RE-3 Senators and Officers Post Travel Disclosure of Travel Expenses

Date/Time Stamp

RECEIVED
SECRETARY OF THE SEN
PUBLIC RECORDS
2024 MAY -6 PM 1:20

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):

The Aspen Institute, Inc. (Congressional Program)

Travel Dates:

April 1 - April 4, 2024

Name of accompanying family member (if any):

Katherine Wilkens

Relationship to Traveler:

spouse

Total Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
$20,674 (all travelers)	$1,235	$1,192	$1,400

I also certify that attached to this form are all required documents for post travel disclosure, including:

- The final **Private Sponsor Travel Certification Form** with all attachments
- The final invitation
- The final approved itinerary

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.

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.

5/6/24

Date

Senator Chris Van Hollen

Printed Name of Senator/Officer

Signature of 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
$4,504 pp increase	$9,837 per person	Change in return to US travel impacted actual costs

Were there any changes to the pre-approved itinerary?

(●) Yes ( ) No

Explanation:

The April 2 pre-dinner speaker was unable to attend.
There were minor agenda text edits requested by Senate ethics staff. Updated agenda attached.
There were minor timing adjustments.

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

(●) Yes ( ) No

Explanation:

The Senator had to return to Maryland two days early for official purposes

0000000003559 RECEIVED BY: SECRETARY OF THE SENATE Date: May 06, 2024

CONGRESSIONAL PROGRAM
aspen institute

The Honorable Chris Van Hollen

U.S. Senate
Washington, DC 20515-0306

Dear Senator Van Hollen,

I would like to invite you and Katherine to save the date for our bipartisan, bicameral congressional conference on ***Artificial Intelligence: The Promise and the Peril*** in **Bellagio, Italy, April 1-6, 2024**, including travel dates. While we await the 2024 congressional calendar, please get back to us with your interest to attend the conference **by COB Monday, November 6, 2023**. These conference spots fill up quickly, so please RSVP as soon as possible.

Artificial Intelligence and technological innovation have become another avenue for global power competition. Rapid digitalization and development of technology pose significant opportunities and challenges for U.S. global competitiveness, while the government has not yet championed federal policies to address anticipated repercussions, such as economic impact and labor displacement, ethical and social considerations, national security, data governance, regulatory frameworks, and international collaboration. Members of Congress will engage in round-table discussions and informal conversations with invited experts to better understand: (1) what artificial intelligence is and what it means to regulate it; (2) how AI affects American citizens' daily lives; and (3) what steps should be taken to pioneer regulatory frameworks. Members will have a unique opportunity to focus on the area and holistically think about their role in advancing and gauging America's tech innovation.

Attendance is by invitation only, no outside observers, no lobbyists, no congressional staff, and no media. All conference sessions are off-the-record. No foreign governments are accepted to fund the Aspen Institute Congressional Program. As required by the House and Senate ethics rules, we will provide congressional participants with ethics private sponsor forms completed and signed.

Travel expenses, including business class airfare, meals and lodging will be paid for by the Aspen Institute; no expenses for entertainment or recreation are paid for in compliance with ethics rules.

The Congressional Program is part of the Aspen Institute, Inc. a nonprofit organization founded in 1950. The Congressional Program was created to promote leadership on public policy by bringing together legislators from both political parties with internationally renowned scholars for high level discussions and analysis. Since our program's inception, more than 523 members of Congress have participated in the 156 domestic and international conferences.

We hope you can join us for this important conference.

Sincerely,

Charlie Dent

Charles W. Dent
Former Member, U.S. Congress (PA-15th, 2005-2018)
Vice President and Executive Director
Aspen Institute Congressional Program
2300 N Street, NW, Suite 700, Washington, DC 20037
Mobile: (484) 553-1837

Trip Name: Artificial Intelligence: The Promise and The Peril

Organization Information

Organization Name:
The Aspen Institute, Inc. (Cong.Prog.)

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

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

Address:
2300 N Street, NW

City, State, Zip:
Washington, DC 20037

Phone Number:
202-736-5859

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

History of Congressional Travel

Describe your organization's history of sponsoring congressional travel.

Aspen Institute Congressional Program (AICP)has conducted international and domestic conferences for members of Congress for over 40 years. On occasion, other policy programs of The Aspen Institute, Inc., sponsor conferences that involve members of Congress.

Educational Activities

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

The Aspen Institute, Inc. holds numerous educational activities including conferences, roundtable briefings, and other nonpartisan forums on critical issues facing the U.S. and the world. AICP, specifically, offers nonpartisan educational events for members of Congress and senior congressional staff members, with each event offering a leading scholar on a key domestic or international issue.

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.

The conference will take an in depth look at Artificial Intelligence, and how to understand a rapidly evolving technology that impacts every day life, including communications, privacy, and all of the ethical implications to be considered.
As AI develops, it will continue to influence industries, economies, and governance structures in the U.S. and across the globe. Federal policymakers will grapple with the challenges posed by AI, including ethics, the regulation of AI applications, and the global collaboration needed to navigate its international implications.

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

The Aspen Institute, Inc., is a non-profit organization, and its broad mission is conducting nonpartisan forums and the exchange of ideas on issues impacting the U.S. and the world. AICP is a program of the Aspen Institute, Inc., that provides nonpartisan educational conferences and educational forums for members of Congress and senior congressional staff members. The Italy conference will examine rapidly evolving Artificial Intelligence, the impact on the U.S. and the world in terms of the economies, challenges of privacy, future employment and the labor market, and numerous other factors. The conference will allow participating members of Congress to discuss these complex policy issues along with experts in the field of Artificial Intelligence.

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. The Rockefeller Foundation
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):

- ○ 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 (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.

Will members and staff from the House of Representatives receive invitations?

◉ Yes ○ No

Travel Details (Submit additional pages as needed)

Trip Start Date/Time:	⇄	Trip End Date/Time:
April 1, 2024 at 7 pm		April 6, 2024 at 9 am

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

(●) Yes ( ) No

Transportation (Member/Officer/Employee: $5,833 Accompanying Family Member: $5,833)

Transportation Type	Class	Amount
commercial airline	business	$5,333 per traveler
ground transportation in Bellagio	coach	$500 per traveler

Details (optional)

Lodging (Member/Officer/Employee: $1,236 Accompanying Family Member: $0)

Check-In	Check-Out	Facility	City	State	Country
4/2/24	4/6/24	Bellagio Center	Bellagio		Italy

Nights	Cost/Night	Cost Exceed Per Diem (Yes/No)	If Yes, please explain why expenses over the per diem rate are reasonable and necessary.
4	$309	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.

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: $596 Accompanying Family Member: $596)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem (Y/N)
4/2/24	NA	NA	$63	$31	$94	Bellagio		Italy	N
4/3/24	$24	$39	$63	$31	$157	Bellagio		Italy	N
4/4/24	$24	$39	$63	$31	$157	Bellagio		Italy	N
4/5/24	$24	$39	$63	$31	$157	Bellagio		Italy	N
4/6/24	NA	NA	NA	$31	$31	Bellagio		Italy	N

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: $700 Accompanying Family Member: $700)

Expense Type	Amount	Notes
Private meeting space, AV, conference services	$700	per person

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: Artificial Intelligence: The Promise and The Peril

Travel Date(s): April 1 at 7 pm - April 6 at 9 am (2024)

Travel Destination(s): Bellagio, Italy

Sponsor: Aspen Institute, Inc. (Congressional Program)

Charlie Dent — *(printed name of sponsor representative)*

VP-Aspen Institute, Inc. — *(title)*

(signature of sponsor representative)

Feb. 29, 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: The Rockefeller Foundation

Private Sponsor: Aspen Institute Congressional Program

Trip Name: Artificial Intelligence: The Promise and the Peril

Travel Date(s): April 1-6, 2024, including travel dates

Destination(s): Bellagio, Italy

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.

Erica Guyer	General Counsel and Corporate S
(Printed name of grantmaking organization representative)	*(Title)*
Erica	01/29/2024
(Signature of grantmaking organization representative)	*(Date)*

0000000003567 RECEIVED BY: SECRETARY OF THE SENATE Date: May 06, 2024

Senate Invitee List
Aspen Institute – Artificial Intelligence - The Peril and The Promise

1. Sen. Tom Carper and Martha Carper
2. Sen. Bill Cassidy and Laura Cassidy
3. Sen. Chris Van Hollen and Katherine Wilkens

0000000003568 RECEIVED BY: SECRETARY OF THE SENATE Date: May 06, 2024

CONGRESSIONAL PROGRAM
aspen institute

Artificial Intelligence: the Promise and the Peril

April 1-6, 2024 | Bellagio, Italy

AGENDA

Congressional Program Executive Director Charlie Dent moderates the discussion sessions, recognizes members of Congress who have questions, and is assisted by a timekeeper to ensure the conversation is quick paced and every member of Congress has an opportunity to ask questions and discuss the issues.

MONDAY, APRIL 1:

U.S. participants depart the U.S.

Sen. Van Hollen and Katherine Wilkens depart Washington, DC at 6 pm on Lufthansa 419.

TUESDAY, APRIL 2:

U.S. participants arrive in Bellagio, Italy throughout the day.

Sen. Van Hollen and Katherine Wilkens arrive in Milan arrive in Milan Italy at 6:30 am on Air France 8833 and are transported by bus to Bellagio, Italy to join the conference for the first event.

7 - 9 PM: Working Dinner

Seating is arranged to expose participants to a diverse range of views and provide the opportunity for a meaningful exchange of ideas. Scholars and lawmakers are rotated daily.

WEDNESDAY, APRIL 3:

8 - 9 AM: Breakfast

9 - 9:15 AM: Introduction and Framework of the Conference

This conference is organized into roundtable conversations, working lunches and pre-dinner remarks. This segment will highlight how the conference will be conducted, how those with questions will be recognized, and how responses will be timed to allow for as much engagement as possible.

Speaker:

Charlie Dent, *Executive Director and Vice President,*
Aspen Institute Congressional Program

9:15 - 11:15 AM: Roundtable Discussion
Artificial Intelligence 101

In this session, AI industry experts will cover the basics of Artificial Intelligence (AI), including the underlying technology, the history of AI and Machine Learning, current use cases, and what the future may look like.

Speakers:
Raffi Krikorian, *Chief Technical Officer, Emerson Collective*
Alondra Nelson, *Harold F. Linder Professor of Social Science, Institute for Advanced Study*

11:15 - 11:25 AM: Break

11:25 AM – 1:15 PM: Roundtable Discussion
Geopolitics of Artificial Intelligence

Perhaps more than any other technology, the global competition around AI is both a matter of national security as well as an economic and innovation race. This session will provide an overview of AI from a global perspective, highlighting security risks and international policies.

Speakers:
Klon Kitchen, *Managing Director, Beacon Global Strategies*
Eva Maydell, *Member of the European Parliament*

1:15 - 2 PM: Working Lunch
Discussion continues between members of Congress and experts on geopolitics of artificial intelligence with Klon Kitchen and Eva Maydell.

2 - 5 PM: Individual Discussions
Scholars will be available to meet individually with members of Congress for in-depth discussion of ideas raised in the morning sessions, including Raffi Krikorian, Alondra Nelson, Klon Kitchen, Eva Maydell, David Rhew.

5 - 6:15 PM: Pre-Dinner Remarks
New Frontiers: AI and Healthcare

The intersection of AI and healthcare represents a new frontier in medical innovation, promising transformative advancements across diagnosis, treatment, and patient care. Artificial intelligence applications in healthcare range from predictive analytics and personalized medicine to robotic surgeries and drug discovery. Machine learning algorithms analyze vast datasets, enabling early detection of diseases, optimizing treatment plans, and improving overall healthcare outcomes. However, this technological frontier comes with ethical and regulatory challenges, including privacy

concerns, data security, algorithmic bias, and the need for transparent decision-making. Members of Congress will learn about how AI's ability to process and interpret complex medical information can accelerate research and development but also surface structural inequities.

Speaker:
David Rhew, *Chief Medical Officer, Microsoft*

7 - 9 PM: Working Dinner
Seating is arranged to expose participants to a diverse range of views and provide the opportunity for a meaningful exchange of ideas. Scholars and lawmakers are rotated daily. Discussions will focus on the role of AI in medicine.

THURSDAY, APRIL 4:

8-9 AM: Breakfast

9 - 11:15 AM: Roundtable Discussion:
Deepfakes and Democracy: the Looming Collision of AI and Elections

In 2024, almost one billion people around the globe will vote in national elections. As malicious actors continue their assault on democratic processes worldwide, AI tools can be weaponized to wrongly influence people. In this session, experts will lay out specific threats enabled by AI, including deep fakes, microtargeting of voters, and automated content distribution. The panelists will review current and potential guardrails to keep democracy on track.

Speakers:
Chris Krebs, *Chief Intelligence and Public Policy Officer, SentinelOne*
Vivian Schiller, *Vice President and Executive Director, Aspen Digital, Aspen Institute*

11:15 - 11:30 AM: Break

11:45 AM - 1:15 PM: Roundtable Discussion:
The Good News: AI and Innovation in Education, Healthcare, and Climate
The integration of artificial intelligence brings promising prospects for innovation in various critical sectors. **In education**, AI is revolutionizing personalized learning experiences, tailoring educational content to individual needs and optimizing teaching methodologies. It opens up new avenues for adaptive learning systems, equipping students with the skills necessary for the evolving job market. **In healthcare**, AI applications are enhancing diagnostic accuracy, streamlining administrative tasks, and accelerating drug discovery processes. **In climate change**, AI is playing a pivotal role from optimizing energy consumption to facilitating predictive modeling for environmental changes. This panel will help Members of Congress uncover how to

ensure that AI-driven innovations benefit society and promote inclusive, equitable access to these technologies.

Speakers:
Vilas Dhar, *President and Trustee, Patrick J. McGovern Foundation*
Anna Makanju, *Vice President, Global Affairs, OpenAI*

1:15 - 2 PM: Working Lunch
Discussion continues between members of Congress and scholars on addressing the looming collision of AI and elections.

Sen. Van Hollen and Katherine Wilkens depart Milan at 3:20 pm on United 415 and arrive in Washington, DC at 10:40 pm on United 2734.

0000000003572 RECEIVED BY: SECRETARY OF THE SENATE Date: May 06, 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

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SECOND AND CONSTITUTION AVENUE, NE
WASHINGTON, DC 20510-6425

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United States Senate

SELECT COMMITTEE ON ETHICS

March 28, 2024

The Honorable Chris Van Hollen
United States Senate
Washington, DC 20510

Dear Senator Van Hollen:

This responds to your recent correspondence requesting approval from the Select Committee on Ethics (the Committee) to accept an invitation you and your spouse received to travel to the conference on *Artificial Intelligence: The Promise and the Peril* in Bellagio, Italy, on April 1–6, 2024, sponsored by the Aspen Institute. Provided that you adhere to the guidance set forth below, it appears that it is permissible for you to accept necessary expenses from the Aspen Institute in connection with this trip.

Background

Based on your communication with the Committee, the background in this matter is as follows.[1] The Aspen Institute invited you and your spouse to travel to the conference on *Artificial Intelligence: The Promise and the Peril* in Bellagio, Italy, on April 1–6, 2024. The Aspen Institute 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. The Aspen Institute has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist or agent of a foreign principal will accompany you at any point throughout your trip.[3]

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, 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.

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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] 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.

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 foreign trips for up to seven days. The seven-day limitation means seven 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.[4] 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.[5]

The Committee has determined that § 501(c)(3) non-profit organizations that are classified as private foundations, as opposed to public charities, may not pay for transportation from the United States to a foreign country.[6] However, the Aspen Institute represented to the Committee that it is a § 501(c)(3) public charity, as opposed to a private foundation, pursuant to the Internal Revenue Code.[7]

Under Senate Rule 35, a Member or officer who receives payment or reimbursement for necessary expenses related to fact-finding travel must disclose those expenses to the Secretary of the Senate by filing the completed *Senators and Officers Post-Travel Disclosure of Travel Expenses* (Form RE-3), 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, the Aspen Institute's factual representations, it appears that it is permissible for you to accept necessary expenses from the Aspen Institute 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). Necessary expenses may include travel expenses for the spouse of a Member if the Member determines that the attendance of the spouse is appropriate to assist in the representation of the Senate.

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

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

[6] *See* 26 U.S.C. § 4941 et seq. Section 501(c)(3) of the Internal Revenue Code broadly defines non-profit, charitable, tax-exempt organizations. These § 501(c)(3) organizations are then further defined or designated as "public charities" and "private foundations."

[7] 26 U.S.C. § 501(c)(3).

Please be advised that the United States Constitution prohibits the acceptance of any gift, including a meal, from a foreign government without the consent of Congress. In the Foreign Gifts and Decorations Act (FGDA), Congress consented to the acceptance by federal government officials of: (1) gifts of minimal value and (2) travel or the expenses for travel taking place entirely outside the United States, from a foreign government (which includes those acting as a representative or agent of a foreign government).[8] The Senate has defined minimal value as $100 or less. Further, pursuant to FGDA, there are certain reporting and procedural requirements that are imposed upon Members, officers, and employees who accept gifts from a foreign government. Please review the Committee's "Dear Colleague" letter of January 11, 2019, setting forth the items to be included in filing that report.

Finally. Senate Rule 34 requires a Member, 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, travel expenses exceed $480 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: Member and Officer Privately Sponsored Travel Checklist

[8] 5 U.S.C. § 7342.