# RE-2 Employee Post Travel Disclosure of Travel Expenses

Date/Time Stamp

RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2024 MAY 13 PM 1:32

**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):
Sarah Wait

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.*

5/13/2024
Date

**Mark Wait**
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.*

05/13/24
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:
Mark Wait

Employing Office/Committee:
LEE, MIKE

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.

Summit of other chiefs of staff to discuss the remainder of the legislative year. The purpose of this trip is to provide lectures and seminars regarding leadership and conservative policy to Senate Chiefs of Staff and Staff Directors. The trip relates to my duties as Chief of Staff to Senator Lee, which will be very useful to me as one of the newest chiefs of staff hired.

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

Name and Relationship to Traveler:
Sarah Wait (Spouse)

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

04/16/2024
Date

Mark Wait
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 Mike Lee (Print Senator's/Officer's Name) hereby authorize Mark Wait (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)

04/16/2024
Date

Signature of Supervising Senator/Officer

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

## Mark Wait

Title:
Chief of Staff

Employing Office/Committee:
LEE, MIKE

Duty Station:
WASHINGTON,DC

Destination(s):
White Sulphur Springs, West Virginia

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

Summit of other chiefs of staff to discuss the remainder of the legislative year. The purpose of this trip is to provide lectures and seminars regarding leadership and conservative policy to Senate Chiefs of Staff and Staff Directors. The trip relates to my duties as Chief of Staff to Senator Lee, which will be very useful to me as one of the newest chiefs of staff hired.

Name of accompanying family member (if any):
Sarah Wait

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:
05/02/2024 @ 06:00 PM

⇄

Trip End Date/Time:
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) |

# 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:
Mark Wait

Employing Office/Committee:
LEE, MIKE

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.

Summit of other chiefs of staff to discuss the remainder of the legislative year. The purpose of this trip is to provide lectures and seminars regarding leadership and conservative policy to Senate Chiefs of Staff and Staff Directors. The trip relates to my duties as Chief of Staff to Senator Lee, which will be very useful to me as one of the newest chiefs of staff hired.

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

Name and Relationship to Traveler:
Sarah Wait (Spouse)

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

04/16/2024
Date

Mark Wait
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 Mike Lee (Print Senator's/Officer's Name) hereby authorize Mark Wait (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)

04/16/2024
Date

Signature of Supervising Senator/Officer

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!

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



# 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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