RE-2 Employee Post Travel Disclosure of Travel Expenses

Date/Time Stamp

RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2024 APR 25 PM 1:51

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):
Hoover Institution, Stanford University

Travel Dates:
04/01/2024 to 04/04/2024

Name of accompanying family member (if any):

Relationship to Traveler:

Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
$810.26	$735.00	$148.00	$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.

4/18/24
Date

Adan Serna
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.

4-18-2024
Date


Signature of Supervising Senator/Officer

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:
Adan Serna

Employing Office/Committee:
LUJAN, BEN RAY

Private Sponsor(s):
Hoover Institution, Stanford University

Destination(s):
Palo Alto, California

Travel Dates:
04/01/2024 to 04/04/2024
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.

Senator Luján represents New Mexico military installations and national laboratories that pertain to national security and my role as a spokesperson. This trip and program will help me in my official capacity better understand national security and foreign policy issues that come before his committees of jurisdictions.

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.

3-5-24
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 Ben Ray Luján hereby authorize Adan Serna

(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)

3-7-24
Date

Ben Ray Luján
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
Transportation	$810.26	Actual amount of airfare and ground transportation provided to replace good faith estimates.

Were there any changes to the pre-approved itinerary?

● Yes ○ No

Explanation: Sessions with Herb Lin and Russell Berman were swapped, an offsite dinner was held at Cafe Pro Bono on day 1 instead of a dinner on campus, otherwise no changes to the program's itinerary.

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

○ Yes ● No

Explanation: There were no additional changes to the pre-approved trip.

Hoover Institution, Stanford University: April 2024 Hoover Institution Congressional Fellowship Program

Adan Serna

Title:
Deputy Communications Director

Employing Office/Committee:
LUJAN, BEN RAY

Duty Station:
WASHINGTON,DC

Destination(s):
Palo Alto, California

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

Senator Luján represents New Mexico military installations and national laboratories that pertain to national security and my role as a spokesperson. This trip and program will help me in my official capacity better understand national security and foreign policy issues that come before his committees of jurisdictions.

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

Name and Relationship to Traveler:
None

Organization Information

Organization Name
Hoover Institution, Stanford University

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

§501(c)(3) Organization Type
Private Foundation

Address
1399 New York Ave NW

Address 2 (Optional)
Private Foundation

City, State Zip
Washington, District Of Columbia 20005 United States

Phone Number
6195922632

Organization URL
hoover.org

History of Congressional Travel

This will be the 13th Hoover Institution Congressional Fellowship Program trip for Congressional staff organized by the Hoover Institution, Stanford University. The most recent trip being the April 2023 program which had a similar format and content.

Educational Activities

The Hoover Institution, Stanford University regularly sponsors educational policy panels and round tables for think tank scholars, journalists, Congressional staff, government officials, academics and the public, and hosts programs and events based on their research for Stanford students and the public to attend.

Lobbyist and Foreign Agent Registration Information

Lobbyist Registration Status: *I certify that the sponsor is not a federally registered lobbyist but retain or employ one or more federally registered lobbyists.*

Foreign Agent Registration Status: *I certify that the sponsor is not an agent of a foreign principal but retain or employ one or more agents 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.

An intensive program for Congressional staff which consists of 2 full days of seminars, simulations, and presentations at the Hoover Institution, Stanford University. The Hoover Institution, Stanford University solely planned all aspects of the trip including topics discussed, travel/accommodation logistics, and required paperwork. Hoover Institution staff will also accompany Congressional staff for all ground transportation and manage logistics for the duration of the trip.

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

Stanford University is an institution of higher education which seeks to advance knowledge, stimulate creativity and solve real-world problems. As part of the University, The Hoover Institution seeks to improve the human condition by advancing ideas and prosperity while securing and safeguarding peace through world renowned scholars, library, and archives. This program relates to both missions by sharing Hoover Institution research with Congress and its staff to contribute to society.

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

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** receive invitations.

The list of invitees is below.

Travel Details

Trip Start Date/Time:		Trip End Date/Time:
04/01/2024 @ 05:00 PM	⇄	04/04/2024 @ 05:00 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: $1,050.00 | Accompanying Family Member: $0.00)

Transportation Type	Class	Amount
Airfare	Coach	$850.00
Note Round trip airfare from DC to CA.		
Ground Transportation	N/A	$200.00
Note Shuttle bus provided for ground transportation between the airport, hotel, and campus for the program.		

Lodging (Per Member/Officer/Employee: $735.00)

Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
04/01/2024	04/04/2024	Graduate Hotel Palo Alto	Palo Alto	California	United States	3	$245.00	No

Meals (Per Member/Officer/Employee: $148.00)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
04/02/2024	$17.00	$18.00	$34.00	$5.00	**$74.00**	Palo Alto	California	United States	No
04/03/2024	$17.00	$18.00	$34.00	$5.00	**$74.00**	Palo Alto	California	United States	No

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

Expense Type	Amount	Notes
There are no miscellaneous expenses.		

Additional Attachments All additional attachments are below.

Document Name
Updated Agenda - Pre travel

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: April 2024 Hoover Institution Congressional Fellowship Proc

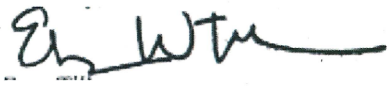
Travel Date(s): April 1 - April 4, 2024

Travel Destination(s): Stanford University, Stanford, California

Sponsor: Hoover Institution, Stanford University

Eryn Witcher Tillman — *(printed name of sponsor representative)*

Associate Director, Director of — *(title)*



(signature of sponsor representative)

02/28/2024 — *(date)*

Hoover Institution, Stanford University April 2024 Congressional Fellowship Program
Full Invitation List

Christopher Casey	**Analyst in International Trade and Finance** Congressional Research Service
Levon Bagramian	**Director of Capital Markets Policy** House Committee on Financial Services, Minority
John Bleed	**National Security Advisor** Rep. Blake Moore (UT-01)
Julia Block	**Legislative Aide** Rep. Diana Harshbarger (TN-01)
Clara Cargile	**Legislative Director** Rep. August Pfluger (TX-11)
Victor Cervino	**Senior Professional Staff Member** Senate Committee on Foreign Relations
Ben Chao	**Legislative Director** Rep. Jill Tokuda (HI-02)
Robert Edmonson	**Chief of Staff** Rep. Robert Garcia (CA-42)
Jeremy Gaertner	**Professional Staff Member** House Committee on Homeland Security
Ryan Gallogly	**Legislative Assistant** Senator Jack Reed (RI)
Megan Guiltinan	**Financial Services Policy Advisor** Rep. Andy Barr (KY-06)
Brad Kane	**Legislative Director** Rep. Glenn Ivey (MD-04)
Ann Kowalewski	**Senior Professional Staff Member** House Foreign Affairs Committee
Khalil Lee	**Professional Staff Member** Senate Rules Committee

Leah Li	**Senior Advisor** Rep. Derek Kilmer (WA-06)
Angela Lingg	**Press Secretary** Senator Jerry Moran (KS)
Jonathan Miller	**Legislative Assistant** Rep. Don Davis (NC-01)
Ryan Murguía	**Legislative Director & Chief Counsel** Senator Joe Manchin (WV)
Luke Nickless	**Professional Staff Member** House Budget Committee
Nels Nordquist	**Staff Director** House Committee on Financial Services, Majority
Ian O'Keefe	**Communications Director** Rep. Derek Kilmer (WA-06)
Casey O'Shea	**Chief of Staff** Rep. Brad Schneider (IL-10)
James Paolella	**Legislative Aide** Senator Bill Cassidy (LA)
Deepa Patel	**Senior Policy Advisor** Rep. David Trone (MD-06)
Charlotte Rock	**Senior Health Policy Advisor** Senate Finance Committee
Krystina Skurk	**Communications Director** Rep. Mark Green (TN-07)
Adán Serna	**Deputy Communications Director** Senator Ben Ray Lujan (NM)
Courtney Stevens	**Professional Staff Member** House Appropriations Subcommittee on Interior, Environment, and Related Agencies
Jamie Thompson	**Senior Legislative Assistant** Rep. Adam Schiff (CA-30)

Colin Yokanovich **Senior Policy Advisor**
Rep. Dan Crenshaw (TX-02)

February 27, 2024

Dear Adan,

We are pleased to inform you that you have been selected to participate in the Hoover Institution's Congressional Fellowship Program from April 2-4, 2024. This program includes seminars on Stanford University's campus in Palo Alto, where Hoover scholars will lead policy sessions on some of the most pressing issues of today.

These sessions will challenge you to learn from and debate key philosophical and policy issues with some of the nation's leading thinkers and practitioners. As a participant you will receive round-trip airfare, ground transportation in California, lodging near Stanford's campus, and those meals that are part of the program.

For your planning purposes, expect to arrive at SFO on the evening of Monday, April 1 and depart the morning of Thursday, April 4.

To proceed, please confirm your agreement to attend by completing this form by the close of business on Friday, March 1. Due to ethics rules, to maintain your spot, it is imperative that you complete this form on time.

Following completion, you will receive email instructions on how to book your flight. Once your flight is secured, we will provide the remainder of your ethics paperwork for submission **to your ethics committee for review by Monday, March 4.**

If you have any questions, do not hesitate to contact Victoria Guzman (vmguzman@stanford.edu). We look forward to and expect an excellent program.

Sincerely,

Sarah Delahunty
Senior Manager, Government Relations
Hoover Institution, Stanford University

HOOVER INSTITUTION CONGRESSIONAL FELLOWSHIP PROGRAM | APRIL 2024

MONDAY, APRIL 1

Outbound flights | All times listed in local time

6:05 PM Depart DCA via United flight 395 **9:19 PM** Arrive at SFO	Victor Cervino Ryan Gallogly Khalil Lee Angela Lingg Ryan Murguía James Paolella Charlotte Rock Adan Serna

HOOVER INSTITUTION CONGRESSIONAL FELLOWSHIP PROGRAM | APRIL 2024

All meetings will be held at The Hoover Institution Stauffer Auditorium - 434 Galvez Mall, Stanford University
Programming times are listed in Pacific Time

TUESDAY, APRIL 2

7:45 AM	**Group shuttle travels from Graduate Hotel to Hoover Institution at Stanford Campus**
8:00 AM – 8:30 AM	**Breakfast**
8:30 AM – 9:30 AM	**The World According to China** *Elizabeth Economy, Senior Fellow, will discuss Chinese foreign policy and its implications for the United States.*
9:45 AM – 11:15 AM	**War Games Simulation** *Jacquelyn Schneider, Hoover Fellow, will conduct a wargaming exercise to demonstrate its role in international relations, how social sciences can guide its design and analysis, and future applications for policy problems.*
11:30 AM – 12:30 PM	**Strategy, Policy, and Peace in the Israel-Gaza War** *Russell Berman, Senior Fellow, will discuss the war between Israel and Hamas and the role of the international community and the United States.*
12:30 PM – 2:00 PM	**Lunch**
2:00 PM – 3:00 PM	**Revitalizing American Institutions** *Brandice Canes-Wrones, Maurice R. Greenberg Senior Fellow, will share policy recommendations and considerations for the Legislative Branch to increase the effectiveness of American institutions and democratic practices including digital literacy and elections*

administration.

3:15 PM – 4:15 PM **NATO's Response to the Russian Invasion of Ukraine**
Rose Gottemoeller, Research Fellow, will discuss nuclear security, Russian relations, the NATO alliance, EU cooperation, and nonproliferation.

4:30 PM – 5:30 PM **The Atrophy of American Statecraft**
Philip Zelikow, Senior Fellow, will discuss how the United States will contend with urgent transnational challenges

WEDNESDAY, APRIL 3

7:45 AM **Group shuttle travels from Graduate Hotel to Hoover Institution at Stanford Campus**

8:00 AM – 8:30 AM **Breakfast**

8:30 AM – 9:30 AM **Stanford Emerging Technology Review**
Herb Lin, Hank J. Holland Fellow in Cyber Policy and Security, will share research from the Stanford Emerging Technology Review initiative which provides policy implications of frontier technologies that are shaping societies and economies — including space, semiconductors, sustainable technology, cryptography, artificial intelligence (AI), and others.

9:45 AM – 10:45 AM **The State of American Education**
Margaret (Macke) Raymond, Distinguished Research Fellow, and Eric Hanushek, Paul and Jean Hanna Senior Fellow in Education, will discuss their research on K–12 issues, including policy challenges as a result of the global

pandemic.

11:00 AM – 12:00 PM **Inflation and Spending**
John Cochrane, Rose-Marie and Jack Anderson Senior Fellow, will discuss inflation, taxes, and spending.

12:00 PM – 1:00 PM **Lunch**

1:30 PM – 2:00 PM **Library & Archives Presentation**
Jean McElwee Cannon, Exhibitions Manager, will show Hoover Library and Archives primary sources including Joan Quigley's notes for President Reagan, WWII diaries, and Records from William F. Buckley Jr.'s Firing Line.

2:15 PM – 3:15 PM **Rethinking Defense Budgeting**
Michael Boskin, Wohlford Family Senior Fellow, will discuss how defense budgets can be improved at a time of growing budget deficits, debt, and elevated national security concerns in a more dangerous world.

3:30 PM – 4:45 PM **China's Global Sharp Power**
Larry Diamond, William L. Clayton Senior Fellow, and Glenn Tiffert, Distinguished Research Fellow, will discuss their data-driven analysis and actionable solutions that equip decisionmakers to strike more resilient, balanced, and vigilant relationships with the People's Republic of China

5:00 PM – 6:00 PM **Leadership**
General Jim Mattis, Davies Family Distinguished Fellow, will discuss the role of leadership and the strategic dilemmas that our nation faces.

HOOVER INSTITUTION CONGRESSIONAL FELLOWSHIP PROGRAM | APRIL 2024

THURSDAY, APRIL 4

Return flights | All times listed in local time

8:35 AM Depart SFO via United flight 1954 **5:00 PM** Arrive at DCA	Victor Cervino Ryan Gallogly Khalil Lee Angela Lingg Ryan Murguía James Paolella Charlotte Rock Adan Serna

AGENDA

All meetings will be held in Stauffer Auditorium at The Hoover Institution
434 Galvez Mall, Stanford University

TUESDAY, APRIL 2

7:45 AM — **Group shuttle departs from Graduate Hotel to Hoover Institution at Stanford Campus**

8:00 AM – 8:30 AM — **Breakfast**
Hatfield Courtyard

8:30 AM – 9:30 AM — **The World According to China**
Elizabeth Economy, Senior Fellow, will discuss Chinese foreign policy and its implications for the United States.

9:45 AM – 11:15 AM — **War Games Simulation**
Jacquelyn Schneider, Hoover Fellow, will conduct a wargaming exercise to demonstrate its role in international relations, how social sciences can guide its design and analysis, and future applications for policy problems.

11:30 AM – 12:30 PM — **Strategy, Policy, and Peace in the Israel-Gaza War**
Russell Berman, Senior Fellow, will discuss the war between Israel and Hamas and the role of the international community and the United States.

12:30 PM – 2:00 PM — **Lunch**
Hatfield Courtyard

2:00 PM – 3:00 PM — **Revitalizing American Institutions**
Brandice Canes-Wrone, Maurice R. Greenberg Senior Fellow and founding director of the Center for Revitalizing American Institutions and the Hoover Institution, will provide an introduction to the newly formed Center for Revitalizing American Institutions, share examples of the Center's current projects that aim to improve our government institutions and democratic practices, and describe some of her recent research related to legislative behavior and elections.

3:15 PM – 4:15 PM	**NATO's Response to the Russian Invasion of Ukraine** *Rose Gottemoeller, Research Fellow, will discuss nuclear security, Russian relations, the NATO alliance, EU cooperation, and nonproliferation.*
4:30 PM – 5:30 PM	**America's Global Strategy** *Philip Zelikow, Senior Fellow, will discuss how the United States will contend with urgent transnational challenges.*
5:45 PM – 6:00 PM	**Group shuttle departs from Hoover Institution to Café Pro Bono**
6:00 PM – 7:30 PM	**Dinner** *Café Pro Bono*
7:30 PM – 7:45 PM	**Group shuttle departs Café Pro Bono to Graduate Hotel**

WEDNESDAY, APRIL 3

7:45 AM	**Group shuttle departs from Graduate Hotel to Hoover Institution at Stanford Campus**
8:00 AM – 8:30 AM	**Breakfast** *Hatfield Courtyard*
8:30 AM – 9:30 AM	**Stanford Emerging Technology Review** *Herb Lin, Hank J. Holland Fellow in Cyber Policy and Security, will share research from the Stanford Emerging Technology Review initiative which provides policy implications of frontier technologies that are shaping societies and economies — including space, semiconductors, sustainable technology, cryptography, artificial intelligence (AI), and others.*
9:45 AM – 10:45 AM	**The State of American Education** *Macke Raymond, Distinguished Research Fellow, and Eric Hanushek, Paul and Jean Hanna Senior Fellow in Education, will discuss their research on K–12 issues, including policy challenges from the global pandemic.*

11:00 AM – 12:00 PM **Inflation, Taxes, and Spending**
John Cochrane, Rose-Marie and Jack Anderson Senior Fellow, will discuss inflation, taxes, and spending.

12:00 PM – 1:00 PM **Lunch**
Hatfield Courtyard

1:30 PM – 2:00 PM **Library & Archives Presentation**
Jean McElwee Cannon, Exhibitions Manager, will show Hoover Library and Archives primary sources including a tour of the Watergate exhibition, Joan Quigley's notes for President Reagan, WWII diaries, and Records from William F. Buckley Jr.'s Firing Line.

2:15 PM – 3:15 PM **Rethinking Defense Budgeting**
Michael Boskin, Wohlford Family Senior Fellow, will discuss how defense budgets can be improved at a time of growing budget deficits, debt, and elevated national security concerns in a more dangerous world.

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5:00 PM – 6:00 PM **Leadership**
General Jim Mattis, Davies Family Distinguished Fellow, will discuss the role of leadership and the strategic dilemmas that our nation faces.

6:15 PM – 7:45 PM **Dinner**
Hatfield Courtyard

7:45 PM – 8:00 PM **Group Shuttle departs Hoover Institution to Graduate Hotel**

0000000003374 RECEIVED BY: SECRETARY OF THE SENATE Date: April 26, 2024

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

BRIAN SCHATZ, HAWAII
JEANNE SHAHEEN, NEW HAMPSHIRE
JAMES E. RISCH, IDAHO
DEB FISCHER, NEBRASKA

SHANNON HAMILTON KOPPLIN, CHIEF COUNSEL AND STAFF DIRECTOR
WILLIAM B. CABLE, CHIEF CLERK

MAR 28 2023

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

March 27, 2023

Adan Serna
Office of Senator Ben Ray Lujan
United States Senate
Washington, DC 20510

Dear Mr. Serna:

This responds to your recent correspondence requesting approval from the Select Committee on Ethics (the Committee) to accept an invitation you received to travel to the *Stuart Family Congressional Fellowship Program* in Stanford, California on April 2–5, 2023, sponsored by Stanford University's Hoover Institution (Hoover). Provided that you adhere to the guidance set forth below, it appears that it is permissible for you to accept necessary expenses from Hoover 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 the Deputy Communications Director in the Office of Senator Ben Ray Lujan. Hoover invited you to travel to the *Stuart Family Congressional Fellowship Program* in Stanford, California on April 2–5, 2023. Hoover 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. Although Hoover retains or employs a federally registered lobbyist or foreign agent, Hoover has certified that it is an organization designated under § 501(c)(3) of the Internal Revenue Code[3] and that no registered lobbyist or agent of a foreign principal will accompany you at any point throughout your trip.[4]

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,

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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* at 10-13.

[3] 26 U.S.C. § 501(c)(3).

[4] The term "any point throughout your trip" has a specific definition. *See Select Committee on Ethics Regulations and Guidelines for Privately Sponsored Travel* at 15.

from a private individual or entity, in connection with a Member's, officer's, or employee's 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* (*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 domestic trips for up to three days. The three-day limitation means three 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.[5] 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.[6]

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.**

Consistent with these standards and Committee precedent, Hoover's factual representations, it appears that it is permissible for you to accept necessary expenses from Hoover 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).

Finally, Senate Rule 34 requires a reporting individual[7] on their 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,

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[5] The term "*de minimis*" has a specific definition. *See Select Committee on Ethics Regulations and Guidelines for Privately Sponsored Travel* at 6-8.

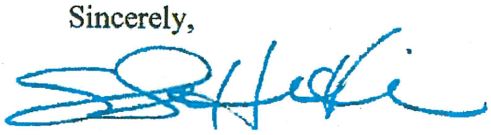
[6] *See Select Committee on Ethics Regulations and Guidelines for Privately Sponsored Travel* at 6-10.

[7] A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 ($141,022 for CY 2023) or is a political fund designee and is required to file financial disclosure reports.

travel expenses exceed $415 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: Employee Privately Sponsored Travel Checklist