

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS

2022 OCT 28 AM 10:46

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.)

The Heritage Foundation

Private Sponsor(s) (list all):

Travel date(s): October 13-14th, 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	\$69	\$145	\$67.23	\$14.50 (conference space)
☒ Actual Amount				

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.): The conference was broken into sessions and discussions on topics like first principles, the budget, congressional procedure, human flourishing, the family, congressional oversight, and good communication. Other than the budget topic, which took on a more active game-like simulation, all of the topics were seminar format with Q+A portions at the end. The conference sessions were broken up between breaks for meals and receptions. Several policy experts and analysts from Heritage led the sessions.

10/28/22
(Date)

Cayden Connolly
(Printed name of traveler)

Cayden Connolly
(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.

10/28/22
(Date)

Ron Johnson
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

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: Cayden Connally

Employing Office/Committee: Senator Ron Johnson

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

Travel date(s): October 13th - October 14th, 2022

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

Destination(s): Richmond, VA

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

As a Legislative Correspondent for Senator Johnson, I am responsible for assisting the Senator in covering the Senate Commerce Committee issues, in addition to energy, agriculture, and the environment. This program will be a short trip to provide junior staff like me with an opportunity to learn from experts and other staffers about how to improve my work habits on the Hill. It will also include discussions of important policy issues, like those in my portfolio. By attending this trip, I will be able to learn from others with more experience about how best to work for important policy changes and reform my work habits to be a more effective legislative staffer.

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:

September 15, 2022
(Date)

Cayden Connally
(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, Ron Johnson hereby authorize Cayden Connally
(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) ☐

9-15-22
(Date)

Ron Johnson
(Signature of Supervising Senator/Officer)

Hello –

On behalf of The Heritage Foundation, I'd like to invite you to our annual **Emerging Leaders Conference** for rising Hill staffers on **October 13-14th!**

If you are looking to:

- Become a main influence in your office
- Make work more meaningful and advance your career with purpose
- Bring about substantive change to American public policy

... then the Emerging Leaders Conference is for you!

What's it all about?

As we head into the 118th Congress, the Heritage Foundation is going **on offense**, and we want you to join us in this endeavor.

As a Hill staffer, you have the opportunity to make a real difference in the lives of everyday Americans by providing a **clear vision of what America** is truly about and how we can restore hope of living the good life in the world's greatest nation.

The conversations at this conference are designed to paint the vision, light the path, and move forward while providing you with leadership principles that will enable you to navigate your career with purpose and drive.

Details:

- Thursday, Oct. 13 – Friday Oct. 14
- Omni Hotel in Richmond, Virginia
- All meals included
- The bus will arrive at 214 Mass Ave NE at 8:30am and depart at 9:00am

Space is limited, so please RSVP as soon as possible if you would like to attend. All aspects of the trip will be within guidelines of Ethics Committee Rules. Paperwork will be sent next week to those who've RSVP'ed.

See you there,
Scott Zipperle

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): The Heritage Foundation
-
2. Description of the trip: This is a 1.5 day trip to lead discussions on leadership development and provide policy education to junior -mid level congressional staff
-
3. Dates of travel: October 13-14th, 2022
-
4. Place of travel: Richmond, VA
-
5. Name and title of Senate invitees: List of attendees attached at the end of this document
-
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 hosts the Emerging Leaders Conference annually for junior congressional staff who seek to strengthen their leadership and professional skills and learn about policy research conducted by Heritage analysts.

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 discusses current events through this lens.

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. Emerging Leaders Conference has been hosted annually since 2017 and continues to gather junior staffers who have served on the Hill for 2 years or less.

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 of Congress and their staff. 16.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☐ Good Faith estimate	\$69	\$145	\$67.23	\$14.50 (conference space)
☒ 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 involves an event arranged or organized specifically with regard to congressional participation.

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

Emerging Leaders is typically held at historically significant cities. Richmond was a location that offered significance, the space for our group, and reasonable rates.

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

Omni Richmond Hotel in Richmond, VA.

100 S 12th St, Richmond, VA 23219

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

Conference is held at a venue that can accommodate the large group free from distraction, within GSA guidelines, and in a space that facilitates camaraderie amongst attendees. Most other locations had neither the space nor offered rates that stayed within guidelines.

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:

All daily expenses are right at the GSA rate.

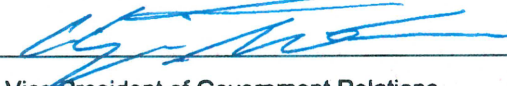
22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Attendees and staff will take a charter bus round trip from D.C. to Richmond, and back to D.C. the next day.

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:

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: Eric Teetsel, Vice President of Government Relations

Name of Organization: The Heritage Foundation

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

Telephone Number: 202-608-6001

Fax Number:

E-mail Address: eric.teetsel@heritage.org



Thursday, October 13 – Friday, October 14, 2022
Omni Richmond Hotel | Richmond, VA

Thursday, October 13

8:30 – 9:00 a.m. **Congressional Staff Arrive at Heritage**
Staff check-in and put bags on bus

9:15 a.m. **Bus Departs Heritage**

11:00 a.m. **Arrive at Omni Richmond Hotel**

11:00 a.m. – 12:00 p.m. **Conference Introduction and Opening Remarks**

12:00 – 1:15 p.m. **Lunch with Session I: First Principles**

Clint Brown
Vice President, Government Relations
The Heritage Foundation

1:15 – 1:30 p.m. **Break**

1:30 – 2:45 p.m. **Budget Stimulation Game**

Richard Stern
Senior Policy Analyst, Budget Policy,
Grover M. Hermann Center for the Federal Budget,
The Heritage Foundation

Jack Parsh
Assistant, Government Relations
The Heritage Foundation

2:45 – 3:00 p.m. **Break**

3:00 – 4:15 p.m. **Session II: Challenges and Opportunities: Enemies of the People**

Andy Olivastro
Vice President, Outreach
The Heritage Foundation

Dakota Wood
Senior Research Fellow, Defense Programs, Center for National Defense
The Heritage Foundation

Will Thibeu
Policy Analyst, Tech Policy Center
The Heritage Foundation

4:15 – 5:30 p.m.

Session III: Our Moment to Lead**Andy Olivastro***Vice President, Outreach**The Heritage Foundation*

5:30 – 6:30 p.m.

Session IV: Navigation Congressional Procedure**Garrett Bess***Executive Vice President,**Heritage Action for America*

6:30 – 7:00 p.m.

Reception

7:00 – 8:30 p.m.

Dinner and Session V: Building a Culture of Human Flourishing**Delano Squires***Research Fellow, Richard and Helen DeVos Center for**Life, Religion, and Family**The Heritage Foundation***Friday, October 14**

8:30 – 9:30 a.m.

Breakfast and Breakout Session for Budget Simulation

9:30 – 10:45 a.m.

Session VI: Challenges and Opportunities – The American Family**Richard Stern***Senior Policy Analyst, Budget Policy,**Grover M. Hermann Center for the Federal Budget,**The Heritage Foundation***Adam Kissel***Visiting Fellow, Higher Education Reform**Center for Education Policy**The Heritage Foundation*

10:45 – 11:00 a.m.

Break

11:00 a.m. – 12:00 p.m.

Session VII: The Importance of Congressional Oversight**Roman Jankowski***Senior Investigative Counsel, Oversight Project,**Government Relations**The Heritage Foundation*

12:15 – 1:30 p.m.

Lunch and Session VIII: Becoming a Great Communicator**Rob Bluey***Vice President, Communications and**Executive Editor, The Daily Signal**The Heritage Foundation*

Scott Zipperle

Congressional Communication Outreach Manager,

Government Relations

The Heritage Foundation

1:30 – 2:00 p.m.

Budget Simulation Results

2:30 p.m.

Depart from Omni Richmond Hotel

4:30 p.m.

Arrive back at Heritage

CONFIDENTIAL

Name and title of attendees:

Benjamin Tardif, Staff Assistant
Cayden Connelly, Legislative Correspondent
Brandon Morales, Senior Staff Assistant
Liz Slezak, Legislative Aide

Explanation of why the individual was invited:

Each of the individuals invited has previously participated in Heritage fellowship or other Heritage programming. This is a conference for rising congressional staffers who are interested in developing their professional and leadership skills and learning about a pro-human flourishing approach to public policy.

CHRISTOPHER A. COONS, DELAWARE, CHAIRMAN
JAMES LANKFORD, OKLAHOMA, VICE CHAIRMAN

BRIAN SCHATZ, HAWAII
JEANNE SHAHEEN, NEW HAMPSHIRE

JAMES E. RISCH, IDAHO
DEB FISCHER, NEBRASKA

SHANNON HAMILTON KOPPLIN, CHIEF COUNSEL AND STAFF DIRECTOR
WILLIAM B. CABLE, CHIEF CLERK

HART SENATE OFFICE BUILDING, ROOM 220
SECOND AND CONSTITUTION AVENUE, NE
WASHINGTON, DC 20510-6425

TELEPHONE: (202) 224-2981
FACSIMILE: (202) 224-7416
TDD: (202) 228-3752

United States Senate

SELECT COMMITTEE ON ETHICS

September 27, 2022

Cayden Connally
Office of Senator Ron Johnson
United States Senate
Washington, DC 20510

Dear Mr. Connally:

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 *Emerging Leaders Conference 2022* in Richmond, Virginia, on October 13–14, 2022, sponsored by the Heritage Foundation. Provided that you adhere to the guidance set forth below, it appears that it is permissible for you to accept necessary expenses from the Heritage Foundation in connection with this trip.

Background

Based on your communication with the Committee, the background in this matter is as follows.¹ You are employed as a legislative correspondent in the Office of Senator Ron Johnson. The Heritage Foundation invited you to travel to the *Emerging Leaders Conference 2022* in Richmond, Virginia, on October 13–14, 2022. The Heritage Foundation certified to the Committee that it will pay the necessary expenses² 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 Heritage Foundation 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.³

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 Act of 2007 (HLOGA), Pub. L. 110–81 (2007), Senate Rule 35.2 permits Members, officers, and

¹ If this letter does not correctly recite the facts, contact the Committee immediately.

² 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.

³ The term “any point throughout your trip” has a specific definition. See *id.* at 2.

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.⁴ 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.⁵

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 Heritage Foundation's factual representations, it appears that it is permissible for you to accept necessary expenses from the Heritage Foundation 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).

⁴ 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.

⁵ 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.

Finally, Senate Rule 34 requires a reporting individual,⁶ 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 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,



Shannon Hamilton Kopplin
Chief Counsel and Staff Director

Enclosure: Travel Checklist

⁶ 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.