

RE-2 Employee Post Travel Disclosure of Travel Expenses

Date/Time Stamp

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):

Global (Women Innovation Network) WIN

Travel Dates:

9/30-10/1/2024

Name of accompanying family member (if any):**Relationship to Traveler:**

Total Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
333.75	299	115.25	

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.

10/10/20

Date

Kelly Boyer

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.

10/10/20

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
Transportation	333.75	Less than \$650 original estimate
Food	115.25	Less than \$138.25 original estimate

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:

I traveled at my own expense to NYC.

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:

Kelly Boyer

Employing Office/Committee:

Office of Senator Maggie Hassan

Private Sponsor(s):

Global Women's Innovation Network (WIN)

Destination(s):

New York, NY

Travel Dates:

9/30-10/1/2024

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.

As the Senator's Deputy Chief of Staff, this trip would allow me to learn about health technology which relates to my boss' role on the Health, Education, Labor and Pensions Committee as well as technology and data privacy issues as it relates to her role on the Homeland Security Committee. As a female Senator, it is important to understand developments with female leadership in the private sector and how those best practices could be implemented in the Senate.

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.

8/28/20

Date

Signature of Employee

Kelly Boyer

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)

Senator Maggie Hassan

Kelly Boyer

I _____ hereby authorize _____
(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)

8/28/2024

Date

Maggie Hassan

Signature of Supervising Senator/Officer



August 15, 2024

Kelly Boyer
Deputy Chief of Staff
Office of Senator Maggie Hassan
United States Senate
Via Email

Dear Ms. Boyer,

The Global Women's Innovation Network (GlobalWIN) invites you to join us for a delegation trip to New York City. We will depart from Washington, DC on Monday, September 30th and programming will begin upon arrival before departing New York and returning to Washington, DC the evening of Tuesday, October 1st. We have confirmed and will continue to add policy discussions and site visits with companies at the forefront of innovation and technology, as well as with female leaders in tech, data, business, trade, and other industries. Your work on these topics and active participation in our discussions will be a great asset to our delegation, which will include senior staff from both Republican and Democratic Senate offices.

GlobalWIN was founded in 2009 as an educational nonpartisan 501(c)(3) non-profit organization. With Honorary Co-Chairs Senators Shelley Moore Capito (R-WV) and Maggie Hassan (D-NH), Congresswomen Cathy McMorris Rodgers (WA-05) Debbie Wasserman Schultz (FL-25), Chrissy Houlahan (PA-06), and Young Kim (CA-40), GlobalWIN provides a dynamic forum for women executives and thought leaders in academia, government, and business who are passionate about innovation and its potential to advance critical policy issues. GlobalWIN is dedicated to helping women in these fields and related policy debates by providing opportunities to: 1) recognize their contributions to innovation and related policy debates; 2) share their views & engage publicly; 3) access resources that might not otherwise be readily available to accomplish these objectives; 4) broaden their network across areas of expertise and beyond our borders.

GlobalWIN offers to cover your travel, hotel, and meal expenses related to the trip, in compliance with the rules under Senate ethics laws. For background, we have a record of successful Congressional staff delegation trips, including London in 2013, Brussels in 2014, Dublin in 2015, New York in 2016, London in 2017, Paris, Seattle, and Baltimore in 2018, London in 2019, Berlin in 2020, New York in 2021, London, Austin, New York, and San Francisco in 2022, Miami and Paris in 2023 and NYC and Dublin in 2024.

The submission of your ethics materials is due by Tuesday, September 3rd, please send them earlier if possible. If you have any programming questions, please reach out to Angeli Chawla, Executive Director, at angeli@globalwin.org or call 703-477-0784. If you have any questions about ethics or logistics, please reach out to Andrea Mietus, Senior Advisor, at andrea@mietusevents.com or call 301-518-6336.

Sincerely,

Helen Milby
President, GlobalWIN

Trip Name: GlobalWIN Senate Staff Delegation Trip - NYC- Sept 30 & Oct 1, 2024

Organization Information

Organization Name:

Global Women's Innovation Network

Is your organization classified as a §501(c)(3)?

Yes



No

If Yes, §501(c)(3) Organization Type:

Private Foundation



Public Charity

Address:

600 Pennsylvania Avenue, SE - Suite 410

City, State, Zip:

Washington, DC 20003

Phone Number:

301-518-6336

Organization URL:

www.globalwin.org

History of Congressional Travel

Describe your organization's history of sponsoring congressional travel.

GlobalWIN highlights women leaders and connects the public and private sector through our programming that includes networking receptions, policy round tables, career development workshops, and educational trips in the United States and abroad. On this trip GlobalWIN will bring 12-15 Republican and Democratic from offices in the U.S. Senate to NYC for two days of intensive programming on a variety of issues including tech, health tech research and development, financial technology innovation and female leadership. This trip will combine all tiers of GlobalWIN programming and provide all participants an opportunity to learn more on



Educational Activities

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

GlobalWIN hosts 1-3 educational programs each month, ranging in attendance from 20 to 100 from the public and private sector. We provide career development programming and seminars that feature thought leaders, policy advisors, industry experts and female leaders from across many industries with a vast amount of experience.

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.

GlobalWIN will bring 12-15 Senate staff members from Republican and Democratic offices from the U.S. Senate to New York for two days of intensive programming on an array of issues such as bio pharmaceutical production and distribution, manufacturing and agricultural production, cloud technology, climate change and financial institutions, female leadership, and innovation in tech. GlobalWIN provides these Congressional staffers with the unique opportunity to participate in meetings directly related to their subject matter expertise, while also gleaning information from non-direct and equally important sources. Our time in New York will combine all tiers of GlobalWIN programming allowing the Senate staff an opportunity to meet other colleagues from +

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

Our goal is to develop more broad conversations outside of the beltway, GlobalWIN provides opportunities to connect with our partners beyond Washington. GlobalWIN brings Congressional staffers and our allies all over the USA and abroad to meet with like-minded organizations on key issues related to innovation, technology, and economic growth. New York is a incredible resource on so many fronts with leading industries that include financial services, healthcare, professional and business services, retail trade, manufacturing, and education. These are all top tier issues for GlobalWIN.

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):

- ☐ 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:
9/30/2024 - 8:05 amTrip End Date/Time:
10/1/2024 - 8:00 pm

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

☐ Yes☒ NoTransportation (Member/Officer/Employee: \$^{650.00} Accompanying Family Member: \$_____)

Transportation Type	Class	Amount
Amtrak & Acela	Coach	650.00
Ground transportation in NYC	Coach	165.00

Details (optional)

Cost of train may increase based on booking date. NYC Ground transportation will be additional. Lodging (Member/Officer/Employee: \$^{299.00} Accompanying Family Member: \$_____)

Check-In	Check-Out	Facility	City	State	Country
9/30/24	10/1/24	Hyatt Place	New York	NY	USA
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	\$299.00	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: \$138.25 Accompanying Family Member: \$)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem (Y/N)
9/30/24		20	36	3.25	59.25	New York	NY	USA	N
10/1/24	18	20	36	5.00	79.00	New York	NY	USA	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: \$⁰ Accompanying Family Member: \$)

Expense Type	Amount	Notes

Additional Details (optional)

For any inquiries about the Senate Ethics Form completed for the Senate Staff Trip to NYC please contact Andrea Mietus, GlobalWIN Senior Advisor at 301-518-6336 or andrea@mietusevents.com

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: GlobalWIN 2023 Senate Staff Delegation Trip- NYC

Travel Date(s): Monday, September 30th & Tuesday, October 1, 2024

Travel Destination(s): New York City, NY

Sponsor: Global Women's Innovation Network (GlobalWIN)

Helen Milby

(printed name of sponsor representative)

President & Co-Founder

(title)



(signature of sponsor representative)

July 30, 2024

(date)

FIRST	LAST	TITLE	OFFICE
Erica	Andeweg	Senior Policy Adviser	Office of Sen. Deb Fischer
Laura	Atcheson	Senior Counsel	Office of Sen. John Cornyn
Blair	Bjellos	Senior Policy Adviser/Coalitions Director	Senate Judiciary Committee
Meaghan	Body	Director of Operations	Office of Sen. Elizabeth Warren
Kelly	Boyer	Deputy Chief of Staff	Office of Sen. Maggie Hassan
Cassie	Brzezinski	Policy Advisor	Office of Sen., Chris Van Hollen
Emily	Carwell	Chief of Staff	Office of Sen. Debbie Stabenow
Halie	Craig	Policy Director, Tech	Senate Commerce Committee (Cruz)
Robyn	Engibous	Chief of Staff	Office of Sen. Dan Sullivan
Elizabeth	Falcone	Chief of Staff	Office of Sen. Mark Warner
Kathleen	Gayle	Economic Policy Advisor	Office of Sen. Mike Rounds
Kristen	Gentile	Chief of Staff	Office of Sen. Bob Casey
Kaily	Grabemann	Broadcast Communications Advisor	Office of Minority Leader Mitch McConnell
Toni-Marie	Higgins	Chief of Staff	Office of Sen. John Boozman
Liz	Johnson	Chief of Staff	Office of Sen. Mitt Romney
Mariel	Jorgenson	Senior Legislative Assistant	Office of Sen. Gary Peters
Rachel	Lang	Advisor on International Trade, Competitiveness, Innovation	U.S. Senate Finance Committee (Wyden)
Sylvia	Lee	Senior Policy Advisor	Office of Sen. Kristen Gillibrand
Alison	MacDonald	Chief of Staff	Office of Sen. Jeanne Shaheen
Stephanie	Mertz	Legislative Aide	Senate Commerce Committee (Cruz)
Caroline	Moore	Legislative Assistant	Office of Sen. Katie Britt
Kelley	Moore	Communications Director	Office of Sen. Shelley Moore Capito
Chelsea	Moser	Senior Advisor	Office of Sen. Chris Coons
Lila	Nieves-Lee	Staff Director	Banking Committee
Dana	Richter	Senior Policy Adviser/Counsel	Office of Sen. Shelley Moore Capito
Marissa	Salemme	Senior Adviser	Senate Finance Committee
Sarah	Shapiro	Senior Legislative Assistant	Office of Sen. Gary Peters
Jamie	Susskind	Legislative Director	Office of Sen. Marsha Blackburn
Kalina	Thompson	Chief of Staff	Office of Sen. Tammy Duckworth (IL)
Beth	Vrabel		Senate Finance Committee
Taylor	Ware	Legislative Assistant	Office of Sen. John Hickenlooper
Lucy	Xiao	Chief of Staff	office of Sen. Tom Carper



2024 NYC Itinerary Senate Staff Delegation Trip
Monday, September 30th- Tuesday, October 1st

Monday, September 30, 2024

7:40 AM Meet at Washington Union Station

8:05 AM Depart Washington Union Station (WAS) for New York

11:14 AM Arrival in NYC Moynihan Train Hall (NYP)

11:30 AM **Trip Briefing**
11:40 AM On bus

20-minute drive

12:00 PM **Mastercard Tech Hub Visit and Fireside Chat**
1:30 PM 150 5th Ave, New York, NY

20-minute drive

2:00 PM **News Corp Executive Fireside Chat**
3:00 PM 1211 6th Ave, New York, NY

20-minute drive

3:30 PM **Universal Music Group | Republic Records Tour and Discussion**
5:30 PM Republic Studios, 220 W 18th Street, New York, NY

15-minute drive

6:00 PM **Dinner with Featured Speaker**
8:00 PM

RON *Overnight Accommodations: Hyatt Place New York/Midtown-South, 52 West 36th Street, New York, NY*

Tuesday, October 1, 2024

7:30 AM **Breakfast & Overview of the Day**
Hyatt Place New York

8:10 AM **Depart Hotel**

20-minute drive

8:30 AM Arrive NYSE

8:30 AM **NYSE Tour and Bell Ringing**
10:30 AM 11 Wall St, New York, NY

10-minute drive

11:00AM **Spotify Tour and Meeting with Dustee Jenkins, Chief Public Affairs Officer**
12:30 PM 150 Greenwich St, 62nd Floor

20-minute drive

1:00 PM **L’Oreal Visit and Corporate Panel**
3:30 PM 10 Hudson Yards, New York, NY

5-minute drive

Time to check in with offices and travel to Moynihan Train Hall

5:00 PM Depart NYC Moynihan Train Hall (NYP)

7:59 PM Arrive Washington Union Station (WAS)

REQUEST FOR TRIP MODIFICATION

Pursuant to the *Regulations and Guidelines for Privately Sponsored Travel* § III.E.2:

Senate travelers are expected to participate in the trip as planned by the trip sponsor except as follows:

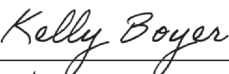
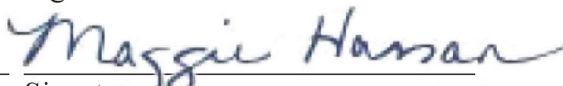
- A Senate traveler may modify their point of departure or return to facilitate an official purpose if the Senate office pays any difference in cost between the modified travel and the travel as originally planned.
- A Senate traveler may modify their point of departure or return to facilitate a personal purpose only if the Senate traveler pays all transportation expenses in connection with that side of the trip.
- All trip modifications must be approved by the Committee, and must not create an appearance, as determined in the sole discretion of the Committee, that the Senate traveler is using the resources of the sponsoring entity for personal gain or to supplement impermissibly the work of the Senate office.

Trip Sponsor: GlobalWIN (Women's Innovation Network)

Trip Dates: 9/30-10/1/2024

Original point of departure/return: WAS-NYC-WAS

Modified point of departure/return: Fargo, North Dakota-NYC-WAS

Kelly Boyer		9/23/2024
Printed name of traveler	Signature	Date
Senator Maggie Hassan		9/23/2024
Printed name of supervising Senator/officer	Signature	Date