RE-2 Employee Post Travel Disclosure of Travel Expenses

Date/Time Stamp

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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):
Center for Strategic and International Studies

Travel Dates:
02/18/2024 to 02/25/2024

Name of accompanying family member (if any):

Relationship to Traveler:

Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
$2,736.70	$1,212.79	$434.55	$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.

3/19/2024
Date

Thomas Hanley
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.

3/20/2024
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
Meals	$434.55	actual cost of meals vs good faith estimates pre-trip
Lodging	$1,212.79	actual costs of hotel vs quoted pre-trip
Transportation	$2,736.70	actual flight costs + ground transportation

Were there any changes to the pre-approved itinerary?

● Yes ○ No

Explanation: Final itinerary to reflect actual meeting times and organizations added

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:
Thomas Hanley

Employing Office/Committee:
Senate Foreign Relations Committee

Private Sponsor(s):
CSIS

Destination(s):
Brussels, Belgium and Helsinki, Finland

Travel Dates:

February 18-24

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.

The trip is an opportunity to explore how foresight is incorporated and integrated across the government, academia, and private sector, with a specific focus on European security and the future of transatlantic relations. Brussels was chosen because of its importance to both NATO and European Union decision making. Helsinki was chosen because Finland is the newest member of NATO and the NATO country which shares the longest land border with Russia.

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

☐ (signify "yes" by checking box)

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

1/18/24
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 Senator Cardin hereby authorize THOMAS HANLEY
(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)

Ben Cardin

Date

Signature of Supervising Senator/Officer

Center for Strategic and International Studies: CSIS Staff Delegation to Brussels and Helsinki

Thomas Hanley

Title:
Legislative & Policy Analyst

Employing Office/Committee:
FOREIGN RELATIONS DEM

Duty Station:
WASHINGTON,DC

Destination(s):
Brussels, Belgium
Helsinki, Finland

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

Covering security policy for the Senate Foreign Relations Committee, this trip will give staff the opportunity to learn how foresight has impacted Europe's planning on its long-term Ukraine strategy, how Finland is being integrated into NATO policy planning efforts, and NATO's foresight efforts with particular attention on its force posture, support to Ukraine, Indo-Pacific policy, and climate security. It will help inform Congressional legislation and oversight work over the State Department.

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

Name and Relationship to Traveler:
None

Organization Information

Organization Name
Center for Strategic and International Studies

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

§501(c)(3) Organization Type
Public Charity

Address
1616 Rhode Island Ave. NW

Address 2 (Optional)
Public Charity

City, State Zip
Washington, District Of Columbia 20036 United States

Phone Number
202-644-5615

Organization URL
https://www.csis.org/

History of Congressional Travel

Since 2013, CSIS has organized a total of 10 trips with Congressional staff and members (including trips in 2013, 2014, 2015, 2016, and 2018). Most recently, in April 2022, CSIS led a staff delegation of 9 House and Senate staff to Singapore, as a part of it's Congressional Foresight Initiative. In August 2023, CSIS led another staff delegation of 8 House and Senate staff to Poland, Ukraine, and Moldova.

Educational Activities

The Center for Strategic and International Studies (CSIS) is a bipartisan, nonprofit policy research organization dedicated to advancing practical ideas to address the world's greatest challenges. CSIS's purpose is to define the future of national security. We are guided by a distinct set of values—non-partisanship, independent thought, innovative thinking, cross-disciplinary scholarship, integrity and professionalism, and talent development. CSIS scholars bring their policy expertise, judgment, and robust networks to their research, analysis, and recommendations. We organize conferences, publish, lecture, and make media appearances that aim to increase the knowledge, awareness, and salience of policy issues with relevant stakeholders and the interested public.

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.

CSIS will lead this capstone trip to Brussels and Helsinki with members of the Congressional Foresight Imitative Fellowship. The aim of the trip is to provide the Fellows an opportunity to explore how foresight is incorporated and integrated across the government, academia, and private sector, with a specific focus on European security and the future of transatlantic relations. Brussels was chosen because of its importance to both NATO and European Union decision making. Helsinki was chosen because Finland is the newest member of NATO and the NATO country which shares the longest land border with Russia. The government of Finland is also broadly recognized for its commitment to long-range trends assessment and planning. Meetings focused on topics including defense and security, strategic technologies, commerce and supply chains, and the importance of transatlantic cooperation in the future.

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

In 2021, CSIS established the Congressional Foresight Initiative to enhance congressional staff's understanding of long-range trends and key changes in the global environment affecting U.S. and international security. Through a series of seminar discussion and interactive exercises this initiative fosters new opportunities for bipartisan collaboration to address challenges to international peace and prosperity. This trip will allow Congressional Foresight Fellows to consider best practices in long-range strategic planning and its implementation in government drawn from around the globe.

Is your organization the only sponsor for this trip?

✓ Yes ○ No

Grantmaking Organizations (Optional)

1. Carnegie Corporation of New York

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

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

- ○ 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** receive invitations.

The list of invitees is below.

Travel Details

Trip Start Date/Time:		Trip End Date/Time:
02/18/2024 @ 05:50 PM	⇄	02/24/2024 @ 08:20 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: $2,954.50 | Accompanying Family Member: $0.00)

Transportation Type	Class	Amount
Airfare	Coach	$2,454.50
Note refundable airfare from Washington Dulles to Brussels; Brussels to Helsinki; and Helsinki to Washington Dulles (via Frankfurt)		
Ground Transportation	Coach	$500.00
Note transportation to and from meetings with charter bus		

Lodging (Per Member/Officer/Employee: $1,092.00)

Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem

Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
02/19/2024	02/21/2024	Renaissance Brussels Hotel	Brussels	None	Belgium	2	$246.00	No
02/21/2024	02/24/2024	Scandic Grand Central	Helsinki	None	Finland	3	$200.00	No

Meals (Per Member/Officer/Employee: $728.00)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
02/19/2024	$26.00	$52.00	$52.00	$0.00	**$130.00**	Brussels	None	Belgium	No
02/20/2024	$26.00	$52.00	$52.00	$0.00	**$130.00**	Brussels	None	Belgium	No
02/21/2024	$26.00	$52.00	$52.00	$0.00	**$130.00**	Brussels	None	Belgium	No
02/22/2024	$26.00	$52.00	$52.00	$0.00	**$130.00**	Helsinki	None	Finland	No
02/23/2024	$26.00	$52.00	$52.00	$0.00	**$130.00**	Helsinki	None	Finland	No
02/24/2024	$26.00	$52.00	$0.00	$0.00	**$78.00**	Helsinki	None	Finland	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: CSIS Staff Delegation to Brussels and Helsinki

Travel Date(s): February 17 - 24, 2024

Travel Destination(s): Brussels, Belgium and Helsinki, Finland

Sponsor: Center for Strategic and International Studies

Elizabeth Hoffman — *(printed name of sponsor representative)*

Director of Congressional & Gc — *(title)*

(signature of sponsor representative)

01/09/2024 — *(date)*

Grantmaking Organization Certification Form

Instructions: If a sponsor receives funds from a grantmaking organization, the sponsor must disclose this on the *Private Sponsor Travel Certification Form*, and the grantmaking organization must complete the *Grantmaking Organization Certification Form.* The completed *Grantmaking Organization Certification Form* must be submitted to the Senate Select Committee on Ethics by the trip sponsor at least 30 days prior to the travel departure date.

Grantmaking Organization: Carnegie Corporation of New York

Private Sponsor: Center for Strategic and International Studies

Trip Name: CSIS Staff Delegation to Brussels and Helsinki

Travel Date(s): February 17 - 24, 2024

Destination(s): Brussels, Belgium; Helsinki, Finland

In compliance with the *Regulations Governing Privately Sponsored Travel*, I certify the following:

- ☑ The grantmaking organization is a § 501(c)(3) organization.
- ☑ The grantmaking organization is not a lobbyist, lobbying firm, or foreign agent, nor an entity that retains or employs a lobbyist or foreign agent.
- ☑ The grantmaking organization provides funds under an established grant program, or in a manner that is otherwise consistent with the mission and practices of the organization.
- ☑ The grantmaking organization is not involved, directly or indirectly, in organizing and conducting the trip. This includes selecting participants for a trip.
- ☑ The grantmaking organization does not directly pay or reimburse travel expenses for any Senate Member, officer, or employee.

Nicole Howe Buggs	CAO & Corporate Secretary
(Printed name of grantmaking organization representative)	*(Title)*
NHBuggs	January 17, 2024
(Signature of grantmaking organization representative)	*(Date)*

Thomas Hanley

Legislative Analyst/Policy Analyst

Senate Committee on Foreign Relations (Majority)

Miryam Lipper

Deputy Chief of Staff

Sen. Jon Ossoff (D-GA)

0000000001689 RECEIVED BY: SECRETARY OF THE SENATE Date: March 22, 2024

CSIS | CENTER FOR STRATEGIC & INTERNATIONAL STUDIES

December 15, 2023

Thomas Hanley
Senate Committee on Foreign Relations
United States Senate
423 Dirksen Senate Office Building
Washington, DC 20510

Dear Mr. Hanley,

Over the past year you have distinguished yourself as a thoughtful and engaged member of our 2023 cohort of CSIS Congressional Foresight Initiative fellows. As a part of the program, we are organizing a delegation to Helsinki and Brussels this February and would like to formally invite you to join us.

Over the course of seven days, we will meet with foresight experts and practitioners with the key ministries in the Finnish government, at various European Union bodies, and at NATO Headquarters, as well as experts at premier research and academic institutions in both countries. We will depart Washington, D.C. on Saturday, February 17 (arriving in Brussels on Sunday, February 18) and return on Saturday, February 24, departing from Helsinki. We are consulting with the House and Senate Ethics Committees in planning this trip to ensure that our plans meet the necessary requirements. This trip will be paid for and organized by CSIS, which is a nonprofit, 501(c)(3) organization and as such does not employ lobbyists.

This is a bipartisan delegation of Congressional staff from both the Senate and House. The objective of this capstone trip is to build on the Congressional Foresight Initiative's programming over the past year, in order to enhance your understanding of long-range trends, key changes in the global environment affecting U.S. and international security, and tools and best practices of strategic foresight.

We hope that you are able to join us for what will surely be an enriching professional experience. Please contact Shivani Vakharia (SVakharia@csis.org) if you are able to travel with us and submit this letter, along with itinerary and necessary disclosure forms to your ethics committee **no later than Thursday, January 18, 2024**. Please find attached the necessary documents to obtain approval from your offices and your relevant Ethics Committee. We will contact you soon regarding next steps and provide additional information as we get closer to the departure date.

Sincerely,

Elizabeth Hoffman
Director, Congressional & Government Affairs
Project Lead, Congressional Foresight Initiative

CSIS Congressional Foresight Staff Delegation
Trip to Brussels and Helsinki
Itinerary as of 02/08
February 17-24, 2024

Sunday, February 18

Location: Washington, DC

3:00PM	Arrive at Dulles International Airport (IAD)
5:50PM	Depart IAD on United Flight (UA950)

Monday, February 19

Location: Brussels, Belgium

7:15AM	Arrive Brussels Airport (BRU)
8:30-9:00AM	Transit to European Parliament and Commission Offices
9:00-10:00AM	Briefing from European Commission Staff *Meeting with: Alex Sarnowski*
10:00-11:30AM	Meeting European Commission Foresight & Strategic Communication Secretariat General *Meeting with: Grzegorz Drozd*
11:30AM-12:00PM	Transit
12:00-1:30PM	Lunch Discussion with Centre for European Policy Studies *Meeting with: Stefania Benaglia, Camille Ford, and Dylan Macchiarini Crosson*
1:30-2:00 PM	Transit to Meeting
2:00-3:00PM	Meeting with European Parliament Policy Foresight Unit *Meeting with: Eschel Alpermann*
3:00-4:00PM	Meeting with Council of the European Union Secretariat Analysis and

	Research Team *Meeting with: Christiane Hoehn and Jan Alhadeff*
4:00-4:30PM	Transit
4:30-5:30PM	Meeting with European Commission Directorate General of Trade *Meeting with: Peter Sandler*
5:30-6:00PM	Transit to Working Dinner
6:00-8:00PM	Working Dinner with European Policy Centre *Meeting with: Ricardo Borges de Castro*

Tuesday, February 20

Location: Brussels, Belgium

9:00-9:30AM	Transit to U.S. Embassy
9:30-11:00AM	Briefing from US Embassy Brussels and the US Mission to the EU *Meeting with: Lanta Spencer*
11:00-11:30AM	Transit
11:30AM-1:00PM	Lunch Discussion with European External Action Service *Meeting with: Alexandros Yannis*
1:00-1:30PM	Transit
1:30-2:30PM	Meeting with European Endowment for Democracy *Meeting with: Peter Sondergaard*
2:30-3:00PM	Transit to Thales Group International
3:00-4:30PM	Meeting with Thales Group International *Meeting with: Gautier Lekens*
4:30-5:00PM	Transit to Working Dinner

5:00-7:00PM	Working Dinner with Carnegie Europe *Meeting with: Rosa Balfour*

Wednesday, February 21

Location: Brussels, Belgium

8:30-9:00AM	Check out of Hotel (bring luggage on bus)
9:30-10:00AM	Transit to NATO Headquarters
10:00-10:30AM	Security screening/visitor badge issuance
10:30-11:30AM	Welcome and briefing from USNATO: "NATO 101" *Meeting with: Wesley Ekwall*
11:30AM-12:30PM	Discussion of the NATO Strategic Concept *Meeting with: Paula Redondo, Clare Roberts, Julien Strandt*
12:30PM-1:30PM	Working lunch with USNATO mission staff *Meeting with: Rachel Ellehuus*
1:30-2:30PM	Briefing and discussion on Defence Innovation Accelerator for the North Atlantic (DIANA) *Meeting with: USNATO staff (TBD)*
2:30-3:30PM	Briefing and discussion on Counter Disinformation *Meeting with: USNATO staff (TBD)*
3:30-4:30PM	Tour of NATO HQ and USNATO facilities *Meeting with: USNATO staff (TBD)*
4:30-4:45PM	Transit to Airport
4:45PM	Arrive at BRU Airport (dinner on your own)
7:10PM	Depart BRU for HEL on Finnair Flight (AY1546)
10:40PM	Arrive Helsinki Airport and Transit to Hotel

11:00PM	Check into Hotel (Scandic Grand Central Helsinki)

Thursday, February 22

Location: Helsinki, Finland

9:00-9:30AM	Transit to Ministry of Foreign Affairs
9:30-11:00AM	Roundtable Discussion with Ministry for Foreign Affairs & Ministry of Defense *Meeting with: Marko Mäntylä, Klaus Korhonen, Marja Liivala, Mikael Antell, Tuomas Koskenniemi, Hanna-Leena Korteniemi*
11:00-11:15AM	Transit to Civil Defense Shelter
11:15AM-12:45PM	Lunch Discussion with Prime Minister's Office Policy Planning Unit *Meeting with: Jaana Tapanainen-Thiess*
12:45-1:00PM	Transit to Civil Defense Shelter
1:00-2:30PM	Briefing and Tour of Merihaka Bedrock Civil Defense Shelter *Meeting with: Tomi Rask*
2:30-3:00PM	Transit to SITRA
3:00-4:00PM	Meeting with SITRA (The Finnish Innovation Fund) *Meeting with: Mikko Dufva*
4:00-4:30PM	Transit
4:30-6:00PM	Meeting with Nokia Finland *Meeting with: Tia Sirvio*
6:00-6:30PM	Transit to Working Dinner
6:30-8:00PM	Working Dinner with U.N. Futures Lab *Meeting* *Meeting with: Tapio Vahtola*

Friday, February 23

Location: Helsinki, Finland

8:45-9:30AM	Meeting with U.S. Embassy to Finland *Meeting with: U.S. Ambassador to Finland Douglas Hickey*
9:30-10:00AM	Transit to Parliament Building
10:00-11:00AM	Meeting with Finnish Parliament Committee for the Future *Meeting with: Finnish Members of Parliament (TBD)*
11:00AM-12:30PM	Working Lunch with Parliamentary Finnish – American Friendship Group *Meeting with: Jani Kokko, Mikko Savola, Atte Harjanne.*
12:30-1:15PM	Tour of Parliament Building *Meeting with: Official Guide in Finnish Parliament*
1:15-2:00PM	Transit
2:00-3:30PM	Tour and Meeting with the European Centre of Excellence for Countering Hybrid Threats *Meeting with: Viktorija Rusinaité, Shiho Rybski, Jukka Aukia, Hanne, Dumur-Laanila, Anna-Maria Wiker, Rauha-Maija Rannikko*
3:30-4:00PM	Transit to Demos
4:00-6:00PM	Meeting with Demos *Meeting with: Johannes Nuutinen and Vera Djakonoff*
6:00-6:30PM	Transit to Working Dinner
6:30-8:30PM	Working Dinner to Discuss Insights from Trip

Saturday, February 24

Location: Helsinki, Finland

11:30AM	Depart Hotel for Airport
12:00PM	Arrive at Helsinki Airport (HEL)

2:00PM	Depart HEL on Lufthansa Flight (LH0849)
3:50PM	Arrive Frankfurt Airport (FRA)
5:10PM	Depart FRA on United Flight (UA0933)
8:20PM	Arrive Dulles International Airport (IAD)