

COMMITTEE ON ETHICS

MEMBER/OFFICER POST-TRAVEL DISCLOSURE FORM Original Amendment

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

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

1. Name of Traveler: Ralph Norman
2. a. Name of Accompanying Relative: Elaine Norman **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: September 6, 2024 Return: September 8, 2024
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Charlotte, NC Destination: Dallas, Texas Return City: Charlotte, NC
5. Sponsor(s), Who Paid for the Trip: State Freedom Caucus Foundation
6. Describe Meetings and Events Attended (attach additional pages if necessary): Attended conference sessions related to leadership and how to be more effective, budget reforms, and building coalitions.
Attended a dinner and awards ceremony.
7. Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box*:
 - a. a completed *Sponsor Post-Travel Disclosure Form*;
 - b. the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Additional Sponsor Form(s)*;
 - c. page 2 of the completed *Traveler Form* submitted by the Member or officer; **and**
 - d. the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. *Signify statement is true by checking the box.*
b. If not, explain: _____

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge. I have determined that all of the expenses on the attached *Sponsor Post-Travel Disclosure Form* were necessary and that the travel was in connection with my duties as a Member or officer of the U.S. House of Representatives and would not create the appearance that I am using public office for private gain.

Member / Officer Signature: 

Date: September 18, 2024

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 in the trip within 10 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 or provided in-kind support for the trip: _____

2. Travel Destination(s): _____

3. Date of Departure: _____ Date of Return: _____

4. Name(s) of Traveler(s): _____

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				
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: Andrew Roth Date: _____

Name: _____ Title: _____

Organization: _____

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

Address: _____

Telephone: _____ Email: _____

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.

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Ralph Norman
2. Sponsor(s) who will be paying or providing in-kind support for the trip: State Freedom Caucus Foundation
3. City and State **OR** Foreign Country of Travel: Dallas, Texas
4. a. Date of Departure: 09/05/2024 Date of Return: 09/08/2024
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, invitation, 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 Member of Congress and increase my understanding of complex issues facing our country.
9. Yes No **Is the traveler aware of any registered federal lobbyists or foreign agents involved in 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: Ralph Norman

Date: August 5, 2024



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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:
State Freedom Caucus Foundation (SFCF)
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 attachment.
5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: 09/05/2024 Date of return: 09/08/2024
7. a. City of departure: Member is providing own transportation.
b. Destination(s): Dallas, TX
c. City of return: Member is providing own transportation.
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 attachment.

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

a. Mode of travel: Air Rail Bus Car Other (specify: Member arranging own travel)

b. Class of travel: Coach Business First Charter Other (specify: Member arranging own travel)

c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:

Members are providing own transportation.

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: Omni Las Colinas City: Dallas, TX Cost Per Night: 189.00

Reason(s) for Selecting: Hotel is also the location of Summit sessions

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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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	At own expense.	567.00	431.00
For each Accompanying Family Member	At own expense.	567.00	431.00

	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	0.00	
For each Accompanying Family Member	0.00	

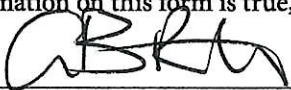
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. Check only one:

- a. I certify that I am an officer of the organization I 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: 7/26/24

Name: Andrew Roth Title: President

Organization: State Freedom Caucus Foundation

Address: 300 Independence Ave SE, Washington, DC 20003

Email: roth@statefreedomcaucus.org Telephone: (202) 937-2309

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

Michael Guest, Mississippi
Chairman
Susan Wild, Pennsylvania
Ranking Member

David P. 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
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Keelie Broom
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1015 Longworth House Office Building
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August 30, 2024

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 Dallas, Texas, scheduled for September 5 to 8, 2024, sponsored by State Freedom Caucus Foundation.

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 \$480 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,

Michael Guest
Chairman

Susan Wild
Ranking Member

MG/SW:rp

STATE FREEDOM CAUCUS FOUNDATION

1st ANNUAL STATE FREEDOM CAUCUS SUMMIT

September 6 – 8, 2024: Omni Las Colinas in Dallas, TX

Proposed flight: AA 1079, 6:00pm-7:47pm

CLT to DFW on September 5th

AGENDA

DAY 1 - Friday, September 6

9:00 AM - 12:00 PM - Lawmaker Session: LEADERSHIP – *Federal and state lawmakers will discuss how to improve the organizational effectiveness and best practices in working with other lawmakers to become effective leaders in their legislatures.*

Presenters: SFCF President Andy Roth, SFCF Vice President Justin Ouimette, Wyoming State Rep. John Bear, and Congressman Ralph Norman.

12:00 PM – 2:00 PM – Lunch Session: DRIVING CHANGE. *SFCF President Andy Roth and Missouri State Sen. Rick Brattin will lead a discussion of the role that freedom caucuses can play in state legislatures in pursuing individual rights, limited government, and free enterprise.*

Presenters: SFCF President Andy Roth and Missouri State Sen. Rick Brattin

2:00 PM - 5:00 PM - Lawmaker Session: INNOVATIONS - *Lawmakers will share innovative approaches to the challenging public policy issues facing the nation and the states, including how legislators can effectively communicate the conservative principles to the public and other public servants underlying these approaches both in and out of session.*

Presenters: SFCF President Andy Roth, SFCF Vice President Justin Ouimette, South Carolina State Rep. Josiah Magnuson.

5:30 PM—7:30 PM—Lawmaker Networking Reception—Federal and state lawmakers will have the opportunity to interact with representatives from outside groups including PragerU, America First Legal, and the American Accountability Foundation, and with each other to share ideas and best practices.

DAY 2 - Sat., Sept. 7

8:00 AM to 9:15 AM - Breakfast Session: COMMUNICATIONS – *Keynote speaker (TBD) will discuss effective strategies and tactics for communicating conservative policy solutions that promote individual rights, limited government, and free enterprise.*

Presenters:

Senators JD Vance (Invited) and/or Senator Ted Cruz (Invited).

9:15 AM - 12:30 PM – Lawmaker Session: BUDGET – *The presenters will discuss how bloated state budgets impact the public, how to educate the public about the budget-making process, and how the federal budget impacts state government, lawmakers’ roles, and the public.*

Presenters: SFCF President Andy Roth, SFCF Vice President Justin Ouimette, Pennsylvania State Rep. Dawn Keefer, Louisiana State Rep. Beryl Amedee, and Congressman Chip Roy.

12:30 PM - 2:00 PM – *Attendees are welcome to get lunch on their own.*

2:00 PM - 4:30 PM - Lawmaker Session: COALITIONS – *Leaders from conservative public policy organizations discuss how legislators can work with outside groups to build coalitions to drive policy change.*

Presenters: PragerU, America First Legal, and TBD.

6:00 PM – 7:20 PM - Pre-Dinner Networking Hour – *Attendees will hear from former Senator and CPI Chairman Jim DeMint on how state legislators are on the front lines of today’s policy battles, as attendees continue to network and share ideas.*

Presenter: Conservative Partnership Institute Chairman Jim DeMint.

7:20 PM – 9:30 PM – Dinner and Awards Ceremony – *The Federalist’s Sean Davis will speak on the importance of conservative policy leadership in the states, and SFCF will honor state lawmakers who have been leaders in driving conservative policy in the states.*

Presenters: The Federalist CEO Sean Davis, Congressmen Ralph Norman, Mary Miller, Lauren Boebert, Chip Roy, and Andy Biggs.

[Proposed flight: AA 2896, 9:10am-12:47pm
DFW to CLT on Sept. 8th](#)

State Freedom Caucus Foundation
Attachment to Primary Trip Sponsor Form

Question 4. Invitee List

1. *Congresswoman Mary Miller (R-IL)* – Has an interest in the principles and policies to be discussed at the summit.
2. *Congressman Ralph Norman (R-SC)* – Has an interest in the principles and policies to be discussed at the summit.
3. *Congressman Andy Biggs (R-AZ)* – Has an interest in the principles and policies to be discussed at the summit.
4. *Congressman Dan Bishop (R-NC)* – Has an interest in the principles and policies to be discussed at the summit.
5. *Congresswoman Lauren Boebert (R-AZ)* – Has an interest in the principles and policies to be discussed at the summit.
6. *Congressman Josh Brecheen (R-OK)* – Has an interest in the principles and policies to be discussed at the summit.
7. *Congressman Eric Burlison (R-MO)* – Has an interest in the principles and policies to be discussed at the summit.
8. *Congressman Ben Cline (R-VA)* – Has an interest in the principles and policies to be discussed at the summit.
9. *Congressman Michael Cloud (R-TX)* – Has an interest in the principles and policies to be discussed at the summit.
10. *Congressman Andrew Clyde (R-GA)* – Has an interest in the principles and policies to be discussed at the summit.
11. *Congressman Eli Crane (R-AZ)* – Has an interest in the principles and policies to be discussed at the summit.
12. *Congressman Warren Davidson (R-OH)* – Has an interest in the principles and policies to be discussed at the summit.
13. *Congressman Scott DesJarlais (R-LA)* – Has an interest in the principles and policies to be discussed at the summit.

State Freedom Caucus Foundation
Attachment to Primary Trip Sponsor Form

14. *Congressman Byron Donalds (R-FL)* – Has an interest in the principles and policies to be discussed at the summit.
15. *Congressman Jeff Duncan (R-SC)* – Has an interest in the principles and policies to be discussed at the summit.
16. *Congressman Russ Fulcher (R-ID)* – Has an interest in the principles and policies to be discussed at the summit.
17. *Congressman Bob Good (R-VA)* – Has an interest in the principles and policies to be discussed at the summit.
18. *Congressman Paul Gosar (R-AZ)* – Has an interest in the principles and policies to be discussed at the summit.
19. *Congressman Mark Green (R-TN)* – Has an interest in the principles and policies to be discussed at the summit.
20. *Congressman Morgan Griffith (R-VA)* – Has an interest in the principles and policies to be discussed at the summit.
21. *Congresswoman Diana Harshbarger (R-TN)* – Has an interest in the principles and policies to be discussed at the summit.
22. *Congressman Andy Harris (R-MD)* – Has an interest in the principles and policies to be discussed at the summit.
23. *Congressman Clay Higgins (R-LA)* – Has an interest in the principles and policies to be discussed at the summit.
24. *Congressman Jim Jordan (R-OH)* – *Has an interest in the principles and policies to be discussed at the summit.*
25. *Congresswoman Anna Paulina Luna (R-FL)* – Has an interest in the principles and policies to be discussed at the summit.
26. *Congressman Alex Mooney (R-WV)* – Has an interest in the principles and policies to be discussed at the summit.

State Freedom Caucus Foundation

Attachment to Primary Trip Sponsor Form

27. *Congressman Barry Moore (R-AL)* – Has an interest in the principles and policies to be discussed at the summit.
28. *Congressman Troy Nehls (R-TX)* – Has an interest in the principles and policies to be discussed at the summit.
29. *Congressman Andrew Ogles (R-TN)* – Has an interest in the principles and policies to be discussed at the summit.
30. *Congressman Scott Perry (R-PA)* – Has an interest in the principles and policies to be discussed at the summit.
31. *Congressman Bill Posey (R-FL)* – Has an interest in the principles and policies to be discussed at the summit.
32. *Congressman Matt Rosendale (R-MT)* – Has an interest in the principles and policies to be discussed at the summit.
33. *Congressman Chip Roy (R-TX)* – Has an interest in the principles and policies to be discussed at the summit.
34. *Congressman Tom Tiffany (R-WI)* – Has an interest in the principles and policies to be discussed at the summit.

Question 12.

State Freedom Caucus Foundation ("SFCF") is an IRS-recognized charitable and educational organization whose mission is to educate the public, lawmakers, and public employees in state legislatures on state legislatures' structures, policies, and procedures and promote the ideals of individual rights, limited government, and free enterprise in state legislatures. SFCF is solely responsible for organizing this summit.