RE-2 Employee Post Travel Disclosure of Travel Expenses

Date/Time Stamp

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):
Senate Working Group

Travel Dates:
05/02/2024 to 05/04/2024

Name of accompanying family member (if any):
Amy Abbott

Relationship to Traveler:
Spouse

Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
$335.00	$214.00	$285.00	$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.

5/29/2024
Date

STEVEN ABBOTT
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.

5/29/2024
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:
STEVEN ABBOTT

Employing Office/Committee:
COLLINS, SUSAN M.

Private Sponsor(s):
Senate Working Group

Destination(s):
White Sulphur Springs, West Virginia

Travel Dates:
05/02/2024 to 05/04/2024
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.

The purpose of this trip is to provide information and discussion regarding leadership and conservative policy for Senate Chiefs of Staff and Staff Directors. The trip relates to my duties as Chief of Staff to Senator Collins.

Do you have an accompanying family member or spouse on this trip?
Yes

Name and Relationship to Traveler:
Amy Abbott (Spouse)

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

4/17/2024
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 Senator Collins hereby authorize Steve Abbott
(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)

4/17/2024
Date

Susan M. Collins
Signature of Supervising Senator/Officer

Senate Working Group: 2024 Senate Republican Chief of Staff & Committee Staff Director's Summit

STEVEN ABBOTT

Title:
Chief of Staff

Employing Office/Committee:
COLLINS, SUSAN M.

Duty Station:
PORTLAND,ME

Destination(s):
White Sulphur Springs, West Virginia

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

The purpose of this trip is to provide information and discussion regarding leadership and conservative policy for Senate Chiefs of Staff and Staff Directors. The trip relates to my duties as Chief of Staff to Senator Collins.

Name of accompanying family member (if any):
Amy Abbott

Name and Relationship to Traveler:
Spouse

Organization Information

Organization Name
Senate Working Group

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

§501(c)(3) Organization Type
N/A

Address
1100 New Jersey Ave SE

Address 2 (Optional)
Suite 2275

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

Phone Number
8583360293

Organization URL

History of Congressional Travel

Senate Working Group was created on October 8, 2021. In addition to hosting events in Washington, DC., Senate Working Group hosts various educational summits outside of Washington. Past Summits include the 2023 Senate Republican Deputy Chief of Staff & Legislative Director's Summit, the 2023 Senate Republican Chief of Staff & Committee Staff Director's Summit, the 2023 Senate Republican Commerce Committee Staff Summit, the Senate Republican Banking Staff Summit, and our first event, the 2022 Senate Republican Chiefs of Staff & Committee Staff Director's Symposium.

Educational Activities

Senate Working Group provides educational trainings, as well as hosts widely attended events throughout the calendar year. These trainings and events are offered to all Senate staff, from Chiefs of Staff to interns.

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.

Senate Working Group is honored to host its third Senate Republican Chief of Staff & Committee Staff Director's Summit. The focus of this year's Summit will be 'leadership' and 'the future of the conservative movement.' This two-day Summit will be filled with presentations from various experts in business and policy, discussing the issues and its impact on the United States Senate.

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

Senate Working Group is a 501(C)(4) nonprofit organization dedicated to providing educational resources to Senate staff. In addition to local trainings and receptions throughout the year, the 2024 Senate Republican Chief of Staff & Committee Staff Director's Summit provides us the ability to connect Senate staff with policy experts and thought leaders in an intimate, off-the-record setting.

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 not** receive invitations.

The list of invitees is below.

Travel Details

Trip Start Date/Time:		Trip End Date/Time:
05/02/2024 @ 06:00 PM	⇄	05/04/2024 @ 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: $335.00 | Accompanying Family Member: $0.00)

Traveler Type	Transportation Type	Class	Amount
Member/Officer/Employee	Ground Transportation	N/A	$335.00

Note
Mileage reimbursement for roundtrip travel from U.S. Capitol to Hotel and back. 500 miles roundtrip at IRS mileage rate of $.67 a mile.

Lodging (Per Member/Officer/Employee: $214.00 | Accompanying Family Member: $0.00)

Traveler Type	Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
Member/Officer/Employee	05/02/2024	05/04/2024	Greenbrier Resort	White Sulphur Springs	West Virginia	United States	2	$107.00	No

Meals (Per Member/Officer/Employee: $142.50 | Accompanying Family Member: $142.50)

Traveler Type	Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
Member/Officer/Employee	05/02/2024	$0.00	$0.00	$44.25	$0.00	**$44.25**	White Sulphur Springs	West Virginia	United States	No
Accompanying Family Member	05/02/2024	$0.00	$0.00	$44.25	$0.00	**$44.25**	White Sulphur Springs	West Virginia	United States	No

Traveler Type	Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
Member/Officer/Employee	05/03/2024	$13.00	$0.00	$0.00	$0.00	**$13.00**	White Sulphur Springs	West Virginia	United States	No
Accompanying Family Member	05/03/2024	$13.00	$0.00	$0.00	$0.00	**$13.00**	White Sulphur Springs	West Virginia	United States	No
Member/Officer/Employee	05/03/2024	$0.00	$15.00	$0.00	$0.00	**$15.00**	White Sulphur Springs	West Virginia	United States	No
Accompanying Family Member	05/03/2024	$0.00	$15.00	$0.00	$0.00	**$15.00**	White Sulphur Springs	West Virginia	United States	No
Member/Officer/Employee	05/03/2024	$0.00	$0.00	$26.00	$0.00	**$26.00**	White Sulphur Springs	West Virginia	United States	No
Accompanying Family Member	05/03/2024	$0.00	$0.00	$26.00	$0.00	**$26.00**	White Sulphur Springs	West Virginia	United States	No
Member/Officer/Employee	05/04/2024	$44.25	$0.00	$0.00	$0.00	**$44.25**	White Sulphur Springs	West Virginia	United States	No
Accompanying Family Member	05/04/2024	$44.25	$0.00	$0.00	$0.00	**$44.25**	White Sulphur Springs	West Virginia	United States	No

Reasonable Miscellaneous Expenses (Per Member/Officer/Employee: $0.00 | Accompanying Family Member: $0.00)

Traveler Type	Expense Type	Amount	Notes
There are no miscellaneous expenses.			

Additional Attachments All additional attachments are below.

Document Name
Email Invite

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: 2024 Senate Republican Chief of Staff & Committee Staff Director's Summit

Travel Date(s): May 2 - 4, 2024

Travel Destination(s): The Greenbrier Resort

Sponsor: Senate Working Group

James Kimmey — *(printed name of sponsor representative)*

Executive Director — *(title)*

(signature of sponsor representative)

3/7/24 *(date)*

2024 Senate Republican Chief of Staff & Committee Staff Director's Summit

Invitees

Steve Abbott	Chief of Staff	Office of Senator Susan Collins (R-ME)
Jon Adame	Chief of Staff	Office of Senator Marsha Blackburn (R-TN)
Michelle Altman	Chief of Staff	Office of Senator James Lankford (R-OK)
Geoff Antell	Chief of Staff	Office of Senator John Thune (R-SD)
Clay Armentrout	Chief of Staff	Office of Senator Katie Britt (R-AL)
Jackie Barber	Staff Director	Committee on Rules and Administration
Drew Brandewie	Chief of Staff	Office of Senator John Cornyn (R-TX)
Larry Burton	Chief of Staff	Office of Senator Dan Sullivan (R-AK)
Benjamin Cantrell	Chief of Staff	Office of Senator Markwayne Mullin (R-OK)
Craig Carbone	Chief of Staff	Office of Senator Rick Scott (R-FL)
Terry Carmack	Chief of Staff	Office of Senator Mitch McConnell (R-KY)
John Connell	Chief of Staff	Office of Senator Todd Young (R-IN)
Doug Coutts	Chief of Staff	Office of Senator Tom Cotton (R-AR)
Doug Davis	Chief of Staff	Office of Senator Cindy Hyde-Smith (R-MS)
Kolan Davis	Staff Director	Committee on Budget
Amber Ebarb	Staff Director	Committee on Indian Affairs
Tony Eberhard	Chief of Staff	Office of Senator John Hoeven (R-ND)
Fitz Elder	Staff Director	Committee on Agriculture
Adam Farris	Chief of Staff	Office of Senator Tim Scott (R-SC)
Jessica Fernandez	Chief of Staff	Office of Senator Marco Rubio (R-FL)
Kaleb Froehlich	Chief of Staff	Office of Senator Lisa Murkowski (R-AK)
Lisa Goeas	Chief of Staff	Office of Senator Joni Ernst (R-IA)
Brad Grantz	Staff Director	Committee on Commerce
Mark Gruman	Chief of Staff	Office of Senator Kevin Cramer (R-ND)
Mary Blanche Hankey	Chief of Staff	Office of Senator Tommy Tuberville (R-AL)
Jen Heins Davis	Chief of Staff	Office of Senator Chuck Grassley (R-IA)
William Henderson	Chief of Staff	Office of Senator Rand Paul (R-KY)
Natasha Hickman	Staff Director	Senate Republican Policy Committee
Toni-Marie Higgins	Chief of Staff	Office of Senator John Boozman (R-AR)
Andy Hopkins	Staff Director	Homeland Security & Governmental Affairs
J.T. Jezierski	Chief of Staff	Office of Senator Shelley Moore Capito (R-WV)
Liz Johnson	Chief of Staff	Office of Senator Mitt Romney (R-UT)
John Keast	Staff Director	Committee on Armed Services
Josh Kelley	Chief of Staff	Office of Senator Mike Braun (R-IN)
James Kelly	Chief of Staff	Office of Senator Jerry Moran (R-KS)
Tucker Knott	Chief of Staff	Office of Senator Ted Budd (R-NC)
Dan Kunsman	Chief of Staff	Office of Senator John Barrasso (R-WY)

Emily Leviner	Chief of Staff	Office of Senator Deb Fischer (R-NE)
Amanda Lincoln	Staff Director	HELP Committee
Elizabeth McDonnell	Staff Director	Committee on Appropriations
Justin Memmott	Staff Director	Committee on Energy & Natural Resources
Matt Miltenberger	Chief of Staff	Office of Senator Pete Ricketts (R-NE)
Arjun Mody	Staff Director	Senate Republican Conference
Ryan Nelson	Chief of Staff	Office of Senator John Thune (R-SD)
Lila Nieves-Lee	Staff Director	Committee on Banking
Katherine Nikas	Staff Director	Committee on the Judiciary
Shil Patel	Chief of Staff	Office of Senator Thom Tillis (R-NC)
Jimmy Peacock	Chief of Staff	Office of Senator Eric Schmitt (R-MO)
Richard Perry	Chief of Staff	Office of Senator Lindsey Graham (R-SC)
James Quinn	Chief of Staff	Office of Senator Bill Cassidy (R-LA)
Aaron Reitz	Chief of Staff	Office of Senator Ted Cruz (R-TX)
Jacob Reses	Chief of Staff	Office of Senator JD Vance (R-OH)
Gregg Richard	Staff Director	Senate Committee on Finance
Michelle Richardson	Chief of Staff	Office of Senator Roger F. Wicker (R-MS)
Sean Riley	Chief of Staff	Office of Senator Ron Johnson (R-WI)
Brent Robertson	Chief of Staff	Office of Senator Roger Marshall (R-KS)
David Shearman	Staff Director	Committee on Veterans Affairs
Chris Socha	Staff Director	Committee on Foreign Relations
Sharon Soderstrom	Chief of Staff	Office of Senator Mitch McConnell (R-KY)
Matt Sommer	Staff Director	Committee on Aging
David Stokes	Chief of Staff	Office of Senator John Kennedy (R-LA)
Adam Telle	Chief of Staff	Office of Senator Bill Hagerty (R-TN)
Darin Thacker	Chief of Staff	Office of Senator Steve Daines (R-MT)
Adam Tomlinson	Staff Director	Committee on EPW
Mark Wait	Chief of Staff	Office of Senator Mike Lee (R-UT)
Kristin Walker	Chief of Staff	Office of Senator Cynthia Lummis (R-WY)
Brian Walsh	Staff Director	Select Committee on Intelligence
Dezmond Ward	Chief of Staff	Office of Senator Mike Rounds (R-SD)
Chris Weihs	Chief of Staff	Office of Senator Josh Hawley (R-MO)
Meredith West	Staff Director	Committee on Small Business
Susan Wheeler	Chief of Staff	Office of Senator Mike Crapo (R-ID)
Ryan White	Chief of Staff	Office of Senator James Risch (R-ID)

Balzano, Jayne (Collins)

From: James Kimmey <james@senateworkinggroup.org>
Sent: Tuesday, March 19, 2024 3:46 PM
To: Abbott, Steve (Collins)
Subject: Thank you for registering!



Thank you for registering for the **2024 Senate Republican Chief of Staff & Committee Staff Director's Summit!** We look forward to having you join us for this incredible event.

Next Step: Submit Ethics Packet by Tuesday, April 2, 2024!

To comply with Ethics' rules, you will need pre-authorization from the Select Committee on Ethics. If you haven't already, you will be receiving an email from Senate Ethics with Senate Working Group's Private Sponsor Travel Certification form. This form will be sent via the Private Sponsor Travel Portal.

Once received, please submit all necessary forms by **Tuesday, April 2, 2024**. Failure to submit the form 30 days prior to the event means we will be unable to cover the cost of your attendance and you would need to cover the cost personally.

Please note: Senate Working Group is not notified by Ethics on who has submitted their form, so once you submit your paperwork, feel free to let me know so I can spare your inbox from a series of reminder emails.

Lodging/ Transportation:

Lodging - Hotel confirmation will be sent to you the week prior to the trip. We will do our best to accommodate any special requests made during the registration process. Upon check-in, you will be required to put down a credit card for any incidentals you may incur.

Transportation - mileage reimbursement checks will be sent out the week following the event. Mileage is based off of the current IRS rate. You will receive a check for $335.

Additional details will be sent as we get closer to the event.

Again, thank you for registering for this year's *Summit*! If you have any questions, please do not hesitate to contact me directly.

Best,
James

--
James Kimmey
Executive Director
Senate Working Group
(858) 336-0293
www.senateworkinggroup.org

2024 Senate Republican Chief-of-Staff & Committee Staff Director's Summit

May 2 - 4, 2024

Thursday, May 2, 2024

Welcome Reception
6:00 PM – 7:00 PM

The purpose of this reception is for each attendee to network with other attendees and speakers. There will be no speakers for this reception, if announcements need to be made, they will made by James Kimmey, Executive Director of Senate Working Group.

Opening Dinner Plenary
7:00 PM – 9:00 PM

This two-hour, opening dinner plenary session will introduce the overall theme for this year's Summit, which includes discussions on leadership and broader discussions on the future of the conservative movement. The purpose of this opening dinner is to hear from a series of speakers, each with different backgrounds, who were able to rise as leaders not only in business, but also in politics, and are actively shaping the vision for the conservative movement of tomorrow.

Speaker(s): Honorable Shelley Moore Capito, Senator, West Virginia
Honorable Jim Justice, Governor, West Virginia
Honorable Brooke Rollins, President & CEO, AFPI
Emcee: James Kimmey, Executive Director, Senate Working Group

Friday, May 3, 2024

Breakfast Session
9:00 AM – 11:00 AM

This two-hour breakfast session will examine the senate ethics rules and campaign finance regulations which must be followed while carrying out official senate duties during the 2024 election cycle.

Speaker(s): Ryan Dollar, Esq., National Republican Senatorial Committee
Honorable Sean Cooksey, Chairman, Federal Election Commission

Lunch Plenary
12:00 PM – 2:00 PM

The purpose of this lunch is to hear from Ambassador Woody Johnson who will share his thoughts on leadership from both the business and government lens. The conversation will be moderated by SWG Executive Director James Kimmey and there will be ample time for questions from the audience.

Speaker(s): *Ambassador Woody Johnson, former US Ambassador to the United Kingdom & Owner of the New York Jets

*Pending confirmation

Ice Cream Social
3:30 PM – 4:30 PM

The purpose of this reception is for each attendee to network with other attendees and speakers. There will be no speakers for this reception, if announcements need to be made, they will made by James Kimmey, Executive Director of Senate Working Group.

Dinner Plenary
6:30 PM – 8:30 PM

The purpose of this dinner is to hear from American entrepreneur and former Presidential Candidate, Vivek Ramaswamy. The conversation will be moderated by SWG Executive Director James Kimmey and there will be ample time for questions from the audience.

Speaker(s): Vivek Ramaswamy, American Entrepreneur

Saturday, May 4, 2024

Closing Breakfast Session
9:00 AM – 11:00 AM

A deep dive discussion into the issues and how they are being received at home. Featuring national pollster, Ryan Munce of co/efficient, he will share his findings and showcase the trends amongst Americans. Munce will not discuss elections or campaign related content but will do a national deep dive into the issues that are important to Americans and how those issues may have changed or will continue to change.

Speaker(s): Ryan Munce, President, Co/Efficient

SENATE WORKING GROUP

James Kimmey <james@senateworkinggroup.org>

Invitation Enclosed: 2024 Chiefs & Staff Director's Summit

James Kimmey <james@senateworkinggroup.org> Wed, Mar 6, 2024 at 1:14 PM
Reply-To: James Kimmey <james@senateworkinggroup.org>
To: james@senateworkinggroup.org



On behalf of Senate Working Group, we would like to cordially invite you and your spouse (or guest) to the **2024 Senate Republican Chief of Staff & Committee Staff Director's Summit**. The event will be held **May 2 - 4, 2024 at The Greenbrier Resort in White Sulphur Springs, West Virginia**.

The *Summit* is the largest concentration of Republican Senate Chiefs of Staff and Committee Staff Directors outside of Washington, D.C. Bringing together our country's leaders, policy experts, and thought leaders beyond the confines of our nation's capital, this Summit serves to provide an educational deep dive into the issues affecting our country. In addition to Senate Republican Chiefs of Staff, Committee Staff Directors, and their guests, Senate Working Group members will also attend portions of the event.

Step 1: Register for the event!

Senate Working Group will coordinate all logistical arrangements for the Summit, including room reservations, meals, mileage reimbursement, meetings, and other activities during the event. Senate Working Group will happily cover the cost of participation for each invitee and their spouse. You are welcome to bring your children, though you will be responsible for the cost of their participation. All reservations must be made through Senate Working Group.

To register, please click the below link. Once you answer each question within the registration process, you will be sent a confirmation email with additional details, including a calendar invite.

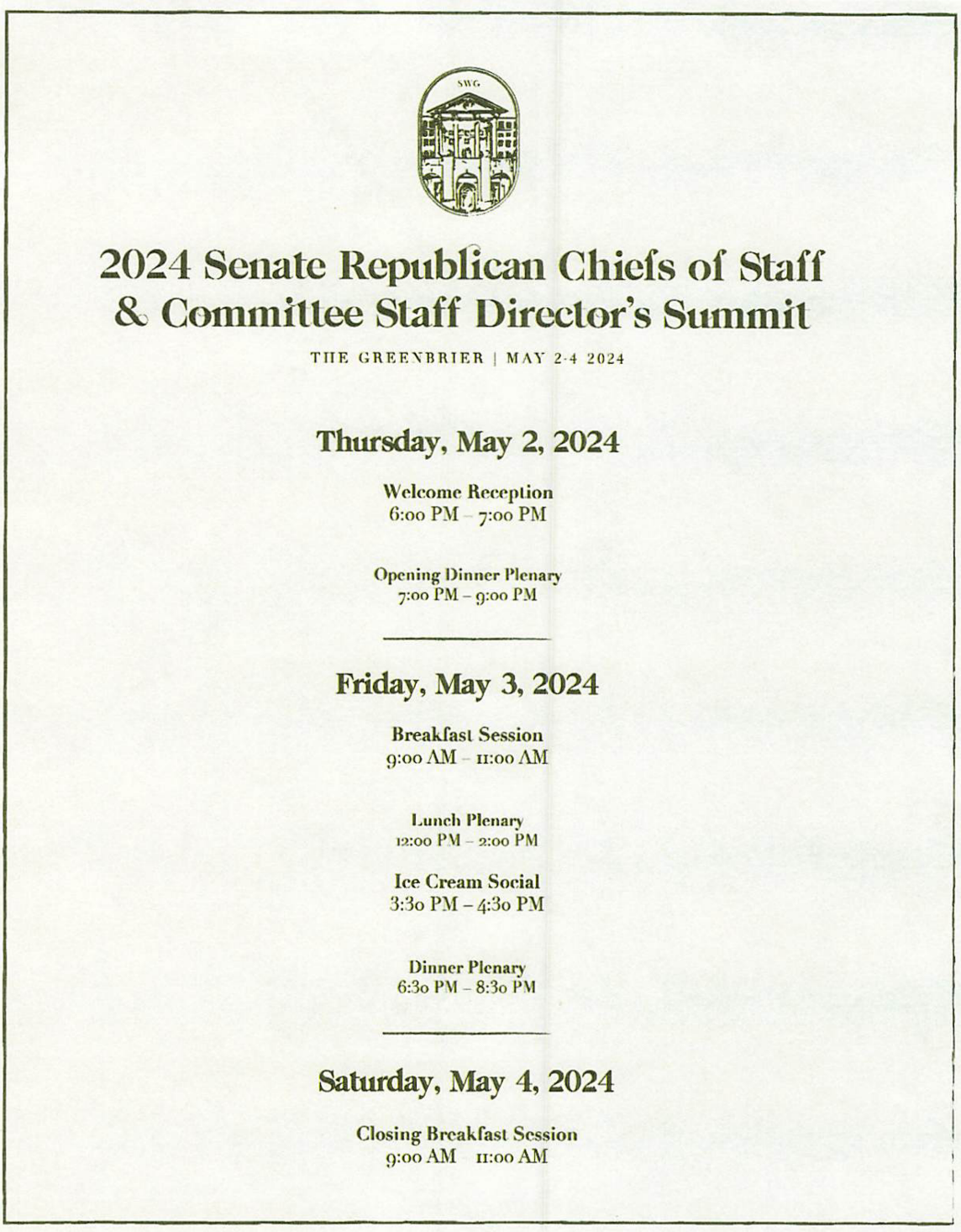
REGISTER TODAY!

Step 2: Submit Ethics Packet by Tuesday, April 2, 2024!

To comply with Ethics' rules, you will need pre-authorization from the Select Committee on Ethics. By following "Step 1" and registering for the event, you will be sent Senate Working Group's Private Sponsor Travel Certification Form via the Private Sponsor Travel Portal. Once received, please submit all necessary forms by **Tuesday, April 2, 2024**.

Failure to submit your form 30 days prior to the event means we will be unable to cover the cost of your attendance and you would need to cover the cost personally.

REGISTER TODAY!



2024 Senate Republican Chiefs of Staff & Committee Staff Director's Summit

THE GREENBRIER | MAY 2-4 2024

Thursday, May 2, 2024

Welcome Reception
6:00 PM – 7:00 PM

Opening Dinner Plenary
7:00 PM – 9:00 PM

Friday, May 3, 2024

Breakfast Session
9:00 AM – 11:00 AM

Lunch Plenary
12:00 PM – 2:00 PM

Ice Cream Social
3:30 PM – 4:30 PM

Dinner Plenary
6:30 PM – 8:30 PM

Saturday, May 4, 2024

Closing Breakfast Session
9:00 AM 11:00 AM

We understand your attendance is pending Ethics' approval. More information on the Summit will be sent to you in the weeks leading up to the event. If you have any questions, concerns, or need additional information, please contact me directly at (858) 336-0293 or james@senateworkinggroup.org.

Thank you for your consideration and I look forward to seeing you at the Greenbrier!

Sincerely,

James

James Kimmey

Executive Director

Senate Working Group

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www.senateworkinggroup.org

Our mailing address is:

1100 New Jersey Ave SE., Suite 2275

Washington, DC 20003

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