# 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: James R. Walkinshaw

2. a. Name of Accompanying Relative: Yvette Walkinshaw ***OR*** ☐ None
   b. Relationship to Traveler: ☒ Spouse ☐ Child ☐ Other (specify): _____

3. a. Dates: Departure: 11/8/2026 Return: 11/9/2026
   b. Dates at Personal Expense, if any: 11/7/2026 ***OR*** ☐ None

4. Departure City: Annandale, VA Destination: Hot Springs, VA Return City: Annandale, VA

5. Sponsor(s), Who Paid for the Trip: Virginia Association of Counties

6. Describe Meetings and Events Attended (attach additional pages if necessary):
   Congressman Walkinshaw addressed the Conference on Monday and discussed the importance of federal-local partnerships. Other breakout sessions focused on public policy at all levels of government and explore ways to strengthen collaboration between federal, state, and regional partners.

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:** James R. Walkinshaw

**Date:** 11/11/2026

*last updated 7/2023*

# 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.

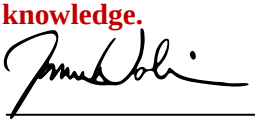
**This form and any attachments may be submitted at 1015 Longworth House Office Building or travel.requests@mail.house.gov.**

**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: James R. Walkinshaw

**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): James R. Walkinshaw

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

Office Address: 2265 Rayburn HOB

Telephone Number: 202-309-8359

Email Address of Contact Person: Jamie.Smith@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 email: *travel.requests@mail.house.gov*.

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: James R. Walkinshaw

2. Sponsor(s) who will be paying or providing in-kind support for the trip: Virginia Association of Counties

3. City and State **OR** Foreign Country of Travel: Hot Springs, VA

4. a. Date of Departure: 11/8/2026 Date of Return: 11/9/2026 (not accepting transport)

   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: Yvette Walkinshaw

   (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.**

   See attached.

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:** _____ **Date:** 11/11/2026

# 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's website (ethics.house.gov) provides detailed instructions for filling out the form. The Committee will notify the House invitees directly of its decision and will not notify the trip sponsors.

**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. Signatures must comply with section 104(bb) of the Travel Regulations.**

1. Sponsor who will be paying for the trip:

   Virginia Association of Counties

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, services, or in-kind assistance 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): Congressman James Walkinshaw, who is invited to speak at a conference breakout session about state and federal issues affecting county governments

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

6. Date of Departure: November 8, 2026 Date of Return: November 9, 2026

7. a. City of departure: Hot Springs, VA
   b. Destination(s): Hot Springs, VA
   c. City of return: Hot Springs, VA

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 the statement is true by clicking the 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:
   This event is our annual conference and features various educational opportunities for members, the adoption of our state ~~legislative program, and election of our slate of officers. We invited Congressman Walkinshaw to educate our members about~~ federal issues affecting county governments. VACo plans and organizes the conference, including inviting all speakers.

13. ***Answer parts a and b. Answer part c if necessary***:
   a. Mode of travel: Air ☐ Rail ☐ Bus ☐ Car ☐ Other ☒ (specify: Travel costs not covered by VACo )
   b. Class of travel: Coach ☐ Business ☐ First ☐ Charter ☐ Other ☒ (specify: Travel costs not covered by VACo )
   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 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 Homestead City: Hot Springs, VA Cost Per Night: $356.80
   Reason(s) for Selecting: Room rate above is for single occupancy and includes breakfast, dinner, taxes, and fees
   Hotel Name: _____ City: _____ Cost Per Night: _____
   Reason(s) for Selecting: Omni Homestead is the conference hotel and one of the only hotels in a county in Virginia that can accommodate the size of our event.
   Hotel Name: _____ City: _____ Cost Per Night: _____
   Reason(s) for Selecting: The conference has historically been held at this venue although we periodically review other options.

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.*

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 | N/A | Double occupancy rate of $504.60 per night | Breakfast and dinner included in lodging rate. Monday lunch included in registration fee |
| For each Accompanying Family Member | N/A | Included in figure above | Included in lodging column/conference fee as above |

| | **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 | $450 | Comped registration fee |
| For each Accompanying Family Member | $175 | Comped registration fee |

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: 10/24/2024

Name: Dean A. Lynch Title: Executive Director

Organization: Virginia Association of Counties

Address: 1207 E. Main Street, Suite 300, Richmond VA 23219

Email: dlynch@vaco.org Telephone: 804-687-6196

If there are questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or travel.requests@mail.house.gov.

Michael Guest, Mississippi
*Chairman*
Mark DeSaulnier, California
*Ranking Member*

Andrew R. Garbarino, New York
Ashley Hinson, Iowa
Nathaniel Moran, Texas
Brad Knott, North Carolina

Deborah K. Ross, North Carolina
Glenn F. Ivey, Maryland
Sylvia R. Garcia, Texas
Suhas Subramanyam, Virginia

ONE HUNDRED NINETEENTH CONGRESS

**U.S. House of Representatives**

COMMITTEE ON ETHICS

Thomas A. Rust
*Staff Director and Chief Counsel*

Jordan Downs
*Chief of Staff to the Chairman*

David Arrojo
*Counsel to the Ranking Member*

1015 Longworth House Office Building
Washington, D.C. 20515–6328
Telephone: (202) 225–7103
https://Ethics.House.gov

November 6, 2026

The Honorable James R. Walkinshaw
U.S. House of Representatives
2265 Rayburn 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 Hot Springs, Virginia, scheduled for November 8 to 9, 2026, sponsored by Virginia Association of Counties. We note that you are not accepting transportation expenses from the sponsor.

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 $525 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

Mark DeSaulnier
Ranking Member

MG/MD:rp

## Conference events expected to be attended by Rep. James Walkinshaw

## Virginia Association of Counties 92nd Annual Conference

## Hot Springs, VA

## November 8-9, 2026

**Rep. Walkinshaw will be driving himself to Hot Springs.**

### *Sunday, November 8*

**9 a.m.-noon** **VACo Board of Directors** | Crystal/Empire

***[Purpose: attend Board meeting to listen to updates on issues of interest to VACo member counties]***

**1 - 2:30 p.m.** **Steering Committee Meetings**

- Agriculture and Rural Affairs | Piedmont
- Community, Economic, and Workforce Development | Blue Ridge
- Education | Stratford
- Health and Human Resources | Mount Vernon

***[Purpose: Policy discussions as part of finalizing our legislative program. All of these meetings will cover issues that are helpful background for a member of Congress.]***

**2:45 - 4:15 p.m.** **Steering Committee Meetings**

- Environment, Energy, and Land Use | Blue Ridge
- Finance and Elections | Mount Vernon
- General Government | Stratford
- Transportation | Piedmont

***[Purpose: Policy discussions as part of finalizing our legislative program. All of these meetings will cover issues that are helpful background for a member of Congress.]***

**4:30 - 5:30 p.m.** **Coalition of High Growth Communities |** Madison

***[Purpose: Meeting of a group of counties dealing with infrastructure/housing and related challenges of rapid growth. Housing has been a topic of discussion at the federal level.]***

**5:30 - 6:30 p.m.** **Sunday Evening Opening Reception |** Crystal and Empire

***[Purpose: networking event/opportunity to discuss issues with local elected officials.]***

**6:30 -7:30 p.m.** **VACo Annual Banquet |** Regency Ballroom

***[Purpose: networking event/opportunity to discuss issues with local elected officials.]***

**7:30 - 8:30 p.m.** **VACo Dessert Social |** Commonwealth Room

***[Purpose: networking event/opportunity to discuss issues with local elected officials.]***

## ***Monday, November 9***

**8:30 -10:00 a.m.** **Opening General Session** | Regency Ballroom

**Presentation of the Colors**: Police Department Color Guard, Roanoke County

**Keynote Speaker**

- Jason El Koubi, President and CEO, Virginia Economic Development Partnership (Invited)

**Award Presentations**

- Top 3 Achievement Awards Recognitions
- Virginia Certified County Supervisors' Graduation

***[Purpose: general education about county issues]***

**10:00 -11:15 a.m.** **Concurrent session: The County/State/Federal Partnership: Mapping the Road Ahead**

***[Purpose: Rep. Walkinshaw will be speaking at this breakout session (along with a state legislator who is also a former county supervisor) and educating attendees on policy discussions at the national level with implications for counties.]***

**11:30 a.m. – 12:45 p.m.** **Concurrent sessions**

- **FIRE/EMS SYSTEM OF THE FUTURE: STRENGTHENING VIRGINIA'S EMERGENCY RESPONSE INFRASTRUCTURE** | Regency Ballroom
- **GAME UPDATE - SPORTS TOURISM** | Stratford
- **INTERNAL AND EXTERNAL PRESSURES IN COUNTY GOVERNMENT** | Mount Vernon
- **HOUSING/ECONOMIC DEVELOPMENT** | Blue Ridge

***[Purpose: Education about issues of importance to county government. Rep. Walkinshaw invited to attend any of these sessions, which provide helpful background information for a member of Congress.]***

**12:45 1:45 p.m.** **Deli Lunch** | Exhibit Hall

***[Purpose: box lunch – networking event/opportunity to discuss issues with local elected officials. Rep. Walkinshaw expected to return to Washington, DC after lunch.]***

**Rep. Walkinshaw will be driving himself back to Fairfax after lunch.**