RE-2 Employee Post Travel Disclosure of Travel Expenses

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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):

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	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
$2,965.54	$508	$147.70	$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.

Date | 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.

3/6/2024
Date

Jerry Moran
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:

Trip Name: World Food Program USA Kenya Field Visit February 2024

Organization Information

Organization Name:
World Food Program USA

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

If Yes, §501(c)(3) Organization Type:
[ ] Private Foundation [✓] Public Charity

Address:
1750 H St NW Suite 500

City, State, Zip:
Washington, DC 20006

Phone Number:
(202) 627-3737

Organization URL:
www.wfpusa.org

History of Congressional Travel

Describe your organization's history of sponsoring congressional travel.

World Food Program USA sponsored a Congressional staff delegation trip to Kenya October 1-6, 2022.

Additionally, WFP USA co-sponsored a Congressional staff delegation trip to Niger in 2019.

Educational Activities

Describe the educational activities performed by your organization other than sponsoring congressional travel.

World Food Program USA arranges Congressional briefings, hosts public events and forums, and produces publications to educate policymakers, businesses, foundations, and the general public on the importance of international food assistance programs and the work of the U.N. World Food Programme.

Lobbyist and Foreign Agent Registration Information

Lobbyist Registration Status (Select one):

(●) I certify that the sponsor is not a federally registered lobbyist and does not retain or employ a federally registered lobbyist.

( ) I certify that the sponsor is not a federally registered lobbyist but does retain or employ one or more federally registered lobbyists.

Foreign Agent Registration Status (Select one):

(●) I certify that the sponsor is not an agent of a foreign principal and does not retain or employ an agent of a foreign principal.

( ) I certify that the sponsor is not an agent of a foreign principal but does retain or employ one or more agents of a foreign principal.

Foreign Government Involvement

Foreign Agent Registration Status (Must select all):

[✓] 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.

Purpose and Details

Provide a brief description of the trip.

Over the course of this trip, the delegation will be afforded a close-up view of efforts by the United Nations World Food Programme (WFP) and partners in Kenya as they work to reduce food insecurity in the country with support from the United States. The delegation will conduct multiple site visits, including to the Kakuma and Dadaab Refugee Camps, WFP school feeding operations, malnutrition prevention interventions and market-access programs designed to assist smallholder farmers. Additionally, Staff will be briefed by by the U.S. Embassy and USAID staff on how they work with WFP to determine which programs to support and how the U.S. conducts monitoring and oversight of these programs.

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

The trip is designed to help Congressional staff better understand the range, scope, and impact of the U.N. World Food Programme's work, which is supported in large part by U.S. funding through USAID and through specific accounts like Title II, the Emergency Food Security Program (EFSP), and the Bill Emerson Humanitarian Trust. Kenya provides an opportunity to view a wide range and scope of WFP interventions, including general food distribution, humanitarian supply chain and logistics, support to refugees, malnutrition prevention and resilience building activities. The delegation will develop a better understanding of how, through partnership, these and other interventions are contributing to improve food security outcomes in the country.

Is your organization the only sponsor for this trip?

(●) Yes ( ) No

If No, describe your organization's role in planning the trip.

If there are multiple sponsors, each sponsor must submit Organization Information (Page 1 of the Private Sponsor Travel Certification Form) and a Signature Page Form.

Grantmaking Organizations (Optional)

If you have a Grantmaking Organization, you must attach a Grantmaking Organization Certification Form.

1.

2.

3.

With or Without Regard to Congressional Participation (Select one):

- ○ The trip is arranged or organized without regard to congressional participation.
- ◉ The trip is arranged or organized 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 (Must select all):

- ☑ 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 (Select one):

- ◉ 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 (Select one):

- ○ No sponsor retains or employs a registered lobbyist or agent of a foreign principle, 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

Required if selecting the third option in either column - Please explain why the second overnight stay is practically required and necessary to accomplish the purpose of the trip.

Certification of No Recreational Activity and No Alcohol (Must select all):

- ☑ 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 list

- ☑ A list of all Senate invitees is attached to this form (required).
- ☑ Members and staff from the House of Representatives will also receive invitations.

Travel Details (Submit additional pages as needed)

Trip Start Date/Time:	⇄	Trip End Date/Time:
2.17.2023 18:45 ET		2.22.2023 15:35 ET

Will the traveler be accompanied by a family member for whom the sponsor will pay travel expenses?

○ Yes ◉ No

Transportation (Member/Officer/Employee: $4200 Accompanying Family Member: $0)

Transportation Type	Class	Amount
Flight (round trip from Washington to Nairobi)	Coach	$3200
Charter flights (Nairobi to Kakuma, Kakuma to Isi	Coach	$600
Ground transportation in Kenya		$250
Ground transportation to and from Washington, D		$150

Details (optional)

Charter flights are booked via U.N. Humanitarian Air Service (UNHAS), only available option to Kakuma and Isiolo

Lodging (Member/Officer/Employee: $530 Accompanying Family Member: $0)

Check-In	Check-Out	Facility	City	State	Country
2/18/24	2/20/24	Tribe Hotel	Nairobi		Kenya

Nights	Cost/Night	Cost Exceed Per Diem (Yes/No)	If Yes, please explain why expenses over the per diem rate are reasonable and necessary.
2	250	No	

Check-In	Check-Out	Facility	City	State	Country
2/20/24	2/21/24	Cairo Hotel	Kakuma		Kenya

Nights	Cost/Night	Cost Exceed Per Diem (Yes/No)	If Yes, please explain why expenses over the per diem rate are reasonable and necessary.
1	30	No	

Check-In	Check-Out	Facility	City	State	Country

Nights	Cost/Night	Cost Exceed Per Diem (Yes/No)	If Yes, please explain why expenses over the per diem rate are reasonable and necessary.

Meals (Member/Officer/Employee: $186 Accompanying Family Member: $0)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem (Y/N)
2/19/24					68	Nairobi		Kenya	No
2/20/24					50	Kakuma		Kenya	No
2/21/24					68	Nairobi		Kenya	No

If costs exceed the federal per diem, please explain why expenses over the per diem rate are reasonable and necessary.

Reasonable Miscellaneous Expenses

(Member/Officer/Employee: $300 Accompanying Family Member: $0)

Expense Type	Amount	Notes
Single-entry visa	$110	
Bottled water and snacks	$190	Clean drinking water unavailable at some sites

Additional Details (optional)

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: World Food Program USA Kenya Field Visit February 2024

Travel Date(s): February 17-22, 2024

Travel Destination(s): Nairobi, Kakuma, and Isiolo, Kenya

Sponsor: World Food Program USA

Rebecca Middleton
(printed name of sponsor representative)

Chief Advocacy & Engagemen
(title)

Rebecca Middleton
(signature of sponsor representative)

12/12/2023
(date)

- Sara Zaheer, Legislative Assistant, Office of Senator Patty Murray (D-WA)
- Claire Wengrod, Legislative Assistant, Office of Senator Martin Heinrich (D-NM)
- Travis Martinez, Legislative Assistant, Office of Senator Jerry Moran (R-KS)

0000000000719 RECEIVED BY: SECRETARY OF THE SENATE Date: March 06, 2024

UN WFP World Food Program USA

January 2, 2024

Travis Martinez
The Office of Sen. Jerry Moran
521 Dirksen Senate Office Building
Washington, DC 20510

Dear Travis,

On behalf of World Food Program USA, I would like to extend an invitation for to you to participate in a congressional learning trip to Kenya to observe the work of the United Nations World Food Programme (WFP) on February 17-22, 2024.

The United Nations World Food Programme is the leading humanitarian organization saving lives and changing lives, delivering food assistance in emergencies and working with communities to improve nutrition and build resilience. In Kenya, WFP provides cash and food transfers to refugees, provides logistical support to small-holder farmers, and supports national and county government authorities in their safety net and nutrition programming and emergency preparedness.

Over the course of this trip, the delegation will conduct multiple site visits, including to a refugee camp, a food distribution center, water security projects, and various other resilience programming activities. Delegates will also engage in high-level meetings, including with representatives from the Kenyan National Government and Department of Agriculture.

We would be honored if you would consider joining us for this unique opportunity. If you are interested in joining, please let us know as soon as possible.

We hope you will take this opportunity to learn more about WFP's work and look forward to your reply.

Best regards,

Rebecca Middleton
Chief Advocacy and Engagement Officer
World Food Program USA

1750 H Street NW, Suite 500, Washington, D.C. 20006 | T 202.627.3737 | F 202.530.1698 | www.wfpusa.org

0000000000720 RECEIVED BY: SECRETARY OF THE SENATE Date: March 06, 2024

UN WFP World Food Program USA

WFP USA Learning Trip to Kenya
February 17-22, 2024

All Times Local

Agenda includes all participants. Flights and ground transportation are the same for all participants.

Saturday, February 17

TRANSIT: WASHINGTON > PARIS

15:45	Arrive Washington Dulles International Airport (IAD)
18:45	Depart IAD on Delta #8631 (code share with Air France)

Sunday, February 18 – Travel/Nairobi

TRANSIT: PARIS > NAIROBI | HOTEL: Tribe Hotel

08:15	Arrive Paris-DE Gaulle (CDG) for connecting flight
10:10	Depart CDG on Delta #8681 (code share with Air France)
20:40	Arrive Nairobi (NBO)
21:10	Transit via hired car to Tribe Hotel, Gigiri
22:00	Check-in to hotel

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Monday, February 19

Location: Nairobi
Hotel: Tribe Hotel
Site: Kenya Government Offices & WFP Innovations Projects
Attire: Business attire

07:15 – 08:15	**Breakfast with US Embassy Staff**
	Briefing on how the US Embassy and its mission agencies work with WFP to determine which programs to support and how the United States missions provide monitoring and oversight for programs funded by U.S. tax dollars.
08:20 – 08:55	Travel from hotel to Ministry of Agriculture, Upper Hill Nairobi
09:00 – 10:00	**Meeting with Ministry of Agriculture**
	The Ministry leads the formulation, implementation and monitoring of agricultural policy in Kenya. This includes the development of legislation and regulation, support for agricultural research, coordination of programs, and overseas quality-control across the agricultural sector. WFP engages with the Ministry to ensure that resilience programming and market access initiatives are well aligned to national policy and consistent with the Government's goals on agricultural development, food security and nutrition, particularly in the Northern Arid and Semi-Arid Lands.
10:00 –10:30	Travel between government offices
10:30 – 11:30	**Meeting with National Government on country capacity strengthening**
	Learn from Kenyan government officials how they are working to strengthen social safety-net systems, including school meals, in partnership with WFP.
11:30 – 12:00	Health break & box lunch while in transit
12:00 – 12:30	Transfer from National Government Offices to Kibera

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12:30 – 15:00	**Site Visit to Kibera**
	Meet with Human Needs project team and briefing at Kibera Town Centre
	Learn from WFP local partner on how they support urban food security with innovative delivery methods.
	EMPACT training and working center. Meeting with EMPACT graduates
	Visit to Empact Digital Skills training program, formerly known as Food for Training, which provides an income while participants learn IT skills and connects them to companies that provide online work.
	WFP Hydroponics farm and meeting with hydroponics farmers and farm manager
	Understanding urban hunger, and visit to H2Grow - WFP's hydroponics program, operating with 500 participants in Kibera Slum, which helps to diversify diets and livelihoods.
15:00 – 15:45	Return to hotel
15:45 – 17:00	Break
17:00 – 18:30	**Working Dinner - Tribe Hotel**
	Discussion of the impacts of Northern Kenya's recent multi-year drought and the lingering impacts of the crisis in Ukraine on the food security situation in Kenya and across East Africa. WFP to discuss how it has adapted to the evolving challenges, including how it ensures assistance gets to the proper recipients.

0000000000723 RECEIVED BY: SECRETARY OF THE SENATE Date: March 06, 2024

UN WFP World Food Program USA

Tuesday, February 20

TRANSIT: NAIROBI > KAKUMA

Location: Kakuma
Hotel: Cairo Hotel
Sites: WFP Projects
Attire: Field

05:30	Depart Tribe Hotel
06:15 – 06:45	**Briefing – UNHAS** *Discuss the role of the United Nations Humanitarian Air Service. Provide background and context on the Kakuma Refugee Settlement.*
07:30 – 09:15	Charter Flight to Kakuma
09:15 – 10:00	**Breakfast Briefing at WFP Field Office – Overview of the day** *Learn about the refugee community in Kakuma, including forces driving migration including conflict and the recent multi-year drought. Learn about WFP and other UN-agency work to meet refugee needs.*
10:00 –10:45	**Courtesy call**, Deputy County Commissioner, H.E. Chaunga MaChaunga *Note: a courtesy call on the DCC is an important protocol to be observed when visiting the refugee camp. The meeting lasts around 30 minutes and provides an opportunity to explain the purpose of the mission, and for the DCC to provide an overview of the camp, the potential transition to a more liberal approach to refugees under new legislation, and the connections between the camps and the local economy.*
10:45 – 11:15	Transfer to Kakuma 3

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11:15 – 12:30	**Food Distribution Point: Kakuma 3** *View commodities in warehouse and food distribution process. Meeting with the Food Advisory Committee at Food Distribution point 3 – made up of camp residents who represent the refugee population – to hear directly from them what drove them to migrate, what benefits they're receiving, and what they need.*
12:15-12:45	Transfer to Kalobeyei (box lunch en route)
12:45-13:45	**Visit Settlement Primary School** *Briefing on WFP's school feeding program, including background on school meals in Keny supported by the McGovern-Dole International School Meals Program. Meet with educators and student to hear about the benefits of school meals.*
13:45 – 14:00	Transfer to the Water Pan in Village Two
14:00 – 15:30	**Kalobeyei Village 2** **Nalingangor Farm** *WFP has been working with UNHCR, FAO, UNICEF and UN HABITAT to develop food security projects that benefit both local populations and refugees. The site is a water pan implemented through WFP's engineering service that collects rainwater to feed an associated horticultural farm that facilitates fresh fruit and vegetable growing for almost 900 refugee and local host community families.* **View Bee Keeping project in Kalobeyei** *Visit beekeeping households and honey processing hub at Kalobeyei; site visit of the apiary and honey processing project to learn how the programs contribute to economic mobility and stability leading to increased food security.*
15:30 – 16:00	Transfer to Kakuma by road and overnight in Cairo Hotel in Kakuma
16:00 – 17:30	Break

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17:30 – 19:30 **Working Dinner - Cairo Hotel**

Meet with Turkana-based WFP team to learn about Kakuma refugees and programming, including how it is and isn't like the other major Kenya-based refugee settlement in Dadaab. Discussion will include updates on efforts to integrate the refugees into the host community.

Wednesday, February 21

TRANSIT: KAKUMA > ISIOLO > NAIROBI

Location: Isiolo
Hotel: Tribe Hotel
End of Day Nairobi
Sites: WFP Projects
Attire: Field

06:45 Check in flight/airstrip

07:15 – 09:00 Flight from Kakuma to Isiolo/Meru

09:00 – 09:20 **Overview of Day at WFP Isiolo Office**

Overview of current malnutrition situation in Kenya and WFP's US-funded scale-up in treating Moderately Acute Malnutrition for Children under 5 years and Pregnant and Lactating Women (PLWs).

09:30 – 10:30 **Visit of Waso Health Centre**

View malnutrition treatment at Waso health centre. Beneficiaries will be children under 5 years and PLWs.

10:30 – 10:45 **Transfer to Elsa Ntrim with technical briefing enroute**

Discuss WFP's self-reliance program, and initiatives to engage youth, in a country where 70% of the population is under 35.

10:45 – 11:45 **Visit Elsa Ntrim Irrigation Program**

Learn from youth smallholder producers engaged in irrigated agriculture (horticulture, apiculture, etc.). Effects of resource-based conflicts and impacts of climate change on livelihoods (e.g., displacement, livelihood

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disruption, effects on women, etc.) and mitigation measures for these challenges will be discussed.

11:45 – 12:00 **Transfer to Cecinta Ndulu farm with *technical briefing enroute***

Discussion of WFP's Farm to Market Alliance model in Kenya, creating more than 800 Farm Service Centres to support smallholder farmers. This model is now the benchmark for FtMA worldwide.

12:00 – 12:45 **Visit Farmer Service Centre in Meru County**

Cecinta Ndulu farm: (women's empowerment) working with over 500 farmers in linking them with clean seed (using screenhouse technology; a technology promoted through the Farm to Market Alliance (FtMA) for the propagation of clean potato planting material), renewable energy adoption (Sunculture), farmer training and other inputs.

12:45-13:15 Transfer to Isiolo International Airport

13:15-14:15 **Discussion at Isiolo International Airport +Lunch**

Group discussion and reflection on how the sites toured today are related to US investments in international food security initiatives. Discuss interaction between WFP's humanitarian assistance (saving lives) and development assistance (changing lives).

14:15-16:30 **Charter Flight Return to Nairobi**

16:30-17:00 Transfer to Working Dinner at Harvest Restaurant.

17:00-19:00 **Working Dinner - Harvest Restaurant**

Discussion topic: opportunities around resilience building and school meals in Kenya, including the role of the Kenyan government in partnership with WFP.

19:00 Depart Working Dinner for NBO

23:59 Depart NBO for AMS on Delta #9596 (code share with Air France)

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Thursday, February 22

07:15	Arrive Amsterdam (AMS)
	Note: Layover is the shortest available.
13:05	Depart AMS for IAD on Delta #9384
15:35	Arrive IAD