

RE-2 Employee Post Travel Disclosure of Travel Expenses

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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):
Conservative Partnership Institute

Travel Dates:
04/14/2025 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)
\$100.00	\$198.00	\$126.00	\$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.

5/8/2025

Date

Lauren Hickey

Printed Name of

Traveler

Lauren Hickey
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.

5/8/2025

Date

Tony Tubomilly
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
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There were no changes to pre-approved travel expenses.

Were there any changes to the pre-approved itinerary?

Yes No

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

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

Yes No

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

RE-1 Employee Pre-Travel Authorization

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved.

Date/Time Stamp

Name of Traveler:

Lauren Hickey

Employing Office/Committee:

Senator Tuberville

Private Sponsor(s):

Conservative Partnership Institute

Destination(s):

Cambridge, Maryland

Travel Dates:

April 14th to 16th

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. I'm completing CPI's Intrepidus Fellowship and this trip for fellows is a requirement. We will be hearing from experts across policy areas and learn how to be more effective staffers on issues and the policy process in Congress.

Do you have an accompanying family member or spouse on this trip? Name and Relationship to Traveler:

☐

(signify "yes" by checking box)

I certify that the information contained in this form is true, complete and correct to the best of my knowledge.

3/17/25

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)

Senator Tuberville

(Print Senator's/Officer's Name)

hereby authorize

Lauren Hickey

(Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate.

☐

(signify "yes" by checking box)

3/17/25

Date


Signature of Supervising Senator/Officer

Trip Name:

Organization Information

Organization Name:

Conservative Partnership Institute

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

☒ Yes ☐ No

If Yes, §501(c)(3) Organization Type:

☒ Private Foundation ☐ Public Charity

City, State, Zip:

Washington D.C., D.C., 20003

Organization URL:

<https://cpi.org/>

Address:

300 Independence Ave

Phone Number:

8585197452

History of Congressional Travel

Describe your organization's history of sponsoring congressional travel.

The Conservative Partnership Institute provides regular educational briefings and training sessions to conservative leaders, congressional staff, and activists.

Educational Activities

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

The educational activities performed by CPI include regular trainings, procedural classes, collaborative sessions, and broad educational programming.

Lobbyist and Foreign Agent Registration Information

Lobbyist Registration Status (Select one):

☒ I certify that the sponsor is not a federally registered lobbyist and does not retain or employ a federally registered lobbyist.☐ I certify that the sponsor is not a federally registered lobbyist but does retain or employ one or more federally registered lobbyists.

Foreign Agent Registration Status (Select one):

☒ I certify that the sponsor is not an agent of a foreign principal and does not retain or employ an agent of a foreign principal.☐ I certify that the sponsor is not an agent of a foreign principal but does retain or employ one or more agents of a foreign principal.

Foreign Government Involvement

Foreign Agent Registration Status (Must select all):

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

Purpose and Details

Provide a brief description of the trip.

Attendees will complete 6 hours of classroom lectures on the first and second date of the retreat, the third day is traveling back to Washington D.C. Lectures will cover legislative process and strategies.

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

The trip relates to CPI's mission of providing education and training to Congressional staffers to abet their roles.

Is your organization the only sponsor for this trip?

☒ Yes ☐ No

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

If there are multiple sponsors, each sponsor must submit Organization Information (Page 1 of the Private Sponsor Travel Certification Form) and a Signature Page Form.

Grantmaking Organizations (Optional)

If you have a Grantmaking Organization, you must attach a Grantmaking Organization Certification Form.

- 1.
- 2.
- 3.

With or Without Regard to Congressional Participation (Select one):

- ☒ The trip is arranged or organized without regard to congressional participation.
- ☐ The trip is arranged or organized with regard to congressional participation.

Lobbyist/Foreign Agent Involvement in Planning, Organizing, Requesting or Arranging

- ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal, other than de minimis involvement.

Lobbyist/Foreign Agent Financing (Must select all):

- ☒ The trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- ☒ No funds or in-kind contributions were earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.

Lobbyist/Foreign Agent Accompaniment

Complete if all sponsors are §501(c)(3) organizations (Select one):

- ☒ The trip is limited to three days (for trips inside the continental United States) or seven days (for trips outside the continental United States), and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip
- ☐ The trip is limited to a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip
- ☐ The trip is limited to a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip

Complete if any of the sponsors is not a §501(c)(3) organizations (Select one):

- ☐ No sponsor retains or employs a registered lobbyist or agent of a foreign principal, the trip is limited to three days (for trips inside the continental United States) or seven days (for trips outside the continental United States), and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip
- ☐ The trip is limited to a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip
- ☐ The trip is limited to a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip

Required if selecting the third option in either column - Please explain why the second overnight stay is practically required and necessary to accomplish the purpose of the trip.

Certification of No Recreational Activity and No Alcohol (Must select all):

- ☒ Travel expenses paid for will not include expenditures for recreational activities.
- ☒ Travel expenses paid for will not include expenditures for alcohol, except as permitted by the Regulations Governing Privately Sponsored Travel.

Invitees list

- ☒ A list of all Senate invitees is attached to this form (required).
- ☒ Members and staff from the House of Representatives will also receive invitations.

Travel Details (Submit additional pages as needed)

Trip Start Date/Time:
9:00am/April 14th, 2025



Trip End Date/Time:
1:00pm/April 16th, 2025

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

☐ Yes

☒ No

Transportation (Member/Officer/Employee: \$ 100 Accompanying Family Member: \$ 0)

Transportation Type	Class	Amount
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Details (optional)

Lodging (Member/Officer/Employee: \$ 198 Accompanying Family Member: \$ 0)

Check-In	Check-Out	Facility	City	State	Country
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Nights	Cost/Night	Cost Exceed Per Diem (Yes/No)	If Yes, please explain why expenses over the per diem rate are reasonable and necessary.
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Check-In	Check-Out	Facility	City	State	Country
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Nights	Cost/Night	Cost Exceed Per Diem (Yes/No)	If Yes, please explain why expenses over the per diem rate are reasonable and necessary.
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Check-In	Check-Out	Facility	City	State	Country
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Nights	Cost/Night	Cost Exceed Per Diem (Yes/No)	If Yes, please explain why expenses over the per diem rate are reasonable and necessary.
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Meals (Member/Officer/Employee: \$ 128 Accompanying Family Member: \$ 0)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem (Y/N)
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If costs exceed the federal per diem, please explain why expenses over the per diem rate are reasonable and necessary.

Reasonable Miscellaneous Expenses

(Member/Officer/Employee: \$ 0 Accompanying Family Member: \$ 0)

Expense Type	Amount	Notes
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Additional Details (optional)

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: Intrepidus Fellowship Symposium 2025
Travel Date(s): March 14-16th 2025
Travel Destination(s): Cambridge, Maryland
Sponsor: Conservaitve Partnership Institute

Ed Corrigan
(printed name of sponsor representative)

President
(title)

Ed Corrigan
(signature of sponsor representative)

March 7th, 2025
(date)

**Conservative Partnership Institute's (CPI)
Intrepidus Fellowship Symposium
April, 14-16th, 2025**

Monday, April 14th:

- 9:00 am** **Depart from Washington, D.C. 20003**
- 11:00 am** **Arrive at Cambridge, MD 21613**
- 11:00 - 12:30 pm** **Check-in and Orientation**
- 12:30 – 2:30 pm** **Lunch & Session 1: Understanding Congress**
Key terms, strategies, and tactics to understand how Congress works. Identifying certain terms will assist in the preparation for future actions.
Speaker: Tim Reitz, Executive Director of House Freedom Caucus
- 2:30 – 3:00 pm** **Executive Time**
- 3:00 – 4:30 pm** **SESSION 2: Budget Process Class**
As conservatives seek to influence spending levels, knowing where to look and how to work is vital. Learn an overview of the President's Budget, the Congressional budget process, and how the two branches work together to set annual spending levels.
Speaker: Matt Dickerson, Director of Budget Policy at Economic Policy Innovation Center
- 4:30 – 5:30 pm** **SESSION 3: Understanding Artificial Intelligence**
What is artificial intelligence, how do these systems function, mistakes to avoid, and how can they be used to improve professional performance.
Speaker: Raphael Schreiber, Manager of the Conservative Partnership Academy
- 5:30 – 6:30 pm** **Executive Time**
- 6:30 – 8:00 pm** **Dinner & Session 4: Keynote Speaker: Navigating D.C.**
Navigating D.C. under a new administration—how leaders adapt, build influence, and drive policy in a shifting landscape.
Speaker: Mark Meadows, Senior Partner, Conservative Partnership Institute

Tuesday, April 15th:

- 8:00 – 9:00 am** **Breakfast Buffet**
- 9:00 – 11:00 am** **SESSION 5: Immigration Policy**

A detailed understanding of fallacies in today's immigration system, policy loopholes, and real world impacts on everyday Americans.

Speaker: Grant Newman, Immigration Accountability Project

11:00 - 11:30 am **Executive Time**

11:30 – 12:30 pm **Lunch & Session 6: Conservative Foreign Policy**

An introduction to foreign and defense policy from a conservative lens. Rightsizing American foreign policy is vital for American interests abroad.

Speaker: Reid Smith, Stand Together

12:30 – 3:00 pm **Executive Time**

3:00 – 4:00 pm **Session 7: Fundamentals of House and Senate Appropriations**

A summary of the appropriations process in the House and Senate. Learning how the development and execution of appropriations will advance conservative policy priorities.

Speaker: Travis Rowland, Director, Conservative Partnership Academy

4:00 – 4:30 pm **Executive Time**

4:30 – 5:30 pm **Session 8: Second Amendment Fundamentals Bootcamp**

The Second Amendment to the Constitution is vital to the Bill of Rights. Learn an overview of the Second Amendment, the key firearms laws currently in place, and how conservatives should be thinking through Second Amendment policy.

Speakers: James Holland, President, Conservative Partnership Campus

5:30 – 6:00 pm **Executive Time**

6:00 – 7:30 pm **Dinner and Session 9: Keynote Speaker: The Practice of Bold Leadership**

A former SEAL Team member shares insights on the key principles of effective leadership. Learn firsthand how top leaders make decisive choices, foster trust within their teams, and communicate with clarity and precision.

Speaker: Cameron Hamilton, former Navy SEAL

Wednesday, April 16th:

8:00 – 9:00 am **Breakfast & Check Out**

9:00 am **Travel from Cambridge, MD 21613**

11:30 am **Arrive at Washington, D.C. 20003**

Senate Invitees for CPI's Intrepidus Fellowship Symposium:

1. Nick Alexander, Office of Sen. Dan Sullivan
2. Janna Davis, Office of Sen. Josh Hawley
3. Layne Nichols, Office of Sen. Josh Hawley
4. Lauren Hickey, Office of Sen. ~~Mike Braun~~ Tommy Tuberville
5. Alexander Gage, Office of Sen. Mike Lee
6. Tim Kocher, Office of Sen. Ted Cruz
7. Roy Mathews, Office of Sen. Ted Cruz
8. Oriet Hemenway, Senate Committee on Homeland Security and Governmental Affairs



CONSERVATIVE PARTNERSHIP

ACADEMY



Dear Ms. Lauren Hickey,

The Conservative Partnership Academy, at the Conservative Partnership Institute, is pleased to officially invite you to the 2025 Intrepidus Fellowship Symposium on April 14-16, 2025.

We will provide you with further instructions and paperwork for the Senate ethics process.

We have attached the current draft agenda and look forward to a powerful few days of training and fellowship.

Thanks in advance!

Sincerely,

Raphael Schreiber
Manager, CP Academy