

## Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

RECEIVED  
SECRETARY OF THE SENATE  
PUBLIC RECORDS  
2022 OCT 25 PM 12:57

**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.)

American Public Transportation Association (APTA)

Private Sponsor(s) (list all):

Travel date(s): 10/09/2022-10/10/2022

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) |
|---------------------------------------------------|-------------------------|------------------|---------------|---------------------------------------|
| <input type="checkbox"/> Good Faith Estimate      | \$1,024.87              | \$332.59         | \$46.57       |                                       |
| <input checked="" type="checkbox"/> Actual Amount |                         |                  |               |                                       |

### Expenses for Accompanying Spouse or Dependent Child (if applicable):

|                                              | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description) |
|----------------------------------------------|-------------------------|------------------|---------------|---------------------------------------|
| <input type="checkbox"/> Good Faith Estimate |                         |                  |               |                                       |
| <input type="checkbox"/> Actual Amount       |                         |                  |               |                                       |

Provide a description of all meetings and events attended. *See* Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): I attended one day of APTA's TRANSFORM Conference in Seattle. I spoke on a panel about congressional insights in the implementation of the infrastructure agenda.

Additionally, I attended a panel on FRA's implementation of its grant programs, a keynote address by Kal Penn on diversity, and a panel on expediting capital project delivery.

10/24/2022  
(Date)

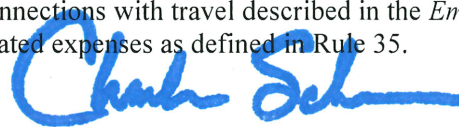
ROBERT HICKMAN  
(Printed name of traveler)

  
(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.

10/25/2022  
(Date)

  
(Signature of Supervising Senator/Officer)

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](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC SEP 3'22 PM 12:40

Name of Traveler: Robert A. HickmanEmploying Office/Committee: United States Senate Majority LeaderPrivate Sponsor(s) (list all): American Public Transportation Association (APTA)Travel date(s): 10/09/2022-10/10/2022*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*Destination(s): Seattle, WA

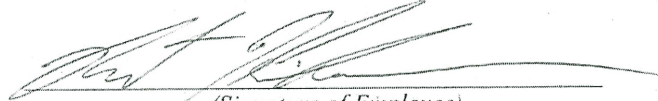
Explain how this trip is specifically connected to the traveler's official or representational duties:

I am being asked to speak on the the passage and implementation of the Infrastructure Investment and Jobs Act. I was intimately involved in the drafting and negotiation of the law's public transit provisions, and can offer insights into the creation of the law.

Name of accompanying family member (if any): N/ARelationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

09/09/2022  
(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, CHARLES SCHUMER hereby authorize Robert A. Hickman  
(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) ☐

9/9/22  
(Date)

  
(Signature of Supervising Senator/Officer)



## 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): American Public Transportation Association (APTA)  

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  2. Description of the trip: APTA's 2022 TRANSform Conference  

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  3. Dates of travel: 10/09/22-10/11/22  

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  4. Place of travel: Seattle, WA  

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  5. Name and title of Senate invitees: See addendum for list of Senate invitees.  

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  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:

Distance of destination and time zone difference require a second night.

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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:

APTA is the sole sponsor and organized and conducted the event. APTA has sole financial responsibility for this conference.

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

To strengthen and advance public transportation. The trip provides education and information sharing opportunities between the staffer and a broad spectrum of the public transportation industry.

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

APTA has sponsored similar trips annually for more than 20 years. This event was last held in 2021.

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

Each year, APTA presents conferences and webinars. Each event is developed to improve the knowledge, professional and technical skills, and networking opportunities for public transportation officials at all levels.

16. Total Expenses for Each Participant:

|                                                         | Transportation Expenses                    | Lodging Expenses                | Meal Expenses | Other Expenses |
|---------------------------------------------------------|--------------------------------------------|---------------------------------|---------------|----------------|
| <input checked="" type="checkbox"/> Good Faith estimate | \$575.20 - Airfare<br>\$ 92.40 - Taxi Fare | \$568/2 nights-tax not included | \$197.50      | None           |
| <input type="checkbox"/> Actual Amounts                 |                                            |                                 |               |                |

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:

a) without regard to congressional participation.

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

The location was pre-selected by APTA's members through a committee process. (See addendum for the completion of item 18.)

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

Sheraton Grand Seattle, Seattle, WA

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

The hotel was selected for its proximity to the meeting's location, it's an adequate facility to host a conference, and its pricing is competitive.

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 expenses are \$284/night (\$568 total), above the federal per diem of \$232/night.

Meal expenses total \$197.50, this total is the combination of the per diem of \$59.25 for each first and last travel day and \$79 for the full daily amount.

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 type of travel provided will be round-trip air flight, economy class with ground transportation to and from the airport and hotel.

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: Paul P. Skoutelas

Name and Title: Paul P. Skoutelas, President and CEO

Name of Organization: American Public Transportation Association (APTA)

Address: 1300 I Street, NW Suite 1200 East, Washington, DC 20005

Telephone Number: (202) 496-4889

Fax Number: \_\_\_\_\_

E-mail Address: pskoutelas@apta.com



**Addendums for Senate Private Sponsor Travel Certification Form-2022 APTA  
TRANSform Conference**

**Addendum to item #5:**

**Senators**

Sen. Maria Cantwell (D-WA), Chairman, Senate Committee on Commerce, Science, and Transportation

Sen. Patty Murray (D-WA), Member, Senate Committee on Appropriations, Subcommittee on Transportation, Housing and Urban Development, and Related Agencies

**Congressional Staff**

Homer Carlisle, Majority Senior Advisor on Infrastructure, Transportation and Transit Policy, Senate Committee on Banking, Housing and Urban Affairs

Nicole Christus, Republican Professional Staff Member, Senate Committee on Banking, Housing and Urban Affairs

Dabney Hegg, Majority Clerk, Senate Committee on Appropriations

Robert Hickman, Transportation Counsel, Senate Majority Leader

Terry Van Doren, Senior Advisor, Senate Minority Leader

**Addendum to item #18:**

This location benefits all conference attendees without consideration to congressional staffers.

## Congressional Staff Itinerary: APTA 2022 TRANSform Conference Seattle, WA

|                          |          |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------|----------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sunday, October 9, 2022  |          |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 5:17 PM                  | 8:09 PM  |            | Arrival at Seattle-Tacoma International Airport (SEA) Delta 1681                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Monday, October 10, 2022 |          |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 8:00 AM                  | 8:30 AM  | 30 minutes | Breakfast                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 8:30 AM                  | 10:30 AM | 1.5 hours  | <b>OPENING GENERAL SESSION WITH KEYNOTE</b><br>Featuring <b>Kal Penn</b><br>Actor, Writer, Producer, and Former Associate Director of the White House Office of Public Engagement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 10:30 AM                 | 11:00 AM | 30 minutes | Break                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 11:00 AM                 | 12:15 PM | 1.15 hours | High Performance Intercity Passenger Rail Corridors: Identification, Development, and Financing Infrastructure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 12:15 PM                 | 1:30 PM  | 45 minutes | Lunch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 1:30 PM                  | 2:15 PM  | 45 minutes | Product and Services Showcase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 2:15 PM                  | 3:30 PM  | 1.5 hours  | <b>Congress and the Year Ahead on Infrastructure Investment</b><br>This session focuses on the Infrastructure Investment and Jobs Act, the Build Back Better Act, Transportation Appropriations, and implementation of critical infrastructure investment.<br><br><b>Congressional Staff Panel</b> (This discussion is off the record and not for attribution.)<br><br><b>Moderators</b><br>TBD<br><br><b>Panelists</b><br>Homer Carlisle, Majority Senior Advisor on Infrastructure, Transportation and Transit Policy (Invited)<br>Nicole Christus, Republican Professional Staff Member (Invited)<br>Doug Disrud, Republican Professional Staff Member (Invited)<br>Will Dunham, Deputy Chief of Staff for Policy (Invited)<br>Josephine Eckert, Majority Professional Staff Member (Invited)<br>Robert Edmonson, Chief of Staff and Policy Director (Invited)<br>Dabney Hegg, Majority Clerk (Invited)<br>Robert Hickman, Transportation Counsel (Invited)<br>Jackie Schmitz, Majority Senior Professional Staff Member (Invited)<br>Cheryle Tucker, Republican Staff Director (Invited)<br>Terry Van Doren, Senior Advisor (Invited) |
| 3:30 PM                  | 4:00 PM  | 30 minutes | Break                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 4:00 PM                  | 5:00 PM  | 1 hour     | <b>General Session: Federal Transit Administration Update</b><br>Please join us in this General Session to hear from the Honorable Nuria Fernandez, Administrator of the Federal Transit Administration (FTA), and learn more about FTA's public transit priorities and vision.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 5:00 PM                  | 7:00 PM  | 2 hour     | Dinner                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Tuesday, October 11      |          |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 1:25 PM                  | 9:20 PM  |            | Departure from Seattle-Tacoma International Airport (SEA) United 2275                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                          |          |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                          |          |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                          |          |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |



AMERICAN  
PUBLIC  
TRANSPORTATION  
ASSOCIATION

August 12, 2022

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**PRESIDENT AND CEO**

Paul P. Skoutelas

Mr. Robert Hickman  
Transportation Counsel  
Senate Majority Leader  
322 Hart Senate Office Building  
Washington, DC 20510

Dear Mr. Hickman:

On behalf of the American Public Transportation Association (APTA), which represents an \$80 billion industry that directly employs 450,000 people and supports millions of private-sector jobs, it is my pleasure to invite you to APTA's 2022 TRANSform Conference to be held October 9-12, 2022, in Seattle, Washington.

In particular, we invite you to participate in the Congressional staff session: "Congress and the Year Ahead in Infrastructure Investment". This session is scheduled for Monday, October 10. This session will provide a good opportunity to discuss implementation of the Infrastructure Investment and Jobs Act, the THUD Appropriations Act, and pending infrastructure investment legislation, as well as the Majority Leader's priorities for the coming year. We also invite you to attend any of the other educational sessions at the Conference.

We expect thousands of public-sector and private industry transit professionals will join us at the Conference. APTA's TRANSform Conference is the flagship event for public transportation professionals to engage in workshops, experience technical tours, and network with colleagues. Keynote speakers and educational sessions explore cutting-edge hot topics, including transformative technology, mental health awareness, community building, innovative funding, and finance, safety and security, workforce development, and worldwide mega projects.

APTA will provide you with hotel accommodations and meals, as well as roundtrip air fare between Washington, DC, and Seattle, WA, in accordance with Congressional ethics rules. We will follow up with additional information as necessary to facilitate approval from the Committee on Ethics.

1300 I Street NW  
Suite 1200 East  
Washington, DC 20005  
p: (202) 496-4800  
f: (202) 496-4324

APTA.COM



Mr. Robert Hickman  
August 12, 2022  
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The health and well-being of APTA's members, attendees, and guests are of the utmost importance. As such, APTA has instituted a mandatory vaccination or negative PCR COVID-19 test policy for the 2022 TRANSform Conference. For more information, visit our Meet Safely page. If you have any questions about the Conference, please contact TaNeesha Johnson, Legislative Analyst of APTA's Government Affairs and Advocacy Department, at [tjohnson@apta.com](mailto:tjohnson@apta.com) or 202.379.8730.

Thank you in advance for considering this opportunity to discuss legislative issues of importance to APTA's members. We know our members would benefit greatly from your insights and the information you can share.

Sincerely,

A handwritten signature in cursive script that reads "Paul P. Skoutelas".

Paul P. Skoutelas  
President and CEO