

## RE-2 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. **This form is a public disclosure. The form and all attachments will be made publicly available.**

RECEIVED  
SECRETARY OF THE SENATE  
PUBLIC RECORDS

2023 JUL 11 PM 5:15

**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):  
Senate Working Group

Travel Dates:  
06/15/2023 to 06/17/2023

Name of accompanying family member (if any):  
Mike Richardson

Relationship to Traveler:  
Spouse

### Expenses

| Transportation Expenses | Lodging Expenses | Meals Expenses | Other Expenses (Amount & Description) |
|-------------------------|------------------|----------------|---------------------------------------|
| \$928.78                | \$444.00         | \$214.00       | \$0.00                                |

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.

7/11/2023

Date

Michelle Barlow Richardson

Printed Name of Traveler



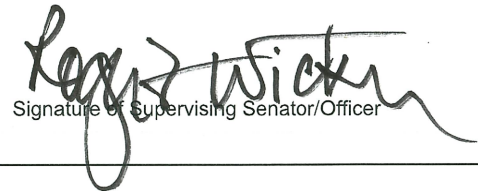
Signature of Traveler

### 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.

7-11-2023

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 |
|--------------------------------------------------------|----------------|-------------|
| 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.



**RE-1 Employee Pre-Travel Authorization**

Date/Time Stamp

**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:**

Michelle Barlow Richardson

**Employing Office/Committee:**

WICKER, ROGER

**Private Sponsor(s):**

Senate Working Group

**Destination(s):**

Virginia Beach, Virginia

**Travel Dates:**

06/15/2023 to 06/17/2023

**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.**

As the Chief of Staff to Senator Roger Wicker, a senior member of the Senate Commerce, Science, and Transportation Committee, it is my job to know the committee staff and the issues the committee works on. This Summit will provide opportunities to engage with Committee staff and my Senate colleagues as we dig deeper into the issues relevant to the Committee's work.

**Do you have an accompanying family member or spouse on this trip?**

Yes

**Name and Relationship to Traveler:**

Mike Richardson (Spouse)

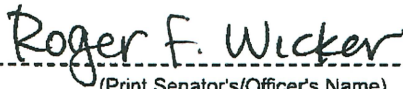
*I certify that the information contained in this form is true, complete and correct to the best of my knowledge.*

5-15-23

Date

  
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)

  
(Print Senator's/Officer's Name)

hereby authorize

  
(Print Traveler's Name)

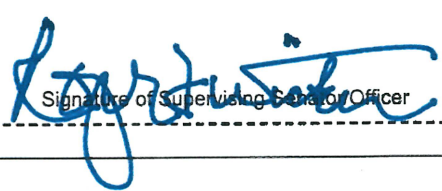
*an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will 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)

5-15-23

Date

  
Signature of Supervising Senator/Officer

# Senate Working Group: Senate Republican Commerce Committee Staff Summit

 Michelle Barlow Richardson

**Title:**

Chief of Staff

**Employing Office/Committee:**

WICKER, ROGER

**Duty Station:**

WASHINGTON, DC

**Destination(s):**

Virginia Beach, Virginia

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

As the Chief of Staff to Senator Roger Wicker, a senior member of the Senate Commerce, Science, and Transportation Committee, it is my job to know the committee staff and the issues the committee works on. This Summit will provide opportunities to engage with Committee staff and my Senate colleagues as we dig deeper into the issues relevant to the Committee's work.

**Name of accompanying family member (if any):**

Mike Richardson

**Name and Relationship to Traveler:**

Spouse

## Organization Information

**Organization Name**

Senate Working Group

**Is your organization classified as a §501(c)(3)?**☐ Yes☒ No**§501(c)(3) Organization Type**

None

**Address**

1100 New Jersey Ave SE

**Address 2 (Optional)**

None

**City, State Zip**

Washington, District Of Columbia 20003 United States

**Phone Number**

8583360293

**Organization URL**<https://www.senateworkinggroup.org>

## History of Congressional Travel

Senate Working Group is a newer organization, created on October 8, 2021. In addition to hosting events in Washington, D.C., Senate Working Group hosted the 2023 Senate Republican Chiefs of Staff & Committee Staff Director's Summit at the Greenbrier Resort, April 27-29, 2023, along with the Senate Republican Banking Committee Staff Summit in New York, New York, September 29-30, 2022 and the 2022 Senate Republican Chiefs of Staff & Committee Staff Director's Symposium at the Greenbrier Resort, March 24-26, 2022.

## Educational Activities

Senate Working Group provides educational trainings, as well as hosts widely attended events throughout the calendar year. These trainings and events are offered to all Senate staff, from Chiefs of Staff to Senate Interns.

## 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.

Senate Working Group is honored to host the 2023 Senate Republican Commerce Committee Staff Summit at the Cavalier Virginia Beach, June 15-17, 2023. Following the theme from the Chiefs of Staff & Committee Staff Director's Summit, the focus of this Summit will be on a 'brighter future: how Washington can better serve the American people.' Taking an educational deep dive examination into the issues affecting everyday Americans, this one day Summit will be filled with presentations from various policy experts discussing the issues and its impact on commerce, science, and transportation.

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

Senate Working Group is a 501(C)(4) nonprofit organization dedicated to providing educational resources to Senate staff. In addition to local trainings and receptions throughout the year, the 2023 Senate Republican Commerce Committee Staff Summit provides us the ability to connect Senate staff with policy experts and thought leaders in an intimate, off-the-record setting.

## 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

- i** Members and staff from the House of Representatives **will not** receive invitations.

The list of invitees is below.

## Travel Details

Trip Start Date/Time:  
06/15/2023 @ 07:00 PM



Trip End Date/Time:  
06/17/2023 @ 11:00 AM

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: \$928.78 | Accompanying Family Member: \$0.00)

| Traveler Type                                                                                                                                                                                                                                                                                       | Transportation Type   | Class    | Amount   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------|----------|
| Member/Officer/Employee                                                                                                                                                                                                                                                                             | Airfare               | Coach    | \$400.00 |
| <b>Note</b><br>Travel reimbursement up to \$400.00 for roundtrip airfare from Washington, D.C. to Norfolk, VA.                                                                                                                                                                                      |                       |          |          |
| Member/Officer/Employee                                                                                                                                                                                                                                                                             | Ground Transportation | N/A      | \$275.10 |
| <b>Note</b><br>Mileage reimbursement calculated by the 2023 IRS standard mileage rate of \$0.655 per mile. Distance calculated from United States Capitol building to the Cavalier Hotel (210 miles) and back, for a total of 420 miles traveled.                                                   |                       |          |          |
| Member/Officer/Employee                                                                                                                                                                                                                                                                             | Ground Transportation | Coach    | \$53.68  |
| <b>Note</b><br>Shuttle price per person. Cavalier Hotel (point A) to Port of Virginia (point B); Port of Virginia (point B) to Lamberts Point (point C); Lamberts Point (point C) to Cavalier Hotel (point A); Cavalier Hotel (point A) to DroneUp (point D); DroneUp (point D) to Hotel (point A). |                       |          |          |
| Member/Officer/Employee                                                                                                                                                                                                                                                                             | Train                 | Business | \$200.00 |
| <b>Note</b><br>Travel reimbursement up to \$200.00 for roundtrip train fare from Washington, D.C. to Norfolk, VA.                                                                                                                                                                                   |                       |          |          |

Lodging (Per Member/Officer/Employee: \$444.00 | Accompanying Family Member: \$0.00)

| Traveler Type | Check-In | Check-Out | Facility | City | State | Country | Nights | Cost/Night | Cost Exceed Per Diem |
|---------------|----------|-----------|----------|------|-------|---------|--------|------------|----------------------|
|---------------|----------|-----------|----------|------|-------|---------|--------|------------|----------------------|

| Traveler Type           | Check-In   | Check-Out  | Facility                    | City           | State    | Country       | Nights | Cost/Night | Cost Exceed Per Diem |
|-------------------------|------------|------------|-----------------------------|----------------|----------|---------------|--------|------------|----------------------|
| Member/Officer/Employee | 06/15/2023 | 06/17/2023 | The Historic Cavalier Hotel | Virginia Beach | Virginia | United States | 2      | \$222.00   | No                   |

### Meals (Per Member/Officer/Employee: \$107.00 | Accompanying Family Member: \$107.00)

| Traveler Type              | Date       | Breakfast | Lunch   | Dinner  | Incidentals | Total          | City           | State    | Country       | Cost Exceeds Per Diem |
|----------------------------|------------|-----------|---------|---------|-------------|----------------|----------------|----------|---------------|-----------------------|
| Member/Officer/Employee    | 06/15/2023 | \$0.00    | \$0.00  | \$48.00 | \$0.00      | <b>\$48.00</b> | Virginia Beach | Virginia | United States | No                    |
| Accompanying Family Member | 06/15/2023 | \$0.00    | \$0.00  | \$48.00 | \$0.00      | <b>\$48.00</b> | Virginia Beach | Virginia | United States | No                    |
| Member/Officer/Employee    | 06/16/2023 | \$0.00    | \$16.00 | \$0.00  | \$0.00      | <b>\$16.00</b> | Virginia Beach | Virginia | United States | No                    |
| Member/Officer/Employee    | 06/16/2023 | \$0.00    | \$0.00  | \$29.00 | \$0.00      | <b>\$29.00</b> | Virginia Beach | Virginia | United States | No                    |
| Accompanying Family Member | 06/16/2023 | \$0.00    | \$0.00  | \$29.00 | \$0.00      | <b>\$29.00</b> | Virginia Beach | Virginia | United States | No                    |
| Accompanying Family Member | 06/16/2023 | \$14.00   | \$0.00  | \$0.00  | \$0.00      | <b>\$14.00</b> | Virginia Beach | Virginia | United States | No                    |
| Accompanying Family Member | 06/16/2023 | \$0.00    | \$16.00 | \$0.00  | \$0.00      | <b>\$16.00</b> | Virginia Beach | Virginia | United States | No                    |
| Member/Officer/Employee    | 06/16/2023 | \$14.00   | \$0.00  | \$0.00  | \$0.00      | <b>\$14.00</b> | Virginia Beach | Virginia | United States | No                    |

### Reasonable Miscellaneous Expenses (Per Member/Officer/Employee: \$0.00 | Accompanying Family Member: \$0.00)

| Traveler Type                        | Expense Type | Amount | Notes |
|--------------------------------------|--------------|--------|-------|
| There are no miscellaneous expenses. |              |        |       |

### Additional Attachments

| Document Name                        |
|--------------------------------------|
| There are no additional attachments. |



## 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: Senate Republican Commerce Committee Staff Summit  
Travel Date(s): June 15-17, 2023  
Travel Destination(s): Virginia Beach, VA, USA  
  
Sponsor: Senate Working Group

James Kimmey

*(printed name of sponsor representative)*

Executive Director

*(title)*

  
*(signature of sponsor representative)*

05/08/2023

*(date)*

## 2023 Senate Republican Commerce Committee Staff Summit

### Invitees

Jon Adame  
Lauren Bates  
James Braid  
Joel Brubaker  
LauraLee Burkett  
Larry Burton  
Dan Cheever  
John Connell  
Chance Costello  
Halie Craig  
Mark Crowley  
Drew Dziedzic  
Holt Edwards  
Erik Elam  
Sean Farrell  
Kyle Fields  
Brad Grantz  
Eric Heigis  
Charlie Hobbs  
Mallie Imbler  
Chris Jaarda  
JT Jezierski  
James Kelly  
Megan Kenney  
Tucker Knott  
Taylor LaJoie  
Scott Leathard  
Emily Leviner  
James Longley  
Jessica McBride  
Meghan McCann  
Caitlin Miller  
Darin Miller  
Darrin Munoz  
Jimmy Peacock  
Simone Perez  
David Pigue  
Duncan Rankin  
Jacob Reses

Legislative Director  
Senior Policy Advisor  
Legislative Director  
Chief of Staff  
Legislative Director  
Chief of Staff  
Legislative Assistant  
Chief of Staff  
Senior Legislative Assistant  
Senior Advisor  
Legislative Director  
Legislative Director  
Senior Policy Advisor  
Legislative Director  
Chief of Staff  
Counsel  
Staff Director  
Legislative Assistant  
Legislative Assistant  
Legislative Assistant  
Deputy Chief of Staff  
Legislative Director  
Chief of Staff  
Legislative Assistant  
Chief of Staff  
Legislative Assistant  
Legislative Counsel  
Chief of Staff  
Legislative Assistant  
Chief of Staff  
Deputy Chief of Staff  
Legislative Director  
Communications Director  
Legislative Director  
Chief of Staff  
Senior Advisor  
Counsel  
Senior Advisor  
Chief of Staff

Senator Marsha Blackburn  
Senator Jerry Moran  
Senator JD Vance  
Senator Shelley Moore-Capito  
Senator Deb Fischer  
Senator Dan Sullivan  
Senator Todd Young  
Senator Todd Young  
Senator John Thune  
Committee on Commerce  
Senator Jerry Moran  
Senator Eric Schmitt  
Senator Cynthia Lummis  
Senator Dan Sullivan  
Senator Marsha Blackburn  
Committee on Commerce  
Committee on Commerce  
Senator Ted Budd  
Senator Ted Budd  
Senator Roger Wicker  
Senator Ted Cruz  
Senator Shelley Moore-Capito  
Senator Jerry Moran  
Senator Deb Fischer  
Senator Ted Budd  
Senator JD Vance  
Senator Dan Sullivan  
Senator Deb Fischer  
Senator Shelley Moore-Capito  
Senator John Thune  
Senator Eric Schmitt  
Senator Ted Budd  
Senator Ted Cruz  
Senator Cynthia Lummis  
Senator Eric Schmitt  
Committee on Commerce  
Senator Dan Sullivan  
Committee on Commerce  
Senator JD Vance

|                     |                        |                          |
|---------------------|------------------------|--------------------------|
| Aaron Reitz         | Chief of Staff         | Senator Ted Cruz         |
| Michelle Richardson | Chief of Staff         | Senator Roger Wicker     |
| Arielle Roth        | Counsel                | Committee on Commerce    |
| Alexis Rudd         | Deputy Policy Director | Committee on Commerce    |
| James Schindler     | Counsel                | Committee on Commerce    |
| Beth Spivey         | Legislative Director   | Senator Roger Wicker     |
| Dan Sullivan        | Chief Counsel          | Committee on Commerce    |
| Stephen Voljavec    | Legislative Assistant  | Senator Marsha Blackburn |
| Kristin Walker      | Chief of Staff         | Senator Cynthia Lummis   |
| Austin Walton       | Policy Advisor         | Senator Eric Schmitt     |
| Abby Warren         | Senior Counsel         | Committee on Commerce    |
| Paul Wasik          | Legislative Assistant  | Committee on Commerce    |
| Joel Wellum         | Counsel                | Committee on Commerce    |

**Barlow Richardson, Michelle (Wicker)**

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**From:** James Kimmey <james@senateworkinggroup.org>  
**Sent:** Wednesday, May 10, 2023 10:30 AM  
**To:** James Kimmey  
**Cc:** Grantz, Brad (Commerce)  
**Subject:** You're Invited! Senate GOP Commerce Committee Staff Summit

## 2023 SENATE REPUBLICAN COMMERCE COMMITTEE STAFF SUMMIT

Dear Commerce Committee Chiefs of Staff & Professional Staff,

On behalf of Senate Working Group, we cordially invite you and your spouse (if applicable) to the **2023 Senate Republican Commerce Committee Staff Summit**. The event will be held **June 15 - 17, 2023 at the Cavalier Hotel in Virginia Beach, VA**.

The *Summit* will bring together the senior Republican Commerce Committee staff and the Chiefs of Staff who's Senator serves on the Committee for an educational deep dive into the issues relevant to the Committee's work. Whether it's an exclusive tour of the Port of Virginia or going to an airfield to test out the latest drone delivery technology services, this *Summit* will be that event you don't want to miss!

To secure your spot for the *Summit*, please follow these important steps:

### **Step 1: Register for the *Summit*!**

Senate Working Group will coordinate all logistical arrangements for the *Summit*, including room reservations, meals, travel reimbursements, meetings, and other activities during the event. SWG will happily cover the cost of participation for each invitee and their spouse. You are welcome to bring your children, though you will be responsible for the cost of their participation. All reservations must be made through Senate Working Group.

To register, please click the link below. Once you answer each question within the registration process, you will be sent a confirmation email with additional details.

<https://www.senateworkinggroup.org/2023-commerce-summit-cos-sd>

### **Step 2: Submit Ethics packet by Tuesday, May 16, 2023!**

To comply with Ethics' rules, you will need pre-authorization from the Select Committee on Ethics. By receiving this email, you will be added to the *Summit's* Privately Sponsored Travel portal. Please complete all the necessary pre-travel certification requirements and **submit all forms no later than Tuesday, May 16, 2023**.

Failure to submit your form 30 days prior to the event means we will be unable to cover the cost of your attendance and you would need to cover the cost personally.



Finally, we understand your attendance is pending Ethics' approval. More information on the *Summit* will be sent to you in the coming days. If you have any questions, concerns, or need additional information, please contact me directly at (858) 336-0293 or [james@senateworkinggroup.org](mailto:james@senateworkinggroup.org).

We look forward to seeing you next month in Virginia Beach!

Best,  
James

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James Kimmey  
Executive Director  
Senate Working Group  
(858) 336-0293  
[www.senateworkinggroup.org](http://www.senateworkinggroup.org)

**Senate Working Group  
2023 Senate Republican Commerce Committee Staff Summit  
June 15-17, 2023**

**Thursday, June 15, 2023**

**Welcome Reception**

**7:00 PM - 9:00 PM**

*The Cavalier Hotel*

The group will meet for a 'welcome reception' where Senate Working Group Executive Director James Kimmey will share the vision for the *Summit* plus go over the agenda for the *Summit*. Brad Grantz, Staff Director for the Committee on Commerce will also make introductory remarks. Most of the time will be spent networking between personal office and committee staff.

Speaker(s):     **James Kimmey**, Executive Director, Senate Working Group  
                  **Brad Grantz**, Staff Director, Committee on Commerce, Science, and Transportation.

**Friday, June 16, 2023**

**Continental Breakfast**

**7:00 AM - 8:00 AM**

*The Cavalier Hotel*

Breakfast is provided to all participants. There will be no programming during this time.

—  
**Depart Hotel for Port of Virginia**

**8:00 AM**

*The Cavalier Hotel*

The group will travel via pre-arranged shuttle service to the Port of Virginia. There will be no programming during this time.

Continued on next page

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**Port of Virginia and Lamberts Point Terminal Tour & Discussion****8:30 AM - 10:30 AM***Port of Virginia* - 8031 Terminal Blvd, Norfolk, VA 23507*Lamberts Point Terminal* - Norfolk Southern Terminal Dr. Norfolk, VA 23507

The Committee on Commerce, Science, and Transportation oversees a vast range of issues under its jurisdiction. An important focus area for the Committee is its jurisdiction over maritime, freight and ports, along with tourism, trade, and export promotion. The purpose of these two sessions is to have a first hand examination of one of America's busiest ports and understand the complexities that accompany both maritime and freight imports and exports.

**Port of Virginia Tour & Discussion****8:30 AM - 10:30 AM**

**Speaker(s):** Cathie Vick, Chief Development and Public Affairs Officer  
Bill Burket, Senior Director, Marine Incident Response Team & Business Continuity  
Andrew Sinclair, Director, Federal Government Affairs

The group will board the pre-arranged shuttle and drive to Lamberts Point Terminal. There will be no programming during this time.

**Lamberts Point Terminal Tour & Discussion****10:45 AM - 12:30 PM**

**Speaker(s):**  
**James Kitchen**, Vice President, Industrial Products, Norfolk Southern

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**Depart Lamberts Point for Hotel****12:30 PM**

The group will travel via pre-arranged shuttle service back to the Hotel. There will be no programming during this time.

Continued on next page

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**The Future of Commercial Space Travel****1:00 PM - 2:30 PM***The Cavalier Hotel*

Lunch will be provided

Given the incredible advancements in space technology over the past few years, commercial space travel is no longer a question of 'if' but 'when'. The purpose of this lunch discussion is to learn from one of the world's largest commercial space travel companies, and better understand their vision for the future and its impact on society.

Speaker(s): John Couluris, Vice President, Lunar Transportation, Blue Origin

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**Depart Hotel for DroneUp****3:00 PM**

The group will travel via pre-arranged shuttle service to DroneUp. There will be no programming during this time.

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**Same Day Delivery: How Drones are meeting Consumer Demands Immediate Service****3:30 PM - 5:00 PM**

DroneUp, LLC

160 Newtown Rd Suite 500, Virginia Beach, VA 23462

Over the past few years, society has seen incredible advancements in UAS technology - from Amazon Prime to UberEats (to name a few)- which are meeting consumer demands for immediate and reliable service. The group will meet with the leadership of one of those very companies - DroneUp. Based in Virginia Beach, VA, DroneUp is revolutionizing the home delivery industry with the incorporation of drone technology - which is being scaled to have a presence in communities across the country.

**Speakers:** Tom Walker, Founder & CEO, DroneUp  
Anthony Vittone, COO, DroneUp

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**Depart DroneUp for Hotel****5:00 PM**

The group will travel via pre-arranged shuttle service back to the Hotel. There will be no programming during this time.

Continued on next page



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**5G, Spectrum, and Advancements in Telecommunications' Impact on Society****7:30 PM - 9:00 PM***The Cavalier Hotel*

Dinner will be provided

There are many questions today regarding advanced technologies and its impact on society. Many Americans are concerned over the growth of mobile networks, specifically 5G and spectrum. To learn more about 5G and its potential to revolutionize various industries, CTIA Executive Vice President Brad Gillen will discuss the technology which has led to advancements in real-time communication, telemedicine, autonomous vehicles, and virtual and augmented reality.

**Speakers:** Brad Gillen, Executive Vice President, CTIA

**Saturday, June 17, 2023****Continental Breakfast + Post Summit Debrief****8:300 AM - 10:00 AM***The Cavalier Hotel*

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**Summit Concludes**

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  
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## United States Senate

### SELECT COMMITTEE ON ETHICS

June 13, 2023

Michelle Richardson  
Office of Senator Roger F. Wicker  
United States Senate  
Washington, DC 20510

Dear Ms. Richardson:

This responds to your recent correspondence requesting approval from the Select Committee on Ethics (the Committee) to accept an invitation you and your spouse received to travel to the *2023 Senate Republican Commerce Committee Staff Summit* in Virginia Beach, VA, on June 15–17, 2023, sponsored by the Senate Working Group (SWG). Provided that you adhere to the guidance set forth below, it appears that it is permissible for you to accept necessary expenses from SWG in connection with this trip.

### Background

Based on your communication with the Committee, the background in this matter is as follows.<sup>1</sup> You are employed as the Chief of Staff in the Office of Senator Roger F. Wicker. SWG invited you and your spouse to travel to the *2023 Senate Republican Commerce Committee Staff Summit* in Virginia Beach, VA, on June 15–17, 2023. SWG certified to the Committee that it will pay the necessary expenses<sup>2</sup> related to the travel and that it is neither a lobbyist, lobbying firm, agent of a foreign principal, or otherwise acting as a representative or agent of a foreign government. SWG has also certified that it does 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.<sup>3</sup>

### 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 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.

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<sup>1</sup> If this letter does not correctly recite the facts, contact the Committee immediately.

<sup>2</sup> 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.

<sup>3</sup> The term “any point throughout your trip” has a specific definition. See *id.* at 2.

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.<sup>4</sup> 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.<sup>5</sup>

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, and SWG's factual representations, it appears that it is permissible for you to accept necessary expenses from SWG 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). Necessary expenses may include travel expenses for the spouse of a Senate employee if the supervising Member determines that the attendance of the spouse is appropriate to assist in the representation of the Senate.

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<sup>4</sup> 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.

<sup>5</sup> 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.

Finally, Senate Rule 34 requires a reporting individual<sup>6</sup> on their 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 \$480 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel 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

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<sup>6</sup> A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$141,022 for CY 2023) or is a political fund designee and is required to file financial disclosure reports.