Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
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SECRETARY OF THE SENATE
PUBLIC RECORDS
2022 OCT 25 AM 11:50

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 Faith and Law Project

Travel date(s): October 14, 2022 - October 16, 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	N/A	$470	$360	Total: $26.60 ($20.00 Coffee Tumbler, $4.10 Tote Bag, $2.50 Chocolate Candies)

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.): Friday and Saturday included 4 sessions led by Paul McNulty to discuss the challenges of working in Public Policy as a Christian followed by group discussion

Sunday featured a short sermon and discussion of the history of the Chaplaincy from the Chaplain of the House of Representatives and a Reflective session on the weekend from Mark Rodgers

10/25/2022 *(Date)* | Jamal Halley *(Printed name of traveler)* | Jamal Halley *(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.

_____ *(Date)* | _____ *(Signature of Supervising Senator/Officer)*

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

Date/Time Stamp:

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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: Jamal Halley

Employing Office/Committee: Senator Raphael Warnock

Private Sponsor(s) (list all): The Faith and Law Project

Travel date(s): October 14 - 16, 2022

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

Destination(s): Airlie Hotel and Conference Center, Warrenton, VA

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

As a Legislative Correspondent, my official responsibilities include managing constituent correspondence and assisting the legislative staff across a wide array of policy issues. This trip relates to my official duties in this role as it will strengthen my ability to discuss policy issues with a bicameral and bipartisan group of Congressional staffers from a shared perspective as Christians. The event will include multiple lectures and workshops that will help sharpen my ability to understand policy issues and work with staffers in other offices to become a stronger asset for my office and better represent the views of our constituents.

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:

10/12/22
(Date)

Jamal Halley
(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 Raphael Warnock hereby authorize Jamal Halley

(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)* ☐

10/12/22
(Date)

R. Raphael Warnock
(Signature of Supervising Senator/Officer)

(Revised 10/19/15)

Form RE-1

Total Other Expenses:	
Item:	**Cost:**
Coffee Tumbler	$20.00
Tote	$4.10
Candy	$2.50
Total:	$26.60

0000000004933 RECEIVED BY: SECRETARY OF THE SENATE Date: October 25, 2022



Dear Friends,

I would like to invite you to be a part of Faith and Law's Annual Leadership Conference which will take place on October 14-16 at Airlie Hotel and Conference Center in Warrenton, VA, 50 miles west of Capitol Hill. This year's conference theme is "Christian Faithfulness in Public Service: Essential characteristics of a Christ-follower on Capitol Hill" and will feature Faith and Law Co-Founder and President of Grove City College, Paul McNulty as our keynote speaker.

This conference is intended for current and alumni Hill staff and their spouses with one of the primary goals to deepen relationships in our Faith and Law community. Staffers who have attended past conferences still talk about the lifelong friendships formed, legislative collaboration that followed, and the impact it had on their spouses' understanding of their unique role in the call to Capitol Hill.

As a guest, Faith and Law will provide accommodations, meals, and a standard mileage reimbursement for your personal vehicle.

To comply with Senate and House Ethics rules, you will need pre-authorization from your respective Committee on Ethics. Instructions and documentation is available for download online at our conference website. All completed forms MUST be submitted to Ethics no later than September 14, 2022.

Please visit to our conference website at https://www.faithandlaw.org/2022-leadership-conference for details on accommodation, schedule, and to RSVP.

I hope you can join us,

Laurel Moyes

CLICK HERE TO RSVP VISIT OUR CONFERENCE WEBSITE

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 Faith and Law Project

2. Description of the trip: A three-day seminar for thought-leaders that explores how a Christian worldview impacts public policy and a vocation in the public square.

3. Dates of travel: October 14 - October 16, 2022

4. Place of travel: Airlie Hotel and Conference Center, Warrenton, VA

5. Name and title of Senate invitees: Attached.

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:
Faith and Law is responsible for all of the logistics of the retreat, including inviting participants, for organizing the programming of the retreat, and for communication with Airlie Hotel.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
Faith and Law's mission is to encourage and equip thought leaders and policymakers to understand how a Biblical worldview applies to and effects their public square vocation. The purpose of this trip is to convenve and foster conversation among Christian thought leaders and other attendees so that they can apply lessons learned to their work in the public square. This purpose relates to Faith and Law's mission because this retreat provides an opportunity for attendees to learn how to apply a Biblical framework to their work.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:
Faith and Law has previously sponsored similar retreats between 2001 and 2015 for Hill staff, and most recently sponsored a retreat for Hill staff in October 2021.

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

Faith and Law convenes several distinguished thought-leaders to address contemporary political and cultural issues to the public interested in issues at the intersection of faith and the public square. They also host forums, a mentoring program, seminars, and film discussions.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate ☐ Actual Amounts	Reimbursement for gas mileage will be $0.625/mi, per the IRS standard mileage rate (2022)	$470	$310	

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 is without regard to congressional participation.

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

The location (Warrenton, VA) was chosen because of its easy driving distance. It is also far enough away to encourage attendees to be fully present for all trip activities.

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

Airlie Hotel and Conference Center

6809 Airlie Road, Warrenton, VA 20187

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

The Airlie hotel was chosen because its size can accommodate all attendees and because it has meeting spaces that allows all activities, including lodging and meals, to be held in one place.

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:

The cost of the lodging and meals will exceed the per diem rates for Warrenton, VA. Lodging and meal costs are the same for all the attendees, and the catering cost is preset. All attendees will stay at the same hotel to encourage engagement in all activities.

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:

The sponsor will reimburse staff for gas mileage for their privately owned vehicle.

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: Lauren R Noyes

Name and Title: Lauren Noyes, Executive Director

Name of Organization: The Faith and Law Project

Address: PO Box 7585 Arlington, VA 22207

Telephone Number: (202) 643-7685

Fax Number:

E-mail Address: lnoyes@faithandlaw.org

0000000004938 RECEIVED BY: SECRETARY OF THE SENATE Date: October 25, 2022

FAITH AND LAW
WASHINGTON • DC

Faith and Law Leadership Conference 2022

Christian Faithfulness in Public Service:
Essential characteristics of a Christ-follower on Capitol Hill

October 14-16, 2022

Airlie Conference Center
Warrenton, VA

FRIDAY, October 14

4:00 – 5:00*pm* Arrival / Check-in
Location: Airlie House

6:00 – 7:15*pm* Dinner & Opening Program
Location: Airlie Dining Room

6:00*pm* Welcome & Opening Prayer
- Members of the Retreat Committee

6:30*pm* Table Exercise: Retreatants at each table share your area of public policy expertise and how that relates to why you work in this realm.

7:30*pm* – 9:00*pm* Evening Program
Location: The Federal Room

7:30*pm* What to expect this weekend. Why are we here? Paul McNulty, President of Grove City College and Co-founder of Faith and Law.
8:30 p.m. What do you hope to get from this weekend? How might what you learn and the connections you make this weekend impact how you interact with public policy – the laws you draft and the laws you seek to stop, how you go about relating to others who might disagree with you in the process, etc. Small group discussions among retreatants by table.

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FAITH AND LAW
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SATURDAY, OCT. 15 --

8:00 – 9:00*am* Breakfast
Location: Airlie Dining Room

9:30 – 10:15*am* Essential Characteristic #1 Truth: concern for facts, accuracy, knowledge; watchful for politically beneficial assumptions; commitment to speaking truthfully. Paul McNulty, President of Grove City College and Co-founder of Faith and Law. Five minute response from Hill staffer or thought leader.

10:15 – 11:30*am* Small group discussion among retreatants by table about how being a policy maker who seeks to live out the value of truth could impact specific public policy issues as well as the role of the communications director/press secretary in House and Senate Offices. What are the obstacles and challenges in today's political climate? How can these challenges be practically overcome while doing the job as a person who seeks to model truth?

12:00 - 1:00*pm* Lunch
Location: Airlie Dining Room

1:00 – 2:00*pm* Break

2:00 - 5:00*pm* Afternoon Program
Location: The Federal Room

2:00 – 3:30*pm* Essential Characteristic #2 Justice: more about wisdom than knowledge; what is right? Paul McNulty, President of Grove City College and Co-founder of Faith and Law. Five minute response from Hill staffer or thought leader. Small group discussion.

3:30 – 5:00*pm* Essential Characteristic #3 Peace: politics v. peacemaking – what does this look like for the Christ-follower who must be a peacemaker? Paul McNulty, President of Grove City College

and Co-founder of Faith and Law. Five minute response from Hill staffer or thought leader. Small group discussion.

5:15 – 6:00*pm* Happy Hour (bar located below dining room)

o Guests invited to gather before dinner for drinks in the bar (*cash bar/individually billed*) with breakout sessions according to job role.

6:00 - 7:15*pm* Dinner
Location: Airlie Dining Room

6:30*pm* Table Exercise Optional: Which of the essential characteristics did you find most challenging to live out in today's public policy environment?

7:30-9:00*pm* Evening Session
Location: The Federal Room

7:30 – 9:00*pm* Essential Characteristic #4 Love: an enormous challenge in our highly divisive political climate. Paul McNulty, President of Grove City College and Co-founder of Faith and Law. Five minute response from Hill staffer or thought leader. Small group discussion.

9:30 – 11:00*pm* Fireside Dialogue

o Led by Faith and Law Board Members who were former senior staffers on Capitol Hill. They will share stories from the trenches about ways their faith impacted their work in public policy during their lengthy careers and engage in dialogue with current policy makers about the application of lessons learned.

SUNDAY, OCTOBER 16–

8:00 – 9:00*am* Breakfast
Location: Airlie Dining Room

9:00 - 11:30*am* Morning Program
Location: The Federal Room

FAITH AND LAW
WASHINGTON • DC

9:00 – 10:00*am* The history and role of the chaplaincy in the U.S. Congress, House Chaplain Margaret Kibben and Senate Chaplain Barry Black

10:00 – 11:30*am* Unpacking the weekend. Where do we go from here? Share your Great Object, Mark Rodgers

12:00*pm* Departure

- Participants will be offered a bag lunch on the go.

2022 Faith and Law Leadership Conference
Senate Invitation List

First Name	Last Name	Office	Title
Charles	Adams	Senator Risch	LD
Michelle	Altman	Senator Lankford	Chief of Staff
Wendy	Baig	Senator Lee	General Counsel
Wendy	Baig	Senator Lee	General Counsel
Joshua	Bowlen	Sen. Richard M. Burr	Sr. Policy Advisor
Stephen	Boyd	Senator Lankford	LA
Caroline	Broom	Senator Mark Warner	Correspondence Assistant
Caroline	Bryant	Senator Sasse	National Security Fellow
Alyssa	Burleson	Senator Lummis	Administrative Director
Larry	Burton	Senator Sullivan	COS
Aaron	Cummings	Senator Grassley	COS
Douglas	Davis	Senator Hydesmith	COS
Jennifer	Decasper	Senator Tim Scott	COS
Madison	Eckels	Senator McConnell	Staff Assistant
Alaura	Ervin	LA	Cornyn
Sally	Farrington	Senator Wicker	LA
Courtney	Fellows	Lankford	LA
Jon	Foltz	Senator Rick Scott	LD
Lisa	Goeas	Senator Ernst	COS
Paul	Guaglianone	Senator Blunt	LA
Andrew	Guernsey	Senator Daines	Policy Advisor
Jamal	Halley	Senator Warnock	LC
Riley	Hambrick	Senator Sasse	Staff Assistant
Clark	Hedrick	HSGAC	Senior Counsel
Toni-Marie	Higgins	Senator Boozman	COS
Ben	Hobbs	Aging	Congressional Staffer
Luke	Holland	Senator Inhofe	COS
Christopher	Jaarda	Senator Cruz	LD
Zack	Jones	Senator Rick Scott	Communications Director
James	Kelly	Senator Moran	COS
Brian	Kennedy	HSGAC	Deputy Chief Of Staff
Kaytlin	Lane	Senator Blackburn	Chief Counsel
Emily	Leviner	Senator Deb Fischer	COS
Neri	Martinez	Aging	Minority Staff Director
Patrick	McCormick	Energy	Special Counsel
Dominique	McKay	Senator Tim Scott	Communications Director
Mark	Meador	Judiciary - Mike Lee	Deputy Chief Counsel

Justin	Memmott	EPW	deputy staff director
Vijay	Menon	Senator Hawley	LA
Darin	Miller	Senator Lummis	Communications Director
Jessica	Newman	Senator Tuberville	Administrative Director
Stephen	Newton	Senator Romney	Sr. Policy Advisor
Maria	Reynolds	Senator Cruz	Communications Director
James	Rice	Senator Grassley	LD
Annie	Richardson	Senator Chuck Grassley	Digital Director
Michelle	Richardson	Senator Wicker	COS
Micah	Robertson	Senator Daines	Staff Assistant
Haakon	Santaella	Senator Lee	LC
Lisa	Schultz	Senate Chaplain	COS
Caleb	Seibert	Senator Rubio	LA
Sarah	Seitz	Senator Lankford	LA
Krystina	Skurk	Ed & Labor Committee	Speech Writer
Collin	Slowey	Sentator Rubio	Deputy Speech Writer
Sharon	Soderstrom	Senator McConnell	COS
Erica	Suares	Senator McConnell	Sr. Policy Advisor
Eric	Teetsel	Senator Hawley	COS
Jason	Thielman	Senator Daines	COS
Mimi	Vance	Senator Sasse	Sr. Staff Assistant
James	Wegmann	Senator Sasse	CD