Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
SECRETARY OF THE SENATE
PUBLIC RECORDS
2019 OCT 11 PM 1:46

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): Council on Foreign Relations

Travel date(s): 9/27/19

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	$396 (rail) + $6.50 (subway)		$47.18	

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.): See attached itinerary.

10-11-19 — *(Date)*
Elizabeth (Liz) Banicki — *(Printed name of traveler)*
Elizabeth Banicki — *(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.

10-11-19 — *(Date)*
Tom Sullivan — *(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.

Name of Traveler: Elizabeth Banicki

Employing Office/Committee: Office of Senator Dan Sullivan

Private Sponsor(s) (list all): Council on Foreign Relations

Travel date(s): September 27, 2019

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

Destination(s): New York, NY

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

As a participant in the Council on Foreign Relations' (CFR) foreign policy study group, I will be traveling to New York City to attend a panel discussion and meet with foreign policy and national security experts located at CFR's headquarters.

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:

Sept. 24. 19
(Date)

Elizabeth A Banicki
(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. Dan Sullivan *(Print Senator's/Officer's Name)* hereby authorize Elizabeth Banicki *(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)* ☐

Sept. 24. 19
(Date)

Dan Sullivan
(Signature of Supervising Senator/Officer)

(Revised 10/19/15)

Form RE-1

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): Council on Foreign Relations (CFR)

2. Description of the trip: To provide congressional staff members participating in CFR's foreign policy study group an opportunity to visit CFR's headquarters in New York (see attachment.)

3. Dates of travel: Friday, September 27, 2019

4. Place of travel: New York, NY

5. Name and title of Senate invitees: See attached documentation

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:

CFR is the only sponsor and organizer of the trip and is covering all associated costs.

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

CFR is an independent think tank and membership organization dedicated to being a resource for its members, government officials, and other interested citizens in order to help them better understand the world and the foreign policy challenges facing the United States.

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

CFR has hosted four similar trips to New York on September 25, 2015, September 19, 2016, September 15, 2017, and September 21, 2018.

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

CFR hosts several different meeting series on Capitol Hill for members of Congress and senior congressional staff for the purpose of informing the policymaking community of the foreign policy and national security issues confronting the United States.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate ☐ Actual Amounts	Total cost: $450 Rail Travel: $400 Round-trip ground transportation to CFR office in NY: $50	None provided	Approx.: $50	None provided

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 is taking pace with regard to congressional participation.

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

The Council on Foreign Relations is headquartered in New York, NY.

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

No lodging provided.

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

N/A

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 costs are estimated to be far less than the $74 per diem rate for this location. No lodging is provided.

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:

Participant will travel from Washington, DC to New York, NY on Amtrak Acela (business class.)

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 provided

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: _____

Name and Title: Patrick C. Costello, Director, Washington External Affairs

Name of Organization: Council on Foreign Relations

Address: 1777 F Street NW, Washington, DC 20006

Telephone Number: 202-509-8458

Fax Number: 202-509-8400

E-mail Address: pcostello@cfr.org

List of Senate Invitees to Council on Foreign Relations Trip to New York, NY

The below mentioned employees of the United States Senate have been selected to participate in a Council on Foreign Relations (CFR) congressional study group. This is a CFR initiative where we have identified a cohort of senior-level congressional staff to participate in off-the-record dinner discussions with members of the Council on Foreign Relations, CFR fellows, and other notable individuals and is part of our ongoing efforts to help build an informed, bipartisan community of senior congressional staff from both chambers. This trip to the CFR offices in New York is part of the study group activities and participants will attend a lunch meeting, with other members of the CFR, and meet with CFR experts based in New York.

1. Elizabeth Banicki, Legislative Assistant, Office of Senator Dan Sullivan
2. Naz Durakoglu, Senior Policy Advisor, Office of Senator Jeanne Shaheen
3. Carol Fowler, Legislative Assistant, Office of Senator Ron Johnson
4. Christopher Griswold, Senior Policy Advisor, Senate Committee on Small Business and Entrepreneurship
5. Katherine Clark Harris, Minority Counsel, Senate Select Committee on Intelligence
6. R. Wayne Jones, National Security Advisor, Office of Senator Rob Portman
7. Brianne Miller, Senior Professional Staff Member, Senate Committee on Energy and Natural Resources
8. Sam Mulopulos, Legislative Assistant, Office of Senator Rob Portman
9. Nathan Paxton, Legislative Assistant, Office of Senator Angus King
10. Christopher Soghoian, Senior Technologist, Office of Senator Ron Wyden
11. Katherine Sutton, Professional Staff Member, Senate Committee on Armed Services

The following employees the House of Representatives have also been invited:

1. Joseph Bartlett, Legislative Assistant, Office of Representative Francis Rooney
2. Daniel Bleiberg, Foreign Policy Advisor, Office of Representative Lois Frankel
3. Clay Boggs, Legislative Director, Office of Representative Norma Torres
4. Kendra Brown, Chief of Staff, Office of Representative G.K. Butterfield
5. Charles A. Carithers, Professional Staff Member, House Committee on Homeland Security
6. David Dorfman, Legislative Director, Office of Representative Yvette Clarke
7. Aharon Friedman, Tax Counsel, House Committee on Ways and Means
8. Dylan Frost, Legislative Director, Office of Representative French Hill
9. Elizabeth Leibowitz, Foreign Affairs Legislative Assistant, Office of Representative Nita Lowey
10. Matthew Manning, Legislative Director, Office of Representative Jimmy Panetta
11. Daniel Marrow, Senior Legislative Assistant, Office of Representative Josh Gottheimer
12. Josh Martin, Chief of Staff, Office of Representative Mac Thornberry
13. Sara Matar, Senior Legislative Assistant, Office of Representative Lee Zeldin
14. Jalina Porter, Communications Director, Office of Representative Cedric Richmond
15. Benjamin Talus, Senior Legislative Assistant, Office of Representative Donna Shalala
16. Jesse von Stein, Legislative Assistant, Office of Representative Don Young

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COUNCIL *on*
FOREIGN
RELATIONS

1777 F Street, NW, Washington, DC 20006
tel 202.509.8400 fax 202.509.8490 www.cfr.org

Congressional Foreign Policy Study Group
New York Program
Friday, September 27, 2019

7:55 a.m. Depart Union Station (Acela 2104)

10:50 a.m. Arrive New York Penn Station

11:30 a.m. Arrive at Council on Foreign Relations (58 East 68th Street, New York)

11:45 a.m. – 12:00 p.m.
Coffee Reception

12:00 p.m. – 1:00 p.m.
Council on Foreign Relations General Meeting
A Conversation with Barham Salih, *President, Republic of Iraq*

1:15 p.m. – 2:00 p.m.
Working Lunch Discussion with Ambassador Michelle Gavin, *Senior Fellow for Africa Studies, Council on Foreign Relations.* Topic: Strategic and economic priorities in Africa.

2:00 p.m. – 2:45 p.m.
Discussion with Dr. Brad Setser, *Senior Fellow, Council on Foreign Relations.* Topic: International finance, financial markets, and trade policy.

3:00 p.m. – 3:30 p.m.
Meeting with Richard N. Haass, *President, Council on Foreign Relations*

3:45 p.m. – 4:45 p.m.
Discussion with Dr. Adam Segal, I, Ira A. Lipman Chair in Emerging Technologies and *National Security and Director of the Digital and Cyberspace Policy Program, Council on Foreign Relations.* Topic: Innovation and national security, cybersecurity and China's technology development and acquisition strategy.

4:45 p.m. Meeting Concludes

5:00 p.m. Depart CFR for New York Penn Station

6:00 p.m. Depart New York Penn Station (Acela 2119)

8:53 p.m. Arrive in Washington DC

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