

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 144 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):

Korean American Institute

Travel Dates:

9/12-9/14, 2025

Name of accompanying family member (if any):**Relationship to Traveler:**

Total Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
\$0 (Staffer drove themselves org didn't pay)	\$238.56	\$0 (Meals included in the registration fee)	\$195 Registration fee

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.

9/29/20

Date

Kelly Boyer

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.

9/29/20

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	\$0	Staff drove themselves so organization did not pay
Lodging	238.56	It was \$18.56 more than originally thought due to taxes
Meals	\$0	Meals were included in the registration fee
Registration Fee	\$195	Wasn't included in the original form

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

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:

Kelly Boyer

Employing Office/Committee:

Senator Andy Kim

Private Sponsor(s):Korean American Institute and Philip
Jaisohn Memorial Foundation**Destination(s):**

Philadelphia, PA

Travel Dates:

September 12-14, 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 the liaison with the asian community for our office this would provide an opportunity to educate myself on issues such as immigration, healthcare and the economy as they specifically impact this community which will better help me serve the constituents of New Jersey.

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.

8/13/2025

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 Andy Kim

Kelly Boyer

I hereby authorize

(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)

8/13/2025

Date



Signature of Supervising Senator/Officer

Dear Kelly,

On behalf of the [Korean American Institute](#), I invite you to a [special gathering](#) in Philadelphia this September 12-14, of Korean Americans who serve in the public sector and who are working to improve the lives of Korean Americans.

This is a trip where KAI is working with the Ethics officials of both the U.S. Senate and U.S. House of Representatives to ensure full compliance. **Please review the instructions below for the forms you will need to complete by COB today, Wednesday, August 13**, if you would like to attend and receive a scholarship from KAI.

KAI is led by two former Hill staffers who know how challenging it is to be the only Korean American professional staff in Congressional hearing rooms and on the floor of the House or Senate where some of the most important decisions in our nation are made.

We know that it is not easy to assist your Korean American constituents when that population is so small relative to the entire population within your elected official's district.

But your skills, experiences, and perspectives are unique and invaluable, and [this is a meeting designed to highlight those intangible aspects of your background](#).

You will be in a room with Korean American elected officials, appointees, legislative staff, consultants, and others who are deeply experienced in the political process. You will also meet professors and experts who research the needs of Korean Americans.

We want to provide you with opportunities to learn from those who share your passion for service, and to build collective knowledge and resources to better serve your Korean American constituents.

We are preparing informative educational panels on current topics that impact our communities, such as **immigration**, **healthcare**, and **economic issues** unique to Korean Americans. We hope you can share your thoughts as an active participant in these sessions.

The breakout sessions and team-building exercises will educate us about relevant **Korean American history**, research, and data, and offer practitioners useful skills for organizing our communities to better engage policymakers and other decisionmakers.

Cohosted by the [Philip Jaisohn Memorial Foundation](#), other organizations we are collaborating with on this conference include the [Congressional Korean American Staff Association](#) and the Korean American Legislative Staff Association, in addition to the [Council of Korean Americans](#), [Korean American Coalition](#), [Koreatown Youth and Community Center](#), [Federation of Korean Associations USA](#), [Sejong Society](#), Konnect DMV, and many more.

We are truly excited that [Hawaii's Lieutenant Governor Sylvia Jung Luke](#), who is the first Korean American to be elected statewide anywhere in the United States, will provide keynote remarks.

The second Korean American to be elected statewide is [United States Senator Andy Kim of New Jersey](#), who will send us a video message while he travels that weekend.

They will be joined by several other Korean American elected officials, including [Pennsylvania State Senator Patty Kim](#) who will welcome us to her home state.

This promises to be an exciting and productive conference at a critical time. You will leave inspired to serve the Korean American community in meaningful ways with more knowledge, actionable tools, and a new network of trusted colleagues in this journey.

We urge you to join us! [Please check our website for more information and pre-register using this link.](#)

We have a small budget to offset travel costs for eligible government attendees, so please let us know if you are interested.

Please note that staff of the United States Senate who wish to attend and apply for the scholarship [must fill out this Employee Pre-Travel Authorization form with the Senate Ethics Office](#) **and confirm with your office** that your attendance at the conference is tied to your official duties.

The deadline to submit the form and confirm your attendance is COB Wednesday, August 13.

If you are a Senate staff and have any questions regarding ethics, please contact Shuanda Cobbs at Shaunda_cobbs@ethics.senate.gov.

Staff of the [House of Representatives who wish to attend should fill out the following Traveler Form and also submit it by the COB Wednesday, August 13](#) to receive the scholarship.

If you are a House staff and have any questions regarding ethics, please contact the House Committee on Ethics at 202-527-3529.

In addition, Senate and House Ethics officials have asked that all Senate and House staff that plan to attend the conference provide the dates and times that they plan to arrive and depart from the conference in an email to info@ka.institute.

Please note in that same email whether you plan to join our **OPTIONAL Sunday site visits** since we will need a head count for lunch and transportation between sites.

Finally, if you have suggestions for a discussion topic, or if you want to make a presentation or lead a workshop, please contact me directly at (202) 505-0300 or MarkKeam@KA.Institute.

I look forward to seeing you real soon! Mark



Mark L. Keam

President

(202) 505-0300 | Mark.Keam@KA.Institute

1444 I St. NW, #700, Washington, DC 20005

[KA.Institute](#)   

Trip Name: Korean American Conference in Philadelphia, PA, September 12-14, 2025

Organization Information

Organization Name:

Korean American Institute

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

☒ Yes ☐ No

If Yes, §501(c)(3) Organization Type:

☐ Private Foundation ☒ Public Charity

Address:

1444 I Street, NW, Suite 700

City, State, Zip:

Washington, DC 20005

Phone Number:

202-505-0300

Organization URL:

<https://ka.institute/>

History of Congressional Travel

Describe your organization's history of sponsoring congressional travel.

None. This is the first time we are inviting Members of Congress or their staff to attend an event hosted by our organization.

Educational Activities

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

Korean American Institute (KAI) collects existing data about and conducts new research on the Korean Americans in the United States to better understand the state of this community.

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 proposed trip would be either a roundtrip rail or private automobile travel from Washington, DC, to Philadelphia, PA, where the conference will take place over the weekend of September 12-14, 2025. The attendees would be provided two nights of shared accommodations at the DoubleTree by Hilton Hotel Philadelphia Center City, located at 237 South Broad Street, Philadelphia, PA 19107.

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

KAI's mission is to serve as a source of accurate data and information about the Korean American community. We hope to share such data and information with interested members of the American public as well as with policy professionals whose work may involve applying such information. KAI is inviting academic researchers, community-based organizations, and policy experts to study the latest research about the Korean American community to determine their current status in the United States, and to ascertain whether more research needs to be conducted into other topics where there is current lack of information.

Is your organization the only sponsor for this trip?

☐ Yes ☒ No

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

KAI is cohosting this conference with the Philip Jaisohn Memorial Foundation, a nonprofit organization based in Philadelphia, PA. KAI is providing most of the funding to provide educational programs and meals for attendees, as well as offering travel and accommodations to select attendees who can demonstrate need for financial assistance to attend the conference. As the local host, Philip Jaisohn Memorial Foundation is providing logistical support in Philadelphia, such as local transportation and volunteers.

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:
September 12, 2025



Trip End Date/Time:
September 14, 2025

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

☐ Yes

☒ No

Transportation (Member/Officer/Employee: \$⁸⁰ Accompanying Family Member: \$_____))

Transportation Type	Class	Amount
Railroad or private automobile	Economy or mileage	Less than \$80

Details (optional)
KAI will pay for either rail transportation or mileage, gas, and tolls for use of private car.

Lodging (Member/Officer/Employee: \$¹¹⁰ Accompanying Family Member: \$_____))

Check-In	Check-Out	Facility	City	State	Country
9/12/25	9/14/25	DoubleTree Hotel	Philadelphia	PA	USA
Nights	Cost/Night	Cost Exceed Per Diem (Yes/No)	If Yes, please explain why expenses over the per diem rate are reasonable and necessary.		
2	\$110	No			

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: \$⁶⁵ Accompanying Family Member: \$)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem (Y/N)
9/13/25	15	20	30		65	Philadephia	PA	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: \$⁰ Accompanying Family Member: \$)

Expense Type	Amount	Notes

Additional Details (optional)

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PRIVATELY SPONSORED TRAVEL

SPONSOR SIGNATURE PAGE

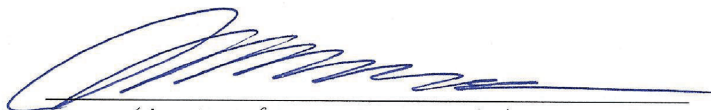
I hereby certify that the information submitted in connection with the trip listed below is true, complete, and correct to the best of my knowledge and belief.

Trip Name: Korean American Education Conference
September 12-14, 2025
Travel Date(s):
Philadelphia, PA
Travel Destination(s):
Sponsor: Korean American Institute

Mark Keam

(printed name of sponsor representative)

President

(title)*(signature of sponsor representative)*

August 11, 2025

(date)

Trip Name: National Conference: Education, Policy, Action for Korean Americans

Organization Information

Organization Name:

The Philip Jaisohn Memorial Foundation

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



Yes



No

If Yes, §501(c)(3) Organization Type:



Private Foundation



Public Charity

Address:

1180 Welsh Road

City, State, Zip:

North Wales, PA 19454

Phone Number:

267-638-9500

Organization URL:

jaisohn.org

History of Congressional Travel

Describe your organization's history of sponsoring congressional travel.

N/A

Educational Activities

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

Provide a broad range of medical and health care

Provide senior employment training and social services

Provide educational and cultural programs to enrich the AAPI community, including internships, etc.

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.

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: National Conference: Education, Policy, Action for Korean Americans
Travel Date(s): September 12-14, 2025
Travel Destination(s): Philadelphia, PA

Sponsor: Philip Jaisohn Memorial Foundation and KAI

George Choe

(printed name of sponsor representative)

President & CEO

(title)



(signature of sponsor representative)

8/12/2025

(date)

List of Hill Staff attendees and reason for invitation:

Senate:

Kelly Boyer – The reason Kelly has been invited is her legislative interest and expertise in Korean American issues. By attending a series of historical tours, staff will learn about the historical significance of landmarks in the greater Philadelphia area that will inform their decisions when engaging with constituents, particularly those that are of Korean descent. The historical and cultural knowledge they acquire will also inform their decisions when drafting legislation that impacts constituents.

House:

Elliott Shin – The reason Elliott has been invited is his legislative interest and expertise in Korean American issues. By attending a series of historical tours, staff will learn about the historical significance of landmarks in the greater Philadelphia area that will inform their decisions when engaging with constituents, particularly those that are of Korean descent. The historical and cultural knowledge they acquire will also inform their decisions when drafting legislation that impacts constituents.

Kellie Chong - The reason Kellie has been invited is her legislative interest and expertise in Korean American issues. By attending a series of historical tours, staff will learn about the historical significance of landmarks in the greater Philadelphia area that will inform their decisions when engaging with constituents, particularly those that are of Korean descent. The historical and cultural knowledge they acquire will also inform their decisions when drafting legislation that impacts constituents.

Kevin Koo - The reason Kevin has been invited is his legislative interest and expertise in Korean American issues. By attending a series of historical tours, staff will learn about the historical significance of landmarks in the greater Philadelphia area that will inform their decisions when engaging with constituents, particularly those that are of Korean descent. The historical and cultural knowledge they acquire will also inform their decisions when drafting legislation that impacts constituents.

Justin Oh - The reason Elliott has been invited is his legislative interest and expertise in Korean American issues. By attending a series of historical tours, staff will learn about the historical significance of landmarks in the greater Philadelphia area that will inform their decisions when engaging with constituents, particularly those that are of Korean descent. The historical and cultural knowledge they acquire will also inform their decisions when drafting legislation that impacts constituent.