



U.S. House of Representatives

COMMITTEE ON ETHICS

EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure Statements* of those employees required to file them. 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: Kelsey Holt
2. a. Name of Accompanying Relative: _____ OR None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: June 1, 2022 Return: June 3, 2022
 b. Dates at Personal Expense, if any: _____ OR None
4. Departure City: Washington DC Destination: Williamsburg, VA Return City: Washington DC
5. Sponsor(s), Who Paid for the Trip: Congressional Institute
6. Describe Meetings and Events Attended:

- learned about crisis communications. winning topics in swing districts and how to better engage on social media

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 employee; 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 on this form is true, complete, and correct to the best of my knowledge.

Signature of Traveler: Kelsey Holt Date: 6-18-22

I authorized this travel in advance. I have determined that all of the expenses listed on the attached *Sponsor Post-Travel Disclosure Form* were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

Name of Supervising Member: Ron Estes Date: _____
Signature of Supervising Member: Ron Estes



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: Congressional Institute
2. Travel Destination(s): Williamsburg, VA
3. Date of Departure: June 1, 2022 Date of Return: June 3, 2022
4. Name(s) of Traveler(s): see attached list

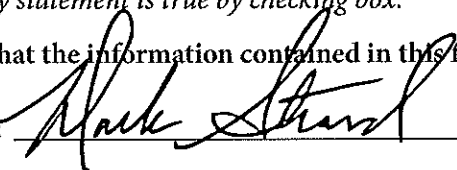
Note: You may list more than one traveler on a form only if *all* information is *identical* for each person listed.

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	\$50	\$269	\$154	\$398 - Room Rental
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:  Date: June 9, 2022

Name: Mark Strand Title: President

Organization: Congressional Institute

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

Address: 1700 Diagonal Road #300, Alexandria, VA 22314

Email: strand@conginst.org Telephone: 703-837-8812

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: Kelsey Holt

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

3. City and State OR Foreign Country of Travel : Williamburg, VA

4. a. Date of Departure: June 1, 2002 Date of Return: June 3, 2002

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.

The breakout communications sessions all cover topics that are includee in my duties as press assistant.

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 Ron Ester Date 5-22



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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.

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: Kelsey Holt

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): Rep. Ron Estes

Office Address: 2411 Rayburn BOB Washington Dc 20515

Telephone Number: 202-225-6216

Email Address of Contact Person: kelsey.holt@mail.house.gov

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.



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:
Congressional Institute
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 addendum & attached invitation list
5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: June 1, 2022 Date of return: June 3, 2022
7. a. City of departure: Washington, DC
b. Destination(s): Williamsburg, 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:
See addendum
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):
Day 1- \$51, Day 2 - \$88, Day 3 - \$21
- 2) Provide the reason for selecting the location of the event or trip:
Relative proximity to DC and capacity to handle a large event
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Kingsmill City: Williamsburg, VA Cost Per Night: \$118 +taxes
Reason(s) for Selecting: proximity to DC, availability, security & facility size
- 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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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	\$106	\$269	\$160
For each Accompanying Family Member	\$106	n/a	\$160

	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	\$451	Room Rental
For each Accompanying Family Member	\$451	Room Rental

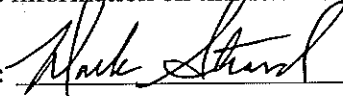
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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: April 12, 2022

Name: Mark Strand Title: President

Organization: Congressional Institute

Address: 1700 Diagonal Road #300, Alexandria, VA 22314

Email: strand@conginst.org Telephone: 703-837-8812

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

May 25, 2022

Ms. Kelsey Holt
Office of the Honorable Ron Estes
2411 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Holt:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Williamsburg, Virginia, scheduled for June 1 to 3, 2022, sponsored by Congressional Institute.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) 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. If you are required to file an annual Financial Disclosure Statement, 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:mc

PRIMARY TRIP SPONSOR FORM ADDENDUM

Question 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 invitation list. This Congressional Institute sponsored retreat focuses on the important roles of Legislative Directors and Communications staff in congressional offices. Therefore, the invitation to this retreat is being extended to legislative directors and the most senior communications staffer in House Republican personal offices and committee offices as well as policy and communication staff in leadership offices.

Question 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:

The purpose of the Congressional Institute (a 501(c)4 organization) is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others. The Congressional Institute is the sole organizer and conductor of this event. The Congressional Institute is dedicated to helping Congressional offices better serve their constituents and to otherwise support and further the Member's legislative and representational roles. Legislative Directors and Communications Directors play essential parts in these, and other important aspects and functions, of personal, committee, and leadership offices. This retreat is designed to strengthen professional relationships among Legislative Directors and senior Communications staff, educate them on policy issues and best practices, and encourage the exchange of ideas with colleagues.

Question 18: Total expenses for each participant:

The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) do not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate audio/visual capabilities necessary to conduct our program. Dividing these conference and banquet room rental costs by the number of participants estimated to attend this event, the estimated figure would be \$451.

From: Congressional Institute rsvp@conginst.org
Subject: Test - Register Now for the Legislative and Communication Directors Conference
Date: April 12, 2022 at 2:52 PM
To: amym@conginst.org



LEGISLATIVE & COMMUNICATION DIRECTORS CONFERENCE

June 1-3, 2022

PLEASE NOTE: TRAVELER FORMS ARE DUE TO ETHICS ON MONDAY, MAY 2, 2022!!!

Dear ***/fname/***,

The Congressional Institute is once again honored to host the annual 2022 Legislative and Communication Directors Conference, from Wednesday, June 1, 2022, through Friday, June 3, 2022, at the Kingsmill in Williamsburg, VA. We hope you will join us.

This invitation is being extended to legislative directors and the most senior communications staffer in Republican House personal offices, committee offices, and leadership staff. The conference is designed to strengthen professional relationships, educate you on policy issues and best practices, and encourage productive conversations with your colleagues.

This conference is limited to two staff members from each personal and committee office: one person from the legislative shop and one person from the communications/press shop.

To Register:

Step 1: Submit Ethics Packet by Monday, May 2, 2022

To comply with House rules, you need pre-authorization from the Committee on Ethics. Download the Institute's [Private Sponsor Travel Certification Form](#), complete the traveler form and submit the whole package with your completed Traveler Form by Monday, May 2, 2022, to the Committee on Ethics. This entire package may be emailed to the Committee at travel.requests@mail.house.gov or delivered to the Committee at 1015 Longworth.

Failure to submit your completed materials on time means we will be unable to cover the cost of your attendance and the cost would need to be covered by your Member's principal campaign committee funds.

Additionally, you must file a travel disclosure statement with the Clerk of the House within 15 days of your return.

Step 2: Register with the [Congressional Institute's website](#)

The Congressional Institute will coordinate all logistical arrangements, including room reservations, meals, group transportation and meetings during the conference. The Institute will cover the cost of participation for each staff member and spouse. You are welcome to bring your children, though you will be responsible for the costs of their participation. All reservations must be made through the Institute.

[Register for 2022 Legislative and Communication Directors Conference](#)

Email Address: ***/email/***

Access Code: ***/other_id/***

If you are unable to attend, please use the following link to [decline this invitation](#).

We understand your registration is tentative pending Ethics approval. More information on the program and activities at the conference will be sent to you in future mailings. If you have any questions, special concerns, or need additional information, please call 703-837-8812 or email rsvp@conginst.org. We look forward to seeing you in Williamsburg!

Mark Strand, President

The Congressional Institute
strand@conginst.org
office: 703-837-8812
mobile: 571-366-0090
website: conginst.org





**2022 House Republican Legislative and Communication Directors Conference
Williamsburg, VA**

Wednesday, June 1

- 11:30 AM** **Bus Departs from Hill**
- 2:00 PM** **Nametag Pickup**
- 3:00 PM** **Welcome**
- 3:15 PM** **New Findings on Public Opinion**
David Winston, The Winston Group
Myra Miller, The Winston Group
Dave Sackett, The Tarrance Group
BJ Martino, The Tarrance Group
- 4:15 PM** **Ethics: Official, Campaigns, and Redistricting**
Elliot Berke, Berke Farah LLC
Erin Clark, NRCC
Tim Monahan, Committee on House Administration
- 6:00 PM** **Reception & Dinner**
Katie Pavlich, *Townhall*

Thursday, June 2

- 8:00 AM** **Breakfast**
- 9:00 AM** **Leadership Policy and Communication Directors**
Dan Meyer, Office of the Republican Leader
Brett Horton, Office of the Republican Whip
Patrick Hester, House Republican Conference
- 10:00 AM** **Preparing to Manage In the 118th Congress**
Mark Horstman, Manager Tools, LLC
- 12:00 PM** **Lunch**
Os Guinness, Author & Social Critic

Policy Breakouts

- 1:30 PM** **A Governing Agenda for the 118th Congress: House GOP Task Forces**
Moderator: Mark Strand, Congressional Institute
House GOP Task Force Staffers
- 2:30 PM** **Drafting and Passing Legislation**
Hugh Halpern, Former House Rules Committee Staff Director
TBD, House Office of the Legislative Counsel
- 3:45 PM** **How to Think Like an Economist**
Steven Rhoads, University of Virginia
Ryan Bourne, Cato Institute

Communications Breakouts

- 1:30 PM** **Communicating the Republican Agenda: House GOP Task Forces**
Moderator: Jessica Towhey, Congressional Institute/2e Communications
- 2:30 PM** **Crisis Communications**
Craig Stephens, DCI Group
- 3:45 PM** **Speechwriting 101**
TBD, TBD
- 6:00 PM** **Reception & Dinner**
Walter Russell Mead, *The Wall Street Journal*

Friday, June 3

- 8:00 AM** **Breakfast**
- 9:00 AM** **How to Conduct Effective Oversight**
The Honorable Kelly Armstrong, U.S. House of Representatives
Machalagh Carr, Office of the Republican Leader
Steve Castor, House Judiciary Committee
William Burck, Quinn Emanuel Urquhart & Sullivan, LLP
- 10:30 AM** **Budget, Appropriations, & Taxes: Understanding & Explaining A Mystery**
Matt Glassman, Georgetown University
Anne Marie Chotvac, Committee on Appropriations
J.P. Freire, Committee on Ways and Means
- 12:00 PM** **Conference Concludes**
Bus departs from Kingsmill



2022 Legislative and Communication Directors Conference

Wednesday, June 1, 2022

1:00 PM	Nametag Pickup	Conference Desk
2:00 PM	Welcome Mark Strand, Congressional Institute	Burwell Ballroom
2:15 PM	New Findings on Public Opinion David Winston, The Winston Group Myra Miller, The Winston Group Dave Sackett, The Tarrance Group BJ Martino, The Tarrance Group	Burwell Ballroom
3:15 PM	Ethics: Official, Campaigns, and Redistricting Bill Farah, Berke Farah LLP Blake Murphy, NRCC	Burwell Ballroom
4:15 PM	The Republican Coalition: Working As One Moderator: David Winston, The Winston Group Ryan Streeter, American Enterprise Institute Chad Wolf, America First Policy Institute	Burwell Ballroom
6:00 PM	Reception Dinner <i>Creating an American Majority</i> The Honorable Newt Gingrich, 50 th Speaker of the House of Representatives	James River Grand Foyer James River Grand Ballroom

Thursday, June 2, 2022

8:00 AM	Breakfast	James River Grand Ballroom
9:00 AM	Leadership Policy and Communication Directors Moderator: Mark Strand, Congressional Institute Emily Domenech, Office of Leader Kevin McCarthy Preston Hill, Office of Leader Kevin McCarthy Steve Giaier, Office of Leader Kevin McCarthy Lauren Fine, Office of Whip Steve Scalise Ben Napier, Office of Whip Steve Scalise Ali Pardo, House Republican Conference Jake Vreeburg, House Republican Conference	Burwell Ballroom
10:00 AM	Preparing to Lead In the 118th Congress Mark Horstman, Manager Tools, LLC	Burwell Ballroom
12:00 PM	Lunch Os Guinness, Author & Social Critic	James River Grand Ballroom

**Policy Breakouts
Burwell Ballroom**

1:30 PM How to Draft Legislation Effectively

Moderator: Mark Strand, Congressional Institute
Wade Ballou, House Legislative Counsel
Phillip Swagel, Director, Congressional Budget Office

2:30 PM Schoolhouse Rocks Revisited: Passing Your Member's Bill

Arne Christenson, Former Chief of Staff to the Speaker of the House
Hugh Halpern, Former House Rules Committee Staff Director & Floor
Ralph Hellman, Former Policy Director to the Speaker of the House

**6:00 PM Reception
Dinner**

*Can NATO Promote International Security and Prosperity?
A Fireside Chat with Members of the Diplomatic Community*

Moderator: Mark Strand, Congressional Institute
Theodoros Bizakis, Minister Counselor-Deputy Chief of Mission Embassy of Greece
Adam Krzywosądzki, Deputy Chief of Mission, Embassy of Poland

**Communications Breakouts
Tazewell Room**

1:30 PM Taking Control of Your Message on Digital Channels

Daria Grastara, NRSC
Matt Lira, Hangar Capital

2:15 PM Crisis Communications

Ed Patru, Direct Communications Co.

**James River Grand Foyer
James River Grand Ballroom**

Friday, June 3, 2022

8:00 AM Breakfast

James River Grand Ballroom

9:00 AM How to Conduct Effective Oversight

The Honorable Kelly Armstrong, U.S. House of Representatives
William Burck, Quinn Emanuel Urquhart & Sullivan, LLP
Machalagh Carr, Office of the Republican Leader
Steve Castor, House Judiciary Committee

Burwell Ballroom

10:00 AM The Appropriations Process: Understanding & Explaining A Mystery

Anne Marie Chotvac, Committee on Appropriations
Jennifer Hing, Former Appropriations Committee Communications Director

Burwell Ballroom

11:00 AM *Dobbs v. Jackson* and the Future of the Pro-Life Movement

Autumn Christensen, Susan B. Anthony List
Katie Glenn, Americans United For Life
Tim Saccoccia, Knights of Columbus

Burwell Ballroom

12:00 PM Conference Concludes

Bus departs from Lobby

LCD: Invited House Staff

First Name	Last Name	Job Title	Institution
Steve	Ackerman	Legislative Director	Office of Rep. Fulcher
Emily	Ackerman	Deputy Chief of Staff/Legislative Director	Office of Rep. Reschenthaler
Frank	Acomb	Communications Director	Office of Rep. Reed
Anna	Adamian	Press Secretary	Office of Rep. Harris
Jeremy	Adler	Communications Director	Office of Rep. Cheney
Harley	Adsit	Communications Director	Office of Rep. Carter (GA)
Liam	Anderson	Communications Director	Office of Rep. Stewart
Alex	Attebery	Deputy Communications Director	House Committee on Appropriations
Maggie	Ayrea	Legislative Director	Office of Rep. Graves (LA)
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Daniel	Tellez	Digital Director	Office of Rep. Fulcher
Trevor	TenBrink	Legislative Director	Office of Rep. Huizenga
Elissa	Tew	Communications Director	Office of Rep. Buck
Taylor	Theodossiou	Press Secretary	Office of Rep. McHenry
James	Thomas	Legislative Director	Office of Rep. Lamborn
Jett	Thompson	Legislative Director	Office of Rep. Bice
Emma	Thomson	Communications Director	Office of Rep. Walorski
Sadie	Thorman	Communications Director	Office of Rep. Steube
Daniel	Tidwell	Legislative Director	Office of Rep. Fleischmann

Michaela	Todd	Press Secretary	Office of Rep. Mann
Nicholas	Tortorici	Legislative Director/Deputy Chief of Staff	Office of Rep. Armstrong
Matthew	Tragesser	Communications Director	Office of Rep. Biggs
Catherine	Treadwell	Legislative Director	Office of Rep. Cawthorn
Claire	Trokey	Legislative Director	Office of Rep. Scalise
Charlie	Truxal	Legislative Director	Office of Rep. Franklin
Matt	Tucker	Deputy Chief of Staff/ Legislative Director	Office of Rep. Joyce (PA)
Caroline	Tucker	Communications Director	Office of Rep. Moore (UT)
Will	Turner	Legislative Director	Office of Rep. Garcia
Joel	Valdez	Communications Director	Office of Rep. Gaetz
Valentina	Valenta	Legislative Director	Office of Rep. Posey
EJ	Valentine	Legislative Director	Office of Rep. Gimenez
Madison	Van Every	Deputy Chief of Staff/Legislative Director	Office of Rep. Mace
Alexa	Vance	Communications Director	Office of Rep. Reschenthaler
Alex	Vanderford	Communications Director	Office of Rep. DesJarlais
Matt	VanHyfte	Communications Director	House Committee on Small Business
Heather	Vaughan	Communications Director	House Committee on Science, Space and Technology
Jonathan	Vecchi	Legislative Director/Deputy Chief of Staff	Office of Rep. Billirakis
Noelle	Verhelst	Legislative Director	Office of Rep. Smucker
Mary	Vigil	Legislative Director/Senior Policy Advisor	Office of Rep. Smith (NJ)
Sarah Anne	Voyles	Communications Director	Office of Rep. Burgess
Jake	Vreeburg	Policy Director	House Republican Conference
Rob	Wagner	Legislative Director	Office of Rep. Fitzgerald
Rachel	Walker	Communications Director	House Committee on Intelligence
Nikki	Wallace	Communications Director/District Director	Office of Rep. Simpson
Luke	Waltwork	Legislative Director	Office of Rep. Murphy
Maggie	Ward	Legislative Director	Office of Rep. Turner
Lauren	Weber	Press Secretary	Office of Rep. Fischbach

Robby	Wehagen	Deputy Chief of Staff	Office of Rep. Carter (GA)
Zachary	Weidlich	Communications Director	Office of Rep. Carl
Laura	Weldon	Legislative Director	Office of Rep. Taylor
Sam	West	Senior Legislative Assistant	Office of Rep. Kelly (PA)
Grayson	Westmoreland	Deputy Chief of Staff	Office of Rep. Higgins
Craig	Wheeler	Communications Director	Office of Rep. Herrera Beutler
Connor	White	Legislative Director	Office of Rep. Davidson
Allie	White	Legislative Director	Office of Rep. Ferguson
Grace	White	Communications Director	Office of Rep. Steil
Ian	Whitson	Legislative Director	Office of Rep. Rouzer
Calla	Wickenhauser	Communications Assistant (DC)	Office of Rep. Davis
Jenn	Wickre	Policy Director	House Committee on Science, Space and Technology
Jeff	Wieand	Counsel	Office of the Whip
Jonathan	Wilcox	Communications Director	Office of Rep. Issa
Haley	Wilson	Legislative Director	Office of Rep. Rogers (AL)
Laura	Wilson	Legislative Director	Office of Rep. Johnson (OH)
David	Winfrey	Legislative Director	Office of Rep. Granger
Kelsey	Wolfgram	Senior Legislative Assistant	Office of Rep. Burchett
Jordan	Wood	Legislative Director	Office of Rep. Gooden
Emily	Wood	Press Secretary	Office of Rep. Duncan
Maggie	Woodin	Legislative Director	Office of Rep. Meijer
Joshua	Woodward	Legislative Director	Office of Rep. Cammack
Dan	Wunderlich	Communications Director	Office of Rep. Schweikert
Rob	Yavor	Policy Director	House Committee on Small Business
Dominique	Yelinski	Legislative Director	Office of Rep. Hern
Alex	Yost	Legislative Director	Office of Rep. Owens
Ryan	Young	Legislative Director	Office of Rep. Sessions
Lauren	Ziegler	Legislative Director	Office of Rep. Babin

Mac
Nate
Johnny

Zimmerman
Zimpher
Zwaanstra

Legislative Director
Legislative Director
Legislative Director

Office of Rep. Tiffany
Office of Rep. Balderson
Office of Rep. Lesko

Report name:

Attendance Report (House Staff for Ethics)

Report date:

06/09/2022

Event name:

2022 Legislative and Communication Directors Conference

First Name	Last Name	Institution	Job Title
Anna	Adamian	Office of Rep. Harris	Press Secretary
Alex	Attebery	House Committee on Appropriations	Deputy Communications Director
Kevin	Baird	Office of Rep. Griffith	Communications Director
Shawn	Balcomb	Office of Rep. Salazar	Communications Director
Natalie	Baldassarre	Office of Rep. Malliotakis	Communications Director
Wade	Ballou	House Office of the Legislative Counsel	Legislative Counsel
Noah	Barger	Office of Rep. Bost	Legislative Director
Nathan	Barker	Rep. Jody Hice	Legislative Director
Nick	Barley	Office of Rep. Keller	Communications Director
Zach	Barnett	Office of Rep. Graves (LA)	Communications Manager
Brian	Bates	Office of Rep. Gibbs	Legislative Director
Christopher	Bayles	Office of Rep. Palmer	Senior Legislative Assistant
Lyssa	Bell	Office of Rep. Pfluger	Communications Director
Evan	Bender	Office of Rep. Nehls	Legislative Director
Chris	Bien	Office of the Leader	Deputy Director of Floor Operations
Jeff	Bishop	Office of Rep. Stauber	Deputy Chief of Staff
Summer	Blevins	Office of Rep. Bilirakis	Deputy Chief of Staff/Press Secretary
Barbara	Boland	Office of Rep. Wenstrup	Communications Director
Patrick	Bond	Office of Rep. Lucas	Communications Director
Rich	Booker	Office of Rep. Long	Press Secretary
Francis	Brennan	House Republican Conference	Rapid Response Director
Palmer	Brigham	Office of Rep. Stefanik	Communications Director
Arthur	Bryant	Office of Rep. Wagner	Communications Director
Daniel	Buchell	Office of Rep. Spartz	Communications Director
Laynee	Buckels	Office of Rep. Weber	Communication Director

Courtney	Butcher	House Republican Conference	Member Services Director
John	Caddock	Office of Rep. Mooney	Legislative Director
Aaron	Calkins	Office of Rep. Biggs	Legislative Director
Kyle	Campbell	Office of Rep. McClintock	Legislative Director
Samantha	Cantrell	Office of Rep. Miller (WV)	Deputy Communications Director
Emily	Carltn	Office of Rep. Obernolte	Communications Director, Senior Advisor
Colin	Carr	Office of Rep. Loudermilk	Deputy Chief of Staff/ Legislative Director
Machalagh	Carr	Office of the Leader	General Counsel
Colleen	Castle	Office of Rep. Hartzler	Legislative Director
Steve	Castor	House Committee on the Judiciary	General Counsel
Anne Marie	Choivacs	House Committee on Appropriations	Staff Director
Nick	Christensen	House Committee on Transportation and Infrastructure	Director of Member Services
Alex	Cisneros	Office of Rep. Kim	Legislative Director
Ken	Clifford	Office of Rep. Steel	Legislative Director
Adam	Cloch	Office of Rep. Curtis	Communications Director
Sarah	Coffman	Office of Rep. Corner	Legislative Director
Andrea	Coker	Office of Rep. Van Dyne	Communications Director
Michael	Comer	Office of the Whip	Deputy Communications Director
Elisabeth	Conklin	Communication Standards Commission	Director
Kris	Cook	Office of Rep. Palmer & House Republican Policy Committee	Communications Director
Sarah	Corley	Office of Rep. Cole / House Rules Committee	Director of Strategic Communications
Charles	Correll	Office of the Leader	Speechwriter
Alex	Crane	Office of Rep. Fitzgerald	Communication Director
Miranda	Dabney	Office of Rep. Hem	Communications Director
Mike	Davin	Office of Rep. Latta	Legislative Director
Charlotte	Davis	Office of Rep. Steil	Senior Legislative Assistant
Jordan	Dayar	Office of the Leader	Cloakroom Assistant

Anne	DeCesaro	Select Committee on Economic Disparity and Fairness in Growth	Republican Policy Director
Michael	DeFilippis	Office of Rep. Malliotakis	Legislative Director
Britney	Dickerson	Office of Rep. Harshbarger	Communications Director
Ross	Dietrich	Office of Rep. González-Colón	Legislative Director
Matthew	Diller	House Committee on Rules	Policy Director
Ryan	Dilworth	Office of Rep. Van Dyne	Legislative Director
Halee	Dobbins	Office of Rep. Williams	Communications Director
Emily	Domenech	Office of the Leader	Senior Policy Advisor
Jordan	Dunn	Office of Rep. Gallagher	Communications Director
Katie	Dwyer	Office of Rep. Carey	Legislative Director
Russell	Dye	Office of Rep. Jordan	Communications Director
Ben	Elleson	Office of Rep. Long	Deputy Chief of Staff/Legislative Director
Max	Engling	Office of the Leader	Deputy Director of Member Services
Alex	Enlow	Office of Rep. Scott	Communications Director
Michele	Exner	Office of the Leader	Communications Director
Grace	Farmer	Office of Rep. Mullin	Press Secretary
Chris	Fernandez	Office of Rep. Boebert	Legislative Director
Lauren	Fine	Office of the Whip	Communications Director
Amanda	Fitzmorris	Office of Rep. Newhouse	Communications Director
Kristin	Flukey	Office of Rep. McMorris-Rodgers	Senior Legislative Assistant
Harry	Fones	Select Committee on Economic Disparity and Fairness in Growth	Communication Director
J.P.	Freire	House Committee on Ways and Means	Communications Director
Dylan	Frost	Office of Rep. Hill	Legislative Director
Austin	Gage	Office of Rep. Hal Rogers (KY)	Legislative Director and Counsel
Steven	Glaier	Office of the Leader	Senior Policy Advisor and Counsel
Kate	Giaquinto	Office of Rep. McKinley	Communications Director
Savannah	Glasgow	Office of Rep. Buchanan	Press Secretary

Eliana	Goodman	Office of Rep. Kustoff	Legislative Director
Emma	Hall	Office of Rep. Owens	Communications Director
Steve	Hansen	Office of Rep. Tenney	Communications Director
Jon	Harder	Office of Rep. Graves (MO)	Digital Director
Wesley	Harkins	Office of Rep. Bice	Communications Director
Tiffany	Haverly	Office of Rep. Smith (NE)	Communications Director
Jake	Hilkin	Office of Rep. Norman	Legislative Director
Preston	Hill	Office of the Leader	Policy Advisor
Ryan	Hofmann	House Republican Conference	Policy Advisor
Anna	Holland	House Republican Conference	Deputy Press Secretary
Kelsey	Holt	Office of Rep. Estes	Press Secretary
Rebekah	Hoshiko	House Committee on Natural Resources	Communications Director
Michael	Howard	Office of Rep. LaTurner	Communications Director
Maggie	Howell	Office of the Leader	Graphic Designer
Hannah	Hughes	Office of Rep. Gibbs	Press Secretary
Claire	Hurley	Office of Rep. Latia	Press Secretary
Josh	Jackson	Office of Rep. Smith (NE)	Legislative Director
Kyle	Jacobs	Office of Rep. Miller-Meeks	Legislative Director
Danny	Jativa	Office of Rep. Gimenez	Communications Director
Bradley	Jaye	Office of Rep. Moore (AL)	Communications Director
Amy	Jones	House Committee on Education and Labor	Director of Education and Human Services Policy
Dylan	Jones	Office of Rep. Rose	Communications Director
Elizabeth	Joseph	Office of Rep. Guest	Policy Director
Blaine	Kelly	Office of Rep. Carey	Communications Director
Katharine	Kelly	Office of Rep. Kustoff	Communications Director
Ryan	Kelly	Office of Rep. Mooney	Communications Director
Will	Kiley	Office of Rep. Miller-Meeks	Communications Director
Ed	Kim	Office of Rep. Woolenaar	Legislative Director

Erik	Kinney	Office of Rep. McClain	Legislative Director
Matthew	Knoedler	Office of Rep. Kelly (PA)	Press Secretary
Kevin	Knoth	Office of Rep. Hartzler	Communications Director
Steve	Koncar	Office of Rep. Mast	Legislative Director
Allie	Kotsovos (Humes)	Office of the Leader	Member Services Coordinator
Jeff	Kratz	Office of Rep. Bacon	Legislative Director
Elise	Krekorian	Office of Rep. Duncan	Senior Legislative Assistant
Jason	Krottor	Office of Rep. Rose	Legislative Director
Jeffrey	Kuckuck	Office of Rep. Emmer	Legislative Director
Hillary	Lassiter	Office of Rep. Pence	Legislative Director
Alexandra	Lavy	Office of Rep. LaMalfa	Communications Director
Will	Layden	House Committee on Natural Resources	Deputy Staff Director
Lindsay	Linhares	Office of Rep. Lellow	Legislative Director
Elizabeth	Lloyd	Office of Rep. Johnson (SD)	Legislative Director
Ryan	Long	Office of the Leader	Senior Policy Advisor
Hunter	Lovell	Office of Rep. Scalise	Press Secretary
Chavonne	Ludick	Office of Rep. McMorris-Rodgers	Press Secretary
Nick	Lunneborg	Office of Rep. Fischbach	Legislative Director
Faith	Mabry	Office of Rep. Valadao	Communications Director
Brittany	Madni	Office of Rep. Hinson	Deputy Chief of Staff/Legislative Director
Michael	Mansour	Office of Rep. Kinzinger	Deputy Chief of Staff
John	Martin	House Committee on Education and Labor	Workforce Policy Director
Brittany	Martinez	Office of the Leader	California Press Secretary
Hannah	Matesic	House Committee on Education and Labor	Director of Member Services and Coalitions
Erin	McBride	Office of Rep. Rouzer	Communications Director
Abby	McHan	Office of Rep. Cloud	Legislative Director
Bryan	McVae	Office of Rep. Foxx	Legislative Director
Tim	Medeiros	Office of Rep. Feenstra	Legislative Director
Megan	Medley	Office of Rep. Aderholt	Legislative Director

Theresa	Meyer	Office of Rep. Emmer	Press Secretary
Emily	Michael	Office of Rep. Griffith	Legislative Director
Jake	Middlebrooks	Office of Rep. LaTurner	Legislative Director
Annie	Minkler	Office of the Whip	Deputy Floor Director
Maddie	Mitchell	Office of Rep. Hollingsworth	Legislative Director
Alye	Milnar	Office of the Whip	Policy Advisor
Carter	Moelk	Office of Rep. Hollingsworth	Communications Director
Charles	Morrison	Office of Rep. Gallagher	Legislative Director
Elizabeth	Mount	House Republican Conference	Member Services and Operations Assistant
Jeff	Natf	Office of the Whip	Communications Advisor
Claire	Nance	Office of Rep. Westerman	Communications Director
Ben	Napier	Office of the Whip	Director of Floor Operations
Casey	Nelson	Office of Rep. Jackson	Communications Director
Valerie	Nelson	Office of Rep. Granger	Communications Director
Sarah	Newsome	Office of Rep. Wittman	Press Secretary
Bryan	Nichols	Office of Rep. Graves (MO)	Communications Director/ Field Representative
Ben	Nyce	House Republican Conference	Policy Advisor
Kevin	O'Keefe	Office of Rep. Keller	Deputy Chief of Staff/Legislative Director
Nick	O'Boyle	Office of Rep. Estes	Deputy Chief of Staff/Legislative Director
Hannah	Osantowski	Office of Rep. Pence	Communications Director
Charyssa	Parent	House Republican Conference	Press Secretary & Director of Media Affairs
Rachel	Parlow	Office of Rep. Burchett	Digital Media Manager
Laura	Peavey	House Committee on Financial Services	Communications Director
Max	Pedrotti	Office of Rep. Miller (WV)	Legislative Director
Breely	Peterson	Office of Rep. Turner	Press Secretary
Hilary	Pinegar	Office of Rep. Smith (MO)	Legislative Director
Phillip	Pinegar	Office of Rep. Baird	Deputy Chief of Staff
Mitch	Rabalais	Office of Rep. Letlow	Communications Director

Scott	Rausch	Office of Rep. Garbarino	Deputy Chief of Staff & Legislative Director
Russ	Read	Office of Rep. Franklin	Communications Director
Eric	Reath	Office of Rep. Smucker	Press Secretary
Matt	Reed	Office of Rep. Adenholt	Press Assistant
Zach	Roberts	Office of Rep. Scott	Legislative Director
Jim	Robertson	Office of Rep. Stetarik	Senior Legislative Assistant
Sara	Robertson	Office of Rep. Crawford	Communications Director
Brent	Robinson	Office of Rep. Wittman	Deputy Chief of Staff/Legislative Director
Mike	Rorke	Office of Rep. Walberg	Press Secretary
David	Russell	Office of Rep. Woodenaar	Deputy Chief of Staff/Communications Director
Hannah	Russell	Office of Rep. Desjarlais	Legislative Director
Abbey	Schieffer	Office of Rep. Bacon	Press Secretary
Eric	Schnitz	Office of the Whip	Coalitions Coordinator
Dan	Schneider	Office of Rep. Hill	Communications Director
Katherine	Sears	Office of Rep. Joyce (OH)	Communications Director
Cassandra	Sebastian	Office of Rep. Lamborn	District Communications Director
Ashley	Shelton	Office of Rep. Crawford	Legislative Director
Cam	Shepherd	Office of Rep. Allen	Legislative Director
Olivia	Shields	House Committee on Energy and Commerce	Communications Director
Clay	Shoemaker	Office of Rep. Bishop	Communications Director
Katlynn	Skoog	Office of Rep. Mullin	Legislative Director
Ashley	Smith	Office of Rep. Grothman	Deputy Chief of Staff/Communications Director
Burke	Smith	Office of Rep. Joyce (OH)	Legislative Director
Caleb	Smith	Office of the Leader	Digital Communications Director
Trevor	Smith	Office of Rep. McCarthy	Legislative Director
Laura	Stagno	Office of Rep. Carl	Legislative Director
Greg	Steele	Office of Rep. Hudson	Communications Director

Peter	Stein	Office of Rep. Harshbarger	Senior Legislative Aid
Maddison	Stone	Office of Rep. Thompson	Press Secretary
Melissa	Stooksbury	Office of Rep. Cole	Press Secretary
Benjamin	Stout	Office of Rep. Boebert	Deputy Chief of Staff/Communications Director
Tim	Svoboda	Office of Rep. Grotzman	Deputy Chief of Staff/Communications Director
Conner	Swanson	Office of Rep. Armstrong	Communications Director
Charlotte	Taylor	Office of Rep. Bucshon	Communications Director
Shaun	Taylor	Office of Rep. Fallon	Legislative Director
Trevor	TenBrink	Office of Rep. Huizenga	Legislative Director

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 25, 2022

Ms. Kelsey Holt
Office of the Honorable Ron Estes
2411 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Holt:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Williamsburg, Virginia, scheduled for June 1 to 3, 2022, sponsored by Congressional Institute.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) 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. If you are required to file an annual Financial Disclosure Statement, 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:mc



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:
Congressional Institute
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 addendum & attached invitation list
5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: June 1, 2022 Date of return: June 3, 2022
7. a. City of departure: Washington, DC
b. Destination(s): Williamsburg, 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:
See addendum
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):
Day 1 - \$51, Day 2 - \$88, Day 3 - \$21
- 2) Provide the reason for selecting the location of the event or trip:
Relative proximity to DC and capacity to handle a large event
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Kingsmill City: Williamsburg, VA Cost Per Night: \$118 +taxes
Reason(s) for Selecting: proximity to DC, availability, security & facility size
- 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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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	\$106	\$269	\$160
For each Accompanying Family Member	\$106	n/a	\$160

	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	\$451	Room Rental
For each Accompanying Family Member	\$451	Room Rental

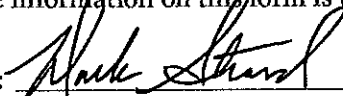
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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: April 12, 2022

Name: Mark Strand Title: President

Organization: Congressional Institute

Address: 1700 Diagonal Road #300, Alexandria, VA 22314

Email: strand@conginst.org Telephone: 703-837-8812

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