



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](mailto: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: Stephanie Murphy
2. a. Name of Accompanying Relative: Sean Murphy OR None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 5/13/22 Return: 5/15/22  
 b. Dates at Personal Expense, if any: \_\_\_\_\_ OR None
4. Departure City: Washington, DC Destination: Gettysburg, PA Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Gettysburg College
6. Describe Meetings and Events Attended (attach additional pages if necessary):  
 Please see attached. Attended the Gettysburg 2022 Commencement where I gave the commencement speech.
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: 

Date: 06/16/2022



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: Gettysburg College
- Travel Destination(s): Gettysburg, PA
- Date of Departure: May 13, 2022 Date of Return: May 15, 2022
- Name(s) of Traveler(s): Congresswoman Stephanie Murphy and Sean Murphy  
*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	\$200 - irrespective of number of guests	\$540	\$45	N/A
Accompanying Family Member	N/A	N/A	\$45	N/A

- 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:  Date: 06/17/2022

Name: Kristin Stuempfle Title: Chief of Staff, Strategic Adv. to Pres., Asst. Sec. to BOT

Organization: Gettysburg College

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

Address: 300 North Washington Street, Gettysburg, PA 17325

Email: kstuempfe@gettysburg.edu Telephone: (717) 337-6011

**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: Stephanie Murphy, Member of Congress

2. Sponsor(s) who will be paying or providing in-kind support for the trip:  
Gettysburg College

3. City and State OR Foreign Country of Travel: Gettysburg, PA

4. a. Date of Departure: 05/13/2022 Date of Return: 05/15/2022

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: Sean Murphy

(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.

Member providing Commencement speech for Gettysburg College (10 2022). Chosen for her work in Congress.

9. Yes  No  Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip? N/A

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 04/12/2022



U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. This form and any attachments may be delivered to the Committee at 1015 Longworth or e-mailed to [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).

Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. You must receive explicit approval from the Committee before you depart on this trip.

Name of Traveler: Stephanie Murphy, Member of Congress

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

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

Signature: 

Name of Signatory (if other than traveler): \_\_\_\_\_

For Staff (name of employing Member or Committee): \_\_\_\_\_

Office Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address of Contact Person: \_\_\_\_\_

Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or via e-mail: [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).



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](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:  
Gettysburg College
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
5. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: May 13, 2022 Date of return: May 15, 2022
7. a. City of departure: Washington, DC  
b. Destination(s): Gettysburg, PA  
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:



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:

Gettysburg College organizes the Gettysburg College Commencement activities

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: private car service)
- 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: Gettysburg Hotel City: Gettysburg Cost Per Night: \$239  
Reason(s) for Selecting: College Owned

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.*



U.S. House of Representatives

# COMMITTEE ON ETHICS

### 18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts <input checked="" 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	\$100 - irrespective of number of guests	\$239	\$50
For each Accompanying Family Member	N/A	N/A	\$50

	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		
For each Accompanying Family Member		

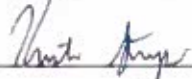
**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

### 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:  Date: 05/09/2022

Name: Kristin Stuempfle Title: Chief of Staff, Strategic Adv. to Pres., Asst. Sec. to BOT

Organization: Gettysburg College

Address: 300 N. Washington Street

Email: kstuempf@gettysburg.edu Telephone: (717) 337-6011

### 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](mailto:ethicscommittee@mail.house.gov) | 202-225-7103  
More information and forms available at [ethics.house.gov](http://ethics.house.gov)

**Congresswoman Murphy Schedule  
Gettysburg College  
MAY 13-15, 2022**

**Contact: John Laufer - 917-977-1197**

**College Contact: Elaine McCauslin – 717-752-6928**

**Gettysburg Hotel Reservation:**

**Check-in: May 13, 2022**

**Check-out: May 15, 2022**

**Confirmation numbers: 138674198 - king room, 138674182 - 2 queens**

**Friday, May 13, 2022**

- 3:30 p.m. – 5:15/5:30 p.m.     Gettysburg College Transportation pick-up Congresswoman Murphy, Sean Murphy, Liem Murphy and John Laufer at 149 Duddington Pl SE, Washington, DC 20515. Drop-off at Gettysburg Hotel  
**Transportation to Gettysburg, PA to attend Saturday commencement as well as reception and dinner for Platform Party members as described below.**
- 6:15 p.m. – 6:25 p.m.     Gettysburg College Transportation pick-up Congresswoman Murphy, Sean Murphy, Liem Murphy and John Laufer for transport to the reception and dinner location. **Local transportation to attend Platform Party Reception and Dinner**
- 6:30 p.m.- 7:00 p.m.     Platform Party Reception (*Atrium Patio/Rain Location: Dining Grill*)  
**Reception for members of the Platform Party, and their guests, which include the Commencement Speaker, College President, Members of the Senior Administration, Board of Trustees, Emeriti Trustees College Marshal and College Chaplain and the 2022 Gettysburg College Class Officers, Student Commencement Speaker, Student Singers and their guests.**
- 7:00 p.m.- 8:30 p.m.     Platform Party Dinner (*The Atrium*)  
**Dinner for members of the Platform Party, and their guests, which include the Commencement Speaker, College President, Members of the Senior Administration, Board of Trustees, Emeriti Trustees College Marshal and College Chaplain and the 2022 Gettysburg College Class Officers, Student Commencement Speaker, Student Singers and their guests.**
- 8:30 p.m. – 9:30 p.m.     Gettysburg College Transportation shuttle running from The Atrium to the Gettysburg Hotel  
**Gettysburg College Transportation for Congresswoman Murphy, her guests, Board of Trustees and Emeriti Trustees back to the Hotel from the Platform Party reception and dinner**

**Saturday, May 14, 2022**

- 8:45 a.m. – 9:45 a.m.     Gettysburg College Transportation shuttle running from the Gettysburg Hotel to Penn Hall  
**Gettysburg College Transportation for Congresswoman Murphy, her guests, Board of Trustees and Emeriti Trustees to location of Commencement where Congresswoman Murphy will be speaking.**
- 9:00 a.m. – 10:00 a.m.     Platform Party Continental Breakfast Available (*Penn Hall 3<sup>rd</sup> Floor Boardroom*)  
**Breakfast for members of the Platform Party, and their guests, which include the Commencement Speaker, College President, Members of the Senior**



Administration, Board of Trustees, Emeriti Trustees College Marshal and College Chaplain

- 10:15 a.m. – 10:25 a.m. Platform Party Robing (*Pennsylvania Hall Lyceum*)  
Robing for members of the Platform Party include the Commencement Speaker, College President, Members of the Senior Administration, Board of Trustees, Emeriti Trustees College Marshal and College Chaplain
- 10:30 a.m. – 10:35 a.m. Platform Party Picture (*South side of Pennsylvania Hall*)  
Picture with members of the Platform Party include the Commencement Speaker, College President, Members of the Senior Administration, Board of Trustees, Emeriti Trustees College Marshal and College Chaplain
- 10:45 a.m. – 10:55 a.m. Platform Party Line-up (*South side of Pennsylvania Hall*)  
Lineup for members of the Platform Party include the Commencement Speaker, College President, Members of the Senior Administration, Board of Trustees, Emeriti Trustees College Marshal and College Chaplain
- 11:00 a.m. – approximately 2:00 p.m. Commencement Exercises (*North side of Pennsylvania Hall*)  
Ceremony with members of the Platform Party, Senior Class and their guests
- 4:00 p.m. – 6:00 p.m. Curated tour of the Gettysburg Battlefield  
Gettysburg College scheduled Battlefield Tour with Ian Isherwood, Gettysburg College Associate Professor. Transportation provided by Gettysburg College Transportation. Congresswoman Murphy is a former Department of Defense official and a member of the House Armed Services Committee, with a strong interest in American history and military history in particular. The curated battlefield tour will provide the Congresswoman with detailed information about the civil war that will inform her work in Congress. In addition, Congresswoman Murphy is on the January 6th select committee, charged with investigating an event that resulted from deep polarization and extremism in America, similar to what was witnessed during the civil war era. Congresswoman Murphy has expressed interest in exploring the parallels between these two periods in American history.

**Sunday, May 15, 2022**

- 9:00 a.m. – 10:45/11:00 a.m. Gettysburg College Transportation pick-up Congresswoman Murphy, Sean Murphy, Liam Murphy and John Laufer at Gettysburg Hotel. Drop off at 149 Duddington Pl SE, Washington, DC 20515  
Transportation back to DC from commencement speaking engagement.

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

May 12, 2022

The Honorable Stephanie N. Murphy  
U.S. House of Representatives  
1710 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 Gettysburg, Pennsylvania, scheduled for May 13 to 15, 2022, sponsored by Gettysburg College.

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,

Theodore E. Deutch  
Chairman

Jackie Walorski  
Ranking Member

TED/JW:tn