

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):
Center for Strategic and International Studies

Travel Dates:
08/19/2023 to 08/27/2023

Name of accompanying family member (if any):

Relationship to Traveler:

Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
\$4,349.36	\$1,314.93	\$528.07	\$500.00

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.

09/30/2023
Date

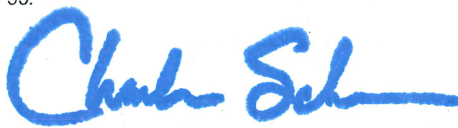
JILL RICOTTA
Printed Name of Traveler


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.

9/21/2023
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
Transportation	\$4,349.36	Increase in transportation cost to account for travel agent and ticketing fees for booking the both ground and air travel on this multi-leg journey to 5 different cities, as well as cost for a backup bus for ground transit in Ukraine where roads are unreliable.
Misc. Expenses	\$789.42	Increase in security costs due to overtime costs incurred because of travel delays
Lodging	\$1,314.93	Actual cost per person of all 4 hotels (initial submission was based on quoted estimates)
Meals	\$528.07	Actual costs of meals as opposed initial submission which was based on good faith estimates

Were there any changes to the pre-approved itinerary?

☒ Yes ☐ No

Explanation: On 8/21, the 9:00am meeting with the U.S. Embassy in Warsaw was moved to 4:00pm that same day, resulting in the meeting with the Polish Ministry of Foreign Affairs from 4-5:00pm being cancelled. The meeting with the Polish Ministry of Development Funds and Regional Policy originally scheduled for 2:30pm on 8/21 was moved to 5:30pm that same day. The 6:15-6:50pm visit to the Free Belarus Museum was cancelled to accommodate this shift. On 8/22, the meeting with the Mayor of Lviv originally scheduled for 3:30pm was postponed to 4:15pm because the drive from Rzeszow to Lviv took slightly longer. On 8/23, the briefing at the Superhumans Center was switched out for a similar briefing at the Unbroken Center where staff heard about the hospital's medical assistance for victims of the war. The Meeting with Lviv IT Cluster originally scheduled for 10:30am occurred at 10am. The Working Lunch with Bank of Lviv and DFC Loan Guarantees was also moved up from the originally scheduled time of 12pm to 11:30am. All of this was to allow for additional drive time from Lviv to Kyiv. The drive from Lviv to Kyiv took 8 hours (1-9pm) instead of the originally planned 5 hours (1:30-6:30pm). The Dinner with Ukraine Future Fellows originally scheduled for 7:30pm was moved to 9:00pm. Following this, at 10:30pm, a meeting was added with Ukraine Supreme Court Justices to hear about how Ukraine's judges are contributing to Ukraine's defense in the war. On 8/24, the tour of Irpin & Bucha from 9:15am-12:30pm also included a visit to Babyn Yar to put Irpin and Bucha into historical context through a discussion of past war crimes committed in the country. The working Lunch with Center for Civil Liberties originally scheduled from 1:00-2:30PM lasted only until 2pm, to allow for an additional meeting with the Ukrainian Ministry of Energy from 2:15-3:30pm to discuss how Ukraine's energy sector has been affected by the war and how the Ministry is subsequently preparing for the upcoming winter. As a result the Meeting with RISE Coalition Members originally scheduled for 3pm was moved back to 5:30pm. The field visit with UNHCR was moved up from 5pm to 4pm to accommodate this. Similarly, the Dinner Meeting with American Chamber of Commerce was pushed back half an hour to 7:30pm. On 8/25, a meeting was added at 7:45am with the U.S. Embassy in Ukraine, where Acting Deputy Chief of Mission Kevin Covert, shared updates on how U.S. Embassy staff are continuing to support Ukraine through the war. The meeting with Ministry for Digital Transformation originally scheduled for 11am was swapped out for a meeting with the Ministry of Defense for staff to hear more about the military needs for Ukraine's defense. The drive to Chişinău, Moldova was originally scheduled to last 5.5 hours (5:30-11pm) but wound up lasting 12.5 hours (3:30pm-4:00am the next day).

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.

07/19/2023

Name of Traveler:

Jill Ricotta

Employing Office/Committee:

SCHUMER, CHARLES E.

Private Sponsor(s):

Center for Strategic and International Studies

Destination(s):

Ukraine, Poland, Moldova

Travel Dates:

08/19/2023 to 08/27/2023

Lviv, Kiev - Ukraine

Chisanau - Moldova

Warsaw - Poland

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.

The trip will cover issues directly related to my national security portfolio including the war in Ukraine, U.S. support to Ukraine and our NATO allies, and Russian incursion into former Soviet states like Moldova.

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.

07/19/2023

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)

Senator Charles Schumer

(Print Senator's/Officer's Name)

hereby authorize

Jill Ricotta

(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)

07/19/23

Date



Signature of Supervising Senator/Officer

Center for Strategic and International Studies: CSIS Staff Delegation Trip to Poland, Ukraine, and Moldova

 JILL RICOTTA

Title:
None

Employing Office/Committee:
DEMOCRATIC LEADER

Duty Station:
WASHINGTON, DC

Destination(s):
Ukraine, Poland, Moldova

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

The trip will cover issues directly related to my national security portfolio including the war in Ukraine, U.S. support to Ukraine and our NATO allies, and Russian incursion into former Soviet states like Moldova.

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

Name and Relationship to Traveler:
None

Organization Information

Organization Name
Center for Strategic and International Studies

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

Address 2 (Optional)
Public Charity

Phone Number
202-644-5615

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

☒ Yes ☐ No

Address
1616 Rhode Island Ave. NW

City, State Zip
Washington, District Of Columbia 20036 United States

Organization URL
<https://www.csis.org/>

History of Congressional Travel

Since 2013, CSIS has organized a total of 10 trips with Congressional staff and members (including trips in 2013, 2014, 2015, 2016, and 2018). Most recently, in April 2022, CSIS led a staff delegation of 9 House and Senate staff to Singapore, as a part of its Congressional Foresight Initiative.

Educational Activities

The Center for Strategic and International Studies (CSIS) is a bipartisan, nonprofit policy research organization dedicated to advancing practical ideas to address the world's greatest challenges. CSIS's purpose is to define the future of national security. We are guided by a distinct set of values—non-partisanship, independent thought, innovative thinking, cross-disciplinary scholarship, integrity and professionalism, and talent development. CSIS scholars bring their policy expertise, judgment, and robust networks to their research, analysis, and recommendations. We organize conferences, publish, lecture, and make media appearances that aim to increase the knowledge, awareness, and salience of policy issues with relevant stakeholders and the interested public.

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 trip will educate Congressional staff on how U.S. military and economic assistance to Ukraine is being utilized, the contributions of partner countries, the scope and scale of reconstruction needs and why it is crucial for regional and global security that Ukraine win the fight against Russia. The delegation trip would span seven days and take U.S. congressional staff to Poland, Moldova, and Ukraine. During the trip, CSIS and Congressional staffers will meet with Polish, Moldovan, and Ukrainian government agencies, civil society members, and military leaders.

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

As the U.S. government addresses the need for additional aid to Ukraine, this delegation trip will seek to highlight the critical role U.S. government assistance have played to continue Ukrainian resistance, ensure that the country is able to meet its government obligations, and provide much needed relief to the Ukrainian people. CSIS has been producing written reports and commentaries, as well as hosting public events and private Congressional staff briefings both prior to and after Russia's invasion of Ukraine in February 2022. The CSIS Ukraine Economic Reconstruction Commission was launched in September 2022 to produce a policy framework that will help attract private sector investments to support Ukraine's future economic reconstruction. This bipartisan and international commission has convened a series of working groups including agriculture, energy, and transportation and logistics, as well as addressing the impact of corruption on private sector investment.

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

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

☐ The trip is limited to a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip

Certification of No Recreational Activity and No Alcohol

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

Invitees

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

The list of invitees is below.

Travel Details

Trip Start Date/Time:
08/19/2023 @ 02:00 PM



Trip End Date/Time:
08/27/2023 @ 07:20 PM

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

☐ Yes ☒ No

Itinerary

The itinerary is below.

Transportation (Per Member/Officer/Employee: \$3,500.00 | Accompanying Family Member: \$0.00)

Transportation Type	Class	Amount
Airfare	Coach	\$2,500.00
Ground Transportation	Coach	\$1,000.00
Note shuttle bus between cities		

Lodging (Per Member/Officer/Employee: \$1,254.00)

Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
08/20/2023	08/22/2023	Hotel Bristol	Warsaw	None	Poland	2	\$160.00	No
08/22/2023	08/23/2023	Leopolis Hotel	Lviv	None	Ukraine	1	\$140.00	No
08/23/2023	08/25/2023	InterContinental	Kyiv	None	Ukraine	2	\$243.00	No
08/25/2023	08/27/2023	Radisson Blu Leogrand Hotel	Chişinău	None	Moldova, Republic of	2	\$154.00	No

Meals (Per Member/Officer/Employee: \$648.00)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
08/20/2023	\$16.00	\$32.00	\$32.00	\$0.00	\$80.00	Warsaw	None	Poland	No
08/21/2023	\$16.00	\$32.00	\$32.00	\$0.00	\$80.00	Warsaw	None	Poland	No
08/22/2023	\$19.00	\$38.00	\$38.00	\$0.00	\$95.00	Lviv	None	Ukraine	No
08/23/2023	\$19.00	\$38.00	\$38.00	\$0.00	\$95.00	Lviv	None	Ukraine	No
08/24/2023	\$19.00	\$38.00	\$38.00	\$0.00	\$95.00	Kiev	None	Ukraine	No
08/25/2023	\$19.00	\$38.00	\$38.00	\$0.00	\$95.00	Kiev	None	Ukraine	No
08/26/2023	\$18.00	\$36.00	\$36.00	\$0.00	\$90.00	Chişinău	None	Moldova, Republic of	No
08/27/2023	\$18.00	\$0.00	\$0.00	\$0.00	\$18.00	Chişinău	None	Moldova, Republic of	No

Reasonable Miscellaneous Expenses (Per Member/Officer/Employee: \$500.00)

Expense Type	Amount	Notes
Other (Security)	\$500.00	

Additional Attachments

Document Name
There are no additional attachments.

CSIS Staff Delegation Trip to Poland, Moldova, and Ukraine**August 19-27, 2023****Invited Senate Staff:**

- Jill Ricotta, Legislative Aide, Office of Senate Majority Leader Chuck Schumer (D-NY)
- James Hart, Defense and Foreign Policy Advisor, Office of Senator Eric Schmitt (R-MO)



July 10, 2023

Jill Ricotta
The Office of Majority Leader Chuck Schumer
United States Senate
322 Hart Senate Office Building
Washington, DC 20510

Dear Jill,

The Center for Strategic and International Studies would like to formally invite you to join a staff delegation trip to Poland, Ukraine, and Moldova from August 19 - August 27, 2023. Over the past year, the United States has provided unprecedented levels of aid to Ukraine since Russia's invasion in February 2022. These funds are critical to continued Ukrainian resistance, have ensured that the country is able to meet its government obligations, and has provided much needed relief to the Ukrainian people. As the conflict continues, CSIS is leading a learning trip to better understand the ways in which U.S. Government assistance has been deployed to Ukraine.

Over the course of seven days, we will meet with officials within key ministries of the government, the vibrant civil society community, premier research and academic institutions, and development finance colleagues. We will depart Washington, D.C. on Saturday, August 19 (arriving on Sunday, August 20) and depart on Sunday, August 27 (returning on Sunday, August 27). We are consulting with the House and Senate Ethics Committees in planning this trip to ensure that our plans meet the necessary requirements. This trip will be paid for and organized by CSIS, which is a nonprofit, 501(c)(3) organization and as such does not employ lobbyists.

This is a bipartisan delegation of Congressional staff from both the Senate and House. The objective of this trip is to gain a better understanding of how U.S. military, humanitarian, and economic assistance have been utilized in Ukraine since Russia's invasion in 2022.

We will contact you soon regarding next steps and provide additional information as we get closer to the departure date.

Sincerely,

Elizabeth Hoffman
Director, Congressional & Government Affairs

*CSIS Staff Delegation Trip to Poland, Ukraine, and Moldova
Itinerary as of August 11, 2023*

August 19-27, 2023

Cities Include:

- Warsaw, Poland
- Lviv, Ukraine
- Kiev, Ukraine
- Chişinău, Moldova

Saturday, August 19

2:00PM Arrive at Ronald Reagan Washington National Airport (DCA)
4:05PM Depart DCA
5:34PM Arrive Newark Liberty International Airport (EWR)
7:45PM Depart EWR

Sunday, August 20

10:15AM Arrive in Warsaw, Poland
10:15AM-12PM Customs and Transit to Hotel
12:00PM Check in to Hotel
1:00-5:30PM Personal Time
5:30-6:00PM Transit to Dinner
6:00-8:00PM Working Dinner with Representatives from Think Tanks in Poland
8:00PM Depart for Hotel

Monday, August 21

Location: Warsaw Poland

8:30-9:00AM Transit from Hotel to U.S. Embassy in Warsaw
9:00-10:00AM Meeting at U.S. Embassy
10:00-10:30AM Transit to Polish Center for International Aid
10:30AM-11:45PM Tour & Meeting with Polish Center for International Aid

12:00-12:30	Transit to Roundtable Lunch Discussion
12:30-2:00PM	Roundtable lunch discussion with Visegrad Insight
2:00-2:30PM	Transit to Meeting with Prime Minister's Office
2:30-3:30PM	Ministry of Development Funds and Regional Policy
3:30-4:00PM	Transit to Meeting with Ministry of Foreign Affairs
4:00-5:00PM	Meeting with Ministry of Foreign Affairs
5:00-5:30PM	Transit to Hotel
5:30-6:00PM	Personal time
6:00-6:15PM	Transit to the Free Belarus Museum
6:15-6:50PM	Visit to Free Belarus Museum
6:50-7:00PM	Walk to Working Dinner
7:00-9:00PM	Working Dinner with Belarusian Democratic Movement
9:00PM	Depart for Hotel

Tuesday, August 22

Location: Rzeszow, Poland & Lviv, Ukraine

5:30AM	Depart Hotel
7:15AM	Fly to Rzeszow, Poland
8:05AM	Arrive in Rzeszow, transfer to vehicle
8:05-8:30AM	Transit to 10 th Mountain Division Base
8:30-9:30AM	Meeting with 10 th Mountain Division Base
9:30-11:00AM	Transit to Poland Ukraine Border
11:00AM-12:30PM	Briefing with Bieszczadzki Border Guard Regional Unit at Medyka Crossing/Poland Ukraine Border

12:30-3:00PM	Discussion on Ukrainian reconstruction efforts during drive to Lviv, Ukraine
3:00PM	Arrive in Lviv, Check in to Hotel
3:00-3:30PM	Transit to Meeting with Mayor
3:30-4:15PM	Meeting with Mayor of Lviv
4:15-5:30PM	Personal Time
5:30-6:00PM	Transit to Dinner
6:00-8:00PM	Dinner with Lviv Media Forum
8:00PM	Depart for Hotel

Wednesday, August 23

Location: Lviv, Ukraine

8:00-8:30AM	Transit from Hotel to Superhumans Center
8:30-10:00AM	Briefing and Tour at Superhumans Center
10:00-10:30AM	Transit to Lviv IT cluster
10:30-11:30AM	Meeting with Lviv IT Cluster
11:30AM-12:00PM	Transit to Bank of Lviv
12:00-1:30PM	Working Lunch with Bank of Lviv and DFC Loan Guarantee recipients
1:30-6:30PM	Drive to Kyiv, Ukraine
6:30-7:00PM	Arrive & Check in to Hotel
7:00-7:30PM	Transit to Dinner
7:30-9:30PM	Working Dinner in Kyiv with Ukraine Future Fellows

Thursday, August 24

Location: Kyiv, Ukraine

8:30-9:15AM	Transit to Irpin
9:15AM-12:30PM	Meeting with Governor of Kyiv Oblast and tour of Irpin & Bucha
12:30-1:00PM	Transit to Kyiv
1:00-2:30PM	Working Lunch with Center for Civil Liberties
2:30-3:00PM	Transit back to RISE Coalition Meeting
3:00-4:30PM	Meeting with RISE Coalition Members
4:30-5:00PM	Transit to Meeting with UNHCR
5:00-6:00PM	Field Visit with UNHCR
6:30-7:00PM	Transit to Working Dinner
7:00-9:00PM	Working Dinner Meeting with American Chamber of Commerce

Friday, August 25

Location: Kyiv, Ukraine

8:30-9:00AM	Transit from Hotel to National Anti-Corruption Bureau of Ukraine
9:00-10:30AM	Meeting with National Anti-Corruption Bureau of Ukraine
10:30-11AM	Transit to Ministry for Digital Transformation
11:00AM-12:00PM	Meeting with Ministry for Digital Transformation
12:00-12:30PM	Transit to Working Lunch
12:30-2:00PM	Working lunch with Crimean Representative in Kyiv
2:00-2:30PM	Transit to Ministry for Recovery and Reconstruction
2:30-3:30PM	Meeting with Ministry for Recovery and Reconstruction

3:30-5:30PM Debriefing on Ukraine portion of trip during drive to Chişinău, Moldova
5:30-11:00PM Drive to Chişinău, Moldova
11:00PM Check into Hotel

Saturday, August 26

Location: Chişinău, Moldova

8:30-9:45AM Briefing with U.S. Ambassador Kent D. Logsdon & Embassy team members at Hotel
9:45-10:15AM Transit to Ministry of Energy
10:15-11:30AM Meeting with Ministry of Energy
11:30-12:00PM Transit to Working Lunch
12:00-1:30PM Working Lunch with Primaria Mea's Moldova for Peace Initiative
1:30-2:00PM Transit to Moldovan Parliament
2:00-3:30PM Meeting with Deputy Speaker of Parliament
3:30-4:00PM Transit to wine.md
4:00-5:30PM Meeting with USAID at wine.md on USAID-funded agricultural projects
5:30-6:00PM Transit to Dinner
6:00-8:00PM Working Dinner with WatchDog & National Democratic Institute
8:00PM Depart for Hotel

Sunday, August 27

7:00AM Checkout of Hotel
9:50AM Depart Chisinau
7:20PM Arrive at Dulles International Airport (IAD)