

Date/Time Stamp
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2020 FEB 19 PM 3:49

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

[illegible]


(Signature of Traveler)

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS

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.**

2020 FEB 19 PM 3:50

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): The Washington Office on Latin America (WOLA)

Travel date(s): August 26, 2019 - August 30, 2019

Name of accompanying family member (if any): None

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 type="checkbox"/> Good Faith Estimate	\$1862.88	\$280.62	\$120.41	None
<input checked="" type="checkbox"/> Actual Amount				

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.):

See attached page for meeting/event descriptions.

2/6/20
(Date)

Matthew Duss
(Printed name of traveler)

[Signature]
(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.

2/6/20
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

ETHIC AUG14'19PM 3:40

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.

originally submitted July 24, 2019

Name of Traveler: Matthew Duss

Employing Office/Committee: Senator Bernie Sanders

Private Sponsor(s) (list all): Washington Office on Latin America

Travel date(s): August 26-August 30 2019

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

Destination(s): Pasto, Colombia; Ipiales, Colombia; Tulcan, Ecuador; Bogota, Colombia.

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

As Sen. Sanders' foreign policy advisor, I'm always looking to deepen my understanding of policy issues that impact the United States, and that he must address as a U.S. Senator. The Venezuelan displacement crisis is one of those issues. This trip will explore the effects of the displacement crisis that has been ongoing as a result of Venezuela's economic and political turmoil since 2014. The trip will provide insight into the conditions faced by at least 4 million displaced Venezuelans, including inadequate health care, lack of access to education, unemployment, homelessness, and the inability to secure permanent residential status.

Name of accompanying family member (if any): none

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:

8/14/19
(Date)

[Signature]
(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):

Senator Bernie Sanders

Matthew Duss

I, Senator Bernie 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) ☐

8/14/19
(Date)

[Signature]
(Signature of Supervising Senator/Officer)



To: Matthew Duss

Geoff Ramsey

00 00 14 00 00 00 00 00 00 00 00 00 00

Itinerary for August 26-30 WOLA Fact-Finding Trip to Colombia/Ecuador Border: Matthew Duss

Travelers:

- Matthew Duss, Foreign Policy Advisor, Office of Sen. Bernie Sanders (I-VT)
- Corinne Paul, Legislative Correspondent, Office of Sen. Ben Cardin (D-MD)
- Kristen Martinez-Gugerli, Venezuela Program Assistant, WOLA
- Gimena Sanchez, Director for the Andes, WOLA

Monday, August 26 – Wednesday, August 28: Pasto, Colombia

Monday, August 26: Travel to Pasto

4:30 a.m. – 3:30 p.m.	Flight from Washington, D.C. (BWI) to Pasto, Colombia (PSO) 4:30 a.m. IAD → 12:30 p.m. BOG (Avianca) <i>1h 35m layover in Bogotá</i> 2:05 p.m. → 3:30 p.m. PSO (Avianca)
3:30 p.m. – 5:00 p.m.	Arrival, Immigration, Customs at airport
5:00 p.m. – 6:00 p.m.	Ground transport to Hotel Morasurco, check-in <i>Calle 20 con Carrera 40 Avenida de los Estudiantes, 520002, San Juan de Pasto, Nariño, Colombia</i>
6:30 p.m. – 8:30 p.m.	Dinner to debrief with Silvia <i>Shortly after arriving, we will have a dinner with Silvia Ruiz of Dejusticia, a close partner that works in the region. We used this time to debrief and go over our goals and objectives for the entire trip.</i>

Tuesday, August 27: Ipiales, Colombia and Tulcán, Ecuador

7:00 a.m. – 11:00 a.m.	Ground transport from Pasto, Colombia to Ipiales, Colombia
11:00 a.m. – 12:00 p.m.	Site visit at Albergue de la Alcaldía <i>Contact: Luz Dary Auz Salcedo</i> <i>The Albergue de la Alcaldía ("Town Shelter") is a local shelter in Ipiales, Colombia that caters specifically to Venezuelan migrants and refugees crossing the border. The director of the shelter, Luz Dary Auz Salcedo, has been featured in various newspapers for her humanitarian work. We will be meeting with Luz Dary to learn more about the operation of the shelter, the challenges that she has perceived, and to meet and interact directly with displaced peoples in the shelter.</i>
12:00 p.m. – 1:30 p.m.	Break for lunch
1:30 p.m. – 2:00 p.m.	Ground transport to Tulcán, Ecuador
2:00 p.m. – 3:30 p.m.	Meet and greet with Mayor Cristian Benavides <i>Contact: Cristian Benavides</i> <i>In Tulcán, we met with Cristian Benavides, mayor of Tulcán since March 2019. We discussed the specific issues facing the city of Tulcán with regard to the migration crisis and the local government's handling of the influx of Venezuelans to date.</i>

3:30 p.m. – 5:00 p.m.	Site visit at Centro de Alojamiento Temporal <i>Contact: Santiago Cabrera</i> <i>We visited a recently built temporary shelter (for stays of up to 3 days) which caters specifically to Venezuelans crossing into Ecuador. The director, Santiago Cabrera, provided information about the shelter's work, and introduced us to individuals and families staying there.</i>
5:00 p.m. – 6:30 p.m.	Meeting and discussion with Misión Scalabriniana <i>Contact: Hermana Leda dos Reis</i> <i>We met with several program directors and staff at Misión Scalabriniana, which works with displaced individuals and families to adapt and become self-sufficient in their new countries. We had a brief information session and then met with a group of Venezuelans who have received support from the organization.</i>
6:30 p.m. – 10:00 p.m.	Ground transport to Pasto, Colombia

Wednesday, August 28: Pasto

8:00 a.m. – 9:00 a.m.	Breakfast at hotel
9:30 a.m. – 11:00 a.m.	Joint meeting with UNHCR/OIM/UNICEF <i>We started with a joint meeting with personnel from the UNHCR, IOM, and UNICEF, all UN agencies that work to provide support for Venezuelan migrants in the state of Nariño. We learned about the international response to the displacement crisis, and how this has differed from the state response to ongoing internal displacement in the periphery of Nariño.</i>
11:00 a.m. – 12:30 p.m.	Meeting with Migración Colombia <i>Contact: Carlos Humberto Garcia Lopez</i> <i>This was an information session with Migración Colombia, an agency of Colombia's Ministry of the Exterior. Personnel taught us about the Colombian government's efforts to address migration from Venezuela, including the various programs that the state has implemented to provide legal status to Venezuelan migrants.</i>
12:30 p.m. – 1:30 p.m.	Break for lunch
1:30 p.m. – 3:00 p.m.	Information Session with Colonia Venezolana en Colombia <i>Contact: Josue Ferrer</i> <i>Colonia Venezolana, an organization that aims to provide a sense of community for Venezuelans living in other countries, hosted us for an informative session. This showed a markedly different side of how Colombia has responded to the migration crisis, demonstrating the need for Venezuelans to stand in solidarity and defend one another when exposed to new challenges in a foreign country.</i>
3:00 p.m. – 4:30 p.m.	Informal meeting with Defensoria and local politicians <i>We met with the local Defensora, Gilma Burbano, and staff from the Nariño state government. This was an informal and brief meeting through which were able to ask questions about the role that the local government plays in providing services to the migrant population.</i>
4:30 p.m. – 6:00 p.m.	Meeting with Servicio Jesuita a Refugiados <i>Contact: Diana Moreno</i> <i>We met with the Jesuit Refugee Service, which provides support and humanitarian aid to forcibly displaced persons who have been victims of</i>

	<i>human rights violations. They informed us of the work that they do in providing information and advocacy to vulnerable migrant populations.</i>
6:00 p.m. – 8:00 p.m.	Dinner with Norwegian Refugee Council <i>Contact: Hernando Enriques</i> <i>We concluded our Pasto trip with a casual dinner with staff from the Norwegian Refugee Council. Over dinner, we learned more about the NRC's work in the region, and its criticisms of the government response to date.</i>

Thursday, August 29 – Friday, August 30: Bogotá, Colombia

Thursday, August 29: Travel to Bogotá and Meetings in Bogotá

6:30 a.m. – 7:00 a.m.	Check out of hotel; Transport to Pasto airport
8:01 a.m. – 3:30 p.m.	Transport from Pasto to Bogota (plane troubles in Pasto) 8:01 a.m. PSO → 3:30 p.m. BOG (Avianca)
4:00 p.m. – 5:30 p.m.	Meeting with USAID and Embassy Venezuela staff <i>Contact: John Polk</i> <i>This was an informal meeting with the directors who lead the recently-formed Venezuelan Affairs Unit in the U.S. Embassy in Bogota. This unit acts as a sort of embassy to Venezuela, but working out of Bogota. We were able to learn about the U.S.'s role in the humanitarian response to the Venezuelan crisis, and the U.S. perspective on the ongoing negotiation process.</i>
5:30 p.m. – 6:00 p.m.	Transport and check-in at hotel
6:00 p.m. – 8:00 p.m.	Dinner with local politicians, NGO leaders at Hotel Ibis <i>Attendees: Marino Córdoba, Marco Romero, Danilo Rueda</i> <i>We hosted a dinner with local NGO leaders and political figures who could talk to us more about Colombia's response to Venezuelan displacement, and how this compares to Colombia's response to victims of internal displacement due to armed conflict. The attendees were: Danilo Rueda of Comisión Intereclesial de Justicia y Paz, Marco Romero of La Consultoría para los Derechos Humanos y el Desplazamiento (CODHES), and Marino Córdoba of Colombia's Ethnic Commission. Each invitee gave a brief presentation during dinner, followed by time for discussion and mingling.</i>

Friday, August 30: Travel back to Washington

6:00 a.m. – 6:30 a.m.	Check out of hotel; Transport to Bogotá airport
8:35 a.m. – 3:35 p.m.	Flight from Bogotá to Newark, NJ 8:35 a.m. BOG – 3:35 p.m. EWR (United)

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): Washington Office on Latin America (WOLA)
2. Description of the trip: 4 day fact-finding trip to the Colombia-Ecuador border to observe the Venezuelan displacement crisis and the regional response.
3. Dates of travel: August 26, 2019 - August 30, 2019
4. Place of travel: Pasto, Colombia; Ipiales, Colombia; Tulcán, Ecuador; Bogotá, Colombia
5. Name and title of Senate invitees: Matt Duss, Foreign Policy Advisor to Sen. Sanders
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:

The Washington Office on Latin America will fully organize and conduct all meetings and events, and will fully fund all necessary expenses for the trip, including transport and accommodation costs.

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

WOLA is an independent organization committed to human rights advocacy in the Americas. This trip is fully funded by WOLA's Venezuela program, which is partially focused on advocacy for those affected by Venezuela's displacement crisis. WOLA advocates for a multilateral and...(full response in Appendix B)

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

Many of WOLA's programs (Andes, Citizen Security, Mexico and Migration, Drug Policy, etc.) have sponsored congressional and staff delegations in the past. Congressional outreach is a key part of what WOLA does, and it is a necessary element of our advocacy mission.

10/17/2019 10:00 AM

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

WOLA is a think tank, so much of what it does is conduct research and use that research to inform key audiences. WOLA participates in congressional hearings and briefings, publishes new studies and analyses on its website and blogs, and composes regular reports to share newly-gathered information.

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	\$1600 (airfare, van rental, taxi fares)	\$200	\$200	None

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:

All meetings and site visits organized for this trip have been arranged specifically with regard to the participation of congressional staff.

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

We are traveling to the Colombia-Ecuador border, which is a region that many Venezuelan migrants and refugees settle in and/or pass through on their way to other countries. The...(full response in Appendix B)

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

Hotel Morasurco - Calle 20 con Carrera 40 Avenida de los Estudiantes, San Juan de Pasto, Nariño, CO

Hotel Ibis Bogotá Museo - Transversal 6 #27-85, Bogotá, Colombia

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

Both of these hotels are centrally located in their respective cities, and are reasonably priced for the quality of accommodation. Both were recommended to us by contacts in the region who are familiar with the area and suggested these hotels as safe, secure, and affordable options for a work trip.

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:

Our expected daily expenses are significantly lower than the maximum per diem rates allowed for

Federal Government travel.

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:

We will provide staffers with standard round trip coach/economy airfare, with priority seating for longer

flights. In Colombia, we will provide ground transportation on a 9-seat economy-class van.

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: KristenMGugerli

Name and Title: Kristen Martinez-Gugerli, Venezuela Program Assistant

Name of Organization: Washington Office on Latin America

Address: 1666 Connecticut Avenue NW, Washington, D.C., 20009

Telephone Number: +1 (202) 797-2171

Fax Number: 202-797-2172

E-mail Address: kmgugerli@wola.org

1517099666713

Additional Invitees from the U.S. House of Representatives: Kimberly Stanton, Professional Staff, Tom Lantos Human Rights Commission, Office of U.S. Representative James P. McGovern (MA, 2); Evelyn Knapp, Legislative Aid, Office of U.S. Representative Hank Johnson (GA, 4)

00
01
10
00
00
00
00
00
00
00
00
00

Appendix B: Extended Answers

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

WOLA is an independent organization committed to human rights advocacy in the Americas. This trip is fully funded by WOLA's Venezuela program, which is partially focused on advocacy for those affected by Venezuela's displacement crisis. WOLA advocates for a multilateral and coordinated regional response to the migration crisis that upholds principles of humanitarianism and human rights. Through this fact-finding trip, WOLA hopes to generate a more profound understanding of the migration crisis, and share insights regarding the need and potential for a regional response.

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

We are traveling to the Colombia-Ecuador border, which is a region that many Venezuelan migrants settle in and/or pass through on their way to other countries. There have been many congressional delegations to the Venezuela-Colombia border to observe the immediate impact and needs associated with the Venezuelan displacement crisis, but we find that these trips have failed to draw attention to the long-term challenges that these displaced persons face when fleeing and settling in a new country. We hope that with our trip we will foster a deeper understanding of the long-term needs of migrants who are already far along on their journeys, and the long-term challenges that they face when settling in other countries.