

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

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2022 NOV -3 AM 11:57

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 Faith and Law Project

Private Sponsor(s) (list all): _____

Travel date(s): October 14- October 16, 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)
☐ Good Faith Estimate	\$59.38	\$470	\$360	\$26.60 (see attached)
☒ 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.): See attached

11/2/22
(Date)

Caroline Broom
(Printed name of traveler)

Caroline Broom
(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.

11.3.22
(Date)

Mark R. Warner
(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: Caroline BroomEmploying Office/Committee: Senator Mark WarnerPrivate Sponsor(s) (list all): The Faith and Law ProjectTravel date(s): October 14, 2022- October 16, 2022

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

Destination(s): Airlie Hotel and Conference Center, Warrenton, VA

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

Traveler is a participant in the Faith and Law Project, which convenes thought leaders to address contemporary political and cultural issues to the public interested in issues at the intersection of faith and the public square.

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:

9/9/2022
(Date)

Caroline Broom
(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, Mark R. Warner hereby authorize Caroline Broom
(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) ☐

09/09/2022
(Date)

Mark R Warner
(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): The Faith and Law Project
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2. Description of the trip: A three-day seminar for thought-leaders that explores how a Christian worldview impacts public policy and a vocation in the public square.
-
3. Dates of travel: October 14 - October 16, 2022
-
4. Place of travel: Airlie Hotel and Conference Center, Warrenton, VA
-
5. Name and title of Senate invitees: 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:

Faith and Law is responsible for all of the logistics of the retreat, including inviting

participants, for organizing the programming of the retreat, and for communication with Airlie Hotel.

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

Faith and Law's mission is to encourage and equip thought leaders and policymakers to understand how a Biblical worldview applies to and effects their public square vocation. The purpose of this trip is to convene and foster conversation among Christian thought leaders and other attendees so that they can apply lessons learned to their work in the public square. This purpose relates to Faith and Law's mission because this retreat provides an

opportunity for attendees to learn how to apply a Biblical framework to their work.

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

Faith and Law has previously sponsored similar retreats between 2001 and 2015 for Hill staff,

and most recently sponsored a retreat for Hill staff in October 2021.

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

Faith and Law convenes several distinguished thought-leaders to address contemporary political and

cultural issues to the public interested in issues at the intersection of faith and the public square. They

also host forums, a mentoring program, seminars, and film discussions.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate ☐ Actual Amounts	Reimbursement for gas mileage will be \$0.625/mi, per the IRS standard mileage rate (2022)	\$470	\$310	

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 without regard to congressional participation.

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

The location (Warrenton, VA) was chosen because of its easy driving distance. It is also far enough

away to encourage attendees to be fully present for all trip activities.

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

Airlie Hotel and Conference Center

6809 Airlie Road, Warrenton, VA 20187

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

The Airlie hotel was chosen because its size can accommodate all attendees and because it has

meeting spaces that allows all activities, including lodging and meals, to be held in one place.

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 cost of the lodging and meals will exceed the per diem rates for Warrenton, VA.

Lodging and meal costs are the same for all the attendees, and the catering cost is preset. All attendees will stay at the same hotel to encourage engagement in all activities.

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 sponsor will reimburse staff for gas mileage for their privately owned vehicle.

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: Lauren Noyes

Name and Title: Lauren Noyes, Executive Director

Name of Organization: The Faith and Law Project

Address: PO Box 7585 Arlington, VA 22207

Telephone Number: (202) 643-7685

Fax Number: _____

E-mail Address: lnoyes@faithandlaw.org

2022 Faith and Law Leadership Conference Senate Invitation List

First Name	Last Name	Office	Title
Charles	Adams	Senator Risch	LD
Michelle	Altman	Senator Lankford	Chief of Staff
Wendy	Baig	Senator Lee	General Counsel
Wendy	Baig	Senator Lee	General Counsel
Barry	Black	U.S. Senate	Senate Chaplain
Joshua	Bowlen	Sen. Richard M. Burr	Sr. Policy Advisor
Stephen	Boyd	Senator Lankford	LA
Caroline	Broom	Senator Mark Warner	Correspondence Assistant
Caroline	Bryant	Senator Sasse	National Security Fellow
Alyssa	Burleson	Senator Lummis	Administrative Director
Larry	Burton	Senator Sullivan	COS
Aaron	Cummings	Senator Grassley	COS
Douglas	Davis	Senator Hydesmith	COS
Jennifer	Decasper	Senator Tim Scott	COS
Madison	Eckels	Senator McConnell	Staff Assistant
Alaura	Ervin	LA	Cornyn
Sally	Farrington	Senator Wicker	LA
Courtney	Fellows	Lankford	LA
Jon	Foltz	Senator Rick Scott	LD
Lisa	Goeas	Senator Ernst	COS
Paul	Guaglianone	Senator Blunt	LA
Andrew	Guernsey	Senator Daines	Policy Advisor
Jamal	Halley	Senator Warnock	LC
Riley	Hambrick	Senator Sasse	Staff Assistant
Clark	Hedrick	HSGAC	Senior Counsel
Toni-Marie	Higgins	Senator Boozman	COS
Ben	Hobbs	Aging	Congressional Staffer
Luke	Holland	Senator Inhofe	COS
Christopher	Jaarda	Senator Cruz	LD
Zack	Jones	Senator Rick Scott	Communications Director
James	Kelly	Senator Moran	COS
Brian	Kennedy	HSGAC	Deputy Chief Of Staff
Kaytlin	Lane	Senator Blackburn	Chief Counsel
Emily	Leviner	Senator Deb Fischer	COS
Neri	Martinez	Aging	Minority Staff Director
Patrick	McCormick	Energy	Special Counsel
Dominique	McKay	Senator Tim Scott	Communications Director

Mark	Meador	Judiciary - Mike Lee	Deputy Chief Counsel
Justin	Memcott	EPW	deputy staff director
Vijay	Menon	Senator Hawley	LA
Darin	Miller	Senator Lummis	Communications Director
Jessica	Newman	Senator Tuberville	Administrative Director
Stephen	Newton	Senator Romney	Sr. Policy Advisor
Maria	Reynolds	Senator Cruz	Communications Director
James	Rice	Senator Grassley	LD
Annie	Richardson	Senator Chuck Grassley	Digital Director
Michelle	Richardson	Senator Wicker	COS
Micah	Robertson	Senator Daines	Staff Assistant
Haakon	Santaella	Senator Lee	LC
Lisa	Schultz	Senate Chaplain	COS
Caleb	Seibert	Senator Rubio	LA
Sarah	Seitz	Senator Lankford	LA
Collin	Slowey	Senator Rubio	Deputy Speech Writer
Sharon	Soderstrom	Senator McConnell	COS
Erica	Suares	Senator McConnell	Sr. Policy Advisor
Eric	Teetsel	Senator Hawley	COS
Jason	Thielman	Senator Daines	COS
Mimi	Vance	Senator Sasse	Sr. Staff Assistant
James	Wegmann	Senator Sasse	CD

Itinerary and description
of meetings attended:

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Faith and Law Leadership Conference 2022

**Christian Faithfulness in Public Service:
Essential characteristics of a Christ-follower on Capitol Hill**

October 14-16, 2022

**Airlie Conference Center
Warrenton, VA**

FRIDAY, October 14

4:30 Arrival / Check-in

Location: Airlie House

6:00 – 7:15pm Dinner & Opening Program

Location: Airlie Dining Room

Dinner Table Exercise:

1. American society is more polarized than it has been for decades, perhaps since the Civil War. Some have said that Christians need to be more winsome in this context (Tim Keller), offering a respite from the cultural warfare, others have said that we need to be more bold in our confrontation with the culture as it becomes more hostile to traditional Christian values (Eric Metaxas). Is it possible to do both?
2. As we enter the next election cycle, what are your concerns about the role/visibility/perception of Evangelicals and politics?
3. When you think down the road and the direction of the culture, other than Jesus's second coming, where do you have hope for the nation in how we might be able to reduce the polarization/conflict?

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SATURDAY, OCT. 15 --

8:00 - 9:00am Breakfast

Location: Airlie Dining Room

9:30 - 10:15am Essential Characteristic #1 Truth: concern for facts, accuracy, knowledge; watchful for politically beneficial assumptions; commitment to speaking truthfully. Paul McNulty, President of Grove City College and Co-founder of Faith and Law. Five minute response from Hill staffer or thought leader.

10:15 - 11:30am Small group discussion among retreatants by table about how being a policy maker who seeks to live out the value of truth could impact specific public policy issues as well as the role of the communications director/press secretary in House and Senate Offices. What are the obstacles and challenges in today's political climate? How can these challenges be practically overcome while doing the job as a person who seeks to model truth?

12:00 - 1:00pm Lunch

Location: Airlie Dining Room

1:00 - 2:00pm Break

2:00 - 5:00pm Afternoon Program

Location: The Federal Room

2:00 - 3:30pm Essential Characteristic #2 Justice: more about wisdom than knowledge; what is right? Paul McNulty, President of Grove City College and Co-founder of Faith and Law. Five minute response from Hill staffer or thought leader. Small group discussion.

3:30 - 5:00pm Essential Characteristic #3 Peace: politics v. peacemaking - what does this look like for the Christ-follower who must be a peacemaker? Paul McNulty, President of Grove City College

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and Co-founder of Faith and Law. Five minute response from Hill staffer or thought leader. Small group discussion.

5:15 – 6:00pm Happy Hour (bar located below dining room)

- o Guests invited to gather before dinner for drinks in the bar (*cash bar/individually billed*) with breakout sessions according to job role.

6:00 – 7:15pm Dinner

Location: Airlie Dining Room

6:30pm Table Exercise Optional: Which of the essential characteristics did you find most challenging to live out in today's public policy environment?

7:30-9:00pm Evening Session

Location: The Federal Room

7:30 – 9:00pm Essential Characteristic #4 Love: an enormous challenge in our highly divisive political climate. Paul McNulty, President of Grove City College and Co-founder of Faith and Law. Five minute response from Hill staffer or thought leader. Small group discussion.

9:30 – 11:00pm Fireside Dialogue

- o Led by Faith and Law Board Members who were former senior staffers on Capitol Hill. They will share stories from the trenches about ways their faith impacted their work in public policy during their lengthy careers and engage in dialogue with current policy makers about the application of lessons learned.

SUNDAY, OCTOBER 16-

8:00 – 9:00am Breakfast

Location: Airlie Dining Room

9:00 – 11:30am Morning Program

Location: The Federal Room

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**9:00 – 10:00am The history and role of the chaplaincy in the U.S.
Congress, House Chaplain Margaret Kibben and Senate Chaplain Barry
Black**

**10:00 – 11:30am Unpacking the weekend. Where do we go from here?
Share your Great Object, Mark Rodgers**

12:00pm Departure

- o Participants will be offered a bag lunch on the go.

11/1/22, 4:59 PM

F&L Conference Other Expenses .png

description of other expenses:

Total Other Expenses:

Item:	Cost:
Coffee Tumbler	\$20.00
Tote	\$4.10
Candy	\$2.50

Total:	\$26.60
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