RE-2 Employee Post Travel Disclosure of Travel Expenses

Date/Time Stamp

RECEIVED
SECRETARY OF THE SENATE
2026 JAN -5 PM 5:06

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):
United Nations Foundation

Travel Dates:
12/04/2025 to 12/07/2025

Name of accompanying family member (if any):

Relationship to Traveler:

Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
$735.04	$599.00	$238.40	$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.

01/05/2026
Date

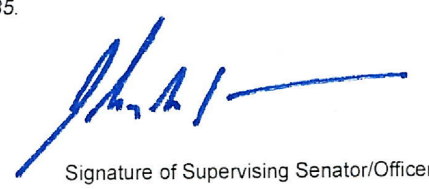
Olivia Kirk
Printed Name of Traveler


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.

01/05/2026
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
Lodging	$599.00	Due to a miscommunication with the hotel, the actual lodging rate was $599 per night rather than the anticipated $342 GSA per diem rate. Although the selected hotel has honored the government rate for all previous UN Foundation learning trips, it was unable to do so this time because of uniquely high seasonal demand. Unfortunately, this change was not communicated to management in advance, resulting in the unexpected increase in cost.
Meals	$238.40	Final cost.
Transportation	$735.04	Final cost, including train and shared local transport.

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.

UNITED NATIONS FOUNDATION

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Kofi Annan
GHANA

October 21, 2025

Olivia Kirk
The Office of Senator John Curtis
502 Hart Senate Office Building
Washington, DC 20515

Dear Olivia,

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 Thursday, December 4 – Friday, December 5, 2025.**

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, and global health. The delegation will meet with UN leaders and, pending confirmation, 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 Thursday afternoon. There will be a working dinner that evening. On Friday, 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 Senate ethics regulations. **If you interested in participating, please let us know by FRIDAY, OCTOBER 31.** We hope you will take this opportunity to learn more about the UN's work and look forward to your reply.

Sincerely yours,

Peter Yeo
Senior Vice President

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:
Olivia Kirk

Employing Office/Committee:
CURTIS, JOHN

Private Sponsor(s):
United Nations Foundation

Destination(s):
New York, New York

Travel Dates:
12/04/2025 to 12/05/2025
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.

Traveling on behalf of my boss to understand how the United Nations and United Nations Foundation delivers value for the United States.

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.

11/04/25
Date

Olivia Kirk
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 JOHN CURTIS
(Print Senator's/Officer's Name)

hereby authorize OLIVIA S. KIRK
(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)

NOVEMBER 4, 2025
Date

Signature of Supervising Senator/Officer

United Nations Foundation: UN Foundation Learning Trip to UNHQ (Dec. 4-5, 2025)

Olivia Kirk

Title:
Foreign Policy Aide

Employing Office/Committee:
CURTIS, JOHN

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:

As a foreign policy aide, I am seeking a deeper understanding of the United Nations organization and United Nations Foundation, and how they deliver value for the United States--specially through humanitarian aid.

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

Name and Relationship to Traveler:
None

Organization Information

Organization Name
United Nations Foundation

Is your organization classified as a §501(c)(3)?
Yes No

§501(c)(3) Organization Type
N/A

Address
1750 Pennsylvania Ave NW Suite 300

Address 2 (Optional)
None

City, State Zip
Washington, District Of Columbia 20006 United States

Phone Number
(202) 887-9040

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 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.

This learning trip will provide congressional staff with a high-level overview on the UN's work across a number of critical issues, including UN reform, humanitarian assistance, peacekeeping, and global health. The delegation will meet with UN leaders and, pending confirmation, the U.S. Mission to the UN. The delegation will take Amtrak to New York late Thursday afternoon and attend a working dinner that evening. On Friday, the delegation will participate in a series of meetings at UN Headquarters, where the delegation will be briefed by senior officials from an assortment of UN agencies. The delegation will then close the day with a working lunch, after which staff will depart for Washington on an afternoon train.

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 critical issues, including UN reform, humanitarian assistance, peacekeeping, and global health.

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:
12/04/2025 @ 02:50 PM

Trip End Date/Time:
12/07/2025 @ 01:24 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: $776.00 | Accompanying Family Member: $0.00)

Transportation Type	Class	Amount
Ground Transportation	N/A	$100.00
Note Cost per traveler for rented shuttle to/from NY Penn Station.		
Train	Business	$676.00
Note Roundtrip Acela train from DC to NY.		

Lodging (Per Member/Officer/Employee: $342.00)

Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
12/04/2025	12/05/2025	Westin Grand Central	New York	New York	United States	1	$342.00	No

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

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
12/04/2025	$0.00	$0.00	$69.00	$0.00	**$69.00**	New York	New York	United States	No
12/05/2025	$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 UN Headquarters

Travel Date(s): Dec. 4-5, 2025

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)

Nov. 3, 2025 — *(date)*

Abby Avery, Foreign Policy Legislative Assistant
Sen. Katie Britt (R-AL)

Cody Garner, Foreign Policy Legislative Assistant
Sen. John Boozman (R-AR)

Jessica Elledge, Foreign Policy Advisor
Sen. Christopher S. Murphy (D-CT)

Margaret Flynn Sapia, Foreign Policy Legislative Assistant
Sen. Chris Coons (D-DE)

Paul Bonicelli, Foreign Policy Legislative Assistant
Sen. Rick Scott (R-FL)

Zachary Hosford, Foreign Policy Legislative Assistant
Sen. Brian Schatz (D-HI)

Chris Socha, Foreign Policy Advisor
Sen. Jim Risch (R-ID)

Chris Homan, Foreign Policy Advisor
Sen. Richard J. Durbin (D-IL)

Riley Foti, Legislative Assistant
Sen. Richard J. Durbin (D-IL)

Grace Cason, Foreign Policy Legislative Assistant
Sen. Tammy Duckworth (D-IL)

Lucy Hulet, Foreign Policy Legislative Assistant
Sen. Jerry Moran (R-KS)

Anna Schaftel, Foreign Policy Legislative Assistant
Sen. Mitch McConnell (R-KY)

Molly Cole, Foreign Policy Legislative Assistant
Sen. Chris Van Hollen (D-MD)

Maiesha Hossain, Foreign Policy & Defense Legislative Correspondent
Sen. Chris Van Hollen (D-MD)

Daniel Gerig, Foreign Policy Legislative Assistant
Sen. Steve Daines (R-MT)

Andrew Pantino, Foreign Policy Legislative Assistant
Sen. Pete Ricketts (R-NE)

Maia Round, Foreign Policy Legislative Assistant
Sen. Jeanne Shaheen (D-NH)

Samantha Schifrin, Foreign Policy Advisor
Sen. Cory Booker (D-NJ)

Liz Leibowitz, Senior Foreign Policy and National Security Advisor
Sen. Jacky Rosen (D-NV)

Joe DeFer, Foreign Policy Legislative Assistant
Sen. Markwayne Mullin (R-OK)

Ausan Al-Eryani, Foreign Policy Advisor
Sen. Jeff Merkley (D-OR)

Conor Donlevy, Legislative Correspondent
Sen. Jeff Merkley (D-OR)

Laura Atcheson, Foreign Policy Legislative Assistant
Sen. Dave McCormick (R-PA)

Ryan Geary, Foreign Policy Legislative Assistant
Sen. Lindsey Graham (R-SC)

Michael Manucy, Foreign Policy Legislative Assistant
Sen. Bill Hagerty (R-TN)

Phil Breuder, Foreign Policy Legislative Assistant
Sen. John Cornyn (R-TX)

Madison Sparber, Foreign Policy Legislative Assistant
Sen. Ted Cruz (R-TX)

Troy Dougall, Foreign Policy Legislative Assistant
Sen. John Curtis (R-UT)

Olivia Kirk, Foreign Policy Aide
Sen. John Curtis (R-UT)

Karina Mariotti, Foreign Policy Legislative Assistant
Sen. Mike Lee (R-UT)

Nick Barbash, Legislative Director
Sen. Tim Kaine (D-VA)

Tiffany Mortimore, Foreign Policy Legislative Assistant
Sen. John Barrasso (R-WY)

Sascha Glaeser, Foreign Policy Legislative Assistant
Sen. Rand Paul (R-KY)

UNITED NATIONS FOUNDATION

UNF Congressional Learning Trip to United Nations Headquarters

--- FOR OLIVIA KIRK ---

December 4-5, 2025

Thursday, December 4

2:50pm – 5:48pm	Amtrak Acela 2179 to Moynihan Train Hall at Penn Station (NYP) *Location: Washington Union Station*
5:48pm – 6:45pm	Transit via hired shuttle to Westin New York Grand Central *Pick up: 31st Street*
6:45pm	Arrive at Westin New York Grand Central
6:45pm – 7:45pm	Executive Time
7:45pm – 8:00pm	Transfer via foot to The Capital Grille
8:00pm – 9:30pm	**Working Dinner with Stéphane Dujarric, Spokesperson for the Secretary-General of the United Nations; Robert Skinner, Chief of Partnerships and Global Engagement, United Nations; and Will Davis, Director of the United Nations in Washington** The delegation will have a working dinner with Stéphane Dujarric, Spokesperson for the Secretary-General of the United Nations; Robert Skinner, Chief of Partnerships and Global Engagement, United Nations; and Will Davis, Director of the UN in Washington to discuss UN80 reform efforts and other relevant recent developments in the U.S.-UN relationship and the importance of U.S. leadership in the UN system. *Location: The Capital Grille, 200 Park Avenue*
9:30pm – 9:40pm	Transfer via foot to hotel
Overnight	Westin New York Grand Central 212 E. 42nd St, New York, NY 10017

Friday, December 5

8:00am – 9:00am	**Working Breakfast with Ignacio Saez-Benito, Deputy Chief, Americas**

Division, UN Department of Political and Peacebuilding Affairs and Niki Ganz, Deputy Chief, Middle East Division, UN Department of Political and Peacebuilding Affairs

The delegation will meet with two senior leaders from the UN Department of Political and Peacebuilding Affairs to better understand how the UN is monitoring global political developments in Haiti and 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: 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 Ally Raza Qureshi, Director, World Food Programme (WFP) New York Office**

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

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

10:15am – 11:00am **Meeting with Lisa Doughten, Director, Financing and Partnerships, UN Office for the Coordination of Humanitarian Affairs (OCHA)**

The delegation will meet with Lisa Doughten, Director, Financing and Partnerships 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

11:00am – 11:05am Break

11:05am – 11:45am **Meeting with Brooke Shawn, Political Affairs Officer, Office of the Under-Secretary-General of the Department of Peace Operations**

The delegation will meet with Brooke Shawn, Political Affairs Officer, 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: UN Headquarters, Delegates Dining Room, PDR 2&3

11:45am – 12:00pm Break

12:00pm – 1:15pm **Working Lunch with Ursula Wynhoven, Director and Representative to the United Nations, International Telecommunications Union (ITU); Michael Gill, Director, Legal Affairs & External Relations Bureau, International Civil Aviation Organization (ICAO); and 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, ICAO, and WHO to discuss key challenges facing each organization and the importance of U.S. engagement.

1:15pm – 2:00pm **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.

--- OFFICIAL PROGRAMMING ENDS ---

Saturday, December 6

9:47am – 1:24pm Amtrak Northeast Regional 143 to Washington Union Station

Location: Moynihan Train Hall at Penn Station