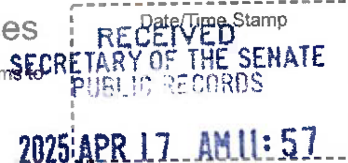


RE-2 Employee Post Travel Disclosure of Travel Expenses

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.



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):

International Committee of the Red Cross (ICRC)

Travel Dates:

March 16-March 23, 2025

Name of accompanying family member (if any):

N/A

Relationship to Traveler:

N/A

Total Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
\$1,495.09	\$305.22	\$223.02	N/A

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.

4/15/25

Date

Troy Dougal

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.

4/16/2025 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	\$1,495.09	ICRC had initially budgeted \$2,210.00/person for transportation, which included both international + domestic air travel + ground transportation. Final cost came to \$1,495.09/person, resulting in a difference of \$714.91/person. This reduction was due to ICRC's initial overestimation of round-trip international airfare costs.
Meals	\$223.02	ICRC budgeted \$625.00/person for meals during the trip. Actual meal expenses totaled \$223.02/person, yielding a difference of \$401.98/person. The difference is due to a stronger USD/COP exchange rate during the trip and overall lower meal prices than originally anticipated.
Lodging	\$305.22	The original budget allocated \$560.00 per person for lodging. However, the final lodging cost was \$305.22 per person, which is \$254.78 less per person than budgeted. This reduction is attributed to our access to preferred hotel rates at the selected establishments, which significantly reduced lodging expenses. Additionally, while the final amount includes IVA (value-added tax) and other fees, the negotiated rates still resulted in overall cost savings compared to the original estimate.

Were there any changes to the pre-approved itinerary?

☒ Yes ☐ No

Explanation:

Please see attached addendum for full list and summary of changes to the itinerary.

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

☐ Yes ☒ No

Explanation:

Thursday, April 17, 2025 at 10:49:16 Eastern Daylight Time

Subject: Invitation to Join ICRC Colombia Staff Delegation Trip
Date: Monday, January 13, 2025 at 4:28:21 PM Eastern Standard Time
From: Kitty Close
To: Dougall, Troy (Curtis)
CC: Edward Gracia
Attachments: image001.gif, image003.png, 2025 01.10 Preliminary Colombia Staffdel Program.pdf, ICRC Colombia Annual Report 2024.pdf

Dear Troy,

I am writing to invite you to join a congressional Staff Delegation trip to Colombia hosted and led by the International Committee of the Red Cross (ICRC). The trip will showcase the ICRC's diverse operations and highlight the urgent humanitarian needs in the country.

The ICRC organizes congressional field trips to showcase its field operations and highlight humanitarian needs in areas of interest to U.S. policymakers. The trip will last one week, departing for Bogota on Sunday, March 16, and returning to Washington on Saturday, March 22.

We ask participants to attend all scheduled meetings and briefings, as these are essential to the success of the visit. Please note that participants are required to follow all protocols set by the ICRC to ensure the smooth execution of the trip and compliance with congressional rules.

Attached is a provisional itinerary outlining the activities that will make the trip to Colombia both meaningful and productive. The ICRC will cover round-trip airfare, accommodations, meals, and incidentals. Our trips comply with all applicable congressional rules for hosted travel.

Please kindly confirm your participation by **Friday, January 31**. To confirm, please respond via email to kclosel@icrc.org and egracia@icrc.org. If you have any questions or need further information, please feel free to reach out, and we will be happy to assist you.

We appreciate your consideration of this invitation. We are excited about the opportunity to have you join us on this important trip to Colombia, and we look forward to your participation. Thank you again and we hope to hear from you soon.

**ICRC**

Kitty Close
Congressional Affairs Advisor
International Committee of the Red Cross
1100 Connecticut Ave NW, Ste.500 | Washington, DC
Tel. +1-443-797-2869

The ICRC - working to protect and assist people affected by armed conflict and other situations of violence. Find out more: www.icrc.org

This e-mail is intended for the named recipient(s) only.

Its contents are confidential and may only be retained by the named recipient(s) and may only be copied or disclosed with the consent of the International Committee of the Red Cross (ICRC). If you are not an intended recipient please delete this e-mail and notify the sender.

Please attach this document as an addendum to your RE-2 Form:

Were there changes to the pre-approved itinerary?

16 March - Welcome cocktail and dinner with ICRC Head of Delegation, Patrick Hamilton (other ICRC Management team did not attend);

17 March –

- Breakfast from 7-8am (not from 7-9:30am);
- 8:00-9:00 - transfer from hotel to US Embassy
- 9:00-11:30 - US Embassy meetings
- 11:30-12:15 – transfer from US Embassy to ICRC Delegation
- 12:15-13:45 – Lunch and Briefing with ICRC Team (working lunch)
- 13:45-14:00 – Break
- 14:00-15:30 - Meeting with ArmFo / FAS Unit (Armed and Security Forces) interlocutors at ICRC delegation
- 15:30-15:45 – Break
- 15:45-17:00 - Meeting with IHL / JUR Unit (International Humanitarian Law) interlocutors
- 17:00-18:00 – Break
- 18:00-18:30 – Transfer via ICRC vehicle to Cuzco restaurant
- 18:30-20:30 – Dinner

Summary of changes: shortened breakfast to allow for additional meeting time at the U.S. Embassy; added time to transfer from US Embassy to ICRC Delegation via ICRC vehicle; meetings at Ministry of Defense shifted to meeting with ArmFo/FAS Unit interlocutors at ICRC delegation.

18 March –

- 9:15-10:00 – transfer from airport via ICRC vehicle to a different hotel than originally scheduled (we stayed at the Hotel Torre Mar)
- 10:15-11:00 – slight change to operational briefing itinerary
- 11:00-11:30 – transfer to Brigada (Farmers' Market visit removed due to security concerns)
- 11:30-13:15 - Meeting with the Second Brigade of Marines.
- 13:15-14:30 – Lunch
- 14:30-15:00 - Transfer via ICRC vehicle to Olimpico neighborhood
- 15:00-17:30 - Meeting with Social leaders from the Olimpico neighborhood
- 17:30-18:00 – Transfer to Hotel Torre Mar
- 19:00-21:00 – Dinner at the hotel with the Buenaventura Mayor's office

Summary of changes: switched farmers market meeting due to security concerns; instead met with Second Brigade of Marines. Met with community leaders in the Olimpico neighborhood instead of social leaders for the Urban Peace Agreement and the Archbishop.

19 March –

- 13:30-17:30 – Transfer via ICRC vehicle from La Colonia (Bajo Calima) to Cali airport; stop midway between Buenaventura and Cali for Lunch.
- 20:16-21:15 – Flight from Cali to Bogota
- 21:15-21:30 - Transfer to Aloft Bogota Airport Hotel near the airport
- 21:30 – Dinner at hotel and overnight

Summary of changes: flew from Cali to Bogota rather than Cali to Cucuta – decision was made to fly from Bogota to Cucuta the next morning.

20 March –

- 5:15-6:00 – Transfer to El Dorado Airport via vehicle
- 6:40-8:00 – Flight from Bogota to Cucuta
- 8:00-8:30 - Transfer from Airport to ICRC Cucuta Office via ICRC vehicle
- 8:30-9:15 – Welcome and breakfast
- 9:15-12:00 – briefing from Head of Office
- 12:00-13:30 – Lunch
- 14:00-15:45 – condensed meeting with Colombian Red Cross to allow for more time to meet separately with Mothers of Catatumbo
- 15:45-16:00 – Transfer via ICRC vehicle to meet with the Mothers of Catatumbo
- 16:00-18:00 – Meeting with Mothers of Catatumbo for Peace
- 18:30-19:30 – Early dinner at the Cucuta office
- 19:30-20:30 – Transfer via ICRC vehicle to Cucuta airport
- 21:33-22:45 - Flight Cúcuta – Bogotá
- 22:00-23:30 – Transfer to Hotel El Dorado
- 23:00 – Check in at hotel, optional late dinner at Hotel

Summary of changes: Earlier start to the day since we spent the previous night in Bogota and flew to Cucuta in the morning. Mid-afternoon meeting with Colombian Red Cross was condensed to allow time for a meeting with the Mothers of Catatumbo. Flight from Cucuta to Bogota was changed, and our arrival to Bogota was later than on the original itinerary.

21 March –

- 6:15-8:00 – walk to ICRC delegation from hotel
- 8:30 – 9:30 - Meeting with DET Unit (Detention) interlocutors (Colombian Red Cross and IFRC meeting moved to later in the day)
- 9:30-10:30 - Transfer to Colombian Red Cross (CRC) and International Federation of Red Cross and Red Crescent Societies (IFRC) meeting location via ICRC vehicle
- 10:30-12:15 - Meeting with the leadership of the RCRC Movement - CRC and IFRC.
- 12:15-13:00 – Transfer via ICRC vehicle to ICRC delegation for working lunch
- 13:15-15:00 – Lunch and ICRC-led briefing about regional movement-led initiatives. Briefing led by Ellen Verluyten, Cooperation Coordinator
- 15:00-16:30 - Debriefing with the ICRC Head of Delegation, Patrick Hamilton, and ICRC Bogota Management team

- 16:30-17:30 - Time reserved for packing
- 17:30-18:00 – Meet in hotel lobby and walk to Cumbia House restaurant for dinner
- 18:00-19:00 – Dinner at Cumbia House with ICRC Head of Delegation, Patrick Hamilton, Jose Antonio Delgado, Head of Operations, and Salha Benzeghiba, Head of Programs

Summary of changes: the meeting with the CRC and IFRC was moved to later in the morning to allow time for the staff to meet with ICRC's Detention Unit team and key interlocutors. The lunch was moved from a restaurant to the ICRC delegation office.

March 2025 Colombia Staff Delegation Trip

List of Senate Invitees:

1. Roberto Velez, Office of Senator Tim Kaine (D-VA)
2. Troy Dougall, Office of Senator John Curtis (R-UT)
3. Oliver Riquelme, Office of Senator Martin Heinrich (D-NM)
4. Maggie Angel, Office of Senator Dick Durbin (D-IL)
5. J.C. Lintzenich, Office of Senator Thom Tillis (R-NC)

SUN 16 MAR	Travel to Bogota
15:20	Depart from Washington Dulles International Airport (IAD) on Avianca AV 247
19:50	Arrive at Bogotá El Dorado International Airport (BOG)
20:50	Meet Patrick Hamilton, Head of Delegation, and other ICRC representatives at the airport; Transfer to Hotel El Dorado via ICRC vehicle (3 vehicles); Check-in at Hotel El Dorado
21:30	Welcome cocktail DINNER at hotel with ICRC Head of Delegation, Patrick and
Overnight	

MON 17 MAR	Briefings and Meetings in Bogotá
07:00 – 08:00	BREAKFAST and general briefing at the hotel by senior ICRC staff: program overview, policy, and delegation priorities for 2025. General briefing provided by the ICRC nt, Patrick Hamilton, Head of Delegation; Jose Antonio Delgado, Operations Head of and Salha Benzeghiba, Head of Programs.
08:00 – 9:00	Transfer via ICRC vehicle to the U.S. Embassy
10:15 – 11:30	Welcome briefing with U.S. Embassy officials, including Francisco Palmieri, Charge d’Affaires and John R. Cory, Regional Security Officer
11:30-12:15	Transfer to ICRC Delegation
12:30 – 13:45	LUNCH and briefing with ICRC team, including Jose Antonio Delgado, Head of Operations (HoO) Salha Benzeghiba, Head of Programs (HoP) Katherine Weir, Legal Coordinator
13:45 – 14:00	Break
14:00 – 15:30	Meeting with ArmFo / FAS Unit (Armed and Security Forces) interlocutors at ICRC delegation Frederico Assoreira Almendra, Regional ArmFo Delegate ArmFo interlocutors: - Coronel (R) Luis Alfonso Novoa, Comisionado de Derechos Humanos de La Policía Nacional - Teniente Coronel (EJC) Paola Velasquez Cardona, Directora escuela Derechos Humanos, DIH y asuntos jurídicos Ejército. - Brigadier general Wilson Mauricio Martinez Londoño, Comandante comando conjunto estratégico de transición Ejército. - Teniente Coronel Angela María Guio, Coordinadora difusión, promoción y prevención Departamento Jurídico Integral CEDE-11 Ejército.

	- Mayor Mary Gutiérrez, Subjefa del estado mayor para el fortalecimiento jurídico institucional CGFM - Ms. Karen Pineda Mejía, Coordinadora grupo instrucción y Cooperación Dirección de DDHH y DIH MDN
15:30-15:45	Break
15:45 – 17 :00	Meeting with IHL / JUR Unit (International Humanitarian Law) interlocutors at ICRC Delegation Katherine Weir, Legal Coordinator Paula De Gamboa, Legal Adviser IHL interlocutors: Funcionarios de la Consejería Presidencial para los DDHH y DIH - Pedro Mican - Laura García - Helber Noguera - David Fernández
17:00-18:00	Break
18:00 – 18 :30	Transfer via ICRC vehicle to Cuzco restaurant
18:30 – 20:30	DINNER with Patrick Hamilton, Head of Delegation and Jose Antonio Delgado, Head of + check out Operations
<i>Overnight</i>	Recommendation: Staff to complete check-out after dinner for early departure the following morning

TUE 18 MAR	Valle del Cauca Department (Cali and Buenaventura)
05:30	Pick-up at Hotel El Dorado and transfer to El Dorado Airport via ICRC vehicle BREAKFAST box provided at the hotel
07:40 – 08:35	Flight from Bogotá to Buenaventura - Satena 8725 Delegation accompanied by José Antonio Delgado, Head of Operations
9:15 – 10 :15	Transfer via ICRC vehicle to the Hotel Torre Mar in Buenaventura and check-in
10:15 – 11:00	Operational briefing with ICRC team in Buenaventura to provide an overview of current operations, activities, and challenges. Key components include: i) Context and Background: overview of local situation in Buenaventura, including humanitarian needs, and security concerns; ii) Ongoing Planned Activities: updates on ongoing projects and operations; iii) Collaboration and Coordination: discussion of partnerships with local authorities, NGOS, and other organizations, as well as coordination with other ICRC teams; iv) Security and Logistics: An open discussion of key challenges the ICRC team faces in Buenaventura; v) Needs Assessment: Review of resources required (personnel, funding, equipment) for ICRC operations in Buenaventura. Meeting with: Natalia Llanas Escobedo (field delegate for the area) Ligia Morales (Field Officer)
11:00-11 :30	Transfer to Brigada via ICRC vehicle

11:30-13:15	Meeting with the Second Brigade of Marines. Natalia Llanas Escobedo (field delegate for the area) Ligia Morales (Field Officer) Second Brigade of Marines interlocutors: - Coronel de Infantería de Marina Ricardo Alberto Visbal Heilbut, Comandante de la Brigada Fluvial de Infantería de Marina No.2 - Capitán Sergio Andrés Hernández Vásquez, Asesor Jurídico de la Segunda Brigada de Infantería de Marina
13:15 – 14:30	LUNCH + ICRC-led discussion about ICRC operations in Bajo Calima
14:30 – 15:00	Transfer via ICRC vehicle to Olimpico neighborhood
15:00 – 17:30	Meeting with Social leaders from the Olimpico neighborhood to discuss the impact of violence and displacement in the area, as well as efforts to rebuild trust, promote peace, and enhance social cohesion. We will talk about community-driven initiatives aimed at improving living conditions and addressing the needs of vulnerable populations, including women and children. Through this meeting we will gain insights into how this neighborhood is navigating challenges related to urban violence and the lack of resources and explore ICRC activities to support local efforts. The leaders will also provide perspectives on how ICRC's programs address specific needs in their community. It is important to highlight that many of the communities displaced from Bajo Calima have been or still are in Buenaventura. This is an opportunity to meet with community leaders and learn from them the challenges they face, and expectations. This meeting will also allow Congress delegation a better understanding of the humanitarian situation in Buenaventura where we have a long presence and work with communities to reduce the impact of armed violence in the city. Natalia Llanas Escobedo (field delegate for the area) Ligia Morales (Field Officer) Carmen Fernandez Gil, social leader
17:30 – 18:00	Transfer via ICRC vehicle to Hotel Torre Mar
19:00 – 21:00	DINNER at the hotel with the Buenaventura Mayor's office Natalia Llanas Escobedo (field delegate for the area) Ligia Morales (Field Officer) Ligia del Carmen Cordoba, Buenaventura Mayor's office German David Torres Vivero, Delegate for Pacific Region, Ombudsman's Office
Overnight	Recommendation: Staff to complete check-out after dinner for early departure the following morning
WED 19 MAR	Field Visit to Bajo Calima (San Isidro, Guadal, Trojita, y Ceibito) and Return to Cali
06:00 – 07:00	BREAKFAST
07:00 – 08:30	Transfer to Bajo Calima (La Colonia) via ICRC vehicle
8:30 – 12:30	Field visit to Bajo Calima (San Isidro, Guadal, Trojita, y Ceibito) Operational Priority Zone: Meetings with community leaders, including Carolos Rosero and Feliciano Valencia and stops at ICRC multidisciplinary project site visits in the area. This part of the trip will focus on observing local conditions and challenges in these rural areas.

	During the visit, we will engage with residents, community leaders, and ICRC staff to discuss the primary issues impacting these communities, particularly related to security, access to essential services, and the effects of displacement caused by armed conflict and violence. Additionally, we'll have the opportunity to assess the state of local infrastructure, such as roads, water systems, and healthcare facilities, to understand how these factors affect daily life and overall community well-being. Identifying the humanitarian needs in the area will also be a key objective, particularly in terms of food security, health services, education, and protection for vulnerable groups such as displaced persons, women, and children. These communities have been affected by armed conflict and displaced several times, due to confrontations between non-state armed groups (NSAG). There is a very limited presence of authorities in the area, and thanks to the ICRC acceptance by all of parties, we are developing protection-driven multidisciplinary actions. - Natalia Llanas Escobedo (field delegate for the area) - Ligia Morales (Field Officer) - Gabino Elmer Filma, Elder Leader, Bajo Calima - Geronimo Santa Rosa, Community Leader, Bajo Calima - Jesus Martinez, Bajo Calima council member
12:30 – 13:30	LUNCH
13:30 – 17:30	Transfer from La Colonia (Bajo Calima) to airport via ICRC vehicle. Accompanied by the Head of Operations.
20:16 -21:15	Depart from Cali Alfonso Bonilla Aragón Airport (CLO) to Bogota Flight number: AV 9224
21:15 – 21:30	Transfer via vehicle to Aloft Bogota Airport Hotel
<i>Overnight</i>	
THUR 20 MAR Visit to Cúcuta ICRC Office and Meetings	
5:15-6:00	Transfer to El Dorado Airport, breakfast boxes provided
6:40-8:00	Depart from Bogotá El Dorado International Airport (BOG) to Cúcuta Camilo Daza Airport (CUC), Flight number: AV 9328
8:00-8:30	Transfer from Airport to ICRC Cucuta Office via ICRC vehicle
8:30-9:15	Welcome and breakfast
9:15-12:00	Briefing. Situation in Catatumbo and ICRC response by the ICRC Office in Cúcuta, led by Thais Andrade Vilarino (Head of Office) and with the participation of the Head of Operations.
12:00 – 13:30	LUNCH
13:30 – 14:00	Transfer via ICRC vehicle to bilateral meetings with interlocutors
14:00 – 15:45	Meeting Bilateral meetings with interlocutors (Gladys Navarro Uribe from the Colombian Red Cross, Jorge Acevedo, Mayor of Cucuta; Local Humanitarian Team, and representative of the Catholic Church, including Bishop Jose Libardo Garces Monsalve) to discuss ongoing collaborative efforts and coordination to address humanitarian needs in Cucuta. Discussion with the Colombian Red Cross will

	center on joint projects related to health, protection, and assistance to vulnerable populations, including displaced persons. Engagement with local authorities will center on humanitarian coordination efforts, identifying key challenges such as security and resource access. Discussions with the local humanitarian team will provide an opportunity to assess challenges on the ground, and strategies for addressing needs.
15:45-16:00	Transfer via ICRC vehicle to meet with the Mothers of Catatumbo
16:00-18:00	Meeting with "Mothers of Catatumbo for Peace", leaders from a community-based organization of different municipalities that have been providing guidance and accompaniment to their communities during the conflict and notably during the crisis of Catatumbo.
18:00-19:30	Early dinner at the Cucuta office
19:30-20:30	Transfer via ICRC vehicle to Cúcuta airport
20:30-22:45	Flight Cúcuta – Bogotá
19:30 – 20:30	Transfer via ICRC vehicle to Hotel El Dorado; Check-in at Hotel El Dorado
Overnight	DINNER
FRI 21 MAR	Meetings in Bogotá
07:00 – 08:15	BREAKFAST
8:15 – 8:30	Walk from hotel to ICRC delegation
8:30-9:30	Meeting with DET Unit (Detention) interlocutors Carole Pittet, Protection Coordinator Maria Noel Rodriguez Tochetti, Prison System DET interlocutors: - Teniente Gerson Peñaranda, Director del Grupo de Derechos Humanos del Instituto Nacional Penitenciario y Carcelario (INPEC) - Mayor Cesar Valero, Subdirector de seguridad (INPEC).
9:30-10:30	Transfer to Colombian Red Cross (CRC) and International Federation of Red Cross and Red Crescent Societies (IFRC) meeting location via ICRC vehicle
10:30-12:15	Meeting with the leadership of the RCRC Movement – Colombian Red Cross (CRC) and International Federation of the Red Cross (IFRC). This meeting will focus on collaborative efforts within the Red Cross Red Crescent Movement in Colombia. The discussion will cover ongoing activities and shared

	priorities. We will discuss the movement's response capacities to the country's evolving needs. We will also seek to provide an update on current joint operations. - Ellen Verluyten, Cooperation Coordinator - Dr. Judith Carvajal de Alvarez, President, Colombian Red Cross - Dr. Gabriel Camero Ramos, Vice President, Colombian red Cross
12:15 – 13:00	Transfer via ICRC vehicle to ICRC delegation for working lunch
13:15-15:00	LUNCH + ICRC-led briefing about regional movement-led initiatives. Briefing led by Ellen Verluyten, Cooperation Coordinator
15:00 – 16:30	Debriefing with the ICRC Head of Delegation, Patrick Hamilton, and ICRC Bogota Management team
16:30 – 17:30	Time reserved for packing
17:30-18:00	Meet in hotel lobby and walk to Cumbia House restaurant for dinner
18:00 – 19:00	DINNER at Cumbia House with ICRC Head of Delegation, Patrick Hamilton, Jose Antonio Delgado, Head of Operations, and Salha Benzeghiba, Head of Programs
	OFFICIAL PROGRAMMING ENDS
	Recommendation: Staff to complete check-out after dinner for early departure the following morning

SUN 23 MAR	Return to Washington
04:30 – 5:00	Departure for airport via ICRC vehicle
07:30 – 14:00	BOG -> IAD Avianca AV 246
14:00	ETA @ Washington Dulles International Airport (IAD)

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:

Troy Dougall

Employing Office/Committee:

Senator Curtis

Private Sponsor(s):

ICRC

Destination(s):

Bogota, Colombia

Travel Dates:**March 16-21**

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.
Senator Curtis is the Chair of the Western Hemisphere Subcommittee. On this trip we will be meeting with U.S. and Colombian government officials and seeing the impact of international organizations on the security situation in Colombia.

Do you have an accompanying family member or spouse on this trip?

☐

(signify "yes" by checking box)

Name and Relationship to Traveler:

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)

John Curtis

(Print Senator's/Officer's Name)

hereby authorize

Troy Dougall

(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

REQUEST FOR TRIP EXTENSION

Pursuant to the *Regulations and Guidelines for Privately Sponsored Travel* § III.E.3:

When a traveler extends their trip by arriving earlier or staying later than scheduled by the sponsor, this is a trip extension. Prior written Committee approval is required for all trip extensions, regardless of whether the traveler is extending for an official or personal purpose. In the case of a Senate employee, the individual's supervising Senator or officer must also approve the extension.

Under no circumstance may a trip sponsor pay expenses attributable to a trip extension. At a minimum, the Senate traveler is responsible for the cost of any increase in expenses incurred because of a personal extension, and all meal and lodging expenses associated with the extension day(s). For officially-related extensions, consistent with Senate Rule 38, the Senate office must pay all additional expenses.

The Committee will determine the expenses the Senate traveler or Senate office will be required to pay based on a review of the totality of the circumstances of the trip, including the length and purpose of the extension, as follows:

- If an extension is equal to or less than the length of the trip, the traveler may accept transportation to and from the trip location. Any additional expenses incurred as a result of the extension must be paid by the traveler (for personal extensions) or the Senate office (for official extensions).
- If an extension is greater than the length of the trip and on one side of the trip, the Senate traveler may only accept transportation from the sponsor on the side of the trip that is continuing as scheduled. The Senate traveler (for personal extensions) or the Senate office (for official extensions) must pay all transportation costs on the side of the trip with the extension. As with all extensions, the Senate traveler must also pay any additional expenses incurred as a result of the extension.
- If an extension is greater than the length of the trip and on both sides of the trip, or significantly greater than the length of the trip (e.g., more than double) and on one side of the trip, the Senate traveler or Senate office must pay all transportation costs to and from the trip location, as well as any additional expenses incurred as a result of the extension. In determining whether to approve an extension, the Committee will also consider whether special circumstances support extending the trip, such as restrictions on travel due to religious observances or for medical reasons.

ICRC

Colombia

Trip Sponsor

Trip location

March 16

March 16

Original departure date/time

Revised departure date/time

March 22

March 23

Original return date/time

Revised return date/time

Troy Dougall

Printed name of traveler

Signature

3/11/25

Date

John Curtis

Printed name of supervising Senator/officer

Signature

3/11/25

Date

JAMES LANKFORD, OKLAHOMA, CHAIRMAN
CHRISTOPHER A. COONS, DELAWARE, VICE CHAIRMAN

JAMES E. RISCH, IDAHO
DEB F. SCHER, NEBRASKA

BRIAN SCHATZ, HAWAII
JEANNE SHAHEEN, NEW HAMPSHIRE

SHANNON HAMILTON KOPPLIN, CHIEF COUNSEL AND STAFF DIRECTOR
WILLIAM B. CABLE, CHIEF CLERK

HART SENATE OFFICE BUILDING, ROOM 220
SECOND AND CONSTITUTION AVENUE, NE
WASHINGTON, DC 20510-6425

TELEPHONE (202) 224-2981
FACSIMILE (202) 224-7416

United States Senate

SELECT COMMITTEE ON ETHICS

March 14, 2025

Troy Dougall
Office of Senator John R. Curtis
United States Senate
Washington, DC 20510

Dear Mr. Dougall:

This responds to your recent correspondence requesting approval from the Select Committee on Ethics (the Committee) to accept an invitation you received to travel on a fact-finding trip to Colombia, on March 16–22, 2025, sponsored by the International Committee of the Red Cross (ICRC). Provided that you adhere to the guidance set forth below, it appears that it is permissible for you to accept necessary expenses from the ICRC in connection with this trip.

Background

Based on your communication with the Committee, the background in this matter is as follows.¹ You are employed as a National Security Advisor for the Office of Senator John R. Curtis. The ICRC invited you to travel to on a fact-finding trip to Colombia, on March 16–22, 2025. The ICRC certified to the Committee that it will pay the necessary expenses² related to the travel and that it is neither a lobbyist, lobbying firm, agent of a foreign principal, or otherwise acting as a representative or agent of a foreign government. The ICRC has also certified that although it retains or employs one or more registered lobbyists, it is an organization designated under § 501(c)(3) of the Internal Revenue Code,³ and that no registered lobbyist or agent of a foreign principal will accompany you at any point throughout your trip.⁴

Additionally, you inform the Committee that you plan to extend your trip for a personal purpose. Based on the information you submitted, the Committee understands that, for a personal purpose, you intend to extend your trip in Bogota, Colombia for less than two days after the conclusion of officially related events. You must personally pay the cost of any additional expenses incurred as a result of extending your trip.

Discussion

¹ If this letter does not correctly recite the facts, contact the Committee immediately.

² The term “necessary expenses” has a specific definition. See *Select Committee on Ethics Regulations and Guidelines for Privately Sponsored Travel* at 10-13.

³ 26 U.S.C. § 501(c)(3).

⁴ The term “any point throughout your trip” has a specific definition. See *Select Committee on Ethics Regulations and Guidelines for Privately Sponsored Travel* at 15.

Privately sponsored travel includes any gift of travel and travel-related expenses for travel outside the Senate duty station, including transportation, lodging, food and refreshments, and conference fees and materials, whether paid for directly, reimbursed, or provided directly, from a private individual or entity, in connection with a Member's, officer's, or employee's official Senate duties. Incorporating reforms from the Honest Leadership and Open Government Act of 2007 (HLOGA), Pub. L. 110-81 (2007), Senate Rule 35.2 permits Members, officers, and employees to accept privately sponsored travel only with the prior written approval of the Committee.

The Committee's approval process is governed by the *Regulations and Guidelines for Privately Sponsored Travel (Travel Regulations)*. The *Travel Regulations* contain detailed requirements regarding who may sponsor travel; time limits for trips; and the type and amount of expenses that can be reimbursed.

Entities that do not retain or employ a lobbyist or foreign agent and all non-profit organizations designated as tax-exempt organizations under § 501(c)(3) of the Internal Revenue Code of 1986, regardless of whether they retain or employ a lobbyist or foreign agent, may sponsor foreign trips for up to seven days. The seven-day limitation means seven 24-hour periods, calculated from the time of arrival in the trip location to the time of departure from the trip location. For such trips, neither lobbyists nor foreign agents may accompany a Senate invitee at any point throughout the trip, other than in a *de minimis* way.⁵ This means that neither lobbyists nor foreign agents may accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited.⁶

The Committee has determined that § 501(c)(3) non-profit organizations that are classified as private foundations, as opposed to public charities, may not pay for transportation from the United States to a foreign country.⁷ However, the ICRC represented to the Committee that it is a § 501(c)(3) public charity, as opposed to a private foundation, pursuant to the Internal Revenue Code.⁸

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately Sponsored Travel.**⁹

Consistent with these standards and Committee precedent, ICRC's factual representations,

⁵ The term "*de minimis*" has a specific definition. See *Select Committee on Ethics Regulations and Guidelines for Privately Sponsored Travel* at 6-8.

⁶ See *Select Committee on Ethics Regulations and Guidelines for Privately Sponsored Travel* at 6-10.

⁷ See 26 U.S.C. § 4941 et seq. Section 501(c)(3) of the Internal Revenue Code broadly defines non-profit, charitable, tax-exempt organizations. These § 501(c)(3) organizations are then further defined or designated as "public charities" and "private foundations."

⁸ 26 U.S.C. § 501(c)(3).

⁹ Trip extensions for any purpose do not extend this deadline.

and the guidance contained in this letter regarding extending your trip for a personal purpose, it appears that it is permissible for you to accept necessary expenses from the ICRC in connection with this trip, provided that the actual travel and travel-related expenses conform to the information and materials you provided, and the travel and all required documents are disclosed to the Secretary of the Senate (Office of Public Records).

Please be advised that the United States Constitution prohibits the acceptance of any gift, including a meal, from a foreign government without the consent of Congress. In the Foreign Gifts and Decorations Act (FGDA), Congress consented to the acceptance by federal government officials of: (1) gifts of minimal value and (2) travel or the expenses for travel taking place entirely outside the United States, from a foreign government (which includes those acting as a representative or agent of a foreign government).¹⁰ The Senate has defined minimal value as \$100 or less. Further, pursuant to FGDA, there are certain reporting and procedural requirements that are imposed upon Members, officers, and employees who accept gifts from a foreign government. Please review the Committee's "Dear Colleague" letter of January 11, 2019, setting forth the items to be included in filing that report.

Finally, Senate Rule 34 requires a reporting individual¹¹ on their financial disclosure report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$480 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their financial disclosure report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Shannon Hamilton Kopplin
Chief Counsel and Staff Director

Enclosure: Employee Privately Sponsored Travel Checklist

¹⁰ 5 U.S.C. § 7342.

¹¹ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$150,160 for CY 2025) or is a political fund designee and is required to file financial disclosure reports.