

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.**

Date/Time Stamp
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2023 DEC 13 PM 1:22

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):
Progressive Policy Institute

Travel Dates:
11/16/2023 to 11/18/2023

Name of accompanying family member (if any):

Relationship to Traveler:

Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
\$315.00	\$460.00	\$135.00	\$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.

12/11/23

Date

John Conrad

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.

12/11/23

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
There were no changes to pre-approved travel expenses.		

Were there any changes to the pre-approved itinerary?

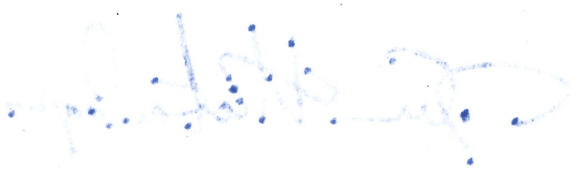
☐ Yes ☒ No

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:

John Conrad

Employing Office/Committee:

HICKENLOOPER, JOHN

Private Sponsor(s):

Progressive Policy Institute

Destination(s):

New York, New York

Travel Dates:

11/16/2023 to 11/18/2023

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.

One of Sen. Hickenlooper's policy priorities is expanding access to capital and generating economic opportunity in underserved communities. As such, Sen. Hickenlooper is a strong supporter of CDFI's and joined the caucus to demonstrate that support. He also introduced a bill to create an office of CDFI's at the SBA, which recently passed committee. I led these efforts on his behalf as part of my official duties in the office. This trip will give me the opportunity to learn more about the space, and expand our offices network among individuals that are involved in this space.

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

No

Name and Relationship to Traveler:

N/A

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

11/6/23

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)

John Hickenlooper
(Print Senator's/Officer's Name)

hereby authorize

John Conrad
(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)



11/6/23

Date

Signature of Supervising Senator/Officer

Progressive Policy Institute: PPI November Staff Del to New York, NY

 John Conrad

Title:
Legislative Correspondent

Employing Office/Committee:
HICKENLOOPER, JOHN

Duty Station:
WASHINGTON, DC

Destination(s):
New York, New York

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

One of Sen. Hickenlooper's policy priorities is expanding access to capital and generating economic opportunity in underserved communities. As such, Sen. Hickenlooper is a strong supporter of CDFI's and joined the caucus to demonstrate that support. He also introduced a bill to create an office of CDFI's at the SBA, which recently passed committee. I led these efforts on his behalf as part of my official duties in the office. This trip will give me the opportunity to learn more about the space, and expand our offices network among individuals that are involved in this space.

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

Name and Relationship to Traveler:
None

Organization Information

Organization Name
Progressive Policy Institute

§501(c)(3) Organization Type
Public Charity

Address 2 (Optional)
Public Charity

Phone Number
8147957652

Is your organization classified as a §501(c)(3)?

☒ Yes ☐ No

Address
1156 15th St NW

City, State Zip
Washington, District Of Columbia 20005 United States

Organization URL

History of Congressional Travel

The Progressive Policy Institute (PPI) has sponsored several Congressional staff and member delegations since its founding in 1989. These educational trips have focused on a wide variety of policy areas and they aim to explore how the issues moving on Capitol Hill have an impact on the real world. PPI last sponsored Senate travel in October 2023.

Educational Activities

As a non-profit 501 (c) (3) think-tank, the nature of PPI's work is educational. We release dozens of reports, research, and other policy analysis work annually. PPI also hosts public forums, Congressional staff and member briefings webinars, roundtables, and other events around issue education.

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.

This is a bipartisan, bicameral congressional staff delegation trip to New York, NY to meet with leading financial experts. The meetings on this trip will relate directly to PPI's research and the attending congressional staff's policy portfolios. Specifically, we will explore policies surrounding Community Development Financial Institutions (CDFIs) and other related policy issues on generating economic growth and opportunity in distressed communities.

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

PPI has been conducting policy work and facilitating educational dialogues on fiscal and monetary issues since in 1989. The bipartisan nature of the trip also reflects PPI's commitment to the development of pragmatic policy that can help break through partisan gridlock.

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** receive invitations.

The list of invitees is below.

Travel Details

Trip Start Date/Time:
11/16/2023 @ 01:10 PM



Trip End Date/Time:
11/18/2023 @ 11:05 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: \$315.00 | Accompanying Family Member: \$0.00)

Transportation Type	Class	Amount
Ground Transportation	N/A	\$20.00
Note Taxi/rideshare		
Train	N/A	\$20.00
Note Subway		
Train	Coach	\$275.00
Note Amtrak roundtrip WAS - NYP		

Lodging (Per Member/Officer/Employee: \$460.00)

Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
11/16/2023	11/18/2023	DoubleTree by Hilton New York Downtown	New York	New York	United States	2	\$230.00	No

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

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
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Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
11/16/2023	\$0.00	\$0.00	\$40.00	\$5.00	\$45.00	New York	New York	United States	No
11/17/2023	\$15.00	\$15.00	\$35.00	\$5.00	\$70.00	New York	New York	United States	No
11/18/2023	\$15.00	\$0.00	\$0.00	\$5.00	\$20.00	New York	New York	United States	No

Reasonable Miscellaneous Expenses (Per Member/Officer/Employee: \$0.00)

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: PPI November StaffDel to New York, NY
November 16, 2023 - November 18, 2023
Travel Date(s):
Travel Destination(s): New York, NY
Sponsor: The Third Way Foundation (Progressive Policy Institute is a project of The Third Way Foundation)

Lindsay Lewis

Executive Director

(printed name of sponsor representative)

(title)


(signature of sponsor representative)

10/16/23

(date)

U.S. Senate Staff Invitees

PPI StaffDel to New York, NY - November 16-18, 2023

Connor DiRusso

Legislative Correspondent

U.S. Senator Mark Warner

Cassie Brzezinski

Policy Adviser

U.S. Senator Chris Van Hollen

John Conrad

Legislative Correspondent and Special Assistant

U.S. Senator John Hickenlooper

Kossi Anyinefa

Legislative Assistant

U.S. Senator Brian Schatz

Madison Moskowitz

Senior Advisor for Economic Development

U.S. Senator Ron Wyden

Melissa Sanchez

Policy Adviser

U.S. Senator Cory Booker

Jake Lynch

Policy Adviser

U.S. Senator Mike Braun

Kelsey Pristach

Senior Policy Adviser

U.S. Senator Cynthia Lummis

Bill Birisic

Legislative Assistant

U.S. Senator Roger Wicker

Alex Thiessen

Legislative Correspondent

U.S. Senator Eric Schmitt



1156 15th Street NW, Ste 400
Washington, DC 20005
Tel: 202-525-3926
Fax: 202-525-3941
info@ppionline.org

October 16, 2023

John Conrad
U.S. Senator John Hickenlooper
Washington, DC 20510

Dear John,

On behalf of the Progressive Policy Institute (PPI), I'd like to invite you to join us and fellow policy experts for a bipartisan congressional staff delegation trip to New York, NY focusing on Community Development Financial Institutions (CDFIs) and related policy issues on generating economic growth and opportunity in distressed communities. **The trip is scheduled to depart on the afternoon of Thursday, November 16, and return on the morning of Saturday, November 18.**

Over the years, PPI has sponsored dozens of bipartisan congressional staff delegation trips to help inform the work of policymakers in Washington by exploring issues in the real world. This trip to New York City will entail a comprehensive schedule of meetings with leading financial analysts and others experts at mission-driven financial institutions, including:

- A briefing and floor tour of the New York Stock Exchange (NYSE)
- A visit to the NY Federal Reserve Bank of New York's and discussion with CDFI working groups
- A meeting at the World Trade Center with representatives from Moody's CORE program and local CDFIs in NYC.

You have been invited to join us because of your policy portfolio and your boss' efforts on these issues. We believe the high-level meetings and informative discussions on this trip will be a tremendous resource as you continue to support this important work in Congress.

PPI is a non-profit 501 (c) (3) organization with a mission of providing educational programming on current policy issues. This trip will comply with all U.S. House and Senate ethics rules.

We hope that you will be able to join us for what promises to be an insightful and valuable trip. **We kindly ask that you RSVP no later than Tuesday, October 17** in order to ensure compliance with congressional ethics rules. Space is limited; please contact Stuart Malec at 860-508-8554 or smalec@ppionline.org if you have questions.

Regards,

A handwritten signature in dark ink, appearing to be 'L. Lewis', is written above the typed name.

Lindsay M. Lewis, PPI Executive Director



PPI Staff Del to New York, NY – November 16-18, 2023

Thursday, November 16, 2023

1:10 - 4:42 pm

Train: 148 Northeast Regional from WAS to NYP

Train departure from Union Station, Washington DC at 1:10 pm

Train arrival at Penn Station, NYC at 4:42 pm

5:00 pm

Travel to hotel - subway/taxi

6:00 pm

Check in at hotel, drop bags

DoubleTree by Hilton New York Downtown

7:00 - 10:00 pm

Dinner discussion with PPI

Location: Fraunces Tavern, 54 Pearl St, New York, NY 10004

Dinner discussion on PPI fiscal policy work and mission of

PPI's Center for Funding America's Future, lead by:

- Ben Ritz, Director of PPI's Center for Funding America's Future

Friday, November 17, 2023

7:00 - 8:30 am

Breakfast with PPI

Location: DoubleTree by Hilton New York Downtown

Briefing to prepare for upcoming meetings. PPI participants:

- Stu Malec, National Political Director
- Riley Burke, Political Outreach Manager
- Amelia Fox, National Press Secretary

8:30 am

Travel to meeting - walk

9:00 - 11:00 am

**Tour of New York Federal Reserve Bank and Meeting with
Community Development Team**

Location: 33 Liberty Street, New York, NY 10045

Tour of the bank and meeting to discuss the New York Fed's
work in Community Development Finance and how it supports the
transformation of low- and moderate-income communities in the region.

Participants:

- Jacob Scott (Community Development team),
- Maria Carmelita Recto (Community Development team)

11:00 am

Travel to meeting - walk



11:30 am - 12:30 pm

Lunch briefing: Goldman Sachs 10K Small Businesses Team

Location: 200 West St, New York, NY 10282

Discussion on Goldman Sachs 10K Small Business Program and community development finance.

Speaker:

- Anne Wellde, Executive Director, 10K Small Business Program

12:30 pm

Travel to meeting - walk

1:00 - 2:45 pm

Meeting with Moody's CORE Program and CDFI representatives

Location: Moody's, 7 World Trade Center, 250 Greenwich St, New York, NY 10007

Discussion on how CORE program can assist community development financial institutions and work being done by local CDFIs in NYC. Participants:

- Greg Robinson – Moody's Analytics MD Acquisitions and Market Intel & Moody's CORE Lead (Moderator)
- Blair Duncan – President and CEO of the Upper Manhattan Empowerment Zone Development Corporation (UMEZ)
- Carlos Naudon – President and CEO Ponce Financial Group and COO of Ponce Bank
- Valerie White – Senior Executive Director (LISC)

2:45 pm

Travel to meeting - walk

3:00 - 4:30 pm

Tour of New York Stock Exchange floor and CDFI meeting

Location: NYSE, 11 Wall St, New York, NY 10005 (enter at 18 Broad Street & Exchange Place Corner)

Tour of the trading floor and discussion on CDFIs and the New York Stock Exchange with:

- Tim Bowler, President, ICE Mortgage Technology

4:30 pm

Travel to hotel - walk/taxi

6:00 - 8:00 pm

Closing dinner and recap of trip with PPI

Location: Antica Ristorante, located in hotel

PPI participants:

- Stu Malec, National Political Director
- Riley Burke, Political Outreach Manager
- Amelia Fox, National Press Secretary



Saturday, November 18, 2023

11:05 - 2:28 pm

Train: 195 Northeast Regional from NYP to WAS

Train departure from Penn Station, NYC at 11:05 am

Arrival at Union Station, Washington, DC at 2:28 pm

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

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SECOND AND CONSTITUTION AVENUE, NE
WASHINGTON, DC 20510-6425

TELEPHONE: (202) 224-2981
FACSIMILE: (202) 224-7416
TDD: (202) 228-3752

United States Senate

SELECT COMMITTEE ON ETHICS

November 13, 2023

John Conrad
Office of Senator John W. Hickenlooper
United States Senate
Washington, DC 20510

SH -232

Dear Mr. Conrad:

This responds to your recent correspondence requesting approval from the Select Committee on Ethics (the Committee) to accept an invitation you received to travel on a fact-finding trip to New York, New York, on November 16–18, 2023, sponsored by the Progressive Policy Institute (PPI). Provided that you adhere to the guidance set forth below, it appears that it is permissible for you to accept necessary expenses from PPI in connection with this trip.

Background

Based on your communication with the Committee, the background in this matter is as follows.¹ You are employed as a legislative correspondent for the Office of Senator John W. Hickenlooper. PPI invited you to travel on a fact-finding trip to New York, New York, on November 16–18, 2023. PPI certified to the Committee that it will pay the necessary expenses² 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. PPI 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.³

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.

¹ If this letter does not correctly recite the facts, contact the Committee immediately.

² 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.

³ 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.⁴ 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.⁵

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 PPI's factual representations, it appears that it is permissible for you to accept necessary expenses from PPI 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).

⁴ 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.

⁵ 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 individual⁶ 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

⁶ 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.

CHRISTOPHER A. COONS, DELAWARE, CHAIRMAN
JAMES LANKFORD, OKLAHOMA, VICE CHAIRMAN

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United States Senate

SELECT COMMITTEE ON ETHICS

Privately Sponsored Travel Checklist For Senate Employees

Senate employees must submit requests for approval of privately sponsored travel to the Select Committee on Ethics (the Committee) at least 30 days prior to the first day of travel. The Committee encourages employees to submit requests through the Travel App, available at <https://pst.senate.gov>. Paper forms, a travel deadline calculator, and additional information regarding the privately sponsored travel process are available on the Committee's website at <https://www.ethics.senate.gov>.

Pre-Travel

- ☐ Review the Regulations and Guidelines for Privately Sponsored Travel.
- ☐ Receive unsolicited invitation from private sponsor.
- ☐ Obtain approval from your supervising Member or officer.
- ☐ Submit request for approval to the Committee *at least 30 days prior to the first day of travel*. Required documents for request for approval include:
 - ☐ Completed and signed Form RE-1 (Employee Pre-Travel Authorization Form). This form must be signed by both the traveler and their supervising Senator.
 - ☐ Original, unsolicited invitation from the travel sponsor
 - ☐ Completed and signed Private Sponsor Travel Certification Form, including any necessary attachments. This form is completed by the travel sponsor.
 - ☐ A detailed, hour-by-hour itinerary, including each event or activity the Senate traveler will attend; sufficient detail to assess the substance and duration of each activity; arrival and departure information for the Senate traveler; and any necessary attachments.
- ☐ Receive approval letter from Committee *before first day of travel*.

Post-Travel

*If you used the Travel App (<https://pst.senate.gov>) to obtain your Pre-Travel Authorization Package, the App will generate all documents required for your post-travel disclosure.

- ☒ Confirm with sponsor that no trip details changed from the pre-travel approval request. *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!*
- ☒ File public disclosure with Office of Public Records (Hart 232) *within 30 days after the last day of travel*. Requirement documents for post-travel disclosure include:
 - ☒ Completed and signed Form RE-2 (Employee Post-Travel Disclosure of Travel Expenses Form)
 - ☒ Copies of all pre-travel documents listed above
 - ☒ If needed, Attachment 1 (Changes from Approved Pre-Travel Form)