

COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

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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: Virginia McMillin

Employing Office/Committee: Senate HELP Committee

Travel Expenses Paid by (List all sources): Global WIN

Travel Date(s): Oct 29-30, 2018

Description/Title of Attached Forms: Form RE-1, Trip Invitation

Purpose of Amendment (describe the reason for amending original submission): Adding missing paperwork

3/25/19

(Date)

Virginia McMillin
(Signature of Traveler)

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: Virginia Heppner

Employing Office/Committee: Senate HELP Committee

Private Sponsor(s) (list all): Global Women's Innovation Network

Travel date(s): October 29-30, 2018

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

Destination(s): Baltimore, Maryland

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

The trip focuses on innovation, health care, and work force development. This directly relates to my health care portfolio for the committee which encompasses assessing how innovative companies can address health care issues and the intersection of workforce and health care issues.

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:

9/28/18
(Date)

Virginia Heppner
(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, Lamar Alexander hereby authorize Virginia Heppner
(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) ☐

9/28/18
(Date)

Lamar Alexander
(Signature of Supervising Senator/Officer)



233 Pennsylvania Avenue, SE, 2nd Floor, Washington, DC 20003

September 24, 2018

Virginia Heppner
Professional Staff
HELP Committee
United States Senate
Via Email

Dear Ms. Heppner,

The Global Women's Innovation Network (GlobalWIN) invites you to join us for an overnight delegation trip to Baltimore, Maryland, taking place October 29-30, 2018. We plan to take the MARC train to Baltimore on Monday morning, October 29 to begin programming late morning/early afternoon. Events will continue through the evening, and the next day, concluding late afternoon on October 30. You will depart Baltimore via bus around 4:00 PM, Tuesday, October 30, returning to Washington D.C before 6:00 PM.

Although we are in the early planning stages, we will confirm policy discussions and site visits with companies at the forefront of innovation and technology, as well as with female leaders in health sciences, politics and other industries. Your work on these topics and active participation in our discussions will be a great asset to our delegation, which will include senior staff from both Republican and Democratic Senate offices.

As you know, GlobalWIN was founded in 2009 as an educational, nonpartisan 501(c)(3) non-profit organization. With honorary co-chairs Senator Shelley Moore Capito (R-WV), Senator Maggie Hassan (D-NH), Congresswoman Martha Roby (AL-02) and Congresswoman Debbie Wasserman Schultz (FL-23), GlobalWIN provides a dynamic forum for women executives and thought leaders in academia, government, and business who are passionate about innovation and its potential to advance critical policy issues. GlobalWIN is dedicated to helping women in these fields and related policy debates by providing opportunities to: 1) recognize their contributions to innovation and related policy debates; 2) share their views & engage publicly; 3) access resources that might not otherwise be readily available to accomplish these objectives; 4) broaden their network across areas of expertise and beyond our borders.

As the primary sponsor of this trip, GlobalWIN will cover your travel and meal expenses related to the trip, in compliance with the rules under Senate ethics laws. GlobalWIN has a record of successful Senate Staff delegation trips, including NYC in 2016 and Seattle in 2017.

To ensure timely submission of ethics materials to the appropriate committees by Friday, September 28, please confirm your interest in the trip by calling our office at 202-548-0021, or by sending an email to Sarah Mamula at smamula@helenmilby.com.

Sincerely,

Helen Murphy

Helen Milby
Executive Director, GlobalWIN

Suzanne Hamula

Sarah Mamula
Senior Director, GlobalWIN

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