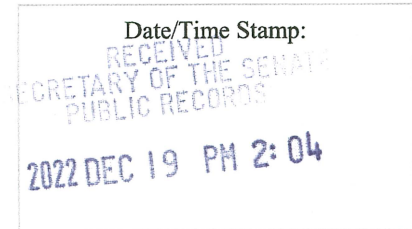


Employee Post-Travel Disclosure of Travel Expenses



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.)
 American Accountability Foundation, The Heritage Foundation, Conservative Partnership Institute

Private Sponsor(s) (list all): _____

Travel date(s): November 28-30, 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	\$58	\$198	\$102	\$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.): See Attached

12/19/22
(Date)

Peter Spectre
(Printed name of traveler)

[Signature]
(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.

12/19/22
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

CONGRESSIONAL RESEARCH BOOTCAMPS

*Presented by the American Accountability Foundation, The Heritage Foundation,
and the Conservative Partnership Institute*

November 21 -23 / November 28 – 30 / December 12 - 14

DAY ONE

9:00 – 11:00 am	Travel from 300 Independence Ave, SE to Cambridge, MD
11:00 – 12:00 pm	Arrival at CPI Property and Check-in
12:00 – 1:30 pm	Lunch and SESSION 1 – Oversight Process and Organization <i>Committee structure, staff assignments, hierarchy, parliamentary authority, various committee organizations structure and approach.</i> Speakers: Staff Director / General Counsel (House or Senate Committee)
1:30 – 2:30 pm	SESSION 2 – Life as a Junior Researcher / Oversight Staffer <i>Day in the life of a junior researcher / investigator on a committee, what's expected of you, what your workload will look like, and who you'll be working with and for.</i> Speakers: Staff Director / General Counsel (House or Senate Committee)
2:30 – 3:00 pm	Break
3:00 – 4:00 pm	SESSION 3 – Structure of Congressional Investigations <i>A walkthrough of the structure and anatomy of a congressional investigation from the conception and presentation of an investigation topic through to the investigation's completion.</i> Speakers: Former Committee Staff Director
4:00 – 5:30 pm	SESSION 4 – Working with Outside Sources and Organizations <i>Using and working with outside sources of information and coordinating with outside groups to increase the effectiveness of Congressional investigations</i> Speakers: Outside Group Leader
5:30 – 7:00 pm	Dinner and Keynote Address <i>What it is like to be on the receiving end of Congressional Oversight, and how to be effective from someone who has been the subject of Hill attention?</i> Keynote Speaker: Secretary / DepSec / Assistant Sec (Trump Admin)

DAY TWO

9:00 – 10:00 am

Breakfast

10:00 – 11:30 pm

SESSION 5 – Staffing the Boss

Ensuring that the Member gets what he needs. Preparing read aheads, briefing the Chairman, staffing them during a hearing / mark-up, and supporting member staff offices.

Speakers: Staff Director / Deputy Staff Director (Senate or House Committee)

11:30 – 12:30 pm

SESSION 6 – The Written Product

Focused overview of what is expected from written products produced for committee work including, various briefing memoranda, committee reports, preservation and demand letters, effective questions for the record, draft questions for members, hearing binders, and other written products essential to the committee process.

Speakers: Committee General Counsel (Former Senate / House Committee Staffer)

12:30 – 2:30 pm

Lunch and SESSION 7 – The Law and Oversight

Discussion of the constitutional authority for Congressional oversight, relevant case law, and common legal issues encountered while conducting oversight.

Speakers: Former or Current General Counsel

2:30 – 3:00 pm

Break

3:00 – 4:30 pm

SESSION 8 – Working with Outside Investigators

Understanding how to liaise with and utilize the expertise and records produced by outside investigators such as Inspectors General, Government Accountability Office investigators, and State Attorneys General.

Speakers: Former Inspector General

4:30 – 6:30 pm

SESSION 9 – Deposing / Interview a Witness

Best practices for deposing or interviewing a witness. Mock interviews with reluctant / recalcitrant witnesses.

Speakers: Former Senior Law Enforcement

6:30 – 7:00 pm

Break

7:00 – 8:30 pm

Lessons Learned from Previous Investigation

How oversight is game changing, experiences and insights from previous practitioners who held the administration accountable.

Guest Speaker: Former Member / Hill Staff Director who Led Significant Investigation

DAY THREE

8:30 am

Breakfast & Checkout

9:30 – 11:30 am

Travel from Cambridge, MD to 300 Independence Ave., SE

CHRISTOPHER A. COONS, DELAWARE, CHAIRMAN
JAMES LANKFORD, OKLAHOMA, VICE CHAIRMAN

BRIAN SCHATZ, HAWAII
JEANNE SHAHEEN, NEW HAMPSHIRE

JAMES E. RISCH, IDAHO
DEB FISCHER, NEBRASKA

SHANNON HAMILTON KOPPLIN, CHIEF COUNSEL AND STAFF DIRECTOR
WILLIAM B. CABLE, CHIEF CLERK

HART SENATE OFFICE BUILDING, ROOM 220
SECOND AND CONSTITUTION AVENUE, NE
WASHINGTON, DC 20510-6425

TELEPHONE: (202) 224-2981
FACSIMILE: (202) 224-7416
TDD: (202) 228-3752

United States Senate

SELECT COMMITTEE ON ETHICS

November 17, 2022

Peter Spectre
Office of Senator Ron Johnson
United States Senate
Washington, DC 20510

Dear Mr. Spectre:

This responds to your recent correspondence requesting approval from the Select Committee on Ethics (the Committee) to accept an invitation you received to travel to the *Congressional Researcher Bootcamp* in Cambridge, MD, on November 28–30, 2022, sponsored by the American Accountability Foundation, the Heritage Foundation, and the Conservative Partnership Institute (collectively, the Sponsors). Provided that you adhere to the guidance set forth below, it appears that it is permissible for you to accept necessary expenses from the Sponsors in connection with this trip.

Background

Based on your communication with the Committee, the background in this matter is as follows.¹ You are employed as a legislative aide in the Office of Senator Ron Johnson. The Sponsors invited you to travel to the *Congressional Researcher Bootcamp* in Cambridge, MD, on November 28–30, 2022. The Sponsors certified to the Committee that they will pay the necessary expenses² related to the travel and that they are neither a lobbyist, lobbying firm, agent of a foreign principal, or otherwise acting as a representative or agent of a foreign government. The Sponsors have also certified that they do not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist or agent of a foreign principal will accompany you at any point throughout your trip.³

Discussion

Privately-sponsored travel includes any gift of travel and travel-related expenses for travel outside the Senate duty station, including transportation, lodging, food and refreshments, and conference fees and materials, whether paid for directly, reimbursed, or provided directly, from a private individual or entity, in connection with a Member's, officer's, or employee's official Senate duties. Incorporating reforms from the Honest Leadership and Open Government

¹ If this letter does not correctly recite the facts, contact the Committee immediately.

² The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

³ The term "any point throughout your trip" has a specific definition. See *id.* at 2.

Act of 2007 (HLOGA), Pub. L. 110–81 (2007), Senate Rule 35.2 permits Members, officers, and employees to accept privately-sponsored travel only with the prior written approval of the Committee.

The Committee's approval process is governed by the *Regulations and Guidelines for Privately-Sponsored Travel and Glossary of Terms* (collectively, *Travel Regulations*). The *Travel Regulations* contain detailed requirements regarding who may sponsor travel; time limits for trips; and the type and amount of expenses that can be reimbursed.

Entities that do not retain or employ a lobbyist or foreign agent and all non-profit organizations designated as tax-exempt organizations under § 501(c)(3) of the Internal Revenue Code of 1986, regardless of whether they retain or employ a lobbyist or foreign agent, may sponsor domestic trips for up to three days. The three-day limitation means three 24-hour periods, calculated from the time of arrival in the trip location to the time of departure from the trip location. For such trips, neither lobbyists nor foreign agents may accompany a Senate invitee at any point throughout the trip, other than in a *de minimis* way.⁴ This means that neither lobbyists nor foreign agents may accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited.⁵

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**

Consistent with these standards and Committee precedent, the Sponsors' factual representations, it appears that it is permissible for you to accept necessary expenses from the Sponsors in connection with this trip, provided that the actual travel and travel-related expenses conform to the information and materials you provided, and the travel and all required documents are disclosed to the Secretary of the Senate (Office of Public Records).

Finally, Senate Rule 34 requires a reporting individual,⁶ on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$415 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel

⁴ The term "*de minimis*" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 3.

⁵ See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel* at 5; see also *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2–3.

⁶ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$135,468 for CY 2022) or is a political fund designee and is required to file Financial Disclosure Reports.

to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Shannon Hamilton Kopplin
Chief Counsel and Staff Director

Enclosure: Travel Checklist

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: Peter SpectreEmploying Office/Committee: Senator Ron JohnsonPrivate Sponsor(s) (list all): American Accountability Foundation (AAF), Heritage Foundation; Conservative Partnership Institute (CPI)Travel date(s): November 28-30, 2022*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*Destination(s): Cambridge, MD

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

This is a Congressional researcher's bootcamp designed to give staff the necessary skills to carry out research, investigative and oversight work. This is highly relevant to my position as a Legislative Aide in Senator Johnson's office and will be useful in my official duties which include research and oversight work.

Name of accompanying family member (if any): NoneRelationship to Employee: ☐ Spouse ☐ Child

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

10/26/2022
 (Date)

Peter Spectre
 (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 Ron Johnson hereby authorize Peter Spectre
 (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) ☐

10/27/2022
 (Date)

Ron Johnson
 (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 Accountability Foundation (AAF), Heritage Foundation, and Conservative Partnership Institute (CPI)
 2. Description of the trip: Congressional Researcher Bootcamp
 3. Dates of travel: November 28-30, 2022
 4. Place of travel: Cambridge, MD
 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:

Each sponsor was involved in organizing the trip by preparing an agenda and identifying speakers,
and each sponsor will participate in the trip by providing speakers.

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

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

See attached.

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

See attached.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate	\$110	\$198	\$120	\$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 is organized specifically with regard to congressional participation.

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

Location is owned by the trip sponsor CPI, economical, and conducive to education and training.

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

Decoursey Bridge, Cambridge, MD (property owned by trip sponsor CPI)

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

Location is owned by the trip sponsor CPI, economical, and conducive to education and training.

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 lodging (\$99/night) is less than the federal government per diem rate of \$123/night.

The estimated cost of meals (\$60/day) is less than the federal government per diem rate of \$64/day.

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:

Sponsors will provide round-trip bus transportation to/from the training location.

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:

No entertainment will be provided to, 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: Tom Jones

Name and Title: Tom Jones

Name of Organization: American Accountability Foundation

Address: 300 Independence Avenue, SE, Washington, DC 20003

Telephone Number: (202) 495-0720

Fax Number: _____

E-mail Address: info@americanaccountabilityfoundation.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 November 28-30, 2022 trip
to Cambridge, MD *Dates of Travel (Month Day, Year)*
is true, complete, and correct.
Place of Travel

Signature of Travel Sponsor: _____

Ed Corrigan, President

Name and Title: _____

Conservative Partnership Institute

Name of Organization: _____

300 Independence Ave, SE, Washington, DC 20003

Address: _____

2025950282

Telephone Number: _____

Fax Number: _____

info@cpi.org

E-mail Address: _____

Question 5.

1. Liz Slezak, Legislative Aide, Senator Ted Cruz
2. Christine Diaz, Senior Policy Adviser, Senator Rick Scott
3. Matthew Lair, Research Assistant at U.S Senate Committee on Health, Education, Labor, and Pensions (HELP)
4. Peter Spectre, Legislative Aide, Senator Ron Johnson
5. Megan Krynen, Legislative Correspondent, Senator Rick Scott

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

The American Accountability Foundation is a non-profit organization that produces original research relating to policymakers and policies to better inform leaders and the American people. AAF conducts extensive public records research, original investigations, and policy research for publication on its websites and through broadcast and print publications. The retreat offers an opportunity to share its expertise and experience with congressional oversight staff.

The Heritage Foundation's mission is to formulate and promote public policies based on the principles of free enterprise, limited government, individual freedom, traditional American values, and a strong national defense. The Heritage Foundation recognizes that effective oversight of the Executive Branch is a necessary tool to inform public policy based on these principles.

The Conservative Partnership Institute's mission includes creating an infrastructure to work with conservative Members of Congress, congressional staff, and conservative leaders to enhance their ability to articulate and advance conservative principles in the national's capital. The retreat offers an opportunity to train congressional staff to promote these conservative principles.

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

The American Accountability Foundation has not previously sponsored any congressional trips.

The Heritage Foundation has previously sponsored several trips for staff of both the U.S. House of Representatives and Senate. Recent trips include a Marshall Fellowship overnight trip to Lexington, VA (2021), Heritage Congressional Fellowship day trip to Mount Vernon (2017, 2018), and Emerging Leaders trip to New Bedford, Pennsylvania (2018).

The Conservative Partnership Institute has previously sponsored educational and training events for Members of Congress and congressional staff, and has invited Members and staff to attend policy retreats attended by conservative thought leaders and activists. Most recently, CPI sponsored a Senate Procedure training event for Senate staff on September 1-3, 2022.

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

The American Accountability Foundation is a non-profit organization that produces original research relating to policymakers and policies to better inform leaders and the American people. AAF conducts extensive public records research, original investigations, and policy research for publication on its websites and through broadcast and print publications.

The Heritage Foundation is a 501(c)(3) organization whose core mission is education. We perform this education in a variety of ways, to include regular programming, policy briefings for staff and Members of Congress, and circulating policy papers to the public.

The Conservative Partnership Institute provides regular educational briefings and training sessions to congressional staff and conservative leaders and activists. These training programs focus on House and Senate operations, communications, and other tools needed by Members of Congress and staff to become better public servants.