

## Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:  
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**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.)

Conservative Partnership Institute

Private Sponsor(s) (list all): \_\_\_\_\_

Travel date(s): 1-3 September 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) |
|---------------------------------------------------------|-------------------------|------------------|---------------|---------------------------------------|
| <input checked="" type="checkbox"/> Good Faith Estimate | \$100                   | \$198            | \$118         | \$0                                   |
| <input type="checkbox"/> Actual Amount                  |                         |                  |               |                                       |

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

|                                              | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description) |
|----------------------------------------------|-------------------------|------------------|---------------|---------------------------------------|
| <input type="checkbox"/> Good Faith Estimate |                         |                  |               |                                       |
| <input type="checkbox"/> Actual Amount       |                         |                  |               |                                       |

Provide a description of all meetings and events attended. *See* Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Senate Precedure and Strategy Symposium; lessons on Senate procedure and the legislative process

3 Oct 22  
 (Date)

Zachary J. Voss  
 (Printed name of traveler)

Zachary J. Voss  
 (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.

3 Oct 2022  
 (Date)

[Signature]  
 (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): Conservative Partnership Institute (CPI)
2. Description of the trip: Senate Procedure and Strategy Symposium
3. Dates of travel: September 1, 2022 - September 3, 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:

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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:

CPI is solely responsible for organizing and conducting this trip.

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

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

See attached.

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

See attached.

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16. Total Expenses for Each Participant:

|                                                            | Transportation<br>Expenses | Lodging<br>Expenses | Meal<br>Expenses | Other<br>Expenses |
|------------------------------------------------------------|----------------------------|---------------------|------------------|-------------------|
| <input checked="" type="checkbox"/> Good Faith<br>estimate | \$100                      | \$198               | \$118            | \$0               |
| <input type="checkbox"/> Actual<br>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.

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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.

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

Camp Rydin, 3675 Decoursey Bridge Rd., Cambridge, MD 21613

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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.

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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 estimated cost of meals (\$59/day) is less than the federal government per diem rate of \$64/day.

The cost of lodging (\$99/night) is less than the federal governemtn per diem reate of \$161/night.

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:

CPI will provide round-trip coach class bus transportation or will provide a mileage reimbursement for invitees that drive their personal vehicles.

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: \_\_\_\_\_

Ed Corrigan

Name and Title: \_\_\_\_\_

Conservative Partnership Institute

Name of Organization: \_\_\_\_\_

300 Independence Avenue, SE, Washington, DC 20003

Address: \_\_\_\_\_

Telephone Number: (202) 742-8988

Fax Number: (202) 595-0282

E-mail Address: info@cpi.org

Question 5.

1. Claire Basil, Legislative Assistant, Office of Sen. Tom Cotton
2. Chris Kelly, Legislative Assistant, Office of Sen. Marsha Blackburn
3. Alexa Henning, Deputy Chief of Staff, Office of Sen. Ron Johnson
4. Corinne Day, Deputy Communications Director, Office of Sen. Ron Johnson
5. Kaitlin Stoddard, Legislative Assistant, Office of Sen. Tommy Tuberville
6. Aaron Kofsky, Staff Member, Committee on Banking, Housing, and Urban Affairs
7. Mark Wair, Scheduler, Office of Sen. Mike Lee
8. Jack Heekin, General Counsel, Office of Sen. Rick Scott
9. Nicholas Ganjei, General Counsel, Committee on the Judiciary
10. Pierson Furnish, Legislative Correspondent, Office of Sen. Josh Hawley
11. Robert Ordway, Legislative Assistant, Office of Sen. Mike Braun
12. Ryan Neuhaus, Legislative Assistant, Office of Sen. Mike Lee
13. Liz Slezak, Legislative Correspondent, Office of Sen. Ted Cruz
14. Danny Butherus, Legislative Correspondent, Office of Sen. Ted Cruz
15. Matthew Swint, Legislative Correspondent, Office of Sen. Ted Cruz
16. James Buckley, Legislative Correspondent, Office of Sen. Roger Marshall
17. Matt Murphy, Legislative Coordinator, Office of Sen. Tom Cotton
18. Christina Barry, Legislative Director, Office of Rep. Mary Miller
19. Michael Bruno, Legislative Assistant, Office of Sen. Ted Cruz
20. Cady Cooper, Legislative Assistant, Office of Sen. Cindy Hyde-Smith
21. Michael Rogenmoser, Legislative Aide, Office of Sen. Roger Marshall
22. Jackson Berryman, Press Assistant, Office of Sen. Rand Paul
23. Alexandros Berti, Legislative Correspondent, Office of Sen. Pat Toomey
23. Zach Vega, Legislative Correspondent, Office of Sen. Pat Toomey

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

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 symposium offers an opportunity to train congressional staff to understand and utilize the rules of the Senate.

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

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 training conferences and symposiums attended by conservative thought leaders and activists. Most recently, CPI sponsored a Senate Procedure training event for Senate staff on June 22-24, 2022.

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

The Conservative Partnership Institute provides regular educational briefings and training sessions to congressional staff and conservative leaders and activists. These training programs

## *CPI's Senate Procedure & Strategy Symposium*

**September 1<sup>st</sup> – 3<sup>rd</sup>**

### Thursday

- 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 – 2:30 pm**      **Lunch and SESSION 1 – The Basics**  
*The Senate floor, role of the parliamentarian, Senate calendars, regular order, unanimous consent, hotlines, Senate rules vs precedents.*  
Speakers: Ed Corrigan (CPI)
- 2:30 – 3:00 pm**      **Break**
- 3:00 – 5:30 pm**      **SESSION 2 – The Senate's Rules: Digging In**  
*Holds, cloture & the filibuster, Rule 22 germaneness, the nuclear option.*  
Speakers: Ed Corrigan (CPI)
- 5:30 – 7:00 pm**      **Dinner and Keynote Address**  
*Fixing What's Broken—Is the Senate as dysfunctional as many believe? What does history teach us, and what proposed reforms are worth considering?*  
Keynote Speaker: Kelly Johnston, Former Secretary of the Senate

### Friday

- 9:00 – 10:00 am**      **Breakfast**
- 10:00 – 12:30 pm**      **SESSION 3 – Amending in the Senate**  
*Drafting, filing, and offering amendments, types of amendments, amendment trees.*  
Speakers: Ed Corrigan (CPI)
- 12:30 – 3:00 pm**      **Lunch and SESSION 4 – Appropriations & Rule 16**  
*Drafting amendments for appropriations, Rule 16 germaneness, defense of germaneness.*  
Speakers: Ed Corrigan (CPI)
- 3:00 – 3:30 pm**      **Break**
- 3:30 – 6:00 pm**      **SESSION 5 – The Wrap Up**  
*Amending conference rules, resolving differences between the bodies, motions to divide & the clay pigeon.*  
Speakers: Ed Corrigan (CPI)



6:00 – 6:30 pm      **Break**

6:30 – 8:00 pm      **Dinner and Special Presentation**  
*Navigating the Senate floor: Getting your boss an amendment vote during  
regular order. Are there options when the amendment tree is filled?*  
Guest Speaker: Phil Reboli (CPI)

**Saturday**

8:30 am              **Breakfast & Checkout**

9:30 – 11:30 am      **Travel from Cambridge, MD to 300 Independence Ave., SE**

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](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC AUG 17 22PM 4:46

Name of Traveler: Zachary VegaEmploying Office/Committee: Senator Pat ToomeyPrivate Sponsor(s) (list all): Conservative Partnership InstituteTravel date(s): 1-3 September 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:

The symposium will focus on Senate procedure, which will help me be more effective in my capacity as a Legislative Correspondent. More specifically, the symposium will have lessons on the amendment and appropriations processes, which I currently lack more than cursory knowledge on.

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:

29 July 2022  
 (Date)

Zachary J. Vega  
 (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, Pat Toomey hereby authorize Zachary Vega  
 (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) ☐

7/29/22  
 (Date)

Pat Toomey  
 (Signature of Supervising Senator/Officer)