

Date/Time Stamp

**COVER SHEET FOR AMENDMENT OF
POST-TRAVEL SUBMISSION**

Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the **Office of Public Records** in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: Nicholas Pottebaum
Employing Office/Committee: Office of Senator Chuck Grassley
Travel Expenses Paid by (List all sources): Hoover Institution, Stanford University
Travel Date(s): April 12-14, 2022
Description/Title of Attached Forms: Final version of the PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

Purpose of Amendment (describe the reason for amending original submission): I originally submitted a draft version by mistake of the PRIVATE SPONSOR TRAVEL CERTIFICATION FORM and I was asked to submit the final version.

3/14/22
(Date)


(Signature of Traveler)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Hoover Institution, Stanford University
2. Description of the trip: An intensive program for Congressional staff which consists of 1 full day & 2 half days of seminars, simulations, and key notes presentations at the Hoover Institution, Stanford University.
3. Dates of travel: April 12-14, 2022
4. Place of travel: Stanford University, Stanford, CA
5. Name and title of Senate invitees: See attached list
6. I *certify* that the trip fits one of the following categories:
☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR -
☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND -
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions 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.
8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND -
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. USE ONLY IF YOU CHECKED QUESTION 6(B)

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in 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.

- OR -

- ☐ (B) The trip is for attendance or participation in 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 (see questions 6 and 10).

- OR -

- ☒ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Hoover Institution, Stanford University solely planned all aspects of the trip including topics discussed, travel/accommodation logistics, and required paperwork. Hoover Institution staff will also accompany Congressional staff for all ground transportation and managing logistics for the duration of the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission: Stanford University is an institution of higher education which seeks to advance knowledge, stimulate creativity and solve real-world problems. As part of the University, The Hoover Institution seeks to improve the human condition... (Continued on separate document, please see attached addendum)

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This will be the 9th Stuart Family Congressional Fellowship Program trip for Congressional staff organized by the Hoover Institution, Stanford University. The most recent of which was scheduled for April 2020 and canceled due to the pandemic. Prior to that, the August 2019 trip had a similar format & content.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The Hoover Institution, Stanford University regularly sponsors educational policy panels and round

tables for think scholars, journalists, Congressional staff, government officials, academics, & the public,

and hosts programs and events based on their research for Stanford students and the public to attend.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate	\$702.65 total	\$490 total	\$222 total	\$0
☐ Actual Amounts	\$482.65 airfare + \$220 - ground transportation between campus, hotel & SFO			

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves an event that is arranged/organized specifically with regard to Congressional participation.

18. Reason for selecting the location of the event or trip

In order to have a significant number of California-based Hoover Fellows participate in the event, we are hosting at the Hoover Institution's headquarters on Stanford University's campus.

19. Name and location of hotel or other lodging facility:

Hyatt Centric Mountain View - 409 San Antonio Road Mountain View, CA 94040

20. Reason(s) for selecting hotel or other lodging facility:

The hotel was chosen for its proximity to Stanford University's campus and with respect for the per diem requirements.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging and meal expenses are equal to the per diem rates for official Federal Government travel.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

The Hoover Institution Stanford University will provide coach-class, round trip airfare to & from

San Francisco and all ground transportation via shuttle between SFO, Stanford University & the hotel.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None.

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: Sarah Delahunty

Name and Title: Sarah Delahunty, Senior Manager for Government Relations and Outreach

Name of Organization: Hoover Institution, Stanford University

Address: 1399 New York Avenue, NW Washington, DC

Telephone Number: 202-590-0768

Fax Number: _____

E-mail Address: sdel@stanford.edu