

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

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):**Travel Dates:**

Senate Working Group

6/15/2023 to 6/17/2023

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

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
494.47	444.00	107.00	0.00

I also certify that attached to this form are all required documents for post travel disclosure, including:

- The final **Employee Pre-Travel Authorization** (Form RE-1)
- The final **Private Sponsor Travel Certification Form** with all attachments
- The final invitation
- The final approved itinerary

Finally, I certify that all trip information reflected in the attachments above accurately reflects the travel that I accepted. If there were any changes to the trip after I received approval from the Committee, the changes are described in ATTACHMENT 1.

7/13/23

Eric Heigis

Date

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.

7/13/23

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	494.47	My travel costs were less than the preapproved a
Meals	107.00	Accompanying family member did not attend.

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:

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:

Eric Heigis

Employing Office/Committee:

Budd, Ted

Private Sponsor(s):

Senate Working Group

Destination(s):

Virginia Beach, VA

Travel Dates:

6/15/2023 to 6/17/2023

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 summit is for stadd of Senators serving on the Commerce, Science, and Transportation Committee. I cover aviation and the Federal Trade Commission, which are within the Commerce Committee's jurisdiction.

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.

6/12/23

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)



(Print Senator's/Officer's Name)

hereby authorize



(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)

6/12/23

Date



Signature of Supervising Senator/Officer

Senate Working Group: Senate Republican Commerce Committee Staff Summit

 Eric Heigis

Title:
General Counsel

Employing Office/Committee:
BUDD, TED

Duty Station:
WASHINGTON, DC

Destination(s):
Virginia Beach, Virginia

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

This summit is for staff of Senators serving on the Commerce, Science, and Transportation Committee. I cover aviation and the Federal Trade Commission, which are in the Commerce Committee's jurisdiction.

Name of accompanying family member (if any):
Jessica Heigis

Name and Relationship to Traveler:
Spouse

Organization Information

Organization Name
Senate Working Group

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

☐ Yes ☒ No

§501(c)(3) Organization Type
None

Address
1100 New Jersey Ave SE

Address 2 (Optional)
None

City, State Zip
Washington, District Of Columbia 20003 United States

Phone Number
8583360293

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

History of Congressional Travel

Senate Working Group is a newer organization, created on October 8, 2021. In addition to hosting events in Washington, D.C., Senate Working Group hosted the 2023 Senate Republican Chiefs of Staff & Committee Staff Director's Summit at the Greenbrier Resort, April 27-29, 2023, along with the Senate Republican Banking Committee Staff Summit in New York, New York, September 29-30, 2022 and the 2022 Senate Republican Chiefs of Staff & Committee Staff Director's Symposium at the Greenbrier Resort, March 24-26, 2022.

Educational Activities

Senate Working Group provides educational trainings, as well as hosts widely attended events throughout the calendar year. These trainings and events are offered to all Senate staff, from Chiefs of Staff to Senate Interns.

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.

Senate Working Group is honored to host the 2023 Senate Republican Commerce Committee Staff Summit at the Cavalier Virginia Beach, June 15-17, 2023. Following the theme from the Chiefs of Staff & Committee Staff Director's Summit, the focus of this Summit will be on a 'brighter future: how Washington can better serve the American people.' Taking an educational deep dive examination into the issues affecting everyday Americans, this one day Summit will be filled with presentations from various policy experts discussing the issues and its impact on commerce, science, and transportation.

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

Senate Working Group is a 501(C)(4) nonprofit organization dedicated to providing educational resources to Senate staff. In addition to local trainings and receptions throughout the year, the 2023 Senate Republican Commerce Committee Staff Summit provides us the ability to connect Senate staff with policy experts and thought leaders in an intimate, off-the-record setting.

Is your organization the only sponsor for this trip?

☒ Yes ☐ No

Grantmaking Organizations (Optional)

There are no grantmaking organizations.

With or Without Regard for Congressional Participation

The trip is arranged or organized specifically with regard to congressional participation.

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

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

Lobbyist/Foreign Agent Financing

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

Lobbyist/Foreign Agent Accompaniment

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

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

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

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

Certification of No Recreational Activity and No Alcohol

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

Invitees

i Members and staff from the House of Representatives **will not** receive invitations.

The list of invitees is below.

Travel Details

Trip Start Date/Time:
06/15/2023 @ 07:00 PM



Trip End Date/Time:
06/17/2023 @ 11:00 AM

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

☐ Yes

☒ No

Itinerary

The itinerary is below.

Transportation (Per Member/Officer/Employee: \$928.78 | Accompanying Family Member: \$0.00)

Traveler Type	Transportation Type	Class	Amount
Member/Officer/Employee	Airfare	Coach	\$400.00
Note Travel reimbursement up to \$400.00 for roundtrip airfare from Washington, D.C. to Norfolk, VA.			
Member/Officer/Employee	Ground Transportation	N/A	\$275.10
Note Mileage reimbursement calculated by the 2023 IRS standard mileage rate of \$0.655 per mile. Distance calculated from United States Capitol building to the Cavalier Hotel (210 miles) and back, for a total of 420 miles traveled.			
Member/Officer/Employee	Ground Transportation	Coach	\$53.68
Note Shuttle price per person. Cavalier Hotel (point A) to Port of Virginia (point B); Port of Virginia (point B) to Lamberts Point (point C); Lamberts Point (point C) to Cavalier Hotel (point A); Cavalier Hotel (point A) to DroneUp (point D); DroneUp (point D) to Hotel (point A).			
Member/Officer/Employee	Train	Business	\$200.00
Note Travel reimbursement up to \$200.00 for roundtrip train fare from Washington, D.C. to Norfolk, VA.			

Lodging (Per Member/Officer/Employee: \$444.00 | Accompanying Family Member: \$0.00)

Traveler Type	Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
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Traveler Type	Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
Member/Officer/Employee	06/15/2023	06/17/2023	The Historic Cavalier Hotel	Virginia Beach	Virginia	United States	2	\$222.00	No

Meals (Per Member/Officer/Employee: \$107.00 | Accompanying Family Member: \$107.00)

Traveler Type	Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
Member/Officer/Employee	06/15/2023	\$0.00	\$0.00	\$48.00	\$0.00	\$48.00	Virginia Beach	Virginia	United States	No
Accompanying Family Member	06/15/2023	\$0.00	\$0.00	\$48.00	\$0.00	\$48.00	Virginia Beach	Virginia	United States	No
Member/Officer/Employee	06/16/2023	\$0.00	\$16.00	\$0.00	\$0.00	\$16.00	Virginia Beach	Virginia	United States	No
Member/Officer/Employee	06/16/2023	\$0.00	\$0.00	\$29.00	\$0.00	\$29.00	Virginia Beach	Virginia	United States	No
Accompanying Family Member	06/16/2023	\$0.00	\$0.00	\$29.00	\$0.00	\$29.00	Virginia Beach	Virginia	United States	No
Accompanying Family Member	06/16/2023	\$14.00	\$0.00	\$0.00	\$0.00	\$14.00	Virginia Beach	Virginia	United States	No
Accompanying Family Member	06/16/2023	\$0.00	\$16.00	\$0.00	\$0.00	\$16.00	Virginia Beach	Virginia	United States	No
Member/Officer/Employee	06/16/2023	\$14.00	\$0.00	\$0.00	\$0.00	\$14.00	Virginia Beach	Virginia	United States	No

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

Traveler Type	Expense Type	Amount	Notes
There are no miscellaneous expenses.			

Additional Attachments

Document Name
There are no additional attachments.

PRIVATELY SPONSORED TRAVEL

SPONSOR SIGNATURE PAGE

I hereby certify that the information submitted in connection with the trip listed below is true, complete, and correct to the best of my knowledge and belief.

Trip Name: Senate Republican Commerce Committee Staff Summit
Travel Date(s): June 15-17, 2023
Travel Destination(s): Virginia Beach, VA, USA

Sponsor: Senate Working Group

James Kimmey

(printed name of sponsor representative)

Executive Director

(title)



(signature of sponsor representative)

05/08/2023

(date)

2023 Senate Republican Commerce Committee Staff Summit

Invitees

Jon Adame	Legislative Director	Senator Marsha Blackburn
Lauren Bates	Senior Policy Advisor	Senator Jerry Moran
James Braid	Legislative Director	Senator JD Vance
Joel Brubaker	Chief of Staff	Senator Shelley Moore-Capito
LauraLee Burkett	Legislative Director	Senator Deb Fischer
Larry Burton	Chief of Staff	Senator Dan Sullivan
Dan Cheever	Legislative Assistant	Senator Todd Young
John Connell	Chief of Staff	Senator Todd Young
Chance Costello	Senior Legislative Assistant	Senator John Thune
Halie Craig	Senior Advisor	Committee on Commerce
Mark Crowley	Legislative Director	Senator Jerry Moran
Drew Dziedzic	Legislative Director	Senator Eric Schmitt
Holt Edwards	Senior Policy Advisor	Senator Cynthia Lummis
Erik Elam	Legislative Director	Senator Dan Sullivan
Sean Farrell	Chief of Staff	Senator Marsha Blackburn
Kyle Fields	Counsel	Committee on Commerce
Brad Grantz	Staff Director	Committee on Commerce
Eric Heigis	Legislative Assistant	Senator Ted Budd
Charlie Hobbs	Legislative Assistant	Senator Ted Budd
Mallie Imbler	Legislative Assistant	Senator Roger Wicker
Chris Jaarda	Deputy Chief of Staff	Senator Ted Cruz
JT Jezierski	Legislative Director	Senator Shelley Moore-Capito
James Kelly	Chief of Staff	Senator Jerry Moran
Megan Kenney	Legislative Assistant	Senator Deb Fischer
Tucker Knott	Chief of Staff	Senator Ted Budd
Taylor LaJoie	Legislative Assistant	Senator JD Vance
Scott Leathard	Legislative Counsel	Senator Dan Sullivan
Emily Leviner	Chief of Staff	Senator Deb Fischer
James Longley	Legislative Assistant	Senator Shelley Moore-Capito
Jessica McBride	Chief of Staff	Senator John Thune
Meghan McCann	Deputy Chief of Staff	Senator Eric Schmitt
Caitlin Miller	Legislative Director	Senator Ted Budd
Darin Miller	Communications Director	Senator Ted Cruz
Darrin Munoz	Legislative Director	Senator Cynthia Lummis
Jimmy Peacock	Chief of Staff	Senator Eric Schmitt
Simone Perez	Senior Advisor	Committee on Commerce
David Pigue	Counsel	Senator Dan Sullivan
Duncan Rankin	Senior Advisor	Committee on Commerce
Jacob Reses	Chief of Staff	Senator JD Vance

Aaron Reitz
Michelle Richardson
Arielle Roth
Alexis Rudd
James Schindler
Beth Spivey
Dan Sullivan
Stephen Voljavec
Kristin Walker
Austin Walton
Abby Warren
Paul Wasik
Joel Wellum

Chief of Staff
Chief of Staff
Counsel
Deputy Policy Director
Counsel
Legislative Director
Chief Counsel
Legislative Assistant
Chief of Staff
Policy Advisor
Senior Counsel
Legislative Assistant
Counsel

Senator Ted Cruz
Senator Roger Wicker
Committee on Commerce
Committee on Commerce
Committee on Commerce
Senator Roger Wicker
Committee on Commerce
Senator Marsha Blackburn
Senator Cynthia Lummis
Senator Eric Schmitt
Committee on Commerce
Committee on Commerce
Committee on Commerce

Heigis, Eric (Budd)

From: James Kimmey <james@senateworkinggroup.org>
Sent: Thursday, May 11, 2023 7:38 PM
To: Heigis, Eric (Budd)
Subject: You're Invited! Senate GOP Commerce Committee Staff Summit
Attachments: Commerce-Committee-Save-the-Date-V1.png

SAVE THE DATE

2023 SENATE REPUBLICAN

COMMERCE COMMITTEE STAFF SUMMIT

Dear Eric,

On behalf of Senate Working Group, we cordially invite you and your spouse (if applicable) to the **2023 Senate Republican Commerce Committee Staff Summit**. The event will be held **June 15 - 17, 2023 at the Cavalier Hotel in Virginia Beach, VA**.

The *Summit* will bring together Republican Commerce Committee staff and senior personal office staff who's Senator serves on the Committee for an educational deep dive into the issues relevant to the Committee's work. Whether it's an exclusive tour of the Port of Virginia or going to an airfield to test out the latest drone delivery technology services, this *Summit* will be that event you don't want to miss!

To secure your spot for the *Summit*, please follow these important steps:

Step 1: Register for the Summit!

Senate Working Group will coordinate all logistical arrangements for the *Summit*, including room reservations, meals, travel reimbursements, meetings, and other activities during the event. SWG will happily cover the cost of participation for each invitee and their spouse. You are welcome to bring your children, though you will be responsible for the cost of their participation. All reservations must be made through Senate Working Group.

To register, please click the link below. Once you answer each question within the registration process, you will be sent a confirmation email with additional details.

<https://www.senateworkinggroup.org/2023-commerce-summit-cos-sd>

Step 2: Submit Ethics packet by Tuesday, May 16, 2023!

To comply with Ethics' rules, you will need pre-authorization from the Select Committee on Ethics. By receiving this email, you will be added to the *Summit's* Privately Sponsored Travel portal. Please complete all the necessary pre-travel certification requirements and **submit all forms no later than Tuesday, May 16, 2023**.

Failure to submit your form 30 days prior to the event means we will be unable to cover the cost of your attendance and you would need to cover the cost personally.

Finally, we understand your attendance is pending Ethics' approval. More information on the *Summit* will be sent to you in the coming days. If you have any questions, concerns, or need additional information, please contact me directly at (858) 336-0293 or james@senateworkinggroup.org.

We look forward to seeing you next month in Virginia Beach!

Best,
James

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James Kimmey
Executive Director
Senate Working Group
(858) 336-0293
www.senateworkinggroup.org

Senate Working Group
2023 Senate Republican Commerce Committee Staff Summit
June 15-17, 2023

Thursday, June 15, 2023

Welcome Reception

7:00 PM - 9:00 PM

The Cavalier Hotel

The group will meet for a ‘welcome reception’ where Senate Working Group Executive Director James Kimmey will share the vision for the *Summit* plus go over the agenda for the *Summit*. Brad Grantz, Staff Director for the Committee on Commerce will also make introductory remarks. Most of the time will be spent networking between personal office and committee staff.

Speaker(s): **James Kimmey**, Executive Director, Senate Working Group
 Brad Grantz, Staff Director, Committee on Commerce, Science, and Transportation.

Friday, June 16, 2023

Continental Breakfast

7:00 AM - 8:00 AM

The Cavalier Hotel

Breakfast is provided to all participants. There will be no programming during this time.

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Depart Hotel for Port of Virginia

8:00 AM

The Cavalier Hotel

The group will travel via pre-arranged shuttle service to the Port of Virginia. There will be no programming during this time.

Continued on next page

Port of Virginia and Lamberts Point Terminal Tour & Discussion**8:30 AM - 10:30 AM***Port of Virginia* - 8031 Terminal Blvd, Norfolk, VA 23507*Lamberts Point Terminal* - Norfolk Southern Terminal Dr. Norfolk, VA 23507

The Committee on Commerce, Science, and Transportation oversees a vast range of issues under its jurisdiction. An important focus area for the Committee is its jurisdiction over maritime, freight and ports, along with tourism, trade, and export promotion. The purpose of these two sessions is to have a first hand examination of one of America's busiest ports and understand the complexities that accompany both maritime and freight imports and exports.

Port of Virginia Tour & Discussion**8:30 AM - 10:30 AM**

Speaker(s): Cathie Vick, Chief Development and Public Affairs Officer
Bill Burket, Senior Director, Marine Incident Response Team & Business Continuity
Andrew Sinclair, Director, Federal Government Affairs

The group will board the pre-arranged shuttle and drive to Lamberts Point Terminal. There will be no programming during this time.

Lamberts Point Terminal Tour & Discussion**10:45 AM - 12:30 PM**

Speaker(s):
James Kitchen, Vice President, Industrial Products, Norfolk Southern

Depart Lamberts Point for Hotel**12:30 PM**

The group will travel via pre-arranged shuttle service back to the Hotel. There will be no programming during this time.

Continued on next page

The Future of Commercial Space Travel**1:00 PM - 2:30 PM***The Cavalier Hotel*

Lunch will be provided

Given the incredible advancements in space technology over the past few years, commercial space travel is no longer a question of ‘if’ but ‘when’. The purpose of this lunch discussion is to learn from one of the world’s largest commercial space travel companies, and better understand their vision for the future and its impact on society.

Speaker(s): John Couluris, Vice President, Lunar Transportation, Blue Origin

Depart Hotel for DroneUp**3:00 PM**

The group will travel via pre-arranged shuttle service to DroneUp. There will be no programming during this time.

Same Day Delivery: How Drones are meeting Consumer Demands Immediate Service**3:30 PM - 5:00 PM**

DroneUp, LLC

160 Newtown Rd Suite 500, Virginia Beach, VA 23462

Over the past few years, society has seen incredible advancements in UAS technology - from Amazon Prime to UberEats (to name a few)- which are meeting consumer demands for immediate and reliable service. The group will meet with the leadership of one of those very companies - DroneUp. Based in Virginia Beach, VA, DroneUp is revolutionizing the home delivery industry with the incorporation of drone technology - which is being scaled to have a presence in communities across the country.

Speakers: Tom Walker, Founder & CEO, DroneUp
Anthony Vittone, COO, DroneUp

Depart DroneUp for Hotel**5:00 PM**

The group will travel via pre-arranged shuttle service back to the Hotel. There will be no programming during this time.

Continued on next page

5G, Spectrum, and Advancements in Telecommunications' Impact on Society**7:30 PM - 9:00 PM***The Cavalier Hotel*

Dinner will be provided

There are many questions today regarding advanced technologies and its impact on society. Many Americans are concerned over the growth of mobile networks, specifically 5G and spectrum. To learn more about 5G and its potential to revolutionize various industries, CTIA Executive Vice President Brad Gillen will discuss the technology which has led to advancements in real-time communication, telemedicine, autonomous vehicles, and virtual and augmented reality.

Speakers: Brad Gillen, Executive Vice President, CTIA**Saturday, June 17, 2023****Continental Breakfast + Post Summit Debrief****8:300 AM - 10:00 AM***The Cavalier Hotel*

Summit Concludes