

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 MAY 14 PM 5:01

Certification: In compliance with the Regulations Governing Privately Sponsored Travel, Senate Rule 35, and the Honest Leadership and Open Government Act of 2007, I certify that I accepted the following gift of privately sponsored travel.

Private Sponsor(s):

Global Women's Innovation Network(GlobalWIN)

Travel Dates:

April 14 & 15, 2025

Name of accompanying family member (if any):

Relationship to Traveler:

Total Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
292.60	281.00	128.72	

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.

5/13/25

Date

Stephanie Penn

Printed Name of Traveler

Stephanie Penn

Signature of Traveler

Digitally signed by Stephanie Penn
Date: 2025.05.13 19:15:28 -04:00

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.

5/13/25

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

Were there any changes to the pre-approved itinerary?

☐ Yes ☒ No

Explanation:

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

☐ Yes ☒ No

Explanation:

RE-1 Employee Pre-Travel Authorization

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.

Date/Time Stamp

Name of Traveler:

STEPHANIE PENN

Employing Office/Committee:

SENATOR MITCH MCCONNELL

Private Sponsor(s):

Global Women's Innovation Network (GlobalWIN)

Destination(s):

New York City, New York

Travel Dates:

Monday, April 14, 2025 - Tuesday, April 15, 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.

As Press Secretary, a number of meetings during this conference are with media outlets and public affairs/relations departments with a nexus to government oversight and regulations.

Do you have an accompanying family member or spouse on this trip? Name and Relationship to Traveler:

☐

(signify "yes" by checking box)

N/A

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

3/14/25

Date

Stephanie Penn

Digitally signed by Stephanie Penn

Date: 2025.03.14 10:38:55 -04'00'

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 McConnell

hereby authorize

Stephanie Penn

(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)

3/14/25

Date



Signature of Supervising Senator/Officer

Trip Name: GlobalWIN Bicameral Staff Delegation Trip-NYC- April 14 & April 15, 2025

Organization Information

Organization Name:

Global Women's Innovation Network (GlobalWIN)

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

☒ Yes ☐ No

If Yes, §501(c)(3) Organization Type:

☒ Private Foundation ☐ Public Charity

Address:

600 Pennsylvania Avenue, SE Suite 410

City, State, Zip:

Washington, DC 20003

Phone Number:

301-518-6336

Organization URL:

History of Congressional Travel

Describe your organization's history of sponsoring congressional travel.

GlobalWIN has been sponsoring trips for the U.S. House and U.S. Senate staffers for many years. We work to provide intensive programming over a 2-3 day period on a variety of issues including, workforce, health tech research and development, financial technology innovation, AI, female leadership and innovation in tech. The trips are bipartisan and provide all participants an opportunity to learn more on subject matters and engage professionally while connecting with experts and leaders outside of DC.

Educational Activities

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

GlobalWIN highlights the important role of women in innovation through our programming. Each year, we host 60+ in- person and virtual panels, salon dinners, workshops, career development programming, receptions, and trips centered around three programming silos:

- *GlobalWIN Innovation Events
- *Career Development
- *Global Partnership Building

Lobbyist and Foreign Agent Registration Information

Lobbyist Registration Status (Select one):

- ☒ I certify that the sponsor is not a federally registered lobbyist and does not retain or employ a federally registered lobbyist.
- ☐ I certify that the sponsor is not a federally registered lobbyist but does retain or employ one or more federally registered lobbyists.

Foreign Agent Registration Status (Select one):

- ☒ I certify that the sponsor is not an agent of a foreign principal and does not retain or employ an agent of a foreign principal.
- ☐ I certify that the sponsor is not an agent of a foreign principal but does retain or employ one or more agents of a foreign principal.

Foreign Government Involvement

Foreign Agent Registration Status (Must select all):

- ☒ I certify that the sponsor is not a foreign government.
- ☒ I certify that the sponsor is not an entity that is owned or operated by a foreign government.
- ☒ I certify that the sponsor does not receive funding from a foreign government.

Purpose and Details

Provide a brief description of the trip.

GlobalWIN will be joined by Senate and House staffers from Republican and Democratic offices from the U.S. Senate and U.S. House of Representatives to New York for two days of intensive programming on an array of issues such as workforce development, financial services, AI, female leadership, and innovation in tech. GlobalWIN provides these Congressional staffers with the unique opportunity to participate in meetings directly related to their subject matter expertise, while also glean information from non-direct and equally important sources. Our time in New York will combine all tiers of GlobalWIN programming allowing the Senate & House staff an opportunity to meet other colleagues from different offices and learn more about different important subject matters that affect policies issues.

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

GlobalWIN highlights the important role of women in innovation through our programming. Each year, we host 60+ in-person and virtual panels, salon dinners, workshops, receptions, and trips centered around three programming silos.

GlobalWIN Innovation Events
Career Development
Global Partnership Building

GlobalWIN will touch on all three of its programming silos by hosting this trip to New York, NY. More specifically, this trip will bring together a group of bipartisan Senate and House staff that work on issues related to workforce development, financial services, AI, female leadership, and innovation in tech for an overnight stay. During 24 hours of programming, our delegation will discuss important policy issues related to their field of work by participating in roundtables, expert panels, and learning more about the overall industry impact of innovation and rapidly evolving technology. GlobalWIN's House & Senate Staff Delegation will interact with companies at the forefront of innovation, female leaders of industry, and other senior executives. Our Delegation will discuss policy issues throughout the trip, connect with peers from across the aisle, fostering an atmosphere of bipartisanship, cooperation and personal network-building.

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:

April 14, 2025/8:05 am

April 15, 2025/4:24 pm

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

☐ Yes

☒ No

Transportation (Member/Officer/Employee: \$ 750.00 Accompanying Family Member: \$)

Transportation Type	Class	Amount
Amtrak	Coach	\$600.00
Ground Transportation		\$150.00

Details (optional)

Cost of train may increase based on booking date. NYC Ground transportation will be additional.

Lodging (Member/Officer/Employee: \$ 281.00 Accompanying Family Member: \$)

Check-In	Check-Out	Facility	City	State	Country
4/14/25	4/15/25	WestHouse	New York City	NY	USA

Nights	Cost/Night	Cost Exceed Per Diem (Yes/No)
1	\$281.00	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.

Check-In	Check-Out	Facility	City	State	Country
----------	-----------	----------	------	-------	---------

Nights	Cost/Night	Cost Exceed Per Diem (Yes/No)
--------	------------	-------------------------------

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

Meals (Member/Officer/Employee: \$138.00 Accompanying Family Member: \$_____)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem (Y/N)
4/14/25		26.00	38.00	5.00	69.00	New York City	NY	USA	N
4/15/25	23.00	26.00	20.00		69.00	New York City	NY	USA	N

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

Reasonable Miscellaneous Expenses

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

Expense Type	Amount	Notes
--------------	--------	-------

Additional Details (optional)

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

PRIVATELY SPONSORED TRAVEL

SPONSOR SIGNATURE PAGE

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

Trip Name: GlobalWIN Bicameral Staff Delegation Trip-NYC- April 14 & April 15, 2025
Monday, April 14, - Tuesday, April 15, 2025
Travel Date(s):
Travel Destination(s): New York City
Sponsor: Global Women's Innovation Network (GlobalWIN)

Helen Milby

(printed name of sponsor representative)

President & Co-Founder

(title)*(signature of sponsor representative)*

2-24-2025

(date)

First Name	Last Name	Role	Office/Committee
Gable	Brady	Senior Health Policy Advisor	U.S. Senate Finance Committee
Erica	Andeweg	Senior Policy Advisor	Office of Senator Deb Fischer
Rebecca	Angelson	Chief of Staff	Office of Senator Jon Husted (OH)
Kate	Cassling	Deputy Chief of Staff	Office of Senator John Hickenlooper (CO)
Elizabeth	Connolly	Legislative Director	Office of Senator Gary Peters (MI)
Naz	Durakoglu	Staff Director	Senate Foreign Relations Committee
Angela	Ebner	Policy Advisor	Office of Senator Alex Padilla (CA)
Elizabeth	Falcone	Chief of Staff	Office of Senator Mark Warner (VA)
Stephanie	Gamache	Deputy Chief Clerk	U.S. Senate Commerce Committee
Lisa	Goeas	Chief of Staff	Senator Joni Ernst (IA)
Allison	Halataei	Deputy Chief of Staff/General Counsel	Office of Senator Jim Banks (IN)
Toni-Marie	Higgins	Chief of Staff	Office of Senator John Boozman (AR)
Leah	Hill	Legislative Director	Office of Senator Cory Booker (NJ)
Christy	Lewis	Counsel	U.S. Senate Commerce Committee
Amanda	Lincoln	Staff Director	U.S. Senate Committee on Health, Education, Labor, and Pensions
Alison	MacDonald	Chief of Staff	Office of Senator Jeanne Shaheen(NH)
Anna Rose	Moore	Health Policy Advisor	Senate Committee on Health, Education, Labor, and Pensions
Stephanie	Penn	Press Secretary	Senator Mitch McConnell
Courtney	Reinhard	Legislative Director	Office of Senator Joni Ernst (IL)
Dana	Richter	Counsel	Office of Senator Shelley Moore Capito (WV)
Tricia	Russell	Chief of Staff	Sen. Chris Van Hollen (MD)

Jaqueline	Sanchez	Chief of Staff	Office of Senator Lisa Blunt Rochester (DE)
Sarah	Schmidt	Health Policy Advisor	Office of Senate Majority Leader John Thune (SD)
Caitlyn	Stephenson	Chief of Staff	Office of Senator Gary Peters (MI)
Meghan	Taira	Legislative Director	Office of Minority Leader Chuck Schumer
Kalina	Thompson	Chief of Staff	Office of Sen. Tammy Duckworth
Beth	Vrabel	Counsel	Office of Se. Chuck Schumer (NY)
Brianna	Walker	Counsel	Senate Judiciary Committee



2025 NYC Bicameral Staff Delegation Trip Itinerary
Monday, April 14-Tuesday, April 15, 2025

Monday, April 14, 2025

- 7:20 AM Meet at Washington Union Station
- 7:40 AM Depart Washington Union Station (WAS) for New York
Northeast Regional Train #112
- 11:14 AM Arrival in NYC Moynihan Train Hall (NYP)
- 11:35 AM Trip Briefing on Bus
11:55 AM *[20-minute drive to 7 Hudson Square]*
Overview: Angeli Chawla, GlobalWIN Executive Director, will brief the group on the next two days of connection and empowerment. Each visit the group does will provide a forum for women to connect about innovation in a multitude of fields.
- 12:00PM Disney: The Evolution of Tech in Advertising Panel and Lunch
1:30PM *Disney Studios, 7 Hudson Square, New York, NY*
Overview: Attendees will tour Disney studios' new space in New York and participate in a discussion about tech innovation in advertising, Disney's streaming business model, branding, and women's leadership.
Speaker: Rita Ferro, President, Disney Advertising
- 1:35PM *[20-minute drive to 3 World Trade Center]*
1:50PM
- 2:00PM Cozen O'Connor: Conversation with Cozen O'Connor Senior Leadership and Executive Panel
3:30PM *3 World Trade Center*
Overview: Attendees will learn about Cozen O'Connor's work in litigation. They will highlight Cozen O'Connor's focus on their diverse client list which encourage ambitious start-ups and innovation.
Speaker: Katie Schwab, Co-Chair, New York Practice
- 3:30PM Executive Time
3:55PM
- 4:00PM Diageo Visit and Panel
5:30PM *3 World Trade Center*
Overview: Attendees will hear about Diageo's leading global presence employing over 30,000 people globally and selling brands in nearly 180 countries while innovating established brands into the latest innovations. Diageo will also focus on responsible consumption, a top priority of theirs, while featuring women led initiatives within the company. Ana Fitzgibbon was instrumental in launching the "Take a Minute, Make a Plan" program in partnership with the NFL, Uber, and Mothers Against Drunk Driving (MADD).
Speaker: Ana Fitzgibbons, Director, Alcohol Responsibility & Policy

5:30PM [20-minute drive time to 120 W 55th St]
6:00 PM

6:00PM GlobalWIN Keynote Dinner
8:30PM Quality Bistro

120 W 55th St, New York, NY

Overview: As a senior executive, Joanna Coles, Chief Creative and Content Officer at The Daily Beast, will share her strategies for overseeing the content operations, strategy, and direction for the business. She will discuss what it means to be a successful executive who demonstrated trailblazing leadership in media and communications. She will discuss the ability to break through traditional barriers, championing women's professional advancement, and demonstrating how innovative leadership can reshape entire industries. Throughout her work, she has created pathways for emerging talents and inspire a new generation of women entrepreneurs and executives.

Featured Speaker: Joanna Coles, Chief Creative and Content Officer, The Daily Beast

[4-minute walk to hotel]

RON WestHouse Hotel New York
201 W 55th St, New York, NY

Tuesday, April 15, 2025

6:30AM Breakfast Available at Hotel
8:15AM

8:15AM Depart WestHouse for 30 Rock
201 W 55th St, New York, NY

8:15AM [20-minute drive to 30 Rockefeller Plaza]
8:35AM

8:45AM Comcast NBCUniversal: Media in Motion—Journalism, Politics, and the Global Influence of
10:30AM Entertainment
30 Rockefeller Plaza, New York, NY

Overview: This visit to NBCUniversal will feature a tour of the iconic 30 Rock and a discussion on the role of local and national journalism. NBCUniversal representatives will address the evolving media landscape amid political shifts and explore the global significance of North America's television and film industries. NBCUniversal leaders will speak to their career journeys and the work they do.

Speakers: Emma Carrasco, SVP, NBC News Group Corporate Affairs

Valari Dobson Staab serves as Chairman of NBCUniversal Local

Kimberley D. Harris, Executive Vice President of Comcast Corporation and General Counsel of NBCUniversal

10:35AM [20-minute drive to 66 Hudson Boulevard]
10:55 AM

11:00AM Pfizer Visit: Healthcare and Women's Health Panel & Lunch

12:30PM 66 Hudson Boulevard (The Spiral), New York, NY

Overview: Attendees will visit Pfizer for a panel on healthcare and women's health. The panel will focus on the distinct health challenges that women face including cancers that are specific to women, gynecological conditions, mammograms, and pregnancy and childbirth. By supporting women researchers in oncology, infectious diseases, and rare medical conditions, Pfizer demonstrates an approach that embeds women's leadership directly into innovative medical research and pharmaceutical development. Lynn McCroy and Chandra Abbott are champions of Pfizer's commitment to women's leadership in medical research.

Speakers: Chandra Abbott, Migraine Medical Affairs

Lynn McCroy, Medical Affairs for Oncology and is a Breast Cancer Surgeon

12:35PM [15-minute drive to 220 W 18th Street]

12:55PM

1:00PM Universal Records: Empowering Women in Music

3:00PM Republic Studios, 220 W 18th Street, New York, NY

Overview: The 67th Annual Grammy Awards, held in February 2025, showcased UMG's commitment to supporting female artists. Chappell Roan, an artist under UMG's Island Records, was named Best New Artist, highlighting the company's dedication to fostering talent and promoting diversity within the industry. The discussion will be about the continued empowerment of female artists and leadership within the music industry. Universal/Republic Records initiatives are in play to underscore UMG's ongoing efforts to empower women in the music industry, ensuring their contributions are celebrated and their voices amplified.

Speakers: Amaiya Davis, Vice President, Media/Cultural Impact and Engagement at Republic Records

Allegra Chautin, Vice President, Digital Strategy at Republic Records

Kristina Grossman, Senior Vice President, A&R/Operations at Republic Records

Carla Miller, Senior Vice President, Litigation Counsel at Universal Music Group Business & Legal Affairs

NYC Programming Ends

3:05PM [20-minute drive to Moynihan Train Hall]

3:30PM

4:29PM Depart NYC Moynihan Train Hall (NYP)

Amtrak Northeast Regional Train #129

NOTE: We will order dinner for the train ride back

7:59PM Arrive Washington Union Station (WAS)