COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

Date/Time Stamp

RECEIVED
SECRETARY OF THE SEN
PUBLIC RECORDS
2024 MAR 21 PM 12: 21

Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the **Office of Public Records** in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

SUBMIT DIRECTLY TO THE **OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING**

Name of Traveler: Susan Wheeler

Employing Office/Committee: US Senator Mike Crapo

Travel Expenses Paid by (List all sources): The Pew Charitable Trusts; The Joyce Foundation

Travel Date(s): October 27-29, 2023

Description/Title of Attached Forms: RE-1 Employee Pre-Travel Authorization

Purpose of Amendment (describe the reason for amending original submission): Form inadvertently left out of Post Travel Disclosure of Travel Expenses

3/21/2024
(Date)

(Signature of Traveler)

(Revised 4/19/2010)

RE-1 Employee Pre-Travel Authorization

Date/Time Stamp
ETHIC AUG31'23PM 3:45

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:
Susan Wheeler

Employing Office/Committee:
Crapo

Private Sponsor(s):
The Pew Charitable Trusts

Destination(s):
Gettysburg, PA

Travel Dates:
10/27/23 - 10/29/23

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 a chief of staff, program participants will receive information on best practices for managing offices, performing supervisory duties and other activities central to official responsibilities, as well as have the opportunity to exchange ideas on those best practices with other chiefs of staff in a bipartisan "Safe Space."

Do you have an accompanying family member or spouse on this trip? **Name and Relationship to Traveler:**

☐ (signify "yes" by checking box)

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

8/31/23
Date

Signature of Employee

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER
(President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain)

I Mike Crapo hereby authorize Susan Wheeler
(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)

8/31/23
Date

Signature of Supervising Senator/Officer