

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.**

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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): Ave Maria Catholic Church

Travel date(s): October 19-20, 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	\$329.36	\$0	\$0	\$0
☒ 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.):

Andrew spoke at the Ave Maria Catholic Church's Respect Life Committee's October speaking series about Federal pro-life policy issues, including Senate legislation. He also took questions after his remarks.

11/15/2022

(Date)

Andrew Guernsey

(Printed name of traveler)

Andrew Guernsey

(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.

11/15/2022

(Date)

Steve Dains

(Signature of Supervising Senator/Officer)

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: Andrew GuernseyEmploying Office/Committee: Office of Senator Steve DainesPrivate Sponsor(s) (list all): Ave Maria Catholic ChurchTravel date(s): October 19-20, 2022*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*Destination(s): Ave Maria, FL

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

Andrew would speak to a gathering sponsored by Ave Maria Catholic Church about pro-life legislation in the U.S. Senate and related matters within the scope of his official duties as a policy advisor on these issues in the U.S. Senate. The purpose of this trip would be to increase education and dialogue about pro-life issues particularly as they relate to legislative matters in Congress that are within his issue portfolio.

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:

9/14/22

(Date)

Andrew Guernsey

(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 Steve Daines hereby authorize Andrew Guernsey
(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) ☐

9/14/22

(Date)

Steve Daines

(Signature of Supervising Senator/Officer)

Sharon Levesque
Deacon Gary Ingold
Ave Maria Catholic Church
Respect Life Ministry
5078 Pope John Paul II Blvd #107
Ave Maria FL 34142

Andrew Guernsey, Policy Advisor
Office of Senator Steve Daines
Washington, DC

September 14, 2022

RE: Ave Maria Catholic Church Respect Life Ministry Speaker Series Event

Dear Andrew,

On behalf of the Ave Maria Catholic Church Respect Life Ministry group, Deacon Gary Ingold and I are reaching out to you as we are working on finalizing plans for our October Respect Life Speaker Series here in Ave Maria Florida.

This letter is to formally invite you to speak during one of our speaker sessions at our up-coming event, which is being held October 19 - 21, 2022. We would like to have you speak on October 19th from 7:00 PM to 8:30 PM for about 40 - 45 minutes with additional time for a Q and A from our attendees. This event is to provide an opportunity to inform and educate members of our church and greater community on the issues of life, including providing information on how the activities of the US Senate relate to Pro-Life issues.

We are also providing the requested forms with this letter to be submitted to the Senate Ethics Committee for approval.

If there is any additional information required, you can reach out via email or phone. Contact information is listed below.

Respectfully,



Sharon Levesque, President



Deacon Gary Ingold, Spiritual Director

Ave Maria Catholic Church Respect Life Ministry

E: amprespectlifeministry@gmail.com

P: 941-524-1778

Andrew Guernsey Itinerary

Pro-Life Speaking Series

Ave Maria Catholic Church

Respect Life Ministry

Wednesday, October 19

8:59 AM- 11:38 AM - Flight from Dulles International Airport to Southwest Florida International Airport

12 PM - 1 PM - Travel from airport to Ave Maria

7 PM - 8:30 PM - Speaking event (40-45 minutes long followed by some additional time for a Q & A)

Thursday, October 20

10 AM- 11 AM - Travel from Ave Maria to airport

12:52 PM - 3:15 PM - Flight from Southwest Florida International Airport to Dulles International Airport

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): Ave Maria Catholic Church
2. Description of the trip: This trip is for Andrew Guernsey to participate in our pro-life speaker series where he would speak about pro-life legislative activity in the U.S. Senate.
3. Dates of travel: 10/19/22-10/20/22
4. Place of travel: Ave Maria, Florida
5. Name and title of Senate invitees: Andrew Guernsey, Policy Advisor, Office of Senator Steve Daines
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:

Ave Maria Catholic Church's Respect Life Ministry is sponsoring a pro-life speaker series, and
handling logistics relating to organizing the event and the trip to allow for Andrew's participation.

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

Ave Maria Catholic Church is pro-life, as a fundamental part of its mission and Catholic faith, including
through its Respect Life Ministry. Andrew's participation in the pro-life speaker series would assist our
church community in understanding how the activities of the U.S. Senate relate to pro-life issues.

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

Ave Maria Catholic Church has not previously sponsored a congressional trip.

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

The Ave Maria Catholic Church Respect Life Ministry activities are intended to educate and inform people about Catholic Church teaching on life. This is accomplished through Pro-Life speakers, conferences and events.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate	\$300	\$0	\$40	\$0
☐ 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 that is being arranged specifically with regard to congressional participation.

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

The location of the event in Ave Maria around where the church is located.

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

No lodging will be required.

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

N/A

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:

Expenses for meals will be only those while traveling, and with no lodging expenses anticipated, costs will be well below 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:

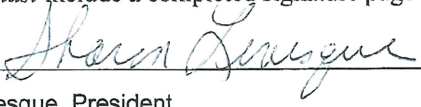
Transportation will be provided by flight (coach/economy seating), as well as shuttling to/from airport.

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: Sharon Levesque, President

Name of Organization: Ave Maria Catholic Church Respect Life Ministry

Address: 5078 Pope John Paul II Blvd #107, Ave Maria, FL 34142

Telephone Number: 941-524-1778 (Sharon cell)

Fax Number: None Available

E-mail Address: amprespectlifeministry@gmail.com

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM**SIGNATURE PAGE FOR ADDITIONAL SPONSOR***(to be completed by each additional sponsor)*

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the October 19-20, 2022 trip
to Ave Maria, FL is true, complete, and correct.
Place of Travel

Signature of Travel Sponsor:



Name and Title:

Sharon Levesque, President

Name of Organization:

Ave Maria Catholic Church Respect Life Ministry

Address:

5078 Pope John Paul II Blvd #107, Ave Maria, FL 34142

Telephone Number:

941-524-1778 (Sharon cell)

Fax Number:

None available

E-mail Address:

amprespectlifeministry@gmail.com

October 2022 Pro-Life Speaking Series

Ave Maria Catholic Church

Respect Life Ministry

October 19-21, 2022

Senate Invitation List

1. Andrew Guernsey – Policy Advisor, Office of Senator Steve Daines