Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
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PUBLIC RECORDS
2022 JUL 18 PM 2:00

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 Heritage Foundation

Travel date(s): 06/23/2022

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	$128.62	0	$80.95	$60, battlefield tour guide

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.): Walked to each major site of conflicts around the battlefield and analyzed the decision making process of each general.

07-18-22 (Date) | Ryan Rasins (Printed name of traveler) | Ryan Rasins (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.

07-18-22 (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: Ryan Rasins

Employing Office/Committee: U.S. Senator Marco Rubio

Private Sponsor(s) (list all): The Heritage Foundation

Travel date(s): 06/24/22

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

Destination(s): Gettyburg National Military Park, Gettysburg, PA

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

The purpose of the trip is to better understand U.S. military strategy and history. I serve as Senator Rubio's Military Legislative Aide.

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:

05/19/22
(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, Marco Rubio hereby authorize Ryan Rasins

(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)* ☐

05/19/22
(Date)

(Signature of Supervising Senator/Officer)

(Revised 10/19/15)

Form RE-1

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 Heritage Foundation

2. Description of the trip: This is a one day trip to the Gettysburg National Military Park as part of the Marshall Fellowship Program to discuss grand strategy & actions of leaders as we tour the battlefield.

3. Dates of travel: 6/24/2022

4. Place of travel: Gettysburg National Military Park

5. Name and title of Senate invitees: see attachment

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 Heritage Foundation holds the Marshall Fellowship Program each year in which mid-career professionals working in the field of national security meet monthly to discuss grand strategy. Part of this program is a trip to Gettysburg to walk the battlefield discussing the decision-making of military leaders.

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

The Heritage Foundation's mission is to formulate and promote public policies based on the principles of free enterprise, limited government, individual freedom, traditional American values, and a strong national defense. This trip cultivates national security professionals to support a strong defense.

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

The Heritage Foundation was established in 1973, and has sponsored many congressional trips for nearly 50 years. The Marshall Fellowship Program includes an annual Gettysburg trip (i.e. this trip) every year and has done so for over a decade.

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

The Heritage Foundation routinely provides expert analysis on nearly every topic to government employees and congressional staff. We provide free educational seminars to congressional staffers, host public lectures and debates, and regularly provide policy briefs to Members, Senators, and their staff.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate ☐ Actual Amounts	$90/individual		$60/individual	

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:

Thetrip involves an event arranged or organized specifically with regard tocongressional participation

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

Gettysburg National Military Park is where the Battle of Gettysburg was fought. We will tour the battlefield and discuss the battle as part of the Marshall Fellowship Program.

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

N/A

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

N/A

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 approximate, estimated cost of meals is $1 more than the $59 per diem on the GSA 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:

Charter bus.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: 

Name and Title: Andrew Braun, Government Relations Manager

Name of Organization: The Heritage Foundation

Address: 214 Massachusetts Ave, NE, Washington, D.C. 20002

Telephone Number: 202-608-1631

Fax Number:

E-mail Address: andrew.braun@heritage.org

Additional Private Sponsor Travel Certification Form

Question #5:

Name and title of Senate invitees:

- Celia Morte, Military Legislative Assistant
- Ashley Satterfield, Military Legislative Correspondent
- Anna Hardage, Defense and Foreign Policy Analyst
- Ryan Rasins, Military Legislative Assistant

Explanation of why the individual was invited:

Each of the individuals invited is a member of The Heritage Foundation's Marshall Fellowship Program. This is a fellowship for mid-career level professionals who work on national security issues. The program focuses on grand strategy, and each of the individuals was assigned a military leader at the Battle of Gettysburg to discuss with his or her peers as we tour the battlefield throughout the day.

Detailed Agenda:
The Heritage Foundation Marshall Fellowship Program Gettysburg Trip Itinerary

8:00 AM — Meet at The Heritage Foundation (214 Massachusetts Ave NE, Washington, D.C.)

8:30 AM — Depart Washington, D.C. for Gettysburg National Military Park, boxed breakfast served ($15/person)

10:30 AM — Arrive at battlefield, restroom break

10:45 AM — Begin discussion of first day of Battle of Gettysburg on location

12:30 PM — Break for lunch (catered sandwiches, $15/person)

1:30 PM — Break down into small groups, discuss scenarios and decision-making

2:30 PM — Resume battlefield tour and discussion on location

5:30 PM — Final thoughts, review of day/lessons learned; dinner at local restaurant ($30/person)

6:30 PM — Return trip to Washington, D.C.

8:30 PM — Arrive at The Heritage Foundation, end of trip

Note: at each significant engagement of the battle, Marshall Fellows will discuss the involvement of their assigned military leader. This is what the on-location discussions and touring will consist of throughout the day.