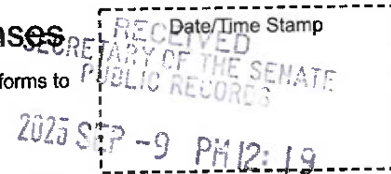


RE-2 Employee Post Travel Disclosure of Travel Expenses

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):

Atlantic Council

Travel Dates:

August 23- August 29

Name of accompanying family member (if any):

Relationship to Traveler:

Total Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
\$2,541.12 (airfare, train, bus)	\$614.20	\$420	\$410 (\$10 museum tickets, \$400 fees for private security in Ukraine)

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.

9/9/2025

Laura Lundy

Date

Printed Name of Traveler

Laura Lundy

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.

9/9/2025

Date

Cindy Hyde-Smith

Signature of Supervising Senator/Officer

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.

☐ Yes ☒ No

Explanation

☒ Yes ☐ No

Explanation:

August 24 - Lunch was at GOŚCINIEC. Visited the Warsaw Uprising Museum instead of Lazienki Park.

August 25 - Train was late for the Prayer Breakfast. Toured St. Michael' s Square. - Met with the Office of Defense Intelligence of Ukraine at 4 and Ihor Bruslyo of the Office of the President at 5:15. - Chris Miller and Tanya Kozyreva did not join dinner. Sevgil Musaeiva did.

August 26 - Visited a Rehabilitation Center instead of the Children' s Hospital, then visited Independence Square and met with the Ukrainian MFA at 11. - Had an internal lunch at Veterano Pizza instead of the US Embassy. - The Ukrainian MOD meeting was at 3, and the Mayor of Kyiv at 4:30.

August 27 - Philip Bednarczyk did not join for lunch. - Marek Menziak joined the working dinner.

August 28 - Visited the Polish MOD at 11, had lunch at NOA Pizza, and did not meet with the Director of the President of Poland' s Foreign Policy Bureau. - Took the briefing tour of Lazienki park. - Met Philip Bednarczyk for dessert.

☐ 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:

Eliza Lundy

Employing Office/Committee:

HYDE-SMITH, CINDY

Private Sponsor(s):

Atlantic Council of the United States, Inc.

Destination(s):

Kyiv, Ukraine Warsaw, Poland

Travel Dates:

08/23/2025 to 08/29/2025

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

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

The program offers firsthand insight into the impact of Russia's war on Ukraine, U.S. security assistance, and transatlantic defense cooperation — issues central to my legislative portfolio. Meetings with Ukrainian officials, civil society, and U.S. embassy staff will inform my work on U.S. foreign policy, military support, and oversight of aid. This is a relevant, nonpartisan educational opportunity that enhances my ability to advise the Senator on matters of national security and U.S. engagement abroad.

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.

7/22/2025

Date

Laura Lundy

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)

Cindy Hyde-Smith

(Print Senator's/Officer's Name)

Hereby authorize

Laura Lundy

(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)

7/22/2025

Date

Cindy Hyde-Smith

Signature of Supervising Senator/Officer



Atlantic Council

Eliza Lundy
Military Legislative Assistant
Office of Senator Cindy Hyde-Smith

July 14, 2025

Dear Eliza,

On behalf of the Atlantic Council, it is my pleasure to invite you to join a staff delegation to Kyiv, Ukraine and Warsaw, Poland led by the Council's Eurasia Center. The trip will take place between **August 23 and August 29, 2025.**

Since its founding, the Atlantic Council's Eurasia Center has been a key resource on issues relating to Ukraine. The Eurasia Congressional Fellowship program connects a group of congressional staff members from the US House and Senate with leading experts to learn about Ukraine and the region. A crucial part of the program is this study trip to Ukraine, where staffers can learn more about the impact of Russia's war on Ukraine from the Ukrainian people and meet with Ukraine's leaders to better understand the need for American support. This staff delegation will take congressional staffers to Kyiv, where they will meet with senior representatives from the Ukrainian government, Ukrainian civil society, global NGOs, and the private sector.

The Eurasia Center has experience organizing successful travel to and from Kyiv on multiple occasions since February of 2022, including a congressional staff trip to Kyiv, Ukraine in August 2024, and will take utmost care to monitor the security situation and plan accordingly. The delegation will travel via Poland to take the train into Ukraine.

We hope that you can join this timely trip. Should you have any questions or require any additional information, please do not hesitate to contact me, or my colleague Shelby Magid (smagid@atlanticcouncil.org).

Best,

Ambassador John Herbst
Senior Director, Eurasia Center
Atlantic Council

Atlantic Council of the United States, Inc.: Atlantic Council Eurasia Congressional Fellows Trip 2025

Eliza Lundy

Title:
Senior Policy Advisor

Employing Office/Committee:
HYDE-SMITH, CINDY

Duty Station:
WASHINGTON,DC

Destination(s):
Kyiv, Ukraine
Warsaw, Poland

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

The program offers firsthand insight into the impact of Russia's war on Ukraine, U.S. security assistance, and transatlantic defense cooperation—issues central to my legislative portfolio. Meetings with Ukrainian officials, civil society, and U.S. embassy staff will inform my work on U.S. foreign policy, military support, and oversight of aid. This is a relevant, nonpartisan educational opportunity that enhances my ability to advise the Senator on matters of national security and U.S. engagement abroad.

Name of accompanying family member (if any):
Not Entered

Name and Relationship to Traveler:
None

Organization Information

Organization Name
Atlantic Council of the United States, Inc.

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

Yes No

§501(c)(3) Organization Type
Public Charity

Address
1400 L St. NW, 11th Floor

Address 2 (Optional)
None

City, State Zip
Washington, District Of Columbia 20005 United States

Phone Number
(408) 340-8855

Organization URL

History of Congressional Travel

The Atlantic Council has previously sponsored congressional trips. The Atlantic Council's Eurasia Center specifically sponsored a similar congressional trip to Ukraine in 2018, 2019, and 2024 and similar trips in 2022 and 2023 to Lithuania and Poland.

Educational Activities

The Atlantic Council regularly hosts events for attendance by the general public and publishes reports that are freely available to the public. The Atlantic Council's Eurasia Center hosts events for the general public and publishes reports for the general public specifically on the Eurasia region.

Lobbyist and Foreign Agent Registration Information

Lobbyist Registration Status: *I certify that the sponsor is not a federally registered lobbyist and do not retain or employ a federally registered lobbyist.*

Foreign Agent Registration Status: *I certify that the sponsor is not an agent of a foreign principal and do not retain or employ an agent of a foreign principal.*

Foreign Government Involvement

Foreign Agent Registration Status:

- ☐ I certify that the sponsor is not a foreign government.
- ☐ I certify that the sponsor is not an entity that is owned or operated by a foreign government.
- ☐ I certify that the sponsor does not receive funding from a foreign government.

Comments

None Entered

Signature Page

The signature page is below.

Purpose and Details

Provide a brief description of the trip.

The Atlantic Council's Eurasia Center planned a trip for staffers based on the Center's focus on Ukraine. The location of Kyiv, Ukraine, to which the group will travel to through Warsaw, Poland, was picked because insight from Ukraine is key to the Western response to Russia's full-scale war in Ukraine, as well as insight from Ukraine's neighbor Poland.

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

The Atlantic Council promotes leadership and engagement in international affairs. The Atlantic Council's Eurasia Center aims to enhance transatlantic cooperation and generate awareness about Eurasia. The purpose of the trip is to educate and increase awareness of the region among congressional staffers.

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:
08/23/2025 @ 06:10 PM

Trip End Date/Time:
08/29/2025 @ 03:30 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: \$2,541.12 | Accompanying Family Member: \$0.00)

Transportation Type	Class	Amount
Airfare	Coach	\$1,800.00
Note Round trip to and from Warsaw, Poland		
Ground Transportation	Coach	\$286.34
Note Bus in Warsaw - to and from airport, to and from meetings, to and from train station		
Train	Coach	\$454.78
Note Round trip train to and from Kyiv. Both directions are overnight travel.		

Lodging (Per Member/Officer/Employee: \$597.91)

Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
08/25/2025	08/26/2025	InterContinental Kyiv	Kyiv	None	Ukraine	1	\$195.81	No
08/27/2025	08/29/2025	Hotel Bristol Warsaw	Warsaw	None	Poland	2	\$201.05	Yes

Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
----------	-----------	----------	------	-------	---------	--------	------------	----------------------

Cost Exceeds Per Diem Reason

Breakfast is included with hotel cost, which offsets the extra \$5.05 per night over per diem.

Meals (Per Member/Officer/Employee: \$442.00)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
08/24/2025	\$10.00	\$20.00	\$62.00	\$0.00	\$92.00	Warsaw	None	Poland	No
08/25/2025	\$0.00	\$23.00	\$48.00	\$0.00	\$71.00	Kyiv	None	Ukraine	No
08/26/2025	\$0.00	\$20.00	\$50.00	\$0.00	\$70.00	Kyiv	None	Ukraine	No
08/27/2025	\$4.00	\$16.00	\$89.00	\$0.00	\$109.00	Warsaw	None	Poland	No
08/28/2025	\$0.00	\$30.00	\$60.00	\$0.00	\$90.00	Warsaw	None	Poland	No
08/29/2025	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00	Warsaw	None	Poland	No

Reasonable Miscellaneous Expenses (Per Member/Officer/Employee: \$400.08)

Expense Type	Amount	Notes
Other (Educational Activity - Museum Visit)	\$0.08	Cost for museum.
Other (Security Fees)	\$400.00	Fees for private security in Ukraine.

Additional Attachments**Document Name**

There are no additional attachments.

US Senate

Committee on Ethics

Primary Trip Sponsor Form supplemental documentation

Atlantic Council of the US, Inc.

Senate employees invited:

1. **Troy Dougall**
 - a. *National Security Advisor, Office of Senator John Curtis*
 - b. Reason for inviting: The impact of Russia's war in Ukraine and the associated impacts on US national security interests are relevant to the staffer's official professional portfolio in the United States Senate.
2. **Thomas Hanley**
 - a. *Senior Legislative and Policy Analyst, Senate Committee on Foreign Relations*
 - b. Reason for inviting: The impact of Russia's war in Ukraine and the associated impacts on US national security interests are relevant to the staffer's official professional portfolio in the United States Senate.
3. **Eliza Lundy**
 - a. *Military Legislative Assistant, Office of Senator Cindy Hyde-Smith*
 - b. Reason for inviting: The impact of Russia's war in Ukraine and the associated impacts on US national security interests are relevant to the staffer's official professional portfolio in the United States Senate.
4. **Bowen Peard**
 - a. *Defense Policy Advisor, Office of Senator Chris Murphy*
 - b. Reason for inviting: The impact of Russia's war in Ukraine and the associated impacts on US national security interests are relevant to the staffer's official professional portfolio in the United States Senate.
5. **Eliza Ramirez**
 - a. *National Security Advisor, Office of Senator Ruben Gallego*
 - b. Reason for inviting: The impact of Russia's war in Ukraine and the associated impacts on US national security interests are relevant to the staffer's official professional portfolio in the United States Senate.
6. **Oliver Riquelme**
 - a. *National Security Advisor, Office of Senator Martin Heinrich*
 - b. Reason for inviting: The impact of Russia's war in Ukraine and the associated impacts on US national security interests are relevant to the staffer's official professional portfolio in the United States Senate.
7. **Sloan Shelbourne**
 - a. *Deputy Legislative Assistant, Office of Senator Tim Scott*
 - b. Reason for inviting: The impact of Russia's war in Ukraine and the associated impacts on US national security interests are relevant to the staffer's official professional portfolio in the United States Senate.
8. **Robert Waisanen**
 - a. *National Security & Defense Advisor, Office of Senator Jacky Rosen*

- b. Reason for inviting: The impact of Russia's war in Ukraine and the associated impacts on US national security interests are relevant to the staffer's official professional portfolio in the United States Senate.



August 23, 2025 to

August 29, 2024

Kyiv, Ukraine and
Warsaw, Poland

Agenda: Eurasia Study Trip

For reference: Eurasia Center Congressional Fellowship program

(All times listed are local)

Saturday, August 23 – group departs US

3:25 p.m. – 5:30 a.m. +1

Delegation flies from Washington Dulles (IAD) to Frankfurt (FRA) on Flight LH 417

Sunday, August 24

5:30 a.m. – 7:15 a.m.

Layover, delegation connects in airport, boards flight to Warsaw

7:15 a.m. – 8:50 a.m.

Delegation flies from Frankfurt (FRA) to Warsaw (WAW) on Flight LH 1346

8:50 a.m. – 9:15 a.m.

Arrival in Warsaw, pick up luggage, meet driver

9:15 a.m. – 9:45 a.m.

Delegation transfers to Hotel Bristol Warsaw

Pickup location: Warsaw airport arrivals

9:45 a.m. – 10:45 a.m.

Coffee break, change clothes

Location: Hotel Bristol Warsaw
Krakowskie Przedmieście 42/44, 00-325 Warsaw

10:45 a.m. – 11:30 a.m.

Meet with Ambassador Herbst

Location: Hotel Bristol Warsaw
Krakowskie Przedmieście 42/44, 00-325 Warsaw

Topics of Discussion: Trip agenda and security



Atlantic Council

Relevance: Staffers will receive a briefing on the upcoming trip meetings and a short security briefing ahead of Ukraine travel.

11:30 a.m. – 11:45 a.m.

Delegation transfers to lunch

Pickup location: Hotel Bristol Warsaw
Krakowskie Przedmieście 42/44, 00-325 Warsaw

11:45 a.m. – 1:15 p.m.

Lunch with Aaron Korewa, Director of the Atlantic Councils' Warsaw Office

Location: Aioli Warsaw
Świętokrzyska 18, 00-052 Warsaw, Poland

Topics of Discussion: Polish domestic and foreign policy, US-Poland relations, Poland-Ukraine relations

Relevance: Staffers will receive a briefing on Poland and key policy areas that will be discussed in their meetings in Warsaw.

1:15 p.m. – 1:30 p.m.

Delegation transfers to Atlantic Council WeWork for meeting

Pickup location: Aioli Warsaw
Świętokrzyska 18, 00-052 Warsaw, Poland

1:30 p.m. – 2:45 p.m.

Meeting with Defence24 Ukraine Journalists Dr. Aleksander Olech, LTG (ret.) Jarosław Gromadzinski, Dorota Kwasniekwska, Mariusz Marzalkowski, Magdalena Melke, and Antoni Walkowski

Location: WeWork
5th floor, Hotel Europejski, Krakowskie Przedmieście 13, 00-071 Warszawa, Poland

Topics of Discussion: Journalists with Defence24 discuss recent updates in Russia's war on Ukraine and critical news stories from recent weeks in Ukraine.

Relevance: Staffers will learn about news updates and war updates with regard to Ukraine in advance of travel there the next day.

2:45 p.m. – 3:00 p.m.

Delegation transfers to Łazienki Park

Pickup location: WeWork
5th floor, Hotel Europejski, Krakowskie Przedmieście 13, 00-071 Warszawa, Poland

3:00 p.m. – 4:15 p.m.

Guided walking tour of Łazienki Park

Topic: History of Warsaw and the Palace on the Isle.



Relevance: Staffers will learn about Polish history.

4:15 p.m. – 4:30 p.m.

Transfer to Old Town Warsaw

Pickup location: Łazienki Park, Warsaw

4:30 p.m. – 5:15 p.m.

Break to stretch legs before travel, optional guided tour of Old Town Warsaw

Location: Old Town Warsaw

5:15 p.m. – 5:30 p.m.

Delegation transfers to Dinner

Pickup location: Hotel Bristol
Krakowskie Przedmieście 42/44, 00-325 Warsaw

5:30 p.m. – 7:00 p.m.

Dinner and Pre-Kyiv briefing with Ambassador Herbst

Location: Der Elefant
plac Bankowy 1, 00-139 Warsaw

Topics of Discussion: The state of Russia's war in Ukraine, Ukrainian government changes since the spring, recent updates on the US-Ukraine relationship.

Relevance: Staffers will receive a briefing on Ukraine ahead of their subsequent travel, with a focus on the latest political developments relevant to their upcoming meetings.

7:00 p.m. – 10:15 p.m.

Delegation transfers to Chełm Train Station via chartered bus (stop to grab breakfast food along the way to take for the next day)

Pickup location: Der Elefant
plac Bankowy 1, 00-139 Warsaw

10:15 p.m. – 11:03 p.m.

Delegation boards train

Location: Chełm Train Station, Chełm, Poland

11:03 p.m.

Depart from Chełm Train Station for Kyiv-Pasazhyrskiy Train Station on Train number 20 Chełm-Kyiv, Wagons 8 and 9.

Location: Chełm Train Station, Chełm, Poland

Monday, August 25



Atlantic Council

- 10:45 a.m. Arrive to Kyiv-Pasazhyrskiy Train Station from Chelm Train Station
Location: Kyiv-Pasazhyrskiy Train Station
- 10:45 a.m. – 11:00 a.m. Delegation transfers to Ukraine's National Prayer Breakfast
Pickup location: Kyiv- Pasazhyrskiy Train Station
- 11:00 a.m. – 12:00 p.m. Ukraine's National Prayer Breakfast
Location: Ukraine's National Prayer Breakfast 2025 Location
Topics: Ukraine's religious freedoms and the role of faith leaders, civil society, and government in responding to the full-scale invasion and recovery efforts.
Relevance: Staffers will learn about religious plurality in Ukraine and the role religion and religious communities play in Ukraine's response to Russia's war and US-Ukraine relations.
- 12:00 p.m. – 12:15 p.m. Delegation transfers to hotel
Pickup location: Ukraine's National Prayer Breakfast 2025 Location
- 12:15 p.m. – 1:00 p.m. Check in and drop off bags
Location: InterContinental Kyiv
Velyka Zhytomyrska Street 2A, Kyiv, Ukraine, 01001
- 1:00 p.m. – 2:30 p.m. Lunch with representatives of the Snake Island Institute and members of the Ukrainian Armed Forces.
Location: Restaurant Olivera
Velyka Zhytomyrska Street 2A, Kyiv, Ukraine, 01001
Briefers and Topics of Discussion: Representatives of the Snake Island Institute and the Armed Forces of Ukraine will discuss the state of the battlefield in Ukraine, updates on front lines, and armed forces operations.
Relevance: Staffers will learn about how the Ukrainian Armed Forces and other branches of Ukraine's security and defense services are carrying out the defense of Ukraine from Russian aggression.
- 2:30 p.m. – 2:45 p.m. Delegation transfers to Ministry of Foreign Affairs of Ukraine
Pickup location: Restaurant Mama Gochi
Arkhitektora Horodetskoho St, 6, Kyiv, Ukraine, 01001



2:45 p.m. – 3:45 p.m.

Meeting with Representatives of the Ministry of Foreign Affairs of Ukraine

Location: Ministry of Foreign Affairs,
1 Mykhailivska Sq, Kyiv, Ukraine, 01018

Topic: Ukraine's foreign policy and international relations amidst Russia's war on Ukraine, relationships with the US and allied nations.

Relevance: Staffers will hear from representatives of the Ministry of Foreign Affairs about their work and how it has changed during the full-scale invasion, their diplomatic efforts involved with Ukraine's negotiations to end the war, and learn about Ukraine's relationships with the United States and other allies.

3:45 p.m. – 4:00 p.m.

Delegation transfers to Kyiv City Council

Pickup location: Ministry of Foreign Affairs
1 Mykhailivska Sq, Kyiv, Ukraine, 01018

4:00 p.m. – 5:00 p.m.

Meeting with the Mayor of Kyiv Vitali Klitschko

Location: Kyiv City Hall
Khreschatyk St, 36, Kyiv, Ukraine, 01044

Topic: Kyiv's response to Russia's full-scale invasion.

Relevance: Staffers will hear about how the city of Kyiv has responded and adapted to the conditions of war and how the city has transformed because of Russia's full-scale invasion. Staffers will also learn about efforts to address corruption and the broader political landscape in Kyiv and beyond.

5:00 p.m. – 5:15 p.m.

Delegation transfers to the Office of Defense Intelligence of Ukraine

Pickup location: Kyiv City Hall
Khreschatyk St, 36, Kyiv, Ukraine, 01044

5:15 p.m. – 6:30 p.m.

Meeting with representatives of the Office of Defense Intelligence of Ukraine

Location: Office of Defense Intelligence of Ukraine, Kyiv, Ukraine

Topic: Ukraine's intelligence efforts during Russia's full-scale war.

Relevance: Staffers will hear from senior representatives of Ukraine's Office of Defense Intelligence about the status of the Russian government's war efforts and their forces, as well as the Ukraine's defense efforts more broadly.



Atlantic Council

6:30 p.m. – 6:45 p.m.

Delegation transfers to dinner

Pickup location: Office of Defense Intelligence of Ukraine, Kyiv, Ukraine

6:30 p.m. – 8:45 p.m.

Dinner discussion with Arseniy Yatsenyuk, former Prime Minister of Ukraine, and the Kyiv Security Forum

Location: Fairmont Grand Hotel Kyiv
St. Naberezhno-Khreshchatytska, 1, Kyiv, Ukraine, 04070

Topics of Discussion: Staffers will hear from Arseniy Yatsenyuk about his work when he was Prime Minister and the work of the Kyiv Security Forum.

Relevance: Staffers will hear more about the specifics of the security situation in different regions of Ukraine during Russia's full-scale invasion and the work of the Security Forum and foundations in Ukraine.

8:45 p.m. – 9:00 p.m.

Delegation transfers to hotel

Pickup location: Fairmont Grand Hotel Kyiv
St. Naberezhno-Khreshchatytska, 1, Kyiv, Ukraine, 04070

Tuesday, August 26

Until 7:45 a.m.

Breakfast available for delegation at InterContinental Kyiv

Breakfast is optional for all guests and is available starting from 7:00 a.m. in the Olivera Restaurant in the hotel. The delegation will be able to eat breakfast at their leisure but should be ready to depart the hotel by 7:45 a.m., checked out and with their bags packed and ready to go.

7:45 a.m. – 8:00 a.m.

Delegation transfers to Okhmatdyt Children's Hospital

Pickup location: InterContinental Kyiv
Velyka Zhytomyrska Street 2A Kyiv, Ukraine, 01001

8:00 a.m. – 8:45 a.m.

Visit to damaged Okhmatdyt Children's Hospital and briefing from United Nations Human Rights Council Ukraine team

Location: Okhmadyt Children's Hospital
Mykoly Shpaka St, 3, Kyiv, Ukraine, 02000

Topic: The Russian attack against the children's hospital and the pattern of attacks against medical institutions, UNHCR's response to this attack, and other humanitarian needs in Ukraine.



Relevance: On July 8, 2024, the children's hospital was hit by a missile strike. The staffers will learn about this attack and the impact of the war on Ukrainian medical institutions, the risks children face during the war, and the role UNHCR plays in responding to attacks, aiding vulnerable populations, and supporting internally displaced people in Ukraine. Staffers will hear about the humanitarian situation in Ukraine.

8:45 a.m. – 9:00 a.m.

Delegation transfers to the Security Service of Ukraine Headquarters

Pickup Location: Okhmadyt Children's Hospital
Mykoly Shpaka St, 3, Kyiv, Ukraine, 02000

9:00 a.m. – 10:15 a.m.

Meeting with Representatives of the Security Service of Ukraine

Location: Security Service of Ukraine Headquarters

Topic: The Security Service of Ukraine's work during war, how the service has changed and evolved since Russia's full-scale invasion, and the service's role in wartime Ukraine.

Relevance: Staffers will hear from senior representatives of Ukraine's Security Service about the Security Service's counter-intelligence work and role in protecting Ukraine from Russia's attacks.

10:15 a.m. – 10:25 a.m.

Delegation transfers to the Office of the President of Ukraine

Pickup location: Security Service of Ukraine Headquarters

10:25 a.m. – 10:45 a.m.

Security and entry into the Office of the President of Ukraine

Location: Office of the President of Ukraine
Bankova St, 11, Kyiv, Ukraine, 01220

10:45 a.m. – 11:45 a.m.

Meeting with representatives of the Office of the President of Ukraine

Location: Office of the President of Ukraine
Bankova St, 11, Kyiv, Ukraine, 01220

Topic: The president's leadership of Ukraine during Russia's full-scale invasion and major government initiatives concerning topics of security and justice as well as foreign relations.

Relevance: Staffers will hear from senior representatives of the Office of the President of Ukraine and learn about the president's role as a wartime President and the President's main goals for domestic policy, security and securing victory, and foreign policy.



11:45 a.m. – 12:15 p.m.

Delegation transfers to the Residence of the US Ambassador to Ukraine

Pickup location: Office of the President of Ukraine
Bankova St, 11, Kyiv, Ukraine, 01220

12:15 p.m. – 1:30 p.m.

Lunch meeting with the staff of the US Embassy in Ukraine

Location: US Ambassador's Residence

Topic: US support for Ukraine and oversight of aid, US-Ukraine relationship.

Relevance: Staffers will have the opportunity to debrief their initial findings and impressions from the delegation's meetings in Kyiv, discuss key questions and takeaways, and hear from the embassy team about how the US Embassy supports Ukraine on the ground, what the embassy's role is in oversight of aid, and the status of US support for Ukraine during Russia's war.

1:30 p.m. – 1:45 p.m.

Delegation transfers to the Ministry of Defense of Ukraine

Pickup location: US Ambassador's Residence

1:45 p.m. – 2:00 p.m.

Security and entry into the Ministry of Defense of Ukraine

Location: Ministry of Defense of Ukraine
6 Povitrianykh Syl Ave, Kyiv, Ukraine, 03168

2:00 p.m. – 3:00 p.m.

Meeting with representatives of the Ministry of Defense of Ukraine

Location: Ministry of Defense of Ukraine
6 Povitrianykh Syl Ave, Kyiv, Ukraine, 03168

Topic: Ukraine's war effort, the status of the war, and relations with international partners for defense support.

Relevance: Staffers will hear from senior representative of Ukraine's Ministry of Defense on their work defending Ukraine against Russian aggression and violence and will learn about the role of US and allied security packages and other concrete global support, and how American support can impact the state of the war on the battlefield, in the air, and at sea.

3:00 p.m. – 3:20 p.m.

Delegation transfers to the National Security and Defense Council of Ukraine (NSDC)



Pickup location: Ministry of Defense of Ukraine
6 Povitrianykh Syl Ave, Kyiv, Ukraine, 03168

3:20 p.m. – 4:15 p.m.

Meeting with representatives of the National Security and Defense Council of Ukraine (NSDC)

Location: National Security and Defense Council of Ukraine (NSDC)
Petro Bolbochan str., 8, Kyiv, Ukraine, 01601

Topic: The current security status of different regions of Ukraine and the NSDC's role in Ukraine's security efforts and defense against Russian aggression.

Relevance: Staffers will hear more about the specifics of the security situation in different regions of Ukraine during Russia's full-scale invasion and will learn about the NSDC's role in Ukraine's war effort, and how different agencies work to defend against Russian aggression.

4:15 p.m. – 4:30 p.m.

Delegation transfers to the Cabinet of Ministers of Ukraine

Pickup location: National Security and Defense Council of Ukraine (NSDC)
Petro Bolbochan str., 8, Kyiv, Ukraine, 01601

4:30 p.m. – 5:30 p.m.

Meeting with Representatives of the Office of the Prime Minister of Ukraine

Location: Cabinet of Ministers of Ukraine
Mykhaila Hrushevskoho St, 12/2, Kyiv, Ukraine, 01008

Topic: The prime minister and the prime minister's team's work during Russia's war in Ukraine and Ukraine's government processes and economy.

Relevance: Staffers will hear from senior representatives of the Office of the Prime Minister of Ukraine about the Prime Minister's work as well as governance in Ukraine and the state of Ukraine's economy today and moving forward.

5:30 p.m. – 5:45 p.m.

Delegation transfers to Independence Square

Pickup location: Cabinet of Ministers of Ukraine
Mykhaila Hrushevskoho St, 12/2, Kyiv, Ukraine, 01008

5:45 p.m. – 6:15 p.m.

Visit to Independence Square and the Heavenly Hundred Memorial, guided by Amb. John Herbst

Location: Independence Square, Kyiv, Ukraine, 02000



Atlantic Council

Topic: Ukraine's historic fight for independence.

Relevance: Staffers will visit the National Memorial to the Heavenly Hundred, the memorial to those who died at the Maidan during the Revolution of Dignity and will learn about Ukraine's historic fight for independence and national heritage. Staffers will also see the makeshift memorial for Ukraine's fallen soldiers who have been killed since 2022.

6:15 p.m. – 6:30 p.m.

Delegation transfers to dinner

Pickup location: Independence Square, Kyiv, Ukraine, 02000

6:30 p.m. – 7:45 p.m.

Media dinner with Ukrainian and foreign journalists including Peter Dickinson, Editor, UkraineAlert; Olga Rudenko, Editor-in-Chief of the Kyiv Independent; Christopher Miller, Ukraine Correspondent with the Financial Times, Oliver Carroll, Foreign Correspondent for the Economist, and Tanya Kozyreva, Investigative Reporter for the International Consortium of Investigative Journalists.

Location: Restaurant O'panas
Vulytsya Tereshchenkivs'ka, 10, Kyiv, Ukraine, 01004

Topic: The dangers journalists face on the ground in Ukraine and the role of journalism and reporting during Russia's war against Ukraine.

Relevance: Staffers will hear from prominent Ukrainian journalists and foreign correspondents about the dangers they face working on the ground in Ukraine, the state of journalism and access to information in Ukraine today, and the role of journalism in supporting the documentation of Russia's crimes in Ukraine and the developments in the war.

7:45 p.m. – 8:00 p.m.

Delegation transfers to Kyiv-Pasazhyrskiy Train Station

Pickup location: Restaurant O'panas
Vulytsya Tereshchenkivs'ka, 10, Kyiv, Ukraine, 01004

8:00 p.m. – 8:21 p.m.

Board train

Location: Kyiv-Pasazhyrskiy Train Station

8:21 p.m.

Depart from Kyiv-Pasazhyrskiy Train Station for Chelm Train Station on Train Number 19 Kyiv-Chelm, W agons 8 and 9.

Location: Kyiv-Pasazhyrskiy Train Station



Wednesday, August 27

5:44 a.m.	Delegation arrives at Chelm Train Station
5:44 a.m. – 9:00 a.m.	Delegation transfers to hotel in Warsaw via private transportation (breakfast on the way) <u>Pickup location:</u> Chelm Train Station
9:00 a.m. – 10:45 a.m.	Delegation drops off bags, coffee at the Bristol <u>Location:</u> Hotel Bristol Warsaw Krakowskie Przedmieście 42/44, 00-325 Warsaw
10:45 a.m. – 11:00 a.m.	Delegation transfers to the Parliament of the Republic of Poland (Sejm) <u>Pickup location:</u> Hotel Bristol Warsaw Krakowskie Przedmieście 42/44, 00-325 Warsaw
11:00 a.m. – 12:15 p.m.	Meeting with Paweł Kowal and Members of the Polish Sejm focused on foreign policy <u>Location:</u> Parliament of the Republic of Poland (Sejm) Krakowskie Przedmieście 42/44, 00-325 Warsaw <u>Topic:</u> Polish parliamentary foreign policy. <u>Relevance:</u> Staffers will hear from Polish members of parliament about the work of parliament on Poland's foreign policy, especially as related to Russia's war in Ukraine.
12:15 p.m. – 12:30 p.m.	Delegation transfers to lunch at Zapiecek <u>Pickup location:</u> Parliament of the Republic of Poland (Sejm) Krakowskie Przedmieście 42/44, 00-325 Warsaw
12:30 p.m. – 1:30 p.m.	Lunch at Zapiecek with Denise Forsthuber, Deputy Director of Strategic Engagement and Operations at the Atlantic Council's Europe Center and Philip Bednarczyk, Warsaw Office Director at the German Marshall Fund <u>Location:</u> Zapiecek Nowy Świat 40, 00-363 Warszawa, Poland <u>Topic:</u> US-Polish relations and cooperation in responding to the war in Ukraine, Polish governmental relations.



Atlantic Council

Relevance: Staffers will be briefed by Atlantic Council Europe Center leadership and German Marshall Fund Warsaw office leadership to understand Poland's political and security environment and how the government navigates the response to the war in Ukraine.

1:45 p.m. – 1:45 p.m.

Delegation transfers to the Ministry of Foreign Affairs of Poland

Pickup location: Zapiecek

Nowy Świat 40, 00-363 Warszawa, Poland

1:45 p.m. – 3:00 p.m.

Meeting with members of the Ministry of Foreign Affairs of Poland

Location: Ministry of Foreign Affairs

Al. Jana Christiana Szucha 23 Warsaw

Topic: Poland's diplomatic priorities during Russia's full-scale invasion of Ukraine.

Relevance: Staffers will learn from Ministry of Foreign Affairs representatives about Poland's diplomatic objectives and foreign policy, which has taken on even greater importance since Russia's full-scale invasion of Ukraine. Staffers will also hear about how the ministry is working with partners to respond to the war in Ukraine and discuss Poland's related foreign policy priorities in the EU and UN.

3:00 p.m. – 3:30 p.m.

Delegation transfers to the residence of the Deputy Chief of Mission at the US Embassy in the Republic of Poland

Pickup location: Ministry of Foreign Affairs

Al. Jana Christiana Szucha 23 Warsaw

3:30 p.m. – 4:30 p.m.

Meeting with Deputy Chief of Mission at the US Embassy in the Republic of Poland

Location: Residence of the Deputy Chief of Mission of the US Embassy in the Republic of Poland

ul. Dąbrowskiego 48

Topics: US-Polish and transatlantic relations, Poland's response to Russia's war in Ukraine.

Relevance: Staffers will have the opportunity to debrief their findings and impressions from the delegation's meetings in Kyiv, discuss key questions and takeaways, and hear from the US Embassy team on the importance of US-Polish relations and how the war in Ukraine has impacted these relations.

4:30 p.m. – 4:45 p.m.

Delegation transfers to Hotel Bristol



Atlantic Council

Pickup location: Residence of the Deputy Chief of Mission of the US Embassy in the Republic of Poland
ul. Dąbrowskiego 48

4:45 p.m. – 5:30 p.m.

Optional: Guided walk to the Tomb of the Unknown Soldier and Royal Castle area, transfer from hotel by foot

Topic: History of the national monument Tomb of the Unknown Soldier and the Royal Castle and surrounding area in Warsaw.

Relevance: Staffers will hear about the history of important Polish national monuments and learn about their destruction, reconstruction, and place in modern Polish culture and memory.

5:30 p.m. – 6:30 p.m.

Break at the hotel

6:30 p.m. – 8:30 p.m.

Dinner with analysts and think tank representatives, including Ambassador Marek Magierowski, non-resident senior fellow at the Atlantic Council and former Polish Ambassador to the United States, Professor Katarzyna Pisarska, Chair, Warsaw Security Forum and Co-Founder, Casimir Pulanski Foundation, and speakers from the Polish Institute of International Affairs (PISM), the Center for Eastern Studies (OSW), College of Europe (Natolin), and the Polish-American Freedom Foundation

Location: Restaurant Marconi, Hotel Bristol Warsaw
Krakowskie Przedmieście 42/44, 00-325 Warsaw

Topic: Assessing Russia's war on Ukraine from a Polish perspective and Ukraine-Poland relations.

Relevance: Staffers will receive a briefing from several of the top think tanks in Eastern Europe covering Russia's war on Ukraine. Top Ukraine analysts will meet with staffers to discuss the state of play on the ground and their view on the future of Russia's war.

Thursday, August 28

Until 9:00 a.m.

Breakfast available for delegation at Hotel Bristol

Breakfast is optional for all guests and is available starting from 6:30 a.m. in the hotel breakfast room.

9:00 a.m. – 9:30 a.m.

Delegation transfers to the Embassy of Ukraine in Poland

Pickup location: Hotel Bristol Warsaw
Krakowskie Przedmieście 42/44, 00-325 Warsaw



Atlantic Council

9:30 a.m. – 10:45 a.m.

Meeting with the Ambassador of Ukraine to Poland

Location: Embassy of Ukraine in Poland
ul. Antoniego Malczewskiego 17, 02-617 Warszawa

Topic: Ukrainian-Polish relations from a Ukrainian perspective

Relevance: Staffers will learn from the Ukrainian Ambassador to Poland about Ukraine's diplomatic objectives in Poland and with Ukraine's near-neighbors, which is particularly important with regard to Poland's proximity to Ukraine and location as a hub for Ukrainian refugees.

10:45 a.m. - 11:15 a.m.

Delegation transfers to the Warsaw Uprising Museum

Pickup location: Embassy of Ukraine in Poland
ul. Antoniego Malczewskiego 17, 02-617 Warszawa

11:15 a.m. – 12:15 p.m.

Guided tour of Warsaw Uprising Museum

Location: Warsaw Uprising Museum, Grzybowska 79, 00-844 Warsaw

Topic: Polish resistance to Soviet invasion.

Relevance: Staffers will learn about the Warsaw Uprising, a seminal moment in 20th century Polish history that continues to have significance in the national consciousness and in Warsaw. As Warsaw faces the possibility of further Russian aggression and as Russia continues to wage war in Ukraine, the Warsaw Uprising continues to be relevant to Polish national memory.

12:30 p.m. – 12:45 p.m.

Delegation transfers to lunch

Pickup location: Warsaw Uprising Museum, Grzybowska 79, 00-844 Warsaw

12:45 p.m. – 2:10 p.m.

Lunch

Location: Otto Pompierni, p
plac Bankowy 1, 00-139 Warsaw

2:10 p.m. – 2:30 p.m.

Delegation transfers to iSANS headquarters

Pickup location: Otto Pompierni, plac Bankowy 1, 00-139 Warsaw

2:30 p.m. – 3:30 p.m.

Meeting with iSANS (International Strategic Action Network for Security)

Location: iSANS Headquarters
Zgoda 11, 00-018 Warsaw Poland

Topics: The role Belarus plays in Russia's full-scale war in Ukraine.



Atlantic Council

Relevance: Staffers will learn about the Belarusian government's involvement in Russia's war in Ukraine and about the Belarusian democratic movement's work to support Ukraine, along with their efforts to shape a free and democratic Belarus.

3:30 p.m. – 3:50 p.m.

Delegation transfers to Presidential Palace

Pickup Location: iSANS Headquarters
Zgoda 11, 00-018 Warsaw Poland

3:50 p.m. – 4:00 p.m.

Security and entry to the Presidential Palace

Location: Presidential Palace
Krakowskie Przedmieście 48/50, 00-071 Warsaw

4:00 p.m. – 5:00 p.m.

Meeting with the Director of the President of Poland's Foreign Policy Bureau

Location: Presidential Palace
Krakowskie Przedmieście 48/50, 00-071 Warsaw

Topic: Poland's foreign policy priorities.

Relevance: Staffers will learn about the most important security issues facing Poland today, as the war in Ukraine continues and the Kremlin threatens hybrid aggression in Europe. Staffers will have the opportunity to discuss the role of NATO in Polish security, as well as the role of the United States in the region.

5:00 p.m. – 5:10 p.m.

Delegation transfers to hotel by foot

Location: Hotel Bristol Warsaw
Krakowskie Przedmieście 42/44, 00-325 Warsaw

5:10 p.m. – 5:45 p.m.

Break

Location: Hotel Bristol Warsaw
Krakowskie Przedmieście 42/44, 00-325 Warsaw

5:45 p.m. – 6:00 p.m.

Delegation transfers to dinner by foot

6:00 p.m. – 8:30 p.m.

Dinner discussion with Amb. John Herbst recapping the main takeaways of the delegation's trip

Location: Rusiko Restaurant, Wierzbowa 11, 00-094 Warsaw, Poland

Topic: Takeaways and remaining questions from the trip.



Atlantic Council

Relevance: Following all meetings in Kyiv and Warsaw, staffers will hear Amb. John Herbst's main takeaways from both Kyiv and Warsaw and discuss their insights from the trip.

8:30 p.m. – 8:45 p.m.

Delegation transfers to Hotel Bristol by foot

Friday, August 29

6:50 a.m. – 7:30 a.m.

Delegation transfers to Warsaw Chopin Airport via private transportation. Breakfast to-go bags provided.

Pickup location: Hotel Bristol Warsaw
Krakowskie Przedmieście 42/44, 00-325 Warsaw

7:30 a.m. – 9:40 a.m.

Check-in, security, boarding

9:40 a.m. – 11:30 a.m.

Delegation flies from Warsaw (WAW) to Frankfurt (FRA) on Flight LH 1347

11:30 a.m. – 1:10 p.m.

Layover, additional US security screening, delegation boards flight to Washington

1:10 p.m. – 3:50 p.m.

Delegation flies from Frankfurt (FRA) to Washington Dulles (IAD) on Flight LH 418

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

JAMES E. RISCH, IDAHO
DEB FISCHER, 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) 224-2881
FACSIMILE (202) 224-7416

United States Senate

SELECT COMMITTEE ON ETHICS

August 19, 2025

Eliza Lundy
Office of Senator Cindy Hyde-Smith
United States Senate
Washington, DC 20510

Dear Ms. Lundy:

This responds to your recent correspondence requesting approval from the Select Committee on Ethics (the Committee) to accept an invitation you received to travel to the *Eurasia Center Congressional Fellowship Program* in Warsaw, Poland and Kyiv, Ukraine, on August 23-29, 2025, sponsored by the Atlantic Council. Provided that you adhere to the guidance set forth below, it appears that it is permissible for you to accept necessary expenses from the Atlantic Council 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 Senior Policy Advisor in the Office of Senator Cindy Hyde-Smith. The Atlantic Council invited you to travel to the *Eurasia Center Congressional Fellowship Program* in Warsaw, Poland and Kyiv, Ukraine, on August 23-29, 2025. The Atlantic Council 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 Atlantic Council has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist or agent of a foreign principal will accompany you at any point throughout your trip.³

Discussion

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

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 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.

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.⁴ 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.⁵

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.⁶ However, the Atlantic Council 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.⁷

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.**

Consistent with these standards, Committee precedent, and the Atlantic Council's factual representations, it appears that it is permissible for you to accept necessary expenses from the

⁴ The term "*de minimis*" has a specific definition. See *Select Committee on Ethics Regulations and Guidelines for Privately Sponsored Travel* at 6-8.

⁵ See *Select Committee on Ethics Regulations and Guidelines for Privately Sponsored Travel* at 6-10.

⁶ 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."

⁷ 26 U.S.C. § 501(c)(3).

Atlantic Council 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).⁸ 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 individual⁹ 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

⁸ 5 U.S.C. § 7342.

⁹ 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.