

RE-2 Employee Post Travel Disclosure of Travel Expenses

RECEIVED
Date/Time Stamp
SECRETARY OF THE SENATE
PUBLIC RECORDS

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.**

2025 SEP 12 AM 10:50

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:
08/27/2025 to 08/29/2025

Name of accompanying family member (if any):

Relationship to Traveler:

Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
\$154.40	\$474.00	\$189.00	\$0.00

I also certify that attached to this form are all required documents for post travel disclosure, including:

- The final Employee Pre-Travel Authorization (Form RE-1)
- The final Private Sponsor Travel Certification Form with all attachments
- The final invitation
- The final approved itinerary

Finally, I certify that all trip information reflected in the attachments above accurately reflects the travel that I accepted. If there were any changes to the trip after I received approval from the Committee, the changes are described in ATTACHMENT 1.

9/8/2025

Date

Michaela Todd

Printed Name of Traveler

Michaela P. Todd

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.

9/8/25

Date

Jim Zell

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
There were no changes to pre-approved travel expenses.		

Revised Amount

Explanation

There were no changes to pre-approved travel expenses.

Were there any changes to the pre-approved itinerary?

Yes

☒ No

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

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

Yes

☒ No

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

Invite: Veritas Fellowship New York Media Trip 2025



Scooter Schaefer <scooter@revereproject.org>

To: Todd Michaela (Moran), Michaela Todd

Cc: Travis Rowland, Sandra Clark

Follow up. Start by Tuesday, June 24, 2025. Due by Tuesday, June 24, 2025.
You replied to this message on 7/14/2025 6:12 PM.

Reply Reply All Forward

Tue 6/24/2025 7:26 AM

Hi Michaela,

On behalf of the Conservative Partnership Institute (CPI), I am pleased to invite you to the Veritas Communications Fellowship New York Media Trip **August 27-29th** in New York City.

As a Veritas Fellow, you will receive hands-on training in communications tactics and strategy, as well as hear from media figures and producers at major media outlets in New York City.

Please review the agenda I will be sending in a separate email to you and your colleagues.

If you accept the invite, **please be sure to submit your paperwork by no later than July 20, 2025.**

Let us know if you have any questions!

Thanks in advance,
The Veritas Team

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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.

7/14/2025
5:40PM ET

Name of Traveler:
Michaela Todd

Employing Office/Committee:
MORAN, JERRY

Private Sponsor(s):
Conservative Partnership Institute

Destination(s):
New York, New York

Travel Dates:
08/27/2025 to 08/29/2025

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.

The trip provides hands-on training in communications tactics and strategy. Participants will also hear from media figures and producers at major media outlets in New York City. As a communications professional for a member of Congress, this experience will help sharpen my writing and creative skills and create new press relationships that will be beneficial to my role and my member.

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.

7/14/2025

Date

Michaela Todd

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)

Jerry Moran

(Print Senator's/Officer's Name)

hereby authorize

Michaela Todd

(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)

7/18/25

Date

Jerry Moran

Signature of Supervising Senator/Officer

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: Veritas New York Trip
Travel Date(s): 8/27/25-8/29-25
Travel Destination(s): New York, New York

Sponsor: Conservative Partnership Institute

Ed Corrigan
(printed name of sponsor representative)

President CEO
(title)

Ed Corrigan
(signature of sponsor representative)

7/11/25
(date)

MICH

Senate Invitees

1. Michaela Todd - Digital Manager, Senator Jerry Moran (Invited as part of the Veritas Fellowship program, which aims to provide opportunities for fellows to gain a deeper understanding of and improve skills in communicating on policy and principles.)

Conservative Partnership Institute: Veritas New York

Michaela Todd

Title:
Digital Manager

Employing Office/Committee:
MORAN, JERRY

Duty Station:
WASHINGTON,DC

Destination(s):
New York, New York

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

The trip provides hands-on training in communications tactics and strategy. Participants will also hear from media figures and producers at major media outlets in New York City. As a communications professional for a member of Congress, this experience will help sharpen my writing and creative skills and create new press relationships that will be beneficial to my role and my member.

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
Public Charity

Address 2 (Optional)
None

Phone Number
2027378808

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

History of Congressional Travel

The Conservative Partnership Institute (CPI) 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.

Senate communications staff will travel to New York City to meet with writers, editors, producers, and hosts of news networks, as well as social media company staff, to learn how to more effectively develop and execute their Member's communications strategy.

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

Conservative Partnership Institute's mission includes educating and training Members of Congress, congressional staff, conservative leaders and activists to enhance their ability to articulate and advance conservative principles and to become more effective public servants and citizens. The trip offers an opportunity to educate and equip congressional staff with effective communications skills, develop professional relationships among other staff, and share best practices and strategies.

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:
08/27/2025 @ 09:00 AM

Trip End Date/Time:
08/29/2025 @ 01:00 PM

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

Yes No

Itinerary

The itinerary is below.

Transportation (Per Member/Officer/Employee: \$154.40 | Accompanying Family Member: \$0.00)

Transportation Type	Class	Amount
Ground Transportation	Coach	\$50.00
Note Uber and taxi rides.		
Train	Coach	\$104.40
Note Round trip train fair between DC and New York		

Lodging (Per Member/Officer/Employee: \$474.00)

Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
08/27/2025	08/29/2025	intercontinental Times Square	New York	New York	United States	2	\$237.00	No

Meals (Per Member/Officer/Employee: \$189.00)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
08/27/2025	\$0.00	\$26.00	\$38.00	\$5.00	\$69.00	New York	New York	United States	No
08/28/2025	\$23.00	\$26.00	\$38.00	\$5.00	\$92.00	New York	New York	United States	No
08/29/2025	\$23.00	\$0.00	\$0.00	\$5.00	\$28.00	New York	New York	United States	No

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

Expense Type**Amount****Notes**

There are no miscellaneous expenses.

Additional Attachments**Document Name**

There are no additional attachments.

**2025 Veritas Communications Fellowship New York Media Trip
August 27-29**

Date: Wednesday, August 27, 2025

10:00 am **Depart from Washington, D.C. 20003**

2:30 pm **Arrive in New York, New York**

3:00 - 4:30 pm **Digital and Online Media Trends**

Media expert, Jon Levine will discuss the trends in media coverage of what's happening on Capitol Hill and in Washington DC in 2025 from a perspective of digital and online media and how they see the future of new media heading in years to come.

Speaker: Jon Levine, Political Reporter, Washington Free Beacon

4:30 - 6:00 pm **Room Check In**

6:00 - 8:00 pm **Dinner with Principal TV Host**

Dinner discussion about how newsrooms function, how nightly segments are formed, and how participants can best position their member of Congress to appear on highly viewed TV shows.

Speaker: Shannon Beam,

Date: Thursday, August 28, 2025

9:30 - 11:00 am **Tour and Panel Discussion with Twitter/X**

A panel of Twitter/X employees talking about the role of Twitter/X in public policy discourse.

Speakers: Matthew Madrazo, X Lead Client Partner, and Caroline Strom, Head of US Elections

11:30 - 1:30 pm **Tour and Discussion with Newsmax**

Newsroom staff will unpack how a news organization works, explaining to students how using an interconnected media environment can maximize exposure and recognition of issues.

Speaker: Moche Maryles, Newsmax Booking Producer & Newsmax Team

2:00 - 4:00 pm **TV and Booking in 2025**

A panel of media bookers from numerous shows will explain what makes a good pitch and why they book certain guests on their shows. Participants will discuss how to draft compelling story pitches.

Location: Hotel

Speaker: Taylor Walters, Fox News Booking Producer,

5:00 - 6:30 pm **Tour and Discussion with Meta**

A panel of Meta staff discussing Meta's role in public policy discourse, the role of AI in news media, and the future of social media evolution.

Location: Meta HQ

Speakers: Arpit Patel, Partner Manager, Government & Social Impact at Meta, and Josh Althouse, Public Policy Manager at Meta

6:30 – 8:30 pm Dinner and Panel Discussion: Conservative Hot Topics in the Media

A panel of media experts will discuss what issues they see resonating with audiences, how they approach message testing, and balancing real reporting and messaging with trends.

Location: Little Italy

Speaker: Wesley Denton (CPI), Sondra Clark (Urban Legend Media), and Scooter Schaefer (Bilander Media)

Date: Friday, August 29, 2024

9:00 am Depart New York

1:00 pm Arrive Washington, D.C. 20002