RE-2 Employee Post Travel Disclosure of Travel Expenses

Date/Time Stamp

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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):
Conservative Partnership Institute

Travel Dates:
04/03/2024 to 04/05/2024

Name of accompanying family member (if any):

Relationship to Traveler:

Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
$100.00	$198.00	$120.00	$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.

5/3/24
Date

Billy Gribbin
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.

5/6/24
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: Speakers and time spots have been changed because of speaker schedules and event programming.

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.

Name of Traveler:
Billy Gribbin

Employing Office/Committee:
LEE, MIKE

Private Sponsor(s):
Conservative Partnership Institute

Destination(s):
Cambridge, Maryland

Travel Dates:
04/03/2024 to 04/05/2024
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.

Participating in an educational symposium on Congressional communications and best practices, delivering a presentation on op-ed and speechwriting to new and rising communications directors.

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.

3/4/24
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)

I Mike Lee hereby authorize Billy Gribbin
(Print Senator's/Officer's Name) (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)

03/04/24
Date

Signature of Supervising Senator/Officer

Conservative Partnership Institute: Veritas Fellowship Symposium

Billy Gribbin

Title:
Communications Director

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:

Participating in an educational symposium on Congressional communications and best practices, delivering a presentation on op-ed and speechwriting to new and rising communications directors.

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
202-742-8988

Organization URL
www.cpi.org

History of Congressional Travel

The Conservative Partnership Institute (CPI) provides regular educational briefings and training sessions to conservative leaders, congressional staff, and activists.

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

None Entered

Signature Page

The signature page is below.

Purpose and Details

Provide a brief description of the trip.

This trip will provide an opportunity for Senate communications staff to hear and learn from professional communicators and legislative experts on how to improve communications with their constituents and the media.

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

In accordance with its mission of education and training the conservative movement, CPI is sponsoring this travel to educate and equip communications 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:
04/03/2024 @ 09:00 AM

⇄

Trip End Date/Time:
04/05/2024 @ 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: $100.00 | Accompanying Family Member: $0.00)

Transportation Type	Class	Amount
Ground Transportation	Coach	$100.00

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
04/03/2024	04/05/2024	Camp Rydin	Cambridge	Maryland	United States	2	$99.00	No

Meals (Per Member/Officer/Employee: $120.00)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
04/03/2024	$0.00	$10.00	$40.00	$0.00	**$50.00**	Cambridge	Maryland	United States	No
04/04/2024	$10.00	$10.00	$40.00	$0.00	**$60.00**	Cambridge	Maryland	United States	No
04/05/2024	$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.

Brianna Dapuzzo	Digital Director	Sen. Roger Marshall	brianna_dapuzzo@marshall.senate.gov
Bethany Holden	Press Assistant	Rep. Mike Gallagher	Bethany.Holden@mail.house.gov
Avery Selby	Digital Director	Sen. Ron Johnson	avery_selby@ronjohnson.senate.gov
Parker Magid	Press Secretary	Sen. JD Vance	parker_magid@vance.senate.gov
Bernadette Breslin	Digital Director	Sen. Josh Hawley	bernadette_breslin@hawley.senate.gov
Darin Miller	Communications Director	Sen. Ted Cruz	darin_miller@cruz.senate.gov
Billy Gribbin	Communications Director	Sen. Mike Lee	Billy_Gribbin@lee.senate.gov

Monday, March 4, 2024 at 14:58:53 Eastern Standard Time

Subject: Invitation: CPI's Veritas Communications Symposium (April 3-5)
Date: Wednesday, February 28, 2024 at 2:49:53 PM Eastern Standard Time
From: Scooter Schaefer
To: Gribbin, Billy (Lee)
CC: Sondra Clark, Hugh Fike, AJ Swinson
Attachments: Veritas Communications Symposium 2024 Agenda.pdf

Billy,

On behalf of the Conservative Partnership Institute (CPI), I am pleased to invite you to join CPI as a guest speaker and participant at our Veritas Fellowship Communications Symposium April 3rd-5th.

As Communications Director for Senator Mike Lee, your communications expertise will be a valuable part of our Veritas Communications Symposium. We request that you speak at *SESSION 3: Op-ed Writing Training and Project* in the attached agenda.

Please be sure to submit your paperwork by Monday, March 4th.

Please let us know if you have any questions!

Thanks in advance,
The Veritas Team