

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:  
RECEIVED  
SECRETARY OF THE SENATE  
PUBLIC RECORDS  
2019 MAY 22 PM 2:39

**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.)

United Nations Foundation

Private Sponsor(s) (list all): \_\_\_\_\_

Travel date(s): May 2-3 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)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	\$250	\$253	\$114	\$20 UN tour fee

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

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Briefings with various UN agencies on situation in Yemen

5/22/19  
(Date)

Matthew Duss  
(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.

5/22/19  
(Date)

  
(Signature of Supervising Senator/Officer)

**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](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Matthew Duss

Employing Office/Committee: Senator Bernie Sanders

Private Sponsor(s) (list all): United Nations Foundation

Travel date(s): May 2, 3 2019

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

Destination(s): New York City

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

The trip will involve a detailed exploration of the United Nations' peacekeeping and humanitarian aid work, which is directly related to my work as foreign policy advisor for Senator Sanders.

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:

4/2/19  
(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):

**Bernard Sanders**

**Matthew Duss**

I, Bernard Sanders hereby authorize Matthew Duss  
(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) ☐

4/2/19  
(Date)

  
(Signature of Supervising Senator/Officer)

# UNITED NATIONS FOUNDATION

## AGENDA FOR: United Nations Foundation's Congressional Staff Learning Trip to UN Headquarters May 2-3, 2019

### Thursday, May 2, 2019

- 3:25 PM – 6:56 PM Depart Washington, D.C. via Amtrak Northeast Regional# 134  
*Union Station*
- 6:56 PM – 7:30 PM Transfer to EVEN Hotels New York - Midtown East
- 7:30 PM – 7:45 PM Check in at EVEN Hotels New York - Midtown East and Prepare for Dinner  
*221 E 44th St, New York, NY 10017*
- 7:45 PM – 8:00 PM Transfer to Osteria Laguna Restaurant for Dinner  
*209 42nd St, New York, NY 10017*
- 8:00 PM – 9:30 PM Working Dinner with Delegation Participants and Briefing the Office for the Coordination of Humanitarian Affairs (OCHA), the United Nations Development Programme (UNDP) and Members of the Business Council for the United Nations (BCUN).  
- Ms. Melanie Hauenstein Regional Advisor in UNDPs Arab States Bureau,  
Mr. George Khoury, Middle East Division Director (OCHA)  
Mr. Daniel Schwartz, Director, Global Policy Affairs (MasterCard)  
Ms. Michele Malejki, Global Head of Strategic Programs for Corporate Sustainability (HP, Inc.)
- Osteria Laguna Restaurant, 209 E 42nd St, New York, NY 10017*

*Briefing Focus: Explore the challenges for securing access, safe distribution corridors and providing protection for humanitarian workers while maintaining operational independence amid ongoing conflict in Yemen. Discuss the role of humanitarian and private sector partnerships in bringing innovation, new technologies and optimizing humanitarian response.*

### Friday, May 3, 2019

- 7:30 AM – 7:45 AM Hotel check-out. Please leave your luggage with the porter and meet in the lobby for departure to the U.S. Mission to the United Nations  
*EVEN Hotels New York - Midtown East, 221 E 44th St, New York, NY 10017*
- 7:45 AM – 8:00 AM Transfer to the U.S. Mission to the United Nations
- 8:00 AM – 9:15 AM Working Breakfast and Briefing by the U.S. Mission to the United Nations  
*U.S. Mission to the United Nations, 799 United Nations Plaza, New York, NY 10017*
- Briefing Focus: To discuss the humanitarian crisis in Yemen and efforts by U.S.-UN to mitigate this conflict.*
- 9:15 AM – 9:45 AM Transfer to the United Nations Headquarters



# UNITED NATIONS FOUNDATION

9:45 AM – 10:30 AM **Briefing by Mr. Gresham Barrett, Sr. Director DC Office World Food Programme (WFP)**  
*Location: UNHQ CR-A*

*Briefing Focus: To discuss WFPs operations overall, including hotspots, and their work in Yemen.*

10:30 AM – 11:15 AM **Briefing by Mr. Andrew Gilmour, Assistant Secretary-General for Human Rights, United Nations Office of the High Commissioner for Human Rights (OHCHR)**  
*Location: UNHQ CR-A*

*Briefing Focus: Provide overview of the Office of the UN High Commissioner's work and priorities for 2019 and discuss the High-Commissioners efforts to secure and advocate for the human rights of affected civilians in the Yemen conflict.*

11:15 AM – 11:20 AM **Break**

11:20 AM – 12:05 PM **Briefing by Mr. Stewart Simonson, Assistant Director-General, WHO's office at the United Nations in New York, Ms. Ann Erb Leoncavallo, Humanitarian Specialist, United Nations Population Agency (UNFPA)**  
*Location: UNHQ CR-A*

*Briefing Focus: Discuss the ongoing health crisis in Yemen, its impact in the overall humanitarian situation and the UN's efforts to provide treatment amid challenges.*

12:05 PM – 12:20 PM **Transfer to UN Guided Tour**

12:20 PM – 1:20 PM **United Nations Guided Tour and Briefing**  
*UNHQ*

*Briefing Focus: UN expert-led tour including in-depth daily briefing, historic overview, and chamber-specific briefings on the UN Security Council, UN General Assembly, Economic and Social Council, and Trusteeship Council.*

1:20 PM – 1:30 PM **Transfer to Private Dining Room**

1:30 PM – 2:30 PM **Lunch Briefing by and Mr. Darko Mocibob, UN Departments of Political/Peacebuilding Affairs and Peace Operations (DPPA-DPO)**  
*Location: UNHQ Private Dining Room 1-3*

*Briefing Focus: Discuss the UN's ongoing programs to mediate the conflict in Yemen, including the ongoing operationalization of Security Council actions and resolutions.*

2:30 PM – 2:45 PM **Depart United Nations Headquarters for New York Penn Station**

2:45 PM – 3:35 PM **Transit to New York Penn Station**

3:35 PM – 7:07 PM **Depart NYC via Amtrak Northeast Regional #173**  
*New York Penn Station*

## Answer to Question 5

### **Senate Invitee List for United Nations Foundation Congressional Staff Learning Trip to the United Nations Thursday, May 2, 2019 – Friday, May 3, 2019**

The following staff have been invited to participate in this learning trip to United Nations Headquarters in New York because they work on issues related to UN funding, international affairs, foreign policy, national security, global health, humanitarian assistance, and related topics.

- Afreen Akhter, *Foreign Policy Legislative Assistant, Sen. Chris Van Hollen (D-MD)*
- Katie Peake, *Foreign Policy Legislative Assistant, Sen. Richard Shelby (R-AL)*
- Matthew Duss, *Foreign Policy Legislative Assistant, Sen. Bernie Sanders (I-VT)*

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): United Nations Foundation (UNF)
2. Description of the trip: UN Foundation Congressional Staff Learning Trip to the United Nations
3. Dates of travel: Thursday, May 2, 2019 - Friday, May 3, 2019
4. Place of travel: New York, NY
5. Name and title of Senate invitees: Please see attached.
6. I *certify* that the trip fits one of the following categories:
  - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
– OR –
  - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
– AND –
  - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
– AND –
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

**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:

- OR -

OR

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

Liberia, Rwanda, Honduras, Haiti, South Sudan, DR Congo, the Central African Republic and Mali.



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

UNF regularly hosts/sponsors Capitol Hill briefings, forums, and related events to educate policymakers businesses, NGOs, and the general public on the UN's role in advancing American interests abroad.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$250.00 Round-trip train fare from Washington DC to New York and shuttle bus from NY Penn Station to Even Hotel, and UN to NY Penn Station.	\$253.00 One night hotel stay	\$114.00 \$57.00 Dinner, \$20.00 Breakfast, \$37.00 Lunch	\$20.00 Fee for UN Guided tour and Lecture Briefing

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 or organized specifically with regard to congressional participation.

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

This trip will bring participants to the UN Headquarters, which is located in New York, NY.

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

EVEN Hotel NY-Midtown East

221 East 44th Street, New York, NY 10017

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

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





**T  
O  
T  
A  
L  
  
C  
O  
S  
T**

## BOARD OF DIRECTORS

Mr. Matthew Duss  
Office of Sen. Bernie Sanders  
Washington, DC 20510

Dear Matthew,

On behalf of the United Nations Foundation, I would like to extend an invitation to you to participate in a learning trip to United Nations Headquarters in New York on Thursday, May 2- Friday, May 3, 2019.

If you are unfamiliar, the UN Foundation is a public charity that links the UN's work with others around the world, mobilizing the energy and expertise of policymakers, businesses, and NGOs to help the UN tackle global challenges. As part of our mission, we organize several trips per year to UN Headquarters for Members of Congress and staff, offering an opportunity to learn about the UN firsthand and ask questions about a wide range of policy initiatives.

This upcoming trip will be a detailed exploration of the UN's ongoing work in Yemen, allowing you to meet with humanitarian, development, human rights, and mediation experts that are helping lead the international community's response to this catastrophic, man-made crisis.


The basic format of the trip is as follows: the delegation will take Amtrak to New York on Thursday afternoon for a working dinner with a UN speaker. On Friday, we will participate in a series of meetings at UN Headquarters, where we will be briefed by senior officials from an assortment of UN agencies such as WFP, UNICEF, UNHCR, and the UN Department of Political and Peacebuilding Affairs. We will then close the day with a working lunch with one last speaker, after which you will depart for DC on an afternoon train.

The UN Foundation will arrange all transportation and accommodations, including one night's hotel stay, and ensure they comply with all House/Senate ethics guidelines.


We hope you will take this opportunity to learn more about the UN's work in Yemen and look forward to your reply.


Sincerely,


**Peter Yeo /**  
**Senior Vice President**


Sincerely,  
  
Peter Yeo


**Senior Vice President**


Sincerely,  
  
Peter Yeo


Sincerely,  
  
Peter Yeo


Sincerely,  
  
Peter Yeo


Sincerely,  
  
Peter Yeo

Sincerely,  
  
Peter Yeo

Sincerely,  
  
Peter Yeo

Sincerely,  
  
Peter Yeo

Sincerely,  
  
Peter Yeo

Sincerely,  
  
Peter Yeo

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

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