



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, by email at gifttravelreports@mail.house.gov, 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: Vicky Hartzler
2. a. Name of Accompanying Relative: _____ OR None
- b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 10/21/2021 Return: 10/22/2021
- b. Dates at Personal Expense, if any: _____ OR None
4. Departure City: Washington, DC Destination: Lynchburg, VA Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Liberty University

6. Describe Meetings and Events Attended (attach additional pages if necessary):

Rep. Hartzler arrived to the hotel Thursday evening, in the morning she attended a breakfast with those participating on the panel. Following breakfast she participated on the panel called The Women of Faith in Leadership, where she and other females in leadership positions spoke to the students.

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 Additional Sponsor Form(s)*;
 - 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:

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: *Vicky Hartzler*

Date: 10/25/2021



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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: Liberty University
2. Travel Destination(s): Lynchburg, VA
3. Date of Departure: 10/21/21 Date of Return: 10/22/22
4. Name(s) of Traveler(s): Congresswoman Vicky Hartzler

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	\$104.16	\$241.38	\$120.00	\$0
Accompanying Family Member	\$0	\$0	\$0	\$0

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: Amy Merrill Date: 10/26/21

Name: Amy Merrill Title: Event Coordinator

Organization: LU Stages

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

Address: 1971 University Blvd. Lynchburg, VA 24515

Email: amilano@liberty.edu Telephone: 434-592-4353

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.



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TRAVELER FORM

1. Name of Traveler: Vicky Hartzler
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Liberty University
3. City and State OR Foreign Country of Travel: Lynchburg, Virginia
4. a. Date of Departure: 10/21/2021 Date of Return: 10/22/2021
b. Yes No Will you be extending the trip at your personal expense?
If yes, list dates at personal expense: _____
5. a. Yes No Will you be accompanied by a family member at the sponsor's expense? If yes:
(1) Name of Accompanying Family Member: _____
(2) Relationship to Traveler: Spouse Child Other (specify): _____
(3) Yes No Accompanying Family Member is at least 18 years of age:
6. a. Yes No 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)?
b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:
7. Yes No *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and Additional Sponsor Forms.

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.
Congresswoman Hartzler is speaking on a Women's Leadership Panel, she will be speaking to students about being a member of congress, etc.
9. Yes No Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?
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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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:
Liberty University
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):
To speak on women in leadership.
5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: *10/21/21* Date of return: *10/22/21*
7. a. City of departure: *Washington, DC*
b. Destination(s): *Lynchburg, VA*
c. City of return: *Washington, DC*
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; OR
 - b. I checked 8(c) above but am not offering any lodging; OR
 - 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:



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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:

Rep. Hartzler will participate in a Women's Leadership Panel for Convocation on 10/22/2021.

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 the 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: The Virginian Hotel City: Lynchburg Cost Per Night: \$185.00

Reason(s) for Selecting: All Convocation guests stay at this location.

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 the box.*



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18. Total Expenses for each Participant:

<input checked="" type="checkbox"/> Actual Amounts <input type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$104.16	\$185.00	\$120.00
For each Accompanying Family Member	\$0.00	\$0.00	\$0.00
	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	N/A		
For each Accompanying Family Member	N/A		

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 by my signature that

- a. I read and understand the Committee's Travel Regulations;
- b. I am not a registered federal lobbyist or registered foreign agent; and
- c. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: A.O. Lison Date: 10/21/21
 Name: Ashley Lison Title: EXECUTIVE DIRECTOR
 Organization: Liberty University
 Address: 1971 University Blvd Lynchburg, VA 24550
 Email: AOLISON@LIBERTY.EDU Telephone: 434-665-7442

INSTRUCTIONS

Complete the *Primary Trip Sponsor Form* and submit the agenda, invitation list, any attachments, and any *Additional Trip Sponsor Forms* directly to the Travelers.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.

For questions, please contact the Committee on Ethics at:

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

ethicscommittee@mail.house.gov | 202-225-7103
More information and forms available at ethics.house.gov

Theodore E. Deutch, Florida
Chairman

Jackie Walorski, Indiana
Ranking Member

Susan Wild, Pennsylvania
Dean Phillips, Minnesota
Veronica Escobar, Texas
Mondaire Jones, New York

Michael Guest, Mississippi
Dave Joyce, Ohio
John H. Rutherford, Florida
Kelly Armstrong, North Dakota



ONE HUNDRED SEVENTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

David W. Arrojo
Counsel to the Chairman

Kelle A. Strickland
Counsel to the Ranking Member

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

October 21, 2021

The Honorable Vicky Hartzler
U.S. House of Representatives
2235 Rayburn House Office Building
Washington, DC 20515

Dear Colleague:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Lynchburg, Virginia, scheduled for October 21 to 22, 2021, sponsored by Liberty University.

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.

Committee travel regulations require that you submit your complete pre-trip approval request to the Committee at least 30 days before the commencement of the trip or it will not be granted. Despite your failure to do so in this instance, we are approving your current request. However, any future requests should adhere to the 30-day requirement.

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,

A handwritten signature in blue ink, appearing to read "Theodore E. Deutch". The signature is stylized with a large, sweeping initial "T" and "D".

Theodore E. Deutch
Chairman

A handwritten signature in blue ink, appearing to read "Jackie Walorski". The signature is written in a cursive style.

Jackie Walorski
Ranking Member

TED/JW:adw



ABOUT CONVOCATION

Convocation is the assembling of our student body in order to inform, inspire and sometimes to simply entertain. With over 13k in attendance and thousands more watching online and on TV, Convocation is the largest weekly gathering of college students in the world.

YOUR VIP CONCIERGE

Kaytee VanBuren, AD of Hospitality

Cell: (540) 455-4424

Vehicle: Infiniti QX80, Black



TRAVEL

FLIGHTS:

Thursday, 10/21

Depart DC @ TBD, Arrive LYH @ TBD

Saturday, 10/23

Depart LYH @ TBD, Arrive TBD @ TBD

LODGING:

The Virginian

712 Church Street

Lynchburg, VA 24504

CONTACTS

Ashley Lison, Executive Director

Cell: (434) 665-7442

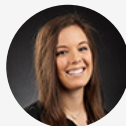
Email: aojohnson@liberty.edu



Amy Merrill, Event Coordinator

Cell: (908) 418-1763

Email: amilano@liberty.edu



WOMEN OF FAITH IN LEADERSHIP

FRIDAY | OCTOBER 22, 2021

THURSDAY | OCTOBER 21, 2021

TBD | Penny Nance, Carrie Sheffield, Annabelle Rutledge and Tamara Montgomery arrive to Freedom Aviation. Kaytee VanBuren will be on-site to escort them to The Virginian.

9:15 pm | Congresswoman Vicky Hartzler arrives to The Virginian via driver.

FRIDAY | OCTOBER 22, 2021

9:15 am | Kaytee Vanburen arrives to The Virginian to escort Penny Nance, Carrie Sheffield, Annabelle Rutledge, Congresswoman Hartzler & Tamara Montgomery to The Vines Center. Rep. Hartzler will be transported separately.

9:30 am | Arrive to The Vines Center.
Breakfast buffet available in Green Room.

10:15 am | Service Review + Prayer.

10:30 am | Convocation begins.

11:00 am | Panel: What will the topics or possible topics covered be? Vicky will be discussing the intersection of Faith and public policy and women in leadership
How are they related to the Member's official or representational duties? This is an educational segment that provides both inspiration and information to future women leaders.

11:40 am | Congresswoman Hartzler departs for 12:39p flight out of LYH (flight not paid by LU)