

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 NOV 21 PM 2:07

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):

Faith and Law

Travel Dates:

10/27/2023 to 10/29/2023

Name of accompanying family member (if any):

Aaron Tutor

Relationship to Traveler:

Spouse

Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
\$0.00	\$470.00	\$310.02	\$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.

11/21/23

Date

Annie Tutor

Printed Name of Traveler

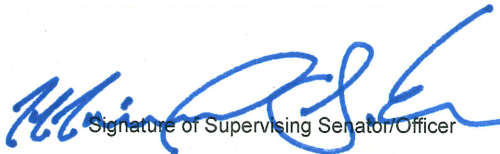

Signature of Traveler

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.

11/21/23

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.

Amended. Originally Submitted on September 27, 2003

RE-1 Employee Pre-Travel Authorization

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.

Date/Time Stamp

Name of Traveler:

Ann (Annie) Chestnut (Tutor)

Employing Office/Committee:

Senator Mike Lee

Private Sponsor(s):

Faith and Law Project

Destination(s):

Warrenton, VA

Travel Dates:

10/27/23 - 10/29/23

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 Legislative Assistant I manage a legislative correspondent, interns, and occasionally staff assistants. Being a good manager requires leadership skills, and this trip is focused on providing ethical leadership skills and professional development through seminars, lectures, and group discussions. This trip also provides an opportunity to meet and develop professional relationships with other Senate and House staff, which will help me achieve legislative priorities for Senator Lee.

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



(signify "yes" by checking box)

Aaron Tutor, husband

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

10/4/23

Date

Annie Chestnut Tutor
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 Lee

Annie Chestnut Tutor

----- 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)

10/4/23

Date

Mike Lee
Signature of Supervising Senator/Officer

Faith and Law Project: Faith and Law Retreat

 Annie Tutor

Title:
Legislative Assistant

Employing Office/Committee:
LEE, MIKE

Duty Station:
WASHINGTON,DC

Destination(s):
Warrenton, Virginia

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

This weekend conference which primarily takes place outside of my regular working hours provides leadership and other soft skills training that will help me be a better legislative assistant and hill staffer. This trip provides an opportunity to meet and get to know other hill staff, and these relationships will help me achieve legislative priorities for Senator Lee.

Name of accompanying family member (if any):
Aaron Tutor

Name and Relationship to Traveler:
Spouse

Organization Information

Organization Name
Faith and Law Project

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

§501(c)(3) Organization Type
Private Foundation

Address
PO Box 7585

Address 2 (Optional)
Private Foundation

City, State Zip
Arlington, Virginia 22207 United States

Phone Number
202-643-7685

Organization URL

History of Congressional Travel

Faith and Law has previously sponsored similar conferences between 2001 and 2015 for Hill staff, and most recently sponsored a Leadership Conference for Hill staff in October of 2021 and 2022.

Educational Activities

Faith and Law convenes several distinguished thought-leaders to address contemporary public policy and cultural issues to the public interested in issues at the intersection of faith and the public square. They also host forums, a mentoring program, seminars, and film discussions.

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.

A three day seminar for thought-leaders that explores how a Christian worldview impacts public policy and a vocation in the public square.

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

Faith and Law's mission is to encourage and equip thought leaders and policymakers to understand how biblical worldview applies to and affects their public square vocation. The purpose of this trip is to convene and foster conversations among thought leaders and others attendees so that they can apply lessons learned to their work in the public square. This purpose relates to Faith and Law's mission because this retreat provides an opportunity for attendees to learn how to apply Biblical framework to their work.

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 without 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:
10/27/2023 @ 03:08 PM



Trip End Date/Time:
10/29/2023 @ 12:00 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: \$0.00 | Accompanying Family Member: \$0.00)

Transportation Type	Class	Amount
Other	N/A	\$0.00

Note

We will reimburse for gas mileage \$0.655per mile per IRS standard mileage rate. (2023)

Lodging (Per Member/Officer/Employee: \$470.00)

Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
10/27/2023	10/29/2023	Airlie Hotel and Conference Center	Warrenton	Virginia	United States	2	\$235.00	Yes

Cost Exceeds Per Diem Reason

Lodging costs are the same for all attendees, and the rate is the best available conference rate. Attendees will stay at the same hotel to encourage engagement in all activities.

Meals (Per Member/Officer/Employee: \$310.02)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
10/27/2023	\$0.00	\$0.00	\$51.67	\$0.00	\$51.67	Warrenton	Virginia	United States	Yes

Cost Exceeds Per Diem Reason

Meal costs are the same for all attendees, and the rate is the best available conference rate. Attendees will stay at the same hotel to encourage engagement in all activities.

10/28/2023	\$51.67	\$51.67	\$51.67	\$0.00	\$155.01	Warrenton	Virginia	United States	Yes
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Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
Cost Exceeds Per Diem Reason Meal costs are the same for all attendees, and the rate is the best available conference rate. Attendees will stay at the same hotel to encourage engagement in all activities.									
10/29/2023	\$51.67	\$51.67	\$0.00	\$0.00	\$103.34	Warrenton	Virginia	United States	Yes

Cost Exceeds Per Diem Reason

Meal costs are the same for all attendees, and the rate is the best available conference rate. Attendees will stay at the same hotel to encourage engagement in all activities.

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

Expense Type	Amount	Notes
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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: Faith and Law Retreat
Travel Date(s): October 27, 2023 - October 29, 2023
Travel Destination(s): Airlie Hotel and Conference Center- Warrenton, VA
Sponsor: Faith and Law Project

John Palafoutas

(printed name of sponsor representative)

Chairman

(title)

John P. Palafoutas

Digitally signed by John P. Palafoutas
Date: 2023.08.22 19:36:37 -04'00'*(signature of sponsor representative)**(date)*

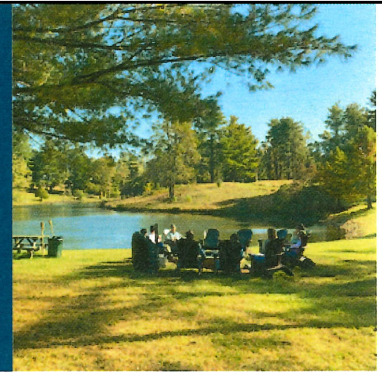
2023 Faith and Law Leadership Conference Senate Invitation List

Name	Title	Office
Michelle Altman	COS	Lankford
Hannah Anderson	Health Policy Advisor	U.S. Senate Committee on Health, Education, Labor, & Pensions
Bailey Archey	Reading Group Leader	Hyde Smith
Aria Austin	LA (former mentee)	John Fetterman (D)
Wendy Baig	General Council	Senate Judiciary Committee, Senator Lee
Stephen Boyd	LA	Lankford
Doug Branch	Sr. Advisor	U.S. Senate Committee on Homeland Security & Governmental Affairs
Caroline Broom	LA	Mark Warner (D)
Larry Burton	COS	Dan Sullivan
Doug Davis	COS	Cindy Hyde-Smith
Madison Eckels	LC	Mitch McConnell
Alaura Ervin	LA	Coryn
Sally Farrington	LA	Roger F. Wicker
Courtney Fellows	Advisor	Lankford
Jonathan Foltz	LD	U.S. Senator Rick Scott
Lisa Goeas	COS	Joni Ernst
Paul Guaglianone	LD	Sen. Pete Ricketts
Andrew Guernsey	Director	Senate Pro-Life Caucus
Trinity Hall	Deputy Chief of Staff for Operations	Chris Coons (D)
Jamal Halley	LC	Warnock (D)
Bradley Hayes	LD	Tommy Tuberville
Clark Hedrick	Senior Council	Senate Homeland Security and Governmental Affairs Committee Office
Ben Hobbs	Professional Staff	Committee on Ways and Means
Matt Ide		Budd
Chris Jaarda	Deputy Chief of Staff	Ted Cruz
James Kelly	COS	Jerry Moran
Kaytlin Lane	Chief Counsel	U.S. Senator Marsha Blackburn
Toni Marie Higgins	COS	Sen. John Boozman
Neri Martinez	Chief of Staff	Scott
Patrick McCormick	Special Counsel	U.S. Senate Energy and Natural Resources Committee
Justin Memmott	deputy staff director	Senate Energy and Natural Resources Committee

Vijay Menon	LA	Josh Hawley
Caitlin Miller	LD	Sen. Ted Budd
Darin Miller	Communications Director	Cynthia Lummis
Stephen Mohler		Rick Scott
Jessica Newman	Administrative Director	Sen. Tommy Tuberville
Lila Nieves Lee	Staff Director	Senate Banking Committee
Susan Occhipinti	LA	James Lankford
Robert Ordway	Senior Policy Advisor	Mike Braun
Ryan Rasins	VAT coordinator	Lankford
Christiana Reasor	Legislative Assistant	Senator Jerry Moran
Michelle Richardson	COS	Sen. Roger Wicker
Micah Robertson	SA	Steve Daines
Peyton Roth	LA	Rubio
Haakon Santaella	LA	Ted Cruz
Lisa Schultz	COS	Chaplain's Office
Sarah Seitz	LC	Lankford
Sage Showers	Assistant to COS	Lankford
Collin Slowey		Rubio
Andrew Smith	LA/LC	Ted Budd
Sharon Soderstrom	COS	Mitch McConnell
Katie Vincentz	Director of Communications	Tim Scott
Daniel Yarbrough	LA	Katie Britt
Chad Yelinski	Deputy Chief of Staff	Ted Budd
Adam Farris	Counsel	Tim Scott
Joe Gamello	Chief Oversight Counsel	Senate Banking Committee
Jake Johnson	Jr. LA	Markwayne Mullin
Annie Tutor	LA	Mike Lee
Joel Wellum	Counsel	Senate Commerce Committee
Kate Wood	SA	James Lankford

FAITH AND LAW
WASHINGTON • DC

2023

FAITH AND LAW LEADERSHIP CONFERENCE
OCTOBER 27-29, 2023 | WARRENTON, VA

Dear Annie,

You are invited to be a part of Faith and Law's Annual Leadership Conference which will take place on October 27-29 at Airlie Hotel and Conference Center in Warrenton, VA, 50 miles west of Capitol Hill. This year's conference theme will be "Reflections on Faithful Leadership for Personal, Professional, and Political Life" and will feature The Honorable Dan Coats (R-IN) and Dr. Gayle Beebe, President of Westmont College, as our keynote speakers.

This conference is intended for current and alumni Hill staff and their spouses with one of the primary goals to deepen relationships in our Faith and Law community. Staffers who have attended past conferences still talk about the lifelong friendships formed, legislative collaboration that followed, and the impact it had on their spouses' understanding of their unique role in the call to Capitol Hill.

As a guest, Faith and Law will provide accommodations, meals, and a standard mileage reimbursement for your personal vehicle. We invite spouses to fully participate in all aspects of the conference.

To comply with Senate and House Ethics rules, you will need pre-authorization from your respective Committee on Ethics. Instructions and documentation are available for download online at our conference website. All completed forms MUST be submitted to Ethics no later than September 27, 2023.

Please visit to our conference website at <https://www.faithandlaw.org/2023-leadership-conference> for details on accommodation, schedule, and to RSVP.

I hope you can join us,

Lauren Noyes
Executive Director



VISIT OUR CONFERENCE WEBSITE

Annie Tutor Page 11 of 16



Leadership Conference 2023: Reflections on Faithful Leadership for Personal, Professional, and Public Policy Life

Friday October 27

4:00 – 5:00pm Congressional Staff Arrival / Check-in

Location: Airlie House

6:00 – 7:15pm Dinner & Opening Program

Location: Airlie Dining Room

6:30pm Table Exercise: Guests at each table share your background and area of public policy expertise, an active issue in your work world, and how you hope this weekend's content can influence your approach to these issues without a moderator.

7:30pm – 9:00pm Evening Program

Location: The Federal Room

7:30pm Welcome & Opening Remarks

John Palafoutas, Board Chairman, Faith & Law

7:40pm Meet F&L's New Executive Director: Susan Gates

7:50pm The Unique Challenges and Opportunities of Hill Leadership

Moderator Ammon Simon will present a brief framework on how Christians could and should engage with the distinctive tensions within vocations in law, policy, and associated disciplines.

8:00pm Staffer Leadership Panel: Moderator Ammon Simon and panelists: AT Johnston, Katherine Haley, and Stephen Siao will discuss how and why a

vocation on the Hill, at every level, presents unique opportunities and challenges. Panelists share lessons from their own Hill journeys and leadership experiences.

9:00pm Optional Evening Activity: Attendees are welcome to move downstairs to Harry's for additional conversation/fellowship around Hill and leadership lessons learned, but no refreshments will be served.

Saturday October 28

8:00 – 9:00am Breakfast

Location: Airlie Dining Room

9:00 – 12:15pm Morning Program

Location: The Federal Room

9:15 – 10:00am Evangelii Gaudium and a Framework for Understanding Vocations in Public Life (Professor Lucila Crena)

As an expert in discourse within plural democracies, Prof. Crena is well-positioned to lead this reflection on what it means to see our policy lives (and jobs) as a way of loving the world. Using Pope Francis's encyclical as a starting point for discussion, she will highlight the tension and possibility inherent in Christians in political vocations.

10:00 – 10:45am Facilitated Small and Large Group Discussion

Prof. Crena will first provide questions for small table discussion and then facilitate a broader conversation with the entire group.

[10:45am Break]

11:00-11:45am Can Virtue be taught? Ethics and Morality in the Public Square (Dr. Gayle Beebe)

Starting with Plato and ending with Henry Kissinger's latest work, *Leadership*, Dr. Beebe will draw observations from six world leaders who were all shaped by their religious upbringing. This examination will frame later discussion about the ways in which faith traditions influence adult work in Congressional or other policy settings.

11:45 – 12:30pm Facilitated Small and Large Group Discussion

Dr. Beebe will answer audience questions, transition to small group table discussion, and end with entire group discussion.

12:30- 2:00pm Lunch & Afternoon Break

Location: Airlie Dining Room

2:15 – 4:00pm Afternoon Program

Location: The Federal Room

2:15 – 3:15pm Leadership in Action (Fmr. Ambassador Dan Coats)

Having served as Representative, Senator, Ambassador, and most recently, the Director of National Intelligence, Amb. Coats draws on his rich leadership experience to highlight key lessons learned for personal and organizational flourishing.

3:15 – 4:00pm Facilitated Small and Large Group Discussion

Amb. Coats will answer audience questions, transition to small group table discussion, and end with entire group discussion.

4:30 – 5:30pm Optional Happy Hour at Harry's

Guests invited to gather before dinner for drinks in the bar (cash bar/individually billed) with breakout sessions according to job role.

5:30 – 10:30pm Evening Program

Location: Jefferson Room

5:30 – 7:00pm Dinner and Optional Table Exercise: Guests will have reflection questions on the table to discuss over dinner.

7:00 – 8:15pm Keynote Fireside Chat

Congressional staff alumna and moderator Katherine Haley will facilitate a discussion between Dr. Beebe and Amb. Coats about the frames that Christian Hill staffers can use to understand their vocational roles, responsibilities, and struggles. All three will share from their own experience

about the complexity and opportunity of thoughtful leadership in public life.

8:30 – 10:30pm S'mores and Continued Conversation

Location: Lake Stanley Fire Pit

Sunday October 29

8:00 – 9:00am Breakfast

Location: Airlie Dining Room

8:30-9:00am Optional Morning Prayer

Location: The Federal Room Terrace (weather permitting)

9:15- 11:30am Morning Program

Location: The Federal Room

9:15 – 10:30am Loving God and Leading People: The Role of Our Life with God for Effective Leadership (Dr. Beebe)

Dr. Beebe will provide reflections on the connection between external, public leadership and our inner life and spiritual vitality. He will share, from his own experience and leadership practices, ways that Hill staffers can deepen the roots of their leadership perspective and practice.

[10:45am Break]

10:45 – 11:45am Practices for Sustainable Leadership on the Hill (Panel and Discussion)

Moderator Anne Cregger and three ministry leaders / coaches- Doug Weber, Will Stockdale, and Sue Vernalis will provide reflections on what they've seen and learned as they've walked with those working in DC policy and political circles. They'll answer audience questions and provide insight to personal practices that can be the cornerstone for a sustainable pace in an unsustainably paced city.

11:45-12:00pm Closing Remarks

John Palafoutas, Board Chair, Faith & Law

12:00pm Departure of Congressional Staff and Boxed Lunch to Go