

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**.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☐ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Senate Working Group

Private Sponsor(s) (list all):

Travel date(s): 9/15/23-9/17/23

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☒ Good Faith Estimate ☒ Actual Amount	\$258.58 (actual reimbursement)	\$312.48 (actual)	\$240 (Good Faith Estimate)	\$243.24 (Conference Fee, actual)

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate ☐ Actual Amount				

Provide a description of all meetings and events attended. *See Senate Rule 35.2(c)(6).* (Attach additional pages if necessary.): Leadership w/ Mick Mulvaney; U.S.-China Relationship panel; Leadership & Management;

Conservative Case for America; Crisis at Southern Border; Government Accountability

2/29/24
(Date)

Natalie Burkhalter
(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.

2/29/24
(Date)


(Signature of Supervising Senator/Officer)

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:
Natalie Burkhalter

Employing Office/Committee:
MULLIN, MARKWAYNE

Private Sponsor(s):
Senate Working Group

Destination(s):
Hot Springs, Virginia

Travel Dates:
09/15/2023 to 09/17/2023

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.

As described, this summit will convene Republican Senate Deputy Chiefs and Legislative Directors with policy experts to provide an education and discussion on issues affecting our country. As a Legislative Director, this trip is directly connected to my official duties.

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.

08/15/23

Date



Signature of Employee

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

Markwayne Mullin

(Print Senator's/Officer's Name)

hereby authorize

Natalie Burkhalter

(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)

08/15/23

Date



Signature of Supervising Senator/Officer

2023 SENATE REPUBLICAN DEPUTY CHIEFS OF STAFF & LEGISLATIVE DIRECTORS SUMMIT

FRIDAY, SEPTEMBER 15, 2023 - SUNDAY, SEPTEMBER 17, 2023

FRIDAY, SEPTEMBER 15, 2023

Welcome Dinner

6:00 PM - 9:00 PM

Casino Lawn

Leadership, the Economy, and how to get things done: A Conversation with The Honorable Mick Mulvaney

Featuring:

Mick Mulvaney | *Former White House Chief of Staff and Director, Office of Management and Budget*

Moderator:

James Kimmey | *Executive Director, Senate Working Group*

SATURDAY, SEPTEMBER 16, 2023

Breakfast Session

9:00 AM - 10:30 AM

Grand Ballroom East

A Deep Dive into the U.S. - China Relationship

Featuring:

Miles Yu, PhD. | *Director, China Center at the Hudson Institute & former China Advisor to U.S. Secretary of State Mike Pompeo*

Steve Yates | *Senior Fellow and Chair, China Policy Initiative, America First Policy Institute*

Lunch Plenary

12:00PM - 1:30PM

Grand Ballroom West

Getting Things Done - Tips on Organizational Leadership and Management

Featuring:

Rick Tyler | *Director, Leadership Institute*

Matthew Hurtt | *Director of Professional Services, Leadership Institute*

Role Specific Breakout Sessions: Putting Tips into Practice

1:45 PM - 3:15 PM

*Grand Ballrooms East & West***Deputy Chiefs of Staff***Grand Ballrooms West*Facilitator: **Rick Tyler****Legislative Directors***Grand Ballrooms East*Facilitator: **Matthew Hurtt**

Dinner Plenary: The Conservative Case for America

6:30 PM - 9:00 PM

Grand Ballroom West

Featuring:

Matt Whitaker | *Co-Chair, Center for Law & Justice, America First Policy Institute, and Former Acting United States Attorney General*

SUNDAY, SEPTEMBER 17, 2023**Breakfast Session**

9:00 AM - 11:00 AM

*Grand Ballroom East***A Crisis at the Southern Border: Commonsense Solutions to a Complex Issue**

Featuring:

Robert Law | *Director, Center for Homeland Security and Immigration, America First Policy Institute***Lora Ries** | *Director, Border Security and Immigration Center, The Heritage Foundation***Government Accountability: How Legislative Oversight Can Help Better Serve the American People**

Featuring:

Mike Howell | *Director, Oversight Project, The Heritage Foundation***Matt Weidinger** | *Senior Fellow and Rowe Scholar, American Enterprise*

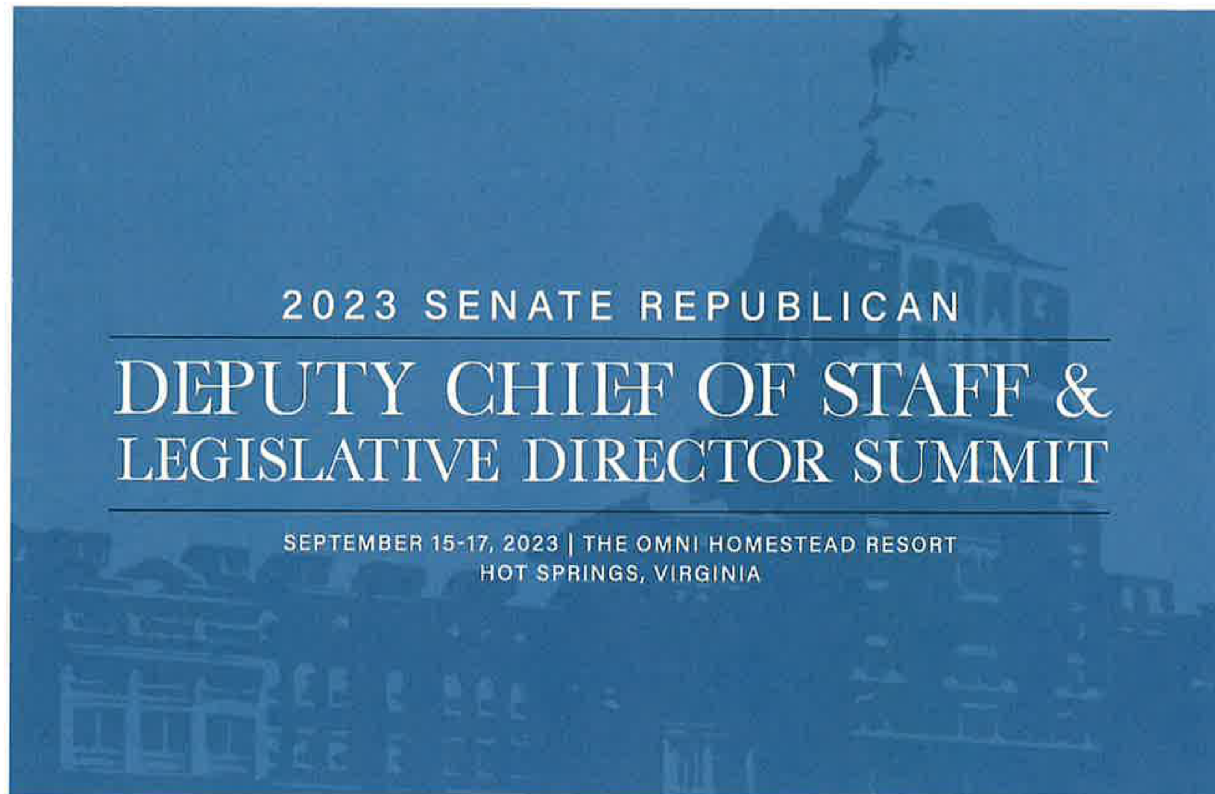
Summit Concludes

Subject: You're Invited! 2023 Senate GOP Deputy Chiefs & LD Summit

Date: Thursday, July 13, 2023 at 10:41 AM Eastern Daylight Time

From: James Kimmey

To: Senate GOP Deputy Chiefs & LD List



On behalf of Senate Working Group, we would like to cordially invite you and your spouse (or guest) to the **Senate Republican Deputy Chief of Staff & Legislative Director Summit**. The event will be held **September 15 - 17, 2023 at The Omni Homestead Resort in Hot Springs, Virginia**.

RSVP TODAY!

The *Summit* is the largest concentration of Republican Senate Deputy Chiefs of Staff and Legislative Directors outside of Washington, D.C. Bringing together our country's leaders, policy experts, and thought leaders beyond the confines of our nation's capital,

this Summit serves to provide an educational deep dive into the issues affecting our country. In addition to the Deputy Chiefs of Staff, Legislative Directors, and their guests, Senate Working Group members will also attend portions of the event.

Step 1: Register for the event!

Senate Working Group will coordinate all logistical arrangements for the Summit, including room reservations, meals, mileage reimbursement, meetings, and other activities during the event. Senate Working Group will happily cover the cost of participation for each invitee and their spouse. You are welcome to bring your children, though you will be responsible for the cost of their participation. All reservations must be made through Senate Working Group.

To register, please click the below link. Once you answer each question within the registration process, you will be sent a confirmation email with additional details, including a calendar invite.

RSVP TODAY!

Step 2: Submit Ethics Packet by Wednesday, August 16, 2023!

To comply with Ethics' rules, you will need pre-authorization from the Select Committee on Ethics. By following "Step 1" and registering for the event, you will be sent Senate Working Group's Private Sponsor Travel Certification Form via the Private Sponsor Travel Portal. Once received, please submit all necessary forms by **Wednesday, August 16, 2023**.

Failure to submit your form 30 days prior to the event means we will be unable to cover the cost of your attendance and you would need to cover the cost personally.

We understand your attendance is pending Ethics' approval. More information on the Summit will be sent to you in the weeks leading up to the event. If you have any questions, concerns, or need additional information, please contact me directly at (858) 336-0293 or james@senateworkinggroup.org.

Thank you for your consideration and I look forward to hearing from you!

Sincerely,

James

James Kimmey
Executive Director
Senate Working Group



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www.senateworkinggroup.org

Our mailing address is:

1100 New Jersey Ave SE., Suite 2275

Washington, DC 20003

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