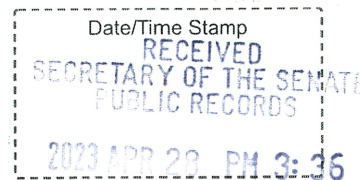


RE-2 Employee Post Travel Disclosure of Travel Expenses

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.**



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):

The Aspen Institute
(Socrates Program)

Travel Dates:

12/17/21 - 12/19/21

Name of accompanying family member (if any):

n/a

Relationship to Traveler:

n/a

Total Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
\$132.22	\$192.00	\$145.50	\$224.00

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.

4/28/2023

Date

Neri Martinez

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.

4/28/2023

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

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:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Original Submission

11/17/2021

2:57 PM

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Neri Martinez

Employing Office/Committee: U.S. Senate Special Committee on Aging

Private Sponsor(s) (list all): The Aspen Institute Inc. (Socrates Program) ("AISP")

Travel date(s): December 17, 2021 - December 19, 2021

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

Destination(s): Montpellier Station, VA

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

In this seminar, we will examine governance systems, the creation of Congress, and precedent-setting legal interpretations of the role of Congress. This seminar will build on these foundations to consider governance and responsibilities in pursuit of an inclusive republic. This professional development experience will focus on three aspects: 1) developing skills that are applicable to the legislative body; 2) building informal networks that are key to career advancement and support, and 3) and providing participants access to a range of Aspen Institute programming. This opportunity will provide staffers with experiences and tools to help them thrive in their current roles and better position themselves for longer, more impactful careers in the U.S. Congress.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

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

11/30/21
(Date)


(Signature of Employee)

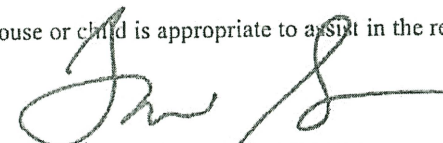
TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Tim Scott hereby authorize Neri Martinez
(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) ☐

11/30/21
(Date)


(Signature of Supervising Senator/Officer)



Dear Participant.,

I am pleased to let you know that you have been selected to participate in the Emerging Governance Leaders Seminar Series at James Madison's Montpelier located in Montpelier Station, Virginia from December 17-19, 2021.

The Socrates Program will provide shuttles departing from Capitol Hill to James Madison's on Friday, December 17th at 4:00 p.m. and returning on Sunday, December 19th at 1:00 p.m. Should you accept attendance, it is required that you participate through the duration of the seminar. Your lodging and meals will be paid for by the Aspen Institute Socrates Program. Under the ethics rules, no expenses are provided for entertainment or recreation. To reserve space on the shuttle, please complete the [registration form](#).

This seminar is designed for the educational benefit of a bipartisan, bicameral group of Congressional staff focusing on the foundations of Congress and its role in the nation's governance. Our purpose is education, not advocacy. In order to participate, you will need to submit the requisite travel forms and secure approval from the Ethics Committee. Attached to this email, you will find the ethics packet which contains the (1) completed primary trip sponsor form and (2) the program agenda.

Please submit all required documentation to the Ethics Committee by Wednesday, November 17, 2021:

- 1) **Primary Trip Sponsor Form (2) Agenda and (3) invitation (all provided by the Aspen Institute) and (4) Traveler Form, (available on the Ethics website, <https://ethics.house.gov/forms/travel>) due by Wednesday, November 17, 2021. Travel forms must be submitted to the Ethics Committee no later than thirty days before travel commences or you will not be eligible to attend.**

COVID-19 Safety Policy

Please be sure to input your information into the ReturnSafe app as outline below by COB, December 10th. If your information is not inputted, you will be required to arrive on campus 1 hour before seminars for daily PCR testing. Please don't hesitate to reach out to Arielle Lyons with any questions or concerns.

- **The Institute is using the [ReturnSafe](#) app to capture, track, and securely store vaccination data about its attendees. Please follow these steps to install and use the ReturnSafe app:**
 - **iPhone users:**
 - Install the app from the [Apple App Store](#).
 - **Android users:**
 - Install the app from the [Google Play Store](#).
 - **Web (Mobile or Desktop/Laptop):**
 - <https://desktop.returnsafe.com>

To use the app you will need the following information:

Workspace: aspeninstitute

Program Host or Group: Socrates Program

Event name: 2021 Emerging Governance Leaders Seminar

Event Start Date: December 17, 2021

Here are a few additional items to facilitate your planning:

Lodging – participants will all be staying at the Constitutional Village at James Madison's Montpelier in Montpelier Station, Virginia. To secure your housing, please ensure you have completed the [registration form](#). If you have any

questions regarding logistics and travel, please feel free to call Socrates Program Coordinator, [Arielle Lyons](#) at 970-618-4020

Seminar materials – the seminar readings (PDFs), schedule, and arrival details will be sent to you approximately 2-3 weeks before the seminar. Please note your preferred address for your seminar materials to be sent to on the [registration form](#). Note: a summary of the seminar topic and moderator biography are attached.

If you have any questions regarding the readings, please feel free to call Socrates Program Coordinator, [Catherine Campos](#) at 954-649-2229.

Kind Regards,



Cordell Carter, II | [The Aspen Institute](#)

Director, [Socrates Program](#)

2300 N St. NW, Suite 700

Washington, DC 20037

(202)736-2922

cordell.carter@aspeninstitute.org

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): The Aspen Institute Inc. (Socrates Program) ("AISP")
2. Description of the trip: The AISP is sponsoring a Socrates seminar to discuss leadership, responsible governance and the role of Congress
3. Dates of travel: Dec 17, 2021 - Dec 19, 2021
4. Place of travel: Montpelier Station, VA
5. Name and title of Senate invitees: See attached
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
– OR –
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
– AND –
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
– AND –
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Aspen Institute Socrates Program is the sole sponsor of the seminar and organized and conducted the trip (including selected the participants, developed the agenda, planned the seminar and coordinated the travel). (See attached Appendix)

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

The Aspen Institute is an educational and policy studies non-partisan, non-profit organization whose mission is to foster leadership based on enduring values and provide a non-partisan forum for the exchange of ideas (See attached Appendix)

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

The Aspen Institute has a nearly forty year history of conducting non-partisan educational congressional trips; the Socrates Program, specifically, also has conducted congressional trips, as recently as January 2020.

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

The Aspen Institute organizes numerous educational activities, including briefings, round tables, forums and conferences for a diverse range of attendees including federal and state policy makers, business and organization leaders, members of the press and the general public. (See attached Appendix)

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate	\$132.22	\$192.00	\$147.5	\$224.00
☐ Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation **or** b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

B) The trip involves an event that is organized specifically with regard to congressional participation.

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

James Madison's Montpelier in Montpelier Station, VA is close to Washington, D.C., which provides for ease of travel for participants and moderator(s). It also is historically relevant to the seminar topic.

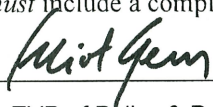
19. Name and location of hotel or other lodging facility:

James Madison's Montpelier

Montpelier Station, VA 22957

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

The conference center has sufficient meeting space and lodging to support off-the-record, non-partisan exchanges of ideas and professional learning.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:
- The daily expenses for lodging, meals, and other expenses are equal to the per diem rates for official Federal Government travel.
22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:
- Round-trip transportation will be provided by chartered, coach-class bus between Washington D.C. and the conference center.
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).
24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:
- None
25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):
- Signature of Travel Sponsor: 
- Name and Title: Elliot Gerson EVP of Policy & Public Programs
- Name of Organization: The Aspen Institute
- Address: 2300 N St NW, Suite 700 Washington DC 20037
- Telephone Number: 202-736-5859
- Fax Number:
- E-mail Address: lisa.jones@aspeninstitute.org



Question 5. Name and titles of Senate Invitees:

Jasmin Aleman

Legislative Correspondent

Office of Sen. Chuck Schumer

Neri Martinez

Staff Director

United States Senate Special Committee on Aging

Office of Sen. Tim Scott

Blandon David

Executive Assistant to Staff Director

United States Senate Special Committee on Aging

Peter Lubembela

Staff Assistant

Office of Sen. John Hickenlooper

Question 16: Add detail on total expenses for each participant.

Other expenses: \$224 includes conference room meeting facilities, Montpelier Tour, and COVID testing kits.



Emerging Governance Leaders Seminar
Leadership & the Role of Congress

Seminar will be moderated by Collen Shogan, Ph.D.

Seminar Weekend Schedule

December 17th – 19th

James Madison's Montpelier
Montpelier Station, Virginia

Seminar Location: Claude Moore Hall

This weekend seminar will focus on three aspects: 1) developing skills that are applicable to the legislative body; 2) building informal networks that are key to career advancement and support; and 3) provide participants access to a range of Aspen Institute programming. This opportunity will provide staffers and those interested in government careers with experiences and tools to help them thrive in their current roles and better position themselves for longer, more impactful careers in the U.S. Congress.

Friday, December 17th

5:00 p.m.	Shuttle departure from Capitol Hill
7:00 p.m.	Shuttle arrives at James Madison's Montpelier
7:30 p.m. – 8:15 p.m.	Seminar Check-In & Reception <i>Carriage Room</i>
8:00 p.m. – 9:30 p.m.	Socrates Opening Dinner and Program <i>Dining Room</i>
	Conversation will consider the governance challenges of Congress, exploring what resources and knowledge inform Congress and how technology and changing norms of representation are affecting governance.

Saturday, December 18th

7:45 a.m. – 9:00 a.m.	Breakfast <i>Lewis Hall – Dining Room</i>
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- Hamilton / Madison, The Federalist Papers “No. 57” and “No. 6”
- Nelson Polsby, How Congress Evolves, “Causes of Liberalization” and “Overview of the House” pp. 80-96 and 148-155
- Barbara Sinclair, Congress Reconsidered, “The New World of U.S. Senators” 11th edition, pp. 1-4

What Does It Mean to Represent? Mr. Smith versus Charlie Wilson

- “Mr. Smith Goes To Washington” [movie clip](#). 1939
- “Charlie Wilson’s War” [movie clip](#). 2007
- Note: Brief movie clips are shown specifically for discussion purposes around the subject matter of working in Washington and to guide discussion (not for entertainment purposes)

12:00 p.m. – 12:45 p.m.

Working Lunch with Discussion of Seminar Session I

Lewis Hall – Dining Room

Conversation will consider the evolution of Congress and what it means to represent.

Attendees: Moderator, other participants

12:45 p.m. -- 1:45 p.m.

Historical Tour of James Madison’s Montpelier

The tour will focus on James Madison, the Constitution and the influences, motivations, and reasons behind the Continental Congress, the Constitution, and the formation of the United States of America. The tour will also include, *The Mere Distinction of Colour*, an exhibition that addresses Montpelier’s connection to the national story of slavery and explores the economic, ideological, and political factors that cemented it in the newly-created American nation and Constitution. These are all important themes connecting to the seminar topic, Leadership & the Role of Congress.

Led by TBD

2:00 p.m. – 5:00 p.m.
(Break 3:30 p.m. -
3:45 p.m.)

Seminar Session II: Congress and Its Governance Challenges

Claude Moore Hall

Resources and Knowledge in Congress

- Kevin Kosar and various authors. "[Restoring Congress as the First Branch](#)," R Street Policy Study #50. pp. 1-6
- Matthew Glassman, "[Why Congress Doesn't Always Do The Right Thing](#)," New York Times. February 7, 2018

Technology and Changing Norms of Representation

- Grace Gedy, "[How Congress Got Dumb on Tech – and How it Can Get Smart](#)," Washington Monthly

Is Congress a Dysfunctional Place to Work?

- Paul Hanges, Frances Lee, Kristina Miller, Jennifer Wessel, "Report on the Organizational Climate of Congress." University of Maryland, October 2019 pp. 9-20 and 46-56

Reform Proposals

- Laura Maristany and Maria Robles Meier, "Building and Maintaining a Diverse and Inclusive Congressional Office", *Representative Democracy*, pp. 13-28
- Molly Reynolds, "What is the Senate filibuster and what would it take to eliminate it?" *The Brookings Institution*, September 9, 2020
- Claire Abernathy, PhD., Kevin Esterling, PhD., and Marci Harris, JD., "[Report from the Subcommittee on Technology and Innovation](#)," Section: "Addressing the Internal Pacing Problem" (pp. 12-19), American Political Science Association Task Force on Congressional Reform
- "[Modernize Congress](#)" website
 - Explore solutions [here](#)
- Yuval Levin, "[Building a More Civil and Collaborative Culture in Congress: Some Diagnostic and Prescriptive Reflections](#)," American Enterprise Institute

Note: Authors are not present at the conference we will be discussing the seminar readings.

6:00 p.m. – 7:00 p.m.

Reception
Carriage Room

7:00 p.m. – 8:00 p.m.

Lewis Hall- Dining Room

Dinner with Discussion of Seminar Session II

Attendees: Moderator, other participants

8:00 p.m. – 9:00 p.m.

The Human Brain & Building Trust

A conversation with a psychiatrist/sociologist about the human brain and creating positive interactions and finding common ground. The conversation will include generalized information for creating positive conversation as well as a Q & A with program participants.

Moderated by **Cordell Carter**, Socrates Program Executive Director

Attendees: Michelle Chin, Curt Thompson, other participants

Sunday, December 19th

8:00 a.m. – 9:00 a.m.

Breakfast

Lewis Hall – Dining Room

9:00 a.m. – 12:00 p.m.

(Break 10:30 a.m. –
10:45 a.m.)

Seminar Session III: Where do we go from here?

Claude Moore Hall

The group will take the lessons of the first two sessions and explore based on their own experiences how to apply these in their own spheres of influence. Participants will produce a list of proposals for action to take out of the seminar space.

12:00 p.m.

Check-Out

12:00 p.m. – 1:00 p.m.

Working Lunch with Discussion of Seminar III

Lewis Hall – Dining Room

Conversation will consider the Articles 1 and 2 of the Constitution, and how foundations of the U.S. government inform and influence the role of Congress today.

Attendees: Moderator, other participants

1:00 p.m.

Shuttle departs for Capitol Hill

3:00 p.m.

Shuttle drops off participants