

## Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

**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): Red River Valley Sugarbeet Education Foundation & Red River Valley Sugarbeet Grower Association

Travel date(s): 9/1/20 - 9/3/20

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	Airfare:	2 Nights : \$192	\$80.49	\$19.24 meals at airport.
<input checked="" type="checkbox"/> Actual Amount	\$777.20	+ Tax		Meeting room and bus transportation during event : \$84.38

### 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.):

Please see attached agenda. We did have to go to 2 different farm fields because they had received rain two nights prior. No other changes

9/21/2020

(Date)

Jordan Copwood

(Printed name of traveler)

Jordan Copwood

(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.

9/21/2020

(Date)

Cindy Hyde-Smith

(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](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Jordan Coopwood

Name of Traveler: \_\_\_\_\_

Senator Cindy Hyde-Smith

Employing Office/Committee: \_\_\_\_\_

The Red River Valley Sugarbeet Growers Association & The Red River Valley Sugarbeet Education  
Private Sponsor(s) (list all): Foundation, Inc.

September 1-3, 2020

Travel date(s): \_\_\_\_\_

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

Fargo, North Dakota

Destination(s): \_\_\_\_\_

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

Serving the Office of Senator Hyde-Smith as a legislative aide, my portfolio includes many issues, including immigration. I also work alongside our aide responsible for agriculture, so I find my attendance of this trip in the interest of the office. It will provide me an excellent foundation of all the steps and challenges sugarbeet growers need to go through to get sugar into the hands of consumers. Senator Hyde-Smith serves on the Committee on Agriculture, and the agriculture industry is very dominant in the state of Mississippi.

N/A

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:

8/5/20  
(Date)

Jordan Coopwood  
(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):

Cindy Hyde-Smith

Jordan Coopwood

I, \_\_\_\_\_ hereby authorize \_\_\_\_\_  
(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) ☐

8/5/20  
(Date)

Cindy Hyde-Smith  
(Signature of Supervising Senator/Officer)



## AGENDA: Red River Valley Sugarbeet Education Foundation Tour

### Tuesday September 1, 2020

- 4:45 p.m. Flight Departs Memphis, TB at 8:00 am. Flight arrives in Atlanta, GA at 10:15 Flight departs Atlanta GA at 11:10 am. Flight arrives in Minneapolis, MN at 12:43 pm. Flight departs Minneapolis, MN at 3:38 pm, Flight arrives in Fargo, ND at 4:45 pm.
- 5:00 – 5:15 Harrison to pick participants up and bring to Radisson Hotel Fargo.
- 5:15 – 6:30 Check in to Hotel.
- 6:30 – 8:00 Working Supper – Welcome, Introductions – Harrison Weber – Executive Director of RRV Education Foundation. Sugarbeet production overview presentation – The History of Sugarbeet Production in the RRV and how it has changed. – Tom Astrup – American Crystal Sugar Cooperative (ACSC) CEO. Harrison and Tom to lead discussion about the industry following Tom's presentation. Entire time is spent covering officially-connected activity.

### Wednesday September 2, 2020

- 7:30 – 8:15 Working Breakfast – Radisson Hotel Fargo. The breakfast meeting will show the equipment participants will be seeing and riding in and explain what they are used for. We will go over safety requirements and provide a review of the events for the day as well as answering initial questions. Neil Rockstad – Grower, President RRVSGA Presenting. The entire time is spent covering officially-connected activity.
- 8:15 – 9:00 Depart hotel & drive to view "Ada North" rural piling site. Just North of Ada, MN. Approximately 43 miles Northeast of Fargo.
- 9:00 – 9:30 Arrive at rural piling site. Observe piling site, storage and airflow related to Sugarbeet storage. It is important for participants to understand how many people it takes to safely operate these rural piling sites and how sugarbeets should be properly stored in order to make a high-quality product. – Joe Hastings – ACSC General Agronomist Presenting.
- 9:30 – 9:45 Depart / Travel to Randy Green field. – Sugarbeet Grower.
- 9:45 – 11:45 Arrive at Lynn Johnson field - Lynn will be harvesting near piling site a few miles. Observe sugarbeet harvest operations. Ride along in a defoliator, a harvester, and a beet truck. Riding along in equipment shows participant each step of the sugarbeet harvesting process. It is vital to understand modern production practices and the challenges farmers face.
- 11:45 – 12:00 Depart / Travel to Moorhead Technical Services Center.
- 12:00 – 1:00 Working Lunch - Arrive at American Crystal Sugar Co. Technical Services Center, Moorhead, MN. Because of COVID-19 concerns, participants will watch a video giving a virtual processing plant tour overview, and the sugar packaging area and hear about the Technical Services Center. The 16 minute video can be viewed at <https://1drv.ms/u/s!AvFxZ7kBOs2fiCed7VHo5TyXXvSr?e=DibJSu> David Braseth – ACSC VP Operations will lead a discussion of the specific processing techniques and equipment used in the factory following the video for the remainder of the time. The entire time is spent covering officially-connected activity.
- 1:00 – 1:30 American Crystal Sugar Processing Plant Tour. Because of COVID-19 Restrictions, participants will not be allowed inside processing plant. Participants will instead take a bus tour of the outside of the sugarbeet receiving and processing plant. David Braseth – ACSC VP Operations Presenting. Participants will get to see where sugarbeets get processed into sugar, this is relevant to see because it will completes the circle from the farmer, to the processor, and onto the grocery store shelves. It also helps to learn about the logistical constraints that the industry needs to overcome to make sure consumers have access to sugar.
- 1:30 – 1:45 Depart / Travel to Ronnie Tang Farm
- 1:45 – 3:45 Arrive at Ronnie Tang Farm – Ronnie delivers straight to the Moorhead Processing Plant. Observe sugarbeet harvest operations. Opportunity to ride in different equipment than in the morning. Participants will ride in a different piece of equipment to fully understand the harvesting process and the challenges that farmers face when harvesting sugarbeets.
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- 3:45 – 4:00 Depart back to Fargo.



- 4:00 – 5:30 Participants will want to freshen up after the day at Hotel prior to supper. They will be likely muddy/dusty from being in the fields and riding on tractors.
- 5:30 – 5:45 Walk to supper venue.
- 5:45 – 8:00 Supper / Meeting –The Boiler Room Restaurant, Fargo, ND. 210 Roberts Alley, Fargo, ND 58102. Recap the events of the tours and answer questions. Topics will include: soil conditions, harvest temperatures and weather-related impact, harvest equipment function, conditions and challenges relating to beet storage, consumer v.s. commercial sugar packaging. Brian Ingulsrud – ACSC VP of Agriculture Presenting. The entire time is spent covering officially-connected activity.

**Thursday September 3, 2020**

Check out of Radisson Hotel Fargo. Flight departs at 8:15 am from Fargo, ND. Flight arrives in Minneapolis, MN at 9:17 am. Flight departs Minneapolis, MN at 11:15 am. Flight arrives at 1:16 pm in Memphis, TN.

Speakers noted above in order of appearance\*

Harrison Weber – Executive Director of RRVSGA and RRV Education Foundation Executive Director

Tom Astrup – President & CEO – American Crystal Sugar Company

Neil Rockstad – Sugarbeet Grower and President – Red River Valley Sugarbeet Growers Association.

Joe Hastings – General Agronomist – American Crystal Sugar Company

Randy Green – Sugarbeet Grower

David Braseth – Vice President of Operations – American Crystal Sugar Company

Chad Leach – Sugarbeet Grower and Red River Valley Sugarbeet Education Foundation Board Member

Brian Ingulsrud – Vice President – Agriculture American Crystal Sugar Company



## 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): Red River Valley Sugarbeet Education Foundation, Inc.  
Red River Valley Sugarbeet Growers Association
2. Description of the trip: The trip is designed to expose participants to sugarbeet farming, harvesting, piling, storage, processing, equipment and the related research & development science.
3. Dates of travel: 9/1/2020 - 9/3/2020
4. Place of travel: Fargo, North Dakota
5. Name and title of Senate invitees: Jordan Coopwood - Legislative Aide of Senator Cindy Hyde-Smith
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 Red River Valley Sugarbeet Education Foundation, Inc. is responsible for organizing & coordinating the activities for the trip. The Red River Valley Sugarbeet Growers Association assists in the planning of the event & conducting the tours and educational activities.

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

The Red River Valley Sugarbeet Education Foundation, Inc. was formed to educate interested persons about the sugarbeet industry. The RRVSGA represents the sugarbeet growers who grow sugarbeets for the American Crystal Sugarbeet Company. (See addendum #13)

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

This is the 5th education tour the Red River Valley Sugarbeet Education Foundation has sponsored.

Prior Dates: October 2016, August 2017, August 2018, August 2019, and Now September 2020.



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

See addendum #15.

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	Airfare: \$747.20  \$50 each participant for bus transportation	\$192 + tax	\$73 + tax	\$23 each participant for meeting room

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 involves an event that is arranged and organized specifically with regard to Congressional participation.

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

The trip is located in the Red River Valley because this area is the primary and largest growing region of sugarbeets in the United States.

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

Radisson Hotel Fargo - 201 North 5th Street Fargo, ND 58102

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

The Radisson was selected due to it's convenient location with affordable hotel room rates plus meeting rooms that could accommodate the group.



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:

Daily expenses for lodging are equal to the Federal Government rate of \$96 per night.

Meals provided to the trip participants are less than the per diem rate of \$55 per day.

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:

Participant will fly round trip coach from Memphis, Tennessee to Fargo.

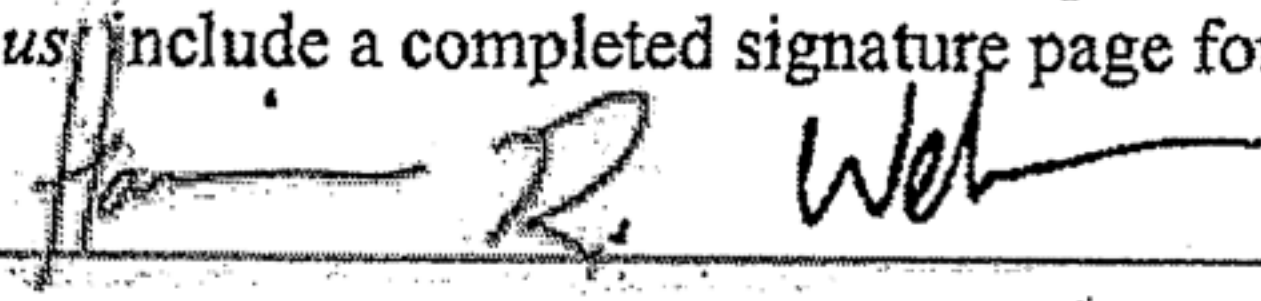
Participants will go on tour via ground transportation in Fargo, ND - 28 passenger coach bus.

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: 

Name and Title: Harrison Weber - Secretary

Name of Organization: Red River Valley Sugarbeet Education Foundation, Inc.

Address: 1401 32nd Street SW Fargo, North Dakota 58103

Telephone Number: 701-239-4151

Fax Number: none

E-mail Address: hweber@rrvsga.com



**Addendum # 13**

The trip is designed to teach participants aspects regarding sugarbeet farming, storage, processing, and the related science via on site visits to farms and processing plants.

The Red River Valley Sugarbeet Growers Association promotes the interests of its sugarbeet producing members by immersing interested persons in "hands on" innovative farming practices and advanced production methods promoting improving the productive capacity of every sugarbeet acre.

**Addendum #15**


The Red River Valley Sugarbeet Education Foundation sponsors and supports educational programming designed to inform, educate and provide background of modern sugarbeet production. In addition to the tour, the Foundation works on: Agriculture in the Classroom, which is a program that is conducted with other commodity groups to explain agriculture to school aged children. We also support "farm tours" for k-12 students which gets students out of the classroom and onto actual working farms. And we support a "Sugarbeet Ambassador" and "Biotech spokeswoman." She is an individual who promotes modern production sugarbeet practices to people on various media platforms.

The Red River Valley Sugarbeet Growers Association represents the growers of American Crystal Sugar Co. We primarily focus on state and local policy issues that impact growers. We also intervene and mediate disputes between American Crystal Sugar Co. and growers. We also play an active role in the funding of research and development of agronomic improvements through North Dakota State University and the University of Minnesota. The research that is conducted adds benefit back to the sugarbeet growers in Minnesota and North Dakota.



**PRIVATE SPONSOR TRAVEL CERTIFICATION FORM**  
**SIGNATURE PAGE FOR ADDITIONAL SPONSOR**  
*(to be completed by each additional sponsor)*

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the 9.1.2020 - 9.3.2020 trip  
to Fargo, ND *Dates of Travel (Month Day, Year)* is true, complete, and correct.  
*Place of Travel*

Signature of Travel Sponsor: 

Name and Title: Harrison Weber - Executive Director

Name of Organization: Red River Valley Sugarbeet Growers Association

Address: 1401 32nd Street SW Fargo, ND 58103

Telephone Number: 701-239-4151

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- 1:30 – 1:45 Depart / Travel to Chad Leach Farm – RRV Education Foundation Board Member.
- 1:45 – 3:45 Arrive at Chad Leach Farm – Chad delivers straight to the Moorhead Processing Plant. Observe sugarbeet harvest operations. Opportunity to ride in different equipment than in the morning. Participants will ride in a different piece of equipment to fully understand the harvesting process and the challenges that farmers face when harvesting sugarbeets.
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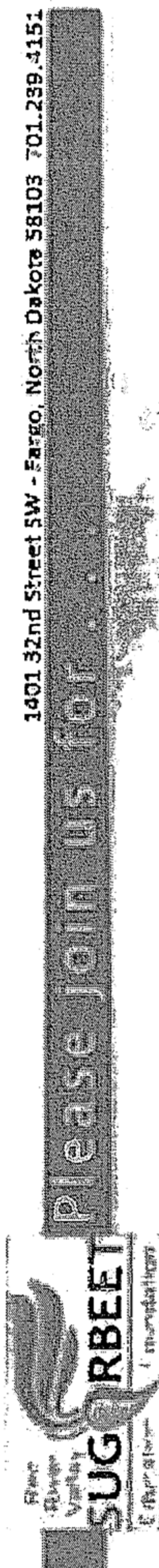
Randy Green – Sugarbeet Grower

David Braseth – Vice Present of Operations – American Crystal Sugar Company

Chad Leach – Sugarbeet Grower and Red River Valley Sugarbeet Education Foundation Board Member

Brian Ingulsrud – Vice President – Agriculture American Crystal Sugar Company





1401 32nd Street SW - Fargo, North Dakota 58103 701.239.4151

# SUGAR 101: The Industry A - Z

Wednesday September 2nd, 2020

Farm Harvest

Piling Station / Storage

Processing Plant & Packaging

Dinner / Industry Panel

Sponsored by the Red River Valley Sugarbeet Education Foundation  
Point of Contact: Jamison Weber • [jweber@rrvfa.com](mailto:jweber@rrvfa.com) • 701.239.4151

Reasonable and necessary trip expenses are provided by the Red River Valley Sugarbeet Education Foundation.  
Please reply to confirm your interest and intentions in attending our Educational Program in the Red River Valley