

Date/Time Stamp

## COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

**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: Emily Benavides

Employing Office/Committee: Senator Rob Portman (R-OH)

Travel Expenses Paid by (List all sources): German Marshall Fund of the United States

Travel Date(s): September 17, 2019 - September 20, 2019

Description/Title of Attached Forms: Correct Private Sponsor Form

Purpose of Amendment (describe the reason for amending original submission): Incorrect version submitted previously

May 6, 2020

(Date)

Emily Benavides

(Signature of Traveler)



## 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): German Marshall Fund of the United States (GMF)
  
  2. Description of the trip: The Inclusive Leadership Summit convenes annually rising leaders from both sides of the Atlantic to engage on state-of-the-art practices for inclusive democratic practices.
  
  3. Dates of travel: September 17, 2019 - September 20, 2019
  
  4. Place of travel: Paris, France
  
  5. Name and title of Senate invitees: Emily Benavides, Deputy Communications Director, Sen Rob Portman
  
  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:

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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 German Marshall Fund is responsible for all aspects of the Inclusive Leaders Summit and conducting this trip, including the recruitment of participants and the planning of the trip and summit agenda. GMF is the sole sponsor of this trip.

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

The German Marshall Fund seeks to strengthen understanding and awareness between the U.S. and Europe on shared issues and challenges. This summit brings together rising leaders from both sides of the Atlantic to engage on state-of-the-art practices for inclusive democratic practices.

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

GMF has organized and sponsored annual congressional study tours at both the Member and staff level on topics like foreign policy, trade, energy, and security for over 15 years. GMF most recently sponsored travel for Senate participants in June 2019 for the Brussels Forum.



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

GMF publishes policy briefs on a range of issues, convene conferences that bring together leaders from a range of backgrounds, and provides experts to brief Congress.

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	\$700.92 (round-trip economy class airfare/ \$100 ground transportation from and to airport)	\$714	\$525	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:

a) Without regard to congressional participation

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

GMF's Inclusive Leadership Hub is located in and primarily works in Paris. The Inclusive Leadership Hub has a strong network of policy makers and community leaders in Paris that will be involved in the summit.

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

BOB Hotel, 30 Rue Pernety, 75014 Paris

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

The BOB Hotel was chosen according to the event budget, and for its proximity to event spaces.



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:

Inclusive Leadership Summit participants receive the same meals and lodgings throughout the summit,

Lodging cost is under and food costs are equal to federal per diem costs.

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:

Economy class round-trip airfare will be provided. Ground transportation from and to the Paris airport will be provided by minibuses for participants.

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:

*Karen P. Donfried*

Name and Title: Dr. Karen Donfried

Name of Organization: German Marshall Fund of the United States

Address: 1744 R Street NW Washington, DC 20009

Telephone Number: 202-683-2650

Fax Number: 202-265-1662

E-mail Address: kdonfried@gmfus.org