

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): American Public Transportation Association (APTA)

Travel date(s): October 9 - 11, 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	\$888.64	\$665.18	\$57.82	
☒ 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.): I attended the American Public Transportation Association's TRANSform Conference in Seattle, WA on October 10th. At the conference I

attended the sessions listed in my proposed itinerary, including the afternoon session in which I presented as part of a panel with other Congressional staff.

11/1/22

(Date)

Washington Homer Carlisle

(Printed name of traveler)

W. Homer Carlisle

(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.

11/2/22

(Date)

Sharon Brown

(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: Washington Homer Carlisle

Employing Office/Committee: Committee on Banking, Housing & Urban Affairs, Chairman Brown

Private Sponsor(s) (list all): American Public Transportation Association (APTA)

Travel date(s): October 9 - 11, 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 Chairman Brown's lead staff for public transportation issues, which fall under the Banking, Housing & Urban Affairs Committee's jurisdiction. I will participate in a panel session featuring House and Senate staff to discuss federal transit funding and programs, including changes made to programs in the Bipartisan Infrastructure Law enacted last November. I also plan to attend conference sessions on transportation policy issues, listen to presentations from Federal Transit Administration officials and visit the product and services showcase during my business day at the conference.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

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

10/4/2022

(Date)

W. Homer Carlisle

(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, Sen. Sherrod Brown hereby authorize Washington Homer Carlisle

(Print Senator's/Officer's Name) (Print Traveler's Name)

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

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

10/4/2022

(Date)

Sherrod Brown

(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.

-
1. Sponsor(s) of the trip (please list all sponsors): American Public Transportation Association (APTA)

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

 3. Dates of travel: 10/9/22-10/11/22

 4. Place of travel: Seattle, WA

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

 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*).

- AND -
 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.

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.

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

APTA has a 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.

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.

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
☒ Good Faith estimate	\$575.20 - Airfare \$ 92.40 - Taxi Fare	\$568	\$197.50	None
☐ 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.

Meals are equal to the per diem 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:

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
4:00 PM	5:00 PM	Hotel Check in
5:00 PM	7:00 PM	Dinner
		Monday, October 10, 2022
8:00 AM	8:30 AM	Breakfast
8:30 AM	10:30 AM	OPENING GENERAL SESSION WITH KEYNOTE Featuring Kal Penn Join your industry peers as we kick-off the 2022 TRANSform Conference. Hear from APTA leadership and our host, King County Metro, as they share all the exciting and relevant information you will learn and see over the next three days. Our keynote, Kal Penn, is an actor, writer, producer, and former Associate Director of the White House Office of Public Engagement. He is best known for starring roles including the Harold and Kumar franchise, House, Designated Survivor, and most recently the patriotic immigration comedy Sunnyside, Big Bang Theory, How I Met Your Mother, New Girl, 24, and Law & Order: SVU. Featured Speaker: Kal Penn, Actor, Writer, Producer, and Former Associate Director of the White House Office of Public Engagement Featured Speaker: Kal Penn, Actor, Writer, Producer, and Former Associate Director of the White House Office of Public Engagement Remarks: Julie Timm, CEO, Sound Transit Opening Remarks: Paul Skoutelas, President and CEO, American Public Transportation Association Remarks: Dorval Carter Jr., President, Chicago Transit Authority Remarks: Terry White, General Manager, King County Metro Remarks: Jeffrey Nelson, Chair, APTA Board of Directors; Chair, APTA Diversity and Inclusion Council; CEO/Managing Director, Rock Island County Metropolitan Mass Transit District (MetroLink) Keynote Introduction: Francis "Buddy" Coleman, Chief Customer Officer, Clever Devices Ltd. Sponsor Remarks: Veronique Hakim, Sr VP & National Transit & Rail Market Sector Leader, HNTB Corporation Remarks: Dow Constantine, Executive, King County
10:30 AM	11:00 AM	Break
11:00 AM	12:15 PM	High Performance Intercity Passenger Rail Corridors: Identification, Development, and Financing Infrastructure The national intercity passenger rail network is expanding and enhancing its level of service. What are the goals for corridor projects and how are they being achieved? How can the current challenges to project delivery be overcome? Practitioners will provide timely and useful information to be both scalable and transformative. Speaker(s): Featured Speaker: Amit Bose, Administrator, Federal Railroad Administration Moderator: Chris Brady, Chair, APTA Committee on High-Speed and Intercity Passenger Rail; Principal, Commonwealth Research Associates, LLC Panelist: Julie White, Deputy Secretary for Multi-Modal Transportation, North Carolina Department of Transportation Panelist: Roger Millar, Secretary of Transportation, Washington State Department of Transportation Panelist: Joseph Giuliotti, Commissioner, Connecticut Department of Transportation
12:15 PM	1:30 PM	Lunch
1:30 PM	2:15 PM	Product and Services Showcase Transportation industry-related businesses and organizations showcase their products and services. Many business members' products and services are showcased at the 2022 TRANSform Products & Services Showcase. Registrants can view these, learn about services and explore everything on display. Experts are on hand to answer your questions as you discover what's new and innovative in the world of public transit equipment and services.

Congressional Staff Itinerary: APTA 2022 TRANSform Conference Seattle, WA

2:15 PM	3:30 PM	Congress and the Year Ahead on Infrastructure Investment This session focuses on the Infrastructure Investment and Jobs Act, the Build Back Better Act, Transportation Appropriations, and implementation of critical infrastructure investment. Congressional Staff Panel (This discussion is off the record and not for attribution.) Congress and the Year Ahead on Infrastructure Investment With Congress moving forward on infrastructure investment, this session features a discussion with key Congressional staff representing House and Senate committees responsible for public transportation funding, formulas, and policies. Congressional Staff Panel (This discussion is off the record and not for attribution.) Panelists Homer Carlisle, Majority Senior Advisor on Infrastructure, Transportation and Transit Policy Nicole Christus, Republican Professional Staff Member Robert Edmonson, Chief of Staff and Policy Director Robert Hickman, Transportation Counsel Jackie Schmitz, Majority Senior Professional Staff Member
3:30 PM	4:00 PM	Break
4:00 PM	5:00 PM	General Session: Federal Transit Administration Update 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. Featured Speaker: Nuria I. Fernandez, Administrator, Federal Transit Administration Welcome: Dorval Carter Jr., President, Chicago Transit Authority
5:00 PM	7:00 PM	Dinner
		Tuesday, October 11
8:00 AM	4:06 PM	Departure from Seattle-Tacoma International Airport (SEA) Delta 1681