

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**.

Date/Time Stamp:

RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2022 SEP 30 PM 4:43

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): Partnership for a Secure America

Travel date(s): September 10-11, 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 ☐ Actual Amount	\$35 (coach bus)	\$96	\$59	\$109 conference services. This includes cost of breakout room, A/V equipment, and incidental snacks/refreshments.

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.): This trip brought together staff from both parties to build cross-party relationships and discuss diverse perspectives on pressing

issues in the national security and foreign policy arena. See attached Agenda for additional information.

9/20/22
(Date)

XAVIER UNDERWOOD
(Printed name of traveler)

Xavier Underwood
(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.

9/20/22
(Date)

[Signature]
(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: Xavier UnderwoodEmploying Office/Committee: Senator Tim ScottPrivate Sponsor(s) (list all): Partnership for a Secure AmericaTravel date(s): September 10-11, 2022

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

Destination(s): Airlie Conference Center, 6809 Airlie Road, Warrenton, VA 20187

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

I currently serve as Digital Director for Sen. Tim Scott, where I work closely with our legislative team to develop our digital communications strategies on varying policy-specific fronts. Earlier this year I joined Partnership for a Secure America's Congressional Partnership Program to better equip myself with the tools to assess global challenges and represent U.S. national interests on the global stage. This conference consists of a series of seminars, simulations, & mock negotiations which will undoubtedly contribute to my development in the foreign relations arena.

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:

9/2/22
(Date)

Xavier Underwood
(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, Tim Scott hereby authorize Xavier Underwood
(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) ☒

9/2/22
(Date)

Tim Scott
(Signature of Supervising Senator/Officer)



PARTNERSHIP FOR
A SECURE AMERICA

July 20, 2022

Xavier Underwood
Sen. Tim Scott

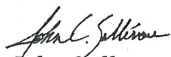
Dear Xavier,

As a participant in Partnership for a Secure America's (PSA) Congressional Partnership Program (CPP), you are invited to attend the CPP retreat. The event is scheduled for Saturday-Sunday, September 10-11, 2022. The retreat will take place at the Airlie Conference Center, located at 6809 Airlie Road, Warrenton, VA 20187.

PSA will arrange for bus transportation to and from Airlie. The pickup and drop off location will be Columbus Circle, Union Station. The expected pickup time will be 1:30 PM. PSA will confirm all the details closer to the event date. The planned event schedule is attached.

We are attaching documents that are required to be submitted to the Ethics Committee. **Please ensure all the appropriate documents are completed and submitted to the Ethics Committee by Thursday, August 11, 2022.** This is critical in order to attend the event.

Please notify us if you have any questions or concerns.


John Sullivan
Executive Director
202-293-8580

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): Partnership for a Secure America (PSA)
2. Description of the trip: Congressional staff conference with foreign policy and national security discussions.
3. Dates of travel: September 10-11, 2022
4. Place of travel: Airlie Conference Center, 6809 Airlie Road, Warrenton, VA 20187
5. Name and title of Senate invitees: See attached list.
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:

PSA is solely responsible for funding, planning, and conducting this trip.

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

PSA's mission is to promote bipartisanship in national security and foreign policy. This trip will bring together staff from both parties to build cross-party relationships and discuss diverse perspectives on pressing issues in the national security and foreign policy arena.

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

This will be the 13th year of this program and trip. The last conference was held in May 2022.

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

In addition to congressional staff programs, PSA releases high-level bipartisan policy statements on a range of foreign policy topics. These statements are generally available to the public.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate ☐ Actual Amounts	\$35 (coach bus)	\$96	\$59	\$155 - conference services over two days. This includes cost of breakout room, A/V equipment, and incidental snacks/refreshments.

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:

This trip is organized specifically with regard to congressional staff participation.

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

It is close to Washington, DC, but also provides a remote setting that will encourage participants to step outside their daily roles as congressional staff.

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

Airlie Conference Center, 6809 Airlie Road, Warrenton, VA 20187

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

The lodging facility is co-located at the conference facility, thus allowing events to be held in one location.

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 and meal expenses are at 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:
- Participants will be transported round trip by coach bus.
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:
- None.
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: John Sullivan, Executive Director
- Name of Organization: Partnership for a Secure America
- Address: 1990 M Street NW, Suite 250, Washington DC 20036
- Telephone Number: 202-293-8580
- Fax Number:
- E-mail Address: sullivan@psaonline.org



**PARTNERSHIP FOR
A SECURE AMERICA**

Congressional Partnership Program

Itinerary

Saturday, September 10th, 2022	
<i>1:30 PM</i>	Departure from Union Station, Washington, D.C.
<i>3:00 PM – 4:00 PM</i>	Arrive at Airlie Conference Center & Check-in
<i>4:00 PM – 4:30 PM</i>	Opening Remarks & Event Review (<i>Meadow Room</i>) Attendees will review their substantive materials for the conference. Andy Semmel, Chairman of Partnership for a Secure America (PSA), will outline conference agenda, provide logistical information for the day (i.e. location of restrooms, where to store any bags, etc.).
<i>4:30 PM – 5:30 PM</i>	Trade Simulation (<i>Meadow Room</i>) Featuring: John Sullivan, Executive Director, Partnership for a Secure America Participants will take part in a mock trade simulation that will take place over the two days. The exercise is based on fictional countries negotiating a trade agreement. Participants will do part one of negotiation during this session and part two will take place the following day.
<i>5:30 PM – 6:15 PM</i>	Pre-Dinner Reception (<i>Federal Room</i>) Attendees will break for a reception in the Federal Room. Participants will have an opportunity to informally engage their colleagues, PSA staff, and speakers. Participants will converse with colleagues, PSA staff, and speakers on matters relevant to their duties and the scheduled event discussions.
<i>6:15 PM – 8:30 PM</i>	Keynote Dinner (<i>Federal Room</i>) Featuring: Hon. Ellen Lord, Senior Fellow, Johns Hopkins Applied Physics Laboratory Speaker will discuss current U.S. defense capabilities: how should the U.S. continue to strengthen its industrial and educational base and define its goals for the future? For approximately half the time, staff will have the opportunity to directly ask speakers questions relevant to their duties.

	After-Dinner Reception	
8:30 PM – 9:00 PM	Participants will have an opportunity to informally engage their colleagues, PSA staff, and speakers. Participants will converse with colleagues, PSA staff, and speakers on matters relevant to their duties and the scheduled event discussions.	
Sunday, September 11th, 2022		
8:00 AM – 9:00 AM	Breakfast (<i>Airlie Dining Room</i>) Participants will gather for breakfast.	
	Participants will be split up into groups	
9:00 AM – 10:30 AM	Group A - Trade Simulation (<i>Jefferson Room</i>) Featuring: John Sullivan, Executive Director, Partnership for a Secure America Participants will do part two of a mock trade simulation that will take place over the two days. The exercise is based on fictional countries negotiating a trade agreement.	Group B – The Geopolitical Landscape (<i>Meadow Room</i>) Featuring: Bruce Jones, Director - Project on International Order and Strategy, The Brookings Institution Speaker will discuss current U.S. foreign policy interests: how should the U.S. understand the current foreign affair environment and define its goals for the future. For approximately half the time, staff will have the opportunity to directly ask speakers question relevant to their duties.
10:30 AM – 12:00 PM	Group A -Trade Simulation (<i>Jefferson Room</i>) Featuring: John Sullivan, Executive Director, Partnership for a Secure America Participants will do part two of a mock trade simulation that will take place over the two days. The exercise is based on fictional countries negotiating a trade agreement.	Group B – Evolution of the Homeland Security Threat Environment (<i>Meadow Room</i>) Featuring: Carrie F. Cordero, Senior Fellow, Center for a New American Security Speaker will discuss the legacies of 9/11 on U.S. foreign policy. For approximately half the time, staff will have the opportunity to directly ask speakers question relevant to their duties.



12:00 PM - 2:00 PM	Lunch (Airlie Dining Room) Attendees will break for lunch in the Airlie Dining Room. Participants will have an opportunity to informally engage their colleagues, PSA staff, and speakers on matters relevant to their duties and the scheduled event discussions.	
2:00 PM - 3:30 PM	Group A – The Geopolitical Landscape (Meadow Room) Featuring: Bruce Jones, Director - Project on International Order and Strategy, The Brookings Institution Speaker will discuss current U.S. foreign policy interests: how should the U.S. understand the current foreign affair environment and define its goals for the future. For approximately half the time, staff will have the opportunity to directly ask speakers questions relevant to their duties.	Group B – Trade Simulation (Jefferson Room) Featuring: John Sullivan, Executive Director, Partnership for a Secure America Participants will do part two of a mock trade simulation that will take place over the two days. The exercise is based on fictional countries negotiating a trade agreement.
3:30 PM - 5:00 PM	Group A – Evolution of the Homeland Security Threat Environment (Meadow Room) Featuring: Carrie F. Cordero, Senior Fellow, Center for a New American Security Speaker will discuss the legacies of 9/11 on U.S. foreign policy. For approximately half the time, staff will have the opportunity to directly ask speakers questions relevant to their duties.	Group B – Trade Simulation (Jefferson Room) Featuring: John Sullivan, Executive Director, Partnership for a Secure America Participants will do part two of a mock trade simulation that will take place over the two days. The exercise is based on fictional countries negotiating a trade agreement.
5:00 PM - 5:30 PM	Conference Debrief & Event Ends Featuring: John Sullivan, Executive Director, Partnership for a Secure America Participants will briefly meet with PSA to review the simulation exercise and discussions held during the conference.	
5:30 PM	Departure Departure from Airlie. Buses will return back to Union Station, Washington, D.C. for drop off.	





PARTNERSHIP FOR
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Congressional Partnership Program Senate Participants

Name (First)	Name (First)	Position	Office
Ian	Haimowitz	Legislative Correspondent	Sen. Alex Padilla
Jared	Henderson	Senior Policy Advisor	Sen. Ben Ray Luján
Trevor	Hustus	Legislative Correspondent and Grants Coordinator	Sen. Susan M. Collins
Adam	Kozloski	Foreign Policy Aide	Sen. Joni Ernst
Nathaniel	Sizemore	Press Secretary	Sen. Deb Fischer
Callahan	Stoub	Special Projects Assistant	Senate Committee on Foreign Relations
Xavier	Underwood	Digital Director	Sen. Tim Scott