RE-2 Employee Post Travel Disclosure of Travel Expenses

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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):

American Foreign Policy Council

Travel Dates:

January 19-27, 2024

Name of accompanying family member (if any):

n/a

Relationship to Traveler:

n/a

Total Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
1465.67	1060.00	300	

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.

02/09/24
Date

Sophia Hays
Printed Name of Traveler

Sophia Hays
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.

02/09/24
Date

Jeanne Shaheen
Signature of Supervising Senator/Officer

DocuSign Envelope ID: DF34BAFF-A99F-4F00-8FD6-BE6ACC531EAD

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:

Sophia Irene Hays

Employing Office/Committee:

Office of U.S. Senator Jeanne Shaheen

Private Sponsor(s):

American Foreign Policy Council

Destination(s):

Ukraine

Travel Dates:

January 19 - 27, 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.

As legislative aide for National Security, Sophia leads work on Ukraine for the Senator on the Armed Services and Foreign Relations Committees, on the Appropriations Defense Subcommittee , as Chair of the Europe and Regional Security Cooperation Subcommittee and as a Ukraine Caucus member.

Do you have an accompanying family member or spouse on this trip? ☐ (signify "yes" by checking box)

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.

12/18/23
Date

DocuSigned by:
Sophia Hays
17726148067C472...
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 Jeanne Shaheen (Print Senator's/Officer's Name) hereby authorize Sophia Hays (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)

12/18/23
Date

Jeanne Shaheen
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
- $145.00	$300	Meals were less than budgeted
- $384.33	$1465.67	Chartered bus service was less than budgeted

Were there any changes to the pre-approved itinerary?

(●) Yes ( ) No

Explanation:

Due to air raids, the delegation was forced to cancel two meetings. Additionally, many of the meeting times were changed due to the unpredictability of scheduling in active wartime.

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

( ) Yes (●) No

Explanation:

Trip Name:

Organization Information

Organization Name: American Foreign Policy Council

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

If Yes, §501(c)(3) Organization Type:
[✓] ( ) Public Charity [ ] ( ) Private Foundation

Address: 509 C Street, NE

City, State, Zip: Washington, DC 20002

Phone Number:

Organization URL: www.afpc.org

History of Congressional Travel

Describe your organization's history of sponsoring congressional travel.

AFPC has sponsored and organized dozens of fact-finding trips in its forty years of operation. Countries visited include Russia, Ukraine, Czech Republic, China and India.

Educational Activities

Describe the educational activities performed by your organization other than sponsoring congressional travel.

AFPC provides primary source information, as well as policy options, to persons and organizations who make or influence the national security and foreign policies of the United States; Arranges meetings and facilitating dialogue between American Statesmen and their counterparts in other countries; and works towards fostering the acceptance and development of representative institutions and free market economies throughout the world in a manner consistent with the Constitution, the national interest, and the values of the United States.

Lobbyist and Foreign Agent Registration Information

Lobbyist Registration Status (Select one):

(●) I certify that the sponsor is not a federally registered lobbyist and does not retain or employ a federally registered lobbyist.

( ) I certify that the sponsor is not a federally registered lobbyist but does retain or employ one or more federally registered lobbyists.

Foreign Agent Registration Status (Select one):

(●) I certify that the sponsor is not an agent of a foreign principal and does not retain or employ an agent of a foreign principal.

( ) I certify that the sponsor is not an agent of a foreign principal but does retain or employ one or more agents of a foreign principal.

Foreign Government Involvement

Foreign Agent Registration Status (Must select all):

[✓] 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.

Purpose and Details

Provide a brief description of the trip.

Bi-partisan non-governmental organization and congressional staff fact-finding delegation trip to Ukraine.

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

Explain how the purpose of the trip relates to your organization's mission.
Founded in 1982, AFPC is a 501(c)(3) organization dedicated to bringing information to those who make or influence U.S. foreign policy. We have traveled to Ukraine dozens of times over the past thirty years and hosted reciprocal visits. This trip will provide Congressional, NGO and AFPC staff with access to on-the-ground information with regard to Russia's war in Ukraine.

Is your organization the only sponsor for this trip?

(●) Yes ( ) No

If No, describe your organization's role in planning the trip.

If there are multiple sponsors, each sponsor must submit Organization Information (Page 1 of the Private Sponsor Travel Certification Form) and a Signature Page Form.

Grantmaking Organizations (Optional)

If you have a Grantmaking Organization, you must attach a Grantmaking Organization Certification Form.

1. Sarah Scaife Foundation Incorporated
2.
3.

With or Without Regard to Congressional Participation (Select one):

- ○ The trip is arranged or organized without regard to congressional participation.
- ◉ The trip is arranged or organized 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 (Must select all):

- ☑ 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 (Select one):

- ◉ 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 (Select one):

- ◉ No sponsor retains or employs a registered lobbyist or agent of a foreign principle, 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

Required if selecting the third option in either column - Please explain why the second overnight stay is practically required and necessary to accomplish the purpose of the trip.

Certification of No Recreational Activity and No Alcohol (Must select all):

- ☑ 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 list

- ☑ A list of all Senate invitees is attached to this form (required).
- ☑ Members and staff from the House of Representatives will also receive invitations.

Travel Details (Submit additional pages as needed)

Trip Start Date/Time:	⇄	Trip End Date/Time:
January 19, 2024		January 27, 2024

Will the traveler be accompanied by a family member for whom the sponsor will pay travel expenses?

○ Yes ◉ No

Transportation (Member/Officer/Employee: $1850 Accompanying Family Member: $n/a)

Transportation Type	Class	Amount
Air	economy	$1150.00
Train	economy	$200.00
Minibus	chartered	$500.00

Details (optional) Train ticket cost breakdown - $150 Warsaw to Kyiv; $50 Khmelnytskyy to (Przemyśl) = $200

Minibius cost breakdown - $50 (Warsaw); $200 (Kyiv); $200 (Kyiv to Khmelnytskyy); $50 (Przemyśl to Krakow) = $500

Lodging (Member/Officer/Employee: $1060.00 Accompanying Family Member: $n/a)

Check-In	Check-Out	Facility	City	State	Country
1/21/24	1/25/24	Radisson Blu	Kyiv		Ukraine

Nights	Cost/Night	Cost Exceed Per Diem (Yes/No)	If Yes, please explain why expenses over the per diem rate are reasonable and necessary.
4	$240	No	

Check-In	Check-Out	Facility	City	State	Country
1/25/24	1/26/24	Royal Palace Luxury Hotel	Khmelnytskyy		Ukraine

Nights	Cost/Night	Cost Exceed Per Diem (Yes/No)	If Yes, please explain why expenses over the per diem rate are reasonable and necessary.
1	$100	No	

Check-In	Check-Out	Facility	City	State	Country

Nights	Cost/Night	Cost Exceed Per Diem (Yes/No)	If Yes, please explain why expenses over the per diem rate are reasonable and necessary.

Meals (Member/Officer/Employee: $ 405 Accompanying Family Member: $ n/a)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem (Y/N)
1/19/24	n/a	n/a	15		15	Washington	DC	USA	N
1/20/24	n/a	15	25		40	Warsaw		Poland	N
1/21/24	n/a	15	30		45	Kyiv		Ukraine	N
1/22/24	15	15	30		60	Kyiv		Ukraine	N
1/23/24	15	15	30		60	Kyiv		Ukraine	N
1/24/24	15	15	30		60	Kyiv		Ukraine	N
1/25/24	10	15	30		55	Kyiv		Ukraine	N

If costs exceed the federal per diem, please explain why expenses over the per diem rate are reasonable and necessary.

** please see attached documentation for 1/26/24-1/27/24

Reasonable Miscellaneous Expenses

(Member/Officer/Employee: $ n/a Accompanying Family Member: $ n/a)

Expense Type	Amount	Notes

Additional Details (optional)

Private Sponsor Travel Certification Form 5 continued
Meals (Member/Officer/Employee: $70 Accompanying Family Member: $0)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem (Y/N)
1/26/24	15	20	20	n/a	55	Khmelnytskyy		Ukraine	N
1/27/24	15	n/a	n/a	n/a	15	Krakow		Poland	N

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: American Foreign Policy Council January Delegation Trip to Ukraine

Travel Date(s): January 19-27, 2024

Travel Destination(s): Kyiv, Ukraine; Khmelnytskyy, Ukraine

Sponsor: American Foreign Policy Council

Herman Pirchner, Jr — *(printed name of sponsor representative)*

President — *(title)*

Herman Pirchner Jr — *(signature of sponsor representative)*

12/19/23 — *(date)*

Grantmaking Organization Certification Form

Instructions: If a sponsor receives funds from a grantmaking organization, the sponsor must disclose this on the *Private Sponsor Travel Certification Form*, and the grantmaking organization must complete the *Grantmaking Organization Certification Form.* The completed *Grantmaking Organization Certification Form* must be submitted to the Senate Select Committee on Ethics by the trip sponsor at least 30 days prior to the travel departure date.

Grantmaking Organization: Sarah Scaife Foundation Incorporated

Private Sponsor: American Foreign Policy Council

Trip Name: AFPC Ukraine Delegation - January 2024

Travel Date(s): January 19, 2024 - January 27, 2024

Destination(s): Kyiv, Khmelnytskyi, Ukraine

In compliance with the *Regulations Governing Privately Sponsored Travel*, I certify the following:

- ☑ The grantmaking organization is a § 501(c)(3) organization.
- ☑ The grantmaking organization is not a lobbyist, lobbying firm, or foreign agent, nor an entity that retains or employs a lobbyist or foreign agent.
- ☑ The grantmaking organization provides funds under an established grant program, or in a manner that is otherwise consistent with the mission and practices of the organization.
- ☑ The grantmaking organization is not involved, directly or indirectly, in organizing and conducting the trip. This includes selecting participants for a trip.
- ☑ The grantmaking organization does not directly pay or reimburse travel expenses for any Senate Member, officer, or employee.

Michael W. Gleba
(Printed name of grantmaking organization representative)

Chairman/CEO & Treasurer
(Title)

Michael W. Gleba
(Signature of grantmaking organization representative)

December 18, 2023
(Date)

0000000000403 RECEIVED BY: SECRETARY OF THE SENATE Date: February 09, 2024

AMERICAN FOREIGN POLICY COUNCIL

Explaining the World. Empowering Policymakers.

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HON. DOV ZAKHEIM

January 9, 2024

Select Committee on Ethics
United States Senate
220 Hart Building
Washington, DC 20510

AFPC is the sole entity organizing and conducting the scheduled January 19-27, 2024 trip to Ukraine. AFPC receives grant funding from the The Sarah Scaife Foundation that supports AFPC's Ukraine Program activities, including research, publications, conferences and fact-finding trips. The Scaife Foundation did not assist in organizing or conducting this trip, nor did it direct AFPC to fund this trip. AFPC has complete discretion on whether to use funds from the Scaife Foundation's grant to support this trip.

Please feel free to contact me or AFPC Director for External Relations Annie Swingen for more information or clarification.

Respectfully,

Herman Pirchner, Jr.
President

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AMERICAN FOREIGN POLICY COUNCIL

Ukraine Delegation Program
January 19-27, 2024

Delegate List

Hannah Arvey
Senior Policy Advisor, Office of Congressman Chip Roy (R-TX)

Joseph Biegun
Senior Policy Analyst, U.S. Senate Foreign Relations Committee

Sophia Hays
Legislative Aide for National Security , Office of Senator Jeanne Shaheen (D-NH).

Mykola Hryckowian
Director, Washington, DC Office, Center for U.S-Ukrainian Relations

Justin Ouimette
Vice President of Government Affairs, State Freedom Caucus Network

Herman Pirchner, Jr.
President, American Foreign Policy Council

Calnen ("Annie") Swingen
Director for External Relations, American Foreign Policy Council

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GOV. TOM RIDGE
DR. WILLIAM SCHNEIDER, JR.
HON. R. JAMES WOOLSEY
HON. DOV ZAKHEIM

November 11, 2023

Ms. Sophia Hays
Legislative Aide for National Security
Office of U.S. Senator Jeanne Shaheen (D-NH)
506 Hart Senate Office Building
Washington, D.C. 20510

VIA EMAIL

Dear Ms. Hays:

I hope you can join us for an upcoming American Foreign Policy Council (AFPC)-sponsored fact-finding delegation trip to Ukraine, to take place from January 19-27, 2024.

This seven-person delegation will engage in a series of meeting with senior Ukrainian government and military officials in both Kyiv and Khmelnytskyi. Normal food, transportation and lodging expenses will be covered. You will be pleased to know that AFPC does not accept, nor has ever accepted, funding from foreign sources. Additionally, no lobbying money is involved in the funding of this trip.

Meetings will primarily take place in Kyiv and Khmelnytskyi, however, given that Ukraine's air space is closed to commercial flights, the delegation will fly into Warsaw, Poland and out of Krakow, Poland.

AFPC has organized delegations to Ukraine for three decades, as well as continues to host reciprocal delegations from Ukraine in Washington. Most recently, our January 2023 delegation to Ukraine met with a wide range of prominent Ukrainian officials, including:

- Oleksiy Danilov, Secretary, National Defense and Security Council of Ukraine
- Major Ihor Gerasymenko, National Defense and Security Council of Ukraine
- Viktor Khorenko, Commander, Special Operations Force, Odesa
- Vitaliy Klitcshko, Mayor of Kyiv
- Oleksandr Lytvynenko, Head, Foreign Intelligence Service of Ukraine

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- Vice Admiral Oleksiy Neyizhpapa, Commander, Ukrainian Naval Forces of Ukraine
- Volodymyr Ohryzko, former Minister of Foreign Affairs
- Rostyslav Pavlenko, Member of Parliament, Committee on Education
- Oleksandr Polischuk, Deputy Minister of Defense
- Anatoliy Sandurskyi, Deputy Chairman, Security Council of Ukraine
- Mychailyna Skoryk, Deputy Mayor of Bucha
- Tamila Tasheva, Permanent Representative of the President of Ukraine in Crimea

We expect our upcoming visit to the country to have similar top-level access.

Please let me know as soon as possible whether you are interested in participating in this delegation, as we have a finite number of spots on this trip. Additionally, the Senate Ethics Committee requires that we submit the names of all those interested in taking part in this trip by Dec. 20. Feel free to contact me via email (swingen@afpc.org) or phone/text (571-236-5376) if you would like to further discuss our January 2024 trip.

Thank you in advance for your consideration. We hope that you can join us!

Respectfully,

Annie Swingen
Director for External Relations

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AMERICAN FOREIGN POLICY COUNCIL

Ukraine Del. Program
January 19-27, 2024

FINAL SCHEDULE

Friday 19 January 2024	
6:05 PM	*Depart Washington Dulles International Airport on Lufthansa 419*
Saturday 20 January 2024	
7:45 AM *10:30 AM* *12:20 PM*	*Arrive Frankfurt International Airport* *Depart Frankfurt International Airport on Lufthansa 5714 (operated by LOT Airlines)* *Arrive Warsaw Chopin Airport*
3:00 PM	*Delegation meeting with US DCM Daniel Lawton and USEMB country team*
5:46 PM	*Depart Warszawa Wschodnia On Train 68*
Sunday 21 January 2024	
12:17 PM	*Arrive Kyiv Central Train Station*
1:00-2:00 PM	*Check in to Radisson Blu hotel* *22, Yaroslaviv Val St, Kyiv, Ukraine*
2:30-4:30 PM	Working lunch - Meeting with Col. Hennadiy Kovalenko, Director, Department of Defense Cooperation, Ministry of Defense

5:00-6:00 PM	Introduction to the program, security, logistics with Ostap Kryvdyk, International Liaison at Reform Support Office in the system of Ministry of Defense of Ukraine; Chair, Ukrainian Strategic Initiative (2014). General briefing on the programme agenda, meetings; update on current events; safety protocols
7:30-10:00 PM	Working dinner with: • Josef Sissels, Vice-President (Ukraine), World Jewish Congress • Volodymyr Ohryzko, Minister of Foreign Affairs of Ukraine (2007-09) • Danylo Lubkivskyy, Director, Kyiv Security Forum; former Deputy Foreign Minister of Ukraine
OVERNIGHT	*Radisson Blu*
Monday 22 January 2024	
9:00-10:00 AM	Breakfast with Tetiana Shevchuk, Head, International Programs, Anti Corruption Action Centre (AntAC)
10:30 AM-11:30 AM	Meeting with Yaryna Chornoguz, frontline paramedic and Ukrainian poet
	AIR RAID - Meeting delayed
1:15-2:00 PM	Meeting with U.S Embassy country team for declassified briefing Rob Needham, Deputy Chief of Mission Jim Hope, USAID Mission Director Patrick Tillou, Acting Political Counselor Mary Elizabeth Madden, Economic Counselor
	Lunch in bus

2:30-4:15 PM	Meeting with: • Sergiy Gaider, Deputy Minister of Defense of Ukraine • Ivan Havryliuk, Deputy Minister of Defense of Ukraine
4:30-5:30 PM	Meeting with Gen. Serhii Nayev, Deputy Commander, General Staff, Armed Forces of Ukraine to discuss the situation at the frontlines and near the Russian-Belarusian border
6:00-7:00 PM	Meeting with Acting Head of the National Agency for the Prevention of Corruption Yaroslav Lyubchenko
7:30-8:30 PM	Working dinner with Ostap Kryvdyk, International Liaison, Reform Support Office, Ministry of Defense of Ukraine to discuss the status of anti corruption reforms in Ukraine
OVERNIGHT	*Radisson Blu*
Tuesday 23 January 2024	
7:30-8:30 AM	*Air Raid - meeting canceled. Breakfast at hotel.*
9:00-10:30 AM	Meeting to discuss current anti-corruption measures with: • Semen Krivonos, Director, National Anti-Corruption Bureau of Ukraine • Polina Lysenko, Deputy Director, National Anti-Corruption Bureau of Ukraine • Oleksandr Klymenko, Chair, Deputy Prosecutor General, Ukrainian Special Anti Corruption Prosecutor's Office
11:00AM-2:15 PM	Meeting with Roman Mashovets, Deputy Head, Office of President of Ukraine (security) and team
	Lunch in bus

2:30-3:30 PM	Meeting with Oleksandr Lytvynenko, Head, Foreign Intelligence Service of Ukraine, to discuss the Ukraine's foreign intelligence's perspective of the Russian-Ukrainian war
4:00-5:00 PM	Meeting with Olga Stefanishyna, Vice Prime Minister for European and Euro-Atlantic Integration of Ukraine
5:15-6:45 PM	Meeting with Mykhaylo Lopatin Chairman of the board, Aerorozvidka NGO (responsible for creating and implementing net-centric and robotic military capabilities for the Ukrainian security and defense forces)
7:00-10:00 PM	Working dinner with Georgiy Tykhyi, Advisor to the Minister of Foreign Affairs to discuss Ukrainian-US relations
OVERNIGHT	*Radisson Blu*
Wednesday 24 January 2024	
7:30-8:30 AM	Breakfast meeting to discuss the role of civic society in Russia's war against Ukraine with: • Joanna Garbalinska, Director, Humanitarian NGO Platform • Lizzy Hallinan, Advocacy and Policy Advisor coordination group of international and Ukrainian humanitarian NGOs working in Ukraine
9:00-9:45 AM	Meeting with Yaroslav Yurchyshyn, Chair, Freedom of the Press Committee, Parliament of Ukraine (HOLOS party)
10:30-11:30 AM	Meeting with Serhii Prytula, Head, Prytula Charity Foundation (civic society) to discuss ways in which civic society is assisting Ukraine's efforts to win the war (e.g., social programs, military support, humanitarian efforts, etc.)

12:00-1:00 PM	Meeting with Oleksiy Danilov, Secretary, National Security and Defense Council of Ukraine to discuss Ukraine's national security strategy
	Lunch in bus
1:30-2:30 PM	Meeting with Anastasia Radina, Head of the Committee on Anti-Corruption, Parliament of Ukraine (Servant of the People party)
3:10-3:45 PM	Meeting with Olena Kondratiuk, Deputy Speaker, Parliament of Ukraine (Batkivshchyna party) to discuss actions of the Ukrainian Parliament in times of war, and Ukrainian-U.S. inter-parliamentary cooperation
4:00-5:30 PM	Meeting with Iryna Borovets, First Deputy Minister, Ministry of Foreign Affairs to discuss Ukraine's foreign policy in times of war
6:30-7:30 PM	Meeting with Territorial Defense, Armed Forces of Ukraine with: • Col Chudzhanovskyy, Deputy Commander, Territorial Defense, Armed Forces of Ukraine • Maj. Gen. Vasyl Osypchuk, Deputy Commander, Operative Command East, Territorial Defense, Armed Forces of Ukraine, • Lt. Col. Pavlo Khazan, Chair, New Technologies
8:00-9:30 PM	*Dinner at hotel*
OVERNIGHT	*Radisson Blu*
Thursday 25 January 2024	
7:30-9:30 AM	Breakfast meeting with Col. Alexander Khrebet Logistics Forces, Armed Forces of Ukraine
9:30-10:30 AM	*Check out of hotel*

11:00 AM - 12:00 PM	Meeting with Ivanna Klympush-Tsintsadze, Chair, European Integration Committee, Parliament of Ukraine (European Solidarity party)
1:45-2:45	*Lunch*
3:00-3:30 PM	Discussion of Ukraine's religious freedoms with His Holiness Epiphany, Head, Orthodox Church of Ukraine
3:45-4:15 PM	Meeting to discuss anti-corruption measures and good governance with: • Yulia Marushevska, Head of Office Reform Support (RST), Ukrainian Ministry of Defense • Arsen Zhumadilov, Director, State Operator of MoD non-lethal. Procurement
4:30-5:30 PM	Meeting with Maj. Gen. Maksym Myrhorodskyi, Armed Forces of Ukraine, Commander of the Air Assault Forces of the Armed Forces of Ukraine
5:30-6:30 PM	Working dinner with Col. Pavlo Oleksiyovych Bardakov, Commander of the Army Aviation of the Land Forces Command, Armed Forces of Ukraine, to discuss the Ukrainian army aviation's view of the war
6:30-11:45 PM	*Travel to Khmelnytskyy via chartered bus*
OVERNIGHT	*Royal Palace Luxury Hotel* *74 Volodymyrs'ka Street, Khmelnytskyy, Ukraine*
Friday 26 January 2024	
7:00-7:45 AM	*Breakfast and check-out of hotel*

8:00-9:00 AM	Meeting with the leadership of Khmelnytskyy military hospital to discuss the status of military healthcare. Group meeting with wounded soldiers from Russia's war in Ukraine
9:00-10:00 AM	Meeting with Lt. Col. Vadim Durdas, Head of the fire safety service of the Western Territorial Department of Fire Safety of the Armed Forces of Ukraine
10:30 AM-12:00 PM	Visit to military training grounds
12:15-2:00 PM	Working lunch with senior military leadership
2:15-3:15 PM	Meeting with senior military leadership
3:30-4:15 PM	Meeting with Serhii Tyurin, acting head of the Khmelnytskyy civil-military regional administration to discuss local government-military cooperation and regional preparations for winter
4:30-5:00 PM	Meeting with Aleksandr Symchyshyn, Mayor of Khmelnytskyy
5:15-6:15 PM	Working dinner with senior military leadership
6:30 PM	*Depart Khmelnytskyy for Krakow*
Saturday 27 January 2024	
12:00 AM	*Arrive border*
4:00 AM	*Arrive Krakow*
10:25 AM	*Depart Krakow J. Paul II Balice Int'l Airport on Lufthansa 1365*

12:05 PM	*Arrive Frankfurt International Airport*
12:55 PM	*Depart Frankfurt International Airport on Lufthansa 418*
3:50 PM	*Arrive Washington Dulles International Airport*

0000000000415 RECEIVED BY: SECRETARY OF THE SENATE Date: February 09, 2024

AMERICAN FOREIGN POLICY COUNCIL

Ukraine Del. Program
January 19-27, 2024

Friday 19 January 2024	
6:05 PM	*Depart Washington Dulles International Airport on Lufthansa 419*
Saturday 20 January 2024	
7:45 AM	*Arrive Frankfurt International Airport*
10:30 AM	*Depart Frankfurt International Airport on Lufthansa 5714 (operated by LOT Airlines)*
12:20 PM	*Arrive Warsaw Chopin Airport*
5:46 PM	*Depart Warszawa Wschodnia On Train 68*
Sunday 21 January 2024	
12:17 PM	*Arrive Kyiv Central Train Station*
1:00-2:00 PM	*Check in to Radisson Blu hotel 22, Yaroslaviv Val St, Kyiv, Ukraine*
2:15-4:00 PM	Working lunch - introduction to the program, security and logistics with Ostap Kryvdyk, Chair, Ukrainian Strategic Initiative (2014)
4:30-7:00 PM	Briefing by Andriy Kovalyov, Spokesperson, Armed Forces of Ukraine, expert on religion and security on the Russian weaponization of religion by Russia. (Kyiv Pechersk Lavra tour)

	Discussion of Ukraine's religious freedoms with His Holiness Epiphany, Head, Orthodox Church of Ukraine
7:30-10:00 PM	Briefing on the situation at the frontline with Andriy Levus, former Member of Parliament (2014-19) and former Deputy Head, Security Service of Ukraine (2014). Currently a senior soldier, Assault Units, Armed Forces of Ukraine. Working dinner with foreign policy expert Oleksandr Kraiev, Director, U.S. Program, Ukrainian Prism, to discuss contemporary views on current US-Ukraine relations
OVERNIGHT	*Radisson Blu*
Monday 22 January 2024	
7:00-8:00 AM	Breakfast at hotel
9:00-11:30 AM	Meeting with representatives of the Crimean Tatars to discuss current developments in Crimea, genocidal activities and political persecutions of Crimean Tatars • Mustafa Dzemiliev, leader, Crimean Tatar community • Refat Chubarov, Head, Mejlis of the Crimean Tatar people
12:15-2:00 PM	Meeting with U.S Embassy country team for declassified briefing
2:45-3:45	Working lunch with Andriy Shevchenko, former Deputy Minister of Defense, Ministry of Defense, to discuss the situation with Ukraine's European integration and integration into NATO in security sector
4:00-5:00 PM	Meeting with Yulia Marushevska, Head of Office of support for change (RST), Ukrainian Ministry of Defense, to discuss RST-directed core reforms to be implemented within the Ministry of Defense

5:00-6:00 PM	Meeting with LT. Col. Pavlo Khazan, Chair, New Technologies, and the Territorial Forces commanding officer, to discuss the high-tech specifications of the Russian-Ukrainian war and strategies implemented by the Ukrainian Territorial Defense forces to manage them
6:30-8:00 PM	Dinner meeting with Hanna Hopko, Head of International Coalition for Ukrainian Victory, former member of Parliament (Self Reliance party) and former Head of the Rada Committee on Foreign Affairs, to discuss the International Coalition for Ukraine Victory advocacy activities, needs for Ukraine's defense and the recovery with a focus U.S. assistance in the mid-term (2024-25) perspective
OVERNIGHT	*Radisson Blu*
Tuesday 23 January 2024	
8:00-9:00 AM	Working breakfast with energy experts to discuss the status of the energy sector of Ukraine with a focus on readiness for winter and the primary challenges facing the population: • Mykhailo Honchar (Strategy XXI) • Olena Pavlenko (Dixi Group) • Olga Bielkova (Ukrtransgaz)
9:30-10:30 AM	Meeting with representatives from Ukraine's educational sector to discuss their role in supporting the war effort (e.g., volunteer movement, engaging of students in war effort) with: • Liudmyla Dowhonowska, International Dept. Chair, American University & Mohyla Academy • Sergiy Kvit, former Minister on Education and Science; former Vice-Rector, National University of Kyiv-Mohyla Academy
11:00AM-12:00 PM	Meeting with Oleksandr Klymenko, Chair, Deputy Prosecutor General, Ukrainian Special Anticorruption Prosecutor's Office, to discuss
12:30-1:30 PM	

	Lunch meeting with Polina Lysenko, Deputy Director, National Anti-Corruption Bureau of Ukraine, to discuss anti-corruption measures implemented by the current government
2:00-3:00 PM	Meeting with Gen. Serhii Nayev, Deputy Commander, General Staff, Armed Forces of Ukraine, to discuss the situation at the frontlines and near the Russian-Belarusian border
4:00-5:00 PM	Meeting with Ukrainian defense manufacturing facility representative Maria Berlinska to discuss drone production, the high-tech dimension of war and the Ukrainian tech. industry's answer to the Russian high-tech challenge
5:15-6:15 PM	Meeting with Yevhen Hlibovytskyi, Owner, ProMova and Member, Nestor Group, to discuss "Ukraine after the war - challenges and opportunities" - specifically demographic, social, political changes.
6:30 -8:00 PM	Dinner with Gen. Kyrylo Budanov, Commander, Main Directorate of Military intelligence, to discuss Ukraine's mode of operations on the frontlines, actions in Crimea, and possible areas of cooperation
OVERNIGHT	*Radisson Blu*
Wednesday 24 January 2024	
7:30-8:30 AM	Working breakfast with Olena Kondratiuk, Deputy Speaker, Parliament of Ukraine, to discuss actions of the Ukrainian Parliament in times of war, and Ukrainian-U.S. inter-parliamentary cooperation
9:00-11:00 AM	Meeting with Verkhovna Rada, Committee on National Security + Foreign Affairs Committee to discuss actions of the Ukrainian Parliament in times of war, and Ukrainian-US inter parliamentary cooperation

	• Vadym Halaichuk, Member of Parliament, Dep. Chair of European Integration Committee (Servant of the People party) • Solomia Bobrovska, Member of Parliament (HOLOS party) • Halyna Yanchenko, Member of Parliament (Servant of the People party) • Anastasia Radina, Member of Parliament, Anticorruption Committee (Servant of the People party) • Yaroslav Yurchyshyn, Member of Parliament, Chair of Freedom of the Press Committee (HOLOS party)
11:30 AM-12:15 PM	Meeting with Maj Gen Vasyl Osypchuk, Deputy Commander, Operative Command North, Armed Forces of Ukraine, to discuss situation in the North (specifically border with Belarus, as well as some Northern Ukrainian regions bordering Russia)
12:30-1:30 PM	Lunch meeting with Emine Japparova, First Deputy Minister, Ministry of Foreign Affairs, to discuss Ukraine's foreign policy in times of war
2:00-4:00 PM	Meeting with representatives from the Office of the President to discuss political dimension in the Ukraine-US relations, financial support and delivery of weapons aid: • Roman Mashovets, Deputy Head, Office of President of Ukraine (security) • Ihor Zhovkva, Deputy Head, Office of President of Ukraine (European and Euro-Atlantic integration)
5:00-6:00 PM	Meeting with Oleksiy Danilov, Secretary, National Security and Defense Council of Ukraine, to discuss the national security strategy of Ukraine: Vision of victory and need for assistance.
6:30-7:30 PM	Meeting with Oleksandr Lytvynenko, Head, Foreign Intelligence Service of Ukraine, to discuss the Ukraine's foreign intelligence's perspective of the Russian-Ukrainian war

8:00-9:30 PM	Dinner with Commander of Marine Forces Lt. Gen. Yuriy Sodol and Brig Gen Hennadiy Shapovalov, Chair, Main Directorate of Military Cooperation, Armed Forces of Ukraine, to discuss the development of U.S.-Ukraine military cooperation and the development of Ukraine's Marine Forces
OVERNIGHT	*Radisson Blu*
Thursday 25 January 2024	
7:00-8:00 AM	Breakfast meeting with Mustafa Nayyem, head of the State Agency for Restoration and Infrastructure Development and Oleksandra Azarkhina, Deputy Minister of infrastructure, to discuss the current status of the reconstruction of Ukraine and the possibility of U.S. participation
9:00-11:00 AM	Meeting with the Bucha Reconstruction strategy group to discuss the dynamics of the reconstruction of the Kyiv suburb destroyed by the Russian invasion in February-April, 2022. Briefing on opportunities and challenges of reconstruction with: • Dmytro Khorishko, Deputy Head, Bucha Reconstruction civic organization • Volodymyr Panchenko, Head, Bucha Reconstruction civic organization • Mykhailyna Skoryk, Former Deputy Mayor of Bucha
11:30 AM - 12:00 PM	Meeting with Maj. Gen. Ihor Yaremenko, Commander, Army Aviation, Armed Forces of Ukraine, to discuss the Ukrainian Army Aviation's perspective on war
12:30-1:30 PM	Working lunch with Taras Chmut, Head, Come Back Alive (civic society), to discuss ways in which civic society is assisting Ukraine's efforts to win the war (e.g., social programs, military support, humanitarian efforts, etc.)
2:00-3:00 PM	Meeting with Gen. Maj. Lunyov, Commander, Special Operation Forces, Armed Forces of Ukraine, to discuss the Special Operations Forces' perspective on the war

3:15-4:15 PM	Visit to a critical infrastructure project of Kyiv and briefing on the readiness of the capital for winter with Vadym Storozhuk, Director, Kyivvodokanal (Kyiv water and energy utility municipal company), Member of Kyiv City Council
4:30-6:15 PM	Check-out of hotel
6:30-7:30 PM	Dinner meeting with Serhii Prytula, Head, Prytula Charity Foundation (civic society), to discuss ways in which civic society is assisting Ukraine's efforts to win the war (e.g., social programs, military support, humanitarian efforts, etc.)
8:30-11:45 PM	*Travel to Khmelnytskyy via chartered bus*
OVERNIGHT	*Royal Palace Luxury Hotel* *74 Volodymyrs'ka Street, Khmelnytskyy, Ukraine*
Friday 26 January 2024	
8:00-9:00 AM	Breakfast meeting with civil society volunteer Olena Polianska, Director, Zakhysty Khmelnynychchyu, to discuss civic society's role in supporting Ukraine win the war
9:00-10:00 AM	Meeting with the leadership of Khmelnytskyy military hospital to discuss the status of military healthcare. Group meeting with wounded soldiers from Russia's war in Ukraine.
10:30 AM-11:30 AM	Meeting with Oleksandr Symchyshyn, Mayor of Khmelnytskyy, to discuss the region's preparedness for winter. Tour Hruzuvets (aviation munitions storage base) and discuss the consequences and recovery efforts after a massive Russian missile attack.
11:45 AM-12:30 PM	Meeting with Col Matviyishen, Commander of 8th Special Operations Forces (SOF) Regiment, to discuss the SOF perspective on the current war, presentation of the combat experience, and meeting with fighters.

12:30-1:30 PM	Lunch meeting with Serhii Tyurin, acting head of the Khmelnytskyy civil-military regional administration, to discuss local government-military cooperation and regional preparations for winter
2:00-4:00 PM	Visit to Special Operations Training Center to meet with Ukrainian soldiers and their commanders to discuss their experiences and challenges faced during the war
4:00-6:00 PM	Tour the anti-aircraft missile brigade using HIMARS and ATACMS missiles
7:00-8:00 PM	Meeting with Lt. Col. Vadim Durdas, Head of the fire safety service of the Western Territorial Department of Fire Safety of the Armed Forces of Ukraine, to discuss Russia's rocket assault war and Ukraine's response
8:00-10:00 PM	Dinner with representatives from Khmelnytskyy's business community to discuss business environment during the war, challenges and opportunities of doing business in times of war
Saturday 27 January 2024	
12:22 AM	*Depart Khmelnytskyi to Przemyślby train #705K*
4:25 AM	*Arrive Przemyśl*
4:45 AM	*Depart Przemsyl via chartered bus*
7:45 AM	*Arrive Krakow International Airport*
10:25 AM	*Depart Krakow J. Paul II Balice Int'l Airport on Lufthansa 1365*
12:05 PM	*Arrive Frankfurt International Airport*

12:55 PM	*Depart Frankfurt International Airport on Lufthansa 418*
3:50 PM	*Arrive Washington Dulles International Airport*

0000000000424 RECEIVED BY: SECRETARY OF THE SENATE Date: February 09, 2024

CHRISTOPHER A. COONS, DELAWARE, CHAIRMAN
JAMES LANKFORD, OKLAHOMA, VICE CHAIRMAN

BRIAN SCHATZ, HAWAII
JEANNE SHAHEEN, NEW HAMPSHIRE
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SHANNON HAMILTON KOPPLIN, CHIEF COUNSEL AND STAFF DIRECTOR
WILLIAM B. CABLE, CHIEF CLERK

HART SENATE OFFICE BUILDING, ROOM 220
SECOND AND CONSTITUTION AVENUE, NE
WASHINGTON, DC 20510-6425

TELEPHONE: (202) 224-2981
FACSIMILE: (202) 224-7416
TDD: (202) 228-3752

United States Senate

SELECT COMMITTEE ON ETHICS

January 11, 2024

Sophia Hays
Office of Senator Jeanne Shaheen
United States Senate
Washington, DC 20510

Dear Ms. Hays:

This responds to your recent correspondence requesting approval from the Select Committee on Ethics (the Committee) to accept an invitation you received to travel on a fact-finding delegation trip to Kyiv and Khmelnytskyy, Ukraine on January 19–27, 2024, sponsored by the American Foreign Policy Council (AFPC). Provided that you adhere to the guidance set forth below, it appears that it is permissible for you to accept necessary expenses from AFPC in connection with this trip.

Background

Based on your communication with the Committee, the background in this matter is as follows.[1] You are employed as a Legislative Aide for National Security in the Office of Senator Jeanne Shaheen. AFPC invited you to travel on a fact-finding delegation trip to Kyiv and Khmelnystskyy, Ukraine on January 19–27, 2024. AFPC certified to the Committee that it will pay the necessary expenses[2] related to the travel and that it is neither a lobbyist, lobbying firm, agent of a foreign principal, or otherwise acting as a representative or agent of a foreign government. AFPC has certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist or agent of a foreign principal will accompany you at any point throughout your trip.[3]

Discussion

Privately-sponsored travel includes any gift of travel and travel-related expenses for travel outside the Senate duty station, including transportation, lodging, food and refreshments, and conference fees and materials, whether paid for directly, reimbursed, or provided directly, from a private individual or entity, in connection with a Member's, officer's, or employee's

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[1] If this letter does not correctly recite the facts, contact the Committee immediately.

[2] The term "necessary expenses" has a specific definition. *See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

[3] The term "any point throughout your trip" has a specific definition. *See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2.

official Senate duties. Incorporating reforms from the Honest Leadership and Open Government Act of 2007 (HLOGA), Pub. L. 110–81 (2007), Senate Rule 35.2 permits Members, officers, and employees to accept privately-sponsored travel only with the prior written approval of the Committee.

The Committee's approval process is governed by the *Regulations and Guidelines for Privately-Sponsored Travel and Glossary of Terms* (collectively, *Travel Regulations*). The *Travel Regulations* contain detailed requirements regarding who may sponsor travel; time limits for trips; and the type and amount of expenses that can be reimbursed.

Entities that do not retain or employ a lobbyist or foreign agent and all non-profit organizations designated as tax-exempt organizations under § 501(c)(3) of the Internal Revenue Code of 1986, regardless of whether they retain or employ a lobbyist or foreign agent, may sponsor foreign trips for up to seven days. The seven-day limitation means seven 24-hour periods, calculated from the time of arrival in the trip location to the time of departure from the trip location. For such trips, neither lobbyists nor foreign agents may accompany a Senate invitee at any point throughout the trip, other than in a *de minimis* way.[4] This means that neither lobbyists nor foreign agents may accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited.[5]

The Committee has determined that § 501(c)(3) non-profit organizations that are classified as private foundations, as opposed to public charities, may not pay for transportation from the United States to a foreign country.[6] However, AFPC represented to the Committee that it is a § 501(c)(3) public charity, as opposed to a private foundation, pursuant to the Internal Revenue Code.[7]

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form,* and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel**.

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[4] The term "*de minimis*" has a specific definition. *See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 3.

[5] *See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel* at 5; *see also Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2-3.

[6] *See* 26 U.S.C. § 4941 et seq. Section 501(c)(3) of the Internal Revenue Code broadly defines non-profit, charitable, tax-exempt organizations. These § 501(c)(3) organizations are then further defined or designated as "public charities" and "private foundations."

[7] 26 U.S.C. § 501(c)(3).

Consistent with these standards and Committee precedent, AFPC's factual representations, it appears that it is permissible for you to accept necessary expenses from AFPC in connection with this trip, provided that the actual travel and travel-related expenses conform to the information and materials you provided, and the travel and all required documents are disclosed to the Secretary of the Senate (Office of Public Records).

Please be advised that the United States Constitution prohibits the acceptance of any gift, including a meal, from a foreign government without the consent of Congress. In the Foreign Gifts and Decorations Act (FGDA), Congress consented to the acceptance by federal government officials of: (1) gifts of minimal value and (2) travel or the expenses for travel taking place entirely outside the United States, from a foreign government (which includes those acting as a representative or agent of a foreign government).[8] The Senate has defined minimal value as $100 or less. Further, pursuant to FGDA, there are certain reporting and procedural requirements that are imposed upon Members, officers, and employees who accept gifts from a foreign government. Please review the Committee's "Dear Colleague" letter of January 11, 2019, setting forth the items to be included in filing that report.

Finally, Senate Rule 34 requires a reporting individual[9] on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed $480 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,

Shannon Hamilton Kopplin
Chief Counsel and Staff Director

Enclosure: Travel Checklist

[8] 5 U.S.C. § 7342.

[9] A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 ($147,649 for CY 2024) or is a political fund designee and is required to file Financial Disclosure Reports.