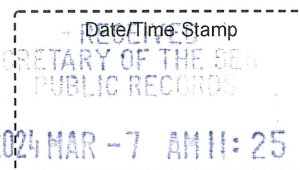


## RE-2 Employee Post Travel Disclosure of Travel Expenses

**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):**

World Food Program USA

**Travel Dates:**

February 17-22, 2024

**Name of accompanying family member (if any):**

N/A

**Relationship to Traveler:**

N/A

**Total Expenses**

**Transportation Expenses**

\$2,997.39

**Lodging Expenses**

\$508

**Meals Expenses**

\$147.70

**Other Expenses (Amount & Description)**

\$17 (Bottled water and Snacks); \$34.09 (Electronic Travel Authorization)

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.

3/7/24

Date

Travis Martinez

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.

3/7/24

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                                                                                                                                  |
|-------------------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Round trip flight from IAD to NBO                     | \$2,033.54     | Actual round trip flight ticket cost was lower than anticipated (\$3200) during the trip planning stage.                                     |
| Charter flights (Nairobi to Kakuma, Kakuma to Isiolo) | \$825          | UN Humanitarian Air Service (UNHAS) is the only available transit option for certain field visits. Final costs were higher than anticipated. |
| Tribe Hotel                                           | \$480          | Two nights in Nairobi were \$20 less than originally anticipated.                                                                            |
| Visa/Electronic Travel Authorization                  | \$34.09        | Visa process changed to an "electronic travel authorization" and was less expensive than anticipated.                                        |
| Bottled water and snacks                              | \$17           | Clean drinking water unavailable at some sites. Total costs less than anticipated.                                                           |
| Meals                                                 | \$147.7        | Final meal costs were less than anticipated.                                                                                                 |

Were there any changes to the pre-approved itinerary?

☐ Yes ☒ No

Explanation:

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

☐ Yes ☒ No

Explanation:

**RE-2 Employee Post Travel Disclosure of Travel Expenses****ATTACHMENT 1 – CHANGES FROM APPROVED PRE-TRAVEL**

| <b>Expense Change</b>                                        | <b>Revised Amount</b> | <b>Explanation</b>                                                                                                                                                   |
|--------------------------------------------------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ground transportation in Kenya                               | \$31.85               | Final ground transportation costs less than originally anticipated.                                                                                                  |
| Ground transportation to and from Washington, Dulles Airport | \$107                 | Traveler opted to drive and park at the airport, WFP USA reimbursed for the parking expense rather than ground transportation to and from Washington, Dulles Airport |