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 giftravelreports@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: Melanie Stansbury
2. a. Name of Accompanying Relative: _____ *OR* None ☒
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. **Dates:** Departure: 12/8/22 Return: 12/10/22
   b. Dates at Personal Expense, if any: _____ *OR* None ☒
4. Departure City: Washington, DC Destination: Boston, MA Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Institute of Politics Harvard Kennedy School (HKS)
6. Describe Meetings and Events Attended (attach additional pages if necessary):
   agenda attached
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: Melanie A. Stansbury

Date: 12/15/2022

Version date 3/2021 by Committee on Ethics

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: Harvard Kennedy School, Institute of Politics
2. Travel Destination(s): Cambridge, MA
3. Date of Departure: Dec 8 Date of Return: Dec 10
4. Name(s) of Traveler(s): Rep. Melanie Stansbury

   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	no flights provided	$798	~$450	n/a
Accompanying Family Member				

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: 12/14/2022

Name: Augusta Durham Title: Events & Outreach Coordinator

Organization: Institute of Politics

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

Address: Harvard Kennedy School, Institute of Politics, 79 John F. Kennedy ST, Cambridge, MA 02138

Email: augusta_durham@hks.harvard.edu Telephone: 703-801-3816

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

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:

   Institute of Politics, Harvard Kennedy School

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):

   Invite list is attached to email.

5. Yes ☐ No ☐ Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: All flight information listed on agenda Date of return: _____
7. a. City of departure: _____
   b. Destination(s): _____
   c. City of return: _____

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:

    The Harvard Kennedy School's Institute of Politics is the sole organizer and sponsor of the trip. The interest of the IOP in organizing the conference is to provide an educational bipartisan conference for the newly elected members of conference.

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:
    YES a. ☐ The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; **OR**
    b. ☐ The trip involves events that are arranged specifically *with regard* to congressional participation.
    If "b" is checked:
    1) Detail the cost *per day* of meals (approximate cost may be provided):
    2) Provide the reason for selecting the location of the event or trip:

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
    Hotel Name: The Charles City: Cambridge, MA Cost Per Night: $399
    Reason(s) for Selecting: Closest location to Harvard Kennedy School
    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:**

☐ Actual Amounts ☒ Good Faith Estimates	Total **Transportation** Expenses per Participant	Total **Lodging** Expenses per Participant	Total **Meal** Expenses per Participant
For each Member, Officer, or Employee	$620	$399	$110
For each Accompanying Family Member	$620	$399	$110

	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: [redacted] Date: 12/14/2022

Name: Augusta Durham Title: Events & Outreach Coordin

Organization: Institute of Politics

Address: Harvard Kennedy School, Institute of Politics, 79 John F. Kennedy ST, Cambridge, MA 021

Email: augusta_durham@hks.harvard.edu Telephone: 703-801-3816

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**

Flight Information – Crenshaw:
Thursday, December 8: DCA -> BOS, 3:25 PM – 5:06 PM
Friday, December 9 BOS -> BWI, 4:15 – 5:55 PM

Flight Information – Gomez:

Thursday, December 8: DCA -> BOS, 3:25 PM – 5:06 PM
Friday, December 9: BOS -> LA, 6:25 PM – 10:09 PM

Flight Information – Peltola:
Thursday, December 8: DCA -> Boston, landing 3 PM
Saturday, December 10: Boston -> DCA, leaving after around 3 PM

Flight Information – Ryan
Thursday, December 8: DCA -> BOS 2:10 PM - 3:39 PM
Saturday, December 10: BOS -> DCA, 8:00 AM – 9:10 AM

Flight information – Stansbury
Paying for her own flight.

HARVARD 2022 BIPARTISAN PROGRAM FOR NEWLY ELECTED MEMBERS OF CONGRESS
Sessions and Speakers
December 8-10, 2022

The Charles Hotel
One Bennett Street
Cambridge, MA 02138
617.864.1200

Institute of Politics
Harvard Kennedy School (HKS)
Cambridge, MA 02138
617.495.1360

Thursday, December 8, 2022

3:00 – 8:00 PM

Registration
Location: The Charles Hotel Lobby, Cambridge, MA 02134

6:00 – 8:00 PM

Opening Dinner
Self-Introductions: Getting to Know the New Members of the 118th Congress
Setti D. Warren, Interim Director, Institute of Politics
Amy Walter, Facilitator, National Editor, Cook Political Report
Location: Malkin Penthouse, Littauer Building, HKS

Friday, December 9, 2022

8:00 – 9:00 AM

Breakfast

Location: Allison Dining Room, 5th Floor Taubman Building, HKS

9:00 – 10:30 AM

Session

What We Wish We Knew: Ask Me Anything

Congresswoman Barbara Comstock (VA-10 R) (2015-2019), Institute of Politics Resident Fellow, S'19

Congressman Dan Crenshaw MC/MPA '17 (TX-02, R)

Congressman Jimmy Gomez MPP 2003 (CA-34, D)

David King (Moderator), Senior Lecturer in Public Policy, HKS

Location: Taubman Building, NYE ABC*****

*******(All remaining sessions will be in this location.)*

10:35 – 10:45 AM

Group Photo

Location: Allison Dining Room, 5th Floor Taubman Building, HKS

10:45 – 11:45 AM

Session

Budgeting, Appropriations, Revenue & Spending

Bill Dauster, Chief Counsel, United States Senate Budget Committee

Douglas W. Elmendorf, Dean, HKS, Director, Congressional Budget Office (2009-2015)

Shalanda Young, Director, Office of Management and Budget

Linda Bilmes (Moderator), Daniel Patrick Moynihan Senior Lecturer in Public Policy, HKS

12:00 – 1:00 PM

Session

America's Role in the World

Erica Chenoweth, Frank Stanton Professor of the First Amendment, HKS; Susan S. and Kenneth L. Wallach Professor at the Radcliffe Institute for Advanced Studies, Harvard University

Ambassador Paula J. Dobriansky, Senior Fellow, Belfer Center, HKS; Under Secretary of State for Global Affairs (2001-2009)

Richard Haass, President, Council on Foreign Relations *(Invited)*

Stephen M. Walt, Robert and Renee Belfer Professor of International Affairs, HKS

1:00 – 2:00 PM

Session

The Economy

Jason Furman, Aetna Professor of the Practice of Economic Policy jointly at HKS; Chairman, President's Council of Economic Advisers (2013-2017); Non-resident Senior Fellow, Peterson Institute for International Economics

Michael Strain, Director of Economic Policy Studies, and Arthur F. Burns Scholar in Political Economy, American Enterprise Institute (AEI)

Ambassador Katherine Tai, 19th United States Trade Representative (*Invited)*

Karen Dynan (Moderator), Professor of the Practice in the Department of Economics, Harvard University; Non-resident Senior Fellow, Peterson Institute for International Economics; Assistant Secretary for Economic Policy and Chief Economist, U.S. Department of the Treasury (2014-2017)

2:00 – 3:00 PM

Session

Economic Opportunity

Raj Chetty, William A. Ackman Professor of Economics, Harvard University; Director, Opportunity Insights

David Deming, Isabelle and Scott Black Professor of Political Economy and the Academic Dean, HKS; Faculty Dean, Kirkland House, Harvard College

Cornell William Brooks (Moderator), Professor of the Practice of Public Leadership and Social Justice; Director, William Monroe Trotter Collaborative for Social Justice, HKS

3:00 – 3:45 PM

Session

A Conversation with Lawrence S. Bacow, *29th President of Harvard University*

Setti D. Warren (Moderator), Interim Director, Institute of Politics, HKS

4:00 – 4:50 PM

Harvard College Conservative Coalition Student Reception

Location: Allison Dining Room, 5th Floor Taubman Building, HKS

4:00 – 4:50 PM

Harvard College Democrats Student Reception

Location: Kirkland House, Junior Common Room, 95 Dunster Street, Cambridge, MA 02138

5:00 -6:45 PM

Free Time

6:45 – 7:00 PM

Transportation

Buses arrive outside of the Charles Hotel

Location: 1 Bennet Street, Cambridge, MA 02138

7:00 – 7:30 PM

Transportation

Travel to Old South Meeting House

7:30 – 9:00PM

Dinner at Old South Meeting House

Location: 310 Washington St, Boston, MA 02108

9:00 – 9:45 PM

Transportation

Return to Cambridge

Saturday, December 10, 2022

8:00 – 9:00 AM

Breakfast

Location: Allison Dining Room, 5th Floor Taubman Building, HKS

9:00 – 10:00 AM

Session

Building a Stronger Workforce

Martin J. Walsh, 29th United States Secretary of Labor

Setti D. Warren (Moderator), Interim Director, Institute of Politics

10:15 – 11:15 AM

Session

Energy and Sustainability

Catrina Rorke, Senior Vice President, Policy and Research, Climate Leadership Council (*Invited)*

Jim Stock, Vice Provost for Climate and Sustainability, Harvard University; the Harold Hitchings Burbank Professor of Political Economy, Faculty of Arts and Sciences; Member, President's Council of Economic Advisers (2013-2014)

Catherine Wolfram, Visiting Raymond Plank Professor, HKS; Deputy Assistant Secretary of the Treasury for Climate and Energy Economics (2021-2022)

Joe Aldy (Moderator), Professor of the Practice of Public Policy, HKS

11:30 AM – 12:30 PM

Session

Lunch Discussion: Youth Vote

John Della Volpe, Director of Polling, HKS Institute of Politics

Ethan Jasny '25, Student Chair, Institute of Politics, Harvard Youth Poll

Jamie	Arena
Kevin	Boyce
Brendan	Buck
Nikki	Budzinski
Yadira	Caraveo
Greg	Casar
Barbara	Comstock
Dan	Crenshaw
Tara	Crenshaw
Jasmine	Crockett
Bill	Dauster
Don	Davis
Chris	Deluzio
Paula	Dobriansky
Valerie	Foushee
Stanley Lee	Foushee
Maxwell	Frost
Dan	Goldman
Jimmy	Gomez
Val	Holye
Glenn	Ivey
Jonathan	Jackson
Kevin	Kiley
Nicholas	Lalota
Greg	Landsman
Anna Paulina	Luna
Morgan	McGarvey
Christine Danner	McGarvey
Rob	Menendez
Alex	Menendez
Jared	Moskowitz
Wiley	Nickel
Zach	Nunn

Mary	Peltola
Marie Gluesenkamp	Perez
Brittany	Petersen
Christian	Ramey
Catrina	Rourke
Pat	Ryan
Andrea	Salinas
Hillary	Scholten
Ian	Silverii
Eric	Sorensen
Melanie	Stansbury
Shawn	Starks
Michael	Strain
Emilia	Sykes
Shri	Thanedar
Monica	Todd
Jill	Tokuda
Rachel	Wallace
Amy	Walter
Shalanda	Young

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.**

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: Melanie Stansbury

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: Melanie A. Stansbury

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): _____

Office Address: 1421 Longworth Building, Washington D.C. 20515

Telephone Number: (202) 225-6316

Email Address of Contact Person: libertie.green@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

TRAVELER FORM

1. Name of Traveler: Melanie Stansbury
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
   Harvard Kennedy School
3. City and State **OR** Foreign Country of Travel : Boston, MA
4. a. Date of Departure: 12/8/22 Date of Return: 12/10/22
   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.**
   This program is for newly elected Members of Congress and Rep. Stansbury was elected in a special election in 2021, so she is participating in this program.
9. **Yes ☐ No ■ Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?**
10. For staff travelers, to be completed by your employing Member:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member _____ Date_____

U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

December 7, 2022

The Honorable Melanie Stansbury
U.S. House of Representatives
1421 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 Cambridge, Massachusetts, scheduled for December 8 to 10, 2022, sponsored by Harvard University. We note you are not accepting roundtrip transportation from the trip sponsor.

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

You must complete a Member/Officer Post-Travel Disclosure Form and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. You must also report all travel expenses totaling more than $415 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Susan Wild
Acting Chairwoman

Michael Guest
Acting Ranking Member

SW/MG:rp