Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp: RECEIVED SECRETARY OF THE SENATE PUBLIC RECORDS 2021 OCT -4 PM 5:10

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 Pew Charitable Trusts

Travel date(s): 9/10/2021 - 9/12/2021

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)
☐ Good Faith Estimate ☒ Actual Amount	$125 (Motorcoach Charter)	$572 total ($286/night)	$143.80 total	

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.): See attached

9/30/21 (Date)

Rebecca Avitia (Printed name of traveler)

Rebecca Avitia (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.

9/30/21 (Date)

(Signature of Supervising Senator/Officer)

(Revised 1/3/11)

Form RE-2

0000000001009 RECEIVED BY: SECRETARY OF THE SENATE Date: October 04, 2021

Addendum to Employee Post-Travel Disclosure of Travel Expenses

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): On 9/10/2021, attended Reception at Gracie Mansion Hosted by Mayor Bill de Blasio. On 9/11/2021, attended Reading of the Names of 9/11 Victims; Panel Discussion on Federal Recovery Support After 9/11; Lunch Presentation by Jocelyn Kiley, Associate Director, Pew Research Center; and Panel Discussion: Federal Response to 9/11. On 9/12/2021, attended 9/11 Memorial Museum Tour, Lessons Learned During COVID-19: Small Business Owners, and Lessons Learned During COVID-19: Corporations and Philanthropy. For additional details on location of and speakers at each event, please see enclosed final itinerary.

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 Pew Charitable Trusts

2. Description of the trip: Bipartisan Senate Chiefs of Staff Conference

3. Dates of travel: 9/10/2021 - 9/12/2021

4. Place of travel: New York, NY

5. Name and title of Senate invitees: Chiefs of Staff (see attached list)

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 Pew Charitable Trusts is the sole organizer and sponsor of this trip

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

See attachment

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

See attachment

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

See attachment

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
18:J Good Faith estimate D Actual Amounts	$475 total: ($230/ Amtrak roundtrip $125.00 - coach bus in **NYC** $120 - ferry to and from Ellis Island)	$286/night $572 total	$228 ($76/day)	none

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional part1c1pation **or** b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip has been arranged specifically with regard to congressional participation.

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

New York was selected, as the weekend coincides with the 20th anniversary of the 9/11 terrorist attacks.

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

New York Marriott Downtown

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

New York Marriott Downtown can provide the necessary meeting space for the planned seminars, is located in proximity to 9/11 Memorial & Museum and can provide the required number of guest rooms to 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:

Lodging and meals are equal to the federal per diem rate for New York, NY.

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:

Roundtrip transportation to New York will be provided via coach Amtrak train.

Transportation in NYC will be provided via coach buses and a ferry

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: Tamera Luzzatto

Name and Title: Tamera Luzzatto, Senior Vice President, Government Relations

Name of Organization: The Pew Charitable Trusts

Address: 901 E Street, NW, Washington, DC, 20004

Telephone Number: 202.540.6501

Fax Number:

E-mail Address: tluzzatto@pewtrusts.org

Addendum to Private Sponsor Travel Certification Form, The Pew Charitable Trusts Bipartisan Senate Chiefs of Staff Conference, September 10-12, 2021

New York, NY

13. Through both its information and advocacy work, The Pew Charitable Trusts seeks to inform and advance the development of sound public policy in the United States, as well as to strengthen the institutions that form the foundations of our democracy. A major component of this ongoing strategy has been to help create an environment in which policy makers can productively deliberate important issues of the day. The purpose of the conference is to provide a collaborative environment for the chiefs of staff to learn from experts and discuss issues of importance to an effective legislative process.

14. The Pew Charitable Trusts has directly sponsored congressional travel. This will be the eighth Senate Chiefs of Staff conference hosted by Pew (2007, 2009, 2011, 2014, 2015, 2017, 2019). In the past, The Pew Charitable Trusts has also funded other institutions via grants to conduct their educational programs and some of these programs may have included congressional travel.

15. The Pew Charitable Trusts is driven by the power of knowledge to solve today's most challenging problems. Pew applies a rigorous, analytical approach to improve public policy, inform the public and invigorate civic life. We partner with a diverse range of donors, public and private organizations and concerned citizens who share our commitment to fact-based solutions and goal-driven investments to improve society. Pew issues dozens or research reports each year to educate the public and policy makers. Pew also sponsors convenings of researchers and experts to examine various issues of public policy and civic life.

View in web browser

Bipartisan Senate Chiefs of Staff Conference

The Pew Charitable Trusts

Invites You and Your Spouse/Significant Other To the 8th Biennial

Senate Chiefs of Staff Management and Leadership Conference

New York City

September 10–12, 2021

The Pew Charitable Trusts will host a conference for the Senate Chiefs of Staff from September 10-12, 2021, in New York City. It promises to be an engaging and in formative weekend where you can learn from some of the most interesting speakers on management, leadership and civility today. A copy of the agenda is **available here**.

We will depart from Union Station on Friday, September 10 on a private rail car and return on Sunday, September 12. Chiefs' expenses (minus alcohol and entertainment) are covered by The Pew Charitable Trusts. If you wish to invite your spouse, you may reimburse Pew for those expenses (estimated to be at least $800 due to cost of needed travel during this weekend in NYC) after the conference.

Your pre-travel paperwork should be received by the Select Committee on Ethics, 220 Hart, by Monday, August 9, 2021 to ensure processing by the legal deadline. The Committee is very strict about their deadlines and will bar attendance by staff who submit late. For that reason, ***we recommend you complete and submit immediately even if you're not sure you'll attend*** as there is no penalty if you're approved but later decide you can't attend (other than we need to know as soon as possible if you change your mind). **Click here to download the paperwork.**

CLICK HERE TO REGISTER (USE .GOV EMAIL)

If you are **unable** to attend, please click here

We look forward to seeing you in New York City this fall!

Tamera Luzzatto
Senior Vice President, Government Relations
The Pew Charitable Trusts
tluzzatto@pewtrusts.org
(202) 540-6501

The Pew Charitable Trusts makes every effort to comply with federal, state, and local government ethics rules, including when hosting events. Please make sure that your participation is consistent with applicable ethics rules.

This email was sent to abby_atkins@wicker.senate.gov

901 E Street NW, Washington, DC 20004-2008

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Friday, September 10, 2021

9:30am	Attendees unable to obtain COVID testing through the Office of Attending Physician (OAP) or obtain a test within 72 hours of departure arrive at Union Station, Gate G, for COVID testing ***(Senate Staff who can be tested at the OAP should do so within 72 hours of departure; we will only have tests for non-staff)***
10:00am	Attendees who have obtained a COVID test within 72 hours of departure check in at Union Station, Gate G. Grab and go box lunches and beverages provided during check in.
11:05am	Depart for NYC via Amtrak 84
2:33pm	Arrive New York City, Penn Station/Moynihan Hall Board buses based on last name, as marked
3:30pm	Check in to Marriott Downtown 85 West Street at Albany Street
4:50pm	Meet in Hotel Lobby for Transportation to Gracie Mansion
6:00-8:00pm	**Reception at Gracie Mansion Hosted by Mayor Bill de Blasio** Mayor de Blasio will share reflections on the 9/11 attacks and the nation's largest city's approach to recovery from the effects of the COVID-19 pandemic on the city's economy and its citizens' health.

Saturday, September 11, 2021

7:30-9:30am	Breakfast at your leisure, Marriott Downtown Hotel Financial Ballroom, Second Floor
8:30-9:45am	**Reading of the Names of 9/11 Victims** **Moments of Silence at 8:46 and 9:03** Broadcast in the Breakfast Room
10:00-11:30am	**Panel Discussion on Federal Recovery Support After 9/11** As discussion of legislation for COVID recovery continues, panelists involved in the federal government's response to 9/11 will discuss their experiences. Tamera Luzzatto - moderator (The Pew Charitable Trusts, formerly Senator Clinton's Chief of Staff), Moderator; Polly Trottenberg (former Senator Schumer Staff), Jim Mazzarella (former Governor Pataki staff), and Glen Caplin (formerly Senator Gillibrand's staff).

11:30am-12:00pm	Break
12:00-1:30pm	**Lunch Presentation by Jocelyn Kiley, Associate Director, Pew Research Center** Presentation on emerging data on general trends and issues related to 9/11
1:30-3:00pm	**Panel Discussion: Federal Response to 9/11** Family members and other leaders in supporting victims of 9/11 will discuss their experiences. Christine Falvo (Rubenstein, former Senator Clinton staff), Moderator; Mary Fetchet, Founder, Voices of 9/11; Carol Robles-Roman, Dean of Faculty, Hunter College; former Special Counsel /Director of Public Affairs to Chief Judge Judith Kaye and Chief Administrative Judge Jonathan Lippman (2001); Dr. Jacqueline Moline, Chair, Occupational Medicine, North Shore University Hospital; Suzy Ballantyne, Executive Director, 9/11 Health Watch
3:00-5:30pm	Break
5:30pm	Meet in Marriott Lobby for walk/transport to Ferry to Ellis Island
6:00pm	Board Ferry to Ellis Island (this is the only ferry for our group) Please be on time to clear security and be prepared to show your vaccination card to enable an on time departure
6:45-7:45pm	Reception on Ellis Island
7:45-9:00 pm	**Dinner and Keynote Address from Admiral William McRaven** Admiral McRaven was the chief of the U.S. Special Operations Command (USSOCOM) which had responsibility for synchronizing Department of Defense plans against global terrorist networks and, as directed, conducting global operations. Under his watch, U.S. Special Operations Forces delivered what will be perhapsviewed as the crowning victory in America's war against terror: The May 2011 raid that killed al-Qaeda leader Osama bin Laden. After retiring from military service, hewent on to serve as chancellor of the University of Texas and is recognized for his inspirational speeches and writing on leadership.
Until 12:00am	**The 9/11 Memorial is open until Midnight for its annual Tribute in Lights.** More information here: https://www.911memorial.org/visit/memorial/tribute-light

Sunday, September 12, 2021

7:00-8:00am	Breakfast, Bill's Bar & Burger (Hotel Lobby)
7:45-8:00am	Checkout and load bags
8:00 – 8:15am	Walk to 9/11 Memorial Museum

8:30 Sharp	**9/11 Memorial Museum opens early for our group,** which will be greeted at 8:30 by Museum President & CEO Alice Greenwald and Kevin Sheekey, Global Head of External Relations at Bloomberg LP, representing Museum Board Chair Hon. Michael Bloomberg
8:30– 9:30am	**Visit to the 9/11 Memorial Museum.** For more information on what the group will see on the descent to bedrock: https://911memorial.org/visit/museum/about-museum For more on exhibitions: https://911memorial.org/visit/museum/exhibitions Given time constraints, the museum recommends the group visit the Memoriam exhibition. Finally, there is a names registry where individuals can search for victims from their respective states. You may wish to visit the names on the Memorial Saturday night, and use this tool to locate names geographically: https://names.911memorial.org/
9:30 am	Depart 9/11 Museum for Marriott Downtown Hotel
9:35 am	Depart Hotel for IAC Building, 555 West 18th Street
10:00am-11:00am	**Lessons Learned During COVID-19: Small Business Owners** Asahi Pompey, Global Head of Corporate Engagement, Goldman Sachs (moderator); Louis DeCuzzi, Founder & President, Dirt Road Riding USA (Brunswick, OH); Jessica Johnson-Cope, President, Johnson Security Bureau Inc., Bronx, NY; Margueritte Ramos, Owner, ShadeFLA (Miami); Brent Reaves, President, Smokey John's Bar-B-Que (Dallas).
11:00am-12:00pm	**Lessons Learned During COVID-19: Corporations and Philanthropy** Kathryn Wylde, President of the non-profit Partnership for New York City (moderator); Darren Walker, President, Ford Foundation; Jonathan D. Gray, President, Blackstone; David Chubak, CEO of US Retail Banking, Citi; Joey Levin, CEO, IAC (formerly InterActive Corp).
12:00pm-12:30pm	**Presentation by Barry Diller, Chairman, Expedia and IAC (formerly InterActive Corp.); and Diane von Furstenberg, Chairman, Diane von Furstenberg Studio** These prominent civic leaders will welcome the group, discuss their experience as NY employers since 9/11 and specifically their work developing Little Island, HighLine, and other civic ventures including efforts to rejuvenate NYC theatre post-Covid.
12:30pm–2:00pm	Walk to Little Island Picnic lunch.
2:15pm-2:45pm	Transportation to Penn Station
4:05pm	Depart Penn Station/Moynihan Hall for Washington via Amtrak 189 Snacks and beverages provided on board
7:35pm	Arrive Union Station Washington, DC

Bipartisan Senate Chiefs of Staff Conference September 10-12, 2021

List of Invited Staff

First	Last	Senator	State
Steve	Abbott	Senator Collins	ME
Michelle	Altman	Senator Lankford	OK
Rebecca	Avitia	Senator Heinrich	NM
Allyson	Bell	Senator Lee	UT
Rey	Benitez	Senator Ossoff	GA
Sarah	Benzing	Senator Brown	OH
Stephen	Boyd	Senator Tuberville	AL
Dan	Brandt	Senator Toomey	PA
Joel	Brubraker	Senator Capito	WV
Jami	Burgess	Senator Cantwell	WA
Larry	Burton	Senator Sullivan	AK
Neil	Campbell	Senator Reed	RI
Craig	Carbone	Senator Rick Scott	FL
Terry	Carmack	Senator McConnell	KY
Steve	Chartan	Senator Cruz	TX
Kyle	Chase	Senator Rounds	SD
Dara	Cohen	Senator Rosen	NV
John	Connell	Senator Young	IN
Kathleen	Connery Dawe	Senator King	ME
Doug	Coutts	Senator Cotton	AR
Jen	Cox	Senator Kelly	AZ
Aaron	Cummings	Senator Grassley	IA
Doug	Davis	Senator Hyde-Smith	MS
Jennifer	DeCasper	Senator Tim Scott	SC
Watson	Donald	Senator Shelby	AL
Jon	Donenberg	Senator Warren	MA
JP	Dowd	Senator Leahy	VT
Veronica	Duron	Senator Booker	NJ
Tony	Eberhard	Senator Hoeven	ND
Eric	Einhorn	Senator Schatz	HI
Scott	Fairchild	Senator Cortez Masto	NV
Elizabeth	Falcone	Senator Warner	VA
Sean	Farrell	Senator Blackburn	TN
Jess	Fassler	Senator Gillibrand	NY
Kaleb	Froehlich	Senator Murkowski	AK
Kristen	Gentile	Senator Casey	PA
Lisa	Goeas	Senator Ernst	IA
Marc	Goldberg	Senator Hassan	NH
David	Grannis	Senator Feinstein	CA
Mark	Gruman	Senator Cramer	ND
Coti	Haia	Senator Hirono	HI
William	Henderson	Senator Paul	KY
Mike	Henry	Senator Kaine	VA

Bipartisan Senate Chiefs of Staff Conference September 10-12, 2021

List of Invited Staff

Allison	Herwitt	Senator Murphy	CT
Natasha	Hickman	Senator Burr	NC
Toni-Marie	Higgins	Senator Boozman	AR
Luke	Holland	Senator Inhofe	OK
Beth	Jafari	Senator Cornyn	TX
Liz	Johnson	Senator Romney	UT
Meg	Joseph	Senator Sinema	AZ
Josh	Karetny (acting)	Senator Whitehouse	RI
Joshua	Kelley	Senator Braun	IN
James	Kelly	Senator Moran	KS
Joel	Kelsey	Senator Blumenthal	CT
Lindsey	Kerr	Senator Klobuchar	MN
Chad	Kreikemeier	Seantor Shaheen	NH
Dan	Kunsman	Senator Barrasso	WY
Dylan	Laslovich	Senator Tester	MT
Ted	Lehman	Senator Tillis	NC
Emily	Leviner	Senator Fischer	NE
Mark	Libell	Senator Warnock	GA
Mindi	Linquist	Senator Murray	WA
Jeff	Lomonaco	Senator Smith	MN
Chris	Lynch	Senator Cardin	MD
Mike	Lynch	Senator Schumer	NY
Stacy	McBride	Senator Blunt	MO
Kirtan	Mehta	Senator Hickenlooper	CO
Jeff	Michels	Senator Wyden	OR
David	Montes	Senator Padilla	CA
Mike	Needham	Senator Rubio	FL
Ryan	Nelson	Senator Thune	SD
Richard	Perry	Senator Graham	SC
Kyle	Plotkin	Senator Hawley	MO
James	Quinn	Senator Cassidy	LA
John	Rader	Senator Hagerty	TN
Misty	Rebik	Senator Sanders	VT
Ken	Reidy	Senator Baldwin	WI
Michelle	Richardson	Senator Wicker	MS
Sean	Riley	Senator Johnson	WI
Brent	Robertson	Senator Marshall	KS
Nick	Rossi	Senator Thune	SD
Tricia	Russell	Senator Van Hollen	MD
Carlos	Sanchez	Senator Lujan	NM
Ray	Sass	Senator Sasse	NE
Rob	Skjonsberg	Senator Rounds	SD
Jess	Smith	Senator Bennet	CO
Kevin	Smith	Senator Portman	OH

Bipartisan Senate Chiefs of Staff Conference September 10-12, 2021

List of Invited Staff

Sharon	Soderstrom	Senator McConnell	KY
Patrick	Souders	Senator Durbin	IL
Emily	Spain	Senator Carper	DE
Jonathan	Stahler	Senator Coons	DE
Caitlyn	Stephenson	Seantor Peters	MI
David	Stokes	Senator Kennedy	LA
Jason	Thielman	Senator Daines	MT
Kalina	Thompson	Senator Duckworth	IL
Jason	Tuber	Senator Menendez	NJ
Matt	VanKuiken	Senator Stabenow	MI
Erin	Vaughn	Senator Schumer	NY
Kristin	Walker	Senator Lummis	WY
John	Walsh	Senator Markey	MA
Lance	West	Senator Manchin	WV
Susan	Wheeler	Senator Crapo	ID
Ryan	White	Senator Risch	ID
Alan	Yamamoto	Senator Hirono	HI
Michael	Zamore	Senator Merkley	OR

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: Rebecca L. Avitia

Employing Office/Committee: Office of Senator Martin Heinrich

Private Sponsor(s) (list all): The Pew Charitable Trusts

Travel date(s): September 10-12, 2021

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

Destination(s): New York, NY

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

Rebecca Avitia is Chief of Staff to Senator Heinrich. Senator Heinrich sits on the Appropriations Committee, the Senate Select Committee on Intelligence, the Energy and Natural Resources Committee, and the Joint Economic Committee (JEC). He is Vice Chair of JEC and Chair of the Military Construction and Veteran Affairs Subcommittee of the Appropriations Committee. This trip will help Rebecca in her role overseeing the Senator's legislative efforts, including by learning about the events that led up to and developed after the attacks of September 11, 2001; and the current pandemic recovery and relief efforts.

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:

8/23/21
(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, Senator Martin Heinrich *(Print Senator's/Officer's Name)* hereby authorize Rebecca L. Avitia *(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)* ☐

8/23/21
(Date)

(Signature of Supervising Senator/Officer)

(Revised 10/19/15)

Form RE-1