

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.

RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS

2026 JUN -5 PM 12:55

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):

United Nations Foundation

Travel Dates:

05/10/2026 to 05/11/2026

Name of accompanying family member (if any):**Relationship to Traveler:****Expenses**

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
\$847.24	\$281.00	\$208.87	\$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.

6/5/2026
Date

SAMUEL WEST
Printed Name of Traveler

Sam West
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.

6/5/26
Date

Bill Cassidy, M.D.
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	\$847.24	Costs were less than estimated.
Meals	\$208.87	Costs were more than estimated.
Misc. Expenses	\$29.87	Unexpected cost for tour of UNHQ.

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.

West, Samuel (Cassidy)

From: Bridget Dotson <BDotson@betterworldcampaign.org>
Sent: Wednesday, April 1, 2026 5:08 PM
To: West, Samuel (Cassidy)
Subject: Invitation: Learning Trip to United Nations Headquarters, May 10-11, 2026

Hi there Sam!

On behalf of the United Nations Foundation and the United Nations Association of the United States of America, I would like to extend an invitation for you to participate in a learning trip to **United Nations Headquarters in New York on Sunday, May 10 – Monday, May, 11, 2026.**

In case you are unfamiliar, the UN Foundation is a public charity that links the UN's work with others around the world, mobilizing the energy and expertise of policymakers, businesses, and NGOs to help the UN tackle global challenges. As part of our mission, we regularly organize learning trips to UN Headquarters for U.S. policymakers, offering an opportunity to learn about the UN firsthand and understand how smart U.S. investments in the UN system make America safer, stronger, and more prosperous.

This upcoming trip will provide a high-level overview on the UN's work across a number of critical issues, including UN reform, humanitarian assistance, peacekeeping, global health, and the UN's role in responding to escalating tensions in the Middle East. The delegation will meet with UN leaders and hopefully, the U.S. Mission to the UN.

The basic format of the trip is as follows: the delegation will take Amtrak to New York late Sunday afternoon. There will be a working dinner that evening. On Monday, we will participate in a series of meetings at UN Headquarters, where we will be briefed by senior officials from an assortment of UN agencies. We will then close the day with a working lunch, after which you will depart for Washington on an afternoon train.

The UN Foundation will arrange all transportation and accommodations, including one night's hotel stay, and ensure they comply with all House/Senate ethics regulations. **If you are interested in participating, please let us know by 9:00am on Wednesday, April 8, 2026.** We hope you will take this opportunity to learn more about the UN's work and look forward to your reply.

Best regards,

Bridget Dotson

Senior Associate, New Member Outreach, Advocacy
United Nations Foundation
1750 Pennsylvania Avenue NW, Suite 300
Washington, DC 20006
bdotson@unfoundation.org | C: (202)368-3468



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:

SAMUEL WEST

Employing Office/Committee:

CASSIDY, WILLIAM

Private Sponsor(s):

United Nations Foundation

Destination(s):

New York, New York

Travel Dates:

05/10/2026 to 05/11/2026

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 lead on global health and humanitarian assistance policies for Senator Cassidy. This trip meets with UN officials to discuss these policies and future opportunities to pursue US interests.

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.

4/13/2026
DateSam West
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)

Sen. Bill Cassidy

(Print Senator's/Officer's Name)

hereby authorize

Samuel West

(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)

4/13/2026
DateBill Cassidy, M.D.
Signature of Supervising Senator/Officer

United Nations Foundation: UN Foundation Learning Trip to UNHQ (May 2026)

SAMUEL WEST

Title:

None

Employing Office/Committee:

CASSIDY, WILLIAM

Duty Station:

WASHINGTON,DC

Destination(s):

New York, New York

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

I lead on global health and humanitarian assistance policies for Senator Cassidy. This trip meets with UN officials to discuss these policies and future opportunities to pursue US interests.

Name of accompanying family member (if any):

Not Entered

Name and Relationship to Traveler:

None

Organization Information

Organization Name

United Nations Foundation

§501(c)(3) Organization Type

Public Charity

Address 2 (Optional)**Phone Number**

(202) 887-9040

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

☒ Yes

☐ No

Address

1750 Pennsylvania Ave NW Suite 300

City, State Zip

Washington, District Of Columbia 20006 United States

Organization URL

History of Congressional Travel

UNF has been sponsoring both domestic and international congressional travel for more than 10 years to educate policymakers about the UN's work. In 2025, UNF organized congressional travel to Tajikistan, Indonesia, Ethiopia, the Philippines, and more.

Educational Activities

UNF regularly hosts/sponsors Capitol Hill briefings, forums, and related events to educate policymakers, businesses, NGOs, and the general public on the UN's role in advancing American interests abroad.

Lobbyist and Foreign Agent Registration Information

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

Signature Page

The signature page is below.

Purpose and Details

Provide a brief description of the trip.

This learning trip will provide congressional staff with a high-level overview on the UN's work across a number of topics, including political affairs, peacekeeping, global health, and more. The delegation will meet with various senior UN leaders and staff over the course of the trip.

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

The UN Foundation (UNF) works to educate all Americans, including the U.S. Congress, on the importance of a strong U.S.-UN relationship. This learning trip provides an opportunity for congressional staff to better understand how U.S. leadership in the UN system impacts the UN's work across a number of topics, including political affairs, peacekeeping, global health, and more.

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

- i Members and staff from the House of Representatives **will** receive invitations.

The list of invitees is below.

Travel Details

Trip Start Date/Time:
05/10/2026 @ 02:31 PM

Trip End Date/Time:
05/11/2026 @ 05:53 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: \$912.00 | Accompanying Family Member: \$0.00)

Transportation Type	Class	Amount
Ground Transportation	N/A	\$465.00
Note Ground transport during duration of the trip.		
Train	Coach	\$235.00
Note One way Northeast Regional from Washington to NY.		
Train	Business	\$212.00
Note One way Acela from NY to Washington.		

Lodging (Per Member/Officer/Employee: \$281.00)

Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
05/10/2026	05/11/2026	Westin Grand Central	New York	New York	United States	1	\$281.00	No

Meals (Per Member/Officer/Employee: \$138.00)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
05/10/2026	\$0.00	\$0.00	\$69.00	\$0.00	\$69.00	New York	New York	United States	No
05/11/2026	\$23.00	\$46.00	\$0.00	\$0.00	\$69.00	New York	New York	United States	No

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

Expense Type	Amount	Notes
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: UN Foundation Learning Trip to UNHQ (May 2026)
Travel Date(s): May 10-11, 2026
Travel Destination(s): New York, New York

Sponsor: United Nations Foundation

Peter Yeo

(printed name of sponsor representative)

Senior Vice President

(title)



(signature of sponsor representative)

(date)

UN Foundation Learning Trip to UN Headquarters (May 10-11, 2026)

Abby Avery, Foreign Policy Legislative Assistant
Sen. Katie Britt

Max Undeland, Foreign Policy Legislative Assistant
Sen. John Boozman

Jose Villalvazo, Foreign Policy Legislative Assistant
Sen. Alex Padilla

Ryan Walsh, Foreign Policy Legislative Assistant
Sen. Christopher Murphy

Vidya Neelakantan, Foreign Policy Legislative Assistant
Sen. Chris Coons

Gianmarco Herrera, Legislative Correspondent
Sen. Ashley Moody

Paul Bonicelli, Foreign Policy Legislative Assistant
Sen. Rick Scott

Zachary Hosford, National Security Advisor
Sen. Brian Schatz

Chris Homan, Foreign Policy Legislative Assistant
Sen. Richard Durbin

Grace Cason, Foreign Policy Legislative Assistant
Sen. Tammy Duckworth

Lucy Hulet, Foreign Policy Legislative Assistant
Sen. Jerry Moran

Anna Schaftel, Foreign Policy Legislative Assistant
Sen. Mitch McConnell

Evan Ward, Foreign Policy Legislative Assistant
Sen. Rand Paul

Samuel West, Senior Health Policy Advisor
Sen. Bill Cassidy

Molly Cole, Foreign Policy Legislative Assistant
Sen. Chris Van Hollen

Andrew Pantino, Foreign Policy Legislative Assistant
Sen. Pete Ricketts

Maia Round, Foreign Policy Legislative Assistant
Sen. Jeanne Shaheen

Tyle Goldstein, Foreign Policy Legislative Assistant
Sen. Jacky Rosen

Marcos Ibarra, Foreign Policy Legislative Assistant
Sen. Catherine Cortez Masto

Conor Donlevy, Foreign Policy Legislative Assistant
Sen. Jeff Merkley

Laura Atcheson, Foreign Policy Legislative Assistant
Sen. Dave McCormick

Ryan Geary, Foreign Policy Legislative Assistant
Sen. Lindsey Graham

Michael Manucy, Foreign Policy Legislative Assistant
Sen. Bill Hagerty

Robert Zarate, National Security Advisor
Sen. Bill Hagerty

Phil Breuder, Foreign Policy Legislative Assistant
Sen. John Cornyn

Brett Bauman, Legislative Assistant
Sen. John Cornyn

Madison Sparber, Foreign Policy Legislative Assistant
Sen. Ted Cruz

Troy Dougall, Foreign Policy Legislative Assistant
Sen. John Curtis

Radhika Prahbu, Foreign Policy Legislative Assistant
Sen. Tim Kaine

Tiffany Mortimore, Foreign Policy Legislative Assistant
Sen. John Barrasso

**UNF Congressional Learning Trip to United Nations Headquarters****May 10-11, 2026****Sunday, May 10**

2:31pm – 6:02pm 156 Northeast Regional to Moynihan Train Hall at Penn Station (NYP)

Location: Washington Union Station

6:02pm – 6:35pm Transit via hired shuttle to Westin New York Grand Central
Pick up: 31st Street

6:35pm Arrive at Westin New York Grand Central

6:35pm – 6:45pm Executive Time

6:45pm – 7:00pm Transfer via foot to The Capital Grille

7:00pm – 9:00pm **Working Dinner with Nikki Ganz, Chief Middle East Division, UN Department of Political and Peacebuilding Affairs**

The delegation will meet with a senior leader from the UN Department of Political and Peacebuilding Affairs to better understand how the UN is monitoring global political developments in the Middle East and providing support to the Secretary-General, Special Envoys, and UN political missions deployed to help defuse crises and promote lasting solutions to conflict.

Location: The Capital Grille, 200 Park Avenue

9:00pm – 9:05pm Transfer via foot to hotel

Overnight Westin New York Grand Central
212 E. 42nd St, New York, NY 10017

Monday, May 11

7:45am – 8:00am Checkout of hotel. Leave luggage with porter.

8:00am – 9:00am **Working Breakfast with Lt. General Cheryl Pierce, Military Advisor, Under Secretary General for Peace Operations**

The delegation will meet with the Office of the Under-Secretary-General, Department of Peace Operations, to learn about the UN's efforts to build and sustain peace in countries emerging from conflict.

Location: Westin New York Grand Central

9:00am – 9:30am Transit via foot to UN Headquarters / Entry

9:30am – 10:15am **Meeting with Lucia Elmi, Global Director, UNICEF Office of Emergency Programmes; Mandeep O'Brien, Global Director of Public Partnerships, UNICEF; and Paul Skoczylas, World Food Programme (WFP) New York Office**

The delegation will meet with senior leaders from UNICEF and WFP to learn how the UN is delivering lifesaving humanitarian assistance in Syria, Haiti, Sudan, Ukraine, and other complex, challenging environments.

Location: UN Headquarters, Delegates Dining Room, PDR 2&3

10:15am – 10:45am **Meeting with Michel Saad, Deputy Director, Crisis Response Division and Head of Middle East and North Africa Branch, UN Office for the Coordination of Humanitarian Affairs (OCHA)**

The delegation will meet with Michel Saad, Deputy Director, Crisis Response Division, to discuss how OCHA is working with partners and member states to coordinate the effective delivery of humanitarian assistance across multiple protracted and emerging crises.

Location: UN Headquarters, Delegates Dining Room, PDR 2&3

10:45am – 11:00am Transit to UN General Assembly Hall

11:00am – 11:45am **Expert-Guided Tour of UN Security Council Chamber and United Nations General Assembly Hall**

The delegation will receive an expert guided tour of the UN Security Council Chamber and UN General Assembly Hall (meetings permitted), highlighting the history, functions, and impact of each body.

11:45am – 12:45pm **Working Lunch with Ursula Wynhoven, Director and Representative to the United Nations, International Telecommunications Union (ITU); Werner H. Obermeyer, Director, World Health Organization (WHO) Office at the United Nations**

The delegation will have a working lunch with senior officials from ITU and WHO to discuss key challenges facing each organization and the importance of U.S. engagement.

Location: UN Headquarters, Delegates Dining Room, PDR 2&3

12:45pm – 1:10pm Transit via foot to U.S. Mission to the United Nations / Entry

1:10pm – 2:00 pm **Meeting with Ambassador Jeff Bartos, U.S. Representative for UN Management and Reform, U.S. Mission to the United Nations**

The delegation will meet with Amb. Jeff Bartos, U.S. Representative for UN Management and Reform, to discuss ongoing UN reform efforts and the importance of U.S. leadership.

Location: U.S. Mission to the United Nations

2:00pm – 2:45pm Transit via hired shuttle to Moynihan Train Hall at Penn Station (NYP)

2:45pm Arrive Moynihan Train Hall at Penn Station (NYP)

2:45pm – 3:00pm Prepare for departure

3:00pm – 6:02pm Amtrak Acela #2163 to Washington Union Station

5:53pm Arrive Washington Union Station