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): Woodrow Wilson International Center for Scholars

Travel date(s): Thursday, July 21, 2022 to Saturday, July 23, 2022

Name of accompanying family member (if any): _____
Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☒ Good Faith Estimate ☐ Actual Amount	Airfare: $1,021.17 Site to Site transporation in Colombia via bus: $100 per person	Total: $415	Total: $204	$0

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

08/02/2022 (*Date*) Stacy McBride (*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.

08/02/2022 (*Date*) _____ (*Signature of Supervising Senator/Officer*)

(Revised 1/3/11) **Form RE-2**

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): Woodrow Wilson International Center for Scholars

2. Description of the trip: Wilson Center Board and Global Advisory Council trip focusing on US - Colombia bilateral relations

3. Dates of travel: Thursday, July 21, 2022 - Saturday, July 23, 2022

4. Place of travel: Cartagena, Colombia

5. Name and title of Senate invitees: Senator Roy Blunt and Chief of Staff Stacy McBride

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:

This trip is organized by the Wilson Center, a federal instrumentality of the U.S. government. The Wilson Center is the only source of funding for the trip.

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

The Wilson Center seeks to be the leading institution for in-depth research and dialogue to inform actionable ideas on global issues. The Wilson Center, chartered by Congress as the official memorial to President Woodrow Wilson, is the nation's key non-partisan policy forum for tackling global issues.

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

The Wilson Center has held several trips in the last 10 years, with the most recent Congressional delegation occuring in Mexico in 2020.

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

The Wilson Center hosts classes, public and private briefings, and other events, as well as research research expertise and publications, to serve as a resource for Members of Congress and their staff in a wide range of foreign policy topics critical for global and national security.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate ☐ Actual Amounts	$912 per person for round-trip flights $225 per person: Site to site transporation in Colombia via bus	Total: $480	Total: $204	$0

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 events that are arranged without regard to Congressional participation

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

The Wilson Center President & CEO choose Colombia due to the amount of work on the US - Colombia relationship through independent research for actionable ideas for Congress and the administration.

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

The Charleston Santa Teresa Hotel - Cartagena, Colombia

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

The hotel was selected because of its central location to site visits and meetings.

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 less than to the maximum set for official Federal Government travel by the State Department allowances website. Daily expenses for meals are less than to the maximum set for official Federal Government travel by the State Department allowances website.

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:

Participants will be traveling round-trip coach class by commercial air. In Cartagena, participants will travel to and from sites in buses.

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: Natasha Jacome Digitally signed by Natasha Jacome DN: cn=Natasha Jacome, o=Woodrow Wilson Center, ou=Director of Management Operaions, email=Natasha.Jacome@wilsoncenter.org, c=US Date: 2022.07.18 15:53:10 -04'00'

Name and Title: Natasha Jacome, Director of Management Operations

Name of Organization: Woodrow Wilson International Center for Scholars

Address: 1300 Pennsylvania Avenue, NW, Washington, DC 20004

Telephone Number: 202-691-4366

Fax Number: 202-691-4366

E-mail Address: Natasha.Jacome@wilsoncenter.org

Wilson Center

Wilson Center Delegation to Cartagena, Colombia
Thursday, July 21, 2022 – Saturday, July 23, 2022

Thursday, July 21

8:00 AM	Depart DCA
	American Airlines Flight 458
	American Airlines Flight 2173
2:10 PM	Arrive in Cartagena, Colombia
2:45 PM – 3:15 PM	Depart from Airport and Arrive at Hotel
6:00PM - 8:30 PM	Welcoming Reception and Dinner Location: Donjuan Resturant, Av Carlos Escallon Cra 8, Historic District
	Description: Ambassador Green will welcome the delegation. Then Colombian Ambassador to the U.S. Juan Carlos Pinzon will welcome the delegation to Colombia and offer remarks. Special guest speaker Jose Manuel Restrepo, Colombia Minister of Finance, will then offer remarks and discuss trade, finance, and economic opportunities and challenges facing Colombia.
9:00 PM	Arrive back at Hotel

Hotel: Charleston Santa Teresa
CARRERA 3 # 31-23
Historic Center, Plaza Santa Teresa
Cartagena - Colombia

Friday, July 22

8:00 AM – 9:00 AM	Breakfast Location: Hotel Santa Teresa

Wilson Center

Wilson Center Delegation to Cartagena, Colombia
Thursday, July 21, 2022 – Saturday, July 23, 2022

9:00 AM – 9:30AM	Meeting with Colombian Senator Miguel Uribe Location: Hotel Charleston Santa Teresa Conference Room Description: Colombian Senator Miguel Uribe will brief the delegation regarding his perspective of the current elections and give an analysis on the priorities of the new Colombian Congress in the near term.
9:30 AM – 10:15 AM	U.S. Embassy Country Team Briefing Location: Hotel Charleston Santa Teresa Conference Room Description: The Political Officer and the Economic Officer from the U.S. Embassy brief the delegation on the current situation in the country since after the elections, offer their perspectives of the new incoming administration, and update the delegation on U.S. interests in Colombia.
10:30 AM – 12:30 PM	Site Visit and Briefing at the Colombian Military Naval Base Location: Naval Base of Cartagena Description: The Colombian Navy will brief the delegation on current operations, identify current trends of drug trafficking emanating from Colombia, showcase the use of submersibles by drug traffickers, and discuss how the Colombian Navy is working with the U.S. to intercept and confiscate drug trafficking in the area.
1:00 PM – 2:30 PM	Lunch – Moderated Conversation with Senator Roy Blunt Location: Alma Restaurant, Centro Calle de la Universidad No. 36-44 Description: Ambassador Green moderates conversation with Senator Blunt regarding how Congress views the importance of Colombia and discuss ways to strengthen the bilateral relationship.

Wilson Center

Wilson Center Delegation to Cartagena, Colombia
Thursday, July 21, 2022 – Saturday, July 23, 2022

3:00 PM – 5:00 PM	Walking Tour of Cartagena and Cultural Site Visit to San Felipe Fort Description: Colombian Ambassador to the U.S. Juan Carlos Pinzon will show the delegation the economic importance of Cartagena and opportunities to expand people to people exchanges with the U.S., including through the San Felipe Fort which is a UNESCO World Heritage Site.
5:00 PM – 7:00 PM	No programming
6:45 PM – 10:00 PM	Dinner Hosted by Colombian President Ivan Duque Location: Presidential Residence in Cartagena, Colombia Description: The cost of the dinner will be paid by the Colombian President. President Duque will offer remarks to welcome the delegation to Colombia and give his perspectives of upcoming opportunities and challenges to advance the bilateral relationship with the United States. Ambassador Green will discuss the Wilson Center work surrounding Colombia and Latin America more broadly.
10:30 PM	Arrive back at Hotel

Saturday, July 23

8:30 AM – 9:30 AM	Breakfast
10:00 AM	Depart Hotel to Airport
12:55 PM	Depart Cartagena, Colombia American Airlines Flight 1144 American Airlines Flight 495
9:29 PM	Arrive in Washington, DC