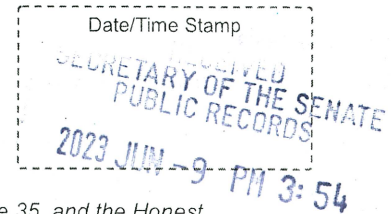


RE-2 Employee Post Travel Disclosure of Travel Expenses

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):

United Nations Foundation

Travel Dates:

May 11 - May 12, 2023

Name of accompanying family member (if any):

N/A

Relationship to Traveler:

Total Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
\$216.34	\$194.08	\$124.55	N/A

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.

6/8/2023

Date

Katy Roberts

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.

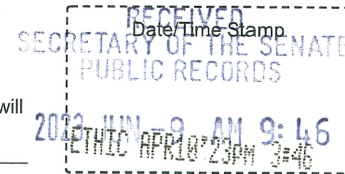
6/9/2023

Date

Signature of Supervising Senator/Officer

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.



Name of Traveler:

Katy Roberts

Employing Office/Committee:

Sen. Roger Wicker

Private Sponsor(s):

United Nations Foundation

Destination(s):

Atlanta, Georgia

Travel Dates:

May 11, 2023 - May 12, 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.

This learning trip provides an opportunity for Congressional staff to learn about the U.S. Center for Disease Control and Prevention's (CDC) global health activities at the Agency headquarters in Atlanta, Georgia. Participants will meet with CDC global health leadership and technical experts and have first-hand tours of the Emergency Operations Center, mosquito insectary, and infectious disease laboratory, as they learn about CDC's work to implement life-saving global health interventions, provide technical expertise, and strengthen disease

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

☐

(signify "yes" by checking box)

N/A

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

4/11/2023

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)

Roger F. Wicker

(Print Senator's/Officer's Name)

hereby authorize

Katy Roberts

(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)

4/11/2023

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	\$216.34	Increase in flights at the time of booking
Hotel	\$194.08	Increase in hotel reflects final taxes and fees
Meals	\$124.55	Increase in final airport dinner

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: CDC-Atlanta May 11-12, 2023

Organization Information

Organization Name:

United Nations Foundation

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

☒ Yes

☐ No

If Yes, §501(c)(3) Organization Type:

☐

Private Foundation

☒

Public Charity

Address:

1750 Pennsylvania Ave, NW, Suite 300

City, State, Zip:

Washington DC, 20006

Phone Number:

202-887-9040

Organization URL:

<https://unfoundation.org/>

History of Congressional Travel

Describe your organization's history of sponsoring congressional travel.

UNF sponsors domestic and international Congressional trips to bring staff and Members to key locations and countries to showcase the complementary nature of US-UN programmatic work. Since 2011, past destinations have included Bangladesh, Thailand, Tanzania, Cameroon, Rwanda, Ethiopia, Uganda, Kenya, and CDC-Atlanta.

Educational Activities

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

UNF is an advocate for the UN, using partnerships, advocacy, constituency-building, and fundraising to raise awareness about the importance of the UN and UN-supported activities. UNF is a public charity focusing on global health issues, including immunization, maternal and child health, and malaria.

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.

This learning trip provides an opportunity for Congressional staff to learn about the U.S. Center's for Disease Control and Prevention's (CDC) global health activities at the Agency's headquarters in Atlanta, Georgia. The participants will meet with CDC global health leadership and technical experts, and have first-hand tours of the Emergency Operations Center, mosquito insectary, and infectious disease laboratory, as they learn about CDC's work to implement life-saving global health interventions, provide technical expertise, and strengthen disease surveillance in countries around the world.

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

The UN Foundation works to educate all Americans, including Members and Staff of the U.S. Congress, on the importance of a strong U.S.-UN relationship, with a particular focus on bilateral and multilateral global health issues such as global immunization, malaria, and child health. Participants will learn how CDC bilateral global health interventions work in complement with, and are amplified by, multilateral UN global health activities.

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. Bill & 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:
May 11, 2023 2:51pm ET



Trip End Date/Time:
May 12, 2023 10:29pm

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



Yes



No

Transportation (Member/Officer/Employee: \$³⁵⁴ Accompanying Family Member: \$^{N/A})

Transportation Type	Class	Amount
Roundtrip flight DCA to ATL	Economy	\$314 roundtrip
Private transfer ATL airport to Courtyard Marriott	N/A	\$20 per person one way
Shuttle from Courtyard Marriott to CDC	N/A	\$0
Private transfer CDC to ATL airport	N/A	\$20 per person one way

Details (optional)

We will travel to and from the airport using CDC's recommended transfer service.

Lodging (Member/Officer/Employee: \$¹⁶³ Accompanying Family Member: \$^{N/A})

Check-In	Check-Out	Facility	City	State	Country
May 11	May 12	Courtyard Marriott Atlanta Decatur Downtown/Emory	Atlanta	GA	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	\$163	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.		

[illegible]

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: CDC-Atlanta May 11-12, 2023
Travel Date(s): May 11, 2023 - May 12, 2023
Travel Destination(s): Atlanta, Georgia

Sponsor: United Nations Foundation

Peter Yeo
(printed name of sponsor representative)

Senior Vice President
(title)

Peter Yeo
(signature of sponsor representative)

5/1/23
(date)

Senate Attachment 1 of 1

Meals Exceeding Per Diem, Explained

- Thursday's dinner is a private dinner with CDC Senior Staff at a restaurant in Decatur, GA, using a private space.
 - The cost of the least expensive prix fixe menu is \$43 per person, there is an additional 8% tax and required 20% tip, bringing the total to approximately \$55.73 per person.
 - This menu does not include any alcohol.
- On Friday, staff will have three meals during the last day of travel.
 - The hotel does not have a complimentary breakfast; the breakfast per diem is \$17. A good faith estimate of breakfast is \$12 - \$15 for an entrée and \$4 - \$5 for a coffee or other non-alcoholic breakfast beverage.
 - The CDC's recommended restaurant for lunch, brought on site, is approximately \$3 per soft drink and \$16 per entrée, for a total of \$19.
 - As the flight will take off at approximately 8:37pm local ATL, congressional staff will need to eat dinner at the airport. A good faith estimate is \$25.

**UN Foundation Global Health Learning Trip to U.S. Centers for Disease Control and
Prevention (CDC)
May 11-12, 2023**

All Times Eastern

Thursday, May 11 Travel and Welcome Dinner

Attire: Business casual

- | | |
|-----------------|---|
| 1:00pm | Group meets at Washington Reagan National (DCA) American Airlines ticket counter, Upper Level Departures |
| 2:51pm | Depart DCA on American Airlines Flight 4278 |
| 4:52pm | Arrive at Atlanta Hartsfield Jackson (ATL) Airport |
| 5:30pm – 6:30pm | Transfer to Hotel via hired shuttle
<i>Courtyard Marriott Decatur Hotel</i> |
| 6:30pm – 7:15pm | Hotel check-in
Courtyard Marriott Atlanta Decatur Downtown/Emory
130 Clairemont Ave,
Decatur, GA 30030 |
| 7:15pm – 7:30pm | Transfer to Dinner
<i>Café Lily, Decatur</i> |
| 7:30pm – 9:00pm | Welcome Dinner
Working dinner with CDC technical team and context-setting remarks from agency leadership. Opportunity for delegation to engage with CDC technical team and learn about USG global health activities, with a particular focus on recent challenges and successes in the issue focus area of the trip, including immunization, malaria, and global health security. |

Location: Café Lily; 308 W Ponce de Leon Ave, Decatur, Georgia

Anticipated attendees: Dr. Denise Cardo (Acting Director, Global Health Center, Dr. Kevin Cain (Principal Deputy Director GHC), Dr. Monica Parise (Director, Division of Parasitic Diseases and Malaria), Dr. John Vertefeuille (Director, Global Immunization Division), Ms. Teresa Durden (Deputy Director, CDC Office of Appropriations), Mr. Jeff Reczek, (Director, CDC Washington)

Overnight	Courtyard Marriott Decatur Hotel 130 Clairemont Ave, Decatur, GA 30030
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Friday, May 12**CDC Briefings and Tour of Facilities***Attire: Business*

- 7:00am – 8:00am Breakfast at hotel and check-out of hotel
Location: Courtyard Marriott Decatur Hotel
- 8:00am – 8:45am Transfer by Courtyard Marriott Decatur Hotel shuttle from hotel to CDC's
Roybal Campus
1600 Clifton Rd
Atlanta, GA 30333
- 8:45am – 9:00am Arrival at CDC, security check-in, and drop luggage at concierge
- 9:00am – 10:00am **Global Health Center (GHC): Welcome and Overview of Divisions
and Budget**
Meeting with key CDC global health leaders and senior officials for a
situational overview of the budget and activities of the GHC - including a
spotlight on global HIV & TB and global health security work. Discuss
how the center's overall global health activities fit into CDC's larger
budget request.

Location: Building 19, Room 254/255

Anticipated Principal Speakers: Dr. Denise Cardo (Acting Director,
GHC), Dr. Kevin Cain (Principal Deputy Director GHC), Dr. Hank
Tomlinson (Director, Division of Global HIV & TB), Dr. Simon Agolory,
(Acting Director, Division of Global Health Protection), Ms. Teresa
Durden (Deputy Director, CDC Office of Appropriations)
- 10:00am – 10:10am **Transition to Building 21, 3rd Floor**
- 10:10am – 10:40am **Emergency Operations Center (EOC) Visit and Tour**
Walk-through of CDC's EOC and overview of domestic and global
mandate, capacity, and disease detection and response capabilities led by
the Director of CDC's Office of Readiness and Response.

Location: Building 21, 3rd Floor, EOC

Anticipated Principal Speakers: Dr. Henry Walke (Director, Office of
Readiness and Response), Mr. Jeff Reczek, (Director, CDC Washington)
- 10:40am – 11:05am **Current EOC Global Health Activation: 2023 Marburg Response**
Focused discussion on CDC's current activation for the 2023 Marburg
virus disease outbreak. Take a look at the start and current state of the
response including CDC's actions and impact.

Location: Building, 21, 3rd Floor, Executive Conference Room

Anticipated Invited Principal Speakers: Dr. Joel Montgomery, Incident Manager, CDC Marburg Response Equatorial Guinea/Tanzania 2023

11:05am – 11:10am **Transition to Building 19, Room 254/255**

11:10 – 12:10pm **Overview of CDC Global Immunization Division (GID)**

Scene-setter on state of global child immunization after three years of COVID-19, with updates on polio eradication and measles elimination status and how examples of how investments in this infrastructure strengthened pandemic response capabilities during COVID-19. Discussion of GID capabilities, partnerships, and strategy to regain lost ground in child immunization coverage rates.

Location: Building 19, Room 254/255

Anticipated Principal Speakers: Dr. John Vertefeuille (Director, GID), GID), Dr. Omotayo Bolu (Acting Branch Chief, Polio Eradication Branch, GID), Dr. Frank Mahoney (Senior Advisor, Polio Eradication Branch, GID), Dr. Kathy Banke (Branch Chief, Strategic Information and Workforce Development Branch, GID), Dr. Pratima Raghunathan (Branch Chief, Accelerated Disease Control Branch, GID)

12:10pm – 1:20pm **Working-lunch Roundtable on Global Health Security**

Discuss how CDC's global health security work protects the health and safety of Americans under a broad range of activities such as: lab diagnostic capacity, outbreak response, global disease surveillance, antimicrobial resistance, influenza, technical assistance, and workforce.

Location: Building 19, Room 254/255

Anticipated Principal Speakers: Dr. Dan Jernigan (Director, National Center for Emerging and Zoonotic Infectious Diseases), Dr. Jay Butler, (Senior Advisor for Infectious Diseases, Office of Readiness and Response), Dr. Michael Gerber (Associate Director for Global Health, Preparedness and Response, National Center for Immunization and Respiratory Disease), Dr. Mike Mahar (Acting Associate Director for Global Health Security, GHC), Dr. Kip Baggett (Acting Principal Deputy Director, Division of Global Health Protection)

1:20pm – 1:35pm **Break**

1:35pm – 1:55pm **Overview of CDC Global Malaria Treatment and Control Activities**
Scene-setter with CDC technical staff on threats/opportunities in malaria elimination.

Location: Building 19, Room 254/255

Anticipated Principal Speakers: Dr. Peter McElroy (Chief, Malaria Branch, Division of Parasitic Disease and Malaria), Dr. BK Kapella (CDC Agency Lead, President's Malaria Initiative, Division of Parasitic Diseases and Malaria)

1:55pm – 2:05pm **Transition to Building 23**

2:05pm – 3:05pm **Tour of CDC Insectary Lab**
Exploration of CDC's insectary that supports vector control research to prevent and respond to mosquito-borne diseases; discussion of new tools to eliminate malaria and current global challenges such as insecticide and drug resistance, and the spread of *Anopheles stephensi* mosquitoes.

Location: Building 23, Ground Floor, Insectary

Anticipated Principal Speakers: Dr. Audrey Lenhart (Branch Chief, Entomology Branch, Division of Parasitic Diseases and Malaria) and Dr. Monica Parise (Director, Division of Parasitic Diseases and Malaria)

3:05pm – 3:15pm **Transition to 10th Floor**

3:15pm – 4:05pm **Discussion of Advanced Molecular Detection (AMD) and tour of Parasitic Disease Lab**
Review of how the CDC supports diagnosis and treatment of parasitic diseases within the U.S., develops new diagnostics for neglected tropical diseases, and uses AMD tools to enhance diagnosis and treatment.

Location: Building 23, 10th Floor, Parasitic Lab

Anticipated Principal Speakers: Dr. Diana Martin (Branch Chief, Laboratory Science and Diagnostics Branch, Division of Parasitic Diseases and Malaria), Dr. Monica Parise (Director, Division of Parasitic Diseases and Malaria), Dr. Paul Cantey (Chief, Parasitic Diseases Branch, Division of Parasitic Diseases and Malaria), Dr. Margaret (Peggy) Honein [Director, Division of Preparedness and Emerging Infections, National Center for Emerging and Zoonotic Infectious Diseases (NCEZID)], Dr. Nathelia (Tiki) Barnes (Team Lead, State and Global Engagement, Office of Advanced Molecular Detection, NCEZID), Dr. Samantha Katz (Science Team, Office of Advanced Molecular Detection, NCEZID)

4:05pm – 4:20pm **Transition to CDC's David J. Sencer Museum**

4:20pm – 4:50pm **Guided Tour: Global Health Focused CDC Museum Tour**

Location: CDC David J. Sencer Museum

Anticipated Principal Speaker: Ms. Heather Rodriguez (Museum Curator, CDC Museum)

4:50pm – 5:00 pm **Transition to Building 19, Room 254/255**

5:00pm – 5:30 pm **Wrap-Up Session**

Round table wrap-up discussion of CDC's global health budget and activities related to malaria and parasitic diseases, polio eradication, and international disease outbreak response. Feedback from staffers on highlights of experience, lessons learned, areas of improvement, and answer any questions from the day.

Location: Building 19, Room 254/255

Anticipated Principal Speakers: Mr. Jeff Reczek, (Director, CDC Washington), Ms. Audrey McCulloch (Deputy Associate Director for Policy, GHC), Ms. Emily Rosenfeld (Budget, Policy, and Legislation Team Lead, GHC) Ms. Teresa Durden (Deputy Director, CDC Office of Appropriations), Ms. Stephanie Thomas (Public Health Analyst, CDC Office of Appropriations)

5:30pm – 5:55pm Pick up luggage at CDC Visitor's Center

5:55pm – 6:35pm Transfer to Atlanta Hartsfield International Airport via hired shuttle

6:35pm – 7:00pm Check-in at Airport

7:00pm – 7:30pm **Working Dinner Trip Debrief**

Discussion of observations, reflections, and learnings from meetings and facility visits, as well as feedback on trip logistics and prep.

Location: Atlanta Airport Departure Lounge

Facilitators: Jessica Pavel, Director of Global Health Advocacy, UN Foundation; Brian Massa, Director of Global Health Advocacy, UN Foundation.

7:30pm – 8:30pm Executive time

8:37pm Depart ATL Airport on American Airlines Flight 4330

10:29pm Arrive at DCA Airport

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IN MEMORIAM

Kofi Annan
GHANA

April 7, 2023

Dear Katy,

On behalf of the United Nations Foundation, I am writing to invite you to participate in an educational trip to the U.S. Centers for Disease Control and Prevention in Atlanta, Georgia. The goal of the visit is to learn about CDC's global health expertise in detecting and preventing deadly and debilitating diseases overseas, increasing and empowering local health capacity, and protecting Americans at home and abroad. You will have the opportunity to meet with senior CDC leadership as well as Division Directors from across multiples global health and infectious disease offices. Trip participants will depart from Washington Reagan Airport (DCA) on the afternoon of Thursday, May 11, and return to DCA on the evening of Friday, May 12.

The COVID-19 pandemic remains a stark reminder that in our deeply interconnected world, a disease can spread from an isolated area of the world to any major city in as little 36 hours. For over 60 years, CDC's public health experts in Atlanta and global staff have worked around the clock to stop the spread of disease by detecting and controlling outbreaks at their source. This expertise has also helped countries strengthen their own capacity to prevent, detect, and respond to public health threats.

The trip itinerary will examine two areas of global health threats – vaccine-preventable diseases and malaria – during a day of discussions with CDC leadership, a tour of the agency's Emergency Operations Center, deep dives into the fight to eradicate polio and eliminate measles and rubella, global health security, and walk-throughs of the pioneering mosquito insectary and parasitic disease labs.

I ask that you RSVP to this invitation as soon as possible, and no later than Monday, April 3. I hope you will be able to join this opportunity, as I am confident that learning more about CDC's leading role in strengthening global health will be particularly beneficial to your work in Congress.

Best regards,
Brian Massa

Director, Global Health Advocacy
United Nations Foundation

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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

May 2, 2023

Katy Roberts
Office of Senator Roger F. Wicker
United States Senate
Washington, DC 20510

Dear Ms. Roberts:

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 Congressional Learning Trip to the Centers for Disease Control and Prevention (CDC) in Atlanta, Georgia on May 11–12, 2023, sponsored by the United Nations Foundation (UNF). Provided that you adhere to the guidance set forth below, it appears that it is permissible for you to accept necessary expenses from UNF 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 in the Office of Senator Roger F. Wicker. UNF invited you to travel to a Congressional Learning Trip to the CDC in Atlanta, Georgia on May 11–12, 2023. UNF 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. UNF 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 – Glossary of Terms* at 8.

³ The term "any point throughout your trip" has a specific definition. *See id.* at 2.

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 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, UNF's factual representations, it appears that it is permissible for you to accept necessary expenses from UNF 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 his or her 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

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.

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.

aggregate, travel expenses exceed \$415 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

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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)