



U.S. House of Representatives COMMITTEE ON ETHICS

Member / Officer Post-Travel Disclosure Form Original Amendment

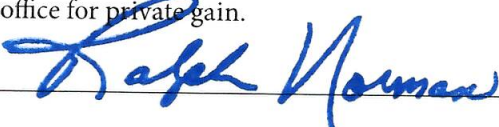
This form is for disclosing the receipt of travel expenses from a private source for travel taken in connection with a Member or officer's official duties. This form does not eliminate the need to report privately-funded travel on the Member or officer's annual *Financial Disclosure Statement*. In accordance 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: Ralph Norman
2. a. Name of Accompanying Relative: _____ **OR** None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 02/11/2021 Return: 02/13/2021
 b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington, D.C. Destination: Miami, FL Return City: Charlotte, SC
5. Sponsor(s), Who Paid for the Trip: Conservative Partnership Institute
6. Describe Meetings and Events Attended (attach additional pages if necessary): _____
Events and meetings were attended to further my education on my legislative duties as a conservative member of Congress.
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
2021 FEB 25 PM 3:46
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: 2/25/2021



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.

1. Sponsor(s) who paid for the trip: Conservative Partnership Institute

2. Travel Destination(s): The Biltmore Hotel, Coral Gables

3. Date of Departure: 02/11/2021 Date of Return: 02/13/2021

4. Name(s) of Traveler(s): Congressman Ralph Norman

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

5. 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	Taxi - \$40.00 Flight - \$371.30	\$378.00	\$225.00	N/A
Accompanying Family Member	N/A	N/A	N/A	N/A

6. 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: Cameron Seward Date: 02/22/2021

Name: Cameron Seward Title: General Counsel

Organization: Conservative Partnership Institute

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

Address: 300 Independence Ave SE, Washington D.C. 20003

Telephone: (703) 862-4888 Email: cseward@conservativepartnership.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: Ralph Norman +

2. Sponsor(s) who will be paying for the trip: Conservative Partnership Institute

3. City and State **OR** Foreign Country of Travel: Coral Gables, Florida

4. a. Date of Departure: 2/11/2021 Date of Return: 2/13/2021

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: _____

(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:

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.**

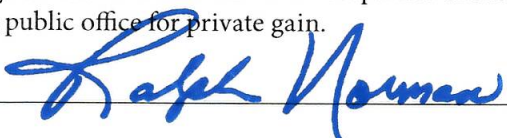
To further my education on my legislative duties as a conservative Member of Congress

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 2/25/2021



U.S. House of Representatives 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) 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: Conservative Partnership Institute, Inc. (CPI)

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 attached.
The invited Congressional members and staff each support the principles and mission of CPI.

5. Is travel being offered to an accompanying family member of the House invitee(s)? Yes No

6. Date of Departure: February 11, 2021 Date of Return: February 13, 2021

7.
 - a. City of departure: Washington, DC
 - b. Destination(s): Miami, FL
 - c. City of return: duty station/home

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:
- In accordance with its mission of uniting the conservative movement, CPI seeks to connect conservative leaders at the federal, state and local levels.
- CPI is the sole organizer and sponsor of the meeting.
13. **Answer parts a and b. Answer part c if necessary:**
- a. Mode of travel: Air Rail Bus Car Other (specify: Attendees that live locally may drive)
 - 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): \$100/per day/per person
The meals will be at the hotel and price has been negotiated as low as possible.
 - 2) Provide the reason for selecting the location of the event or trip: COVID restrictions limited potential venues and CPI was then advised by management of initial hotel that last minute cancellation was viable threat.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Biltmore Miami-Coral Gables City: Miami Cost Per Night: \$189
Reason(s) for Selecting: Chosen as alternative to initial venue when cancellation by that hotel was threatened.
- 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:*



U.S. House of Representatives

COMMITTEE ON ETHICS

18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input checked="" type="checkbox"/> Good Faith Estimates			
For each Member, Officer, or Employee	\$252	\$378	\$225
For each Accompanying Family Member	\$252		\$225

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee		Ground transportation (round trip) - \$40
For each Accompanying Family Member		Possible up-charge (round trip) - \$20

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

19. Check only one:

a. I certify that I am an officer of the organization listed below: **OR**

b. *Not Applicable.* Trip sponsor is an individual or a U.S. institution of higher education.

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.

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

Signature: Cameron Seward Date: 01/21/2021

Name: Cameron Seward

Title: General Counsel

Organization: Conservative Partnership Institute, Inc.

Address: 300 Independence Avenue SE, Washington, DC 20003

Telephone: (703) 862-4888

Email: cseward@cpo.org

If there are any questions regarding this form, please contact the Committee at the following address:

Committee on Ethics

U.S. House of Representatives

1015 Longworth House Office Building, Washington, D.C. 20515

Phone: 202-225-7103 General Fax: 202-225-7392



ONE HUNDRED SEVENTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

February 8, 2021

The Honorable Ralph Norman
U.S. House of Representatives
319 Cannon 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 Miami, Florida, scheduled for February 11 to 13, 2021, sponsored by Conservative Partnership Institute, Inc.

This approval represents the Committee's determination that the proposed trip complies with relevant House rules, federal laws, and Travel Regulations promulgated by the Committee. You should engage in your own assessment of the risks and implications of engaging in travel during the current COVID-19 pandemic.

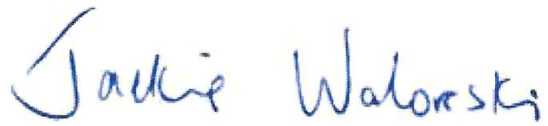
You must complete a Member/Officer Post-Travel Disclosure Form and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this 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 \$415 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,


Handwritten signature of Theodore E. Deutch in blue ink.

Theodore E. Deutch
Chairman

Handwritten signature of Jackie Walorski in blue ink.

Jackie Walorski
Ranking Member

TED/JW:adw



THE
CONSERVATIVE PARTNERSHIP INSTITUTE

Invites you to the

CONSERVATIVE MEMBER RETREAT

FEBRUARY 11-13, 2021

Biltmore at Coralble Gables

MIAMI, FLORIDA



**Conservative Member Retreat
February 11-13
The Biltmore, Miami-Coral Gables, Florida**

Thursday, February 11

Flight options:

- AA flight departs DCA 12:05 PM, arrives at Miami at 2:50 PM (\$126)
- AA flight departs DCA at 2:58 PM, arrives at Miami at 5:47 PM (\$136)
- AA flight departs DCA at 5:15 PM, arrives at Miami at 8:08 PM (\$126)

6:00 – 7:00 pm	Evening Welcome reception
7:00 – 7:45 pm	Dinner
7:45 – 9:00 pm	Speaker: Jim DeMint, Chairman – CPI Welcome remarks / overview of conference / discussion with participants re: introducing themselves and their priorities for 117 th Congress

Friday, February 12

8:00 – 8:30 am	Breakfast
8:30 – 9:30 am	Speaker: Jim DeMint, Chairman – CPI Topic: Introduction and Goals for the Retreat <ul style="list-style-type: none">Review 116th Congress, establish conservative policy priorities for 117th Congress, and develop national coalition strategy furthering those priorities
9:30 – 10:30 am	Session #1 – Learning the Rules and Procedures of the House Speaker: Russ Vought <ul style="list-style-type: none">Best practices and lessons learned from 116th Congress on legislative process and needed reforms
10:30 – 12:00 pm	Session #2 – Communicating with Constituents and the Public Speaker: Rachel Bovard, Senior Director of Policy – CPI <ul style="list-style-type: none">Best practices and lessons learned from 116th Congress on messaging policy priorities and needed reforms
12:00 – 12:30 pm	Lunch
12:30 – 1:15 pm	Speaker: Newt Gingrich Topic: Advancing conservative policies in 2021-2022 and messaging a national policy agenda

- 1:15 – 1:30 pm Break
- 1:30 – 2:45 pm Session #3 – National Policy Goals
 Speaker: Ed Corrigan, CEO – CPI
 - Overview of conservative policy goals for 117th Congress and beyond
- 2:45 – 4:30 pm Session #4 – Messaging National Policy Goals
 Speaker: Wesley Denton, COO – CPI
 - Messaging current conservative policy goals for 117th Congress and beyond
- 4:30 – 5:30 pm Discussion with Southeast State Conservative Leaders (*invites pending*)
 - How federal and state officeholders can work together on policies goals and solutions
- 6:00 – 7:00 pm Evening Reception
- 7:00 – 7:45 pm Dinner
- 7:45 – 8:15 pm Speaker: Governor Ron DeSantis (*invited*)
 - Effect of federal policy and regulation on state economies and lessons learned from federal/state COVID policies

Saturday, February 13

- 7:30 – 8:00am Breakfast
- 8:00 – 8:45 am Speaker: Ed Corrigan, CEO—CPI
 - Review of previous day's discussion and ideas
- 8:45 – 10:15am Session #5 – Strategy for National Coalition Building
 Speaker: Phil Reboli, Director of Government Affairs – CPI
 - Discussion of what strategies work best in national policy formulation
- 10:30 am – 12:00 pm Session #6 – Identifying and Addressing External Challenges to Domestic Conservative Priorities
 Speaker: Senator Rick Scott (*invited*)
- 12:00 – 12:30 pm Lunch
- 12:30 – 1:00 pm Speaker: Mark Meadows
 Topic: Executive branch reforms needed, oversight of federal agencies, and Congress working better with the administration and conservative movement

1:15-3:00pm

Conference Capstone

Speaker: Jim DeMint, Chairman – CPI

- Overview of top policy initiatives discussed
- State and federal policy goals and strategies

3:00 pm

Conference Adjourns

Flight options:

AA flight departs Miami at 6:30 PM, arrives DCA at 9:02 PM (\$126)

AA flight departs Miami at 8:54 PM, arrives at DCA at 11:30 PM (\$126)

Member Last Name	Member First Name
Biggs	Andy
Bishop	Dan
Boebert	Lauren
Brooks	Mo
Buck	Ken
Budd	Ted
Cline	Ben
Cloud	Michael
Clyde	Andrew
Davidson	Warren
DesJarlais	Scott
Donalds	Byron
Duncan	Jeff
Fulcher	Russ
Gohmert	Louie
Good	Bob
Gosar	Paul
Green	Mark
Greene	Marjorie
Griffith	Morgan
Harris	Andy
Herrell	Yvette
Hice	Jody
Jordan	Jim
Lesko	Debbie
Miller	Mary
Mooney	Alex
Moore	Barry
Murphy	Greg
Norman	Ralph
Perry	Scott
Posey	Bill
Rosendale	Matt
Roy	Chip
Schweikert	David
Weber	Randy
Wright	Ron

STAFF

Justin Ouimette
Robert Donachie
Kate LaBorde