RE-2 Employee Post Travel Disclosure of Travel Expenses

Date/Time Stamp

RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2024 MAR 22 PM 4:15

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):
Recording Industry Association of America

Travel Dates:
02/22/2024 to 02/23/2024

Name of accompanying family member (if any):

Relationship to Traveler:

Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
$290.00	$208.00	$72.00	$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.

3/22/2024
Date

Erica Andeweg
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.

3/22/2024
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
Lodging	$208.00	Hotel rate increased from time itinerary was submitted to when attendees were confirmed and hotels were booked.
Transportation	$290.00	These travelers extended trips through the weekend at their own cost. Return train tickets purchased by RIAA were refunded.

Were there any changes to the pre-approved itinerary?

○ Yes ● No

Explanation: There were no changes to the pre-approved itinerary.

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:
Erica Andeweg

Employing Office/Committee:
FISCHER, DEB

Private Sponsor(s):
Recording Industry Association of America

Destination(s):
New York, New York

Travel Dates:
02/22/2024 to 02/23/2024
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.

This trip will explore the application of artificial intelligence policy in the copyright context. I handle both technology and copyright legislative policy for the office, and this trip also provides the opportunity to discuss and learn more about relevant policy developments in this space with other congressional staff who handle the same policy portfolio.

Do you have an accompanying family member or spouse on this trip?
No

Name and Relationship to Traveler:
N/A

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

1/22/24
Date

Erin Andeweg
Signature of Employee

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER
(President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain)

I Senator Fischer (Print Senator's/Officer's Name) hereby authorize Erica Andeweg (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)

1/22/2024
Date

Deb Fischer
Signature of Supervising Senator/Officer

Recording Industry Association of America: RIAA Educational Staff Trip to NYC

Erica Andeweg

Title:
Senior Policy Advisor

Employing Office/Committee:
FISCHER, DEB

Duty Station:
WASHINGTON,DC

Destination(s):
New York, New York

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

This trip will explore the application of artificial intelligence policy in the copyright context. I handle both technology and copyright legislative policy for the office, and this trip also provides the opportunity to discuss and learn more about relevant policy developments in this space with other congressional staff who handle the same policy portfolio.

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

Name and Relationship to Traveler:
None

Organization Information

Organization Name
Recording Industry Association of America

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

§501(c)(3) Organization Type
None

Address
1000 F St NW

Address 2 (Optional)
None

City, State Zip
Washington, District Of Columbia 20004 United States

Phone Number
2028579655

Organization URL
www.riaa.com

History of Congressional Travel

RIAA has sponsored similar congressional trips in 2023 and 2019, which included tours of SME, UMG, WMG offices in New York, NY.

Educational Activities

RIAA creates opportunities to inform policymakers and the general public about issues relating to the recording industry. In pursuit of our mission, RIAA hosts educational events such as the "music 101" series that outlines copyright law and how artists, songwriters, labels, publishers, and other collectives are paid; International Women's Day panel focusing on female experiences in the music industry; RIAA Honors celebrating artists, label executives and legislators who move culture forward, among other initiatives. Launching 50statesofmusic.com enabled RIAA to offer industry-wide data reflecting both the economic footprint and creative contributions music has on each state. Additionally, RIAA is a founding member of the Human Artistry Campaign, which informs about how artificial intelligence works and how we can protect the intersection of individual creativity through responsible innovation.

Lobbyist and Foreign Agent Registration Information

Lobbyist Registration Status: *I certify that the sponsor is not a federally registered lobbyist but retain or employ one or more federally registered lobbyists.*

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.

- [x] 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 educational staff trip is part RIAA's series of site tours to Sony Music Entertainment (SME), Warner Music Group (WMG), and Universal Music Group (UMG) that explore the intersection between the music industry and policies shaped by Congress. The visits will provide congressional staff with firsthand knowledge of this sector of the creative ecosystem and specifically the challenges and opportunities of AI that the industry faces.

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

RIAA advocates for recorded music and the people and companies that create it in the United States. RIAA's several hundred members – ranging from major American music groups with global reach to artist-owned labels and small businesses – make up the world's most vibrant and innovative music community, working to help artists reach their potential and connect with fans while supporting hundreds of thousands of American jobs. Through RIAA's continued advocacy and educational opportunities, we have seen staffers demonstrate a strong interest in being able to learn more about the industry's daily operations and structure. Even those with a background in intellectual property, copyright litigation, technology and trade issues lack firsthand experience with music companies in the digital age. This trip aims to provide relevant experience and background for policymakers to make better informed decisions as they perform their various roles on Capitol Hill.

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

- [ ] 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
- [x] 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:
02/22/2024 @ 05:02 PM

⇄

Trip End Date/Time:
02/23/2024 @ 05:02 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: $447.00 | Accompanying Family Member: $0.00)

Transportation Type	Class	Amount
Ground Transportation	N/A	$34.00
Note Ride share/ubers		
Train	Business	$413.00
Note Round trip train to NYC		

Lodging (Per Member/Officer/Employee: $159.00)

Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
02/22/2024	02/23/2024	Arlo Midtown	New York	New York	United States	1	$159.00	No

Meals (Per Member/Officer/Employee: $72.00)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
02/22/2024	$12.00	$24.00	$36.00	$0.00	**$72.00**	New York	New York	United States	No

Reasonable Miscellaneous Expenses (Per Member/Officer/Employee: $0.00)

Expense Type	Amount	Notes
There are no miscellaneous expenses.		

Additional Attachments

Document Name
There are no additional attachments.

PRIVATELY SPONSORED TRAVEL

SPONSOR SIGNATURE PAGE

I hereby certify that the information submitted in connection with the trip listed below is true, complete, and correct to the best of my knowledge and belief.

Trip Name: RIAA Educational Staff Trip to NYC

Travel Date(s): February 22-23, 2024

Travel Destination(s): New York, NY

Sponsor: Recording Industry Association of America

Victoria Sheckler — *(printed name of sponsor representative)*

SVP, Deputy General Counsel — *(title)*

Victoria Sheckler Digitally signed by Victoria Sheckler Date: 2024.01.22 13:20:54 -05'00' — *(signature of sponsor representative)*

1/22/2024 — *(date)*

RIAA Educational Staff Trip to NYC
February 22 – February 23, 2024
Invitee list

Legislative issues emerging from the Senate Judiciary and Commerce Committees are of primary interest to the RIAA and its members. RIAA has invited a range of senior level Senate staffers that specifically handle artificial intelligence, technology, and judiciary portfolios either directly on these Committees or within their Senate offices. Senate staffers that participant in this tour will return with knowledge on how the music industry is currently impacted by intellectual property, copyright, and technology issues in the digital age.

The list of invited Senate staffers that handle these select issues for their office/Committee include:

Name	Office	Title	Issue
A.J. Burton	Sen. Brian Schatz	Senior Counsel for Telecommunications and Technology Policy	Commerce
Aaron Stanislawski	Sen. Chris Coons	Counsel	Judiciary
Alyssa Slaimen	Sen. Peter Welch	Counsel	Judiciary
Anna Cullen	Sen. Jon Ossoff	Legislative Director	Judiciary
Aria Austin	Sen. John Fetterman	Legislative Aide	Commerce
Baz Selassie	Sen. Amy Klobuchar	Deputy Legislative Director	Judiciary
Becca Branum	Sen. Tammy Baldwin	Counsel	Commerce
Chance Costello	Sen. John Thune	Senior Legislative Assistant	Commerce
Claire Kim	Senate Federal Courts, Oversight, Agency Action, and Federal Rights, Majority	Counsel	Judiciary
Colin Anderson	Sen. Richard Blumenthal	Policy Advisor for Privacy and Cybersecurity	Judiciary
David Miller	Sen. Kyrsten Sinema	Policy Advisor	AI Caucus
Didier Barjon	Sen. Chuck Schumer	Legislative Assistant	Leadership
Edgar Rivas	Sen. John Hickenlooper	Senior Policy Advisor	Commerce
Elise Holman	Senate Judiciary, Majority	Counsel	Judiciary
Erica Andeweg	Sen. Deb Fischer	Senior Policy Advisor	Judiciary
Franci Rooney	Sen. John Cornyn	Counsel	Judiciary
Garrison Holmberg	Sen. Jerry Moran	Legislative Assistant	Judiciary
Jamie Susskind	Sen. Marsha Blackburn	Legislative Director	Judiciary
Jeff Hantson	Senate Judiciary, Majority	Senior Counsel	Judiciary
John Connolly	Sen. Mazie Hirono	Senior Counsel	Judiciary

Jon Cardinal	Sen. Chuck Schumer	Director of Economic Development	Leadership
Jonathan "Jon" Hale	Senate Commerce, Majority	Senior Counsel	Commerce
Leah Hill	Sen. Cory Booker	Legislative Director	Judiciary
Mana Azarmi	Sen. Alex Padilla	Counsel	Judiciary
Max Katz	Sen. Martin Heinrich	Technology Policy Fellow	AI Caucus
Michael Marn	Sen. Marsha Blackburn	Legislative Aide	Judiciary
Michelle Ankenbrand	Sen. Chris Coons	Counsel Detailee	Judiciary
Peter-Anthony Pappas	Senate Intellectual Property, Minority	USPTO Detailee	Judiciary
Sierra Fuller	Sen. Jacky Rosen	Legislative Assistant	Commerce
Wendy Baig	Senate Competition Policy, Antitrust, and Consumer Rights, Minority	Chief Counsel	Judiciary
Zachary Baum	Sen. Jack Reed	Policy Advisor; Counsel	Judiciary

Erica Andeweg
Office of Sen. Deb Fischer
Washington, DC

Dear Erica:

I would like to invite you to attend the Recording Industry Association of America's (RIAA) privately-sponsored trip to New York City to visit Sony Music Entertainment (SME), Warner Music Group (WMG), and Universal Music Group (UMG) on Thursday, February 22 through Friday, February 23, 2024. This trip has been planned in accordance with the Senate's privately-sponsored travel rules.

The Recording Industry Association of America advocates for recorded music and the people and companies that create it in the United States. RIAA's several hundred members – ranging from major American music groups with global reach to artist-owned labels and small businesses – make up the world's most vibrant and innovative music community, working to help artists reach their potential and connect with fans while supporting hundreds of thousands of American jobs.

This trip involves a series of briefings and discussions pertaining to the development and business practices of music companies in the digital age. It will bring congressional staffers together with industry experts and executives for the purposes of understanding key issues affecting intellectual property and copyright policies. On Thursday, February 22, RIAA will sponsor a full day of discussions and tours that examine the daily functions of these three major record labels. Items on the agenda will include presentations from the record labels' leadership and communications staff, along with visiting onsite facilities such as the Artist & Repertoire (A&R) department and in-house recording studios.

RIAA will cover costs relating to the trip, including: round-trip transportation, hotel expenses for Thursday, February 22 and group meals. We will provide paperwork for submission prior to the 30-day House Ethics travel deadline (Tuesday, January 23). Please respond to Isabel Wasserzug at iwasserzug@riaa.com prior to this deadline to confirm your participation and timely submission of the attached ethics travel forms.

Sincerely,

Victoria Sheckler
Senior Vice President, Deputy General Counsel
Recording Industry Association of America

Recording Industry Association of America
Educational Staff Trip to
Sony Music Entertainment / Warner Music Group / Universal Music Group
Thursday, February 22 – Friday, February 23

Thursday, February 22

6:30am — Staff suggested arrival to Union Station (Washington, DC)
Meeting point: Red Cap Baggage Carousel (across from Amtrak seating area)

7:00am — Amtrak train departure
Amtrak train #2154 Acela
Union Station to Moynihan Train Hall/Penn Station
Estimated travel cost: $227/person

9:52am — Amtrak arrival to Moynihan Train Hall/Penn Station (New York, NY)

10:00am — RIAA staff meet group at Penn Station to call Ubers
Meet at Starbucks by 8th Ave & 33rd St exit of Moynihan Train Hall

10:00am — Staff take Ubers to briefing at Sony Music Entertainment
Estimated Uber cost: $8/person

10:45am-12:30pm — Educational Tour & Breakfast at Sony Music Entertainment
Sony Music Entertainment (25 Madison Avenue, New York, NY 10010)
22nd Floor Multi-Purpose Room
Estimated breakfast cost: $12/person

At Sony Music, staff will learn about the company's Artist & Repertoire and marketing efforts, work which will be brought to life through case studies of two recent Sony Music artists' hit singles and album releases. The case studies will highlight the complex and interconnected elements of a modern-day global project launch.

Attendees will then learn how Sony Music is approaching the legal, commercial and creative challenges and opportunities presented by rapidly evolving generative AI technologies as well as receive a briefing on the latest AI technologies being explored by the company.

Finally, staff will tour the company's state-of-the-art recording studio as well as experience a curated exhibit of treasures from the company's

vast archives of album artwork, artist photographs, historical recordings and more.

10:45am-10:55am	Coffee & breakfast upon entry to 22nd Floor Multi-Purpose Room
10:55am-11:00am	Deirdre McDonald, EVP, Global Public Policy & Government Relations welcomes guests and provides a brief introduction to Sony Music and the presenters
11:00am-11:30am	Paths to global success for two current RCA artists - **Val Pensa**, SVP, Head of Marketing, RCA Records
11:30am-12:00pm	Opportunities and challenges for the music business in the age of AI - **Jeff Walker**, EVP & Head, Business & Legal Affairs, Global Digital Business (GDB)
12:00pm-12:20pm	The latest AI technologies: What we are most excited about - **Chris Frankenberg**, VP, Head of Emerging Technology, GDB
12:20pm-12:45pm	28th Floor Studio tour and highlights from the Sony Music archives

12:55pm Staff take Ubers to briefing at Warner Music Group
Estimated Uber cost: $10/person

1:30pm-2:45pm Educational briefing and lunch at Warner Music Group
Warner Music Group (1633 Broadway, New York, NY 10019)
Estimated lunch cost: $24/person

At Warner Music Group, staff will learn firsthand how artists and their labels are responsibly using AI to enhance and accelerate artist and songwriter creativity. This will be followed by an interactive tour of Atlantic Records' recording studio.

1:30pm	Welcome and lunch served
1:30pm-2:25pm	Fireside chat with **Sumit Varshney,** SVP, Corporate Development and Growth Strategy,

moderated by **Mark Baker**, SVP, Public Policy and Government Affairs

2:25-2:45pm — Tour of WMG's recording studio led by **Joseph Pomarico**, Senior Engineer/Producer, Atlantic Records

2:55pm — Staff walks to Universal Music Group

3:00pm-4:45pm — Educational briefing at Universal Music Group

Universal Music Group (1755 Broadway, New York, NY 10019)
Estimated coffee cost: $1.50 /person

At Universal Music Group, staff will begin their visit with a short overview from UMG's EVP of Public Affairs, **Eric Berman**. This will be followed by an open panel discussion led by a member of UMG's Digital Team, with executives from select UMG record labels. Panelists will discuss what it takes to run an artist-centric business in an ever-evolving digital world and the importance of responsible and ethical AI.

Next, participants will experience an interactive technology demonstration with UMG's Strategic Technology Team during which they will learn about the innovative ways record labels are partnering with artists to bring their creative concepts to life beyond recorded music.

During these highly interactive sessions, staff will learn how intellectual property is utilized through multiple business opportunities, with a particular focus on AI and innovative technologies. They will also learn about A&R, artist investment and the collaboration between artists and labels required to build a successful career in music, where artists reach their greatest creative and commercial potential.

3:00pm-3:15pm — Staff arrival, Mercedes Atmos demo available *(time permitting)*

3:15pm-3:25pm — Intro to UMG & Music 101
- **Eric Berman**, EVP Public Affairs, UMG

3:25pm-4:10pm — Live Panel: UMG's Digital Strategy & Innovation
- **Danielle Price Sanders**, EVP, Republic Records
- **Jamie Krents**, President, Verve Records
- **Chris Horton,** SVP, Strategic Technology, UMG

4:10pm-4:30pm	Innovative Technology Demonstration at Bravado Showroom - **Chris Horton,** SVP, Strategic Technology, UMG
4:30pm	Break Mercedes Atmos demo available during break
4:45pm-5:45pm	RIAA Discussion: Responsible & Ethical AI *Universal Music Group (1755 Broadway, New York, NY 10019)* - **Dr. Moiya McTier**, Sr. Advisor & Public Communicator, Human Artistry Campaign
5:45pm	Staff Uber to hotel *Arlo Midtown (351 W 38th St, New York, NY 10018)* *Estimated Uber cost: $8/person*
6:00pm	Hotel check-in *Estimated hotel cost: $159/person*
7:00pm	Staff meet in hotel lobby for dinner
7:30pm	Dinner *Restaurant TBD walkable from hotel* *Estimated dinner cost: $36/person*

Friday, February 23

8:00am	Hotel -check-out
8:15am	Staff Uber to Moynihan Train Hall/Penn Station *Estimated uber cost: $8/person*
9:00am	Amtrak train departure *Amtrak train #2151 Acela* *Moynihan Train Hall/Penn Station to Union Station* *Estimated travel cost: $187/person*
11:51am	Amtrak arrival at Union Station (Washington, DC)

0000000001806 RECEIVED BY: SECRETARY OF THE SENATE Date: March 22, 2024

Date/Time Stamp

COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the **Office of Public Records** in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

SUBMIT DIRECTLY TO THE **OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING**

Name of Traveler: Erica Andeweg

Employing Office/Committee: Office of Senator Deb Fischer

Travel Expenses Paid by (List all sources): Erica Andeweg

Travel Date(s): 2/22/24-2/23/24

Description/Title of Attached Forms: Trip Extension Request Form and Approval Documents

Purpose of Amendment (describe the reason for amending original submission): Staffer requested a trip extension for personal reasons and purchased her own return train ticket to DC. Staffer incurred no expenses from RIAA beyond 2/22/24.

3/22/24
(Date)

(Signature of Traveler)

(Revised 4/19/2010)

0000000001807 RECEIVED BY: SECRETARY OF THE SENATE Date: March 22, 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

HART SENATE OFFICE BUILDING, ROOM 220
SECOND AND CONSTITUTION AVENUE, NE
WASHINGTON, DC 20510-6425

TELEPHONE: (202) 224-2981
FACSIMILE: (202) 224-7416
TDD: (202) 228-3752

United States Senate

SELECT COMMITTEE ON ETHICS

February 21, 2024

Erica Andeweg
Office of Senator Deb Fischer
United States Senate
Washington, DC 20510

Dear Ms. Andeweg:

This responds to your recent correspondence requesting approval from the Select Committee on Ethics (the Committee) to accept an invitation you received to travel on a fact-finding trip to New York City, New York on February 22–23, 2024, sponsored by Recording Industry Association of America (RIAA). Provided that you adhere to the guidance set forth below, it appears that it is permissible for you to accept necessary expenses from RIAA in connection with this trip.

Background

Based on your communication with the Committee, the background in this matter is as follows.[1] You are employed as a Senior Policy Advisor in the Office of Senator Deb Fischer. RIAA invited you to travel on a fact-finding trip to New York City, New York on February 22–23, 2024. RIAA 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. Although RIAA is a private entity that retains or employs a federally registered lobbyist or foreign agent, RIAA has certified that no registered lobbyist or agent of a foreign principal will accompany you on any segment of your trip.[3]

Additionally, you inform the Committee that you plan to modify your trip for a personal purpose. Based on the information you submitted, the Committee understands that, for a personal purpose you intend to extend your trip in New York City for more than two days after the conclusion of officially related events. You will depart from New York City to return to Washington D.C. on Sunday, February 25, 2024. You must personally pay the cost of all additional expenses incurred as a result of extending your trip.

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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 segment of your trip" has a specific definition. *See Select Committee on Ethics Regulations and Guidelines for Privately Sponsored Travel* at 15.

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.

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.

Trips sponsored by private entities that retain or employ a lobbyist or foreign agent may not exceed one day, exclusive of travel time and one overnight stay. A second overnight stay may be allowed if the sponsor establishes in writing that a two-night stay is practically required and necessary to accomplish the purpose of the trip. The Committee examines these requests on a case-by-case basis and will consider the distance of travel, the availability of transportation to or from the location of the one-day event, the start and end time of the day's official activities, and any other exceptional circumstances described in writing prior to the trip. Regardless of whether one or two overnight stays are approved, all scheduled officially-connected activities must take place on one calendar day. The sponsor may pay for meals and expenses for the overnight stays but may not plan or sponsor any substantive activities for the Senate invitee on those days. For such trips, neither lobbyists nor foreign agents may accompany a Senate invitee on any segment of the trip.[4]

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), 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, Committee precedent, and RIAA's factual representations, it appears that it is permissible for you to accept necessary expenses from RIAA in connection with this trip, provided that the actual travel and travel-related expenses for this one-day trip (exclusive of travel time and one/two overnight stay(s) 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).

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

Finally, Senate Rule 34 requires a reporting individual 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: Employee Privately Sponsored Travel Checklist

REQUEST FOR TRIP EXTENSION

Pursuant to the *Regulations and Guidelines for Privately Sponsored Travel* § III.E.3:

When a traveler extends their trip by arriving earlier or staying later than scheduled by the sponsor, this is a trip extension. Prior written Committee approval is required for all trip extensions, regardless of whether the traveler is extending for an official or personal purpose. In the case of a Senate employee, the individual's supervising Senator or officer must also approve the extension.

Under no circumstance may a trip sponsor pay expenses attributable to a trip extension. At a minimum, the Senate traveler is responsible for the cost of any increase in expenses incurred because of a personal extension, and all meal and lodging expenses associated with the extension day(s). For officially-related extensions, consistent with Senate Rule 38, the Senate office must pay all additional expenses.

The Committee will determine the expenses the Senate traveler or Senate office will be required to pay based on a review of the totality of the circumstances of the trip, including the length and purpose of the extension, as follows:

- If an extension is equal to or less than the length of the trip, the traveler may accept transportation to and from the trip location. Any additional expenses incurred as a result of the extension must be paid by the traveler (for personal extensions) or the Senate office (for official extensions).
- If an extension is greater than the length of the trip and on one side of the trip, the Senate traveler may only accept transportation from the sponsor on the side of the trip that is continuing as scheduled. The Senate traveler (for personal extensions) or the Senate office (for official extensions) must pay all transportation costs on the side of the trip with the extension. As with all extensions, the Senate traveler must also pay any additional expenses incurred as a result of the extension.
- If an extension is greater than the length of the trip and on both sides of the trip, or significantly greater than the length of the trip (e.g., more than double) and on one side of the trip, the Senate traveler or Senate office must pay all transportation costs to and from the trip location, as well as any additional expenses incurred as a result of the extension. In determining whether to approve an extension, the Committee will also consider whether special circumstances support extending the trip, such as restrictions on travel due to religious observances or for medical reasons.

Recording Industry of America Asscn.	New York, NY
Trip Sponsor	*Trip location*
2/22/24	N/A
Original departure date/time	*Revised departure date/time*
2/23/24	2/25/24
Original return date/time	*Revised return date/time*

Erica Andeweg	Eri Andeweg	2/21/24
Printed name of traveler	*Signature*	*Date*
Senator Deb Fischer	Deb Fischer	2/21/24
Printed name of supervising Senator/officer	*Signature*	*Date*