

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

**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): Conservative Partnership Institute

Travel date(s): September 1-3, 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      | \$59.18                 | \$198            | \$98          | N/A                                   |
| <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.): In-depth instruction in Senate procedure, rules, and precedents governing the filing,

amending, consideration, and voting of bills on the Senate floor.

9/7/2022  
(Date)

John P. Heekin

(Printed name of traveler)

[Signature]  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/7/2022  
(Date)

[Signature]  
(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.

Name of Traveler: John P. HeekinEmploying Office/Committee: Senator Rick ScottPrivate Sponsor(s) (list all): Conservative Partnership InstituteTravel date(s): September 1 - 3, 2022

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

Destination(s): Cambridge, MD

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

Symposium will offer in-depth instruction in Senate procedures relevant to the traveler's duties to provide counsel to the Senator regarding the operation and advancement of legislative measures through the Senate and its committees.

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:

7/26/2022  
(Date)

[Signature]  
(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, Rick Scott hereby authorize John P. Heekin  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

7/26/2022  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)

**Heekin, Jack (Rick Scott)**

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**From:** James Holland <jholland@cpi.org>  
**Sent:** Monday, July 25, 2022 5:35 PM  
**To:** James Holland  
**Cc:** Lauren Baldwin  
**Subject:** CPI Senate Procedure Symposium Invitation  
**Attachments:** CPI Sponsored Travel Form Addendum.docx; CPISymposiumAgenda v1.0.docx; CPI Sponsored Travel Form.pdf

All,

On behalf of the Conservative Partnership Institute, I would like to invite you to participate in our Senate Procedure Symposium hosted on the Eastern Shore of Maryland, September 1-3, 2022.

At this retreat, you will learn about the Senate's rules, amending in the Senate, Appropriations and Rule 16, and much more. I've attached the trip sponsor paperwork as well as the agenda to this email. In addition, each traveler should visit the Senate Ethics Committee website and view the employee checklist here: <https://www.ethics.senate.gov/public/cache/files/5a5650a7-7295-4cd5-b456-2fe5c6095b9f/employee-privately-sponsored-travel-checklist.pdf>.

If you are able to attend, please send an email reply to this invitation and make sure to submit all of your paperwork to the Senate Ethics Committee no later than August 1st.

All the best,

James

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James P. Holland  
Director of External Relations  
Conservative Partnership Institute  
(630) 707-2284

## 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.

1. Sponsor(s) of the trip (please list all sponsors): Conservative Partnership Institute (CPI)
2. Description of the trip: Senate Procedure and Strategy Symposium
3. Dates of travel: September 1, 2022 - September 3, 2022
4. Place of travel: Cambridge, MD
5. Name and title of Senate invitees: See 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:

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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:  
CPI is solely responsible for organizing and conducting this trip.

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

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

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

See attached.

16. Total Expenses for Each Participant:

|                                                         | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses |
|---------------------------------------------------------|-------------------------|------------------|---------------|----------------|
| <input checked="" type="checkbox"/> Good Faith estimate | \$59.18                 | \$198            | \$118         | \$0            |
| <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:

The trip is organized specifically with regard to congressional participation.

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

Location is owned by the trip sponsor CPI, economical, and conducive to education and training.

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

Camp Rydin, 3675 Decoursey Bridge Rd., Cambridge, MD 21613

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

Location is owned by the trip sponsor CPI, economical, and conducive to education and training.

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 estimated cost of meals (\$59/day) is less than the federal government per diem rate of \$64/day.

The cost of lodging (\$99/night) is less than the federal government per diem rate of \$161/night.

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:

CPI will provide a mileage reimbursement for staffers that drive their personal vehicles.

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:

No entertainment will be provided to, paid for, or reimbursed to Senate invitees.

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:

Ed Corrigan

Name and Title: Ed Corrigan

Name of Organization: Conservative Partnership Institute

Address: 300 Independence Avenue, SE, Washington, DC 20003

Telephone Number: (202) 742-8988

Fax Number: (202) 595-0282

E-mail Address: info@cpi.org



# *CPI's Senate Procedure & Strategy Symposium*

**September 1<sup>st</sup> – 3<sup>rd</sup>**

## **Thursday**

- 9:00 – 11:00 am**      **Travel from 300 Independence Ave, SE to Cambridge, MD**
- 11:00 – 12:00 pm**      **Arrival at CPI Property and Check-in**
- 12:00 – 2:30 pm**      **Lunch and SESSION 1 – The Basics**  
*The Senate floor, role of the parliamentarian, Senate calendars, regular order, unanimous consent, hotlines, Senate rules vs precedents.*  
Speakers: Ed Corrigan (CPI)
- 2:30 – 3:00 pm**      **Break**
- 3:00 – 5:30 pm**      **SESSION 2 – The Senate's Rules: Digging In**  
*Holds, cloture & the filibuster, Rule 22 germaneness, the nuclear option.*  
Speakers: Ed Corrigan (CPI)
- 5:30 – 7:00 pm**      **Dinner and Keynote Address**  
*Fixing What's Broken—Is the Senate as dysfunctional as many believe? What does history teach us, and what proposed reforms are worth considering?*  
Keynote Speaker: Kelly Johnston, Former Secretary of the Senate

## **Friday**

- 9:00 – 10:00 am**      **Breakfast**
- 10:00 – 12:30 pm**      **SESSION 3 – Amending in the Senate**  
*Drafting, filing, and offering amendments, types of amendments, amendment trees.*  
Speakers: Ed Corrigan (CPI)
- 12:30 – 3:00 pm**      **Lunch and SESSION 4 – Appropriations & Rule 16**  
*Drafting amendments for appropriations, Rule 16 germaneness, defense of germaneness.*  
Speakers: Ed Corrigan (CPI)
- 3:00 – 3:30 pm**      **Break**
- 3:30 – 6:00 pm**      **SESSION 5 – The Wrap Up**  
*Amending conference rules, resolving differences between the bodies, motions to divide & the clay pigeon.*  
Speakers: Ed Corrigan (CPI)



**6:00 – 6:30 pm**      **Break**

**6:30 – 8:00 pm**      **Dinner and Special Presentation**  
*Navigating the Senate floor: Getting your boss an amendment vote during regular order. Are there options when the amendment tree is filled?*  
Guest Speaker: Phil Reboli (CPI)

**Saturday**

**8:30 am**      **Breakfast & Checkout**

**9:30 – 11:30 am**      **Travel from Cambridge, MD to 300 Independence Ave., SE**

1. Clare Basil, Legislative Assistant, Office of Sen. Tom Cotton (Drove self)
  - a. [Clare\\_Basil@cotton.senate.gov](mailto:Clare_Basil@cotton.senate.gov),
2. Alexa Henning, Deputy Chief of Staff, Office of Sen. Ron Johnson (Drove self)
  - a. [Alexa\\_Henning@ronjohnson.senate.gov](mailto:Alexa_Henning@ronjohnson.senate.gov)> ,
3. Corinne Day, Deputy Communications Director, Office of Sen. Ron Johnson (Drove self)
  - a. [corinne\\_day@ronjohnson.senate.gov](mailto:corinne_day@ronjohnson.senate.gov)
4. Mark Wait, Scheduler, Office of Sen. Mike Lee (Drove self)
  - a. [mark\\_wait@lee.senate.gov](mailto:mark_wait@lee.senate.gov),
5. Jack Heekin, General Counsel, Office of Sen. Rick Scott (Drove self)
  - a. [Jack\\_Heekin@rickscott.senate.gov](mailto:Jack_Heekin@rickscott.senate.gov),
6. Nicholas Ganjei, General Counsel, Committee on the Judiciary (Bus)
  - a. [Nicholas\\_Ganjei@judiciary-rep.senate.gov](mailto:Nicholas_Ganjei@judiciary-rep.senate.gov)
7. Pierson Furnish, Legislative Correspondent, Office of Sen. Josh Hawley (Bus)
  - a. [pierson\\_furnish@hawley.senate.gov](mailto:pierson_furnish@hawley.senate.gov)
8. Robert Ordway, Legislative Assistant, Office of Sen. Mike Braun (Bus)
  - a. [Robert\\_Ordway@braun.senate.gov](mailto:Robert_Ordway@braun.senate.gov)>
9. Liz Slezak, Legislative Correspondent, Office of Sen. Ted Cruz (Bus)
  - a. [Liz\\_Slezak@cruz.senate.gov](mailto:Liz_Slezak@cruz.senate.gov)
10. Danny Butherus, Legislative Correspondent, Office of Sen. Ted Cruz (Bus)
  - a. [Danny\\_Butherus@cruz.senate.gov](mailto:Danny_Butherus@cruz.senate.gov)>
11. Matthew Swint, Legislative Correspondent, Office of Sen. Ted Cruz (Bus)
  - a. [Matthew\\_Swint@cruz.senate.gov](mailto:Matthew_Swint@cruz.senate.gov)
12. Matt Murphy, Legislative Coordinator, Office of Sen. Tom Cotton (Bus)
  - a. [Matt\\_Murphy@cotton.senate.gov](mailto:Matt_Murphy@cotton.senate.gov)
13. Michael Rogenmoser, Legislative Aide, Office of Sen. Roger Marshall (Bus)
  - a. [michael\\_Rogenmoser@marshall.senate.gov](mailto:michael_Rogenmoser@marshall.senate.gov)
14. Jackson Berryman, Press Assistant, Office of Sen. Rand Paul (Bus)
  - a. [jackson\\_berryman@paul.senate.gov](mailto:jackson_berryman@paul.senate.gov)

CHRISTOPHER A. COONS, DELAWARE, CHAIRMAN  
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WILLIAM B. CABLE, CHIEF CLERK

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## United States Senate

### SELECT COMMITTEE ON ETHICS

August 31, 2022

John Heekin  
Office of Senator Rick Scott  
United States Senate  
Washington, DC 20510

Dear Mr. Heekin:

This responds to your recent correspondence requesting approval from the Select Committee on Ethics (the Committee) to accept an invitation you received to travel to the *Senate Procedure & Strategy Symposium* in Cambridge, Maryland, on September 1–3, 2022, sponsored by the Conservative Partnership Institute. Provided that you adhere to the guidance set forth below, it appears that it is permissible for you to accept necessary expenses from the Conservative Partnership Institute in connection with this trip.

### Background

Based on your communication with the Committee, the background in this matter is as follows.<sup>1</sup> You are employed as the General Counsel in the Office of Senator Rick Scott. The Conservative Partnership Institute invited you to travel to the *Senate Procedure & Strategy Symposium* in Cambridge, Maryland, on September 1–3, 2022. The Conservative Partnership Institute certified to the Committee that it will pay the necessary expenses<sup>2</sup> related to the travel and that it is neither a lobbyist, lobbying firm, agent of a foreign principal, or otherwise acting as a representative or agent of a foreign government. The Conservative Partnership Institute has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist or agent of a foreign principal will accompany you at any point throughout your trip.<sup>3</sup>

### Discussion

Privately-sponsored travel includes any gift of travel and travel-related expenses for travel outside the Senate duty station, including transportation, lodging, food and refreshments, and conference fees and materials, whether paid for directly, reimbursed, or provided directly, from a private individual or entity, in connection with a Member's, officer's, or employee's official Senate duties. Incorporating reforms from the Honest Leadership and Open Government

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<sup>1</sup> If this letter does not correctly recite the facts, contact the Committee immediately.

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

<sup>3</sup> The term "any point throughout your trip" has a specific definition. See *id.* at 2.

Act of 2007 (HLOGA), Pub. L. 110–81 (2007), Senate Rule 35.2 permits Members, officers, and employees to accept privately-sponsored travel only with the prior written approval of the Committee.

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

Entities that do not retain or employ a lobbyist or foreign agent and all non-profit organizations designated as tax-exempt organizations under § 501(c)(3) of the Internal Revenue Code of 1986, regardless of whether they retain or employ a lobbyist or foreign agent, may sponsor domestic trips for up to three days. The three-day limitation means three 24-hour periods, calculated from the time of arrival in the trip location to the time of departure from the trip location. For such trips, neither lobbyists nor foreign agents may accompany a Senate invitee at any point throughout the trip, other than in a *de minimis* way.<sup>4</sup> This means that neither lobbyists nor foreign agents may accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited.<sup>5</sup>

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

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

Finally, Senate Rule 34 requires a reporting individual,<sup>6</sup> on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$415 from that sponsor during a calendar year. However, if a

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<sup>4</sup> The term "*de minimis*" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 3.

<sup>5</sup> See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel* at 5; see also *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2-3.

<sup>6</sup> A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$135,468 for CY 2022) or is a political fund designee and is required to file Financial Disclosure Reports.



Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

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

Sincerely,

A handwritten signature in blue ink, appearing to read 'Shannon Hamilton Kopplin', with a stylized flourish at the end.

Shannon Hamilton Kopplin  
Chief Counsel and Staff Director

Enclosure: Travel Checklist