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):

Conservative Climate Foundation

Travel Dates:

December 5, 2023 - December 12, 2023

Name of accompanying family member (if any):

N/A

Relationship to Traveler:

N/A

Total Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
$2,350.80	$3,050	$1,738	N/A

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.

01/09/2024	Brian Hughes	Brian Hughes
Date	Printed Name of Traveler	Signature of Traveler

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

01/10/2024	Jean Shaheen
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	$2350.80	Actual flight and local ground transportation costs
Meals	$1738	Average cost across delegation for food/beverages

Were there any changes to the pre-approved itinerary?

( ) Yes (●) No

Explanation:
No changes

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

( ) Yes (●) No

Explanation:
No changes

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:
Brian Hughes

Employing Office/Committee:
U.S. Senator Lisa Murkowski

Private Sponsor(s):
Conservative Climate Foundation

Destination(s):
Dubai, UAE

Travel Dates:
December 5, 2023 - December 11, 2023
(Because this is from Anchorage, AK to Dubai, UAE, the trip may return on Dec. 12, 2023)

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.
I will be attending the COP28 conference, which will provide a deeply substantive, on-the-ground experience for my work on climate policy. (I help advise on climate policy.)

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.

11/1/2023 Date Brian Hughes 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 LISA MURKOWSKI hereby authorize BRIAN HUGHES
(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)

11/1/23
Date

Lisa Murkowski
Signature of Supervising Senator/Officer

0000000000045 RECEIVED BY: SECRETARY OF THE SENATE Date: January 10, 2024

CCF
Conservative Climate
FOUNDATION

October 26, 2023

Mr. Brian Hughes
Senior Writer and Advisor
Office of Senator Lisa Murkowski (R-AK)
510 L Street Suite 600
Anchorage, AK 99501

Dear Mr. Hughes:

On behalf of the Conservative Climate Foundation (CCF), I am pleased to invite you to join our third annual bicameral Republican Member delegation to COP28 in Dubai, **United Arab Emirates (UAE)**, from **Thursday, December 7 – Monday, December 11, 2023**. These travel dates are designed to accommodate the Senate vote schedule.

The Conservative Climate Foundation, a 501(c)3 non-profit organization, was founded in 2021 to support Republican Members of Congress and their staff to better understand climate and energy issues and conservative solutions to address them. CCF is dedicated to convening Republicans through organizing educational programming, networking opportunities with industry, think tanks, and innovators, as well as international delegations and domestic site visits.

Since ratification by the U.S. Senate in 1992, the United States has formally participated in the United Nations Framework Convention on Climate Change (UNFCCC). Each year the UNFCCC hosts the Conference of the Parties to the Convention (COP) to identify and assess international climate measures. In 2021, CCF brought the first-ever coordinated delegation of four Republican U.S. lawmakers to COP26 in Scotland. Last year, the Foundation brought five Members and congressional staff to COP27 in Egypt.

Please join us this December at COP28 in Dubai, UAE, for programming and media opportunities that will occur parallel to the official UN negotiations. CCF will arrange and pay for all travel, accommodations, and meals related to our trip's agenda, and we will assist in coordinating with the Senate Ethics Committee to facilitate this privately sponsored travel. **The ethics deadline is November 1st, so we request your RSVP as soon as possible to begin paperwork.**

Republican engagement at this international forum allows conservatives to highlight how U.S. energy leadership, innovation, resources, and commonsense policies can lead to lower global emissions, economic and job benefits, and deepened U.S. alliances. It is imperative the international community listen to and engage with conservative U.S. Members of Congress, and CCF is well-positioned to help educate on the importance of innovative, market-oriented solutions.

Please note, spots are limited, so we request your RSVP as soon as possible. We will be sharing additional agenda details in the coming months. If you or your staff would like to discuss this opportunity further, please contact me at Info@RightOnClimate.org.

Sincerely,

Heather Reams

Heather Reams
Chair
Conservative Climate Foundation

he Conservative Climate Foundation (CCF) is a not-for-profit charitable and educational organization organized and operated under Section 501(c)(3). CCF does not engage in lobbying or in electoral campaigns. CCF accepts contributions, which may be tax deductible to the extent allowed by law.

0000000000046 RECEIVED BY: SECRETARY OF THE SENATE Date: January 10, 2024

CCF
Conservative Climate
FOUNDATION

COP28 – CCF Congressional Delegation to Dubai

December 7-11, 2023

This is a working agenda and is subject to change.
Note: All times are local

Wednesday, December 6
- Staff Depart

Thursday, December 7
- Staff Arrive
- Members Depart

Friday, December 8
- Staff Programming
- UAE energy site visit (for staff only)
- Members Arrive

Saturday, December 9
- Afternoon visit at COP28
- Bilateral meetings with foreign Heads of Delegations and other senior officials
- Speaking engagements/press opportunities
- CCF Signature Dinner

Sunday, December 10
- Bilateral meetings with conservative legislators from allies and partners
- Side event at the U.S. Pavilion with international audience and press
- Meeting with senior U.S. administration officials
- Speaking Engagements/press opportunities
- High-level Dinner

Monday, December 11
- Departure to United States

he Conservative Climate Foundation (CCF) is a not-for-profit charitable and educational organization organized and operated under Section 501(c)(3). CCF does not engage in lobbying or in electoral campaigns. CCF accepts contributions, which may be tax deductible to the extent allowed by law.

Trip Name: CCF Trip to COP28

Organization Information

Organization Name:
Conservative Climate Foundation

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

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

Address:
1090 Vermont Ave, Suite 750

City, State, Zip:
Washington, DC 20005

Phone Number:
(202) 670-1021

Organization URL:
www.rightonclimate.org

History of Congressional Travel

Describe your organization's history of sponsoring congressional travel.

Since its inception in 2021, The Conservaive Climate Foundation (CCF) has hosted programming at the United Nations Climate Change Conference's (Conference of Parties), bringing republican members of Congress to the global stage to highlight conservative solutions to climate issues.

Educational Activities

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

CCF serves as a resource to the conservative climate community by hosting a regular series of events in the beltway to educate and socialize members and staff of Congress as well as the public.

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 United Nations Framework Convention on Climate Change is holding its 28th annual Conference of the Parties (COP) in Dubai, United Arab Emirates. CCF is bringing together policy leaders, business leaders, lawmakers and members of their staff to participate in a dialogue at COP28 with foreign governments and partners regarding global climate change issues.

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

The organization's mission is to engage and inform the public and policymakers about reducing global and domestic emissions with common sense, economic and environmentally sustainable strategies and solutions based on conservative principles. The delegation to COP28 will showcase how conservative principles and policies can continue to make an impact on the issue of climate change on the world stage.

Is your organization the only sponsor for this trip?

(●) Yes ( ) No

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

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

Grantmaking Organizations (Optional)

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

1.

2.

3.

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

- (●) The trip is arranged or organized without regard to congressional participation.
- ( ) The trip is arranged or organized with regard to congressional participation.

Lobbyist/Foreign Agent Involvement in Planning, Organizing, Requesting or Arranging

- [✓] The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal, other than de minimis involvement.

Lobbyist/Foreign Agent Financing (Must select all):

- [✓] The trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- [✓] No funds or in-kind contributions were earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.

Lobbyist/Foreign Agent Accompaniment

Complete if all sponsors are §501(c)(3) organizations (Select one):

- (●) The trip is limited to three days (for trips inside the continental United States) or seven days (for trips outside the continental United States), and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip
- ( ) The trip is limited to a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip
- ( ) The trip is limited to a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip

Complete if any of the sponsors is not a §501(c)(3) organizations (Select one):

- ( ) No sponsor retains or employs a registered lobbyist or agent of a foreign principle, the trip is limited to three days (for trips inside the continental United States) or seven days (for trips outside the continental United States), and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip
- ( ) The trip is limited to a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip
- ( ) The trip is limited to a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip

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

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

- [✓] Travel expenses paid for will not include expenditures for recreational activities.
- [✓] Travel expenses paid for will not include expenditures for alcohol, except as permitted by the Regulations Governing Privately Sponsored Travel.

Invitees list

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

Travel Details (Submit additional pages as needed)

Trip Start Date/Time:	⇄	Trip End Date/Time:
December 6, 2023		December 11, 2023

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

○ Yes ◉ No

Transportation (Member/Officer/Employee: $1,600 Accompanying Family Member: $_____)

Transportation Type	Class	Amount
Flight (Roundtrip)	Economy	1,500
Ground Transportation		100

Details (optional)

Lodging (Member/Officer/Employee: $3,050 Accompanying Family Member: $_____)

Check-In	Check-Out	Facility	City	State	Country
12/6/23	12/11/23	Marriott Palm Jumeirah	Dubai		UAE

Nights	Cost/Night	Cost Exceed Per Diem (Yes/No)	If Yes, please explain why expenses over the per diem rate are reasonable and necessary.
5	$610	Yes	see attached document

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: $$1,800$ Accompanying Family Member: $_____)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem (Y/N)
12/7/23		$100	$250		$350	Dubai		UAE	Y
12/8/23		$200	$300		$500	Dubai		UAE	Y
12/9/23		$200	$150		$350	Dubai		UAE	Y
12/10/23		$200	$150		$350	Dubai		UAE	Y

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

See attached document

Reasonable Miscellaneous Expenses

(Member/Officer/Employee: $_____ Accompanying Family Member: $_____)

Expense Type	Amount	Notes

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: COP28

Travel Date(s): December 6, 2023 - December 11, 2023

Travel Destination(s): Dubai, United Arab Emirates

Sponsor: Conservative Climate Foundation

Heather Reams — *(printed name of sponsor representative)*

Chair — *(title)*

Heather Reams — *(signature of sponsor representative)*

10/25/23 — *(date)*

Answer to Lodging Question on Page 4

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

Answer: The hotel was chosen because of space availability, proximity to COP28, and room capacity.

Answer to Meal question on page 5

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

Answer: While lodging expense was set in advance the dining options at the hotel are expensive but justified to be able to avoid incurring additional travel costs and maximize time for educational sessions. Prices are high in the area in general and are higher than normal because of the surrounding COP28 event.

0000000000054 RECEIVED BY: SECRETARY OF THE SENATE Date: January 10, 2024

CCF Delegation to COP28 in Dubai, United Arab Emirates
December 7-11, 2023
This is a working agenda and is subject to change.
Note: All times are local (GMT/UTC+4) unless otherwise noted

Wednesday, December 6

- **9:15 PM ET:** Staff departure from Washington, DC - Etihad Airways flight #130 from Dulles to Abu Dhabi

Thursday, December 7 ***(travel day)***

Staff arrival in Dubai – travel day / no programming / light fare & refreshments offered upon evening arrival after a 13-hour flight including layovers. Dubai is 8 hours ahead of Washington D.C.

- **7:00 PM:** Flight scheduled to arrive in Abu Dhabi
- **7:00 PM – 8:30 PM:** Travel to Marriott Resort Palm Jumeirah in Dubai
- **8:30 PM – 9:30 PM:** light refreshments available
- **9:30 PM:** RON, Marriott Resort Palm Jumeirah
- **9:15 PM ET:** Members depart from Washington, DC - Etihad Airways flight #130 from Dulles to Abu Dhabi

Friday, December 8

- **9:00 AM – 10:00 AM:** Breakfast briefing with TBD UAE guest speaker, "Introduction to UAE energy sector and COP28 goals"
  - **Location:** Marriott Resort Palm Jumeirah
  - **Topic:** Briefing over breakfast will feature a UAE guest speaker that will provide context on the goals the UAE hopes to accomplish at COP28, and what issues are likely to be salient during negotiations.
- **10:00 AM – 10:30 AM:** Executive time
- **10:30 AM – 11:15 AM:** Travel to site visit (location TBD)
- **11:15 AM – 2:00 PM:** UAE energy site visit with lunch
  - **Location:** TBD
  - **Topic:** Site visit to an energy facility near Dubai, with the goal of educating Congressional staff about the UAE's unique approach to electricity generation, and the nation's strategies for approaching the energy transition and dealing with water scarcity.
- **2:00 PM – 2:45 PM:** Travel back to hotel
- **2:45 PM – 5:00 PM:** Executive time
- **5:00 PM – 6:30 PM:** Evening reception, Marriott Resort Palm Jumeirah
- **6:30 PM – 7:00 PM:** Travel to dinner
- **7:00 PM – 9:00 PM:** Off-site dinner options:
  - U.S. Chamber of Commerce dinner. Some Congressional staff members will attend a dinner hosted by the U.S. Chamber of Commerce.
    - **Location**: Westin Marina Hotel

- Educational desert trip and dinner. Congressional staff not attending the U.S. Chamber dinner will learn about the history of life in the desert in the region.
  - **Location**: TBD
- **9:00 PM – 9:30 PM:** Travel to Marriott Resort Palm Jumeirah

In parallel to evening agenda for staff, Members will be arriving to the UAE:

- **7:00 PM:** Members arrive in Abu Dhabi
- **7:00 PM – 8:30 PM:** Members travel to Marriott Resort Palm Jumeirah in Dubai
- **8:30 PM – 9:30 PM:** light refreshments available
- **9:30 PM:** RON, Marriott Resort Palm Jumeirah

Saturday, December 9

- **8:00 AM – 9:30 AM:** Breakfast briefing with U.S. Department of State officials set the scene for U.S. participation at COP28.
  - **Location:** Marriott Resort Palm Jumeirah
  - **Topic:** An official from the U.S. Department of State will provide a briefing for Members and staff on how the U.S. is approaching negotiations at COP28, and the administration's key priorities for this year's Conference.
- **9:30 AM – 11:30 AM:** Executive Time
- **11:30 AM – 12:30 PM:** Lunch briefings
  - **Location:** Marriott Resort Palm Jumeirah
  - **Topics/agenda:**
    - Members will participate in a lunch briefing with Taiwan officials, to discuss both parties' approach to energy and climate policy.
    - Congressional staff will participate in a separate lunch briefing (TBD)
- **12:30 – 1:15 PM:** Travel to COP28 Blue Zone
- **1:15 PM – 5:15 PM:** Time at COP28 Blue Zone/Green Zone
  - **Location:** Expo City Dubai
  - **Topics/agenda:**
    - **Members:**
      - **1:15 PM – 2:30 PM:** Free time for media interviews, visiting country pavilions
      - **Time TBD:** Bilateral meetings (requested meetings: Australia, UK, EU, Canada, Japan)
      - **Time TBD:** Meeting with U.S. Special Presidential Envoy for Climate John Kerry
    - **Congressional staff:**
      - **Time TBD:** TBD meetings with countries, companies, organizations' delegations also attending COP28
      - **Time TBD:** Potential speaking engagements
      - **Time TBD:** Attend U.S. Center events
      - **4:15 PM – 5:15 PM:** Visiting country/organization pavilions
- **5:15 PM – 6:00 PM:** Travel to hotel
- **6:00 PM – 7:00 PM:** Executive Time
- **7:00 PM – 10:00 PM:** CCF Reception & Signature Dinner with TBD keynote address
  - **Location:** Marriott Resort Palm Jumeirah
  - **Topic/agenda:** CCF's Signature Dinner will feature a keynote address by a TBD high-level official or UAE energy industry executive, preceded by an evening reception.
- **10:00 PM:** RON, Marriott Resort Palm Jumeirah

Sunday, December 10

- **9:00 AM – 10:00 AM:** CCF Breakfast
  - **Location:** Marriott Resort Palm Jumeirah
- **10:00 AM – 10:30 AM:** Executive time
- **10:30 AM – 11:15 AM:** Travel to COP28 Blue Zone
- **11:15 AM – 6:15 PM:** Time at COP28 Blue Zone/Green Zone
  - **Location:** Expo City Dubai
    - **Members**:
      - **11:15 AM – 1:00 PM:** Free time for media interviews, visiting country pavilions
      - **Time TBD:** Bilateral meetings (requested meetings: Australia, UK, EU, Canada, Japan)
    - **Congressional staff:**
      - **Time TBD:** TBD meetings with countries, companies, organizations' delegations also attending COP28
      - **Time TBD:** Potential speaking engagements
      - **3:45 PM – 4:45 PM:** Visiting country/organization pavilions
    - **Members and Congressional staff:**
      - **5:00 – 6:00 PM**: Attend CCF U.S. Center event: "A Conversation with the Chair of the Energy and Commerce Committee"
        - Discussion will feature Rep. Cathy McMorris Rodgers (R-WA-05), Chair of the U.S. House Energy and Commerce Committee, and will be moderated by Heather Reams, Co-chair of the Conservative Climate Foundation (CCF).
        - **Topic:** This event will highlight how the U.S. House Energy and Commerce Committee is working to advance a new era of innovation and American leadership to reduce emissions, bolster energy security, and raise people's standard of living.
- **6:00 PM – 6:45 PM:** Travel to hotel
- **6:45 PM – 7:30 PM:** Executive Time
- **7:30 PM – 9:00 PM**: CCF dinner with closing remarks
  - **Location:** Marriott Resort Palm Jumeirah
  - **Topic/agenda:** Dinner will feature closing remarks by Heather Reams, Co-chair of the Conservative Climate Foundation (CCF)
- **9:00 PM – 11:00 PM:** Executive Time, Marriott Resort Palm Jumeirah
- **11:00 PM – 12:00 AM:** Members and staff travel to Airport for overnight departures
  - Option 1
    - **2:25 AM:** Emirates flight #231 departs Dubai en route to Dulles
    - **8:10 AM ET:** Emirates flight #231 arrives in Dulles
  - Option 2
    - **10:30 AM:** Etihad Airways flight #131 departs Abu Dhabi en route to Dulles
    - **4:25 PM ET:** Etihad Airways flight #131 arrives in Dulles

ANSWER TO QUESTION 4 - INVITE LIST

Staff Name	Congressional Office	Invite Sent	Explanation
Adam Cloch	Conservative Climate Caucus	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Grace Bellone	Conservative Climate Caucus	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Brandon Mooney	House Energy & Commerce Committee	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Vivian Moeglein	House Natural Resoure Committee	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Nancy Peel	House Natural Resoure Committee	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Aniela Butler	House Natural Resoure Committee	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Daniel Dziadon	House Science, Space, & Technology Committee	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Taylor Playforth	Rep. Garret Graves (R-LA)	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Adam Littleton	Rep. Greg Murphy (R-NC)	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Allen Klump	Rep. Jeff Duncan (R-SC)	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.

Jake Bornstein	Rep. John Curtis (R-UT)	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Emily Domenech	Rep. Kevin McCarthy (R-CA)	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Tyler Menzler	Rep. Mariannette Miller-Meeks (R-IA)	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Ali Fulling	Rep. Tim Walberg (R-MI)	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Lorissa Bounds	Rep. Jay Olbernolte (R-CA)	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
James Decker	Rep. Michael Burgess (R-TX)	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Kyle Jackson	Rep. Larry Bucshon (R-IN)	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Rebecca Angelson	Rep. Bob Latta (R-OH)	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Cole Simons	Sen. Bill Cassidy (R-LA)	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Jake Tyner	Sen. Dan Sullivan (R-AK)	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Jon Abnor	Sen. John Thune (R-ID)	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.

Dan Hillenbrand	Sen. Katie Britt (R-AL)	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Drew Lingle	Sen. Kevin Cramer (R-ND)	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Scott Graber	Sen. Lindsey Graham (R-SC)	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Aaron Thiele	Sen. Lisa Murkowski (R-AK)	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Molly Carpenter	Sen. Mike Crapo (R-ID)	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Micah Chambers	Sen. Kevin Cramer (R-ND)	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Molly Ryan	Sen. Susan Collins (R-ME)	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Harrison Walker	Sen. Thom Tillis (R-NC)	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Lauren O'Brien	Sen. Todd Young (R-IN)	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Steve Eule	Senate Energy & Natural Resources Committee	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Richard Russell	Senate Energy & Natural Resources Committee	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.

Justin Memmott	Senate Energy & Natural Resources Committee	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Patrick McCormick	Senate Energy & Natural Resources Committee	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Lindsay Garcia	Senate Energy & Water Appropriations Subcommittee	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Rachel Littleton	Senate Energy & Water Appropriations Subcommittee	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Anna Newton	Senate Energy & Water Appropriations Subcommittee	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Kathleen Williams	Senate Energy & Water Appropriations Subcommittee	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Elizabeth McDonnell	Senate Energy & Water Appropriations Subcommittee	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Adam Tomlinson	Senate Environment & Public Works Committee	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Travis Cone	Senate Environment & Public Works Committee	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.
Andy Zach	Senate Environment & Public Works Committee	X	Staff whose Member is a member of the Conservative Climate Caucus or engaged on energy, environment, and climate issues.

CCF Delegation to COP28 Agenda

Dubai, United Arab Emirates

December 7-11, 2023

Note: The agenda is subject to change due to COP28 scheduling and security. All times are local (GMT/UTC+4) unless otherwise noted.

Tuesday, December 5

- **9:00am:** Departure from Anchorage, Alaska
  - Alaska Airlines Flight #AS0098 Anchorage, AK to Seattle, WA
    - Stephen Wackowski, Sen. Lisa Murkowski
    - Brian Hughes, Sen. Lisa Murkowski
- **6:45pm:** Departure from Seattle, WA
  - British Airways Flight #BA0048 Seattle, WA to London, UK
    - Stephen Wackowski, Sen. Lisa Murkowski
    - Brian Hughes, Sen. Lisa Murkowski

Wednesday, December 6

- **10:30AM ET:** Departure from Washington, DC
  - Emirates flight #EK232 from Dulles to Dubai
    - Grace Bellone, Conservative Climate Caucus
    - Jacob Bornstein, Rep. John Curtis
    - Molly Carpenter, Sen. Mike Crapo
    - Alexandria Fulling, Rep. Tim Walberg
    - Tyler Menzler, Rep. Mariannette Miller-Meeks
    - Ryan Mowrey, Sen. Lindsey Graham
    - Taylor Playforth, Rep. Garret Graves
    - Thomas Reynolds, Rep. Buddy Carter
    - Craig Wheeler, Rep. Bob Latta
- **8:40pm:** Departure from London, UK
  - British Airways Flight #BA0105 London, UK to Dubai, UAE
    - Stephen Wackowski, Sen. Lisa Murkowski
    - Brian Hughes, Sen. Lisa Murkowski
- **9:15 PM ET:** Departure from Washington, DC
  - Etihad Airways flight #130 from Dulles to Abu Dhabi
    - Aniela Butler, House Natural Resources
    - Micah Chambers, Sen. Kevin Cramer
    - Adam Cloch, Conservative Climate Caucus
    - Ashley Nichols, House Natural Resources

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- Jacob Tyner, Sen. Dan Sullivan
- Allen Klump, Rep. Jeff Duncan
- Elise Krekorian, House Energy & Commerce
- Brandon Mooney, House Energy & Commerce
- Kaitlyn Peterson, House Energy & Commerce
- David Burns, House Energy & Commerce
- Gerald Couri, House Energy & Commerce
- Patrick Weaver, Rep. Brandon Williams
- Vivian Moeglein, House Natural Resources
- Joseph Guy, Rep. Brandon Williams
- Andrew Lingle, House Energy & Commerce

Thursday, December 7

Staff arrival after a 13-hour flight. Dubai is 9 hours ahead of Washington, D.C.

First group of arrivals:

- **7:45AM:** British Airways #BA0105 arrives in Dubai
- **8:15 AM:** Emirates flight #EK232 arrives in Dubai
- **8:15 AM – 10:15 AM:** Attendees go through customs, gathers luggage, and travels to Marriott Resort Palm Jumeriah in Dubai via provided bus
- **10:15 AM – 10:25 AM:** Meet in hotel lobby for check in
- **10:25 AM – 12:00 PM:** Executive time
- **12:00 PM – 1:00 PM:** Lunch
  - **Location:** Senor Pico, Marriott Resort Palm Jumeriah
- **1:30 PM – 4:00 PM:** Executive time
- **4:00 – 6:00 PM:** Networking Reception
  - **Location:** Bal Harbour, Marriott Resort Palm Jumeriah
- **6:00 PM – 6:40 PM:** Executive time
- **6:40 PM – 7:00 PM:** Staff meets in hotel lobby to travel to dinner via provided bus
- **7:00 PM – 9:30 PM:** Welcome Dinner
  - **Location:** Ling Ling Dubai, Atlantis The Royal
- **9:30 PM – 10:00 PM:** Travel to from dinner to hotel via provided bus
- **RON:** Marriott Resort Palm Jumeriah

Second group of arrivals:

- **7:00 PM:** Etihad Airways flight #130 scheduled to arrive in Abu Dhabi
- **7:00 PM – 9:30 PM:** Attendees go through customs, gathers luggage, and travels to Marriott Resort Palm Jumeirah in Dubai via provided bus
- **9:30 PM – 10:30 PM:** Dinner and refreshments available
  - **Location:** Senor Pico, Marriott Resort Palm Jumeirah

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- **RON:** Marriott Resort Palm Jumeirah

Friday, December 8

- **7:00 AM – 9:00 AM**: Breakfast available
  - **Location:** Levantera, Marriott Resort Palm Jumeirah
- **9:00 AM – 9:35 AM:** Welcome Coffee
  - **Location:** Palm 4 & 5, Marriott Resort Palm Jumeirah
  - **Attire:** Business casual
  - **Topic:** CCF delegation attendees will meet for coffee before departing for the day's activities with welcome remarks from CCF Chair Heather Reams.
- **9:35 AM – 11:00 AM:** Meet in lobby to travel to Masdar City via provided bus
- **11:00 AM – 12:30 PM:** Tour of Masdar City
  - **Location:** Masdar City
  - **Attire:** Business casual
  - **Topic:** Masdar City is a sustainable urban community in Abu Dhabi built by Masdar, the UAE's state-owned renewable energy company. It was founded in 2006 and conceived as a hub for innovative cleantech companies. Organizations that have headquarters or key offices there include the International Renewable Energy Agency (IRENA), Siemens Energy, GE, and the Advanced Technology Research Council (ATRC). The site visit will explore Masdar City with the goal of educating the CCF delegation about the UAE's unique approach to electricity generation and the nation's strategies for approaching the energy transition.
  - **Speakers:**
    - Michelle Sabti, Masdar City
- **12:30 PM – 1:30 PM:** Lunch with Siemens Energy
  - **Location:** Siemens Energy Building
  - **Attire:** Business casual
  - **Topic:** Executives from Siemens Energy will give an overview of their initiatives in the region, share how they are working with the UAE from within Masdar City on advancing global clean technology solutions, and discuss some of their most promising projects.
  - **Speakers:**
    - Vinod Philip, Siemens Energy
    - Reem Hamad Alshamsi, Siemens Energy
- **1:30 PM – 2:45 PM:** Travel back to hotel via provided bus
- **2:45 PM – 3:30 PM:** Executive Time
- **3:30 PM – 5:00 PM**: Meet in lobby to travel to Desert Tour via provided bus
- **5:00 PM – 9:00 PM:** Desert Tour & Dinner
  - **Location:** Al Faqa, 24.744060, 55.612496
  - **Attire**: Casual

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- **Topic:** The Desert Tour will provide educational opportunities for attendees to hear from locals about challenges facing Bedouin communities, the UAE's approach to addressing climate-related issues like water scarcity and extreme heat, and history of life in the desert. Attendees will hear from a designated tour guide, and dinner will be provided.

- **9:00 PM – 10:00 PM:** Travel from Desert Tour to hotel via provided bus
- **RON:** Marriott Resort Palm Jumeirah

Saturday, December 9

- **7:00 AM – 11:00 AM**: Breakfast available
  - **Location:** Levantera, Marriott Resort Palm Jumeirah
- **11:00 AM – 12:00 PM**: "CCF at COP28" Scene-Setting Lunch
  - **Location:** Palm 4 & 5, Marriott Resort Palm Jumeirah
  - **Attire:** Business professional
  - **Topic:** CCF Chair Heather Reams will provide welcome remarks, give an overview of CCF's participation in COP, and highlight CCF's conservative priorities for engagement.
- **12:00 PM – 12:10 PM:** Executive Time
- **12:10 PM – 1:00 PM:** Meet in lobby to travel to COP28 Blue Zone/Green Zone via provided bus
- **1:00 PM – 1:45 PM:** CCF delegation to register for Blue Zone badges, go through security
- **1:45 PM – 2:00 PM:** Walk to Atlantic Council Pavilion for programming
  - **Location:** Green Zone, Expo Center Dubai
  - **Attire:** Business professional
- **2:00 PM – 2:10 PM:** Atlantic Council Senior Director Landon Derentz will welcome CCF delegation and give introduction to the Council's work and programming ahead.
- **2:10 PM – 3:00 PM:** "U.S. Leadership in Nuclear Energy and Advancing Global Security"
  - **Location:** Plenary stage, Atlantic Council Pavilion
  - **Topic:** Nuclear energy provides a source of clean, reliable, and affordable power. Siting small modular reactors at retired coal plants offers the potential to leverage existing infrastructure as well as existing workforce capabilities. The panel discussion will address the potential to repower retired coal plants with small modular reactors, and the panelists will look at U.S. and international use cases for the "coal-to-nuclear" conversation.
  - **Speakers:**
    - Rep. Brandon Williams (R-N.Y.)
    - Rep. Jeff Duncan (R-S.C.)
    - Rep. Diana DeGette (D-Col.)
    - Dr. Kathryn Huff, U.S. Department of Energy

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- Hon. Dr. David Gillespie MD, Parliament of Australia
- Dr. Jennifer Gordon, Atlantic Council Global Energy Center

- **3:00 PM – 4:00 PM:** "U.S. Permitting Reform & Its Role in Reducing Global Emissions"
  - **Location:** Plenary Stage, Atlantic Council Pavilion
  - **Topic:** Some estimates say the U.S. will need to double the capacity of our grid by 2050 to meet demand. Meanwhile, our global trading partners are becoming more interested in U.S. technologies and resources to meet their energy needs and emissions reductions goals. In order to meet U.S. demand and scale up the technologies to meet global interest, projects will need to be built rapidly. Some of those projects are ready to go, but currently stuck in permitting gridlock. This session features Congressional leaders on how they plan to tackle the two big questions: how can we modernize permitting to reach decarbonization goals while meeting demand?
  - **Speakers:**
    - Rep. Garret Graves (R-La.)
    - Rep. John Curtis (R-Utah)
    - Rep. Scott Peters (D-Calif.)
    - Rep. Tim Walberg (R-Mich.)
    - Rich Powell, ClearPath
- **4:00 PM – 5:15 PM:** "Rewarding Environmental Performance in Trade"
  - **Location:** Plenary Stage, Atlantic Council Pavilion
  - **Topic:** With the emergence of the EU CBAM and growing interest in merging climate and trade policy, it is imperative that such policies be based on transparent and verifiable data. A bipartisan group in the U.S. Congress is committed to working with other countries to ensure that the highest standards in data transparency are followed. This session will also highlight the need for economies that are implementing CBAMs to reward countries for their actual environmental performance as opposed to basing import fees on specific policies, such as carbon pricing.
  - **Speakers:**
    - Rep. John Curtis (R-Utah)
    - Rep. Kathy Castor (D-Calif.)
    - Rep. Scott Peters (D-Calif.)
    - Sen. Chris Coons (D-Del.)
    - Sen. Lisa Murkowski (R-Alaska)
    - Greg Bertelsen, Climate Leadership Council
- **5:15 PM – 6:15 PM:** Walk to meeting point and travel to hotel via provided bus
- **6:15 PM – 6:30 PM:** Executive Time
- **6:30 PM – 10:00 PM:** CCF Reception & Signature Dinner
  - **Location:** Grand Ballroom, Marriott Resort Palm Jumeirah
  - **Topic:** The Reception & Signature Dinner will feature welcome remarks, a keynote address outlining the UAE's priorities for COP28 and engagement with

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the U.S. member and staff delegations, and a congressional discussion on the important role American energy and climate policies play in reducing global emissions.
    - **Speakers:**
        - Dr. Thani Al Zeyoudi, Minister of State for Foreign Trade, UAE
        - Mary Burce Warlick, International Energy Agency (IEA)
        - Heather Reams, CCF
- **RON:** Marriott Resort Palm Jumeirah

Sunday, December 10

- **7:00 AM – 10:50 AM**: Breakfast available
    - **Location:** Levantera, Marriott Resort Palm Jumeirah
- **10:50 AM – 11:45 AM**: Meet in lobby to travel to Burj Khalifa via provided bus
- **12:00 PM – 2:45 PM:** Burj Khalifa Tour & Lunch Briefing
    - **Location:** Burj Khalifa
    - **Attire:** Business professional
    - **Topic:** The tour and lunch briefing will highlight the construction of the Burj Khalifa, the tallest building in the world, and the engineering challenges and innovations that led to its successful completion as a LEED Gold certified structure, as well as its sustainable features, such as the use of solar panels. The briefing will address sustainability efforts in the UAE more broadly and other initiatives to lower emissions in the region. The delegation will hear from a designated tour guide from the Burj and representatives from GE, a global energy partner in the region. Lunch will be provided.
    - **Speakers:**
        - Otmane Benmar, GE
        - Sandra Helayel, Gulf & Levant GE International Markets
        - Doug McDonald, GE Hitachi Nuclear Energy
- **2:45 PM – 3:30 PM:** Travel from Burj Khalifa to COP28 Blue Zone/Green Zone via provided bus
- **3:30 PM – 4:45 PM:** Visit CCF partner activities at COP28
    - **Location:** Blue Zone/Green Zone, Expo City Dubai
    - **Attire:** Business professional
    - **Topic:** The CCF delegation has an opportunity to explore additional activities within the Blue Zone/Green Zone at COP28, including country pavilions, stakeholder engagements, etc.
- **4:45 PM – 5:00 PM:** Walk to U.S. Center for Energy and Commerce Committee Panel
- **5:00 PM – 6:00 PM:** "Energy and Commerce Committee Panel: Unleashing America's Energy Leadership"
    - **Location:** U.S. Center, Blue Zone, Expo City Dubai

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- **Attire:** Business professional
- **Topic:** The event, sponsored by CCF, will highlight how leaders in Congress, including members of the Energy and Commerce Committee, are working to advance a new era of innovation and American leadership to reduce emissions, bolster energy security, and raise people's standard of living.
- **Speakers:**
  - Rep. Kelly Armstrong (R-N.D.)
  - Rep. Buddy Carter (R-Ga.)
  - Rep. Mariannette Miller-Meeks (R-Iowa)
  - Heather Reams, CCF

- **6:30 PM – 7:30 PM:** Walk to meeting point and travel to hotel via provided bus
- **7:30 PM – 7:45 PM:** Executive Time
- **7:45 PM – 9:00 PM**: CCF Farewell Dinner
  - **Location:** Cucina, Marriott Resort Palm Jumeirah
  - **Attire:** Casual
  - **Topic:** This family-style dinner will feature closing remarks by CCF Chair Heather Reams and provide an opportunity for the delegation to discuss the week's events and the important role American conservatives play in global climate discussions.
  - **Speakers:**
    - Heather Reams, CCF
- **RON:** Marriott Resort Palm Jumeirah

First group of departures:

- **10:50 PM – 11:30 PM:** Attendees departing on Emirates flight #231 meet in lobby with luggage for travel to Dubai airport via provided bus

Monday, December 11

First group of departures (continued):

- **2:25 AM:** Emirates flight #231 departs Dubai en route to Dulles
  - Grace Bellone, Conservative Climate Caucus
  - Jacob Bornstein, Rep. John Curtis
  - Molly Carpenter, Sen. Mike Crapo
  - Micah Chambers, Sen. Kevin Cramer
  - Alexandria Fulling, Rep. Tim Walberg
  - Tyler Menzler, Rep. Mariannette Miller-Meeks
  - Ryan Mowrey, Sen. Lindsey Graham
  - Taylor Playforth, Rep. Garret Graves
  - Thomas Reynolds, Rep. Buddy Carter
  - Craig Wheeler, Rep. Bob Latta

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- Brandon Mooney, House Energy & Commerce
- **8:10 AM ET:** Emirates flight #231 arrives in Dulles

Second group of departures

- **5:30 AM – 6:30 AM:** Breakfast-to-go available
  - **Location:** Palm 4 & 5, Marriott Resort Palm Jumeriah
- **6:30 AM – 7:45 PM:** Attendees departing on Etihad Airways flight meet in lobby with luggage to travel to Abu Dhabi airport via provided bus
  - **10:30 AM:** Etihad Airways flight #131 departs Abu Dhabi en route to Dulles
    - Aniela Butler, House Natural Resources
    - Adam Cloch, Conservative Climate Caucus
    - Ashley Nichols, House Natural Resources
    - Jacob Tyner, Sen. Dan Sullivan
    - Allen Klump, Rep. Jeff Duncan
    - Elise Krekorian, House Energy & Commerce
    - David Burns, House Energy & Commerce
    - Gerald Couri, House Energy & Commerce
    - Patrick Weaver, Rep. Brandon Williams
    - Vivian Moeglein, House Natural Resources
    - Joseph Guy, Rep. Brandon Williams
    - Kaitlyn Peterson, House Energy & Commerce
    - Andrew Lingle, House Energy & Commerce
  - **4:25 PM ET:** Etihad Airways flight #131 arrives in Dulles

Third group of departures

- **10:25 PM – 11:00 PM:** Attendees departing on British Airways flight meet in lobby with luggage to travel to Dubai airport via provided bus
  - **2:10 AM:** British Airways flights #BA106 and #BA53 depart Dubai en route to London
  - **9:25 AM:** British Airways flights BA0053 to Seattle, WA
  - **9:45 PM:** Alaska Airlines flight #AS0135 to Anchorage, Alaska
    - Stephen Wackowski, Sen. Lisa Murkowski
    - Brian Hughes, Sen. Lisa Murkowski

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0000000000069 RECEIVED BY: SECRETARY OF THE SENATE Date: January 10, 2024

CHRISTOPHER A. COONS, DELAWARE, CHAIRMAN
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United States Senate

SELECT COMMITTEE ON ETHICS

December 1, 2023

Brian Hughes
Office of Senator Lisa Murkowski
United States Senate
Washington, DC 20510

Dear Mr. Hughes:

This responds to your recent correspondence requesting approval from the Select Committee on Ethics (the Committee) to accept an invitation you received to travel to the 28th annual Conference of the Parties in Dubai, United Arab Emirates on December 5–11, 2023, sponsored by the Conservative Climate Foundation (CCF). Provided that you adhere to the guidance set forth below, it appears that it is permissible for you to accept necessary expenses from CCF 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 Lisa Murkowski. CCF invited you to travel to the 28th annual Conference of the Parties in Dubai, United Arab Emirates on December 5–11, 2023. CCF 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. CCF has 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

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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 – Glossary of Terms* at 8.

[3] The term "any point throughout your trip" has a specific definition. *See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2.

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 and Glossary of Terms* (collectively, *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, other than in a *de minimis* way.[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, CCF 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, 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.**

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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 – Glossary of Terms* at 3.

[5] *See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel* at 5; *see also Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2-3.

[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).

Consistent with these standards and Committee precedent, CCF's factual representations, it appears that it is permissible for you to accept necessary expenses from CCF 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).

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 reporting individual[9] on his or her 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: Travel Checklist

[8] 5 U.S.C. § 7342.

[9] A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 ($141,022 for CY 2023) or is a political fund designee and is required to file Financial Disclosure Reports.