

RE-2 Employee Post Travel Disclosure of Travel Expenses

Post Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building. **This form is a public disclosure. The form and all attachments will be made publicly available.**

Date/Time Stamp
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
07/18/23
2023 JUL 18 PM 4:44

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):
Conservative Partnership Institute

Travel Dates:
06/26/2023 to 06/28/2023

Name of accompanying family member (if any):

Relationship to Traveler:

Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
\$10.00	\$198.00	\$130.00	\$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.

07/18/23
Date

Ryan Neuhaus
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.

07/18/23
Date


Signature of Supervising Senator/Officer

ATTACHMENT 1 – CHANGES FROM APPROVED PRE-TRAVEL

Note: Material changes to a trip that occur after the Committee has issued an approval letter may invalidate the Committee's approval. Please contact the Committee with any questions regarding changes to an approved trip.

Were there any changes to the pre-approved travel expenses? (Transportation, Meals, Lodging, Other)?

☐ Yes ☒ No

Expense Change	Revised Amount	Explanation
There were no changes to pre-approved travel expenses.		

Were there any changes to the pre-approved itinerary?

☐ Yes ☒ No

Explanation: There were no changes to the pre-approved itinerary.

Were there any additional changes to the pre-approved trip?

☐ Yes ☒ No

Explanation: There were no additional changes to the pre-approved trip.

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.

6/13/23

Name of Traveler:
Ryan Neuhaus

Employing Office/Committee:
LEE, MIKE

Private Sponsor(s):
Conservative Partnership Institute

Destination(s):
Cambridge, Maryland

Travel Dates:
06/26/2023 to 06/28/2023

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.

During this trip I will be on a panel about coalition building. Being at this retreat will also provide me with a better understanding of how to carry out my position as I will hear the perspective of others. In my position as a policy advisor on the steering committee I am responsible for working with groups and a handful of offices to build coalitions and advance specific legislative efforts. From this trip I will gain a better understanding of priorities that some house offices wish to advance.

Do you have an accompanying family member or spouse on this trip?
No

Name and Relationship to Traveler:
N/A

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

06/13/2023
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)

Michael S. Lee
(Print Senator's/Officer's Name)

hereby authorize

Ryan Matthew Neuhaus
(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)

06/13/23
Date
Signature of Supervising Senator/Officer

Conservative Partnership Institute: CPI Congressional Legislative Assistant Retreat

 Ryan Neuhaus

Title:
Policy Advisor

Employing Office/Committee:
LEE, MIKE

Duty Station:
WASHINGTON,DC

Destination(s):
Cambridge, Maryland

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

During this trip I will be on a panel about coalition building. Being at this retreat will also provide me with a better understanding of how to carry out my position as I will hear the perspective of others. In my position as a policy advisor on the steering committee I am responsible for working with groups and a handful of offices to build coalitions and advance specific legislative efforts. From this trip I will gain a better understanding of priorities that some house offices wish to advance.

Name of accompanying family member (if any):
Not Entered

Name and Relationship to Traveler:
None

Organization Information

Organization Name
Conservative Partnership Institute

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

§501(c)(3) Organization Type
Public Charity

Address
300 Independence Ave SE

Address 2 (Optional)
Public Charity

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

Phone Number
8585197452

Organization URL

History of Congressional Travel

The Conservative Partnership Institute (CPI) provides regular educational briefings and training sessions to conservative leaders, congressional staff, and activists. Most recently, CPI sponsored a trip for Senate staff to the same location during March 13-15th, 2023.

Educational Activities

The educational activities performed by CPI include regular trainings, procedural classes, collaborative sessions and broad educational programming.

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

Signature Page

The signature page is below.

Purpose and Details

Provide a brief description of the trip.

The trip will provide an opportunity for legislative staff to hear and learn from legislative experts on how to improve their policymaking skills. Senate staff are included on this trip to educate and share their legislative experience acquired across both chambers of Congress as well as learn from the other speakers invited on this trip.

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

In accordance with its mission of educating and training the conservative movement, CPI is sponsoring this travel to educate and equip legislative staffers with the skills and tools to more effectively communicate with constituents and the media.

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

Members and staff from the House of Representatives will receive invitations.

The list of invitees is below.

Travel Details

Trip Start Date/Time:
06/26/2023 @ 09:00 AM



Trip End Date/Time:
06/28/2023 @ 11:30 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: \$10.00 | Accompanying Family Member: \$0.00)

Transportation Type	Class	Amount
Ground Transportation	Coach	\$10.00

Note

Coach class van is owned by CPI.

Lodging (Per Member/Officer/Employee: \$198.00)

Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
06/26/2023	06/28/2023	3675 Decoursey Bridge Rd	Cambridge	Maryland	United States	2	\$99.00	No

Meals (Per Member/Officer/Employee: \$130.00)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
06/26/2023	\$10.00	\$10.00	\$40.00	\$0.00	\$60.00	Cambridge	Maryland	United States	No
06/27/2023	\$10.00	\$10.00	\$40.00	\$0.00	\$60.00	Cambridge	Maryland	United States	No
06/28/2023	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00	Cambridge	Maryland	United States	No

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

Expense Type	Amount	Notes
There are no miscellaneous expenses.		

Additional Attachments

Document Name

There are no additional attachments.

Senate Invitees for CPI House Legislative Assistant Retreat:

Phil Reboli, Office of Sen. Mike Lee

James Braid, Office of Sen. J.D. Vance

Taylor LaJoie, Office of Sen. J.D. Vance

Ryan Neuhaus, Senate Steering

 Re: Speaker invite: Camp Rydin LA Retreat June 26-28th

o Neuhaus, Ryan (Lee)

Wednesday, April 12, 2023 at 2:02

To: o Lauren Baldwin; Cc: o Reboli, Philip (Lee); o Braid, James (Vance) ✓

From: Lauren Baldwin <lbaldwin@cpi.org>**Date:** Tuesday, April 11, 2023 at 4:10 PM**To:** "Braid, James (Vance)" <James_Braid@vance.senate.gov>, "Reboli, Philip (Lee)" <Philip_Reboli@lee.senate.gov>, "Neuhaus, Ryan (Lee)" <Ryan_Neuhaus@lee.senate.gov>**Subject:** Speaker invite: Camp Rydin LA Retreat June 26-28th

Gentlemen,

Hope you had a blessed Easter (+ congrats on the baby, James!!).

CPI will be kicking off a Camp Rydin retreat for conservative House Legislative Assistants (primarily HFC) on **June 26-28th**. When asked who they wanted to speak at this, House LAs proposed you three to come and share your experiences as leg staffers, share advice, etc. They want to hear from ideologically sound staffers who have been in their shoes and can relate.

What do you all think about participating on a 1/1.5 hr. panel together? Let me know if you're able to swing it and if so, which days (June 26th or 27th) would work best. You all are of course welcome to stay the entire duration of the trip and CPI will provide transportation, room, and board.

Hope you're able to make it!

**Conservative Partnership Institute (CPI)'s
Congressional Legislative Assistant Retreat
June 26-28th, 2023**

Monday, June 26th

- 9:00 – 11:00 am** **Travel from 300 Independence Ave, SE to 3675 Decoursey Bridge Rd, Cambridge, MD 21613**
- 11:00 – 12:00 pm** **Arrival at CPI Property and Check-in**
- 12:00 – 12:30 pm** **Lunch and Welcome by Mark Meadows and Ed Corrigan**
Former White House Chief of Staff, Mark Meadows, and longtime conservative movement veteran, Ed Corrigan, will welcome the group and cover the retreat's goals.
Speaker: Mark Meadows, CPI and Ed Corrigan, CPI
- 12:30 – 1:30 pm** **SESSION: American Constitutionalism & Its Contemporary Challenges**
A synopsis of the Constitution's relationship with current policy and contemporary challenges for American Constitutionalism within policymaking.
Speaker: Emile Doak, The American Conservative
- 1:30 – 2:30 pm** **SESSION: Issues Pressing the West**
An overview of the West's most pressing foreign policy obstacles, including the Russia/Ukraine conflict, and how this relates to current considered legislation.
Speaker: Dan Caldwell, Center for Renewing America
- 2:30 – 4:30 pm** **Break**
- 4:30 – 5:30 pm** **WORKSHOP: Committee Markup Marathon**
Two former House Legislative Directors will provide a practical walkthrough of preparing yourself and your member for committee markup and balancing equities.
Speaker: Taylor LaJoie, Sen. J.D. Vance's Office & Hunter Hobart, CPI
- 5:30 – 7:30 pm** **Dinner with Pedro Gonzalez and Ed Corrigan**
A dinner covering pitfalls to avoid within the conservative movement in order to become the most effective conservative legislative staffer.
Speaker: Pedro Gonzalez, Chronicles & Ed Corrigan, CPI

Tuesday, June 27th

- 9:30 – 10:00 am** **Breakfast Buffet**
- 10:00 – 11:00 am** **SESSION: Navigating the National Defense Authorization Act (NDAA)**
A former Office of Management and Budget official will cover the NDAA,

appropriations, budget priorities and process, and the Department of Defense organization and structure.

Speaker: Mike Duffey, Equinox Global Solutions

11:00 – 12:00 pm **SESSION: Appropriations and Spending Fights: A Battle Strategy**
Strategies to defund weaponized discretionary spending and a framework for how the House picks spending fights this Congress.

Speaker: Justin Ouimette, State Freedom Caucus Network

12:00 – 1:00 pm **Lunch with Arthur: The American Way of Life**
The Claremont Institute's American Way of Life Director will discuss the tradition of American political thought in relation to how current legislation should be viewed.

Speaker: Arthur Milikh, Claremont Institute

1:00 – 3:30 pm **Break**

3:30 – 4:30 pm **SESSION: Immigration Ins and Outs**
Lora Ries will provide policy solutions from a conservative perspective, including legal and illegal immigration, visa programs, E-Verify, and amnesty. Jeremy Carl will provide a conservative framework for considering immigration policy.

Speaker: Lora Ries, Heritage Foundation & Jeremy Carl, Claremont Institute

4:30 – 5:30 pm **SESSION: Coalitions as Tools**
A panel including current and former senior legislative staff on building coalitions as one effective strategy to advance your legislative agenda.

Speaker: Phil Reboli, Sen. Mike Lee's Office & James Braid, Sen. J.D. Vance's Office & Ryan Neuhaus, Senate Steering Committee & James Holland, Conservative Partnership Campus

5:30 – 6:00 pm **Break**

6:00 – 7:00 pm **Dinner with The Honorable Bob McEwen**
Former OH-06 Representative and current Executive Director of Council for National Policy will lead a dinner keynote centered around his congressional experience.

Speaker: Bob McEwen, Council for National Policy

Wednesday, June 28th

9:00 – 9:30 am **Continental Breakfast Buffet**

9:30 – 11:30 am **Travel from 3675 Decoursey Bridge Rd, Cambridge, MD 21613**
to 300 Independence Ave., SE