

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):

The Aspen Institute (Aspen Ideas Health)

Travel Dates:

June 21-24, 2023

Name of accompanying family member (if any):**Relationship to Traveler:****Total Expenses****Transportation Expenses****Lodging Expenses****Meals Expenses****Other Expenses (Amount & Description)**

\$1385 Airfare Coach \$275 x 3 nights N/A

\$2,200 Ideas Health Pass (waived)

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.

9/27/23

Date

Marissa Barrera

Printed Name of Traveler



Signature of Traveler

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/27/23

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

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:

Marissa Barrera

Employing Office/Committee:

Senate HELP Majority

Private Sponsor(s):

The Aspen Institute (Aspen Ideas Health)

Destination(s):

Aspen, CO

Travel Dates:

June 21-24, 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 trip provides an opportunity for staff to hear and discuss health policy ideas that are relevant to the HELP Committee's work.

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.

5/22/23

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 Bernard Sanders

(Print Senator's/Officer's Name)

hereby authorize

Marissa Barrera

(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)

5/22/2023

Date



Signature of Supervising Senator/Officer

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
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United States Senate

SELECT COMMITTEE ON ETHICS

June 15, 2023

Marissa Barrera
Committee on Health, Education, Labor, and Pensions
United States Senate
Washington, DC 20510

Dear Ms. Barrera:

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 Ideas: Health conference* in Aspen, Colorado, on June 21–24, 2023, sponsored by the Aspen Institute. Provided that you adhere to the guidance set forth below, it appears that it is permissible for you to accept necessary expenses from the Aspen Institute 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 Deputy Health Policy Director in the Committee on Health, Education, Labor, and Pensions and Senator Bernard Sanders is your supervising Senator. The Aspen Institute invited you to travel to the *Aspen Ideas: Health Conference* in Aspen, Colorado, on June 21–24, 2023. The Aspen Institute 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. The Aspen Institute 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

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.

official Senate duties. Incorporating reforms from the Honest Leadership and Open Government 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, the Aspen Institute's factual representations, it appears that it is permissible for you to accept necessary expenses from the Aspen Institute 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.

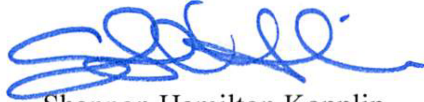
⁵ See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel* at 5; see also *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2-3.

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

Trip Name: Aspen Ideas: Health

Organization Information

Organization Name:

The Aspen Institute (Aspen Ideas Health)

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 D.C. 20037

Phone Number:

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

Organization URL:

<https://www.aspeninstitute.org>

History of Congressional Travel

Describe your organization's history of sponsoring congressional travel.

The Aspen Institute has a nearly 40 year history of conducting non-partisan educational forums, which often include Members of Congress and staff. Aspen Ideas Health has previously invited Members of Congress and staff to attend and speak at the event and/or to attend as an Ideas Health fellow.

Educational Activities

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

The Aspen Institute, Inc. holds numerous educational activities including conferences, roundtable briefings, and other nonpartisan forums on critical issues facing the U.S. and the world.

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.**

The Aspen Institute hosts the Aspen Ideas: Health conference annually. Aspen Ideas: Health is an opportunity for individuals to attend and participate in the health program tracks. The three-day health conference (June 21-24 in Aspen, CO) features inspiring and provocative experts who dive into topics of medicine and health. Some 175 presenters, 65 sessions and 1,000 attendees comprise the annual conference. Lectures, panel discussions, and interviews fill the schedule. The Aspen Ideas: Health Fellows are a group of leaders from around the world who were invited for their accomplishments and ability to transform ideas into action. The fellowship includes travel to the conference, three-night lodging during the conference, and an Aspen Ideas: Health pass.

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

The Aspen Institute is an educational and policy studies nonprofit whose mission is to foster leadership based on enduring values and drive change through dialogue, leadership, and action to help solve the greatest challenges of our time. Aspen Ideas Health does this by bringing together a global community of over 1,000 attendees – including healthcare and public health practitioners, researchers, business leaders, policymakers, advocates, artists, and journalists – to elevate and accelerate bold approaches to better health for all.

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.
- 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:
June 21, 2023



Trip End Date/Time:
June 24, 2023

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

☐ Yes ☒ No

Transportation (Member/Officer/Employee: \$¹³⁸⁵ Accompanying Family Member: \$^{N/A})

Transportation Type	Class	Amount
Airfare	Coach	\$1385
Details (optional)		

Lodging (Member/Officer/Employee: \$⁸²⁵ Accompanying Family Member: \$^{N/A})

Check-In	Check-Out	Facility	City	State	Country
6/21/23	6/24/23	Viceroy Hotel, Snowmass	Snowmass Village	CO	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.		
3	\$275	Yes	This is the group lodging rate for Aspen Ideas Health fellows and attendees for an event organized without regard to congressional participation.		

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: \$¹⁷⁵ Accompanying Family Member: \$^{N/A})

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem (Y/N)
6/21/23	N/A	N/A	Yes	N/A	100	Aspen	CO	USA	Yes
6/22/23	N/A	N/A	Yes	N/A	75	Aspen	CO	USA	Yes
6/23/23	N/A	N/A	N/A	N/A	0	Aspen	CO	USA	No
6/24/23	N/A	N/A	N/A	N/A	0	Aspen	CO	USA	No

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

The cost for the dinners exceeds the per diem; this is reasonable and necessary for an event of this size and caliber. It is the discounted rate contracted for the full event for all participants and attendees for an event that is organized without regard to congressional participation.

Reasonable Miscellaneous Expenses

(Member/Officer/Employee: \$^{2,200} Accompanying Family Member: \$^{N/A})

Expense Type	Amount	Notes
Ideas Health pass (waived)	2,200	

Additional Details (optional)

The \$2200 conference pass is the all-inclusive ticket price for the public to purchase a ticket; however, the registration pass price is waived for all fellows. The price includes a per day meeting package cost of \$255 which includes Aspen Meadows Resort conference hosting fees, facilities setup, IT, staffing, shuttle service, equipment rentals, enhanced security, food and non-alcoholic refreshments for breakfast, lunch, snacks, reception.



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 Ideas: Health

Travel Date(s): 6/21-6/24

Travel Destination(s): Aspen, Colorado

Sponsor: The Aspen Institute (Aspen Ideas: Health)

Elliot Gerson
(printed name of sponsor representative)

EVP of Policy & Public Program
(title)


(signature of sponsor representative)

05/15/2023
(date)