

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):
Hoover Institution, Stanford University

Travel Dates:
08/18/2025 to 08/20/2025

Name of accompanying family member (if any):

Relationship to Traveler:

Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
\$1,271.79	\$576.00	\$185.42	\$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.

9/19/2025
Date

CAITLYN STEPHENSON
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.

9/19/2025
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
Lodging	\$576.00	Final, actual costs incurred for lodging.
Transportation	\$1,271.79	Final, actual transportation costs incurred.
Meals	\$185.42	Final, actual meal costs incurred.

Were there any changes to the pre-approved itinerary?

Yes ☐ No ☒

Explanation: Change to speakers during program itinerary.

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

Yes ☐ No ☒

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



Lauren Wright

Senior Manager, Government Relations

July 2, 2025

Dear Caitlyn,

I'm pleased to inform you that you have been selected to participate in the August 17-20, 2025, Hoover Institution Congressional Fellowship Program. This program includes seminars on Stanford University campus where Hoover scholars will lead policy sessions on some of the most pressing issues of today.

As a participant you will receive round-trip airfare, ground transportation in California, lodging near Stanford's campus, and meals that are part of the program.

To proceed, please confirm your agreement to attend by completing this form by the close of business on Wednesday, July 9. It is imperative that you complete this form on time so that we can complete the requisite ethics paperwork. Failure to do so may result in forfeiture of your spot.

On the registration form you will also find additional information regarding accommodations, airfare, agenda, attire, ground transportation, and trip extensions. A full briefing packet will be sent closer to the program dates.

We will send you the details on how to book your flights after you complete the registration form. Once your flight is secured, we will provide the remainder of your ethics paperwork for submission to your ethics committee by Friday, July 18, 2025.

If you have any questions, do not hesitate to contact Victoria Guzman (vmguzman@stanford.edu). We look forward to and expect an excellent program.

Sincerely,

Lauren Wright
Senior Manager, Government Relations
Hoover Institution, Stanford University

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:
Caitlyn Stephenson

Employing Office/Committee:
PETERS, GARY

Private Sponsor(s):
Hoover Institution, Stanford University

Destination(s):
Palo Alto, California

Travel Dates:
08/17/2025 to 08/20/2025

NOTE: If you plan to extend the trip for any reason you must notify the Committee.

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

This trip will convene a bipartisan group of congressional staff to build relationships, encourage collaboration, and foster meaningful dialogue on the complex policy issues and institutional challenges facing Congress, with the goal of shaping a more productive and effective legislative future.

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.

7/16/25
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)

Gary Peters
(Print Senator's/Officer's Name)

hereby authorize

Caitlyn Stephenson
(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


Signature of Supervising Senator/Officer

Hoover Institution, Stanford University: August 2025 Hoover Institution Congressional Fellowship Program

CAITLYN STEPHENSON

Title:

None

Employing Office/Committee:

PETERS, GARY

Duty Station:

WASHINGTON,DC

Destination(s):

Palo Alto, California

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

This trip will convene a bipartisan group of congressional staff to build relationships, encourage collaboration, and foster meaningful dialogue on the complex policy issues and institutional challenges facing Congress, with the goal of shaping a more productive and effective legislative future.

Name of accompanying family member (if any):

Not Entered

Name and Relationship to Traveler:

None

Organization Information

Organization Name

Hoover Institution, Stanford University

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

Yes

No

§501(c)(3) Organization Type

Public Charity

Address

1399 New York Ave NW

Address 2 (Optional)

SUITE 500

City, State Zip

Washington, District Of Columbia 20005 United States

Phone Number

6195922632

Organization URL

www.hoover.org

History of Congressional Travel

This will be the 17th Hoover Institution Congressional Fellowship Program trip for Congressional staff organized by the Hoover Institution, Stanford University. The most recent trip being the April 2025 Congressional Fellowship Program.

Educational Activities

The Hoover Institution, Stanford University regularly sponsors educational policy panels and round tables for think tank scholars, journalists, Congressional staff, government officials, academics and the public, and hosts programs and events based on their research for Stanford students and the public to attend.

Lobbyist and Foreign Agent Registration Information

Lobbyist Registration Status: *I certify that the sponsor is not a federally registered lobbyist but retain or employ one or more federally registered lobbyists.*

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.

An intensive program for Congressional staff which consists of two full days of seminars and presentations at the Hoover Institution, Stanford University. The Hoover Institution, Stanford University solely planned all aspects of the trip including topics discussed, travel/accommodation logistics, and required paperwork. Hoover Institution staff will also accompany Congressional staff for all ground transportation and manage logistics for the duration of the trip.

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

Stanford University is an institution of higher education which seeks to advance knowledge, stimulate creativity and solve real-world problems. As part of the University, The Hoover Institution seeks to improve the human condition by advancing ideas and prosperity while securing and safeguarding peace through world renowned scholars, library, and archives. This program relates to both missions by sharing Hoover Institution research with Congress and its staff to contribute to society.

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:
08/17/2025 @ 08:53 PM

Trip End Date/Time:
08/20/2025 @ 04:54 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: \$1,350.00 | Accompanying Family Member: \$0.00)

Transportation Type	Class	Amount
Airfare	Coach	\$1,000.00
Note Round trip airfare from DC to CA		
Ground Transportation	N/A	\$350.00
Note Shuttle bus provided for ground transportation between the airport, hotel, and campus for the program		

Lodging (Per Member/Officer/Employee: \$576.00)

Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
08/17/2025	08/20/2025	Sheraton Palo Alto	Palo Alto	California	United States	3	\$192.00	No

Meals (Per Member/Officer/Employee: \$184.00)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
08/18/2025	\$23.00	\$26.00	\$38.00	\$5.00	\$92.00	Palo Alto	California	United States	No
08/19/2025	\$23.00	\$26.00	\$38.00	\$5.00	\$92.00	Palo Alto	California	United States	No

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

Expense Type	Amount	Notes
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There are no miscellaneous expenses.

Additional Attachments

Document Name

There are no additional attachments.

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: August 2025 Hoover Congressional Fellowship Program
Travel Date(s): August 17-20, 2025
Travel Destination(s): Palo Alto, California

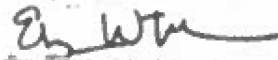
Sponsor: Hoover Institution, Stanford University

Eryn Witcher Tillman

(printed name of sponsor representative)

Associate Director

(title)



(signature of sponsor representative)

07/01/2025

(date)

HOOVER INSTITUTION, STANFORD UNIVERSITY AUGUST 2025 CONGRESSIONAL FELLOWSHIP PROGRAM
SENATE INVITEES

Robert Borden	Legislative Director Office of Senator Mike Lee
Richard DiSalvo	Senior Economist Joint Economic Committee
Charles Hobbs	Legislative Assistant Office of Senator Ted Budd
Lorand Laskai	Professional Staff Member Senate Committee on Banking, Housing and Urban Affairs
Emily McHarg	Research Assistant Senate Homeland Security and Governmental Affairs Committee
Caitlyn Stephenson	Chief of Staff Office of Senator Gary Peters
Brianna Tibbets	Education Policy Advisor Senate Committee on Health, Education, Labor and Pensions
Mark Wait	Chief of Staff Office of Senator Mike Lee

**AGENDA WITH TRAVEL INFORMATION - AUGUST 2025 CONGRESSIONAL FELLOWSHIP PROGRAM
HOOVER INSTITUTION, STANFORD UNIVERSITY**

All times listed in local time unless otherwise indicated

SUNDAY, AUGUST 17, 2025

8:53 PM **Privately sponsored trip begins**

MONDAY, AUGUST 18, 2025

7:45 AM **Group shuttle departs The Sheraton Hotel en route to Stanford University**

8:00 AM - 8:30 AM **Working Breakfast**

Hoover Government Relations staff will welcome attendees, introduce Hoover's Media and Government Relations team, and provide overview of key institutional priorities and research.

8:30 AM - 9:30 AM **Frontier Tech For A New Geopolitical Era: Technology Policy Accelerator and the Stanford Emerging Technology Review**

Amy Zcgart, Morris Arnold and Nona Jean Cox Senior Fellow, will discuss the rapidly evolving landscape of emerging technologies and their implications for national security, economic growth, and global leadership. The presentation will also highlight Hoover's initiatives to navigate pressing technology policy challenges, including the Technology Policy Accelerator and the Stanford Emerging Technology Review.

9:45 AM - 10:45 AM **America in the World**

Condoleezza Rice, Tad and Dianne Taube Director and Thomas and Barbara Stephenson, Senior Fellow on Public Policy, will discuss the state of US foreign and Hoover's institutional priorities.

10:50 AM - 12:00 PM **Maintaining Excellence and Innovation in Science and Technology**

Glenn Tiffert, Hoover Institution Distinguished Research Fellow, will highlight developments by China to enhance global influence in science and technology ecosystems, and discuss strategies for the US to navigate the critical issues facing the scientific research community.

12:00 PM - 1:15 PM **Lunch**

1:30 - 2:30 PM **Understanding the War Between Israel and Iran**

Dr. Abbas Milani, Hoover Institution Research Fellow and Co-Director of the Iran Democracy Project, will discuss the geopolitical dynamics and implications of the conflict between Israel and Iran.

2:45 PM - 3:45 PM **US Education Reform and Challenges Ahead**

Margaret (Macke) Raymond, Distinguished Research Fellow, will discuss her research on K-12 issues, including emerging policy challenges and the urgent need for policymakers to pursue reforms that are coherent, sustainable, and measurable across greater spans of time to provide all students with a quality education.

4:00 PM - 5:30 PM **Winning the Biotechnology Competition**

Hoover Institution Fellows Glenn Tiffert, Drew Endy, and Anna Puglisi will discuss the critical role of biotechnology in US-PRC science and technology competition, including: What are the current challenges facing US competitiveness in biotechnology? What role should government play? How can we foster a biotechnology innovation ecosystem that addresses urgent needs and aligns with American values of safety, security, and responsibility?

5:30 PM - 6:30 PM **Reception - Revitalizing American Institutions Introduction**

**AGENDA WITH TRAVEL INFORMATION - AUGUST 2025 CONGRESSIONAL FELLOWSHIP PROGRAM
HOOVER INSTITUTION, STANFORD UNIVERSITY**

Brandice Canes-Wrone, Maurice R. Greenberg Senior Fellow, will share the research efforts she leads as Director of Hoover's Center for Revitalizing American Institutions and highlight the Centers' policy analysis that seeks to address challenges to American institutions.

6:30 PM - 7:30 PM**Dinner****7:00 PM****Group shuttle departs Stanford University en route to The Sheraton Hotel****TUESDAY, AUGUST 19, 2025****7:30 AM****Group shuttle departs The Sheraton Hotel en route to Stanford University****7:45 AM - 8:00 AM****Breakfast****8:00 AM - 9:00 AM****Civics and Civic Education: At Hoover and Beyond**

Checker Finn, Volker Senior Fellow, will discuss current challenges and opportunities to reinvigorate American civics education.

9:15 AM - 10:15 AM**Prospects For A Strong US-India Relationship**

Dinsha Mistree, Hoover Fellow, will discuss the global significance of a strengthened US-India relationship and highlight opportunities for strategic collaboration to further this critical partnership.

10:30 AM - 11:30 AM**Strategic Priorities in Biotechnology**

Drew Endy, Science Fellow and Senior Fellow, will guide a visit to Stanford's Bioengineering Labs, highlighting his research on emerging biotechnologies and key policy considerations for the US that encourage biotechnology competitiveness, develop robust bioeconomies, and ensure biosecurity.

11:30 AM - 12:45 PM**Lunch****1:00 PM - 2:00 PM****Leadership**

General Jim Mattis, Davies Family Distinguished Fellow, will discuss the role of leadership and the strategic dilemmas that our nation faces.

2:15 PM - 3:45 PM**US-Russia-Ukraine**

Michael McFaul, Peter and Helen Bing Senior Fellow, will examine strategies to defuse the current Russia-Ukraine crisis and the role of Western governments in supporting democracies.

4:00 PM - 5:00 PM**Inflation, Taxes, and Spending**

John Cochrane, Rose-Marie and Jack Anderson Senior Fellow, and Valerie Ramey, Thomas Sowell Senior Fellow, will discuss inflation, taxes, and spending.

5:15 PM - 7:00 PM**Closing reception and dinner****8:15 PM****Group shuttle departs Stanford University en route to the Sheraton Hotel****WEDNESDAY, AUGUST 20, 2025**

Travel day - All times listed in local time unless otherwise indicated

8:35 AM**Depart SFO via United Airlines flight 1678****4:54 PM****Arrive at DCA**