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): Stanford Institute for Human-Centered Artificial Intelligence

Travel date(s): August 8-11, 2022

Name of accompanying family member (if any): N/A
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	$1157.95 (round trip, economy class airfare) $115 (ground transportation)	$245 per night $735 total	$65 per day $195 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 itinerary

8.31.2022 *(Date)*

Ann Kowalewski *(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.

9.1.2022 *(Date)*

(Signature of Supervising Senator/Officer)

(Revised 1/3/11)

Form RE-2

List of Attendees:

1. Oliver Riquelme Beaufort
2. Ann Kowalewski
3. Mana Azarmi
4. Amar Pandya
5. Jacob Parker
6. Rashan Colbert
7. Matthew Hamilton

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SYLLABUS

COURSE DESCRIPTION:

Emerging digital technologies—in particular artificial intelligence (AI)—are among the most consequential forces of the 21st century. They are transforming economies, challenging legal and political norms, and reconfiguring society. Governments attempting to navigate this era must adapt regulatory regimes, social safety nets, fiscal policies, taxation, and foreign affairs as digital technologies continue to reshape labor markets, business, the distribution of economic rewards, and the global balance of power.

Congressional staff play a key role in shaping and developing policy on critical technology areas such as AI, yet rapid advancements in AI make it challenging for many to keep up with the quickly evolving field. The Stanford Institute for Human-Centered AI (HAI) designed this boot camp specifically for congressional staff to explore the latest in AI developments, equipping participants with the comprehensive knowledge needed to think critically about regulating and governing this emerging technology.

AI is not solely a technical matter, though it is easy for policy analysts and others to get lost in the technical details. Understanding the impact of AI on society is a multifaceted enterprise that requires expertise from computer science, economics, law, medicine, political science, psychology, and a host of other disciplines. To that end, the boot camp draws upon the knowledge of multidisciplinary AI experts in academia, as well as leaders from civil society and industry.

This bicameral, bipartisan boot camp consists of many sessions that seek to unpack what AI means for international security, the future of work, healthcare, and more—and it also includes a field trip to the Stanford Virtual Human Interaction Lab for a hands-on experience. We hope all participants will leave the boot camp with the conceptual framework needed to address the emerging technology landscape today and better anticipate the challenges of tomorrow.

DAY 1: MONDAY, AUGUST 8, 2022

9:31am **Flight Arrives at SFO airport**

9:31am — 11:15am **Travel to hotel and campus**

11:15am — 11:30am

WELCOME SESSION AND LUNCH

Speakers:
John Robichaux, Director of Education, Stanford HAI
Russell Wald, Director of Policy, Stanford HAI
Stanford HAI staff will welcome congressional staffers to campus and provide an overview of why the boot camp was created and what Stanford HAI hopes for participants to gain.

11:30am — 12:30pm

SESSION 1: MAPPING THE AI LANDSCAPE

Speaker:
Peter Norvig, Distinguished Education Fellow, Stanford HAI; Director of Research, Google

Session Description:
This session will cover the basic concepts of AI, including compute power, neural networks, narrow vs. general AI, gradient descent, and more. It will also provide a bird's-eye view of the AI landscape, covering different AI techniques such as deep learning, computer vision, natural language processing, and supervised and unsupervised learning. Participants will walk away with a greater understanding of the primary aspects of AI and be better prepared for the boot camp.

Learning Objectives:
Build a foundational understanding of AI and its stages of development; recognize that AI is not simply coding and computer science but requires interdisciplinary analysis.

12:30pm — 1:30pm

SESSION 2: MITIGATING RISK: IMPLEMENTING SAFE AND ROBUST AI

Speakers:
Anthony Corso, Executive Director, Stanford Center for AI Safety; Aeronautics and Astronautics Postdoctoral Researcher, Stanford University
Mykel Kochenderfer, Associate Professor of Aeronautics and Astronautics and, by courtesy, of Computer Science, Stanford University; Faculty Affiliate, Stanford HAI

Session Description:
The consequences of deploying robust AI and decision-making technologies in safety-critical systems such as driverless vehicles and autonomous aircraft are enormous. Challenges for AI developers range from biased inputs, constantly evolving conditions, and explainability issues, among others. This session will discuss the obstacles developers face as well as the difficult—and often politically fraught—decisions they make around operational efficiency and how they define acceptable risk parameters.

Learning Objectives:
What makes an AI system robust, and in turn, what makes an AI system brittle; why it is challenging for developers to mitigate or eliminate all safety risks in an AI system; best approaches to deploying AI and ensuring safe outcomes.

1:30pm – 1:45pm **Break**

1:45pm — 2:45pm

SESSION 3: THE FUEL OF AI: DATA (AND ITS PERILS)

Speakers:

Jennifer King, Privacy and Data Policy Fellow, Stanford HAI
Terah Lyons, (moderator), Executive In Residence, Zetta Venture Partners; Member of the HAI Index Steering Committee and Affiliated Fellow, Stanford HAI
James Zou, Assistant Professor of Biomedical Data Science, Stanford University; Faculty Affiliate, Stanford HAI

Session Description:

Contemporary AI technologies run on data, but AI developers face significant obstacles in acquiring and cleaning data. In addition, developers must do their best to ensure data's inherent biases (and their non-obvious proxies) are accounted for in their AI systems. Moreover, different social values around privacy, data ownership, and data creation impact what AI technologies are possible. This session will dive into how the data policies developed today will shape the technologies of tomorrow.

Learning Objectives:

Understand the recent data boom and how it has contributed to AI advancements; obstacles of collecting and cleaning data; different ways in which data can be biased; how policies around data and privacy can have ripple effects in the data economy.

2:45pm – 3:30pm

SESSION 4: AI, AUTOMATION, AND THE FUTURE OF WORK

Speaker:

Erik Brynjolfsson, Director, Stanford Digital Economy Lab; Jerry Yang and Akiko Yamazaki Professor and Senior Fellow, Stanford HAI; Ralph Landau Senior Fellow, Stanford Institute for Economic Policy Research

Session Description:

AI and automation will have a rippling effect on today's workforce and the future of work. Mainstream narratives forecast AI will displace workers and funnel profits up to a select few. Alternatively, AI has the potential to augment and supercharge labor, ensuring the benefits of AI are spread and enjoyed widely. This session dives into deeper detail regarding what exactly we should expect as AI and automation integrate into the economy and the subsequent consequences for the workforce. The panelists will also discuss how policies can reshape and guide what the future holds.

Learning Objectives:

How AI and automation are expected to shift the current state of the workforce; ways to ensure the benefits and wealth of AI in the economy are enjoyed by most and not merely a few.

3:30pm – 3:45pm **Break/Walk to Gates**

3:45pm – 4:45pm

SESSION 5: UNDERSTANDING THE BASICS OF FOUNDATION MODELS

Speakers:

Rishi Bommasani, Computer Science Ph.D. Candidate, Stanford University

Percy Liang, Associate Professor of Computer Science, Stanford University; Director, Stanford Center for Research on Foundation Models; Faculty Affiliate, Stanford HAI

Session Description:

Recently, a new successful paradigm for building AI systems has emerged: train one model on a significant amount of data and adapt it to numerous applications. We have deemed such a model a foundation model. This session unpacks how foundation models were created and deployed, the requirements to build one, expected and unexpected consequences of these models, and other hot topics surrounding the use of large AI models.

Learning Objectives:

What differentiates foundation models from regular AI models; the exciting potential and concerning societal consequences of foundation models; speculating the future of foundation model research.

4:45pm – 5:30pm

KEYNOTE FIRESIDE CHAT
CUTTING EDGE: AI DEVELOPMENTS THAT ARE STEERING THE FUTURE

Speakers:

Fei-Fei Li, Sequoia Professor of Computer Science, Stanford University; Denning Co-Director, Stanford HAI

James Manyika, Vice Chair, National Artificial Intelligence Advisory Committee; Advisory Council Member and Distinguished Fellow, Stanford HAI; Senior Vice President of Technology and Society, Google

The rapid advancements in AI in recent years haves shocked the world. From models generating realistic images from scratch to ambient technologies that enhance the human condition, the possibilities of what AI can do for humanity are endless. Understanding today's cutting-edge AI will help steer tomorrow's innovation. This session will dive into what is on the horizon of AI advancements and how these technologies can be leveraged to benefit society.

Learning Objectives:

Delve into recent significant AI advancements; explore different ways AI can be leveraged to benefit society; speculate on new AI technologies on the horizon.

5:30pm – 7:00pm **Dinner**

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DAY 2: TUESDAY, AUGUST 9, 2022

8:30am – 9:00am **Breakfast/Debrief**

Speakers:

John Robichaux, Director of Education, Stanford HAI

Russell Wald, Director of Policy, Stanford HAI

Stanford HAI staff will lead a discussion debriefing the key concepts that staffers learned in earlier sessions. They will also offer a preview of Day 2 and leave ample time for questions.

9:00am – 10:00am

SESSION 1: HOW AI WILL SHAPE THE FUTURE OF INTERNATIONAL SECURITY AND U.S. INTELLIGENCE

Speakers:

Brad Boyd (moderator), Visiting Fellow, Hoover Institution

Harold Trinkunas, Deputy Director and Senior Research Scholar, Stanford Center for International Security and Cooperation

Amy Zegart, Senior Fellow, Stanford Freeman Spogli Institute for International Studies; Morris Arnold and Nona Jean Cox Senior Fellow, Hoover Institution; Chair, Steering Committee on International Security, Stanford HAI

Session Description:

Spying has never been more ubiquitous—or less understood. This crisis in intelligence education is fueling conspiracy theories and hurting intelligence policy. At the same time, AI is introducing new opportunities to strengthen U.S. intelligence capabilities, but only if decision makers understand how the U.S. intelligence community and AI technologies actually work. This session will separate fact from fiction as panelists discuss the past, present, and future of American espionage and how AI is creating an adapt-or-fail moment for U.S. intelligence agencies.

Learning Objectives:

History and present of U.S. intelligence; implications of AI on intelligence and international security

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10:00am – 10:15am **Break**

10:15am – 11:15am

SESSION 2: DIGITAL DUPES: HOW AI IS DISTORTING TRUTH THROUGH DISINFORMATION AND DEEPFAKES

Speakers:

Andrew Grotto, Director, Program on Geopolitics, Technology, and Governance, Stanford Cyber Policy Center; William J. Perry International Security Fellow, Stanford Center for International Security and Cooperation; Visiting Fellow, Hoover Institution

Riana Pfefferkorn, Research Scholar, Stanford Internet Observatory, Stanford Cyber Policy Center

Session Description:

The rapid spread of disinformation has challenged societies and deepened mistrust, threatening to erode democratic values. Furthermore, synthetic media from the advent of generative adversarial networks (GANS) has created deceptively realistic images and videos—known as deepfakes—that are indistinguishable from reality. These developments are leading to an information crisis where consumers are becoming less certain of the veracity of the content they encounter. This session will dive into how AI has changed the information ecosystem and how policy can help protect people from fake content.

Learning Objectives:

How AI can be used to deceive people; impact of deception or the spread of disinformation; policy opportunities and challenges to address fake content.

11:15am – 12:15pm

SESSION 3: THE CHINA CHALLENGE: DEVELOPING HUMAN-CENTERED AI WITH AN AUTHORITARIAN COMPETITOR

Speakers:

Oriana Mastro, Center Fellow, Stanford Freeman Spogli Institute for International Studies

Graham Webster, Research Scholar and Editor-in-Chief, DigiChina, Stanford Cyber Policy Center

Daniel Zhang (moderator), Policy Research Manager, Stanford HAI

Session Description:

China remains one of the most complex geopolitical challenges for the United States. The Chinese government has made clear its intention to be the leader in AI and other key dual-use technologies to secure an economic, political, and military advantage. Furthermore, the Chinese Communist Party uses AI technology to commit human rights abuses at home and abroad in a fundamentally anti-democratic manner. How can the U.S. maintain human-centered values in its technology and remain a global leader that advances an international order using technology for society's benefit? This session will dive deeply into the nuances of Sino-American relations and how the U.S. can maintain its technological superiority.

Learning Objectives:

Brief history of U.S.-China relations; differing innovation ecosystems in each country; China's intention and strategy for becoming a global leader in AI and how the U.S. compares.

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12:15pm – 1:00pm **Lunch**

1:00pm – 2:00pm

SESSION 4: THE POSSIBILITIES AND PITFALLS OF AI AND CLIMATE SUSTAINABILITY

Speakers:

Rayne Sullivan, Graduate Fellow, Stanford HAI

Marshall Burke, Associate Professor of Earth System Science, Stanford University; Deputy Director, Stanford Center on Food Security and the Environment; Senior Fellow, Stanford Freeman Spogli Institute for International Studies

Session Description:

The risks and threats stemming from global climate change are becoming a paramount issue for policymakers. At the same time, the rapid advancements of AI have presented possible opportunities to use this technology to help tackle our greatest climate challenges, from achieving net-zero emissions to preparing for extreme weather events. Conversely, AI continues to increasingly rely on compute power, which is an energy-intensive resource and contributes to the emission of CO2. As a result, there is mounting concern around AI's environmental impact, drawing attention to the cost-benefit analysis of AI advancements. This session will unpack how AI can be used to help confront climate change while also better understanding AI's own ripple effects in the environment.

Learning Objectives:

How AI can help address climate challenges; the carbon footprint of large-scale models.

2:00pm – 4:00pm **Hotel Break**

4:00pm – 5:00pm

SESSION 5: FROM STARTUPS TO GIANTS: INDUSTRY PERSPECTIVES ON INNOVATION

Speakers:

Jack Clark, Co-Founder, Anthropic; Co-Chair of the AI Index Steering Committee, Stanford HAI

Vilas Dhar (moderator), President and Trustee, Patrick J. McGovern Foundation; Advisory Council Member, Stanford HAI

Rachel Gillum, Vice President, Ethical and Humane Use of Technology, Salesforce; Affiliate, Stanford Immigration Policy Lab

John Hennessy, President Emeritus, Stanford University; Chairman of the Board, Alphabet Inc.; Advisory Council Member, Stanford HAI

Susan Liautaud, Founding and Managing Director, Susan Liautaud & Associates Limited; Advisory Council Member, Stanford HAI

Session Description:
Silicon Valley, which is home to venture capital, startups, and leading tech firms, is a global center of tech innovation. From the startup lab to the boardrooms of major companies, this session will bring together startup founders and tech executives to map out Silicon Valley's innovation ecosystem, discuss its vibrancy, and critically think about the consequences of AI developments on society. Panelists will offer their perspectives on starting, funding, and running successful companies as well as providing counsel to companies on ensuring ethical business practices.

Learning Objectives:
Understand the Silicon Valley innovation ecosystem; unique challenges and opportunities startups and large firms face; industry perspective of how policy impacts their ability to grow their firms.

5:00pm – 6:00pm **Reception**

6:00pm – 7:30pm

KEYNOTE DINNER: DEMOCRACY IN A WORLD OF AI-FUELED DISINFORMATION AND DIGITAL AUTHORITARIANISM

Speakers:
Daniel Ho (moderator), William Benjamin Scott and Luna M. Scott Professor of Law, Stanford Law School; Director, Stanford Regulation, Evaluation, and Governance Lab; Faculty Associate Director, Stanford HAI; Member, National Artificial Intelligence Advisory Committee
Francis Fukuyama, Olivier Nomellini Senior Fellow, Stanford Freeman Spogli Institute for International Studies; Director, Susan Ford Dorsey Master's in International Policy, Stanford University; Faculty Affiliate, Stanford HAI
Condoleezza Rice, Tad and Dianne Taube Director, Hoover Institution; Denning Professor in Global Business and the Economy, Stanford Graduate School of Business; Advisory Council Member, Stanford HAI

Session Description:
The introduction of AI into society has had ripple effects on governments worldwide. Disinformation spreading on digital platforms—further amplified by AI—has had real-world consequences on democracy. Additionally, authoritarian countries are leveraging AI to further surveil and control their populations. The future of democracy hangs in the balance of making sure AI is used to affirm democratic systems and reinforce norms and values for the betterment of humanity. This dinner discussion will unpack the complexities of AI as it intertwines with different governments and considers how to ensure democracy prevails in a digital world.

Learning Objectives:
How AI can strengthen or undermine democracy; varying consequences of AI as it integrates into different government systems.

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DAY 3: WEDNESDAY, AUGUST 10, 2022

8:30am – 9:00am

Breakfast
Speakers:
John Robichaux, Director of Education, Stanford HAI
Russell Wald, Director of Policy, Stanford HAI
Stanford HAI staff will lead a discussion reviewing key concepts from the first two days of the boot camp. They will also offer a preview of Day 3 and leave ample time for questions.

9:00am – 10:00am

SESSION 1: REVOLUTIONIZING THE CLASSROOM: HOW AI IS ADVANCING EDUCATION

Speakers:
Emma Brunskill, Associate Professor of Computer Science, Stanford University; Faculty Affiliate, Stanford HAI
John Robichaux (moderator), Director of Education, Stanford HAI
Daniel Schwartz, James Quillen Dean and Nomellini & Olivier Professor of Educational Technology, Stanford University; Faculty Affiliate, Stanford HAI

Session Description:
AI has the potential to dramatically improve education. From teacher support to personalized student engagement, AI could democratize extraordinary teaching and learning. But dangers and concerns loom. Collecting data from children raises privacy concerns, and current inequities in the education system might be exacerbated by the introduction of AI. This session will look into how AI can be leveraged to improve the education system without causing harm to students and teachers.

Learning Objectives:
AI's potential to improve education; possible risks of introducing AI in education, especially with regard to children.

10:00am – 11:00am

SESSION 2: THE NEW CREATIVE INDUSTRY: HOW AI IS RESHAPING ARTS AND CULTURE

Speakers:

Michele Elam, William Robertson Coe Professor of Humanities, Stanford University; Faculty Associate Director, Stanford HAI

Kamal Sinclair, Senior Director of Digital Innovation, The Music Center

Session Description:

Artististic and cultural expression is one of the hallmarks of advanced societies. Today we understand the intersection of arts and culture with wellness, innovation, creativity, diversity, and health. AI is expanding artistic and cultural expression, opening up new possibilities for our state, local, and federal arts and culture programs. This session will explore why and how AI needs to be more integrated with the humanities and arts in order to contribute to human flourishing, especially when it comes to social justice.

Learning Objectives:

How is AI reshaping arts and culture; new opportunities for federal arts and culture programs

11:00am – 11:15am **Break**

11:15am – 12:15pm

SESSION 3: TRANSFORMING HEALTHCARE THROUGH INNOVATION

Speakers:

Alyce Adams, Medicine Innovation Professor, Professor of Epidemiology and Population Health, of Health Policy, and, by courtesy, of Pediatrics, Stanford University

Matthew Lungren, Chief Medical Information Officer, Nuance Communications, a Microsoft Company; Associate Clinical Professor, University of California San Francisco; Associate Fellow, Stanford Center for Artificial Intelligence in Medicine & Imaging

Sherri Rose (moderator), Associate Professor of Health Policy, Stanford University; Co-Director, Stanford Health Policy Data Science Lab; Faculty Affiliate, Stanford HAI

Session Description:

Some of the most exciting advances of this technological wave are focused on healthcare: faster and better diagnoses, enhanced therapies, increased hospital standards which reduce patient harms, and protein folding which has the potential to cure debilitating diseases. Healthcare is on the cusp of a revolution that will advance human well-being. At the same time, the United States faces an incredible shortage of qualified healthcare workers, lacks proper evaluation of medical devices, and struggles with unclear liability risk/clinician responsibility. These mounting challenges raise the question, can AI help "save" the U.S. healthcare system? This session will highlight the coming changes in healthcare, the opportunities and risks AI presents, and how policies can ensure safe and robust health systems.

Learning Objectives:

Recent medical AI advancements; future opportunities for AI in healthcare; risks and consequences of using AI in healthcare.

12:15pm – 1:30pm

SESSION 4 (LUNCH): MODERNIZING A MAMMOTH: USE-CASES OF PUBLIC SECTOR AI

Speaker:

Daniel Ho, William Benjamin Scott and Luna M. Scott Professor of Law, Stanford Law School; Director, Stanford Regulation, Evaluation, and Governance Lab; Faculty Associate Director, Stanford HAI

Session Description:

The U.S. government is in great need of a technological upgrade. From streamlining administrative processes to providing personalized services to constituents, there is ample opportunity for AI to help government agencies achieve their missions. However, integrating AI into the government is not as easy as obtaining and deploying the technology. Talent, infrastructure, public trust, and morale play equally important roles in ensuring the successful modernization of government. This session will dive into current use-cases of AI in government, the challenges and successes of these cases, and how to improve the integration of new technologies that will help the government serve its citizens.

Learning Objectives:

Challenges of AI integration in government; different types of AI use-cases for government; various factors needed to ensure AI integration is successful.

1:30pm – 1:45pm **Break**

1:45pm – 2:45pm

CLOSING KEYNOTE SESSION 5: THE NEUROSCIENCE OF ADDICTION AND IMPLICATIONS FOR A DIGITAL WORLD

Speakers:

Jennifer King, Privacy and Data Policy Fellow, Stanford HAI

Anna Lembke, Professor of Psychiatry and Behavioral Science, Stanford School of Medicine; Chief of the Stanford Addiction Medicine Dual Diagnosis Clinic

Session Description:

This is a time of unprecedented access to high-reward, high-dopamine stimuli: drugs, food, news, gambling, shopping, gaming, texting, Facebooking, Instagramming, YouTubing, tweeting . . . The increased numbers, variety, and potency are staggering. As such, we've all become vulnerable to compulsive overconsumption. Yet, it is possible to find contentment and connectedness by keeping dopamine in check. This session will provide a practical, science-informed approach to addressing compulsive overconsumption of everything from food, to sex, to video games.

Learning Objectives:

Describe the neuroscience of pleasure and pain and what happens in the brain as we become addicted; explain homeostasis and how repeated exposure to drugs of all kinds tilts the hedonic set-point to the side of pain; identify *dopamine fasting* as a practical, feasible, and effective way to reset reward pathways; review the science of hormesis: How intentionally engaging in pain/discomfort can improve mood and well-being

2:45pm – 4:15pm

SESSION 6: TRIP TO THE STANFORD VIRTUAL HUMAN INTERACTION LAB

Speaker:
Jeremy Bailenson, Founding Director, Stanford Virtual Human Interaction Lab; Thomas More Storke Professor of Communication, Stanford University

Session Description:
Staffers will take a trip to Stanford's Virtual Human Interaction Lab (VHIL) to get hands-on experience in virtual and augmented reality technology (VR/AR). This session will dive into how VR/AR will transform society, how to create VR/AR that will enhance and not detract from reality, and the psychological processes that people undergo while using VR/AR.

Learning Objectives:
The difference between AR and VR; various applications of AR/VR; how VR/AR impacts human reality and experiences.

4:15pm – 4:30pm **Walk to Gates**

4:30pm – 6:30pm

CLOSING DINNER

Speaker:
Tina Huang, Policy Program Manager, Stanford HAI

The final dinner will recap the entire boot camp, solicit feedback on what staffers enjoyed, and invite suggestions for areas of improvement. Senior HAI staff and directors will lead this conversation.

DAY 4: AUGUST 11, 2022

6:00am **Shuttle leaves hotel to SFO airport**

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CHRISTOPHER A. COONS, DELAWARE, CHAIRMAN
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SHANNON HAMILTON KOPPLIN, CHIEF COUNSEL AND STAFF DIRECTOR
WILLIAM B. CABLE, CHIEF CLERK

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United States Senate

SELECT COMMITTEE ON ETHICS

July 26, 2022

Ann Kowalewski
Committee on Foreign Relations
United States Senate
Washington, DC 20510

Dear Ms. Kowalewski:

This responds to your recent correspondence requesting approval from the Select Committee on Ethics (the Committee) to accept an invitation you received to travel to the *Stanford Institute for Human-Centered AI Congressional Bootcamp* in Stanford, California on August 8–11, 2022, sponsored by Stanford University (Stanford). Provided that you adhere to the guidance set forth below, it appears that it is permissible for you to accept necessary expenses from the organizations above in connection with this trip.

Background

Based on your communication with the Committee, the background in this matter is as follows.[1] You are employed as a senior policy analyst for the Committee on Foreign Relations. Stanford invited you travel to the *Stanford Institute for Human-Centered AI Congressional Bootcamp* in Stanford, California on August 8–11, 2022. Stanford certified to the Committee that it will pay the necessary expenses[2] related to the travel and that it is neither a lobbyist, lobbying firm, agent of a foreign principal, or otherwise acting as a representative or agent of a foreign government. Although Stanford retains or employs a federally registered lobbyist or foreign agent, Stanford has certified that it is an organization designated under § 501(c)(3) of the Internal Revenue Code[3] and that no registered lobbyist or agent of a foreign principal will accompany you at any point throughout your trip.[4]

Discussion

Privately-sponsored travel includes any gift of travel and travel-related expenses for travel outside the Senate duty station, including transportation, lodging, food and refreshments, and conference fees and materials, whether paid for directly, reimbursed, or provided directly,

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[1] If this letter does not correctly recite the facts, contact the Committee immediately.

[2] The term "necessary expenses" has a specific definition. *See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

[3] 26 U.S.C. § 501(c)(3).

[4] The term "any point throughout your trip" has a specific definition. *See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2-3.

from a private individual or entity, in connection with a Member's, officer's, or employee's official Senate duties. Incorporating reforms from the Honest Leadership and Open Government Act of 2007 (HLOGA), Pub. L. 110–81 (2007), Senate Rule 35.2 permits Members, officers, and employees to accept privately-sponsored travel only with the prior written approval of the Committee.

The Committee's approval process is governed by the *Regulations and Guidelines for Privately-Sponsored Travel and Glossary of Terms* (collectively, *Travel Regulations*). The *Travel Regulations* contain detailed requirements regarding who may sponsor travel; time limits for trips; and the type and amount of expenses that can be reimbursed.

Entities that do not retain or employ a lobbyist or foreign agent and all non-profit organizations designated as tax-exempt organizations under § 501(c)(3) of the Internal Revenue Code of 1986, regardless of whether they retain or employ a lobbyist or foreign agent, may sponsor domestic trips for up to three days. The three-day limitation means three 24-hour periods, calculated from the time of arrival in the trip location to the time of departure from the trip location. For such trips, neither lobbyists nor foreign agents may accompany a Senate invitee at any point throughout the trip, other than in a *de minimis* way.[5] This means that neither lobbyists nor foreign agents may accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited.[6]

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form,* and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel**.

Consistent with these standards and Committee precedent, and Stanford's factual representations, it appears that it is permissible for you to accept necessary expenses from Stanford in connection with this trip, provided that the actual travel and travel-related expenses conform to the information and materials you provided, and the travel and all required documents are disclosed to the Secretary of the Senate (Office of Public Records).

Finally, Senate Rule 34 requires a reporting individual,[7] on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the

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[5] The term "*de minimis*" has a specific definition. *See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 3.

[6] *See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel* at 5; *see also Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2-3.

[7] A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 ($135,468 for CY 2022) or is a political fund designee and is required to file Financial Disclosure Reports.

aggregate, travel expenses exceed $415 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,

Shannon Hamilton Kopplin
Chief Counsel and Staff Director

Enclosure: Travel Checklist

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: Ann Kowalewski

Employing Office/Committee: Senate Foreign Relations Committee

Private Sponsor(s) (list all): Stanford University

Travel date(s): August 8, 2022 - August 11, 2022

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

Destination(s): Stanford University, Stanford, CA

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

As Senior Policy Analyst for the Senate Foreign Relations Committee, I am responsible for all legislation, oversight, and engagement with outside stakeholders on issues that touch on technology and the Indo-Pacific. This includes refining regulatory regimes and technology policy with allies and partners in the region, and strategic competition with China. This program will include lectures on technology foundations and policy, as well as technology in international security with a focus on China. Attending this trip will help me write and refine legislation that touches upon tech issues in the Indo-Pacific.

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:

7/15/2022
(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, Senate Committee on Foreign Relations hereby authorize Ann Kowalewski
(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)* ☐

7/15/2022
(Date)

(Signature of Supervising Senator Officer)

(Revised 10/19/15)

Form RE-1