RE-2 Employee Post Travel Disclosure of Travel Expenses

Date/Time Stamp

RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2024 SEP 27 PM 12:56

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:
09/13/2024 to 09/15/2024

Name of accompanying family member (if any):

Relationship to Traveler:

Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
$289.44	$214.00	$142.00	$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.

Sep. 27th, 2024
Date

Adam Stewart
Printed Name of Traveler

Adam Stewart
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.

9 / 27 / 24
Date

Cynthia M Lummis
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
Adam Stewart

Employing Office/Committee
LUMMIS, CYNTHIA

Private Sponsor(s)
Senate Working Group

Destination(s)
Hot Springs, Virginia

Travel Dates
09/13/2024 to 09/15/2024
NOTE: If you plan to extend the trip for any reason you **must** notify the Committee

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

This trip will help improve my skills as Legislative Director to manage and lead staffers responsible for advancing the legislative agenda of our Senator.

Do you have an accompanying family member or spouse on this trip?
No

Name and Relationship to Traveler
N/A

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

Aug. 7th, 2024
Date

Adam Stewart
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 Cynthia Lummis hereby authorize Adam Stewart
(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)

Aug 7th, 2024
Date

Cynthia M Lummis
Signature of Supervising Senator/Officer

Senate Working Group: 2024 Senate Republican Deputy Chief of Staff & Legislative Director Summit

Adam Stewart

Title:
Legislative Director

Employing Office/Committee:
LUMMIS, CYNTHIA

Duty Station:
WASHINGTON,DC

Destination(s):
Hot Springs, Virginia

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

This trip will help improve my skills as Legislative Director to manage and lead staffers responsible for advancing the legislative agenda of our Senator.

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

Name and Relationship to Traveler:
None

Organization Information

Organization Name
Senate Working Group

§501(c)(3) Organization Type
N/A

Address 2 (Optional)
Suite 2275

Phone Number
8583360293

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

Address
1100 New Jersey Ave SE

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

Organization URL

History of Congressional Travel

Senate Working Group was created on October 8, 2021. In addition to hosting events in Washington, D.C., Senate Working Group hosts various educational summits outside of Washington. Past Summits include the 2024 Senate Republican Chief of Staff & Committee Staff Director's Summit, 2023 Senate Republican Deputy Chief of Staff & Legislative Director's Summit, 2023 Senate Republican Chief of Staff & Committee Staff Director's Summit, 2023 Senate Republican Commerce Committee Staff Summit, the Senate Republican Banking Staff Summit, and our first event, the 2022 Senate Republican Chief 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 second Senate Republican Deputy Chief of Staff & Legislative Director's Summit. The focus of this year's Summit will be "leadership" and "how to get things done." This two-day Summit will bee 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 Deputy 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:
09/13/2024 @ 04:00 PM

⇄

Trip End Date/Time:
09/15/2024 @ 12:00 PM

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: $289.44 | Accompanying Family Member: $0.00)

Transportation Type	Class	Amount
Ground Transportation	N/A	$289.44

Note
Mileage reimbursement for roundtrip travel from U.S. Capitol to Hotel and back. 432 miles roundtrip at IRS mileage rate of $0.67 a mile.

Lodging (Per Member/Officer/Employee: $214.00)

Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
09/13/2024	09/15/2024	The Omni Homestead	Hot Springs	Virginia	United States	2	$107.00	No

Meals (Per Member/Officer/Employee: $142.00)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
09/13/2024	$0.00	$0.00	$44.00	$0.00	**$44.00**	Hot Springs	Virginia	United States	No
09/14/2024	$13.00	$15.00	$26.00	$0.00	**$54.00**	Hot Springs	Virginia	United States	No
09/15/2024	$44.00	$0.00	$0.00	$0.00	**$44.00**	Hot Springs	Virginia	United States	No

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

Expense Type	Amount	Notes

There are no miscellaneous expenses.

Additional Attachments

Document Name

There are no additional attachments.

PRIVATELY SPONSORED TRAVEL

SPONSOR SIGNATURE PAGE

I hereby certify that the information submitted in connection with the trip listed below is true, complete, and correct to the best of my knowledge and belief.

Trip Name: 2024 Senate Republican Deputy Chief of Staff & Legislative

Travel Date(s): September 13 - September 15, 2024

Travel Destination(s): The Omni Homestead Resort - 7696 Sam Snead Hwy, Hot S

Sponsor: Senate Working Group

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

Executive Director — *(title)*

J Kimmey — *(signature of sponsor representative)*

08/05/2024 — *(date)*

2024 Senate Republican Deputy Chief of Staff & Legislative Director Summit

Invitees

Craig Able	Deputy Chief of Staff/Legislative Director	Senator Graham
Charles Adams	Deputy Chief of Staff	Senator Risch
Lauren Allen	Deputy Chief of Staff/Scheduling Director	Senator Capito
Dan Auger	Legislative Director	Senator Hoeven
Katie Bailey	Legislative Director	Senator Braun
Murphie Barrett	Deputy Staff Director	EPW
Penne Barton	Deputy Chief of Staff	Senator Grassley
Amber Beck	Deputy Staff Director	Banking Committee
Amber Bland	Legislative Director	Senator Barasso
James Braid	Deputy Chief of Staff	Senator Vance
Tom Brandt	Deputy Chief of Staff/Communications Director	Senator Moran
Amelia Breinig	Deputy Chief of Staff	Senator Ricketts
Katie Brown	Legislative Director	Senator Collins
Daniel Burgess	Legislative Director	Senator Boozman
Laura Lee Burkett	Legislative Director	Senator Fischer
Natalie Burkhalter	Legislative Director	Senator Mullin
Emily Button	Deputy Chief of Staff/Director of Operations	Senator Young
Molly Carpenter	Legislative Director	Senator Crapo
Omri Ceren	Legislative Director	Senator Cruz
Micah Chambers	Legislative Director	Senator Cramer
Nicole Christus	Deputy Staff Director	Commerce
Chris Conlin	Deputy Staff Director	Budget
Kelsey Cooper	Deputy Chief of Staff	Senator Paul
Mark Crowley	Legislative Director	Senator Moran
Chelsey DeCasper	Deputy Chief of Staff	Senator Tim Scott
Abby Delahoyde	Deputy Chief of Staff	Senator Budd
Joni Deoudes	Deputy Chief of Staff/Scheduler	Senator Cotton
Sarah Drake	Deputy Chief of Staff	Senator Wicker
David Dudik	Deputy Chief of Staff	Senator Blackburn
Jim Durrett	Deputy Chief of Staff	Senator Hagerty
Drew Dziedzic	Legislative Director	Senator Schmitt
Amber Ebarb	Deputy Staff Director	Indian Affairs
Erik Elam	Legislative Director	Senator Sullivan
Fitz Elder	Deputy Staff Director	Agriculture
Victoria Ellington	Deputy Chief of Staff	Senator Cruz
Robyn Engibous	Deputy Chief of Staff	Senator Sullivan
Madison Erstien	Legislative Director	Senator Cotton
Nathan Flagt	Legislative Director	Senator Kennedy
John Foltz	Legislative Director	Senator Rick Scott
Erin Foth	Deputy Chief of Staff	Senator Rounds

Tiffany Ge	Legislative Director	Leader McConnell
Daniel Gerig	Legislative Director	Senator Daines
Matthew Giroux	Deputy Staff Director	Appropriations
Samantha Gonzalez	Deputy Staff Director	Veteran's Affairs
Josh Grant	Legislative Director	Senator Tim Scott
Katie Hadji	Legislative Director	Senator Cassidy
Molly Harper	Deputy Chief of Staff	Senator Braun
Bradley Hayes	Legislative Director	Senator Tuberville
Jennifer Haynes	Legislative Director	Senator Ernst
Dan Hillenbrand	legislative Director	Senator Britt
Danielle Janowski	Deputy Staff Director	HELP
John Keast	Deputy Staff Director	Armed Services
Nichole Kotschwar	Deputy Staff Director	Rules
Taylor LaJoie	Legislative Director	Senator Marshall
Matt Lloyd	Deputy Chief of Staff/Communications Director	Senator Daines
Mark Malone	Deputy Chief of Staff	Senator Cassidy
Valerie Manak	Deputy Staff Director	Energy
John Maniscalo	Legislative Director	Senator Paul
James Mann	legislative Director	Senator Capito
Jessica McBride	Deputy Chief of Staff	Senator Thune
Natalie McIntyre	Legislative Director	Senator Hagerty
Pace McMullan	Executive Director	Steering
Corey Messervy	Deputy Chief of Staff	Senator Hawley
Marlo Meuli	Deputy Chief of Staff	Senator Johnson
Caitlin Miller	Legislative Director	Senator Budd
Amber Moyerman	Deputy Chief of Staff	Senator Barasso
Nick Myers	Deputy Staff Director	Judiciary
Ryan Neuhaus	Legislative Director	Senator Lee
Jessica Newman	Administrative Director	Senator Tuberville
Stephen Newton	Deputy Chief of Staff	Senator Romney
Lauren O'Brien	Legislative Director	Senator Young
Susan Olson	Deputy Chief of Staff/Counsel	Senator Boozman
Andy Olson	Deputy Staff Director	Foreign Relations
Angela Ramponi	Legislative Director	Senator Murkowski
Lauren Reamy	Deputy Chief of Staff/Legislative Director	Senator Rubio
James Rice	Legislative Director	Senator Grassley
Gregg Richard	Staff Director	Finance
Sean Ross	Deputy Chief of Staff	Senator Britt
Courtney Rutland	Legislative Director	Senator Johnson
Kristin Sapperstein	Deputy Chief of Staff	Senator Kennedy
Emilie Sekine	Deputy Chief of Staff	Senator Ernst
Sarah Sitz	Legislative Director	Senator Lankford
Mikalah Skates	Deputy Chief of Staff/Scheduling Director	Senator Lummis
Matt Sommer	Staff Director	Aging
Beth Spivey	Legislative Director	Senator Wicker
Adam Stewart	Legislative Director	Senator Lummis

Jamie Susskin	Legislative Director	Senator Blackburn
John Tanner	Deputy Staff Director	Energy
Stephen Tausend	Legislative Director	Senator Cornyn
Frank Tedeschi	Legislative Director	Senator Rounds
Daniel Ulmer	Deputy Chief of Staff	Senator Hyde-Smith
Michael Velchik	Legislative Director	Senator Hawley
Corey Weber	Legislative Director	Senator Tillis
Adam Wek	Legislative Director	Senator Thune
Meredith West	Staff Director	Small Business
Kate Williams	Deputy Chief of Staff/ Chief Counsel	Senator Murkowski
Scott Wittman	Deputy Staff Director	HSGAC
Tim Wolverton	Legislative Director	Senator Hyde-Smith

Thursday, August 8, 2024 at 10:10:52 Eastern Daylight Time

Subject: Invitation: 2024 Deputy Chiefs & Legislative Director's Summit
Date: Friday, July 19, 2024 at 12:22:46 PM Eastern Daylight Time
From: James Kimmey
To: Adam Stewart



Dear Adam,

On behalf of Senate Working Group, we would like to cordially invite you and your spouse (or guest) to the **Senate Republican Deputy Chief of Staff & Legislative Director Summit**. The event will be held **September 13 - 15, 2024 at The Omni Homestead Resort** in Hot Springs, Virginia.

The Summit is the largest concentration of Republican Senate Deputy Chiefs of Staff and Legislative 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 the Deputy Chiefs of Staff, Legislative Directors, Deputy 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 Wednesday, August 14, 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 Wednesday, August 14, 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!

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 Homestead!

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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2024 Senate Republican Deputy Chief of Staff & Legislative Director's Summit

Friday, September 13, 2024 – Sunday, September 15, 2024

The Omni Homestead Resort

Friday, September 13, 2024

Hotel Check-In/ Arrival

4:00 PM – 6:00 PM

Hotel Lobby

Welcome Dinner

6:00 PM – 8:00 PM

Casino Lawn

Leadership and How to Get Things Done

This opening dinner plenary will introduce the theme for the Summit by focusing on leadership and how to get things done in today's environment. Former Congressman Lee Zeldin has extensive leadership skills in both government and business, making him uniquely qualified to share real life stories that highlight the importance of this year's Summit theme. This will be a two-hour session with ample time for Q&A from the audience.

Featuring: **Honorable Lee Zeldin**

Moderator: **James Kimmey**, Executive Director, Senate Working Group

Saturday, September 14, 2024

Breakfast Session

9:00 AM – 11:00 AM

Grand Ballroom West

Communications & Staying on Message

Clear communication is key in every aspect of daily life, and this is especially true for those working within the United States Senate. The purpose of this session is to examine the tips and techniques for effective communication from one of the nation's leading communicators. This will be a two-hour session with ample time for Q&A from the audience.

Featuring: **Hogan Gidley**, Senior Advisor for Communications at America First Policy Institute, and former Principal Deputy Press Secretary & Deputy Assistant to the President in the Trump Administration

Lunch Plenary

12:00 PM – 2:00 PM
Grand Ballroom West

Building and Managing the Perfect Team

The sign of a gifted leader is being able to build and manage the perfect team. While it sounds simple, often it can be significantly challenging. The purpose of this session is to hear from a leader who has paved their way by building successful teams both in the policy space and out. This will be a two-hour session with ample time for Q&A from the audience.

Featuring: **Marc Short**, Contributor to 'Meet the Press', former Chief of Staff to Vice President Mike Pence and Director of Legislative Affairs at the White House for President Donald Trump.
Moderator: **James Kimmey**, Executive Director, Senate Working Group

Afternoon Session

2:00 PM – 4:00 PM
Grand Ballroom West

Putting It All Together and Into Practice

This unique session will be a participant led panel discussion to examine the tips and techniques discussed throughout the Summit and effective ways to implement them back in the United States Senate. This will be a 2-hour moderated discussion with both panel and audience participation.

Featuring: **Kristin Sapperstein,** Deputy Chief of Staff, Senator Kennedy
Victoria Ellington, Deputy Chief of Staff, Senator Cruz
Taylor LaJoie, Legislative Director, Senator Marshall

Moderator: **James Kimmey**, Executive Director, Senate Working Group

Dinner Plenary

6:30 PM – 8:30 PM
Grand Ballroom West

The Conservative Case for America and How to Talk About It

The purpose of this session is to hear from one of America's leading conservative voices on the issues that are directly affecting the American people. Whether it's the economy, immigration, or abortion, this will be a two-hour session with ample time for Q&A from the audience.

Featuring: **Stephen Moore**, Economist, Author, and Senior Visiting Fellow at The Heritage Foundation
Moderator: **James Kimmey**, Executive Director, Senate Working Group

Sunday, September 15, 2024

Breakfast with Colleagues

9:00 AM – 11:00 AM
Grand Ballroom West
*Casual networking breakfast with colleagues, no programming/ speaker(s)

Summit Concludes

11:00 AM

Hotel Check-Out

12:00 PM