Mike	Enzi	Senator	U.S. Senate
Joni	Ernst	Senator	U.S. Senate
Dianne	Feinstein	Senator	U.S. Senate
Deb	Fischer	Senator	U.S. Senate
Cory	Gardner	Senator	U.S. Senate
Kirsten	Gillibrand	Senator	U.S. Senate
Lindsey	Graham	Senator	U.S. Senate
Chuck	Grassley	Senator	U.S. Senate
Kamala	Harris	Senator	U.S. Senate
Maggie	Hassan	Senator	U.S. Senate

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Martin	Heinrich	Senator	U.S. Senate
Heidi	Heitkamp	Senator	U.S. Senate
Dean	Heller	Senator	U.S. Senate
Mazie	Hirono	Senator	U.S. Senate
John	Hoeven	Senator	U.S. Senate
Jim	Inhofe	Senator	U.S. Senate
Johnny	Isakson	Senator	U.S. Senate
Ron	Johnson	Senator	U.S. Senate
Tim	Kaine	Senator	U.S. Senate
John	Kennedy	Senator	U.S. Senate
Angus	King	Senator	U.S. Senate
Amy	Klobuchar	Senator	U.S. Senate
James	Lankford	Senator	U.S. Senate
Patrick	Leahy	Senator	U.S. Senate
Mike	Lee	Senator	U.S. Senate
Joe	Manchin	Senator	U.S. Senate
Ed	Markey	Senator	U.S. Senate
John	McCain	Senator	U.S. Senate
Claire	McCaskill	Senator	U.S. Senate
Mitch	McConnell	Senator	U.S. Senate
Bob	Menendez	Senator	U.S. Senate
Jeff	Merkley	Senator	U.S. Senate
Jerry	Moran	Senator	U.S. Senate
Lisa	Murkowski	Senator	U.S. Senate
Chris	Murphy	Senator	U.S. Senate
Patty	Murray	Senator	U.S. Senate
Bill	Nelson	Senator	U.S. Senate
Rand	Paul	Senator	U.S. Senate
Gary	Peters	Senator	U.S. Senate
Rob	Portman	Senator	U.S. Senate
Jack	Reed	Senator	U.S. Senate
Jim	Risch	Senator	U.S. Senate
Pat	Roberts	Senator	U.S. Senate
Mike	Rounds	Senator	U.S. Senate
Marco	Rubio	Senator	U.S. Senate
Bernie	Sanders	Senator	U.S. Senate
Ben	Sasse	Senator	U.S. Senate
Brian	Schatz	Senator	U.S. Senate
Chuck	Schumer	Senator	U.S. Senate
Tim	Scott	Senator	U.S. Senate
Jeanne	Shaheen	Senator	U.S. Senate

Richard	Shelby	Senator	U.S. Senate
Debbie	Stabenow	Senator	U.S. Senate
Dan	Sullivan	Senator	U.S. Senate
Jon	Tester	Senator	U.S. Senate
John	Thune	Senator	U.S. Senate
Thom	Tillis	Senator	U.S. Senate
Pat	Toomey	Senator	U.S. Senate
Tom	Udall	Senator	U.S. Senate
Chris	Van Hollen	Senator	U.S. Senate
Mark	Warner	Senator	U.S. Senate
Elizabeth	Warren	Senator	U.S. Senate
Sheldon	Whitehouse	Senator	U.S. Senate
Roger	Wicker	Senator	U.S. Senate
Ron	Wyden	Senator	U.S. Senate
Todd	Young	Senator	U.S. Senate
Tina	Smith	Senator	U.S. Senate

Senate Staff

First	Last	Title	Company
Steve	Abbott	Chief of Staff	Office of Senator Susan Collins
Jon	Abdnor	Legislative Assistant	Office of Senator John Thune
Mac	Abrams	Chief of Staff	Office of Senator Dean Heller
Isaiah	Akin	Legislative Director	Office of Senator Ron Wyden
Phil	Alito	General Counsel	Senate Subcommittee on Antitrust, Competition Policy and Consumer Rights
Michelle	Altman	Chief of Staff	Office of Senator James Lankford
Truman	Anderson	Chief of Staff	Office of Senator John McCain
Erica	Andeweg	Legislative Assistant	Office of Senator Deb Fischer
Brian	Appel	Legislative Director	Office of Senator Michael Bennet
Dan	Auger	Legislative Director	Office of Senator John Hoeven

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Kalina	Bakalov	Deputy Chief of Staff/Legislative Director	Office of Senator Tammy Duckworth
Michelle	Barlow-Richardson	Chief of Staff	Office of Senator Roger Wicker
Virgilio	Barrera	Legislative Director	Office of Senator Martin Heinrich
Christopher	Bates	Senior Counsel	Senate Committee on the Judiciary
Ellen	Beares	Legislative Assistant	Office of Senator Roger Wicker
Allyson	Bell	Chief of Staff	Office of Senator Mike Lee
Colleen	Bell	Legislative Director	Office of Senator Richard Blumenthal
Cassie	Bladow	Chief of Staff	Office of Senator John Hoeven
Tony	Blando	Chief of Staff	Office of Senator Ron Johnson
Shawn	Bone	Senior Counsel	Senate Subcommittee on Communications, Technology Innovation and the Internet
David	Bonine	Legislative Director	Office of Senator Chris Murphy
Garrett	Boyle	Legislative Director	Office of Senator Lisa Murkowski
Adam	Bramwell	Chief of Staff	Office of Senator Chris Coons
Dan	Brandt	Chief of Staff	Office of Senator Pat Toomey
John	Branscome	Staff Director	Senate Subcommittee on Communications, Technology, Innovation and the Internet
Katie	Britt	Chief of Staff	Office of Senator Richard Shelby
Brennen	Britton	Chief of Staff	Office of Senator Jerry Moran
Joe	Britton	Chief of Staff	Office of Senator Martin Heinrich
Brandon	Brooker	Legislative Director	Office of Senator Rand Paul
Joel	Brubaker	Chief of Staff	Office of Senator Shelley Capito Moore

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Mackensie	Burt	Legislative Director	Office of Senator John Boozman
Carter	Burwell	Counsel	Senate Committee on the Judiciary
Tom	Bush	Senior Legislative Assistant	Office of Senator Jerry Moran
Cort	Bush	Sr. Professional Staff Member	Senate Subcommittee on Communications, Technology, Innovation and the Internet
Neil	Campbell	Chief of Staff	Office of Senator Jack Reed
Morgan	Carter	Legislative Director	Office of Senator Richard Shelby
Emily	Carwell	Legislative Director	Office of Senator Debbie Stabenow
Erica	Chabot	Legislative Director	Office of Senator Patrick Leahy
Steve	Chartan	Legislative Director	Office of Senator Ted Cruz
David	Cleary	Chief of Staff	Office of Senator Lamar Alexander
Chuck	Cogar	Legislative Director	Office of Senator Tim Scott
Caryn	Compton	Legislative Director	Office of Senator Bernie Sanders
John	Connell	Chief of Staff	Office of Senator Todd Young
Katelyn	Conner	Legislative Director	Office of Senator Mitch McConnell
Jackie	Cottrell	Chief of Staff	Office of Senator Pat Roberts
Doug	Coutts	Chief of Staff	Office of Senator Tom Cotton
Michaeleen	Crowell	Chief of Staff	Office of Senator Bernie Sanders
Jonathan	Davidson	Chief of Staff	Office of Senator Michael Bennet
Trevor	Dean	Legislative Assistant	Office of Senator Catherine Cortez Masto
Jennifer	DeCasper	Chief of Staff	Office of Senator Tim Scott
Tim	Del Monico	Legislative Director	Office of Senator Bob Menendez
Adrian	Deven	Legislative Director	Office of Senator Jeff Merkley

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Derrick	Dickey	Chief of Staff	Office of Senator David Perdue
Nichole	Distefano	Legislative Director	Office of Senator Claire McCaskill
Robert	Diznoff	Legislative Director	Office of Senator Jeanne Shaheen
Reema	Dodin	Floor Director	Office of Senate Minority Whip
Jon	Donenberg	Legislative Director	Office of Senator Elizabeth Warren
Joe	Donoghue	Legislative Director	Office of Senator John McCain
J.P.	Dowd	Chief of Staff	Office of Senator Patrick Leahy
Scarlet	Doyle	Legislative Assistant	Office of Senator Dean Heller
Julie	Dwyer	Chief of Staff	Office of Senator Claire McCaskill
Doug	Dziak	Legislative Director	Office of Senator Mike Enzi
Erik	Elam	Legislative Director	Office of Senator Dan Sullivan
Joel	Elliott	Chief of Staff	Office of Senator Joe Donnelly
Michael	Essington	General Counsel	Office of Senator Todd Young
Kaitlin	Fahey	Chief of Staff	Office of Senator Tammy Duckworth
Scott	Fairchild	Chief of Staff	Office of Senator Catherine Cortez Masto
Elizabeth	Falcone	Legislative Director	Office of Senator Mark Warner
Elizabeth	Farrar	Chief Counsel, Democratic	Senate Subcommittee on Antitrust, Competition Policy and Consumer Rights
Jess	Fassler	Chief of Staff	Office of Senator Kirsten Gillibrand
Eric	Feldman	Chief of Staff	Office of Senator Gary Peters
Peter	Feldman	Senior Counsel	Senate Committee on Commerce, Science and Transportation
Christian	Fjeld	Chief Counsel, Democratic	Senate Subcommittee on Consumer Protection, Product Safety, Insurance and Data Security

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Ken	Flanz	Legislative Director	Office of Senator Mike Crapo
Victoria	Flood	Legislative Assistant	Office of Senator Shelley Capito Moore
Andrew	Forbes	Legislative Director	Office of Senator Jim Inhofe
Leslie	Ford	Legislative Assistant	Office of Senator Mike Lee
Meagan	Foster	Senior Policy Adviser	Office of Senator Tom Udall
Dan	Geldon	Chief of Staff	Office of Senator Elizabeth Warren
Kristen	Gentile	Chief of Staff	Office of Senator Bob Casey
Bill	Ghent	Chief of Staff	Office of Senator Tom Carper
Chris	Gillott	Legislative Director	Office of Senator Bill Cassidy
Lisa	Goeas	Chief of Staff	Office of Senator Joni Ernst
Marc	Goldberg	Chief of Staff	Office of Senator Maggie Hassan
Sam	Goodstein	Chief of Staff	Office of Senator Sheldon Whitehouse
Tessa	Gould	Chief of Staff	Office of Senator Heidi Heitkamp
David	Grannis	Chief of Staff	Office of Senator Dianne Feinstein
Brad	Grantz	Legislative Director	Office of Senator Pat Toomey
Tyler	Grassmeyer	Deputy Chief of Staff	Office of Senator Ben Sasse
Daniel	Greene	Legislative Assistant	Office of Senator Ed Markey
Dana	Gresham	Chief of Staff	Office of Senator Doug Jones
Joe	Hack	Chief of Staff	Office of Senator Deb Fischer
Simone	Hall	Professional Staff Member	Senate Subcommittee on Communications, Technology, Innovation and the Internet
Mike	Harney	Chief of Staff	Office of Senator Mark Warner

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Laura	Hatalsky	Deputy Chief of Staff/Legislative Director	Office of Senator Catherine Cortez Masto
Pat	Hayes	Chief of Staff	Office of Senator Joe Manchin
Virginia	Hayes	Legislative Aide	Office of Senator Tammy Duckworth
Brigit	Helgen	Chief of Staff	Office of Senator Amy Klobuchar
William	Henderson	Chief of Staff	Office of Senator Rand Paul
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Mike	Henry	Chief of Staff	Office of Senator Tim Kaine
Allison	Herwitt	Chief of Staff	Office of Senator Chris Murphy
Natasha	Hickman	Chief of Staff	Office of Senator Richard Burr
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Toni-Marie	Higgins	Chief of Staff	Office of Senator John Boozman
Fred	Hill	Communications Director, Republican	Senate Committee on Commerce, Science and Transportation
Dan	Hillenbrand	Legislative Assistant	Office of Senator Jim Inhofe
Skiffington	Holderness	Staff Director	Senate Committee on Small Business and Entrepreneurship
Luke	Holland	Chief of Staff	Office of Senator Jim Inhofe
Jeremy	Horan	Legislative Director	Office of Senator Mazie Hirono
Jasmine	Hunt	Senior Policy Advisor	Office of Senator Dick Durbin
Mark	Isakowitz	Chief of Staff	Office of Senator Rob Portman
Beth	Jafari	Chief of Staff	Office of Senator John Cornyn
Brooke	Jamison	Legislative Director	Office of Senator Kirsten Gillibrand
Lindsey	Jensen	Legislative Assistant	Office of Senator Dan Sullivan
Roscoe	Jones	Legislative Director	Office of Senator Dianne Feinstein

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Narda	Jones	Senior Counsel	Office of Senator Maria Cantwell
Trevor	Jones	Legislative Aide	Office of Senator Ron Wyden
Ashley	Jonkey	State Director	Office of Senator Dean Heller
Avenel	Joseph	Policy Director	Office of Senator Ed Markey
Nidhi	Kalra	Tech Policy Advisor	Office of Senator Kamala Harris
Josh	Karetny	Legislative Director	Office of Senator Sheldon Whitehouse
Maura	Keefe	Chief of Staff	Office of Senator Jeanne Shaheen
Joel	Kelsey	Chief of Staff	Office of Senator Richard Blumenthal
Sunmin	Kim	Technology Policy Advisor	Office of Senator Brian Schatz
David	Kinzler	Legislative Director	Office of Senator Bob Corker
Amber	Kirchhoefer	Legislative Director	Office of Senator Pat Roberts
Joan	Kirchner	Chief of Staff	Office of Senator Johnny Isakson
Matt	Klapper	Chief of Staff	Office of Senator Cory Booker
Anne	Knapke	Legislative Director	Office of Senator Amy Klobuchar
Rohini	Kosoglu	Deputy Chief of Staff	Office of Senator Kamala Harris
Jill	Kozeny	Chief of Staff	Office of Senator Chuck Grassley
Joe	Kristol	Legislative Director	Office of Senator Tom Cotton
Wes	Kungel	Legislative Director	Office of Senator Joe Manchin
Dan	Kunsman	Chief of Staff	Office of Senator John Barrasso
Olivia	Kurtz	Legislative Director	Office of Senator Susan Collins
Livia	Lam	Legislative Director	Office of Senator Patty Murray
Dylan	Laslovich	Legislative Director	Office of Senator Jon Tester
Andrew	Lattanner	Legislative Director	Office of Senator Joe Donnelly

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Patrick	Lehman	Legislative Director	Office of Senator Ben Sasse
Ted	Lehman	Chief of Staff	Office of Senator Thom Tillis
Eduardo	Lerma	Outreach Director	Senate Chair of Steering Committee, Amy Klobuchar
Emily	Leviner	Legislative Director	Office of Senator Deb Fischer
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Sam	Love	Legislative Assistant	Office of Senator Cory Gardner
Travis	Lumpkin	Chief of Staff	Office of Senator Maria Cantwell
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Mike	Lynch	Chief of Staff	Office of Senator Chuck Schumer
Mike	Lynch	Chief of Staff	Senate Minority Leader
Hazen	Marshall	Policy Director	Senate Majority Leader
Allison	Martin	Legislative Director	Office of Senator Lamar Alexander
Rafi	Martina	Senior Policy Advisor	Office of Senator Mark Warner
Phil	Maxson	Chief of Staff	Office of Senator Mitch McConnell
Jessica	McBride	Legislative Director	Office of Senator John Thune
Stacy	McBride	Chief of Staff	Office of Senator Roy Blunt
Matt	McCarthy	Legislative Assistant	Office of Senator Maria Cantwell
Dan	McCarthy	Legislative Director	Office of Senator Tammy Baldwin
Jude	McCartin	Legislative Director	Office of Senator Maggie Hassan
Carla	McGarvey	Legislative Director	Office of Senator Bill Nelson
Conor	McGrath	Legislative Assistant	Office of Senator Jerry Moran
Sean	McLean	Legislative Assistant	Office of Senator Ted Cruz
Jena	McNeill	Legislative Director	Office of Senator Joni Ernst

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Chad	Metzler	Legislative Director	Office of Senator Angus King
Jeff	Michels	Chief of Staff	Office of Senator Ron Wyden
Bakari	Middleton	Counsel	Office of Senator Cory Booker
Derek	Miller	Legislative Director	Office of Senator Bob Casey
Bill	Murat	Chief of Staff	Office of Senator Tammy Baldwin
Aaron	Murphy	Chief of Staff	Office of Senator Jon Tester
Robert	Murray	Acting Legislative Director	Office of Senator Roger Wicker
Mary	Naylor	Legislative Director	Office of Senator Tim Kaine
Mike	Needham	Chief of Staff	Office of Senator Marco Rubio
Ryan	Nelson	Chief of Staff	Office of Senator John Thune
Clint	Odom	Legislative Director	Office of Senator Kamala Harris
Bianca	Ortiz-Wertheim	Chief of Staff	Office of Senator Tom Udall
Darren	Parker	Legislative Director	Office of Senator Jim Risch
Cheri	Pascoe	Professional Staff Member	Senate Subcommittee on Consumer Protection, Product Safety, Insurance and Data Security
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Sydney	Paul	Legislative Counsel	Office of Senator Gary Peters
Michael	Pawlowski	Chief of Staff	Office of Senator Lisa Murkowski
Richard	Perry	Chief of Staff	Office of Senator Lindsey Graham
Gerry	Petrella	Policy Director	Senate Minority Leader
Brendon	Plack	Deputy Chief of Staff	Office of Senator John Thune
Monica	Popp	Chief of Staff	Senate Majority Whip
John	Price	Legislative Assistant	Office of Senator Cory Gardner
Maria	Price	Counsel	Office of Senator Kristen Gillibrand

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James	Quinn	Chief of Staff	Office of Senator Bill Cassidy
Susie	Quinn	Chief of Staff	Office of Senator Bill Nelson
Zach	Radford	Senior Policy Adviser/Counsel	Office of Senator Richard Blumenthal
Kay	Rand	Chief of Staff	Office of Senator Angus King
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Arun	Revana	Legislative Director	Office of Senator Brian Schatz
James	Rice	Legislative Director	Office of Senator Chuck Grassley
Gregg	Rickman	Deputy Chief of Staff/Legislative Director	Office of Senator Mike Rounds
Flynn	Rico-Johnson	Legislative Aide	Office of Senator Amy Klobuchar
Sean	Riley	Legislative Director	Office of Senator Ron Johnson
Matt	Rimkunas	Legislative Director/Policy Director	Office of Senator Lindsey Graham
Karen	Robb	Chief of Staff	Office of Senator Chris Van Hollen
Preston	Robinson	Chief of Staff	Office of Senator John Kennedy
Natalie	Rogers	Chief of Staff	Office of Senator Cory Gardner
Leah	Rubin Shen	Legislative Assistant	Office of Senator Chris Coons
William	Ruder	Legislative Director	Office of Senator Jerry Moran
Matt	Sandgren	Chief of Staff	Office of Senator Orrin Hatch
John	Sandy	Chief of Staff	Office of Senator Jim Risch
Ray	Sass	Chief of Staff	Office of Senator Ben Sasse
Sarah	Schenning	Legislative Director	Office of Senator Chris Van Hollen
Tara	Schonhoff	Counsel	Senate Committee on Small Business and Entrepreneurship

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Gohar	Sedighi	Legislative Director	Office of Senator Tina Smith
Sarah	Seitz	Legislative Director	Office of Senator James Lankford
Prerak	Shah	Chief of Staff	Office of Senator Ted Cruz
Tara	Shaw	Chief of Staff	Office of Senator Mike Enzi
Andrew	Siracuse	Counsel	Office of Senator John Cornyn
Rob	Skjonsberg	Chief of Staff	Office of Senator Mike Rounds
Chris	Slevin	Legislative Director	Office of Senator Cory Booker
Madison	Smith	Legislative Assistant	Office of Senator John Cornyn
Sharon	Soderstrom	Chief of Staff	Senate Majority Leader
Christopher	Soghoian	Senior Technologist	Office of Senator Ron Wyden
Pat	Souders	Chief of Staff	Office of Senator Dick Durbin
Pat	Souders	Chief of Staff	Senate Minority Whip
Mike	Spahn	Chief of Staff	Office of Senator Patty Murray
Emily	Spain	Legislative Director	Office of Senator Tom Carper
Jonathan	Stahler	Legislative Director	Office of Senator Chris Coons
John	Steitz	Legislative Director	Office of Senator John Kennedy
Bryn	Stewart	Legislative Director	Office of Senator John Barrasso
Erica	Suares	Business Community Liason	Office of Senate Republican Majority Leader
Jay	Sulzmann	Legislative Director	Office of Senator Johnny Isakson
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Curtis	Swager	Legislative Director	Office of Senator Cory Gardner
Meghan	Taira	Legislative Director	Office of Senator Chuck Schumer
Corey	Tellez	Legislative Director	Office of Senator Dick Durbin
Courtney	Temple	Legislative Director	Office of Senator Thom Tillis

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Paul	Tencher	Chief of Staff	Office of Senator Ed Markey
Andrew	Terp	Legislative Assistant	Office of Senator Todd Young
Darin	Thacker	Legislative Director	Office of Senator Steve Daines
Jason	Thielman	Chief of Staff	Office of Senator Steve Daines
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Lartease	Tiffith	Senior Counsel	Office of Senator Kamala Harris
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Kathryn	Toomajian	Senior Advisor, Health, Education and Human Services	Office of Senator Patrick Leahy
Chris	Toppings	Legislative Director	Office of Senator Richard Burr
Olivia	Trusty	Professional Staff Member	Senate Subcommittee on Communications, Technology, Innovation and the Internet
Crystal	Tully	Policy Director/Counsel	Senate Subcommittee on Communications, Technology, Innovation and the Internet
Fred	Turner	Chief of Staff	Office of Senator Bob Menendez
Zahava	Urecki	Legislative Correspondent	Office of Senator Joe Manchin III
Kara	Van Stralen	Senior Policy Adviser for Transportation and Innovation	Office of Senator Maggie Hassan
Matt	VanKuiken	Chief of Staff	Office of Senator Debbie Stabenow
P.J.	Waldrop	Legislative Director	Office of Senator David Perdue
Drew	Wallace	Legislative Director	Office of Senator Tom Udall

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Elyse	Wasch	Legislative Director	Office of Senator Jack Reed
Dave	Weinberg	Legislative Director	Office of Senator Gary Peters
Joseph	Wender	Senior Policy Advisor	Office of Senator Ed Markey
Meredith	West	Deputy Staff Director	Senate Committee on Small Business and Entrepreneurship
Susan	Wheeler	D.C. Chief of Staff	Office of Senator Mike Crapo
Brad	White	Chief of Staff	Office of Senator Cindy Hyde-Smith
June	Williams	Constituent Services Representative	Office of Senator Kamala Harris
Matt	Williams	Legislative Assistant	Office of Senator Bill Nelson
Scott	Wilson	Legislative Assistant	Office of Senator Patrick Leahy
Andy	Winer	Chief of Staff	Office of Senator Brian Schatz
Tim	Wolverton	Legislative Director	Office of Senator Cindy Hyde-Smith
Christy	Woodruff	Legislative Director	Office of Senator Mike Lee
Michael	Zamore	Chief of Staff	Office of Senator Jeff Merkley
Zach	Zaragoza	State Director	Office of Senator Catherine Cortez Masto

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Consumer
Technology
Association™

1919 S. Eads St.
Arlington, VA 22202
703-907-7600
CTA.tech

From: Laura Hudson

To: Leaders in Technology (LIT) Participant

Date: September 25, 2018

Please select the following form for privately sponsored travel that corresponds to your dates of travel for CES 2019. You will need to submit these forms along with the LIT program schedule (only for your day of attendance) and your flight information, at least 30 days prior to the start of your trip to the Senate ethics office.

If you have any questions, please contact Christian Evangelista at cevangelista@cta.tech or at 703-907-5290.

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Prior to Traveling: Receive a Letter of Approval from the Committee

- ❑ Obtain a letter from the Committee. You may only accept the trip after receiving a letter from the Committee specifically authorizing your participation in the privately-sponsored travel.

Post-Travel Disclosure

Within 30 Days of Conclusion of Privately-Sponsored Travel: Submit Completed Post-Travel Disclosure Package

File with the Office of Public Records in SH-232

- ❑ Ensure submission of Post-Travel Disclosure Package is timely.
  - ❑ Post-Travel Disclosure Packages must be submitted to the Office of Public Records within 30 days of completion of Privately-Sponsored Travel. Trip extensions for any purpose do not extend this deadline.
- ❑ Complete Employee Post-Travel Disclosure of Expenses Form (Form RE-2)
  - ❑ Ensure this form is typed and that all of the fields are completed.
  - ❑ Ensure your supervising Senator or Officer has signed the form after determining the actual trip expenses were necessary under Senate Rules and the Committee's Privately-Sponsored Travel Guidelines.
  - ❑ Personally sign this form.
- ❑ Ensure Post-Travel Disclosure Package is complete. A complete Package includes:
  - ❑ Form RE-1
  - ❑ Form RE-2
  - ❑ Private sponsor invitation (the formal invitation, letter or e-mail you received from the private sponsor).
  - ❑ Completed and signed Private Sponsor Travel Certification Form (verify with the private sponsor that you have the correct and final version of the form).
  - ❑ All attachments to the Private Sponsor Travel Certification Form
    - ❑ Complete and final itinerary
    - ❑ List of Senate invitees
    - ❑ Any other necessary attachments

Please contact the Committee if you have any questions.

Phone: (202)-224-2981
Fax: (202)-224-7416

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JOHNNY ISAKSON, GEORGIA, CHAIRMAN
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EMILY GERSHON, CHIEF CLERK

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

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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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United States Senate

SELECT COMMITTEE ON ETHICS

January 2, 2019

Sunmin Kim
Office of Senator Brian Schatz
United States Senate
Washington, DC 20510

Dear Ms. Kim:

This responds to your recent correspondence concerning an invitation you received to travel to the *Consumer Electronics Show*, in Las Vegas, Nevada, on January 9-11, 2019, sponsored by the Consumer Technology Association (CTA). CTA 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. However, CTA has certified that it is a private entity that retains or employs a registered lobbyist and that no registered lobbyist will accompany you on *any segment of 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 one-day (exclusive of travel time and two overnight stays) 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, CTA 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 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**.

[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 segment of your trip" has a specific definition. *See id.* at 3.

Finally, Senate Rule 34 requires a reporting individual,[3] on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed $390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,

Deborah Sue Mayer
Chief Counsel and Staff Director

Enclosure: Travel Checklist

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[3] A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 ($126,148 for CY 2018) or is a political fund designee and is required to file Financial Disclosure Reports.