Date/Time Stamp

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COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the **Office of Public Records** in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

SUBMIT DIRECTLY TO THE **OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING**

Name of Traveler: Laura Lee Burkett

Employing Office/Committee: Senator Deb Fischer

Travel Expenses Paid by (List all sources): see attachment A

Travel Date(s): august 12-15, 2019

Description/Title of Attached Forms: Employee post-travel disclosure of travel expenses form, an employee pre-travel authorization, and a sponsor invitation

Purpose of Amendment (describe the reason for amending original submission): Post travel doc lacked a date for senator's signature, employee pre travel document (RE-1) was incorrect version, I forgot to include invitation in orginal post travel submission

10/4/19
(Date)

(Signature of Traveler)

(Revised 4/19/2010)

ATTACHMENT A

1. Sponsor(s) of the trip (please list all sponsors):

Iowa Renewable Fuels Association

National Biodiesel Foundation

Renewable Fuels Foundation

Iowa Corn Growers Association

Iowa Soybean Association

Iowa Biodiesel Board

Missouri Corn Growers Association

North Dakota Ethanol Council

Nebraska Corn Board

Renew Kansas

Farm Credit Services of America

Renewable Fuels Nebraska

Kansas Soybean Association

Kansas Corn Growers Association

Ames Chamber of Commerce

Iowa Biotechnology Association

Big River Resources

Western Dubuque Biodiesel

Date/Time Stamp:

Employee Post-Travel Disclosure of Travel Expenses

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): See Attachment A

Travel date(s): August 12 - 15, 2019

Name of accompanying family member (if any): N/A
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	$588.59	$338.56 (inc. taxes)	$127.87 (including taxes)	$8 Entry fee for fairgrounds (location of dinner and exhibits on 8/12). Fee did NOT provide access to recreational elements of State Fair.

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

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

Provide a description of all meetings and events attended. *See* Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): All meetings and tours facilitated a better understanding of US agriculture and the production and use of renewable fuels such as ethanol and biodiesel.

9/13/19 (Date) Lawa Lee Burkett (Printed name of traveler) Lawa Lee Burkett (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.

10/4/19 (Date) (Signature of Supervising Senator/Officer)

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

Originally Submitted JUL 0'19
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.

ETHIC AUG 2'19PM 3:43

Name of Traveler: Laura Lee Burkett

Employing Office/Committee: Sen. Deb Fischer

Private Sponsor(s) (list all): See attached

Travel date(s): August 12-15, 2019

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

Destination(s): Des Moines, Ames, Waterloo, Dubuque, Cedar Rapids (all in Iowa)

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

The Senate is currently considering policy matters that will impact the renewable fuels industry. As a Senate staffer who works on renewable energy issues, this tour will provide a hands-on, in-depth expereince with biofuels facilities, research facilities & farming operations that is not possible to achieve in Washington, D.C.

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:

8/2/19
(Date)

Laura Lee Burkett
(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. Deb Fischer *(Print Senator's/Officer's Name)* hereby authorize Laura Lee Burkett *(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)* ☐

8/2/19
(Date)

Deb Fischer
(Signature of Supervising Senator/Officer)

(Revised 10/19/15)

Form RE-1

IOWA STATE UNIVERSITY
Bioeconomy Institute

0411 Marston Hall
Ames, Iowa [illegible] 153
515 294-7930
FAX 515 294-300

June 17, 2019

Dear Laura Lee Burkett,

On behalf of the Iowa State University Bioeconomy Institute and 18 other sponsoring organizations, you are cordially invited to participate in the **11th Annual Biofuels: Science and Sustainability Tour** from August 12-15, 2019, taking place in Iowa. This privately-sponsored tour has been organized to provide congressional staff and agency representatives an opportunity to learn how Iowa's biofuels industry and research community are leading the nation in responding to the many challenges and opportunities in renewable energy and agriculture.

This event will include "hands on" tours of biofuel refineries as well as cutting edge research projects aimed at advancing current and next generation renewable fuels. In addition, briefings will be conducted by state and national experts, technology providers, family farmers and university research staff.

The tour is designed to provide participants with a better understanding of the environmental and economic impacts of renewable fuels, to highlight technological advancements that are improving the efficiency and carbon footprint of biofuels production and agricultural processes, and to showcase the capabilities of Iowa's premier research entities. The tentative tour schedule linked here includes time for open exchanges of ideas regarding energy and biofuels policy.

As part of the tour, you are invited to participate in a roundtable discussion on the Energy Policy Outlook for the 116th Congress. Other congressional staff members will be invited to participate in this panel as well.

Space is limited. If you are interested in participating in the tour, **please complete the following:**

- **Click here to fill out the tour registration form and return it to Monte Shaw, Executive Director of the Iowa Renewable Fuels Association, at mshaw@IowaRFA.org** ***Please reply as soon as possible.***
- **Once registered, you will receive all of the paperwork necessary for submission to the Senate Ethics Committee (which is due no later than July 13, 2019).**

Any questions may be directed to Monte Shaw at (515) 252-6249, mshaw@IowaRFA.org. Thanks, and we hope to see you on the tour!

Sincerely,

Robert C. Brown

Robert C. Brown
Anson Marston Distinguished Professor
Gary and Donna Hoover Chair of Mechanical Engineering
Director, Bioeconomy Institute

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