

RE-2 Employee Post Travel Disclosure of Travel Expenses

Date/Time Stamp

Post Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building. **This form is a public disclosure. The form and all attachments will be made publicly available.**

Certification: *In compliance with the Regulations Governing Privately Sponsored Travel, Senate Rule 35, and the Honest Leadership and Open Government Act of 2007, I certify that I accepted the following gift of privately sponsored travel:*

Private Sponsor(s):

The Aspen Institute

Travel Dates:

June 27 - June 28, 2023

Name of accompanying family member (if any):**Relationship to Traveler:**

Total Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
713.80	124	96	250 (onsite meeting materials and m

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.

8/9/23

Date

Evelyn Bellew

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.

8/9/23

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
Transportation	713.80	The expense change is due to a higher than expe

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:

Trip Name: Aspen Education Economic Mobility Congressional Site Visit on Data Integration

Organization Information

Organization Name:

The Aspen Institute, Inc (Education & Society)

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

Private Foundation

☒

Public Charity

Address:

2300 N St. NW, Suite 700

City, State, Zip:

Washington, DC 20037

Phone Number:

(202) 736-5859 (Lisa Jones, Dep Gen Counsel)

Organization URL:<https://www.aspeninstitute.org/programs/education>

History of Congressional Travel

Describe your organization's history of sponsoring congressional travel.

The Aspen Institute's Education and Society Program has a 20 year history of providing non-partisan education programs for Congressional staff. The purpose of this trip is to provide a site visit and conference to discuss the federal role in data integration to improve economic and social outcomes. Aspen Education is solely responsible for organizing and conducting this meeting. The Bill & Melinda Gates Foundation provides funding but no other support.

Educational Activities

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

The Aspen Institute organizes numerous educational activities, including educational briefings, roundtables, forums and conferences for a diverse range of attendees including federal and state policymakers, business and organizational leaders, members of the press and the general public. The Aspen Institute Education and Society Program works with federal, state and local education leaders to improve K-12 student achievement, particularly for underserved students.

Lobbyist and Foreign Agent Registration Information

Lobbyist Registration Status (Select one):☒

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

☐

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

Foreign Agent Registration Status (Select one):☒

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

☐

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

Foreign Government Involvement

Foreign Agent Registration Status (Must select all):☒

I certify that the sponsor is not a foreign government.

☒

I certify that the sponsor is not an entity that is owned or operated by a foreign government.

☒

I certify that the sponsor does not receive funding from a foreign government.

Purpose and Details**Provide a brief description of the trip.**

Participants will visit the Allegheny Department of Human Services and engage with local officials to learn more about the County's leading efforts in data integration. Staffers will engage with officials representing urban and rural areas in other states across multiple sectors – education, housing, nutrition, criminal justice, physical and behavioral health – who are using integrated data infrastructure and analytics capacity to improve program outcomes, coordinate care, improve management, and foster research, advancing local and regional efforts to improve economic mobility and opportunity. This event is an opportunity for senior congressional education staff to have a sustained, focused dialogue on vital issues confronting the sector. 

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

Aspen's Education & Society Program's mission is to improve public education by inspiring, informing, and influencing education leaders to take action across policy and practice, with an emphasis on achieving equity for students of color and children from low-income backgrounds. As part of our education work, we are working to decrease policy silos, both horizontally (across difference sectors and focus areas) and vertically (federal, state and local). Better data integration is integral for understanding input indicators for students and their families and breaking down silos.

Is your organization the only sponsor for this trip?☒ Yes ☐ No**If No, describe your organization's role in planning the trip.**

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

Grantmaking Organizations (Optional)

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

1. The Bill and Melinda Gates Foundation
- 2.
- 3.

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

- ☐ The trip is arranged or organized without regard to congressional participation.
- ☒ The trip is arranged or organized with regard to congressional participation.

Lobbyist/Foreign Agent Involvement in Planning, Organizing, Requesting or Arranging

- ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal, other than de minimis involvement.

Lobbyist/Foreign Agent Financing (Must select all):

- ☒ The trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- ☒ No funds or in-kind contributions were earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.

Lobbyist/Foreign Agent Accompaniment

Complete if all sponsors are §501(c)(3) organizations (Select one):

- ☒ The trip is limited to three days (for trips inside the continental United States) or seven days (for trips outside the continental United States), and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip
- ☐ The trip is limited to a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip
- ☐ The trip is limited to a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip

Complete if any of the sponsors is not a §501(c)(3) organizations (Select one):

- ☐ The trip is limited to three days (for trips inside the continental United States) or seven days (for trips outside the continental United States), and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip
- ☐ The trip is limited to a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip
- ☐ The trip is limited to a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip

Certification of No Recreational Activity and No Alcohol (Must select all):

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

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

- ☒ Yes ☐ No

Travel Details (Submit additional pages as needed)

Trip Start Date/Time:
6/27/23 at 11:00am



Trip End Date/Time:
6/28/23 at 2:30pm

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

☐ Yes ☒ No

Transportation (Member/Officer/Employee: \$³²⁵ Accompanying Family Member: \$_____)

Transportation Type	Class	Amount
Plane	coach	\$250
Shuttle	coach	\$75
Details (optional)		

Lodging (Member/Officer/Employee: \$¹²⁴ Accompanying Family Member: \$⁰)

Check-In	Check-Out	Facility	City	State	Country
6/27/23	6/28/23	Sheraton Pittsburgh Hotel	Pittsburgh	PA	USA
Nights	Cost/Night	Cost Exceed Per Diem (Yes/No)	If Yes, please explain why expenses over the per diem rate are reasonable and necessary.		
1	\$124	No			

Check-In	Check-Out	Facility	City	State	Country
Nights	Cost/Night	Cost Exceed Per Diem (Yes/No)	If Yes, please explain why expenses over the per diem rate are reasonable and necessary.		

Check-In	Check-Out	Facility	City	State	Country
Nights	Cost/Night	Cost Exceed Per Diem (Yes/No)	If Yes, please explain why expenses over the per diem rate are reasonable and necessary.		

Meals (Member/Officer/Employee: \$⁹⁶ Accompanying Family Member: \$⁰)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem (Y/N)
6/27/23		16	29	3	48	Pittsburgh	PA	USA	No
6/28/23	14	29		5	48	Pittsburgh	PA	USA	No (last d

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

All costs are consistent with per diem for first and last day travel expenses (\$48)

Reasonable Miscellaneous Expenses

(Member/Officer/Employee: \$^{\$250} Accompanying Family Member: \$⁰)

Expense Type	Amount	Notes
Meeting Materials + Space Rental	\$250	

Additional Details (optional)

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: Aspen Education Economic Mobility Congressional Site Visit
Travel Date(s): June 27-28, 2023
Travel Destination(s): Pittsburgh, PA

Sponsor: The Aspen Institute, Inc (Education & Society Program)

Elliot Gerson

(printed name of sponsor representative)

EVP of Policy & Public Program

(title)



(signature of sponsor representative)

5/12/2023

(date)



**Aspen Institute's Senior Economic Mobility Network:
Site Visit for Congressional Staff**

Sheraton Station Square Hotel
Pittsburgh, PA
June 27-28, 2023

Agenda

***Economic Mobility and Opportunity Through Data Integration and Evaluation:
Learning from Local Leaders at the Vanguard***

Retreat Goals:

- Understand how Allegheny County officials across multiple sectors – education, housing, nutrition, criminal justice, physical and behavioral health – are using integrated data infrastructure and analytics capacity to improve program outcomes, coordinate care, improve management, and foster research, advancing local and regional efforts to improve economic mobility and opportunity.
- Engage with beneficiaries to understand their experiences as well as direct service providers, policy experts, state and local leaders, and program administrators to understand how federal policies impact stakeholders at the nexus of mobility, opportunity, and data.
- Examine federal impediments, both perceived and real, to building cross-program data infrastructure and analytics capacity to effectively support beneficiaries, looking specifically at compliance reporting, privacy statutes, and data capacity.
- Identify federal actions that would accelerate state and local development of integrated data analytics capacity with a high return on investment for taxpayers.
- Engage in active learning and build working relationships with experts and practitioners from various fields of expertise, as well as with colleagues from different parties and chambers.

Tuesday, June 27, 2023

- | | |
|-------------------------|---|
| 8:22 AM | Congressional staff depart from Reagan National Airport |
| 10:00 AM | Congressional staff arrive at Pittsburgh International Airport |
| 10:30 – 11:00 AM | Participants arrive at Sheraton Station Square Hotel
<i>For participants arriving the morning of the event, luggage can be stored in the Brighton Room, Second Floor.</i> |



**Aspen Institute's Senior Economic Mobility Network:
Site Visit for Congressional Staff**

Sheraton Station Square Hotel
Pittsburgh, PA
June 27-28, 2023

11:00 - 12:00 PM

Networking Welcome Coffee and Context Setting

Location: Sheraton Station Square Hotel, Fountainview Room

Aspen Staff will welcome staffers and faculty members and give an overview of the event schedule and provide participants the opportunity to network and ask initial questions.

12:00 PM

Aspen staff and participants will depart hotel on chartered bus for Allegheny County Department of Human Services (DHS)

12:30 PM

Site Visit at Allegheny County Department of Human Services

Location: 1 Smithfield St, Pittsburgh, PA 15222

12:30 - 1:45 PM

Working Lunch at DHS office – Welcome, Introductions, Overview of Convening

Location: Liberty Room, Allegheny DHS

Faculty:

- Rich Fitzgerald, Allegheny County Executive, Regional Growth and Diversification

County Executive Rich Fitzgerald will give opening remarks, including an overview of the work Allegheny County has done on integrating data systems. After the remarks Aspen staff will lead introductions and context-setting. Then Congressional staff and faculty members will share two learning objectives for the convening.

1:45 – 2:00 PM

Break

2:00 PM – 3:15 PM

Session I: Understanding exemplary practices in Allegheny County – how local officials are using data integration and evaluation to improve outcomes across key sectors impacting mobility and opportunity

Faculty and key participants:

- Erin Dalton, Director of the Allegheny County Department of Human Services

Guiding questions:

- *What is the history of the Allegheny County Department of Human*



**Aspen Institute's Senior Economic Mobility Network:
Site Visit for Congressional Staff**

Sheraton Station Square Hotel
Pittsburgh, PA
June 27-28, 2023

Services and its adoption of data integration best practices?

- *What are the biggest successes and learnings in this work? What are the biggest challenges in advancing mobility and opportunity in Allegheny County, and what lessons would you share with others who want to advance a mobility agenda?*
- *What are the governance, technology, acquisition, and financing solutions being used to achieve these outcomes?*
- *How can the Federal government support this kind of work? What were/are some of the biggest barriers to implementation as it relates to federal requirements?*

3:15 – 3:30 PM

Break

3:30 – 5:00 PM

**Session II: Allegheny County Department of Human Services
Discussions with DHS Staff and Beneficiaries: Spotlight on Hello
Baby**

Key site visit participants:

- Erin Dalton, Director of the Allegheny County Department of Human Services
- Amy Malen, Assistant Deputy Director of the Allegheny County Department of Human Services
- Hello Baby Beneficiaries

Allegheny County Officials will lead a deep dive session into how the *Hello Baby* program has benefited from their data integration efforts. Beneficiaries from the program will also share their experiences.

Guiding questions for panel discussion:

- *How has Allegheny County utilized data integration for this program? What data sources were integrated for this work?*
- *What were some of the key challenges and opportunities to implement data integration for Hello Baby?*
- *How do beneficiaries describe and evaluate the services being provided and the impact they're having on their lives?*
- *How has the mix of beneficiaries changed over time and what are the steps that have been taken to identify those most in need and the best combination of services? How has the county's data facilitated those efforts?*



**Aspen Institute's Senior Economic Mobility Network:
Site Visit for Congressional Staff**

Sheraton Station Square Hotel
Pittsburgh, PA
June 27-28, 2023

5:00 – 5:30 PM

Transportation to Hotel

Location: Sheraton Station Square Hotel

5:30 – 6:30 PM

Break

6:30 – 6:45 PM

Transportation to Dinner

Location: Café Momentum, 268 Forbes Ave., Pittsburgh, PA 15222

6:45 - 7:30 pm

Networking Reception with Faculty and Local Leaders

Remarks by Michelle McMurray, Vice President, Program and Community Engagement, The Pittsburgh Foundation, supporter of the Human Services Integration Fund

Participants will hear from a key funder for the Allegheny County data integration work. After remarks, congressional staffers will have the opportunity to network with site visit faculty, as well as local leaders from Allegheny County.

7:30 – 9:00 PM

Networking Dinner with Faculty and Local Leaders

Remarks by Café Momentum Student Staff

Café Momentum provides a transformative experience through a paid internship program designed to provide 12-months of curriculum for justice-involved youth, ages 15-19. A member of the Café Momentum team will kick-off dinner with a few remarks on their work. Student servers will be invited to join each table for dessert, and congressional staff will have the opportunity to ask them questions about their internship experience.

9:00 – 9:30 PM

Transportation to Hotel

Wednesday, June 28, 2023



**Aspen Institute's Senior Economic Mobility Network:
Site Visit for Congressional Staff**

Sheraton Station Square Hotel
Pittsburgh, PA
June 27-28, 2023

8:00 – 9:00 AM

Breakfast at Hotel

9:00 – 10:15 AM

Session III: A Broader Perspective – Local Officials from Indiana and Connecticut on lessons learned from data integration and evaluation efforts

Location: Sheraton Station Square Hotel

Faculty:

- Scott Gaul, Chief Data Officer, Connecticut Office of Policy Management (Invited)
- Jessica Cunningham, Vice President of State Programs, Coleridge Initiative, INC
- Josh Martin, Chief Data Officer, State of Indiana

Guiding questions:

- *How is what participants have learned from Allegheny County officials, beneficiaries, policy-makers and others mirrored in your states? What are key differences and what conclusions can we extrapolate from both the differences and similarities?*
- *What architecture is in place to sustain these systems and what funding streams have been utilized to create your data systems? How sustainable are existing mechanisms and systems?*
- *How can state and local governments measure the performance of third-party service providers and technology partners on actual outcomes? What governance and technology solutions are most likely to lead to actionable information to better serve client needs?*

10:15 – 10:30 AM

Break

10:30 – 11:45 AM

Session IV: Understanding perceived and real Federal policy barriers that impact state and local capacity to use data to improve outcomes

Location: Sheraton Station Square Hotel

Faculty:

- Amy Hawn Nelson, Director of Training & Technical Assistance, Actionable Intelligence for Social Policy



**Aspen Institute's Senior Economic Mobility Network:
Site Visit for Congressional Staff**

Sheraton Station Square Hotel
Pittsburgh, PA
June 27-28, 2023

- Jonathan Womer, Director, Rhode Island State Department of Administration
- Jane Wiseman, Innovations in Government Fellow, Ash Center for Democratic Governance and Innovation

Guiding questions:

- *How are existing statutes, regulations, and administrative requirements impacting state and local efforts to share and better utilize data?*
- *What federal cross-agency efforts are you aware of that would help state and local governments overcome barriers and strengthen their data and analytics capacity?*
- *What federal budgetary and organizational structures undermine cross-program coordination, and stymie efforts to build common data and analytics infrastructure?*
- *How are reporting requirements getting in the way of meaningful outcome measurement and evaluations that would help programs improve? How can existing program funding be used to build data and analytics capacity and are federal grant recipients aware?*

11:45 – 1:15 PM

Working Lunch: A National Perspective on Data Integration, Evaluation, and Improved Mobility Outcomes

Location: Sheraton Station Square Hotel

Faculty:

- Jane Wiseman, Innovations in Government Fellow, Ash Center for Democratic Governance and Innovation

Jane Wiseman will lead a lunchtime discussion on the trends in data integration and evaluation nationally, with space for Q&A.

1:15 – 1:45 PM

Break

1:45 – 2:30 PM

Final Discussion: Reflection and Looking Forward to August*

Congressional staff participants will share their takeaways as well as discuss:



**Aspen Institute's Senior Economic Mobility Network:
Site Visit for Congressional Staff**

Sheraton Station Square Hotel
Pittsburgh, PA
June 27-28, 2023

1. *What they would like to learn building off Tuesday's and Wednesday's panel discussions;*
2. *What their ideal takeaways would be from the August convening*;*
3. *Whether executive branch agency engagement could prove beneficial for discussions in August and, if so, what agencies, and*
4. *Any other issues they would like to identify for next steps.*

2:30 PM

Adjourn

3:06 - 7:46 PM

All Congressional Staff depart from Pittsburgh International Airport

8:47 PM

Final Congressional staffers arrive at Reagan National Airport

*Aspen is hosting a one day seminar in Washington, DC that will deep dive into the federal role in data-integration and will pull themes from this site visit.

Grantmaking Organization Certification Form

Instructions: If a sponsor receives funds from a grantmaking organization, the sponsor must disclose this on the *Private Sponsor Travel Certification Form*, and the grantmaking organization must complete the *Grantmaking Organization Certification Form*. The completed *Grantmaking Organization Certification Form* must be submitted to the Senate Select Committee on Ethics by the trip sponsor at least 30 days prior to the travel departure date.

Grantmaking Organization: Bill & Melinda Gates Foundation

Private Sponsor: The Aspen Education and Society Program

Trip Name: Aspen Education Economic Mobility Congressional Site Visit on Data Integr

Travel Date(s): June 27, 2023 - June 28, 2023

Destination(s): Allegheny County, PA

In compliance with the *Regulations Governing Privately Sponsored Travel*, I certify the following:

- ☒ The grantmaking organization is a § 501(c)(3) organization.
- ☒ The grantmaking organization is not a lobbyist, lobbying firm, or foreign agent, nor an entity that retains or employs a lobbyist or foreign agent.
- ☒ The grantmaking organization provides funds under an established grant program, or in a manner that is otherwise consistent with the mission and practices of the organization.
- ☒ The grantmaking organization is not involved, directly or indirectly, in organizing and conducting the trip. This includes selecting participants for a trip.
- ☒ The grantmaking organization does not directly pay or reimburse travel expenses for any Senate Member, officer, or employee.

Stanley John

(Printed name of grantmaking organization representative)

Sr. Program Officer

(Title)

Stanley John

(Signature of grantmaking organization representative)

04/27/2023

(Date)

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
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

June 15, 2023

Evelyn Bellew
Committee on Health, Education, Labor, and Pensions
United States Senate
Washington, DC 20510

Dear Ms. Bellew:

This responds to your recent correspondence requesting approval from the Select Committee on Ethics (the Committee) to accept an invitation you received to travel to the Aspen Education Economic Mobility Network Site Visit on Data Integration in Allegheny County in Pittsburgh, PA, on June 27–28, 2023, sponsored by The Aspen Institute Education & Society Program (AIESP). Provided that you adhere to the guidance set forth below, it appears that it is permissible for you to accept necessary expenses from AIESP 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 Labor Analyst for the Committee on Health, Education, Labor, and Pensions, and Senator Bernard Sanders is your supervising Senator. AIESP invited you to travel to the Aspen Education Economic Mobility Network Site Visit on Data Integration in Allegheny County in Pittsburgh, PA, on June 27–28, 2023. AIESP 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. AIESP 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

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* at 10-13.

³ The term "any point throughout your trip" has a specific definition. See *Select Committee on Ethics Regulations and Guidelines for Privately Sponsored Travel* at 15.

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.

The Committee's approval process is governed by the *Regulations and Guidelines for Privately Sponsored Travel (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, Committee precedent, and AIESP's factual representations, it appears that it is permissible for you to accept necessary expenses from AIESP 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).

Finally, Senate Rule 34 requires a reporting individual,⁶ 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

⁴ The term "*de minimis*" has a specific definition. See *Select Committee on Ethics Regulations and Guidelines for Privately Sponsored Travel* at 6-8.

⁵ See *Select Committee on Ethics Regulations and Guidelines for Privately Sponsored Travel* at 6-10.

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.

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: Employee Privately Sponsored Travel Checklist



Dear Evelyn Bellew,

We are writing to invite you to participate in an upcoming retreat – ***“Economic Mobility and Opportunity through Data Integration and Evaluation: Learning from Local Leaders at the Vanguard.”*** – for the Aspen Senior Congressional Education Staff Network from **11:00 AM Tuesday, June 27, 2023 to 2:30 PM Wednesday, June 28, 2023** at Sheraton Pittsburgh Hotel at Station Square located 245 miles from Washington, DC.

At this convening, staffers will meet with expert faculty to understand how Allegheny County officials, and officials representing urban and rural areas in other states across multiple sectors – education, housing, nutrition, criminal justice, physical and behavioral health – are using integrated data infrastructure and analytics capacity to improve program outcomes, coordinate care, improve management, and foster research, advancing local and regional efforts to improve economic mobility and opportunity. Staffers will get the chance to

- Engage with beneficiaries to understand their experiences as well as direct service providers, policy experts, state and local leaders, and program administrators to understand how federal policies impact stakeholders at the nexus of mobility, opportunity, and data.
- Examine federal impediments to building cross-program data infrastructure and analytics capacity to effectively support beneficiaries, looking specifically at compliance reporting, privacy statutes, and data capacity.
- Engage in active learning and build working relationships with experts and practitioners from various fields of expertise, as well as with colleagues from different parties and chambers.

We are committed to working with you and the Senate Ethics Committee to ensure compliance with the Senate rules regarding privately-funded sponsored travel. Enclosed you will find all the forms necessary for filing the trip with the Ethics Committee:

- A detailed agenda listing discussion sessions
- A completed Primary Trip Sponsor Form
- A list of invited Senate staffers
- A Traveler Form [Staffer needs to complete]
- Completed Grantmaking Trip Sponsor Form from the Bill & Melinda Gates Foundation

You must complete the Traveler Form and submit it with the enclosed agenda, list of invited staffers, and Primary Trip Sponsor Form directly to the Senate Ethics Committee (220 Hart) no later than Friday, May 26, 2023. After receiving the completed travel package, the Ethics Committee will review and issue an approval to you or your sponsoring Member.

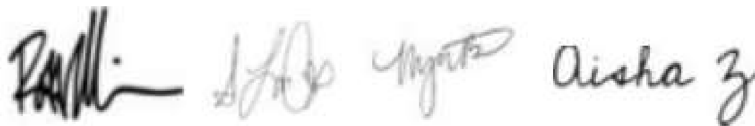
After the trip, you will need to complete a post-travel form that we will email to you after the site visit.

Attendance is by invitation only, with no outside observers or lobbyists. Funding is provided solely by grants from established foundations – no government, individual, foreign, corporate, or special interest money is accepted. The Network is supported by The Bill & Melinda Gates Foundation. The Aspen Education & Society Program maintains autonomy over invitations, materials, and the agenda for the retreat.

The site visit will begin at **11:00 AM on Tuesday, June 27, 2023** and will conclude at **2:30 PM on Wednesday, June 28, 2023**. Please plan your travel accordingly in order to be present for the duration of the retreat. We ask that participants arrive at the hotel no later than 11am on June 27, 2023 and plan return travel no earlier than 4:30pm on June 28, 2023. Dress is business casual for all meetings.

The site visit promises to be productive and informative. We look forward to seeing you there!

Warm Regards,



Ross Wiener Lorén Cox Megan Bennett Aisha Zaman

Amended. Originally Submitted on May 30, 2023.

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:

Evelyn Bellew

Employing Office/Committee:

Senate HELP Committee

Private Sponsor(s):

The Aspen Institute, Inc (Education & Socie

Destination(s):

Pittsburgh, PA

Travel Dates:

June 27-28, 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 a Labor Analyst, I regularly utilize a range of national and local databases. My familiarity with these sources positions me to understand the data capacity and use issues faced by local officials. Through engaging directly with beneficiaries, service providers, policy experts, state and local leaders, and program administrators I will better comprehend the impact of federal policies on stakeholders. By examining federal impediments and identifying actions to accelerate the development of data analytics capacity. I will aim to support effective

Do you have an accompanying family member or spouse on this trip? Name and Relationship to Traveler:

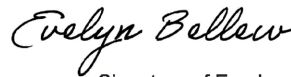
☐

(signify "yes" by checking box)

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

6/5/23

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)

Senator Sanders

Evelyn Bellew

I _____ hereby authorize _____
(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)

06/05/23

Date



Signature of Supervising Senator/Officer