RE-2 Employee Post Travel Disclosure of Travel Expenses

Date/Time Stamp

RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2023 DEC -7 PM 3:57

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.**This form is a public disclosure. The form and all attachments will be made publicly available.**

Certification:*In compliance with the Regulations Governing Privately Sponsored Travel, Senate Rule 35, and the Honest Leadership and Open Government Act of 2007, I certify that I accepted the following gift of privately sponsored travel:*

Private Sponsor(s):
Louisiana Sugar Cane Foundation Inc

Travel Dates:
11/09/2023 to 11/11/2023

Name of accompanying family member (if any):

Relationship to Traveler:

Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
$666.23	$269.00	$135.00	$75.00

I also certify that attached to this form are all required documents for post travel disclosure, including:

- **The final Employee Pre-Travel Authorization** (Form RE-1)
- The final **Private Sponsor Travel Certification Form** with all attachments
- The final invitation
- The final approved itinerary

Finally, I certify that all trip information reflected in the attachments above accurately reflects the travel that I accepted. If there were any changes to the trip after I received approval from the Committee, the changes are described in ATTACHMENT 1.

12/06/2023
Date

Catelyn Caldwell
Printed Name of Traveler

Catelyn Caldwell
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.

12/07/2023
Date

Tammy Duckworth
Signature of Supervising Senator/Officer

ATTACHMENT 1 – CHANGES FROM APPROVED PRE-TRAVEL

Note: Material changes to a trip that occur after the Committee has issued an approval letter may invalidate the Committee's approval. Please contact the Committee with any questions regarding changes to an approved trip.

Were there any changes to the pre-approved travel expenses? (Transportation, Meals, Lodging, Other)?

○ Yes ● No

Expense Change	Revised Amount	Explanation
There were no changes to pre-approved travel expenses.		

Were there any changes to the pre-approved itinerary?

○ Yes ● No

Explanation: There were no changes to the pre-approved itinerary.

Were there any additional changes to the pre-approved trip?

○ Yes ● No

Explanation: There were no additional changes to the pre-approved trip.

October 4, 2023
Date/Time Stamp

RE-1 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.

Name of Traveler:
Catelyn Caldwell

Employing Office/Committee:
Senator Tammy Duckworth

Private Sponsor(s):
Louisiana Sugarcane Foundation, Inc.

Destination(s):
New Orleans, LA

Travel Dates:

November 9-11, 2023

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

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

My responsibilities as an Agriculture policy staffer include meeting with farmers and producers beyond our state who prioritize sugarcane crops and discussing ways to introduce legislation that benefits both consumers and producers of sugarcane. With Louisiana being a large producer, it is important to educate myself and my boss about the need to expand production into our state as the benefits have proven to boost our economy and generate revenue for the farming industry.

Do you have an accompanying family member or spouse on this trip? **Name and Relationship to Traveler:**

☐ (signify "yes" by checking box)

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

10/11/23
Date

Catelyn Caldwell
Signature of Employee

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER
(President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain)

I Senator Tammy Duckworth hereby authorize Catelyn Caldwell
(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)

10/12/2023
Date

Tammy Duckworth
Signature of Supervising Senator/Officer

Louisiana Sugar Cane Foundation Inc: Louisiana Sugar Cane Visit Nov 9-11, 2023

Catelyn Caldwell

Title:
Legislative Correspondent

Employing Office/Committee:
DUCKWORTH, TAMMY

Duty Station:
WASHINGTON,DC

Destination(s):
Thibodaux, Louisiana
New Orleans, Louisiana

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

The Louisiana Sugarcane Foundation aims to educate congressional staffers on agricultural priorities across the Nation. Specifically, in Illinois, a state heavily known for crop production, this experience allows staffers to connect with manufacturers and farmers to better understand policies that shape the agricultural industry today.

Name of accompanying family member (if any):
Not Entered

Name and Relationship to Traveler:
None

Organization Information

Organization Name
Louisiana Sugar Cane Foundation Inc

Is your organization classified as a §501(c)(3)?
○ Yes ● No

§501(c)(3) Organization Type
None

Address
P O Box 874

Address 2 (Optional)
None

City, State Zip
Thibodaux, Louisiana 70302-0874 United States

Phone Number
985-414-1697

Organization URL

History of Congressional Travel

This is the thirteenth trip that the Louisiana Sugar Cane Foundation has sponsored. The first trip was held in November, 2009.

Educational Activities

The Foundation supports Ag in The Classroom (a program sponsored by the Louisiana Farm Bureau), the Ag Leadership program sponsored by the LSU AgCenter, and other scholarships to Louisiana state universities.

Lobbyist and Foreign Agent Registration Information

Lobbyist Registration Status: *I certify that the sponsor is not a federally registered lobbyist and do not retain or employ a federally registered lobbyist.*

Foreign Agent Registration Status: *I certify that the sponsor is not an agent of a foreign principal and do not retain or employ an agent of a foreign principal.*

Foreign Government Involvement

Foreign Agent Registration Status:

- ● I certify that the sponsor is not a foreign government.
- ● I certify that the sponsor is not an entity that is owned or operated by a foreign government.
- ● I certify that the sponsor does not receive funding from a foreign government.

Comments

None Entered

Signature Page

The signature page is below.

Purpose and Details

Provide a brief description of the trip.

Participants on this trip will gain knowledge of the Louisiana sugar industry from the farm to table. The Louisiana Sugar Cane Foundation is the sole sponsor and will organize and conduct the trip. The trip is funded from a general fund comprised of membership dues and not earmarked funds.

Explain how the purpose of the trip relates to your organization's mission.

The mission of the Foundation is to increase public awareness of the Louisiana sugar industry. The purpose of the trip is to give staffers an opportunity to visit the sugar industry and to gain first-hand knowledge of the sugarcane research, production and processing operations, and the impact on the local and national economy.

Is your organization the only sponsor for this trip?

- ☑ Yes
- ○ No

Grantmaking Organizations (Optional)

There are no grantmaking organizations.

With or Without Regard for Congressional Participation

The trip is arranged or organized specifically with regard to congressional participation.

Lobbyist/Foreign Agent Involvement in Planning, Organizing, Requesting or Arranging

- ☑ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal, other than de minimis involvement.

Lobbyist/Foreign Agent Financing

- ☑ The trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- ☑ No funds or in-kind contributions were 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.

Lobbyist/Foreign Agent Accompaniment

Complete if all sponsors are §501(c)(3) organizations

- ☑ The trip is limited to three days (for trips inside the continental United States) or seven days (for trips outside the continental United States), and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip
- ○ The trip is limited to 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
- ○ The trip is limited to 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

Complete if any of the sponsors is not a §501(c)(3) organizations.

- ○ The trip is limited to three days (for trips inside the continental United States) or seven days (for trips outside the continental United States), and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip
- ○ The trip is limited to 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
- ○ The trip is limited to 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

Certification of No Recreational Activity and No Alcohol

- ☑ Travel expenses paid for will not include expenditures for recreational activities.
- ☑ Travel expenses paid for will not include expenditures for alcohol, except as permitted by the Regulations Governing Privately Sponsored Travel.

Invitees

Members and staff from the House of Representatives **will** receive invitations.

The list of invitees is below.

Travel Details

Trip Start Date/Time:
11/09/2023 @ 09:00 AM

⇄

Trip End Date/Time:
11/11/2023 @ 03:30 PM

Will the traveler be accompanied by a family member for whom the sponsor will pay travel expenses?

○ Yes ● No

Itinerary

The itinerary is below.

Transportation (Per Member/Officer/Employee: $666.23 | Accompanying Family Member: $0.00)

Transportation Type	Class	Amount
Airfare	Coach	$566.23
Note round trip airfare		
Ground Transportation	Coach	$100.00
Note shuttle bus motorcoach		

Lodging (Per Member/Officer/Employee: $269.00)

Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
11/09/2023	11/10/2023	Hampton Inn	Thibodaux	Louisiana	United States	1	$107.00	No
11/10/2023	11/11/2023	Omni Riverfront Hotel	New Orleans	Louisiana	United States	1	$162.00	No

Meals (Per Member/Officer/Employee: $135.00)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
11/09/2023	$0.00	$15.00	$26.00	$5.00	**$46.00**	Thibodaux	Louisiana	United States	No
11/10/2023	$13.00	$15.00	$0.00	$0.00	**$28.00**	Thibodaux	Louisiana	United States	No

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
11/10/2023	$0.00	$0.00	$34.00	$5.00	**$39.00**	New Orleans	Louisiana	United States	No
11/11/2023	$17.00	$0.00	$0.00	$5.00	**$22.00**	New Orleans	Louisiana	United States	No

Reasonable Miscellaneous Expenses (Per Member/Officer/Employee: $75.00)

Expense Type	Amount	Notes
Other (parking/transportation expenses)	$75.00	

Additional Attachments All additional attachments are below.

Document Name
Senate Invite for CMoore

PRIVATELY SPONSORED TRAVEL

SPONSOR SIGNATURE PAGE

I hereby certify that the information submitted in connection with the trip listed below is true, complete, and correct to the best of my knowledge and belief.

Trip Name: Louisiana Sugar Industry Visit

Travel Date(s): November 9 - 11, 2023

Travel Destination(s): Houma, Thibodaux, Paincourtville, Gramercy, New Orleans,

Sponsor: Louisiana Sugar Cane Foundation, Inc.

Kenneth Gravois — *(printed name of sponsor representative)*

President — *(title)*

Kenneth Gravois Digitally signed by Kenneth Gravois Date: 2023.09.12 08:06:30 -05'00' — *(signature of sponsor representative)*

09/12/2023 — *(date)*

2023 Senate Staffer Invitation List

Staffer		Office	Title
Catelyn Caldwell	D-IL	Sen. Tammy Duckworth	Ag Legislative Director
Clay Parker	R-AL	Sen. Tommy Tuberville	Legislative Correspondent
Caitlin Moore	R-FL	Sen. Marco Rubio	Legislative Correspondent
Ani Toumajan	D-MI	Sen. Debbie Stabenow	Ag Legislative Director

0000000010990 RECEIVED BY: SECRETARY OF THE SENATE Date: December 07, 2023

LOUISIANA SUGAR CANE FOUNDATION

LOUISIANA SUGAR CANE FOUNDATION, INC.

P. O. Box 874
Thibodaux, LA 70302
e-mail: admin@lasugarfoundation.org

Kenneth Gravois, President
Daniel Viator, Secretary
Mike Sternfels, Treasurer

September 12, 2023

Dear Catelyn,

The Louisiana Sugar Cane Foundation, Inc., a non-profit organization founded to increase public awareness of the Louisiana sugar industry through education and stewardship opportunities, is sponsoring a congressional staff trip to Louisiana on November 9-11, 2023. The purpose of the trip is to give staffers an opportunity to visit the Louisiana sugar industry to gain firsthand knowledge of sugarcane research, harvesting and processing operations, and to discuss the impact of the sugar industry on Louisiana.

The Foundation would like to extend an invitation to you to participate in this trip. As a participant, you will depart from Ronald Reagan National Airport on American airlines flight # 4437 on Thursday, November 9, 2023 at 8:09 a.m., arriving in New Orleans International Airport at 10:15 a.m. From New Orleans, you will ride by chartered bus approximately one hour to the USDA-ARS Sugarcane Research Laboratory in Houma. When you first arrive, a briefing on the itinerary and discussion on the impact Hurricane Ida had on the Louisiana sugar industry. At a luncheon presentation, the history of the Louisiana sugar industry will be reviewed. After lunch, a site visit will focus on research to improve sugarcane production practices that help farmers manage risks through improved variety development. You will depart Houma for Thibodaux for a site visit of the John Deere Thibodaux plant, which manufactures cane harvesting machinery. Hotel accommodation for Thursday evening will be at the Hampton Inn in Thibodaux, and a dinner is scheduled at 6:00 p.m. at the Tractor Barn. You will return to the Hampton Inn at 8:45 p.m.

On Friday, participants will visit a sugarcane farm in Paincourtville, followed by a site visit of Westfield Sugar Factory in Paincourtville to experience the steps required to make raw sugar from sugarcane. A box lunch will be served enroute to the Louisiana Sugar Refinery in Gramercy. Here Dr. Michael Deliberto, an agricultural economist with the Louisiana State University Agricultural Center, will discuss the impact of the sugar industry on the Louisiana economy. Following lunch, you will have a site visit of Louisiana Sugar Refinery. Here you will see the process of producing refined sugar from raw sugar. After departing the refinery, you will arrive at the Omni Riverfront Hotel in New Orleans where you will be staying for the night. That evening, dinner will be provided at a nearby venue. On Saturday morning, breakfast will be provided at 7:30 a.m. in a designated room of the Omni Riverfront Hotel. At 8:30 a.m., a shuttle will transport you back to the New Orleans airport for your American Airlines flight #4437 departing New Orleans at 10:46 a.m. arriving at Washington Reagan at 2:19 p.m. The Foundation will assume all travel, lodging and meal expenses associated with the trip. Vouchers will be distributed to cover the costs of local transportation to and from National Airport.

Participating Senate employees must submit the attached completed form to the Ethics Committee at least thirty (30) days before the date of the proposed trip. If you have any questions regarding the Senate rules, please contact the Ethics Committee at 202-224-2981.

We hope you will be able to join the Foundation on this fact-finding trip. We believe it will be a worthwhile experience and that you will gain a better understanding of the Louisiana sugarcane industry. **Space is limited, so please advise us as soon as possible if you will be able to participate or if you have any questions.** The best way to contact us is via e-mail at admin@lasugarfoundation.org. Someone will return your call as soon as possible.

Sincerely,

Kenneth Gravois

Kenneth Gravois
President

ITINERARY FOR
CONGRESSIONAL STAFF SITE VISIT
LOUISIANA SUGAR INDUSTRY
(November 9-11, 2023)

Thursday, November 9, 2023

8:09 a.m. - 10:15 a.m.	Group travels to New Orleans, LA on American Airlines flight # 4437 from Washington-Reagan National Airport.
10:30 a.m.	Group arrives at the New Orleans International Airport.
10:45 a.m. – 11:45 p.m.	Group Leaders will pick up the group at the New Orleans Airport and transport the group for the duration of the trip. Travel to Houma, LA.
11:45 p.m. – 1:00 p.m.	Lunch at the USDA-ARS, Sugarcane Research Unit in Houma. During this lunch, a briefing on the history of the Louisiana sugarcane industry and a description of the process of creating sugar from sugarcane will be provided.
1:00 p.m. – 2:15 p.m.	Site visit of the USDA-ARS, Sugarcane Research Unit. The focus will be on the research to improve sugarcane production practices to help farmers manage risks through improved plant breeding and varietal selection. Participants will visit the sugarcane crossing greenhouse complex and field plots.
2:15 p.m. – 2:45 p.m.	Travel to the John Deere Thibodaux Factory, Thibodaux, LA.
2:45 p.m. – 4:30 p.m.	Site visit of the John Deere Thibodaux Factory. The group will learn of the local, national, and international economic impact of the largest producer of sugarcane harvesting equipment. The group will participate in a site visit of the factory to observe equipment being built.
4:30 p.m. – 4:45 p.m.	Travel to the Hampton Inn in Thibodaux.
4:45 p.m.	Arrive at the Hampton Inn in Thibodaux – break and prepare for dinner.
6:00 p.m. – 6:15 p.m.	Travel to the Tractor Barn in Thibodaux, LA for dinner.
6:15 p.m. – 8:30 p.m.	Dinner at the Tractor Barn in Thibodaux, LA. Here the group will interact with growers and processors to discuss important sugar industry issues. Dinner will be served consisting of local Louisiana dishes.
8:30 p.m. – 8:45 p.m.	Depart from the Tractor Barn for the Hampton Inn in Thibodaux.
8:45 p.m.	Arrive at Hampton Inn for the night.

Friday, November 10, 2022

Please check out before leaving for tours. You will not return to this hotel. Continental breakfast will be in lobby of hotel prior to our departing.

8:30 a.m. - 9:00 a.m.	Travel from the Hampton Inn to Joel Landry Farms for a site visit of a sugarcane farm in Paincourtville, LA.
9:00 a.m.- 10:30 a.m.	Field site visit to observe the various steps for growing and harvesting sugarcane. Participants will observe sugarcane harvesting and talk with the producer to learn of the challenges and rewards of growing sugarcane in south Louisiana.
10:30 a.m. – 10:40 a.m.	Travel to Westfield Factory in Paincourtville, LA.
10:40 a.m. – 12:45 p.m.	Site visit of the Westfield Sugar factory to observe the various steps for processing sugarcane into raw sugar that include preparation, clarification, evaporation, and crystallization.
12:45 p.m. – 1:45 p.m.	Travel to Louisiana Sugar Refinery in Gramercy, LA A box lunch will be provided enroute.
1:45 p.m. - 2:15 p.m.	Dr. Michael Deliberto, Agricultural Economist with the LSU AgCenter, will discuss the impact of the sugar industry on the Louisiana economy.
2:15 p.m. - 4:30 p.m.	Site visit of Louisiana Sugar Refinery. Participants will observe the process of converting raw sugar into refined sugar. Participants will learn of the recent business venture regarding vertical integration within the Louisiana sugar industry. A site visit of the refinery will be provided.
4:30 p.m. - 6:00 p.m.	Travel to the Omni Riverfront in New Orleans, LA
6:00 p.m.	Arrive at the Omni Riverfront.
7:15 p.m. – 9:30 p.m.	Dinner at One River Place. Staffers will continue interactions with local sugarcane growers and processors. Participants will debrief from the events of the day. They will learn of the day's sugar production from the field to the table.

Saturday, November 11, 2023

Check out prior to breakfast.

7:30 a.m. – 8:30 a.m.	Breakfast Briefing - meeting room in the Omni Riverfront. A final review and summary of Louisiana sugar industry highlights will be provided.
8:30 a.m. – 9:00 a.m.	Van shuttle will transport you back to the New Orleans airport for your American Airlines flight # 4437 departing New Orleans at 10:46 a.m. arriving Washington Reagan at 2:19 p.m.

0000000010995 RECEIVED BY: SECRETARY OF THE SENATE Date: December 07, 2023

LOUISIANA SUGAR CANE FOUNDATION

LOUISIANA SUGAR CANE FOUNDATION, INC.

P. O. Box 874
Thibodaux, LA 70302
e-mail: admin@lasugarfoundation.org

Kenneth Gravois, President
Daniel Viator, Secretary
Mike Sternfels, Treasurer

September 12, 2023

Dear Caitlin,

The Louisiana Sugar Cane Foundation, Inc., a non-profit organization founded to increase public awareness of the Louisiana sugar industry through education and stewardship opportunities, is sponsoring a congressional staff trip to Louisiana on November 9-11, 2023. The purpose of the trip is to give staffers an opportunity to visit the Louisiana sugar industry to gain firsthand knowledge of sugarcane research, harvesting and processing operations, and to discuss the impact of the sugar industry on Louisiana.

The Foundation would like to extend an invitation to you to participate in this trip. As a participant, you will depart from Ronald Reagan National Airport on American airlines flight # 4437 on Thursday, November 9, 2023 at 8:09 a.m., arriving in New Orleans International Airport at 10:15 a.m. From New Orleans, you will ride by chartered bus approximately one hour to the USDA-ARS Sugarcane Research Laboratory in Houma. When you first arrive, a briefing on the itinerary and discussion on the impact Hurricane Ida had on the Louisiana sugar industry. At a luncheon presentation, the history of the Louisiana sugar industry will be reviewed. After lunch, a site visit will focus on research to improve sugarcane production practices that help farmers manage risks through improved variety development. You will depart Houma for Thibodaux for a site visit of the John Deere Thibodaux plant, which manufactures cane harvesting machinery. Hotel accommodation for Thursday evening will be at the Hampton Inn in Thibodaux, and a dinner is scheduled at 6:00 p.m. at the Tractor Barn. You will return to the Hampton Inn at 8:45 p.m.

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Participating Senate employees must submit the attached completed form to the Ethics Committee at least thirty (30) days before the date of the proposed trip. If you have any questions regarding the Senate rules, please contact the Ethics Committee at 202-224-2981.

We hope you will be able to join the Foundation on this fact-finding trip. We believe it will be a worthwhile experience and that you will gain a better understanding of the Louisiana sugarcane industry. **Space is limited, so please advise us as soon as possible if you will be able to participate or if you have any questions.** The best way to contact us is via e-mail at admin@lasugarfoundation.org. Someone will return your call as soon as possible.

Sincerely,

Kenneth Gravois

Kenneth Gravois
President