

RE-2 Employee Post Travel Disclosure of Travel Expenses

Date/Time Stamp

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PUBLIC RECORDS

2025 MAY 13 PM 3:29

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:
04/13/2025 to 04/16/2025

Name of accompanying family member (if any):

Relationship to Traveler:

Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
\$174.13	\$987.00	\$187.28	\$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.

5/13/25

Date

James Mann

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.

5/13/25

Date



Signature of Supervising Senator/Officer

ATTACHMENT 1 – CHANGES FROM APPROVED PRE-TRAVEL

Note: Material changes to a trip that occur after the Committee has issued an approval letter may invalidate the Committee's approval. Please contact the Committee with any questions regarding changes to an approved trip.

Were there any changes to the pre-approved travel expenses? (Transportation, Meals, Lodging, Other)?

Yes No

Expense Change	Revised Amount	Explanation
Transportation	\$915.19	Airfare expenses updated to reflect actual costs incurred.
Transportation	\$174.13	Ground transportation expenses updated to reflect actual costs incurred.
Meals	\$187.28	Total meal expenses updated to reflect actual costs incurred.

Were there any changes to the pre-approved itinerary?

Yes

No

Explanation: Updated actual itinerary includes adjustments to the order of program speakers (changes made due to changes speaker availability).

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

March 7, 2025

Dear James,

I'm pleased to inform you that you have been selected to participate in the April 14-15, 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, March 12. Due to ethics regulations, to maintain your spot, it is imperative that you complete this form on time. 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 for review by Friday, March 14, 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 Kennedy 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:
James Mann

Employing Office/Committee:
CAPITO, SHELLEY MOORE

Private Sponsor(s):
Hoover Institution, Stanford University

Destination(s):
Palo Alto, California

Travel Dates:
04/13/2025 to 04/16/2025

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.

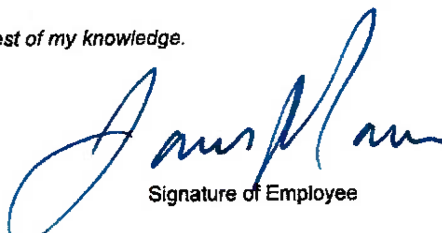
This program will feature former officials and experts in their fields to dive into their research and policy questions of the day. The program is designed to further the knowledge of congressional staff on a wide variety of issues. As the Senator's LD, learning more about issue of the day from experts is of great benefit.

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.

4/11/2025
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)


(Print Senator's/Officer's Name)

hereby authorize


(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)

4/11/2025
Date


Signature of Supervising Senator/Officer

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

James Mann

Title:
Legislative Director

Employing Office/Committee:
CAPITO, SHELLEY MOORE

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 program will feature former officials and experts in their fields to dive into their research and policy questions of the day. The program is designed to further the knowledge of congressional staff on a wide variety of issues. As the Senator's LD, learning more about issue of the day from experts is of great benefit.

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
[hoover.org](https://www.hoover.org)

History of Congressional Travel

This will be the 16th Hoover Institution Congressional Fellowship Program trip for Congressional staff organized by the Hoover Institution, Stanford University. The most recent trip being the October 2024 Bio-Strategies and Leadership 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

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

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:
04/13/2025 @ 05:59 PM

Trip End Date/Time:
04/16/2025 @ 04:57 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: \$1,500.00 | 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	\$500.00
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Note

Shuttle bus provided for ground transportation between the airport, hotel, and campus for the program.

Lodging (Per Member/Officer/Employee: \$987.00)

Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
04/13/2025	04/16/2025	Sheraton Palo Alto	Palo Alto	California	United States	3	\$329.00	Yes

Cost Exceeds Per Diem Reason

Lowest-priced hotel with room availability and within close proximity to the program's events.

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

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
04/14/2025	\$23.00	\$26.00	\$38.00	\$5.00	\$92.00	Palo Alto	California	United States	No

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
04/15/2025	\$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: _____

Travel Date(s): _____

Travel Destination(s): _____

Sponsor: _____

(printed name of sponsor representative)

(title)



(signature of sponsor representative)

(date)

HOOVER INSTITUTION, STANFORD UNIVERSITY APRIL 2025 CONGRESSIONAL
FELLOWSHIP PROGRAM
Invited Senate Attendee List

Ryan Alban	Legislative Director Sen. Ted Budd (NC)
Molly Carpenter	Legislative Director Sen. Mike Crapo (ID)
Christian Chellak	Senior Policy Advisor Sen. Mike Lee (UT)
Manuel Contreras	Senior Education Policy Advisor Senate Committee on Health, Education, Labor and Pensions
Jake Easter	Education Policy Advisor Senate Committee on Health, Education, Labor and Pensions
Kaetlyn Fanning	Professional Staff Member Senate Committee on Veterans' Affairs
Grace Hart	Education Policy Advisor Sen. Kirsten Gillibrand (NY)
James Mann	Legislative Director Sen. Shelley Moore Capito (WV)
Elizabeth Rogers	Defense Fellow Sen. Marsha Blackburn (TN)
Jonathan Rose	Foreign Affairs Advisor Sen. Brian Schatz (HI)
Jacqueline Sanchez	Chief of Staff Sen. Lisa Blunt Rochester (DE)
Alyssa Slaimen	Senior Counsel to Senator Welch Senate Committee on the Judiciary
Camilla Vogt	National Security Advisor Sen. John Hickenlooper (CO)

APRIL 13-16, 2025 CONGRESSIONAL FELLOWSHIP PROGRAM AGENDA WITH TRAVEL INFORMATION
HOOVER INSTITUTION, STANFORD UNIVERSITY

SUNDAY, APRIL 13, 2025

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

5:59 PM

Depart DCA via United Airlines flight 698

9:14 PM

Arrive at SFO

APRIL 13-16, 2025 CONGRESSIONAL FELLOWSHIP PROGRAM
HOOVER INSTITUTION, STANFORD UNIVERSITY

MONDAY, APRIL 14, 2025

All times listed in Pacific Time - programs will be in Annenberg Auditorium unless otherwise noted

- 7:45 AM** **Group shuttle departs The Sheraton Hotel en route to Stanford University**
- 8:00 AM - 8:30 AM** **Breakfast**
- 8:30 AM - 9:30 AM** **Wargaming, AI, and Military Weaponization**
Jacquelyn Schneider, Hargrove Hoover Fellow, will discuss the role of wargaming in national security decision-making and the intersection of technology, national security, and political psychology in US cyber strategy.
- 9:45 AM - 10:45 AM** **Strategy, Policy, and Peace in the Middle East and Europe**
Russell Berman, Senior Fellow, will discuss developments in the international system in the shadow of Gaza and Ukraine.
- 11:00 AM - 12:30 PM** **Confronting U.S. Fiscal Policy Challenges**
Joshua Rauh, Hoover Institution Senior Fellow, will discuss the Hoover Institution Fiscal Policy Initiative's research, highlight urgent fiscal challenges facing the United States, and provide insights into potential reforms for responsible fiscal governance.
- 12:30 PM - 2:00 PM** **Lunch**
- 2:00 PM - 3:00 PM** **Frontier Tech for a New Geopolitical Era**
Amy Zegart, the Morris Arnold and Nona Jean Cox Senior Fellow, will highlight key findings from the Stanford Emerging Technology Review's 2025 report and discuss how the U.S. can seize opportunities, mitigate risks, and ensure that the American innovation ecosystem continues to thrive in a changing world.
- 3:15 PM - 4:30 PM** **Challenges for Global Stability**
Michael McFaul, Peter and Helen Bing Senior Fellow, will examine the increasingly complex relationships between the U.S., Russia, and China, and discuss strategic approaches that secure US interests and contribute to broader global security.
- 4:45 PM - 5:45 PM** **The World According to China**
Elizabeth Economy, Senior Fellow, will discuss Chinese foreign policy and its implications for the United States.
- 5:45 PM - 7:00 PM** **Dinner**
- 7:30 PM** Group shuttle departs Stanford University en route to The Sheraton Hotel

APRIL 13-16, 2025 CONGRESSIONAL FELLOWSHIP PROGRAM
HOOVER INSTITUTION, STANFORD UNIVERSITY

TUESDAY, APRIL 15, 2025

All times listed in Pacific Time - programs will be in Annenberg Auditorium unless otherwise noted

- 7:30 AM** **Group shuttle departs The Sheraton Hotel en route to Stanford University**
- 7:45 AM - 8:15 AM** **Breakfast**
- 8:15 AM - 9:30 AM** **The Future of American Power**
Stephen Kotkin, Kleinheinz Senior Fellow, will discuss changing geopolitical risks including the Russia-China relationship, nuclear deterrence, and America's grand strategy.
- 9:45 AM - 10:45 AM** **Flashpoints: The Prospect for Cascading Crises in the Coming Years**
General H.R. McMaster, the Fouad and Michelle Ajami Senior Fellow, will discuss geopolitical challenges to American interests.
- 11:00 AM - 12:00 PM** **Inflation, Taxes, and Spending**
John Cochrane, Rose-Marie and Jack Anderson Senior Fellow, will discuss inflation, taxes, and spending.
- 12:00 PM - 1:15 PM** **Lunch**
- 1:30 PM - 2:30 PM** **US Education Reform and Challenges Ahead**
Margaret (Macke) Raymond, Distinguished Research Fellow, will discuss the state of public education in American and strategic frameworks focused on student-based results to revitalize public K-12 education.
- 2:45 PM - 3:45 PM** **Leadership**
General Jim Mattis, Davies Family Distinguished Fellow, will discuss the role of leadership and the strategic dilemmas that our nation faces.
- 4:00 PM - 5:00 PM** **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 domestic policy and Hoover's institutional priorities.
- 5:15 PM** Group shuttle departs Stanford University en route to the Cafe Pro Bono
- 5:30 PM - 7:00 PM** **Closing reception and dinner**
Cafe Pro Bono | 2437 Birch St, Palo Alto, CA

APRIL 13-16, 2025 CONGRESSIONAL FELLOWSHIP PROGRAM
HOOVER INSTITUTION, STANFORD UNIVERSITY

WEDNESDAY, APRIL 16, 2025

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

8:36 AM

Depart SFO via United Airlines flight 1678

4:57 PM

Arrive at DCA