



U.S. House of Representatives

# COMMITTEE ON ETHICS

## Member / Officer Post-Travel Disclosure Form

Original  Amendment

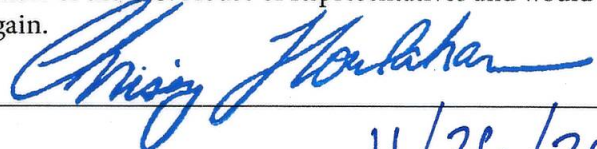
This form is for disclosing the receipt of travel expenses from a private source for travel taken in connection with a Member or officer's official duties. This form does not eliminate the need to report privately-funded travel on the Member or officer's annual *Financial Disclosure Statement*. In accordance with House Rule 25, clause 5, **you must complete this form and file it with the Clerk of the House, B-81 Cannon House Office Building, within 15 days after travel is completed.** Please **do not** file this form with the Committee on Ethics.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Name of Traveler: Chrissy Houlahan
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR** None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 20191115 Return: 20191116  
 b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR** None
4. Departure City: Washington, D.C. Destination: Baltimore, MD Return City: Washington, D.C.
5. Sponsor(s), Who Paid for the Trip: With Honor Action
6. Describe Meetings and Events Attended (attach additional pages if necessary): With Honor Action convened the symposium as an opportunity to bring together people from across the country and political spectrum who believe in the common mission to help fix our broken civic dialogue with a day of programming that will help all attendees better understand the challenges our country faces and the opportunities ahead for b
7. Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box*:
  - a.  a completed *Sponsor Post-Travel Disclosure Form*;
  - b.  the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Grantmaking or Non-Grantmaking Sponsor Forms*;
  - c.  page 2 of the completed *Traveler Form* submitted by the Member or officer; **and**
  - d.  the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. **Signify statement is true by checking the box:**   
 b. If not, explain: \_\_\_\_\_

LEGISLATIVE RESOURCE CENTER  
2019 NOV 26 PM 4:24  
OFFICE OF THE CLERK  
U.S. HOUSE OF REPRESENTATIVES

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge. I have determined that all of the expenses on the attached *Sponsor Post-Travel Disclosure Form* were necessary and that the travel was in connection with my duties as a Member or officer of the U.S. House of Representatives and would not create the appearance that I am using public office for private gain.

Member / Officer Signature:   
Date: 11/26/2019



U.S. House of Representatives

# COMMITTEE ON ETHICS

## Sponsor Post-Travel Disclosure Form

Original  Amendment

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. **A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within ten days of their return.** You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

- Sponsor(s) who paid for the trip: With Honor Action
- Travel Destination(s): Sagamore Pendry, Baltimore, MD
- Date of Departure: 20191115 Date of Return: 20191116
- Name(s) of Traveler(s): Chrissy Houlahan

*Note:* You may list more than one traveler on a form only if *all* information is *identical* for each person listed.

- Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler		\$270	\$93 for food and beverage	N/A
Accompanying Family Member				

- All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. *Signify statement is true by checking box:*

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

Signature: Thomas Leonard Date: 25 November 2019

Name: Thomas Leonard Title: Chief Operating Officer

Organization: With Honor Action

*I am an officer of the above-named organization. Signify statement is true by checking box:*

Address: P.O. Box 1115, Alexandria, VA 22313

Telephone: 877-782-6691 Email: leonard@withhonor.org

*Committee staff may contact the above-named individual if additional information is required.*

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.



U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Chrissy Houlahan
2. Sponsor(s) who will be paying for the trip: With Honor Action
3. City and State **OR** Foreign Country of Travel : Baltimore, MD
4. a. Date of Departure: 11/15/2019 Date of Return: 11/16/2019  
 b. Will you be extending the trip at your personal expense?  Yes  No  
 If yes, list dates at personal expense: \_\_\_\_\_
5. a. Will you be accompanied by a family member at the sponsor's expense?  Yes  No If yes:  
 (1) Name of Accompanying Family Member: Bart Houlahan  
 (2) Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_  
 (3) Accompanying Family Member is at least 18 years of age:  Yes  No
6. a. Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?  Yes  No  
 b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:  
N/A
7. *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms:  Yes  No  
 NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. **Staff should include their job title and how the activities on the itinerary relate to their duties.**  
With Honor Action is convening its inaugural symposium on veteran leadership as an opportunity to bring people together who believe in the common mission to help fix our broken civic dialogue with a day of programming to help attendees better understand the challenges our country faces and the opportunities.
9. **Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?**  Yes  No
10. For staff travelers, to be completed by your employing Member:

### ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member \_\_\_\_\_ Date \_\_\_\_\_



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# COMMITTEE ON ETHICS

## Primary Trip Sponsor Form

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* **at least 30 days before the start date of the trip**. The trip sponsor should *NOT* submit the form directly to the Committee. The Committee website ([ethics.house.gov](http://ethics.house.gov)) provides detailed instructions for filling out the form.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.**

1. Sponsor who will be paying for the trip: With Honor Action
2. I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. Signify that the statement is true by checking box:
3. **Check only one.** I represent that:
  - a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip:  **OR**
  - b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds:  **OR**
  - c. The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.   
If "c" is checked, list the names of the additional sponsors: \_\_\_\_\_
4. Provide names and titles of **ALL** House Members *and* employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary): see attachment
5. Is travel being offered to an accompanying family member of the House invitee(s)?  Yes  No
6. Date of Departure: 11/15/2019 Date of Return: 11/16/2019
7.
  - a. City of departure: Washington, D.C.
  - b. Destination(s): Baltimore, MD
  - c. City of return: Washington, D.C.
8. **Check only one.** I represent that:
  - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965:  **OR**
  - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent:  **OR**
  - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.
9. **Check only one of the following:**
  - a. I checked 8(a) or (b) above:
  - b. I checked 8(c) above but am not offering any lodging:
  - c. I checked 8(c) above and am offering lodging and meals for one night:  **OR**
  - d. I checked 8(c) above and am offering lodging and meals for two nights:  If you checked this box, explain why the second night of lodging is warranted: \_\_\_\_\_



U.S. House of Representatives

# COMMITTEE ON ETHICS

10. Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box:*
11. **Check only one of the following:**
- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box:*  **OR**
- b. *Not Applicable.* Trip sponsor is a U.S. institution of higher education:
12. For **each** sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip **and** its role in organizing and/or conducting the trip:  
 see attachment  
 \_\_\_\_\_  
 \_\_\_\_\_
13. **Answer parts a and b. Answer part c if necessary:**
- a. Mode of travel: Air  Rail  Bus  Car  Other  (specify: \_\_\_\_\_)
- b. Class of travel: Coach  Business  First  Charter  Other  (specify: \_\_\_\_\_)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:  
 \_\_\_\_\_  
 \_\_\_\_\_
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking box:*
15. **Check only one.** I represent that either:
- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees:  **OR**
- b. The trip involves events that are arranged specifically *with regard* to congressional participation:
- If "b" is checked:
- 1) Detail the cost *per day* of meals (approximate cost may be provided): \_\_\_\_\_  
 \_\_\_\_\_
- 2) Provide the reason for selecting the location of the event or trip: \_\_\_\_\_  
 \_\_\_\_\_
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Sagamore Pendry City: Baltimore Cost Per Night: \$270  
 Reason(s) for Selecting: Hotel is conveniently located for all With Honor Action 1st Annual Symposium on Veteran Lea
- Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_  
 Reason(s) for Selecting: \_\_\_\_\_
- Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_  
 Reason(s) for Selecting: \_\_\_\_\_
17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking box:*



Theodore E. Deutch, Florida  
*Chairman*  
Kenny Marchant, Texas  
*Ranking Member*

Grace Meng, New York  
Susan Wild, Pennsylvania  
Dean Phillips, Minnesota  
Anthony Brown, Maryland

John Ratcliffe, Texas  
George Holding, North Carolina  
Jackie Walorski, Indiana  
Michael Guest, Mississippi



ONE HUNDRED SIXTEENTH CONGRESS

## U.S. House of Representatives

### COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

David W. Arrojo  
*Counsel to the Chairman*

Christopher A. Donesa  
*Counsel to the Ranking Member*

1015 Longworth House Office Building  
Washington, D.C. 20515-6328  
Telephone: (202) 225-7103  
Facsimile: (202) 225-7392

November 12, 2019

The Honorable Chrissy Houlahan  
U.S. House of Representatives  
1218 Longworth House Office Building  
Washington, DC 20515

Dear Colleague:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your and your spouse's proposed trip to Baltimore, Maryland, scheduled for November 15 to 16, 2019, sponsored by With Honor Action. We remind you that, because the trip sponsor employs a federal lobbyist, you may participate in officially-connected activity on one calendar day only. We note that you will not be accepting transportation from the sponsor to Baltimore.

You must complete a Member/Officer Post-Travel Disclosure Form and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. You must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Theodore E. Deutch  
Chairman

Kenny Marchant  
Ranking Member

TED/KM:tn

## **Attachment to With Honor Action 1<sup>st</sup> Annual Symposium on Veteran Leadership - Primary Trip Sponsor Form**

### **Question 4: House invitees**

BACON, Donald J. – Retired Air Force General and Member of Congress. With Honor Action’s mission is to promote and advance principled, veteran leadership in public service. We support principled military veterans in the U.S. House of Representatives and help amplify their cross-partisan agenda that finds solutions for their constituents.

BAIRD, James – Vietnam veteran and Member of Congress. With Honor Action’s mission is to promote and advance principled, veteran leadership in public service. We support principled military veterans in the U.S. House of Representatives and help amplify their cross-partisan agenda that finds solutions for their constituents.

CISNEROS, Gil – United States Navy veteran who serves on HASC. With Honor Action’s mission is to promote and advance principled, veteran leadership in public service. We support principled military veterans in the U.S. House of Representatives and help amplify their cross-partisan agenda that finds solutions for their constituents.

CRENSHAW, Daniel – United States Navy veteran and Member of Congress. With Honor Action’s mission is to promote and advance principled, veteran leadership in public service. We support principled military veterans in the U.S. House of Representatives and help amplify their cross-partisan agenda that finds solutions for their constituents.

CROW, Jason – United States Army veteran and Member of Congress. With Honor Action’s mission is to promote and advance principled, veteran leadership in public service. We support principled military veterans in the U.S. House of Representatives and help amplify their cross-partisan agenda that finds solutions for their constituents.

GOLDEN, Jared – United States Marine Corps veteran and Member of Congress. With Honor Action’s mission is to promote and advance principled, veteran leadership in public service. We support principled military veterans in the U.S. House of Representatives and help amplify their cross-partisan agenda that finds solutions for their constituents.

HOULAHAN, Christina – United States Air Force veteran who serves on HASC. With Honor Action’s mission is to promote and advance principled, veteran leadership in public service. We support principled military veterans in the U.S. House of Representatives and help amplify their cross-partisan agenda that finds solutions for their constituents.

KINZINGER, Adam – Current member of the Air National Guard and Member of Congress. With Honor Action’s mission is to promote and advance principled, veteran leadership in public service. We support principled military veterans in the U.S. House of Representatives and help amplify their cross-partisan agenda that finds solutions for their constituents.

LAMB, Conor – Reservist in the United States Marine Corps and Member of Congress. With Honor Action’s mission is to promote and advance principled, veteran leadership in public service. We support principled military veterans in the U.S. House of Representatives and help amplify their cross-partisan agenda that finds solutions for their constituents.

LURIA, Elaine – United States Navy veteran and Member of Congress. With Honor Action’s mission is to promote and advance principled, veteran leadership in public service. We support principled military veterans in the U.S. House of Representatives and help amplify their cross-partisan agenda that finds solutions for their constituents.

MAST, Brian Jeffery – United States Army veteran and Member of Congress. With Honor Action’s mission is to promote and advance principled, veteran leadership in public service. We support principled military veterans in the U.S. House of Representatives and help amplify their cross-partisan agenda that finds solutions for their constituents.



**Attachment to With Honor Action 1<sup>st</sup> Annual Symposium on Veteran Leadership -  
Primary Trip Sponsor Form**

PANETTA, James Varni – United States Navy veteran and current member of the HASC. With Honor Action's mission is to promote and advance principled, veteran leadership in public service. We support principled military veterans in the U.S. House of Representatives and help amplify their cross-partisan agenda that finds solutions for their constituents.

SHERRILL, Mikie – United States Navy Veteran and member of HASC. With Honor Action's mission is to promote and advance principled, veteran leadership in public service. We support principled military veterans in the U.S. House of Representatives and help amplify their cross-partisan agenda that finds solutions for their constituents.

STEUBE, Greg – United States Army veteran and member of the Committee on Veterans' Affairs. With Honor Action's mission is to promote and advance principled, veteran leadership in public service. We support principled military veterans in the U.S. House of Representatives and help amplify their cross-partisan agenda that finds solutions for their constituents.

TAYLOR, Van – United States Marine Corps veteran and Member of Congress. With Honor Action's mission is to promote and advance principled, veteran leadership in public service. We support principled military veterans in the U.S. House of Representatives and help amplify their cross-partisan agenda that finds solutions for their constituents.

WALTZ, Michael – Current member of the Army National Guard who serves on HASC. With Honor Action's mission is to promote and advance principled, veteran leadership in public service. We support principled military veterans in the U.S. House of Representatives and help amplify their cross-partisan agenda that finds solutions for their constituents.

**Attachment to With Honor Action 1<sup>st</sup> Annual Symposium on Veteran Leadership -  
Primary Trip Sponsor Form**

**Question 10: Agenda**

Friday November 15

Evening arrival in Baltimore, Maryland via self-transport.  
Check-in scheduled at 10:00 P.M.

Saturday, November 16

Start Time	End Time	Duration	Programming
8:30 A.M.	10:00 A.M.	1:30	Session 1 – Breakfast and opening remarks by David Gergen, Professor of Public Service and Founding Director of the Center for Public Leadership at the Harvard Kennedy School. In addition, Professor Gergen serves as a senior political analyst for CNN and has served as a White House adviser to four U.S. presidents of both parties. Following the opening remarks, there will be a panel featuring post-9/11 veteran Members of Congress on working across the aisle to get things done in Congress and remarks by Senator John Warner. Senator Warner is a WWII and Korean war veteran and former Chairman of the Senate Armed Services Committee.
10:00 A.M.	11:00 A.M.	1:00	Session 2 – Briefing on historical context, polling, national sentiment, and policy options related to national service policy with Q&A
11:00 A.M.	12:00 P.M.	1:00	Session 3 – Discussion about national security threats and U.S. competitiveness with Michèle Flournoy and Kori Schake with Q&A. Ms. Flournoy is Co-Founder and Managing Partner of WestExec Advisors and the former Under Secretary of Defense for Policy. Ms. Schake is Deputy Director-General of the International Institute for Strategic Studies and the former Deputy Head of Policy Planning in the U.S. State Department.
12:00 P.M.	1:30 P.M.	1:30	Session 4 – Lunch discussion with Clay Risen about President Theodore Roosevelt’s military service and leadership. Mr. Risen is author of <i>The Crowded Hour: Theodore Roosevelt, the Rough Riders, and the Dawn of the American Century</i> .
1:30 P.M.	2:30 P.M.	1:00	Session 5 – Discussion on the shared virtues of Americans in our divisive political climate with Dr. Christopher Howard and two post-9/11 veteran

**Attachment to With Honor Action 1<sup>st</sup> Annual Symposium on Veteran Leadership -  
Primary Trip Sponsor Form**

			Members of Congress. Dr. Howard is President of Robert Morris University and a U.S. Air Force veteran.
2:30 P.M.	3:00 P.M.	:30	Concluding remarks and discussion with Rye Barcott, With Honor Co-Founder and CEO
3:00 P.M.			Departure from Baltimore, Maryland via rail, car, or self-transport.

\* Listed speakers and panelists are planned as of the date of the invitation.

**Question 12: Description of Sponsor Interest and Role**

With Honor Action is a cross-partisan movement dedicated to promoting and advancing principled veteran leadership in elected public service. Our country has been ripped apart by hyper-partisanship. We are a country where some political and community leaders can't even talk to each other, compromise, or get anything done. With Honor Action is convening its inaugural symposium as an opportunity to bring together people from across the country and political spectrum who believe in the common mission to help fix our broken civic dialogue with a day of engaging programming that will help all attendees better understand the challenges our country faces and the opportunities ahead for broad-based change.

**Question 18: Total Expenses for Each Participant (Total Transportation Expenses per Participant)**

One-way travel for return trip from Baltimore, Maryland to Washington, D.C. only. Estimated travel expense via car is \$27 (\$0.58 x 47 miles) and via rail is \$30 using Amtrak.