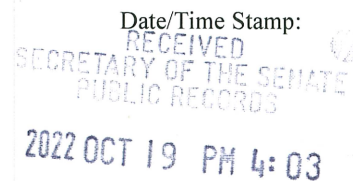


Employee Post-Travel Disclosure of Travel Expenses



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.)

Atlantic Council

Private Sponsor(s) (list all):

08/28/2022-09/03/2022

Travel date(s):

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)
☐ Good Faith Estimate	\$2850.64	\$511.88 Vilnius: \$240.25 Warsaw: \$271.63	\$389.45 Vilnius: \$252.26 Warsaw: \$137.19	\$5.30 - Warsaw Uprising Museum
☒ Actual Amount				

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

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate	N/A	N/A	N/A	
☐ Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): We met with officials from the Lithuanian and Polish governments, NGOs, US Embassy, and civil society to

to learn about the conditions along the front lines in Ukraine, gaining further perspective into the reality of the war, the impact of US and allied support, and what soldiers' and civil society's experiences are like with Russian aggression.

October 7, 2022

(Date)

Jose J. Villalvazo

(Printed name of traveler)

Jose J. Villalvazo

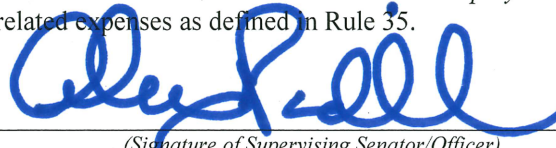
(Signature of traveler)

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.

October 7, 2022

(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.

-
1. Sponsor(s) of the trip (please list all sponsors): Atlantic Council
 2. Description of the trip: Study trip to Lithuania and Poland to study the regional impact of Russia's war in Ukraine and meet with government officials and members of civil society.
 3. Dates of travel: August 28 to September 3, 2022
 4. Place of travel: Vilnius, Lithuania and Warsaw, Poland.
 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:

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 Atlantic Council is the sole sponsor and is organizing, conducting, and funding all aspects
of the trip. The Eurasia Center, as a program within the Atlantic Council, is leading the planning.

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

The Atlantic Council promotes leadership and engagement in international affairs. The Atlantic Council's
Eurasia Center aims to enhance transatlantic cooperation and generate awareness about Eurasia.

The purpose of the trip is to educate and increase awareness of the region among congressional staffers.

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

The Atlantic Council has previously sponsored several congressional trips. The Atlantic Council's Eurasia
Center specifically sponsored a similar congressional trip to Ukraine from in 2018 and 2019.

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

The Atlantic Council regularly hosts events for attendance by the general public and publishes reports

that are freely available to the public. The Atlantic Council's Eurasia Center hosts events for the general

public and publishes reports for the general public specifically on the Eurasia region.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate ☐ Actual Amounts	\$2776	\$542	\$594	

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 with regard to congressional participation.

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

The Atlantic Council's Eurasia Center selected the location of the trip based on the Center's focus

on Ukraine because of Lithuania's and Poland's support of Ukraine and relationship with Russia.

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

Vilnius: Hotel Vilnia, Maironio g. 1, Vilnius 01124, Lithuania

Warsaw: Hotel Bristol, Krakowskie Przedmieście 42/44, 00-325 Warszawa, Poland

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

The hotels were selected based on location, availability, and rates.

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 lodging rates are below the maximum per diem rates for official Federal Government travel.

The meal rates are equal to the maximum per diem rates for official Federal Government travel.

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 Atlantic Council is providing economy-class travel only.

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:

The trip will not include entertainment 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: Julie Varghese

Name and Title: Julie Varghese, Chief Operating Officer

Name of Organization: Atlantic Council of the United States, Inc.

Address: 1030 15th St. NW, 12th Floor, Washington, DC 20005

Telephone Number: 202-213-8200

Fax Number: 202-778-4952

E-mail Address: jvarghese@atlanticcouncil.org

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. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Jose Juan VillalvazoEmploying Office/Committee: Senator Alex PadillaPrivate Sponsor(s) (list all): Atlantic CouncilTravel date(s): August 28 to September 3, 2022Note: If you plan to extend the trip for any reason you **must** notify the Committee.Destination(s): Vilnius, Lithuania & Warsaw, Poland

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

The purpose of this educational trip is to study the regional impact of Russia's war in Ukraine and meet with government officials and members of civil society. As the foreign policy advisor to Senator Padilla, this will help me learn first-hand the challenges faced by our Ukrainian partners and how our NATO allies are helping.

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:

July 28, 2022

(Date)

Jose J. Villalvazo

(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, Senator Alex Padilla hereby authorize Jose Juan Villalvazo
(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) ☐

July 28, 2022

(Date)

Oliver Padilla

(Signature of Supervising Senator/Officer)



Atlantic Council

Jose Villalvazo
Defense and Foreign Policy Advisor
Office of Senator Alex Padilla

July 19, 2022

Dear Jose Villalvazo,

On behalf of the Atlantic Council, it is my pleasure to invite you to join a staff delegation to Lithuania and Poland led by the Council's Eurasia Center. The trip will take place from **August 28 to September 3, 2022**.

Since its founding, the Center has become a go-to resource on issues pertaining to Eurasia at a time of tremendous importance and change. Russia's war in Ukraine has had a profound impact on the security and stability of Europe and fundamentally changed the way the United States and its allies engage with Russia. At this crucial moment, the United States must continue to support freedom and prosperity in Europe. This staff delegation will take congressional staffers to Vilnius and Warsaw, where they will meet with senior representatives from the Lithuanian and Polish governments, civil society, and private sector. In addition, staffers will have the opportunity to meet with Ukrainian civil society members and officials currently abroad as well as exiled Belarusian democratic leaders and civil society members.

We hope that you can join this timely trip. Should you have any questions or require any additional information, please do not hesitate to contact me, or my colleague Shelby Magid (smagid@atlanticcouncil.org).

Best,

Ambassador John Herbst
Senior Director, Eurasia Center
Atlantic Council

US Senate

Committee on Ethics

Primary Trip Sponsor Form supplemental documentation

Atlantic Council of the US, Inc.

Senate employees invited:

1. Joseph Biegun

- a. *Policy Analyst, Senate Committee on Foreign Relations*
- b. Reason for inviting: Lithuania and Poland are playing critical roles in the support of Ukraine against Russian aggression. Lithuania is providing critical support to the opposition in Belarus. Ukraine, and Eastern Europe on the whole, is relevant to the staffer's official professional portfolio in the Senate.

2. Thomas Hanley

- a. *Legislative & Policy Analyst, Senate Committee on Foreign Relations*
- b. Reason for inviting: Lithuania and Poland are playing critical roles in the support of Ukraine against Russian aggression. Lithuania is providing critical support to the opposition in Belarus. Ukraine, and Eastern Europe on the whole, is relevant to the staffer's official professional portfolio in the Senate.

3. Alexandra Sabater

- a. *Defense and Foreign Policy Advisor, Office of Senator Mark Kelly*
- b. Reason for inviting: Lithuania and Poland are playing critical roles in the support of Ukraine against Russian aggression. Lithuania is providing critical support to the opposition in Belarus. Ukraine, and Eastern Europe on the whole, is relevant to the staffer's official professional portfolio in the Senate.

4. Jose Villalvazo

- a. *Defense and Foreign Policy Advisor, Office of Senator Alex Padilla*
- b. Reason for inviting: Lithuania and Poland are playing critical roles in the support of Ukraine against Russian aggression. Lithuania is providing critical support to the opposition in Belarus. Ukraine, and Eastern Europe on the whole, is relevant to the staffer's official professional portfolio in the Senate.