Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

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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): The Aspen Institute Inc. (Socrates Program) ("AISP")

Travel date(s): January 17-19, 2020

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	$98.00	$238.00	$122.00	$110.00

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.): Participated in a Socrates Seminar to discuss leadership, responsible governance, and the role of Congress.

1/31/20 (Date)

Jasmin Palomares (Printed name of traveler)

(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.

1/31/20
(Date)

Kirsten Gillibrand
(Signature of Supervising Senator/Officer)

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: Jasmin Palomares

Employing Office/Committee: Senator Gillibrand

Private Sponsor(s) (list all): The Aspen Institute Inc. (Socrates Program) ("AISP")

Travel date(s): January 17-19, 2020

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

Destination(s): Cambridge, Maryland

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

The Socrates Program is an educational seminar to discuss, responsible governance and the role of Congress. As a junior staffer, this is a great professional development opportunity.

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:

1/7/20
(Date)

(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, Kirsten Gillibrand *(Print Senator's/Officer's Name)* hereby authorize Jasmin Palomares *(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)* ☐

1/7/20
(Date)

(Signature of Supervising Senator/Officer)

(Revised 10/19/15)

Form RE-1

Palomares, Jasmin (Gillibrand)

From:	Socrates Program <socrates@aspeninst.org>
Sent:	Monday, December 16, 2019 9:34 AM
To:	Palomares, Jasmin (Gillibrand)
Subject:	Socrates Emerging Governance Leaders Seminar
Attachments:	Private Sponsor Travel Certification Form.pdf; Emerging Governance Leaders Seminar Agenda.pdf; Appendix to Private Sponsor Travel Certification Form.pdf

Dear Jasmin,

We are pleased to invite you to participate in the Emerging Governance Leaders Seminar Series located in Cambridge, Maryland from January 17-19, 2020.

The Socrates Program will provide shuttles departing from Capitol Hill to Wye on Friday, January 17th at 5:00 p.m. and returning on Sunday, January 19th at 1:00 p.m. Should you accept attendance, it is required that you participate through the duration of the seminar. Your lodging and meals will be paid for by the Aspen Institute Socrates Program. Under the ethics rules, no expenses are provided for entertainment or recreation.

This seminar is designed for the educational benefit of a bipartisan, bicameral group of Congressional staff focusing on the foundations of Congress and its role in the nation's governance. Our purpose is education, not advocacy. In order to participate, you will need to submit the requisite travel forms to the Ethics Committee and secure approval. Attached to this email, you will find the ethics packet which contains the (1) completed primary trip sponsor form and (2) the program agenda.

Please submit all required documentation to the Ethics Committee by Tuesday, December 17, 2019: 1) Primary Trip Sponsor Form (2) Agenda and (3) invitation (all provided by the Aspen Institute) and (4) Pre-Traveler Authorization Form, available on the Ethics website, https://www.ethics.senate.gov/public/index.cfm/travel. Travel forms must be submitted to the Ethics Committee no later than thirty days before travel commences or you will not be eligible to attend.

Here are a few additional items to facilitate your planning:

Lodging – participants will all be staying at the Hyatt Chesapeake in Cambridge, Maryland.

Seminar materials – the seminar readings (PDFs), schedule, and arrival details will be sent to you approximately 2-3 weeks before the seminar. Note: a summary of the seminar topic and moderator biography are attached.

If you have any questions, please feel free to call Socrates Program Coordinator, Carly Raizon at 202-736-3843.

Kind Regards,

Cordell Carter, II | The Aspen Institute
Director, Socrates Program

THE ASPEN INSTITUTE SOCRATES PROGRAM

Emerging Governance Leaders Seminar

Leadership & the Role of Congress

January 17-19, 2020
Hyatt Regency Chesapeake Bay
Cambridge, Maryland

Friday, January 17th

5:00 p.m.	Shuttle departure from Capitol Hill
7:00 p.m.	Shuttles arrives at Hyatt Regency Chesapeake Bay
7:00 p.m. - 8:00 p.m.	Check-In & Reception
8:00 p.m. – 9:30 p.m.	**Socrates Opening Dinner and Program** "Responsible Governance and Your Role in Congress" A conversation between **Colleen Shogan**, Assistant Deputy Librarian for Collections and Services at the Library of Congress, and **Cordell Carter**, Socrates Program Director.

Saturday, January 18th

7:45 a.m. – 9:00 a.m.	Breakfast
9:00 a.m. – 12:00 p.m.	**Seminar Session I: The Evolution of Congress: How Did We Get Here?**
10:30 a.m. – 10:45 a.m.	Morning Break
12:00 p.m. – 1:00 p.m.	Lunch
1:00 p.m. – 4:00 p.m.	**Seminar Session II: Congress and Its Governance Challenges**

2:30 p.m. – 2:45 p.m.	Afternoon Break
4:00 p.m. – 5:30 p.m.	TBD Afternoon Activity
6:15 p.m. – 7:00 p.m.	**Reception**
7:00 p.m. – 8:15 p.m.	**Dinner**
8:30 p.m. – 9:15 p.m.	**Fireside Chat** "Life & Lessons in Congress" Moderated by **Cordell Carter**, Socrates Program Director

Sunday, January 19th

7:45 a.m. – 9:00 a.m.	Breakfast
9:00 a.m. – 12:00 p.m.	**Seminar Session III: Congressional Reform**
10:30 a.m. – 10:45 a.m.	Morning Break
12:00 p.m.	Check-out
12:00 p.m. – 1:00 p.m.	Lunch
1:00 p.m.	**Shuttle departs for Capitol Hill**
3:00 pm	Shuttle arrives to Capitol Hill

Appendix to Private Sponsor Travel Certification Form, Aspen Institute Socrates Program for the Emerging Governance Leaders Seminar, August 16-18, 2019

Question 5. Name and titles of Senate Invitees:

Sol Ortega
Deputy Director of Engagement
Office of Senator Charles Schumer

Jasmin Palomares
Legislative Aide
Office of Senator Kirsten Gillibrand.

Jenna Valle-Riestra
Digital Assistant
Office of Senator Bob Casey

Steph Niaupari
Pepsi Co. Foundation National Graduate Fellow
Senate Robert Menendez

Andre J. Barnett
Tax Counsel
United States Senate Committee on Finance

Anna Shepard
Legislative Correspondent
Senator Diane Feinstein

Anthony Reyes
Staff Assistant
Office of Senator Chris Murphy

Question 12. Briefly describe the role of each sponsor in organizing and conducting the trip (response continued) – The Aspen Institute Socrates Program received general, unrestricted funding from the Democracy Fund to support the Socrates Program. The funding was not earmarked for this trip. Democracy Fund did not play a role in organizing or planning the conference, including, but not limited to the content, agenda, moderators, attendees or other logistics.

Questions 13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to the mission (response continued) –The Socrates Program seeks to provide a forum for emerging leaders from various professions to convene and explore contemporary issues through expert-moderated dialogue. The

purpose of the trip is to conduct a non-partisan educational seminar on leadership, responsible governance and the role of Congress that encourages off-the-record, candid exchanges of ideas to support staffers' learning and development.

Question 15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips) (response continued) - Socrates Program organizes seminars every year bringing together a diverse group of professional to explore issues, discuss current topics and encourage dialogue and exchange of ideas.

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): The Aspen Institute Inc. (Socrates Program) ("AISP")

2. Description of the trip: The AISP is sponsoring a Socrates seminar to discuss leadership, responsible governance and the role of Congress.

3. Dates of travel: January 17-19, 2020

4. Place of travel: Cambridge, 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:

The Aspen Institute Socrates Program is the sole sponsor of the seminar and organized and conducted the trip (including selected the participants, developed the agenda, planned the seminar and coordinated the travel). (See attached Appendix)

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

The Aspen Institute is an educational and policy studies non-partisan, non-profit organization whose mission is to foster leadership based on enduring values and provide a non-partisan forum for the exchange of ideas. (See attached Appendix)

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

The Aspen Institute has a nearly forty year history of conducting non-partisan educational congressional trips; the Socrates Program, specifically, also has conducted congressional trips.

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

The Aspen Institute organizes numerous educational activities, including briefings, roundtables, forums and conferences for a diverse range of attendees including federal and state policymakers, business and organization leaders, members of the press and the general public. (See attached Appendix.)

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate ☐ Actual Amounts	$98.00 for bus	$238.00 for two nights ($119.00 per night)	$122.00	$110.00 for conference room fees (includes meeting facilities, set up, take down, cleaning)

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:

B) The trip involves an event that is organized specifically with regard to congressional participation.

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

The conference center is close to Washington, DC, which provides for ease of travel for participants and moderator(s).

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

Hyatt Regency Marina and Resort

100 Heron Blvd, Cambridge MD

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

The conference center has sufficient meeting space and lodging to support off-the-record, non-partisan exchanges of ideas and professional learning.

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 rates are $119.00/per night, which reflects the per diem rate.

Meal rates are $61.00/per day, which reflects the per diem rate.

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:

Round-trip transportation will be provided by chartered, coach-class bus between Washington D.C. and the conference center.

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: Elliot Gerson

Name and Title: Elliot Gerson, EVP Public and Policy Programs

Name of Organization: The Aspen Institute

Address: 2300 N St, NW Washington DC, 20037

Telephone Number: 202-736-5859 (Lisa Jones, Deputy General Counsel)

Fax Number:

E-mail Address: lisa.jones@aspeninstitute.org