RE-2 Employee Post Travel Disclosure of Travel Expenses

Date/Time Stamp

RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2024 MAY 14 PM 12:50

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):
Care Lab

Travel Dates:
04/18/2024 to 04/22/2024

Name of accompanying family member (if any):

Relationship to Traveler:

Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
$1,535.38	$417.00	$38.00	$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.

May 14 2024
Date

Larry Burton
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.

5/14/2024
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	$11.00	Lunch on 4/19/2024 - pizza delivery total cost was less than expected.
Meals	$35.00	Breakfast delivery from Magleby's Fresh on 4/20/2024. In order to keep our schedule, we had decided to leave one hour earlier than was on the initial itinerary, and needed breakfast to be delivered earlier than our 7am departure. The bakery we had planned to go to did not open earlier than 8am, so we had to schedule breakfast catering for the morning. Only three caterers were available for early morning delivery, which required a minimum food and beverage order, flat delivery fee of $75, taxes and tipping for catering staff, which increased the cost.
Meals	$31.00	Lunch at Maddox Ranch House on 4/20/2024. Total included a large group service fee plus tipping, which exceeded our expected costs.
Meals	$16.00	Breakfast delivery from Einstein Bros Bagels on 4/21/2024. In order to keep our schedule, we had left earlier than was on the itinerary, and the cafe/bakery we had planned to go to did not open at that time. So we had decided to order breakfast delivery that could be taken to-go for consumption in the van. The total cost included a delivery fee, taxes, and tipping for catering and delivery staff.
Meals	$38.00	Lunch delivery from Red Iguana on 4/21/2024. Includes delivery and service fee plus tipping for catering staff. We needed to get catering delivered to our hotel since we could not find a restaurant closer to the hotel to host a bigger group on Sundays (most restaurants are closed on Sundays for church activities or did not take reservations for 10 or more people). Red Iguana was highly recommended by locals and available to cater, however they required a minimum food order for 10 people not including beverages. Lunch was also shared with hotel staff as a show of gratitude on our last day.

Were there any changes to the pre-approved itinerary?

● Yes ○ No

Explanation: Saturday, April 20, 2024: Breakfast delivered by Magleby's Fresh at 6:30am. Departure from hotel was at 7am. Sunday, April 21, 2024: Breakfast delivery from Einstein Bros Bagels at 7am. 8am-8:30am - Quick Visit to Tabernacle Choir Performance Description: The Tabernacle Choir is a cornerstone of the US choral tradition and an important cultural site of the LDS Church which aims to inspire people through music. Watching the choir live gives witness to a heritage that is ingrained in Utahn values and shows how this community safeguards cultural memory and identity. Sunday, April 21, 2024: 12pm-2pm - Visit to Kennecott's Bingham Canyon Mine Description: Wayne Bradshaw will lead a tour of the Kennecott Mine and give a presentation about the importance of Utah's mining history and the diverse immigrant communities it has brought to the state over the years - forging diversity in a place that may otherwise be assumed homogeneous. He will also go into detail about the impacts of the mine on water resources and how the mining community are working together to mitigate these impacts. 2:30pm-3:30pm - Lunch delivery from Red Iguana + Close out meeting / reflections Description: Dr. Justine Williams and Sarah Stephens of Care Lab will lead a final close out and reflection meeting to discuss experiences and learnings from the trip. Larry Burton had refunded the return flight back to Washington, DC and decided to go to Anchorage, Alaska directly from Salt Lake City, UT, which his office had arranged for him. His flight left on 5:40pm from SLC on April 21, 2024. He was still able to participate in all of Care Lab's activities.

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:
Larry Burton

Employing Office/Committee:
Sullivan, Dan

Private Sponsor(s):
Care Lab

Destination(s):
Salt Lake City, UT

Travel Dates:

04/18/2024 to 04/21/2024

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.
Bipartisan working group to review best practices, build relationships and enhance office management skills

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.

3/15/24
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 Dan Sullivan hereby authorize Larry Burton
(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)

3/14/24
Date

Signature of Supervising Senator/Officer

Care Lab: Care Lab Senate Chiefs Field Trip to Utah

Larry Burton

Title:
Chief of Staff

Employing Office/Committee:
SULLIVAN, DAN

Duty Station:
WASHINGTON,DC

Destination(s):
Salt Lake City, Utah

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

Bipartisan working group to review best practices and build relationships and enhance office management skills.

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

Name and Relationship to Traveler:
None

Organization Information

Organization Name
Care Lab

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

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

Address
1717 N Street NW

Address 2 (Optional)
Suite 1

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

Phone Number
2408885068

Organization URL
www.carelab.org

History of Congressional Travel

Care Lab has not previously sponsored any congressional travel. However, Care Lab was a domestic spinoff from Center of the Democracy of the Americas, which was founded by our executive director who had led trips for congressional staff, celebrities, and other community leaders to Cuba, Venezuela, and other Latin American countries.

Educational Activities

We offer a program called "Three Dinners," a master class on science-based tools for resilience in leadership. It is a unique professional development opportunity for Senate Chiefs of Staff to engage with tools of self-care, stress management, and bridging. In our program, they are able to form or strengthen relationships with counterparts, gain insights from experts on conflict management and engagement with “the other,” and learn to apply effective skills they can use at the individual, office, Hill, and State levels. It is held over a series of three evenings in which each evening features a speaker who examines the psychology behind conflict management, bridging, and stress. At each session, a practical tool is offered and practiced. After chiefs go through our program, they are then graduated to our "201" programming where they deepen these skills and continue building the muscles of care, leadership, active listening, and de-escalation.

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.

This off-the-record trip, which is modeled on our previous international delegations, is an experiment in relationship-building and the practice of CARE LAB skills for self-care, bridging, and active listening. Over three days and two nights, we will be going to Utah with a bipartisan group of Senate Chiefs of Staffwho have "graduated" from our Three Dinners professional development series and are ready to test their skills to connect with Utahn communities. We'll engage with Utahns of all stripes while visiting their communities, homes, farms, and natural sites and meeting with local leaders.

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

Care Lab's mission is to bring people and ideas together, across divides, to create a care-centered world. In pursuit of this mission, we work to reduce polarization and fragmentation. In Utah, conversations around values have become heated as they are facing one of the most rapid rates of growth occurring anywhere in the United States. This degree of change can create fear and cause deep fragmentation in any society. In response to this atmosphere, Utahn leaders are showing that there is a different way to take on these challenges, and a better way to disagree about how to solve them – together. The delegation will spend three days in intimate conversation and proximity with a cross-section of Utahn business leaders, community and religious leaders, ranchers, miners, law enforcement officials, students, immigrants, and others, to learn, to connect, and ideally, to build trust across lines of difference and between D.C. and Utahns.

Is your organization the only sponsor for this trip?

- [x] 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

- [x] 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

- [x] The trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- [x] 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

- [x] 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

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 **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:
04/18/2024 @ 05:30 PM

⇄

Trip End Date/Time:
04/21/2024 @ 11:42 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: $1,535.38 | Accompanying Family Member: $0.00)

Transportation Type	Class	Amount
Airfare	Coach	$1,281.20

Note
Economy class flights from DCA to SLC on April 18, then return on April 21 from SLC to IAD.

Ground Transportation	N/A	$254.18

Note
Care Lab is renting a 17 passenger sprinter van with a driver to drive us to and from our various locations in Salt Lake City, Utah. The van will provide airport pickup on April 18, ground transportation to our community visits on April 19, 20, and 21.

Lodging (Per Member/Officer/Employee: $417.00)

Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
04/18/2024	04/21/2024	Alta Club Hotel	Salt Lake City	Utah	United States	3	$139.00	Yes

Cost Exceeds Per Diem Reason
Our trip was originally planned for February 29-March 3, but got postponed to April 18-21. Our reservation was carried over.

Meals (Per Member/Officer/Employee: $225.00)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
04/18/2024	$0.00	$0.00	$0.00	$14.00	**$14.00**	Salt Lake City	Utah	United States	No
04/19/2024	$14.00	$20.00	$29.00	$0.00	**$63.00**	Salt Lake City	Utah	United States	Yes

Cost Exceeds Per Diem Reason
Lunch is above the per diem rate for government travel because it will be a catered lunch to a high school that will take into account delivery, service, and set up fees. Dinner will be a home cooked meal, but with groceries and other ingredients delivered to the host's home, which will also take into account delivery and service fees. Care Lab is covering the cost of the meal, including all ingredients and groceries and utensils, which the dinner host will use to prepare the dinner.

04/20/2024	$14.00	$25.00	$75.00	$0.00	**$114.00**	Salt Lake City	Utah	United States	Yes

Cost Exceeds Per Diem Reason
Lunch may exceed the federal per diem rate because it's at a restaurant that is considered a unique cultural site and it's menu items range between $20-$30. It's also one of the few restaurants that is available in Cache County that would take a bigger group reservation in advance. Dinner will exceed the per diem rate because the restaurant charges a minimum food and beverage cost in addition to the rental of the venue space and service fee.

04/21/2024	$14.00	$20.00	$0.00	$0.00	**$34.00**	Salt Lake City	Utah	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
Official Invitation to Chiefs State Trip to Utah 2024

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: _____

Travel Date(s): _____

Travel Destination(s): _____

Sponsor: _____

_____ _____
(printed name of sponsor representative) *(title)*

_____ _____
(signature of sponsor representative) *(date)*

1. Steve Abbott (Collins – R – ME)
2. Michelle Altman (Lankford – R – OK)
3. Clay Armentrout (Britt – R – AL)
4. Drew Brandewie (Cornyn – R – TX)
5. Larry Burton (Sullivan – R – AK)
6. Benjamin Cantrell (Mullin – R – OK)
7. Doug Davis (Hyde-Smith – R – MS)
8. Lisa Goeas (Ernst – R – IA)
9. Jennifer Heins Davis (Grassley – R – IA)
10. Toni-Marie Higgins (Boozman – R – AR)
11. Liz Johnson (Romney – R – UT)
12. James Kelly (Moran – R – KS)
13. Tucker Knott (Budd – R – NC)
14. Emily Leviner (Fischer – R – NE)
15. Matt Miltenberger (Ricketts – R – NE)
16. Shil Patel (Tillis – R – NC)
17. Jimmy Peacock (Schmitt – R – MO)
18. Michelle Richardson (Wicker – R – MS)
19. Mark Wait (Lee – R – UT)
20. Kristin Walker (Lummis – R – WY)
21. Susan Wheeler (Crapo – R – ID)
22. Rebecca Avitia (Heinrich – D – NM)
23. Sarah Benzing (Brown – D – OH)
24. Neil Campbell (Reed – D – RI)
25. Dara Cohen (Rosen – D – NV) x
26. Jen Cox (Kelly – D – AZ)
27. Reema Dodin (Schatz – D – HI)
28. Monalisa Dugué (Whitehouse – D – RI)
29. Veronica Duron (Booker – D – NJ)
30. Scott Fairchild (Cortez Masto – D – NV)
31. Elizabeth Falcone (Warner – D – VA)
32. Marvin Figueroa (Butler – D – CA)
33. Amy Friedman (Bennett – D – CO)
34. Tamara Fucile (Klobuchar – D – MN)
35. Kristen Gentile (Casey – D – PA)
36. Alexandra Golden (Welch – D – VT)
37. Mike Henry (Kaine – D – VA)
38. Allison Herwitt (Murphy – D – CT)
39. Joel Kelsey (Blumenthal – D –CT)
40. Wes Kungel (Manchin – D – WV)
41. Dylan Laslovich (Tester – D – MT)
42. Mark Libell (Warnock – D – GA)
43. Mindi Linquist (Murray – D – WA)

44. Alison Macdonald (Shaheen – D – NH)
45. Kirtan Mehta (Hickenlooper – D – CO)
46. David Montes (Padilla – D – CA)
47. Tricia Russell (Van Hollen – D – MD)
48. Carlos Sanchez (Lujan – D – NM)
49. Ken Reidy (Baldwin – D – WI)
50. Caitlyn Stephenson (Peters – D – MI)
51. Kalina Thompson (Duckworth – D – IL)
52. Carly Vandegrift (Merkley – D – OR)
53. Brian Winseck (Coons – D – DE)
54. Lucy Xiao (Carper – D – DE)
55. Misty Rebik (Sanders – I – VT)

Dear Chiefs,

We are pleased to extend this invitation to join CARE LAB in Utah for our first state field trip **APRIL 18 - 21**.

This off-the-record trip, which is modeled on our previous international delegations, is an experiment in relationship-building and the practice of CARE LAB skills for self-care, bridging, and active listening. Over three days and three nights, we'll engage with Utahns of all stripes while visiting their communities, homes, farms, and natural sites and meeting with local leaders.

Official invitations and an application for approval from Senate Ethics will be sent directly to you from the Senate Ethics portal. **Please submit by March 19th** to account for the 30 days needed for Senate Ethics to review. You will need an approval letter from the committee before the first day of travel.

In the portal, you will find:

- A Private Sponsor Travel Certification Form completed by Care Lab
- An hour by hour itinerary
- A copy of this unsolicited invitation

Upon your return within 30 days after the last day of travel, the Senate Ethics portal will generate documents required for post-travel disclosure, including:

- Confirmation that no trip details have been changed from the pre-travel approval request
- Filing public disclosure with Office of Public Records (Hart 232)
    - Completed and signed Form RE-3 (Senators and Officers Post-Travel Disclosure of Travel Expenses Form)
    - Copies of all pre-travel documents listed above
    - Any changes from approved Pre-Travel Form

Lastly, please register your commitment and fill out this google form to collect traveler information in order for us to purchase plane tickets on your behalf. I will use e-credit where applicable. Let us know if you would prefer an alternative way for us to collect this information.

Looking forward to an exciting trip!
Sarah Stephens + Justine Williams

Itinerary: Care Lab Senate Chiefs Trip to Utah

THURSDAY APRIL 18

5:30pm ET Flight departing DCA

8:15pm MT Arrive SLC

9:00 – 9:30 Hotel Check in at the Alta Club

Address: 100 E S Temple St, Salt Lake City, UT 84111

9:30 – 10:00 Orientation and Welcome Meeting in Library of Alta Club

Description: Sarah Stephens and Dr. Justine Williams (Founders of Care Lab) will review the itinerary, trip purpose, and practices of bridging, care, and active listening to be used throughout the weekend.

FRIDAY APRIL 19

7:00 – 8:30 Breakfast available in the Alta Club Main Dining Room

8:30 Depart

9:00 – 10:30 Roundtable at the Utah Capitol on **"The Utah Way and Utah Today: Change, Growth, Tensions, and Better Disagreements."** Speakers Gordon Larsen of Governor Cox's Disagree Better Campaign and Natalie Gochnour of the Kem C. Gardner Center.

Description: The panel will provide context for Utah's changing demographics, challenges, and current bridging opportunities. Chiefs will have an opportunity to share their expectations and curiosities about Utah, and have their questions answered.

Address: 350 State St, Salt Lake City, UT 84103

10:30 Depart

11:00 – 12:00 Visit to the Utah Museum of Fine Arts for a discussion on the *Pictures of Belonging* exhibit

Description: Coordinated by Jodi Graham, executive director of Utah Humanities, this conversation provides Chiefs insight into the challenges of three artists of Japanese descent of the pre-WWII generation, which helps illuminate an

expanded view of the "American experience" who used artmaking to assert their belonging.

Jason Perry, VP of government relations at the Hinckley Institute at the University of Utah, will stop by to share his perspective on Utah today, vis a vis themes of belonging.

Address: 410 Campus Center Drive, Salt Lake City, UT 84112-0350

12:30 Depart

1:00 – 2:30 Dialogue and lunch with students and teachers at East High School

Description: Coordinated by teachers Katie Nitka (teacher and PhD candidate) and Nicole Steffes (teacher, academic coach and PhD candidate) at a high school that brings together students from two completely different neighborhoods and worlds, this visit will include a structured dialogue during which both students and Chiefs will share experiences in "othering" and "belonging." It is designed to help build bridges between federal government and youth, while also giving Chiefs greater exposure to young people's perspectives.

Address: East High School, 840 S 1300 E, Salt Lake City, UT 84102

2:45 - 3:45 Break with optional Care Lab "coherence" practice (self-regulation exercise to increase leadership and bridging capacity).

4:00 – 5:00 Visit the FamilySearch Library

Description: Organized by Kyler Mecham, a Government Relations Manager at the Church of Latter Day Saints, the visit to the FamilySearch Library is an opportunity to engage with the LDS Church, of which one third of the Utah population are active members. During the visit we'll learn about the genealogy work that the library does, and hear why they prioritize family history and identity. Chiefs will reflect on questions of identity (theirs and others) and how this fits into issues of bridging, polarization, and care.

Address: 35 N Temple St, Salt Lake City, Utah 84150

5:00 Depart

5:30 – 6:30 Visit to University Neighborhood Partners Center

Description: Organized by Director Jennifer Mayer-Glen, Director of the Center, this visit allows Chiefs to see the University of Utah Center dedicated to bringing together resources and people for reciprocal learning, action, and benefit. We will participate in a structured dialogue with their staff as well as members of the West

Salt Lake Community (primarily immigrant and Latinx) to learn how they are bridging divides with the university and other institutions in Salt Lake City to address community and structural challenges. Chiefs will engage in a listening and sharing practice.

Address: University Neighborhood Partners, 1060 S 900 W, Salt Lake City, UT 84104

6:45 - 8:00 Dinner at the home of Jennifer Mayer-Glenn

Description: At her home, within the community, Jennifer will host the Chiefs and a small group of other local advocates for community-institutional bridging for a home-cooked meal. Care Lab will assume the cost of the meal, including all its ingredients and delivered groceries, which Jennifer will use to prepare dinner.

Address: 962 South 500 East SLC

8:00 Return to hotel. Program close.

SATURDAY APRIL 20

8:00 – 8:30 Breakfast - Kneaders Bakery & Cafe

Address: 28 State St #235, Salt Lake City, UT 84111

7:30 Depart hotel

8:30 – 11:00 Dairy Farm Visit in Cache County

Description: Coordinated by Spencer Gibbons of the Utah Farm Bureau as well as Tami Pyfer of UNITE and the Dignity Index, we will visit Spencer's parents dairy farm for a conversation with the farm owners and farm workers. We'll discuss challenges faced by Utah dairy farmers and workers, as well as divisions between both rural and urban Utah.

Location: Cache County

11:00 Depart

11:30 – 12:30 Visit to the Providence Centro de la Familia de Utah

Description: Organized and facilitated by Gonzalo Palza, Executive Director of Utah's Centro de la Familia, this meeting will bring together local center staff and families who are working on farms, dairy, and ranches in the area. We will learn

about their lives and challenges, and discuss issues of "belonging" and "bridging" between these immigrants to Utah and the communities they are joining.

Address: 525 South 300 West, Salt Lake City, Utah 8401

12:45 Depart

1:30 – 2:30 Lunch at Maddox Ranch House

Description: During lunch at an emblematic rural Utah restaurant, we'll debrief on the farm visit and chat with Tami Pyfer about her work on the Dignity Index to promote civility, and its uptake by various public and educational institutions in Utah and beyond.

Address: 1900 S Hwy 89, Perry, UT 84302

2:30 Depart for Alta Club

4:00 Arrive back at Alta Club

4:00 – 6:00 Break with Care Lab exercises

Description: rest, get changed for dinner, and engage in optional dyad/deep listening reflections on the day or an "awe" practice.

6:00 Depart for Valter's Osteria restaurant

6:30 – 8:30 Dinner with Utah Cultural, Business, and Political Leaders

Description: During a structured conversation, we'll exchange with a highly diverse group of Utahns from the business, philanthropic, and community sectors to discuss Chief's participation in the Care Lab network, visions for Utah's opportunities, and opportunities for ongoing trust-building and depolarization work in Cuba.

Dinner guests include: Gordon Larsen, Senior Advisor for Federal Affairs, Office of the Governor; Byron Russell, Founding Principal Partner, Byron Russell LLC; Nubia Peña, Senior Advisor of Equity and Opportunity, Office of Governor Cox; Ze Min Xiao, President and CEO, BelongInUtah; Don Stirling, Executive Director at Larry H. Miller Family Office; and Reverend France Davis.

Address: 173 W Broadway, Salt Lake City, UT 84101

SUNDAY APRIL 21

8:00 – 8:30 Breakfast at Eva's Bakery SLC

Address: 155 South Main Street, Salt Lake City, UT 84101

9:00 Store Bags + Depart

10:00 – 11:30 Antelope Island and the Great Salt Lake

Description: Darren Parry, Shoshone Tribal leader, author, and storyteller and Dr. Bonnie Baxter, Professor and Chair of the Great Salt Lake Institute, will lead us on a visit to Antelope Island, the site of the Shoshone creation myth. We'll learn about the environmental crisis taking place at the lake, how it affects Utahns people, and how politically and culturally diverse members of Utahn communities are coming together in attempts to protect the lake.

11:30 Depart

12:15 – 2:00 Lunch and discussion of Utah's mining and immigrant history

Description: Phil Notarianni will lead a discussion about the importance of mining in Utah's history and the diverse immigrant communities that it has brought to the state over the years - forging diversity in a place that may otherwise be assumed homogeneous.

2:00 – 2:30 Close out meeting / reflections

Description: Dr. Justine Williams and Sarah Stephens of Care Lab will lead a final close out and reflection meeting to discuss experiences and learnings from the trip.

2:30 Head to Airport

5:50pm MT Flight Departing SLC Airport

11:42pm ET Flight arrives to IAD

End of program

Dear Chiefs,

We are pleased to extend this invitation to join CARE LAB in Utah for our first state field trip **APRIL 18 - 21**.

This off-the-record trip, which is modeled on our previous international delegations, is an experiment in relationship-building and the practice of CARE LAB skills for self-care, bridging, and active listening. Over three days and three nights, we'll engage with Utahns of all stripes while visiting their communities, homes, farms, and natural sites and meeting with local leaders.

Official invitations and an application for approval from Senate Ethics will be sent directly to you from the Senate Ethics portal. **Please submit by March 15th** to account for the 30 days needed for Senate Ethics to review. You will need an approval letter from the committee before the first day of travel.

In the portal, you will find:

- A Private Sponsor Travel Certification Form completed by Care Lab
- An hour by hour itinerary
- A copy of this unsolicited invitation

Upon your return within 30 days after the last day of travel, the Senate Ethics portal will generate documents required for post-travel disclosure, including:

- Confirmation that no trip details have been changed from the pre-travel approval request
- Filing public disclosure with Office of Public Records (Hart 232)
    - Completed and signed Form RE-3 (Senators and Officers Post-Travel Disclosure of Travel Expenses Form)
    - Copies of all pre-travel documents listed above
    - Any changes from approved Pre-Travel Form

Lastly, please register your commitment and fill out this google form to collect traveler information in order for us to purchase plane tickets on your behalf. I will use e-credit where applicable. Let us know if you would prefer an alternative way for us to collect this information.

Looking forward to an exciting trip!
Sarah Stephens + Justine Williams