RE-2 Employee Post Travel Disclosure of Travel Expenses

Date/Time Stamp

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): GlobalWIN

Travel Dates: October 12-13

Name of accompanying family member (if any):

Relationship to Traveler:

Total Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
638	286	113.42	

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.

10/19/20	Sarah Shapiro	Sarah Shapiro Digitally signed by Sarah Shapiro Date: 2023.10.19 10:58:11 -04'00'
Date	Printed Name of Traveler	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.

10/23/23	
Date	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

Were there any changes to the pre-approved itinerary?

○ Yes ◉ No

Explanation:

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

○ Yes ◉ No

Explanation:

Global Women's Innovation Network

2023 NYC Senate Staff Delegation Itinerary: Thursday, October 12 and Friday, October 13, 2023

Thursday, October 12

7:30 AM Meet at Union Station

8:00 AM Depart Union Station (WAS) for New York on Amtrak Vermonter #56

11:21 AM Arrival in NYC Moynihan Train Hall (NYP)

11:45 AM Introduction and overview of the day's meetings with Helen Milby
12:15 PM On the GlobalWIN Bus

35-minute drive

12:15 PM **10 Years to a Cure – Lunch with Target ALS**
1:15 PM 25 East 78th Street, Room 5W

30-minute drive

2:00 PM Apple Pay and the Future of Consumers' Financial Health
3:00 PM 11 Pennsylvania Plaza

12-minute drive

3:30 PM Digging into the Data: Workforce Development and Trends with LinkedIn
4:30 PM Empire State Building

4:45 PM Tech Talk: Global Communications and Career Advancement in Tech and Beyond with Booking Holdings
6:15 PM Empire State Building

7-minute walk

6:45 PM Dinner ft. Hannah Young, Deputy Consul General at the British Consulate General, New York
8:15 PM Serafina's 38th Street- 241 Madison Avenue

20-minute walk or 12-minute Uber

Overnight Accommodations: Sonder Henri on 24th: 37 W 24th Street

Friday, October 13

8:30 AM Meet in Lobby and Depart Hotel for Etsy

40-minute drive

9:15 AM **Breakfast and Moderated Discussion about Yesterday's Programming with Helen Milby**
10:00 AM 117 Adams St, Brooklyn, NY

10:00 AM **Platforming Entrepreneurs with Etsy**
11:00 AM 117 Adams St, Brooklyn, NY

15-minute drive

11:30 AM **Lunch and Women's Leadership at Uber and Their US Mobility AND Delivery Plan**
1:00 PM 175 Greenwich Street

25-minute drive

1:30 PM **SAP-Enabling Business Transformation with Artificial Intelligence & Machine Learning**
3:00 PM 10 Hudson Yards

End of NYC Programming

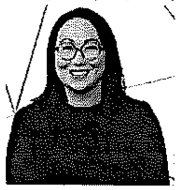
6-minute drive or 10-minute walk TO Moynihan Train Hall, 350 W 33rd St

4:00 PM Depart NYC Moynihan Train Hall (NYP) on Amtrak Acela #2165

6:53 PM Arrive Washington Union Station (WAS)

Congressional Delegation Biographies

Kelly Boyer, Deputy Chief of Staff, Office of Sen. Maggie Hassan



Kelly Boyer is currently the Deputy Chief of Staff for US Senator Maggie Hassan (D-NH). Prior to joining Senator Hassan's Office, Kelly was the Director of Operations for US Senator Barbara Boxer (D-CA) where she held a number of positions during her twelve years with the Office. Kelly has over a decade of experience working with Senators and staff to further progressive agendas and meaningful legislation for the American people. Kelly's deep knowledge of our government and processes has been instrumental in the success of our leaders and their offices in Washington, D.C. and in their home states. Kelly grew up in Minnesota and holds a Bachelor's Degree in Political Science and a Master's Degree in Public Administration from the University of North Dakota. She currently resides in Washington, D.C. where she enjoys spending her free time building lasting relationships and opportunities with the Korean American community and volunteering for various non-profits and dog rescues across the city.

Halie Craig, Policy Director, Tech & Science, Senate Banking Committee



Halie Craig currently serves as Policy Director, Tech & Science for Ranking Member Ted Cruz (R-TX) on the U.S. Senate Commerce Committee. In this role, she oversees all aspects of the Ranking Member's tech policy agenda, including artificial intelligence, data privacy, section 230, content moderation issues, and digital trade. Prior to the Commerce Committee, Ms. Craig held various positions on the staff of U.S. Senator Pat Toomey (R-PA), including serving on the U.S. Senate Banking Committee and leading Senator Toomey's work on trade policy. In addition, Ms. Craig spent two years on the content policy team at Meta, where she led algorithm policy for News Feed and recommendations and wrote Meta's first behavioral abuse policies. Ms. Craig earned her B.A. in political science from the University of Pennsylvania.

Ryann DuRant, Senior Communications Advisor, Senate Committee on Banking, Housing, and Urban Affairs



Ryann DuRant is the Senior Communications Advisor on the U.S. Senate Committee on Banking, Housing, and Urban Affairs for Ranking Member Tim Scott (R-S.C.). Prior to the committee, Ryann spent over a decade serving in communications roles in the executive branch, Senate leadership, and the U.S. House of Representatives.

Sarah Kessel, Professional Staff Member, Senate Committee on Energy and Natural Resources



Sarah Kessel is a Professional Staff Member on the Senate Energy and Natural Resources Committee for Chairman Joe Manchin (D-WV) working on energy policy. Before joining the Committee in 2021, Sarah worked in Democratic politics on various Senate campaigns. She graduated from college with a Bachelor's of Arts degree in Political Science from the University of Dayton in Ohio and is originally from Saint Louis, Missouri.

Christy Lewis, Counsel, Senate Commerce Committee



Christy Lewis currently serves as Counsel for the Senate Commerce Committee under Ranking Member Senator Ted Cruz. She specifically works on the Subcommittee for Consumer Protection, Product Safety, and Data Security. Her portfolio includes focusing on issues related to data privacy, children's online safety, consumer product safety, artificial intelligence, cybersecurity, and other issues under the Federal Trade Commission's jurisdiction. Prior to serving on the Senate Commerce Committee, Christy served as Policy Director and Counsel for Wyoming Senator John Barrasso, Chairman of the Senate Republican Conference. Prior to Christy's seven years of Capitol Hill experience, she worked in the world of marketing and research doing work that included media buying, polling and public opinion research, online marketing, and managing political campaigns online. She holds a law degree from the George Washington University and a bachelor of science in Communications from Boston University. She is licensed to practice law in Washington, D.C.

Christina McCauley, Policy Advisor, Office of Sen. Cortez Masto



Christina currently serves as Policy Advisor for Senator Catherine Cortez Masto (D-N.V.) In this role, she leads the Senator's health policy portfolio and handles her work on the Senate Finance Committee. Christina was most recently Legislative Director and health policy advisor for U.S. Representative Doris Matsui (D-CA). Prior to the Hill, Christina worked as a health policy and investment analyst in Washington, D.C. Christina has a master's degree in public health from the University of Texas Health Science Center and an undergraduate degree from Texas A&M University.

Colleen Nguyen, Senior Health Policy Advisor, Office of Sen. Mark R. Warner



Colleen Nguyen is Senior Health Policy Advisor for Senator Mark R. Warner of Virginia, including supporting his work on the Senate Finance Committee and Co-Chair of the Congressional Task Force on Alzheimer's Disease. Colleen's more than 13-year career on Capitol Hill includes time leading health policy for Rep. Ami Bera, M.D. (D-CA); serving as Legislative Director and leading health policy for former Rep. Kathleen Rice (D-NY); and leading health policy for former Rep. Steve Israel (D-NY). A Brentwood, NY, native, Colleen now calls Arlington, VA, home since 2008 and lives there with her spouse, two daughters, and a puppy. In her spare time, Colleen serves as President of the KW Barrett Elementary School PTA in Arlington and facilitates 8th grade sexuality education classes at the Unitarian Universalist Church of Arlington.

Lila Nieves-Lee, Staff Director, Senate Banking Committee



Lila Nieves-Lee is a Staff Director on the United States Senate Committee on Banking, Housing, and Urban Affairs. Before this, Lila spent time in the private sector as a Senior Director for U.S. Government Engagement at Visa and Vice President of Government Affairs at Autos Drive America. Lila has also worked in Office of the U.S. Trade Representative as a Director of Congressional Affairs and started her government career in the U.S. House of Representatives with various committees. Lila holds a Bachelor of Arts from Harvard University where she focused on History and East Asia Studies.

Sarah Shapiro, Senior Legislative Assistant, Office of Sen. Gary Peters



Sarah Shapiro is a Senior Legislative Assistant for Senator Gary Peters where she covers health, education, and labor policy. She previously worked in the House as a Policy Advisor and then Legislative Director for Congressman Eric Swalwell and covered education, health, energy, and environment, transportation, and housing policy. She also worked as a Legislative Aide for Senator Chris Murphy and as a K-12 Education Policy Research Assistant at the Center for American Progress. Sarah is a New Jersey native and received both an undergraduate and master's degree from the University of Southern California.

Taylor Ware, Legislative Assistant, Office of Sen. John Hickenlooper



Taylor Ware is a policy professional and entrepreneur who is dedicated to developing and connecting underserved youth to the resources that they need to thrive. Taylor has developed over a decade of experience in politics and government relations. In her current role as a Legislative Assistant for Senator John Hickenlooper, Taylor works to research and craft legislative solutions to issues around Labor and Workforce Development Policies across sectors. Throughout her tenure she has also worked on policies to transform America's education, health care, and labor systems. Taylor worked as the Senior Legislative Assistant and HBCU Caucus Director for Congresswoman Alma Adams where she helped to usher new federal funding for HBCU research and development infrastructure. Taylor also had the fortune of working with Senator Rev. Raphael Warnock, Congresswoman Lauren Underwood, and as a policy fellow with the House Education and Labor Committee. Before starting her career on Capitol Hill, Taylor worked directly with youth as a Program Coordinator for the Youth@Work Summer Youth Enrichment Program. There, she developed a results-driven curriculum to give youth hands on experiences with civic engagement, public-private sector partnerships, and local higher-education systems. Taylor is also an avid proponent of career-readiness and mentoring programs for professionals pursuing in government. She currently serves as s Senior Staff Advisor for the Senate Black Legislative Staff Caucus and previously served as President for the organization. In her free time, Taylor enjoys offering makeup services in the DMV area and also volunteers as her church's Children's Ministry coordinator.

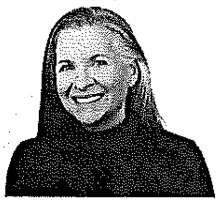
GlobalWIN Team Biographies

Helen Milby, President Co-Founder, GlobalWIN



Helen Milby is the founder and president of Helen Milby & Company (HM&CO), a strategic, fundraising and non-profit consulting firm based in Washington, DC. Before founding HM&CO in 2005, Ms. Milby built a solid record as a senior political and non-profit fundraising executive. Over the last 30 years, she has worked tirelessly for moderate political leaders and pro-innovation ideals, serving first as the Director of Development for the Democratic Leadership Council and the Progressive Policy Institute, and then as president of her own company. In 2009, Helen co-founded The Global Women's Innovation Network, a bipartisan non-profit that promotes women in public policy and innovation-driven fields. GlobalWIN is proud to partner with nearly 100 member companies and a network of senior staffers on Capitol Hill and beyond. Internationally, GlobalWIN has established a strong network of women who share best practices and friendships across North America and Europe. Ms. Milby is a native Washingtonian, a graduate of the Madeira School, and she received a Bachelor of Arts from Colby College; she and her husband have two daughters.

Andrea Mietus, Senior Advisor, GlobalWIN



Andrea Mietus is an independent event planner who focuses on political and policy-related events. She is based in the Washington, DC area and plans events nationwide and internationally. Andrea built her foundation in event planning as the Democratic Leadership Council's Director of Planning and Strategic Development from 1992 through 2009. In that role, she handled retreats, conferences, and the organization's National Conversation, which attracted state and local elected officials. She developed experience in negotiating event-related contracts and handling event logistics, including security issues associated with political figures. She also managed or staffed events held during four Presidential inaugurations and seven Democratic national conventions. Andrea has had her own event consulting firm since 2009. Her clients have included BSA|The Software Alliance, Center Stage, the Democratic Attorneys General Association, the Entertainment Software Association, GlobalWIN, HM&CO, Climate Solutions Foundation, the Information Technology & Innovation Foundation, the Moderate Democrats PAC (ModSquad), the NewDEAL and the New Democrat Action Fund. Andrea, a Political Science graduate of the University of Maryland, College Park, resides in suburban Maryland with her husband; together they raised four daughters.

Quinn Needham, Program Coordinator, GlobalWIN



Quinn Needham is the Program Coordinator for Global Women's Innovation Network (GlobalWIN). Quinn is an experienced coordinator with a passion for gender equity, corporate responsibility, and collaborative communication. Prior to her role with GlobalWIN, Quinn was the Global Relations and Foundation Coordinator at Finseca, where she specialized in donor management and built partnerships amongst stakeholders. Quinn also brings event planning expertise to her role, having previously served as an Events Associate with Markham, a full-service event management and campaign firm serving local, state, national and international campaigns, non-profit organizations, advocacy groups, and corporate clients. Quinn is a graduate of The University of the South where she received a BA in English and Women's and Gender Studies.

Trip Name: GlobalWIN Senate Staff Delegation Trip - NYC Thursday-Oct 12-Friday-Oct 13

Organization Information

Organization Name:
Global Women's Innovation Network

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

If Yes, §501(c)(3) Organization Type:
[✓] Private Foundation [ ] Public Charity

Address:
600 Pennsylvania Avenue, SE - Suite 410

City, State, Zip:
Washington, DC 20003

Phone Number:
301-518-6336- andrea@mietusevents.com

Organization URL:
www.globalwin.org

History of Congressional Travel

Describe your organization's history of sponsoring congressional travel.

GlobalWIN highlights women leaders and connects the public and private sector through our programming that includes networking receptions, policy round tables, career workshops, and educational trips in the United States and abroad. On October 12 GlobalWIN will bring 12 congressional staff members from Republican and Democratic offices in the U.S. Senate to NYC for two days of intensive programming on an array of issues including tech, health tech research and development, innovation and female leadership. Our stay to New York will combine all tiers of GlobalWIN programming and provide all participants an opportunity to grow professionally ⊞

Educational Activities

Describe the educational activities performed by your organization other than sponsoring congressional travel.

GlobalWIN host 1-3 educational programs each month, ranging in attendance from 20 to 100 from the public and private sector. We host a number of career development seminars and programming featuring thought leaders, policy advisors, industry experts and female leaders from many industries.

Lobbyist and Foreign Agent Registration Information

Lobbyist Registration Status (Select one):

(●) I certify that the sponsor is not a federally registered lobbyist and does not retain or employ a federally registered lobbyist.

( ) I certify that the sponsor is not a federally registered lobbyist but does retain or employ one or more federally registered lobbyists.

Foreign Agent Registration Status (Select one):

( ) I certify that the sponsor is not an agent of a foreign principal and does not retain or employ an agent of a foreign principal.

( ) I certify that the sponsor is not an agent of a foreign principal but does retain or employ one or more agents of a foreign principal.

Foreign Government Involvement

Foreign Agent Registration Status (Must select all):

[✓] 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.

Purpose and Details

Provide a brief description of the trip.

GlobalWIN will bring ten to twelve congressional staff members from Republican and Democratic offices in the U.S. Senate to New York for two days of intensive programming on an array of issues such as bio pharmaceutical production and distribution, manufacturing and agricultural production, cloud technology, climate change and financial institutions, female leadership, and innovation in tech. GlobalWIN provides these Congressional staffers with the unique opportunity to participate in meetings directly related to their subject matter expertise, while also gleaning information from non-direct and equally important sources. Our stay in New York will combine all tiers of GlobalWIN programming and provide participants with an opportunity to grow

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

Our goal is to develop more broad conversations outside of the beltway, GlobalWIN provides opportunities to connect with our partners beyond Washington. GlobalWIN brings Congressional staffers and our allies all over the USA and abroad to meet with like-minded organizations on key issues related to innovation, technology, and economic growth. New York is a incredible resource on so many fronts the leading industries in New York include financial services, healthcare, professional and business services, retail trade, manufacturing, and education. These are all top tier issues for GlobalWIN.

Is your organization the only sponsor for this trip?

(●) Yes ( ) No

If No, describe your organization's role in planning the trip.

If there are multiple sponsors, each sponsor must submit Organization Information (Page 1 of the Private Sponsor Travel Certification Form) and a Signature Page Form.

Grantmaking Organizations (Optional)

If you have a Grantmaking Organization, you must attach a Grantmaking Organization Certification Form.

1.

2.

3.

With or Without Regard to Congressional Participation (Select one):

- ○ The trip is arranged or organized without regard to congressional participation.
- ◉ The trip is arranged or organized 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 (Must select all):

- ☑ 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 (Select one):

- ◉ 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 (Select one):

- ○ 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 (Must select all):

- ☑ 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.

Will members and staff from the House of Representatives receive invitations?

○ Yes ◉ No

Travel Details (Submit additional pages as needed)

Trip Start Date/Time:	⇄	Trip End Date/Time:
Thursday, October 12, 2023		Friday, October 13, 2023

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

◯ Yes ◉ No

Transportation (Member/Officer/Employee: $500.00 Accompanying Family Member: $_____)

Transportation Type	Class	Amount
Amtrak & Acela	Coach	341.00
Ground transportation in NYC	Coach	159.00

Details (optional)

Cost of train may go up based on when staff commits. Additional for ground transportation

Lodging (Member/Officer/Employee: $286.00 Accompanying Family Member: $_____)

Check-In	Check-Out	Facility	City	State	Country
10/12/23	10/12/23	Sonder Henri	New York	NY	USA

Nights	Cost/Night	Cost Exceed Per Diem (Yes/No)	If Yes, please explain why expenses over the per diem rate are reasonable and necessary.
1	$286.00	NO	

Check-In	Check-Out	Facility	City	State	Country

Nights	Cost/Night	Cost Exceed Per Diem (Yes/No)	If Yes, please explain why expenses over the per diem rate are reasonable and necessary.

Check-In	Check-Out	Facility	City	State	Country

Nights	Cost/Night	Cost Exceed Per Diem (Yes/No)	If Yes, please explain why expenses over the per diem rate are reasonable and necessary.

Meals (Member/Officer/Employee: $138.25 Accompanying Family Member: $_____)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem (Y/N)
10/12/23		20	36	3.25	59.25	New York	NY	USA	N
10/13/23	18	20	36	5.00	79.00	New York	NY	USA	N

If costs exceed the federal per diem, please explain why expenses over the per diem rate are reasonable and necessary.

Reasonable Miscellaneous Expenses

(Member/Officer/Employee: $0 Accompanying Family Member: $_____)

Expense Type	Amount	Notes

Additional Details (optional)

For any inquiries about the Senate Ethics Form completed for the Senate Staff Trip to NYC please contact Andrea Mietus, GlobalWIN Senior Advisor 301-518-6336 or andrea@mietusevents.com

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: GlobalWIN 2023 Senate Staff Delegation Trip- NYC

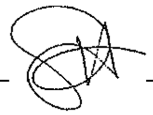
Travel Date(s): Thursday, October 12th & Friday, October 13th, 2023

Travel Destination(s): New York City, NY

Sponsor: Global Women's Innovation Network (GlobalWIN)

Helen Milby — *(printed name of sponsor representative)*

President & Co-Founder — *(title)*



(signature of sponsor representative)

September 8, 2023 — *(date)*