Employee Post-Travel Disclosure of Travel Expenses

RECEIVED Stamp:
SECRETARY OF THE SENATE
PUBLIC RECORDS
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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): Postsecondary National Policy Institute (PNPI)

Travel date(s): August 6-7, 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 ☒ Actual Amount	$55.56	$118	$94	$49.10 (room rentals and AV costs)

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.): Attended a seminar on higher education accreditation. See agenda for additional information.

8/19/19 — *(Date)*
Mary Nguyen Barry — *(Printed name of traveler)*
Mary Barry — *(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.

8/19/19 — *(Date)*
Patty Murray — *(Signature of Supervising Senator/Officer)*

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

Date/Time Stamp:

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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: Mary Nguyen Barry

Employing Office/Committee: Senator Murray - Senate HELP Committee

Private Sponsor(s) (list all): Postsecondary National Policy Institute (PNPI)

Travel date(s): August 6-7, 2019

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

Destination(s): Stevensville, MD

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

As a policy advisor for Sen. Murray on higher education, my portfolio includes all issues related to higher education accountability and quality assurance. This includes examining the role accreditation agencies, state agencies, and the federal government play to improve quality in higher education and student outcomes. This trip will inform our HELP Committee discussions and negotiations around the Higher Education Act on how to make meaningful improvement to accreditation.

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:

7/3/19
(Date)

Mary Barry
(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, Senator Patty Murray *(Print Senator's/Officer's Name)* hereby authorize Mary Nguyen Barry *(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)* ☐

7/3/19
(Date)

Patty Murray
(Signature of Supervising Senator/Officer)

(Revised 10/19/15)

Form RE-1

PNPI

June 26th, 2019

Dear Mary Nguyen Barry,

We are writing to invite you to participate in the Postsecondary National Policy Institute's (PNPI) seminar on postsecondary accreditation, August 6-7, 2019, in Stevensville, MD at the Kent Manor Inn. This seminar is designed to deepen your understanding of accreditation, its purpose, and its types. The seminar will also increase your understanding of the complexities and challenges present in the current system.

Included with this invitation are the forms necessary for ethics rules compliance. **By Monday, July 8th, 2019, you must submit these included forms and documents directly to the Ethics Committee in Hart 220. They are:**

- A copy of this PNPI invitation;
  A completed Private Sponsor Travel Certification Form with all attachments, including a Senate invitee list;
- An itinerary and agenda; and
  A completed and signed Employee Pre-Travel Authorization Form.

After receiving the completed travel package, the Ethics Committee will review the package and issue an approval for travel to you or your sponsoring Member. The Ethics Committee advises **all Senate employees to maintain copies of all submitted forms for their own records.** After the seminar, we will provide you with all of the post-travel forms that you will need to complete and submit to the Office of Public Records.

Even if you are unsure whether you will be able to attend the seminar, please submit the paperwork so you will have the option to participate. **Paperwork submitted to the Ethics Committee after the deadline will not be considered.**

Attendance is by invitation only, with no outside observers or lobbyists. Funding is provided solely by grants from established foundations. No government, individual, foreign, corporate or special interest money is accepted. The foundations supporting PNPI are the Bill and Melinda Gates Foundation, the Lumina Foundation, and the Kresge Foundation. No funding has been earmarked for this specific trip by any of PNPI's funders. PNPI is the sole sponsor, planner and executor of the trip. PNPI maintains autonomy over the agenda, invitations and materials provided before and after the seminar.

We will depart for Kent Manor Inn at 8:45 am on Tuesday, August 6 from Peace Circle (located by the reflecting pool on the northwest side of the U.S. Capitol), Pennsylvania Avenue and First Street NW, Washington, D.C. The program will begin at 10:30 am and will conclude on Wednesday, August 7 at 3:15 pm. If you have any questions about the seminar, please do not hesitate to email or call us directly.

PNPI's Accreditation seminar promises to be both educational and productive. We look forward to your participation!

Sincerely,

MaryEllen McGuire, President
Postsecondary National Policy Institute (PNPI)
mcguire@pnpi.org
202-407-3172

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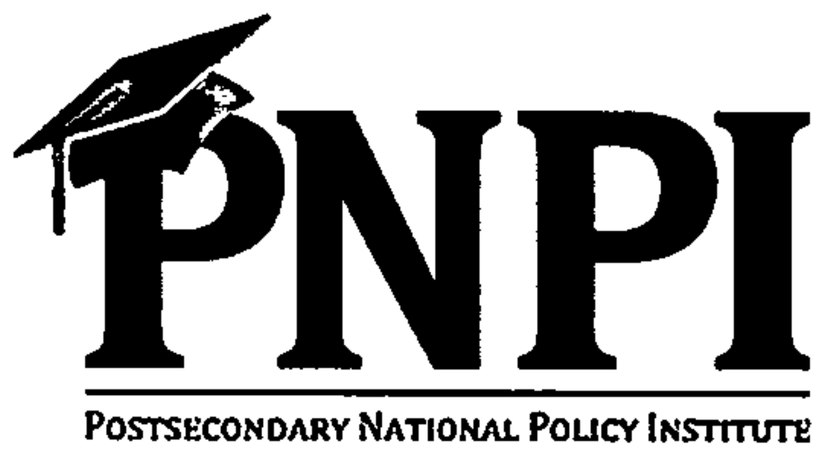

Higher Education Accreditation Seminar

Stevensville, Maryland
August 6-7, 2019

Seminar Goals:

Deepen staff's understanding of what accreditation is, the purposes of accreditation, and the types of accreditation;
Review the role the federal government plays in overseeing accreditors and accreditation;
Expand staff's understanding of institutional reviews and accreditor recognition;
Provide staff with an update on negotiated rulemaking as it relates to higher education accreditation;

- Consider how accreditors are currently assessing student outcomes;
Introduce staff to alternative approaches to assessing institutional and/or program quality; and,
Discuss critiques of the current accreditation system and consider potential improvements.

Tuesday, August 6

8:45 am	**Staff arrive to board shuttle** Peace Circle Pennsylvania Ave. and First Street NW, Washington, D.C.
9:00 am	**Depart Peace Circle**
10:15 am	**Arrive at Kent Manor Inn** 500 Kent Manor Drive Stevensville, MD 21666
10:15-10:30 am	**Check-In and Registration**

10:30am – 12:00 pm **Welcome & Accreditation Overview**

Speaker:
MaryEllen McGuire, PNPI
Elise Scanlon, Elise Scanlon Law Group
Julie Peller, Higher Learning Advocates

Questions for Discussion:

What is accreditation?

- What purposes does it serve?
- What types of institutions are accredited?
- What is the higher education triad?
- What are the current roles/responsibilities of and relationships among the members of the higher education triad?
- What types of accreditors are there (regional, nationals, specialty)?
  What is NACIQI? How are members chosen?
  What is NACIQI's role in ensuring accountability?
  What is the relationship between NACIQI and the U.S. Department of Education (ED)?
  What has GAO recently found regarding the strengths and weaknesses of ED's oversight of accreditors?
- What has the IG found and reported?

12:00 – 1:00 pm **Lunch – Ask an Accreditation Expert!**

Lunch will provide an opportunity for staff to ask the day's panelists additional questions in a smaller group setting.

1:00-2:15 pm **Accreditation Simulation: Accrediting Institutions**

Speaker:
Elise Scanlon, Elise Scanlon Law Group

Staff will review the steps involved in accrediting an institution and will take part in a mock accreditation review.

2:15-2:30 pm **Break**

2:30-3:45 pm **Accreditation Exercise: Recognizing Accreditors**

Speaker:
Antoinette Flores, Center for American Progress

Staff will learn more about the recognition process and take part in an exercise designed to help them better understand how the process unfolds.

3:45-4:00 pm **Break**

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4:00-5:00 pm **Negotiated Rulemaking**

Speakers:
Antoinette Flores, Center for American Progress
Michale McComis, Accrediting Commission of Career Schools and Colleges

Questions for Discussion:

- What is negotiated rulemaking? How does it work?
  With regard to accreditation: What's happened? What's changed? What's still up for discussion?

5:00-5:30 pm **Break**

5:30-7:00 pm **Working Dinner**

Dinner will provide an opportunity for staff to ask expert panelists additional questions in a smaller group setting. In addition, PNPI staff will review the learning from the day and provide a preview of the second day of programming with an emphasis on what more staff would like to know about postsecondary accreditation.

Question for Participant Discussion:

- Going into tomorrow's programming, what more would you like to learn?

Wednesday, August 7

8:00-9:00 am **Breakfast**

9:00-10:30 am **Student Outcome Measures**

Speakers:
Nathan Arnold, EducationCounsel
Dr. Leah Matthews, Distance Education Accrediting Commission
Jamie Studley, WASC Senior College and University Commission

- How are accreditors currently assessing student outcomes?
- To what extent are accreditors doing it well?
  How else might student outcomes be assessed?

10:30-10:45 am **Break**

10:45am-12:00 pm **Alternative Approaches to Assessing Quality**

Speakers:
Erin Knelper, Higher Education Analytics Center at NORC at University of Chicago

Questions for Discussion:

What alternatives to traditional accreditation exist?
How are they assessing quality?

12:00-1:00 pm **Lunch- Ask an Accreditation Expert!**

Lunch will provide an opportunity for staff to ask the day's panelists additional questions in a smaller group setting.

1:00-2:30 pm **Accreditation Roundtable: Critiques & Reform**

Speakers:

Emily Bouck West, Higher Learning Advocates
Ben Miller, Center for American Progress
Rick O'Donnell, Skills Fund
Jamie Studley, WASC Senior College and University Commission

The panel will discuss common critiques of the current accreditation system and consider how the current system of accreditation might be improved.

2:30-2:35 pm **Break**

2:35-3:15 pm **Closing PNPI Session**

Questions for Participant Discussion:

- What is your biggest takeaway from the last two days?
- What were you most surprised to learn?
- How might you apply what you learned to your current work?
- Is there a part of the process you'd like to learn more about?

3:15 pm **Depart from Kent Manor Inn**

4:30 pm **Arrive at Peace Circle, Washington, D.C.**

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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): Postsecondary National Policy Institute (PNPI)

2. Description of the trip: This trip is designed to increase participants' understanding of accreditation, its purpose, its types, and the complexities and challenges present in the current system.

3. Dates of travel: August 6-7, 2019

4. Place of travel: Stevensville, MD

5. Name and title of Senate invitees: 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*).

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:

PNPI is the sole sponsor, planner, and executor of the trip. PNPI created the agenda, developed the invitation list, and is managing all event panels and logistics. No funding has been earmarked for this specific trip by any of PNPI's funders.

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

PNPI provides professional development to current and prospective policymakers who work on higher education issues. This event is designed to increase congressional staff's knowledge of federal student aid programs. A detailed agenda is attached.

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

Since 2012, PNPI has sponsored twenty-two congressional staff seminars on postsecondary topics including federal student aid, student data, and competency-based education.

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

In addition to multi-day seminars, PNPI sponsors Hill-based briefings for larger Hill audiences and is available to all congressional staff for postsecondary related research support. PNPI also offers professional development, briefings, and boot camps to prospective policymakers.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate ☐ Actual Amounts	$55.56 (round trip shuttle to Kent Manor Inn)	$118	$94	$0

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 is arranged and organized specifically with regard to congressional participation.

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

Kent Manor is located approximately 60 miles east of D.C. providing convenient access for congressional staff and speakers.

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

Kent Manor Inn, 500 Kent Manor Drive, Stevensville, MD 21666

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

The facility provides both meeting space and overnight lodgings on-site.

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:

Lodging for congressional staff costs $118/night, the federal per diem. Total meal costs are below per diem.

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:

Participants will be taking a chartered bus round-trip.

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: [signature]

Name and Title: MaryEllen McGuire, President

Name of Organization: Postsecondary National Policy Institute (PNPI)

Address: 718 7th Street NW, Floor 2, Washington, DC 20001

Telephone Number: 202-407-3172

Fax Number:

E-mail Address: mcguire@pnpi.org

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ATTACHMENT:
Senate Private Sponsor Travel Certification Form

5. Name and title of Senate invitees:

Mary Nguyen Barry
Senior Policy Advisor
Senator Murray

Tim Carlton
Policy Advisor
Senator Cassidy

Pam Davidson
Professional Staff Member
Senator Enzi

Allison Feikes
Legislative Assistant
Senator Braun

Karishma Merchant
Senior Education Policy Advisor
Senator Kaine

All staff were invited due to their employment with the Senate HELP Committee or with a Member who sits on the Senate HELP committee.

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