

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 APR 24 PM 2:45

Date/Time Stamp

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:
04/06/2026 to 04/09/2026

Name of accompanying family member (if any):

Relationship to Traveler:

Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
\$0.00	\$297.00	\$182.00	\$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.

4/21/26

Date

LAUREN WILLARDSON
Printed Name of Traveler

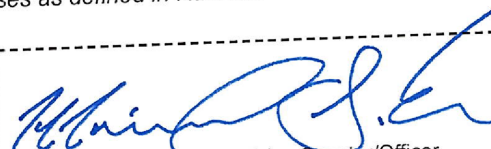

Signature of Traveler

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

4/21/26

Date


Signature of Supervising Senator/Officer

ATTACHMENT 1 – CHANGES FROM APPROVED PRE-TRAVEL

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

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

☒ Yes ☐ No

Expense Change	Revised Amount	Explanation
Transportation	\$0.00	Lauren Willardson was only unable to attend the first session "The Landscape of the Conservative Movement" and she drove herself to and from Camp Rydin and therefore no transportation costs apply to this staffer.

Were there any changes to the pre-approved itinerary?

☒ Yes ☐ No

Explanation: Knox Williams replaced the original speaker for Session 3: History of Conservative Second Amendment Policy on Capitol Hill

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

☐ Yes ☒ No

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

Dear Emerging Leader,

Thank you for your interest in attending our Emerging Leaders retreat this past October. We were disappointed to postpone due to the shutdown, but we are excited to share new details

Dates: Thursday, March 12 - Friday, March 13

Location: Chesapeake Bay, Maryland

The schedule will be largely similar to the original plan, and we wanted to give you first opportunity to RSVP for these revised dates.

We understand these dates may be challenging for those in the Senate, but given the 2026 House and Senate calendar, options were limited. We truly hope you'll still be able to join us!

Please let me know if these new dates work for you, or if you have any questions.

Best,
Claire

Claire Claudy

Government Relations Coordinator
The Heritage Foundation
14 Massachusetts Avenue, NE
Washington, DC 20002
202-638-6271

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

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

3/4/26

10:40 am

Name of Traveler:

LAUREN WILLARDSON

Employing Office/Committee:

LEE, MIKE

Private Sponsor(s):

Conservative Partnership Institute

Destination(s):

Cambridge, Maryland

Travel Dates:

04/06/2026 to 04/09/2026

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.

This trip will help teach me more about Senate rules, conservative policy history, and legislative process for my role as a legislative correspondent.

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.

3/4/26

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)

I

Senator Lee

(Print Senator's/Officer's Name)

hereby authorize

Lauren Willardson

(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)

3/4/26

Date



Signature of Supervising Senator/Officer

Conservative Partnership Institute: Conservative Partnership Institute Intrepidus Fellowship Symposium

LAUREN WILLARDSON

Title:

None

Employing Office/Committee:

LEE, MIKE

Duty Station:

WASHINGTON, DC

Destination(s):

Cambridge, Maryland

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

This trip will help teach me more about Senate rules, conservative policy history, and legislative process for my role as a legislative correspondent.

Name of accompanying family member (if any):

Not Entered

Name and Relationship to Traveler:

None

Organization Information**Organization Name**

Conservative Partnership Institute

§501(c)(3) Organization Type

Public Charity

Address 2 (Optional)**Phone Number**

2028162353

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

Yes



No

Address

300 Independence Ave SE

City, State Zip

Washington, District Of Columbia 20003 United States

Organization URL

History of Congressional Travel

The Conservative Partnership Institute (CPI) has regularly sponsored retreats for congressional staff at its lodge in Cambridge, MD. CPI recently sponsored travel for congressional staffers to the lodge for their participation in the Magnus, Veritas, and Intrepidus Fellowship retreats in the spring and early summer of 2025. These trips provided congressional office staff with the opportunity to engage with and learn from seasoned leaders and professionals and to be informed on issues, policy, and skills related to their positions.

Educational Activities

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: *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.

CPI is hosting its class of 2026 Intrepidus Fellows for a symposium on practical and historical knowledge of public policy issues, Congressional procedure, and legislative operations.

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

The Conservative Partnership Institute's mission includes educating and training Members of Congress, congressional staff, conservative leaders and activists to enhance their ability to articulate and advance conservative principles and to become more effective public servants and citizens. The retreat offers an opportunity to educate and train congressional legislative staff about policy and legislative operations and to assist them in succeeding in their roles as legislative 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

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

The list of invitees is below.

Travel Details

Trip Start Date/Time:
04/06/2026 @ 12:00 PM

Trip End Date/Time:
04/09/2026 @ 10:30 AM

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: \$100.00 | Accompanying Family Member: \$0.00)

Transportation Type	Class	Amount
Ground Transportation	Coach	\$100.00

Note

round trip, CPI owned shuttle buses

Lodging (Per Member/Officer/Employee: \$297.00)

Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
04/06/2026	04/09/2026	Camp Rydin	Cambridge	Maryland	United States	3	\$99.00	No

Meals (Per Member/Officer/Employee: \$182.00)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
04/06/2026	\$0.00	\$0.00	\$44.00	\$0.00	\$44.00	Cambridge	Maryland	United States	No
04/07/2026	\$10.00	\$10.00	\$44.00	\$0.00	\$64.00	Cambridge	Maryland	United States	No
04/08/2026	\$10.00	\$10.00	\$44.00	\$0.00	\$64.00	Cambridge	Maryland	United States	No
04/09/2026	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00	Cambridge	Maryland	United States	No

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

Expense Type	Amount	Notes
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There are no miscellaneous expenses.

Additional Attachments

Document Name

There are no additional attachments.

PRIVATELY SPONSORED TRAVEL

SPONSOR SIGNATURE PAGE

I hereby certify that the information submitted in connection with the trip listed below is true, complete, and correct to the best of my knowledge and belief.

Trip Name: Conservative Partnership Institute Intrepidus Symposium

Travel Date(s): April 6 - April 9, 2026

Travel Destination(s): Cambridge, M.D.

Sponsor: ConservativePartnershipInstitute

Ed Corrigan

(printed name of sponsor representative)

President and CEO

(title)

Ed Corrigan

(signature of sponsor representative)

2/26/26

(date)

1. George Gould – Legislative Correspondent, Sen. Mike Lee (Invited as a Congressional staffer with interest in improving Congressional legislative strategy)
2. Anthony Castronovo – Legislative Aide, Sen. Cynthia Lummis (Invited as a Congressional staffer with interest in improving Congressional legislative strategy)
3. Mary Evans – Legislative Assistant, Sen. Mike Lee (Invited as a Congressional staffer with interest in improving Congressional legislative strategy)
4. Patrick Humphrey – Legislative Assistant, Sen. Ron Johnson (Invited as a Congressional staffer with interest in improving Congressional legislative strategy)
5. Erin Drummy – Policy Advisor, Senate Steering Committee (Invited as a Congressional staffer with interest in improving Congressional legislative strategy)
6. Lauren Willardson – Legislative Correspondent, Senator Mike Lee (Invited as a Congressional staffer with interest in improving Congressional legislative strategy)

**Conservative Partnership Institute's (CPI)
Intrepidus Fellowship Symposium
April, 6-9, 2026**

Date: Monday, April 6, 2026

- 12:00 pm** **Depart from Washington, D.C. 20003**
- 1:30 pm** **Arrive at Cambridge, MD 21613**
- 1:30 - 3:00 pm** **Check-in and Orientation**
- 3:00 - 5:00 pm** **SESSION 1: The Landscape of the Conservative Movement**
This informative lecture gives a historical overview of the people, events, and actions that have shaped the conservative movement, and gives an overview of the current organizations that comprise the conservative movement and what functions they play in policymaking in order to help attendees be more familiar with the historical and current landscape of a policy movement.
Speaker: Ed Corrigan, President and CEO, Conservative Partnership Institute
- 5:00 - 5:30 pm** **Executive Time**
- 5:30 - 7:30 pm** **Dinner and Keynote Speaker: Understanding Congress**
This session goes through the key terms, legislative procedures, and strategies to know in order to fully understand how Congress works. Identifying terms and common legislative procedures and tactics will assist the attendees in the preparation for future congressional action.
Speaker: Ed Corrigan, President and CEO, Conservative Partnership Institute

Date: Tuesday, April 7, 2026

- 8:00 - 9:00 am** **Breakfast Buffet**
- 9:00 - 11:00 am** **SESSION 2: History of Conservative Immigration Policy on Capitol Hill**
This session provides an overview of America's immigration system, key immigration laws, and how key conservative thinkers view immigration policy.
Speaker: Rosemary Jenks, Policy Director, and Grant Newman, Director of Government Relations, Immigration Accountability Project
- 11:00 - 11:30 am** **Executive Time**
- 11:30 - 1:00 pm** **Lunch & Keynote Speaker : History of Conservative Healthcare Policy**
Healthcare policy in the United States is complicated. This session provides an overview of healthcare policy in the United States, key conservative thinkers' efforts, and conservative efforts to reform it.

Speaker: Ryan Long, Director of Congressional Relations & Senior Research Fellow, Paragon Health Institute

1:00 – 3:00 pm **Executive Time**

3:00 – 5:00 pm **Session 3: History of Conservative Second Amendment Policy on Capitol Hill**
The Second Amendment to the Constitution is vital to the Bill of Rights. This session provides an overview of the Second Amendment, the key firearm laws currently in place, and how conservatives consider Second Amendment policy.
Speaker: Knox Williams, Co-Founder of The Cylinder, and Executive Director of the American Suppressor Association

5:00 – 6:00 pm **Executive Time**

6:00 – 8:00 pm **Dinner & Keynote Speaker: Rise of the Surveillance State**
DHS, TSA, NCTC, ODNI, NSD are all creations of the post 9/11 world. Fellows will look at the rise of post-9/11 federal powers and how the addition of these agencies fundamentally altered the relationship between Americans and their government.
Speaker: Mike Benz, Executive Director, Foundation for Freedom Online

Date: Wednesday, April 8, 2026

8:00 – 9:00 am **Breakfast Buffet**

9:00 – 11:00 am **Session 4: The History of Budget and Appropriations Process**
Article 1, Section 8 of the U.S. Constitution is the cornerstone of congressional tax and spending powers. Fellows will review key budget and appropriations laws, how they developed, and key areas where conservatives have exercised influence.
Speakers: Brittany Madni, Executive Vice President, Economic Policy Innovation Center

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

11:30 - 1:00 pm **Lunch & Keynote Speaker: History of the Pro-Life Movement**
This session will cover the pro-life movement before and after the overturning of Roe V. Wade. Fellows will review key laws, and the Members of Congress and activists that played a part in shaping the pro-life movement today.
Speakers: Tom McClusky, Principal, Green Light Strategies

1:00 - 3:00 pm **Executive Time**

3:00 – 5:00 pm **Session 5: Philosophical Basis of the Conservative Movement**
Understanding the principles, ideas, and foundations of the conservative movement.
Speaker: Nathan Pinkoski, Senior Fellow, Center for Renewing America

5:00 – 6:00 pm Executive Time

6:00 – 7:30 pm Dinner & Keynote Speaker: History of the Administrative State
Often described as the Fourth Branch of government, this discussion will center around the size, growth, power, and complexity of the administrative state.
Speakers: Nathan Pinkoski, Senior Fellow, Center for Renewing America

Date: Thursday, April 9, 2026

8:00 – 9:00 am Breakfast & Check Out

9:00 am Depart from Cambridge, MD 21613

10:30 am Arrive in Washington, D.C. 20003