

RE-2 Employee Post Travel Disclosure of Travel Expenses

Post Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the Office of Public Records in 144 Hart Building. **This form is a public disclosure. The form and all attachments will be made publicly available.**

RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
Date/Time Stamp
2025 APR 30 PM 12:31

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 Partnership Institute

Travel Dates:

4/14/25-4/16/25

Name of accompanying family member (if any):

Relationship to Traveler:

Total Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
\$100	\$198	\$126	\$0

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.

4/30/25

Date

Nick Alexander

Printed Name of Traveler

Nick Alexander

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.

4/30/2025

Date

David L. Sullivan

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

Were there any changes to the pre-approved itinerary?

☒ Yes ☐ No

Explanation:

Two of the speakers dropped out and were replaced by CPI staff. The class on Appropriations, originally scheduled to be taught by Justin Ouimette, was instead taught by Travis Rowland (Director of the CP Academy at CPI). The class on the Legislative Process, originally scheduled to be taught by Cesar Ybarra, was replaced with a class on Artificial Intelligence (What is AI?, how it works, and how it can be used to improve work product). This class was taught by Raphael Schreiber (Manager of the CP Academy at CPI). Neither Travis Rowland nor Raphael Schreiber are lobbyists or employees of either the House of Representatives or the Senate. Travis Rowland and Raphael Schreiber are both full-time CPI employees. The change in speakers did not impact the cost of the trip.

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

☐ Yes ☒ No

Explanation:

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:
Nick Alexander

Employing Office/Committee:
SULLIVAN, DAN

Private Sponsor(s):
Conservative Partnership Institute

Destination(s):
Cambridge, Maryland

Travel Dates:
04/14/2025 to 04/16/2025

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 educational trip will equip me with the information and skills to be a more effective staffer for Senator Sullivan.

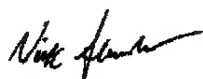
Do you have an accompanying family member or spouse on this trip?
No

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.

3/11/25

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)

Senator Dan Sullivan
(Print Senator's/Officer's Name)

hereby authorize

Nick Alexander
(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)

3/11/25
Date



Signature of Supervising Senator/Officer



Dear Mr. Nick Alexander,

The Conservative Partnership Academy, at the Conservative Partnership Institute, is pleased to officially invite you to the 2025 Intrepidus Fellowship Symposium on April 14-16, 2025.

We will provide you with further instructions and paperwork for the Senate ethics process.

We have attached the current draft agenda and look forward to a powerful few days of training and fellowship.

Thanks in advance!

Sincerely,

Raphael Schreiber
Manager, CP Academy

Conservative Partnership Institute: Intrepidus Fellowship Symposium

 Nick Alexander

Title:
Legislative Correspondent

Employing Office/Committee:
SULLIVAN, DAN

Duty Station:
WASHINGTON, DC

Destination(s):
Cambridge, Maryland

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

This educational trip will equip me with the information and skills to be a more effective staffer for Senator Sullivan.

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

Name and Relationship to Traveler:
None

Organization Information

Organization Name
Conservative Partnership Institute

§501(c)(3) Organization Type
Private Foundation

Address 2 (Optional)
None

Phone Number
8585197452

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

☒ Yes ☐ No

Address
300 Independence Ave SE

City, State Zip
Washington, District Of Columbia 20003 United States

Organization URL
<https://cpi.org/>

History of Congressional Travel

The Conservative Partnership Institute provides regular educational briefings and training sessions to conservative leaders, congressional staff, and activists.

Educational Activities

The educational activities performed by CPI include regular trainings, procedural classes, collaborative sessions, and broad educational programming.

Lobbyist and Foreign Agent Registration Information

Lobbyist Registration Status: *I certify that the sponsor is not a federally registered lobbyist and do not retain or employ a federally registered lobbyist.*

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.
- ☒ 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.

Attendees will complete 6 hours of classroom lectures on the first and second date of the retreat, the third day is traveling back to Washington D.C.
Lectures will cover legislative process and strategies.

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

The trip relates to CPI's mission of providing education and training to Congressional staffers to abet their roles.

Is your organization the only sponsor for this trip?

☒ 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

- ☒ 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

- ☒ 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

- ☒ 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.

- ☐ 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
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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 receive invitations.

The list of invitees is below.

Travel Details

Trip Start Date/Time:
04/14/2025 @ 09:00 AM



Trip End Date/Time:
04/16/2025 @ 11:30 AM

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: \$100.00 | Accompanying Family Member: \$0.00)

Transportation Type	Class	Amount
Ground Transportation	N/A	\$100.00

Lodging (Per Member/Officer/Employee: \$198.00)

Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
04/14/2025	04/16/2025	Camp Rydin	Cambridge	Maryland	United States	2	\$99.00	No

Meals (Per Member/Officer/Employee: \$126.00)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
04/14/2025	\$18.00	\$18.00	\$18.00	\$0.00	\$54.00	Cambridge	Maryland	United States	No
04/15/2025	\$18.00	\$18.00	\$18.00	\$0.00	\$54.00	Cambridge	Maryland	United States	No
04/16/2025	\$18.00	\$0.00	\$0.00	\$0.00	\$18.00	Cambridge	Maryland	United States	No

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

Expense Type	Amount	Notes
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There are no miscellaneous expenses.

Additional Attachments

Document Name

There are no additional attachments.

**Conservative Partnership Institute's (CPI)
Intrepidus Fellowship Symposium
April, 14-16th, 2025**

Monday, April 14th:

- 9:00 am** **Depart from Washington, D.C. 20003**
- 11:00 am** **Arrive at Cambridge, MD 21613**
- 11:00 - 12:30 pm** **Check-in and Orientation**
- 12:30 – 2:30 pm** **Lunch & Session 1: Understanding Congress**
Key terms, strategies, and tactics to understand how Congress works. Identifying certain terms will assist in the preparation for future actions.
Speaker: Tim Reitz, Executive Director of House Freedom Caucus
- 2:30 – 3:00 pm** **Executive Time**
- 3:00 – 4:30 pm** **SESSION 2: The Legislative Process**
An overview of the legislative process, starting with an idea, to a bill's introduction, to the debates and voting in both chambers, and finally to signing by the President.
Speaker: Cesar Ybarra, Vice President, State Freedom Caucus Network
- 4:30 – 5:30 pm** **SESSION 3: Budget Process Class**
As conservatives seek to influence spending levels, knowing where to look and how to work is vital. Learn an overview of the President's Budget, the Congressional budget process, and how the two branches work together to set annual spending levels.
Speaker: Matt Dickerson, Director of Budget Policy at Economic Policy Innovation Center
- 5:30 – 6:30 pm** **Executive Time**
- 6:30 – 8:00 pm** **Dinner & Session 4: Keynote Speaker: Navigating D.C.**
Navigating D.C. under a new administration—how leaders adapt, build influence, and drive policy in a shifting landscape.
Speaker: Mark Meadows, Senior Partner, Conservative Partnership Institute

Tuesday, April 15th:

- 8:00 – 9:00 am** **Breakfast Buffet**
- 9:00 – 11:00 am** **SESSION 5: Immigration Policy**

A detailed understanding of fallacies in today's immigration system, policy loopholes, and real world impacts on everyday Americans.

Speaker: Grant Newman, Immigration Accountability Project

11:00 - 11:30 am Executive Time

11:30 – 12:30 pm Lunch & Session 6: Conservative Foreign Policy

An introduction to foreign and defense policy from a conservative lens. Rightsizing American foreign policy is vital for American interests abroad.

Speaker: Reid Smith, Stand Together

12:30 – 3:00 pm Executive Time

3:00 – 4:00 pm Session 7: Fundamentals of House and Senate Appropriations

A summary of the appropriations process in the House and Senate. Learning how the development and execution of appropriations will advance conservative policy priorities.

Speaker: Justin Ouimette, Vice President, State Freedom Caucus Network and former Executive Director, House Freedom Caucus

4:00 – 4:30 pm Executive Time

4:30 – 5:30 pm Session 8: Second Amendment Fundamentals Bootcamp

The Second Amendment to the Constitution is vital to the Bill of Rights. Learn an overview of the Second Amendment, the key firearms laws currently in place, and how conservatives should be thinking through Second Amendment policy.

Speakers: James Holland, President, Conservative Partnership Campus

5:30 – 6:00 pm Executive Time

6:00 – 7:30 pm Dinner and Session 9: Keynote Speaker: The Practice of Bold Leadership

A former SEAL Team member shares insights on the key principles of effective leadership. Learn firsthand how top leaders make decisive choices, foster trust within their teams, and communicate with clarity and precision.

Speaker: Cameron Hamilton, former Navy SEAL

Wednesday, April 16th:

8:00 – 9:00 am Breakfast & Check Out

9:00 am Travel from Cambridge, MD 21613

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What is artificial intelligence, how do these systems function, mistakes to avoid, and how can they be used to improve professional performance.
Speaker: Raphael Schreiber, Manager of the Conservative Partnership Academy
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