



# U.S. House of Representatives COMMITTEE ON ETHICS

## MEMBER/OFFICER POST-TRAVEL DISCLOSURE FORM Original Amendment *Jan*

This form is for disclosing the receipt of travel expenses from a private source for travel taken in connection with a Member or officer's official duties. This form does not eliminate the need to report privately-funded travel on the Member or officer's annual *Financial Disclosure Statement*. In accordance with House Rule 25, clause 5, **you must complete this form and file it with the Clerk of the House, by email at [gifttravelreports@mail.house.gov](mailto:gifttravelreports@mail.house.gov), within 15 days after travel is completed.** Please **do not** file this form with the Committee on Ethics.

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

1. Name of Traveler: Ralph Norman
2. a. Name of Accompanying Relative: Elaine Norman OR None
- b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 03/02/2023 Return: 03/05/2023
- b. Dates at Personal Expense, if any: \_\_\_\_\_ OR None
4. Departure City: Washington, D.C. Destination: Palm Beach, FL Return City: Charlotte, NC
5. Sponsor(s), Who Paid for the Trip: Club for Growth
6. Describe Meetings and Events Attended (attach additional pages if necessary):  
Pages / 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: \_\_\_\_\_

*Ralph Norman*

Date: 03/08/2023



U.S. House of Representatives

# COMMITTEE ON ETHICS

## SPONSOR POST-TRAVEL DISCLOSURE FORM

Original  Amendment *JR*

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: Club for Growth
- Travel Destination(s): Palm Beach, FL
- Date of Departure: 3/2 Date of Return: 3/5
- Name(s) of Traveler(s): Ralph Norman, Elaine Norman  
*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	\$761.81	\$1,797.00	\$740.37	\$0.00
Accompanying Family Member	Not provided by CFG	Included	\$740.37	\$0.00

- 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: *John Richardson Jr* Date: 03/20/2023

Name: John Richardson Title: Chief Operating Officer

Organization: Club for Growth

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

Address: 2001 L Street NW, Suite 600, Washington DC 20036

Email: wmasson@clubforgrowth.org Telephone: (571) 366-0664

*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](http://ethics.house.gov)) provides detailed instructions for filling out the form.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.**

1. Sponsor who will be paying for the trip:

The Club for Growth

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 document "House Ethics Addendum 2023"

5. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?

6. Date of departure: 3/2/2023 Date of return: 3/5/2023

7. a. City of departure: Washington, DC

b. Destination(s): Palm Beach, FL

c. City of return: Washington, DC

8. **Check only one.** I represent that:

a.  The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: **OR**

b.  The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: **OR**

c.  The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.

9. **Check only one of the following:**

a.  I checked 8(a) or (b) above; **OR**

b.  I checked 8(c) above but am not offering any lodging; **OR**

c.  I checked 8(c) above and am offering lodging and meals for one night; **OR**

d.  I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted:



U.S. House of Representatives

# COMMITTEE ON ETHICS

10.  Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*
11. **Check only one of the following:**
- a.  I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box; OR*
- b.  *Not Applicable.* Trip sponsor is a U.S. institution of higher education.
12. For *each* sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip *and* its role in organizing and/or conducting the trip:

13. **Answer parts a and b. Answer part c if necessary:**

- a. Mode of travel: Air  Rail  Bus  Car  Other  (specify: \_\_\_\_\_)
- b. Class of travel: Coach  Business  First  Charter  Other  (specify: \_\_\_\_\_)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:

14.  I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking the box.*

15. **Check only one.** I represent that either:

- a.  The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; **OR**
- b.  The trip involves events that are arranged specifically *with regard* to congressional participation.
- If "b" is checked:

1) Detail the cost *per day* of meals (approximate cost may be provided):

2) Provide the reason for selecting the location of the event or trip:

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel Name: The Breakers Hotel City: Palm Beach, FL Cost Per Night: \$595.00

Reason(s) for Selecting: \_\_\_\_\_

Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_

Reason(s) for Selecting: \_\_\_\_\_

Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_

Reason(s) for Selecting: \_\_\_\_\_

17.  I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking the box.*



U.S. House of Representatives

# COMMITTEE ON ETHICS

### 18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$900.00	\$1,785.00	\$1,045.00
For each Accompanying Family Member	N/A	N/A	\$1,045.00

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	N/A	N/A
For each Accompanying Family Member	N/A	N/A

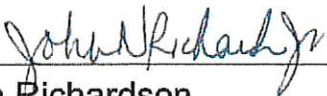
**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

### 19. Check only one:

- a.  I certify that I am an officer of the organization listed below; **OR**
- b.  *Not Applicable.* Trip sponsor is an individual or a U.S. institution of higher education.

20. I certify by my signature that

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

Signature:  Date: 01/30/2023  
 Name: John Richardson Title: Chief Operating Officer  
 Organization: Club for Growth  
 Address: 2001 L Street NW, Suite 600, Washington D.C. 20036  
 Email: wmasson@clubforgrowth.org Telephone: (202) 955-5500

## INSTRUCTIONS

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

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

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

**For questions, please contact the Committee on Ethics at:**

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

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



U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

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

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

Name of Traveler: Ralph Norman

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): Ralph Norman

Office Address: 569 Cannon House Office Building

Telephone Number: 202-225-5501

Email Address of Contact Person: joseph.mott@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](mailto:travel.requests@mail.house.gov).



TRAVELER FORM

1. Name of Traveler: Ralph Norman

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

3. City and State OR Foreign Country of Travel: Palm Beach, FL

4. a. Date of Departure: 03/02/2023 Date of Return: 03/05/2023

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: Elaine Norman

(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.*

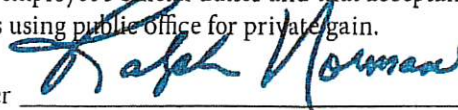
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties.  
**Staff should include their job title and how the activities on the itinerary relate to their duties.**  
To further my education on my legislative duties as a conservative Member of Congress

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 02/01/2023

Michael Guest, Mississippi  
*Chairman*  
Susan Wild, Pennsylvania  
*Ranking Member*

Dave Joyce, Ohio  
John H. Rutherford, Florida  
Andrew R. Garbarino, New York  
Michelle Fischbach, Minnesota

Veronica Escobar, Texas  
Mark DeSaulnier, California  
Deborah K. Ross, North Carolina  
Glenn F. Ivey, Maryland



ONE HUNDRED EIGHTEENTH CONGRESS

**U.S. House of Representatives**

COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

Kelle A. Strickland  
*Counsel to the Chairman*

David Arrojo  
*Counsel to the Ranking Member*

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

February 27, 2023

The Honorable Ralph Norman  
U.S. House of Representatives  
569 Cannon House Office Building  
Washington, DC 20515

Dear Colleague:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your and your spouse's proposed trip to West Palm Beach, Florida, scheduled for March 2 to 5, 2023, sponsored by Club for Growth.

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 the reporting threshold from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. That reporting threshold is currently \$415 but is set to adjust in 2023. 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,

Handwritten signature of Michael Guest in blue ink.

Michael Guest  
Chairman

Handwritten signature of Susan Wild in blue ink.

Susan Wild  
Ranking Member

MG/SW:tn

## PRIMARY TRIP SPONSOR FORM – HOUSE ETHICS ADDENDUM 2023

4. The following are House Member invitees for the event and explanations for each invitation.

The Club for Growth has invited Members of Congress whom it believes are strong advocates of pro-growth policies, in order to educate the Club for Growth membership on economic policy issues from a pro-growth standpoint. The Club for Growth has also invited Senators and members of the conservative movement to educate its membership and Members.

Listed Members are accepting travel expenses from the Club for Growth. Other Members, not listed on the privately-sponsored travel forms, may be paying for travel-related expenses for the event personally or through campaign funds.

**Alexander Mooney** – To educate the Club for Growth membership and have the benefit of his expertise on economic issues and to learn about policy-related matters important to his legislative interests.

**Mary Miller** – To educate the Club for Growth membership and have the benefit of her expertise on economic freedom and free markets, and to learn about free market policy.

**Andrew Ogles** – To educate the Club for Growth membership and have the benefit of his expertise on economic issues and to learn about economic policy matters.

**Byron Donalds** – To educate the Club for Growth membership and have the benefit of his expertise on the importance of parental school choice, and to learn about education policy.

**Matthew Rosendale** – To educate the Club for Growth membership and have the benefit of his expertise on economic policy and to learn about policy matters important to his legislative interests.

**Josh Brecheen** – To educate the Club for Growth membership and have the benefit of his expertise on reducing federal spending and limiting government to promote opportunity for all Americans, and to learn about economic policy matters.

**Ralph Norman** – To educate the Club for Growth membership and have the benefit of his expertise on the importance of parental school choice, and to learn about education policy matters.

**Chip Roy** – To educate the Club for Growth membership and have the benefit of his expertise on reducing federal spending and limiting government to promote opportunity for all Americans, and to learn about economic policy matters important to his legislative interests.

**Scott Perry** – To educate the Club for Growth membership and have the benefit of his expertise on the House Freedom Caucus and economic freedom, and to learn about policy matters important to his legislative interests.

5. & 18. (row 2). The Club for Growth offered to allow the spouses of Members to attend the event alongside them. Several Members accepted the Club for Growth's offer. All spousal travel will be paid for in full at their own expense and only the cost of the spouse's meals will be

covered by the Club for Growth. Costs are good faith estimates for spousal meals. Some Members will travel alone, spouse attendance is to be determined.

16. The Club for Growth chose the Breakers Hotel for several reasons. The hotel has the conference spaces we require – for groups larger than one hundred people – and the level of conference services we need in order to host that number of people. We hire a conference broker to ensure we find the most cost-effective hotel that would accommodate our group. This contract was signed three years in advance to secure the least expensive, comparatively low rates. The cost of the room at the Breakers Hotel is \$525.00 per evening. The rooms at this rate we offer Members of Congress are the same rooms we block out for and rates we offer our attendees, and is the least expensive rate that we are able to offer. This rate is significantly more affordable than the non-contracted room rates which start at approximately \$875.00 per evening that we negotiated with the assistance of our conference broker. Room rates are nightly, subject to 13% tax, bringing the post-tax nightly rate to \$595.00.

18 (column 3). All meals served at the Breakers Hotel are the same for Members of Congress as for conference attendees. The Club for Growth works to order the least expensive meal options that the Breakers Hotel has available, and with hotel staff to reduce to overall costs of meals as well. The Breakers Hotel includes their overhead costs for large banquets into the meal costs so actual price reflects expenses to maintain their facilities, wait staff, cleaning staff, food preparation, kitchen maintenance. In addition, extraneous food and beverage items are not made available to Members, including alcohol, and therefore extras are not calculated into the meal estimates for Members.

## 2023 ANNUAL ECONOMIC CONFERENCE AGENDA

*Agenda draft is current, speakers and exact timing may be subject to change.*

### **Thursday, March 2, 2023**

#### **6:00 PM**

Reception – hosted with Club for Growth membership.

#### **7:00 PM**

Dinner Program – begins with introduction by David McIntosh, President of Club for Growth, followed by informative remarks to Club for Growth membership. Keynote Address given by Governor Ron DeSantis of Florida.

### **Friday, March 3, 2023**

#### **8:00 AM**

Breakfast – served to Club for Growth membership and all official Members.

#### **9:00 AM - 12:00 PM**

General Session – educational sessions led by Members for discourse with Club for Growth membership on economic freedom and limited government. Forum on parental school choice with Members of Congress, America Federation for Children CEO Tommy Schultz, forum on economic policy and deregulation with Members of Congress.

#### **12:00 - 1:30 PM**

Lunch Program – Educational Session with Keynote Address from Senator Ted Cruz, introduction by David McIntosh, President of Club for Growth.

#### **2:00 - 4:00 PM**

General Session – educational sessions led by Members for discourse with Club for Growth membership on economic freedom and limited government. Forum on tax bill and debt ceiling with Members of Congress and Senators.

#### **7:00 PM**

Dinner Program – educational session with keynote address by Fox Business Host Maria Bartiromo.

*Approximately 10 hours of educational and informative sessions on Friday.*

**Saturday, March 4, 2023**

**8:00 AM**

Breakfast – served to Club for Growth membership and all official Members.

**9:00 AM - 12:00 PM**

General Session – educational sessions led by Senators for discourse with Club for Growth membership on economic freedom and limited government. Forum on economic policy and free markets with Members of Congress, Senators, and Fox News commentator Guy Benson.

**12:00 - 1:30 PM**

Lunch Program – educational session with remarks, keynote address to be determined.

**2:00 - 4:00 PM**

General Session – educational sessions led by Senator Rick Scott for discourse with Club for Growth membership on economic freedom and limited government. Forum on inflation and economic issues with Members of Congress.

**7:00 PM**

Dinner Program – educational session to begin with introduction by David McIntosh, keynote address to be determined.

*Approximately 10 hours of educational and informative sessions on Saturday.*

*Speech topics and session titles may shift in February due to scheduling changes. General sessions on policy will remain the same as years prior.*