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):
Progressive Policy Institute

Travel Dates:
04/01/2024 to 04/06/2024

Name of accompanying family member (if any):

Relationship to Traveler:

Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
$1,650.00	$522.00	$237.00	$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.

4/16/24
Date

Jake Best
Printed Name of Traveler

Jacob P. Best
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.

4/16/24
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: 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.

Name of Traveler:
Jake Best

Employing Office/Committee:
OSSOFF, JON

Private Sponsor(s):
Progressive Policy Institute

Destination(s):
Brussels, Belgium Warsaw, Poland

Travel Dates:
04/01/2024 to 04/06/2024
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.

This trip will focus on U.S. aid to Ukraine and perspectives from our European allies on what is at stake with this war, connected to ongoing legislative debate in the U.S. Senate.

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.

03/01/2024
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 U.S. Senator Jon Ossoff hereby authorize Jake Best
(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)

03/01/2024
Date

Signature of Supervising Senator/Officer

Progressive Policy Institute: StaffDel to Brussels and Poland

Jake Best

Title:
Communications Director

Employing Office/Committee:
OSSOFF, JON

Duty Station:
WASHINGTON,DC

Destination(s):
Brussels, Belgium
Warsaw, Poland

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

This trip will focus on U.S. aid to Ukraine and perspectives from our European allies on what is at stake with this war, connected to ongoing legislative debate in the U.S. Senate. As a member of the Senate Intelligence Committee, Senator Ossoff frequently gets asked about the war in Ukraine in interviews and media engagements. This trip will provide further insights into the current state of U.S. efforts in Europe and aid in my ability to communicate the Senator's ongoing work.

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

Name and Relationship to Traveler:
None

Organization Information

Organization Name
Progressive Policy Institute

Is your organization classified as a §501(c)(3)?
● Yes ○ No

§501(c)(3) Organization Type
Private Foundation

Address
1919 M St NW

Address 2 (Optional)
Private Foundation

City, State Zip
Washington, District Of Columbia 20036 United States

Phone Number
8605088554

Organization URL

History of Congressional Travel

PPI has sponsored several Congressional staff and member delegations since its founding in 1989. These educational trips have focused on a wide variety of policy areas and they aim to explore how issues moving on Capitol Hill have an impact on the real world. PPI last sponsored Senate travel in November 2023.

Educational Activities

As a non-profit 501 (c)(3) think-tank, the nature of PPI's work is educational. We release dozens of reports, research, and other policy analysis work annually. PPI also hosts public forums, congressional briefings, webinars, roundtables, and other events around issue education.

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.

A bipartisan, bicameral congressional staff delegation trip to discuss continued U.S. support for Ukraine with individuals in European and Polish government, NGOs/non-profits, and other pertinent subject matter experts. 1. The consequences on the ground of US hesitancy to send additional military aid 2. What European leaders believe is at stake in the war and why they are up stepping up their assistance even as the US considers winding down 3. What weapons and other military aid Ukraine needs to win the war as quickly as possible 4. How Europeans believe the war is reshaping the global order, ushering in a new era of tension and requiring a new kind of vigilance

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

PPI has been conducting policy work and facilitating educational dialogues with transatlantic partners since the 1990s. The meetings and events on the trip reflect PPI's commitment to working with our international partners and align directly with the goals of PPI's New Ukraine Project.

Is your organization the only sponsor for this trip?

- [x] 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

- [x] 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

- [x] The trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- [x] 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

- [x] 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:
04/01/2024 @ 10:45 AM



Trip End Date/Time:
04/06/2024 @ 10:45 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: $1,650.00 | Accompanying Family Member: $0.00)

Transportation Type	Class	Amount
Airfare	Coach	$1,500.00
Note Roundtrip		
Ground Transportation	N/A	$25.00
Note ride share / taxi		
Ground Transportation	Coach	$100.00
Note Bus		
Train	Coach	$25.00

Lodging (Per Member/Officer/Employee: $522.00)

Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
04/02/2024	04/03/2024	Hilton Brussels Grand Place	Brussels	None	Belgium	1	$180.00	No
04/03/2024	04/06/2024	Hilton Warsaw City	Warsaw	None	Poland	3	$114.00	No

Meals (Per Member/Officer/Employee: $237.00)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
04/02/2024	$12.00	$18.00	$35.00	$0.00	**$65.00**	Brussels	None	Belgium	No
04/03/2024	$12.00	$15.00	$30.00	$0.00	**$57.00**	Brussels	None	Belgium	No
04/04/2024	$8.00	$12.00	$28.00	$0.00	**$48.00**	Warsaw	None	Poland	No
04/05/2024	$10.00	$15.00	$30.00	$0.00	**$55.00**	Rzeszow	None	Poland	No
04/06/2024	$12.00	$0.00	$0.00	$0.00	**$12.00**	Warsaw	None	Poland	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.

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: StaffDel to Brussels and Poland

Travel Date(s): April 1, 2024 - April 6, 2024

Travel Destination(s): Brussels, Belgium. Warsaw, Poland. Rzeszow, Poland.

Sponsor: The Third Way Foundation (PPI is a project of the Third Way Foundation)

Lindsay Lewis — *(printed name of sponsor representative)*

Executive Director — *(title)*



(signature of sponsor representative)

2/27/24 — *(date)*

U.S. Senate Staff Invitees

StaffDel to Brussels and Poland - April 1-6, 2024

Yuichiro Kakutan
National Security Legislative Aide
U.S. Senator Joni Ernst

Jake Best
Communications Director
U.S. Senator Jon Ossoff

Amanda Thorpe
National Security Advisor
U.S. Senator Peter Welch

Micah Chambers
Legislative Director
U.S. Senator Kevin Cramer

Patty Jane Geller
Military Legislative Assistant
U.S. Senator Tom Cotton

February 13, 2024

Mr. Jake Best
Communications Director
Office of Senator Jon Ossoff
303 Hart Senate Office Building

Dear Jake,

On behalf of the Progressive Policy Institute's (PPI) New Ukraine Project and the Hudson Institute, we would like to invite you to join us for a transatlantic trip to **Brussels, Warsaw, and the US military base in Rzeszów, Poland, departing on Monday, April 1 and returning on Saturday, April 6, 2024**.

PPI and Hudson are proud to be partnering on this high-level trip that will feature a select, bipartisan group of senior staff and foreign policy experts in the House and Senate committed to advancing America's global interests and supporting our international allies.

In Brussels and Warsaw, we will meet and learn from key officials in the EU, NATO and the newly elected Polish government, along with local NGO and think tank experts, to gain new perspectives on the importance of continued U.S. support for the war in Ukraine. In Rzeszów, also known as "J-Town," not far from the Ukrainian border, we will meet with U.S. military officials and get an up-close look at the international military equipment being sent into Ukraine.

Among the key topics we will focus on:

- The consequences on the ground of US hesitancy to send additional military aid
- What European leaders believe is at stake in the war and why they are up stepping up their assistance even as the US considers winding down
- What weapons and other military aid Ukraine needs to win the war as quickly as possible
- How Europeans believe the war is reshaping the global order, ushering in a new era of tension and requiring a new kind of vigilance

PPI and Hudson are both nonprofit 501(c)(3) organizations with a shared mission of providing educational programming on current policy issues, including transatlantic exchanges with international partners. This trip is planned in compliance with House and Senate ethics rules.

We hope you will be able to join us for what promises to be an insightful and educational trip to Brussels, Warsaw, and Rzeszów. Space is limited; please contact Stuart Malec at 860-508-8554 or smalec@ppionline.org if you have questions or would like more information.

Regards,

Tamar Jacoby
Director of PPI's New Ukraine Project

Tamar Jacoby

Dan McKivergan
Hudson Institute, VP of Government Relations

Dan McKivergan

PPI/Hudson Institute Congressional Staff Delegation to Brussels and Poland

Monday, April 1, 2024 – Saturday, April 6, 2024

All times are local

Monday, April 1, 2024

5:35 PM - 7:15 AM+1	**Flight to Brussels** UA 950 Dulles International Airport (IAD) to Brussels Airport (BRU)

Tuesday, April 2, 2024

7:15 AM - 8:30 AM	**Train to Hotel and Check-in** Brussels Airport (BRU) to Hilton Brussels Grand Place
9:00 - 10:00 AM	**Breakfast Briefing: Trip Overview with Hudson and PPI** Location: Hilton Brussels Grand Place, Carr de l'Europe 3, 1000 Bruxelles, Belgium PPI Executive Director Lindsay Lewis and Hudson Institute VP Dan McKivergan will provide a briefing on the trip agenda.
10:30 - 12:00 PM	**Meeting with Boris Ruge, NATO Assistant Secretary General for Political Affairs** Location: NATO Headquarters Avenue Leopold III, 1110 Bruxelles, Belgium Discussion on the political relationship between NATO and the US and current military aid to Ukraine.
12:00 - 1:30 PM	**Lunch with Stian Jenssen, The Director of the Private Office of the NATO Secretary General** Location: NATO Headquarters Avenue Leopold III, 1110 Bruxelles, Belgium Lunch with speakers organized in conjunction with NATO's Public Diplomacy Division.
1:30 - 3:00 PM	**Meeting with Benedetta Berti, NATO Head of Policy Planning** Location: NATO Headquarters Avenue Leopold III, 1110 Bruxelles, Belgium Discussion on current and future strategic issues and NATO policy initiatives related to the war in Ukraine.
3:00 - 4:30 PM	**Meeting with Thomas Goffus, NATO Assistant Secretary General for Operations**

	Location: NATO Headquarters Avenue Leopold III, 1110 Bruxelles, Belgium Overview of how NATO is working to strengthen defense capabilities of partners and preparing NATO for the defense of Alliance territory.
7:00 - 9:00 PM	**Dinner with Dan Michaels, Brussels Bureau Chief for The Wall Street Journal** Location: The Hotel Amigo, Rue de l'Amigo 1, 1000 Bruxelles, Belgium Dinner discussion on public opinion and media coverage on the war in Ukraine and debate over continued aid.

Wednesday, April 3, 2024

8:30 - 9:15 AM	**Breakfast meeting with Gavin Synnott, Project Officer at the Martens Centre** Location: Hilton Brussels Grand Place, Carr de l'Europe 3, 1000 Bruxelles Overview of Martens Centre's policy work on the need for further Ukraine support.
9:30 - 10:15 AM	**Meeting with Mara Steinberga, Foreign Policy Advisor, Office of European Council President** Location: Europa Building, Rue de La Loi 165, 1000 Bruxelles Discussion on general US and European relations from the perspective of the European Union, as well as security and defense policy including NATO.
10:30 AM - 11:15 PM	**Meeting with Alexane Barrouillet, Office of European Commissioner for Budget and Administration** Location: European Commission, 1049 Bruxelles Overview from budget staff and discussion on continued Ukraine support from EU budget perspective.
11:30 - 12:30 PM	**Lunch meeting with Ruth Bajada, Deputy Director Americas - Head of Division US and Canada,European External Action Service** Location: Rond Point Robert Schuman 9A, Bruxelles Discussion on current priorities in the EU-US relationship, the challenges ahead, the future of the Transatlantic relationship.
3:20 - 5:15 PM:	**Flight to Warsaw** Brussels Air SN 2555 BRU to Warsaw Chopin Airport (WAW)
5:15 - 7:00 PM	**Taxi/Uber to Hotel and Check-in**

	WAW to Hilton Warsaw City
7:30 - 10:00 PM	**Dinner in Warsaw with Roman Imielski, Editor in Chief of Gazeta Wyborcza** Location: TBD Discussion of the current situation on the frontlines of the war and perspective covering the war on the ground.

Thursday, April 4, 2024

8:30 - 9:30 AM	**Breakfast at Hotel** Location: Hilton Warsaw City, Grzybowska 63, 00-844 Warszawa, Poland
10:30 - 11:30 AM	**Meeting with Marcin Mastalerek, State Secretary – Head of the Cabinet of the President of the Republic of Poland** Location: Presidential Palace, Krakowskie Przedmieście 46/48Warszawa, 00-071 Warszawa, Poland Overview of Polish cabinet and government support of Ukraine.
12:00 - 1:30 PM	**Lunch meeting with Jacek Siewiera, Head of the National Security Bureau of Poland** Location: Presidential Palace, Krakowskie Przedmieście 46/48Warszawa, 00-071 Warszawa, Poland Overview of National Security Bureau and how its executing security and defense tasks in response to increased threat.
2:00 - 3:00 PM	**Meeting with Mieszko Pawlak, Head of the International Policy Bureau of the President of Poland** Location: Presidential Palace, Krakowskie Przedmieście 46/48Warszawa, 00-071 Warszawa, Poland Discussion on general US-Poland relations and joint support for Ukraine.
3:30 - 4:30 PM	**Meeting with Michał Dziubak, General Director of Ministry of National Defence** Location: Presidential Palace, Krakowskie Przedmieście 46/48Warszawa, 00-071 Warszawa, Poland Discussion of Poland's contributions to NATO and military modernization efforts.
6:30 - 8:30 PM	**Dinner with Michał Baranowsk, German Marshall Fund and Anna Maria Dyner, PISM** Location: TBD

	Leading members of Polish and international think tanks will discuss their perspectives regarding the war in Ukraine. Guests: Michał Baranowsk, Managing Director for German Marshall Fund East, and Anna Maria Dyner, International Security Analyst at PISM.

Friday, April 5, 2024

7:30 - 11:00 AM	**Bus to Rzeszów - Briefing on New Ukraine Project from Tamar Jacoby** Tamar Jacoby will brief on the work of PPI's New Ukraine Project on bus ride to Rzeszów
11:00 AM - 2:30 PM	**Meeting with Ramos, J M (Jon) CPT US ARMY / Lunch** Location: Jasionka 942, 36-002 Jasionka, Poland Overview of military and humanitarian aid operations at Jasionka Airport.
3:00 - 5:00 PM	**Tour of Logistics Hub and MEDEVAC HUB at Jasionka Airport, led by Zofia Kwolek, Head of External Relations, Polish Center for International Aid** Location: Jasionka 942, 36-002 Jasionka, Poland Tour of logistics hub for aid to Ukraine and MEDEVAC Hub for treating wounded individuals.
5:30 - 7:00 PM	**Closing Dinner with PPI and Hudson** Location: TBD Trip recap and conversation on lessons learned.
7:00 -10:30 PM	**Bus back to Warsaw**

Saturday, April 6, 2024

9:40 - 11:30 AM	**Connecting flight to Frankfurt** LH 1347 WAW to FRA 1 hr 40 min layover
1:10 - 4:05 PM	**Flight to Washington D.C.** LH 418 FRA to IAD