



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: _____
2. a. Name of Accompanying Relative: _____ **OR** None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: _____ Return: _____
 b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: _____ Destination: _____ Return City: _____
5. Sponsor(s), Who Paid for the Trip: _____
6. Describe Meetings and Events Attended (attach additional pages if necessary):

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: _____



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: Conservative Partnership Institute (Winter Leadership Conference)
- Travel Destination(s): Amelia Island, Florida
- Date of Departure: _____ Date of Return: 2/13/22
- Name(s) of Traveler(s): Yvette Herrell

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		\$399	\$394	
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:  Date: 2/25/22

Name: Edward Corrigan Title: President & CEO

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 DC 20003

Email: edwardtcorrigan@gmail.com Telephone: 202-680-8746

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

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TRAVELER FORM

1. Name of Traveler: Stella Yvette Herrell
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Conservative Partnership Institute, Inc. (CPI)
3. City and State **OR** Foreign Country of Travel : Amelia Island, FL
4. a. Date of Departure: Feb. 10, 2022 Date of Return: Feb. 12, 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: _____
(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.
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 *Stella Yvette Herrell* Date 1/11/2022



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 Members and staff each support the principles and mission of CPI
5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: Feb. 10, 2022 Date of return: Feb. 12, 2022
7. a. City of departure: Washington, DC
b. Destination(s): Amelia Island, FL
c. City of return: Amelia Island, FL
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:



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: _____)
- 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:
 N/A
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):
\$59/day/person
- 2) Provide the reason for selecting the location of the event or trip:
Event will coincide with CPI 2022 Winter Leadership Conference
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Ritz-Carlton City: Amelia Island Cost Per Night: \$96
 Reason(s) for Selecting: Event will coincide with CPI 2022 Winter Leadership Conference
- 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

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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	\$300	\$192	\$108
For each Accompanying Family Member	\$300		\$108

	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		taxi from airport
For each Accompanying Family Member		taxi from airport

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: Ed Corrigan Date: 1/7/22
 Name: Ed Corrigan Title: President and CEO

Organization: Conservative Partnership Institute

Address: 300 Independence Ave. SE, Washington, DC 20003

Email: ecorrigan@cpi.org Telephone: 202-680-8746

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

February 7, 2022

The Honorable Yvette Herrell
U.S. House of Representatives
1305 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 proposed trip to Amelia Island, Florida, scheduled for February 10 to 12, 2022, 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,



Theodore E. Deutch
Chairman



Jackie Walorski
Ranking Member

TED/JW:rp

Member First Name	Member Last Name	State
Barry	Moore	Alabama
Mo	Brooks	Alabama
Andy	Biggs	Arizona
David	Schweikert	Arizona
Debbie	Lesko	Arizona
Paul	Gosar	Arizona
Ken	Buck	Colorado
Lauren	Boebert	Colorado
Bill	Posey	Florida
Byron	Donalds	Florida
Andrew	Clyde	Georgia
Jody	Hice	Georgia
Marjorie	Greene	Georgia
Russ	Fulcher	Idaho
Mary	Miller	Illinois
Higgins	Clay	Louisiana
Andy	Harris	Maryland
Matt	Rosendale	Montana
Yvette	Herrell	New Mexico
Dan	Bishop	North Carolina
Madison	Cawthorn	North Carolina
Ted	Budd	North Carolina
Jim	Jordan	Ohio
Warren	Davidson	Ohio
Scott	Perry	Pennsylvania
Jeff	Duncan	South Carolina
Ralph	Norman	South Carolina
Mark	Green	Tennessee
Scott	DesJarlais	Tennessee
Chip	Roy	Texas
Louie	Gohmert	Texas
Michael	Cloud	Texas
Randy	Weber	Texas
Ben	Cline	Virginia
Bob	Good	Virginia
Morgan	Griffith	Virginia
Alex	Mooney	West Virginia
Tom	Tiffany	Wisconsin

Staff		
First	Last	Title
Justin	Ouimette	Executive Director
Melissa	Brown	Comms Director, Rep. Scott Perry
Lauren	Muglia	COS, Rep. Scott Perry

Conservative Members Retreat
Conservative Policy & Strategies for 2022
February 10-12

Thursday, February 10th

6:00 – 7:00 PM Evening Welcome Reception
7:00 – 7:45 PM Dinner
7:45 – 9:00 PM Topic: Welcome remarks & overview of members retreat
Welcome Speaker: Jim DeMint, Chairman & Mark Meadows, Senior Partner, CPI
Overview Speaker: Congressman Scott Perry
Discussion with participants re: introducing themselves and their priorities for 2nd Session of 117th Congress

Friday, February 11th

7:30 – 8:30 AM Breakfast buffet
8:30 – 9:30 AM Topic: Introduction and goals for the retreat
Speakers: Jim DeMint, Chairman, Mark Meadows, Senior Partner, CPI and Congressman Scott Perry
Review 117th Congress, establish conservative policy priorities for 2nd Session of 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: Mark Meadows, Senior Partner, Ed Corrigan, CEO, Rachel Bovard, Senior Policy Director – CPI
Best practices and lessons learned from 117th Congress on legislative process and needed reforms

10:30 – 12:00 AM Session #2 – Communicating with Constituents and the Public
Speaker: Ed Corrigan, CEO, CPI, Russ Vought, President, CRA, Ben Carson, President, ACI & Congressman Scott Perry
Best practices and lessons learned from 117th Congress on messaging policy priorities and needed reforms

12:00 – 1:00 PM Lunch buffet
Topic: Advancing conservative policies in 2021-2022 and messaging a unified national policy agenda
Speaker: Congressman Scott Perry

1:15 – 1:30 PM - Break -

1:30 – 2:45 PM Session #3 – National Policy Goals
Speaker: Ed Corrigan, CEO, Mark Meadows, Senior Partner, CPI & Congressman Scott Perry & Ryan Williams, President, Claremont Institute
Overview of conservative policy goals for 117th Congress 2nd Session and beyond

2:45 – 4:30 PM Session #4 – Congressman Scott Perry facilitates open discussion
Discussion with Southeast State Conservative Leaders from Georgia, Mississippi, North Carolina, Florida

How federal and state officeholders can work together on policy goals and solutions

6:00 – 7:00 PM

Evening Reception

7:00 – 8:45 PM

Dinner

Topic: Effect of federal policy and regulation on state economies and lessons learned from federal/state COVID policies

Speaker: Jim DeMint, Chairman, CPI, Governor Ron DeSantis (invite pending), Justice Clarence Thomas (invite pending)

Saturday, February 12th

9:30 – 10:30 AM

Breakfast buffet

Retreat Capstone

Speaker: Jim DeMint, Chairman – CPI & Ed Corrigan, President - CPI

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

2022 CONSERVATIVE MEMBERS RETREAT

Please Join Us



The Conservative Partnership Institute
invites you to a *Members Retreat* to discuss
conservative policy & strategies for 2022

February 10th-12th
- The Ritz Carlton Amelia Island -
4750 Amelia Island Parkway Amelia Island, Florida 32034

RSVP TO JACKIE FOWLER AT
JFOWLER@CPI.ORG