

HAND DELIVERED

☒ Original ☐ Amendment

LEGISLATIVE RESOURCE CENTER

2009 FEB 12 PM 3:46

U.S. House of Representatives
110th Congress

U.S. HOUSE OF REPRESENTATIVES

EMPLOYEE
POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for meetings, speaking engagements, fact-finding trips, or similar events undertaken in connection with official duties. This form does not eliminate the need to report all privately-funded travel on the annual Financial Disclosure Statements of those persons required to file them. In accordance with House Rule 25, clause 5, complete this form and file it with the Clerk of the House of Representatives, B-106 Cannon House Office Building, within **15 days** after travel is completed. The Clerk is to make the second page of this form publicly available as soon as possible after it is filed.

Name of Traveler (print or type):

Brian Gaston

I certify that the information contained on all pages of this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER:

Brian Gaston

DATE:

2-11-09

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

NAME OF SUPERVISING MEMBER:

Congressman Roy Blunt

SIGNATURE OF SUPERVISING MEMBER:

Roy Blunt

DATE:

2-11-09

BLUNT.

☒ Original ☐ Amendment

EMPLOYEE
POST-TRAVEL DISCLOSURE FORM

1. Name of Traveler (print or type): Brian Gaston
2. a. Name of Accompanying Family Member (if any): —
b. Relationship to Employee: — Spouse — Child — Other (specify): —
3. a. Date of Departure and Date of Return: January 29-31, 2009
b. Dates at personal expense (if any): —
4. Itinerary (cities of departure – destination – return): Washington, DC -
Hot Springs, VA - Washington, DC
5. Sponsor(s) (who paid for the trip): The Congressional Institute
6. Describe meetings and events attended (attach additional pages if necessary): detailed agenda of
meetings & sessions attended at the House Republican member retreat
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
a. ☒ the Private Sponsor Travel Certification Form completed by the trip sponsor, including all attachments;
b. ☒ the Traveler Form completed by the employee; **and**
c. ☒ the Committee on Standards' letter approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the sponsor's agenda. (Signify that statement is true by checking box): ☒
b. If not, explain: —
9. TRAVEL EXPENSES: Obtain actual dollar amounts from the sponsor. If exact dollar amounts are unavailable by the due date, provide a good faith estimate and file an amended form once the correct amounts are received.

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses
For employee:	<u>0 - drove own vehicle</u>	<u>\$733.54 for combined lodging and meals</u>	<u>package</u>
For accompanying family member:			

	Other Expenses (dollar amount)	Specific Nature of Expenses (e.g., taxi, parking, registration fee, etc.)
For employee:		
For accompanying family member:		

U.S. House of Representatives

COMMITTEE ON STANDARDS OF
OFFICIAL CONDUCT

Washington, DC 20515

January 26, 2009

Mr. Brian Gaston
Office of the Honorable Roy Blunt
2229 Rayburn House Office Building
Washington, DC 20515

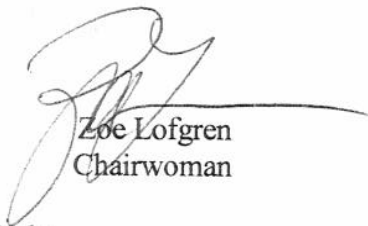
Dear Mr. Gaston:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Standards of Official Conduct hereby approves your proposed trip to Hot Springs, Virginia scheduled for January 29 to 31, 2009 sponsored by the Congressional Institute.

You must complete an Employee Travel Disclosure Form (which your employing Member must also sign) and file it with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are required to attach a copy of this letter and the Private Sponsor Travel Certification Form, including all attachments. You must also include a copy of the Traveler Form completed by you and signed by your employing Member. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$335 from a single source on Schedule VII of that statement.

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

Sincerely,



Zoe Lofgren
Chairwoman

ZL/JB:slo



Jo Bonner
Ranking Republican Member

**U.S. House of Representatives
Committee on Standards of Official Conduct**

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
(provide directly to each House invitee)

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. The trip sponsor should NOT submit the form directly to the Committee. *You must answer every question on the form.*

1. Sponsor(s) (who will be paying for the trip): The Congressional Institute
2. I represent that the trip will not be financed (in whole or in part) by a federally-registered lobbyist or a registered foreign agent (*Signify that the statement is true by checking box*): ☒
3. I represent that the trip sponsor(s) has not accepted from any other source funds earmarked directly or indirectly to finance any aspect of the trip (*Signify that the statement is true by checking box*): ☒
4. Is travel being offered to an accompanying family member of the House invitee(s)? ☒ Yes ☐ No
5. Provide names and titles of ALL House invitees; for each invitee, provide explanation of why the individual was invited (include additional pages if necessary): See attached
6. Dates of travel: January 29-31, 2009
7. Cities of departure - destination - return: Washington D.C. - Hot Springs, VA - Washington D.C.
8. Attached is a detailed agenda of the activities taking place during the travel (*i.e.*, an hourly description of planned activities) (*Signify "yes" by checking box*): ☒
9. I represent that (*check one of the following*):
 - 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. ☐
10. If travel is for participation in a one-day event (*i.e.*, if you checked Question 9(c)), check one of the following:
 - a. N/A - I checked 9(a) or (b) above: ☒
 - b. One-night's lodging and meals are being offered: ☐ *or*
 - c. Two-nights' lodging and meals are being offered: ☐
If "c" is checked, explain why the second night is warranted: _____

11. Check one:
a. I represent that a federally-registered 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. N/A – trip sponsor is an institution of higher education. ☐
12. Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the purpose of the trip and the role of each sponsor in organizing and conducting the trip:
The Congressional Institute president and staff organize, manage and control the event. The purpose of the Congressional Institute, a 501(c)(4) organization is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others.
13. a. Describe the mode of travel (air, rail, bus, etc.). For air travel, also indicate the type of aircraft (commercial, charter, or privately owned) and class of travel (coach, business class, first class, etc.):
Coach Bus
- b. If travel will be first class or by chartered or private aircraft, provide an explanation describing 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. I represent that either (check one of the following):
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, detail the cost per day of meals (approximate cost may be provided): Meals are part of a negotiated a package rate to minimize expenses. See number 18.
16. Reason for selecting the location of the event or trip: Relative proximity to Washington DC, security, capacity and capability to handle large event.
17. Name of hotel or other lodging facility: The Homestead, Hot Springs, VA
18. Cost per night of hotel or other lodging facility (approximate cost may be provided): Lodging and meals are a package rate - \$810.20 for two nights. Additional \$367.70 for two nights for double occupancy.
19. Reason(s) for selecting hotel or other lodging facility: Relative proximity to Washington DC, security for the Members, capacity and capability to handle large event, off-season dates result in significantly lower rates, and a history of holding a successful event there in 2003.

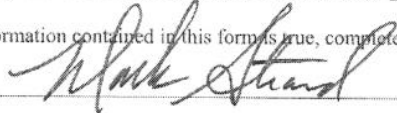
20. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input checked="" type="checkbox"/> good faith estimates			
For each Member, Officer, or employee	79.16	\$810.20 lodging and meals	
For each accompanying family member	\$79.16	\$367.70 lodging and meals	

	Other Expenses (dollar amount)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee		
For each accompanying family member		

21. 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 box): ☒

22. I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name and title: Mark Strand, President

Organization: The Congressional Institute

Address: 1001 N. Fairfax Street, STE 410, Alexandria, VA 22134

Telephone number: 703-837-8812

Fax number: 703-837-8817

Email Address: strand@conginst.org

The Committee staff may contact the above individual if additional information is required.

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Standards of Official Conduct
U.S. House of Representatives
HT-2, The Capitol
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

Version date 8/2008 by Committee on Standards of Official Conduct

Thursday, January 29, 2009

4:00 PM

Grand Ballroom East

Opening Session

Welcome: Mark Strand, President of the Congressional Institute, Rep. Bob Goodlatte & Chairman Mike Pence

4:05 PM

Grand Ballroom East

Conference Communications Overview for 2009

Chairman Mike Pence

4:15 PM

Grand Ballroom East

Economy Panel

Steve Moore, Wall Street Journal
Andy Laperriere, International Strategy & Investment Group

5:15 PM

Grand Ballroom East

Open Microphone with Members

6:15 PM

Grand Ballroom Foyer

Reception with Congressional Institute Guests

7:00 PM

Grand Ballroom West

Dinner with Congressional Institute Guests

Welcome: Mike Johnson, Chairman of the Congressional Institute

Remarks: Leader John Boehner

The Future of the Party I:

Hon. Newt Gingrich

Friday, January 30, 2009

Media Training Sessions will occur all day. Sign up in the Staff Office.

Madison Room

Facebook 101

Rich Thau & Auren Hoffman

Wilson Room

Presentation Skills

Terri Sjodin

7:00 AM

Hunt Room

Catholic Mass

7:00 AM

Crystal Room

Bible Study

Chuck Colson, Prison Fellowship

7:30 AM

Grand Ballroom West

Breakfast: The Future of the Party II

Gov. Mitch Daniels of Indiana

8:30 AM

Grand Ballroom East

Messaging Session

Frank Luntz, Luntz Maslansky Research

9:30 AM

Grand Ballroom East

Social Values Session

Chuck Colson, Prison Fellowship

10:30 AM

Grand Ballroom East

Landscape Session

David Winston, The Winston Group
Linda DiVall, American Viewpoints

11:30 AM

Various Locations (see below)

Breakout Sessions

War on Terror

Dr. Frederick Kagan, American Enterprise Institute

Dr. Kimberly Kagan, The Institute for the Study of War

Healthcare

Regina E. Herzlinger, Harvard Business School

Suburban Agenda

Hon. Mark Kirk

Entitlements

Dr. Stuart Butler, The Heritage Foundation

Middle East

TBA

12:30 PM

Grand Ballroom West

Lunch: The Future of the Party III

Gov. Mitt Romney of Massachusetts

2:30 PM

Grand Ballroom East

Capitol Hill Media Panel

Jonathan Karl, ABC

Mike Allen, Politico

Georgian

Blue Ridge

Piedmont

Empire

Appalachian

3:30 PM

Grand Ballroom East

New Media Session

David Winston, The Winston Group
Rich Thau, Presentation Testing
Auren Hoffman, Rapleaf

4:30 PM

Grand Ballroom East

Leadership Retreat Review

Led by Elected Leadership

5:00 PM

Grand Ballroom East

Plenary Session

Chairman Pete Sessions

6:15 PM

Grand Ballroom Foyer

Reception

7:00 PM

Grand Ballroom West

Dinner

Remarks: Whip Eric Cantor

The Future of the Party IV:

Gov. Tim Pawlenty of Minnesota

Saturday, January 31, 2009

7:00 AM

Hunt Room

Catholic Mass

7:30 AM

Grand Ballroom West

Breakfast

Bill Kristol, The Weekly Standard

9:00 AM

Grand Ballroom East

How to Win the War on Terror:

What I Saw on the Ground

Oliver North, Fox News Correspondent

10:00 AM

Various Locations (see below)

Breakout Sessions

Facebook Study

Rich Thau, Presentation Testing

Ethics Primer

Jan Baran, Wiley Rein LLP

Rob Walker, Former Chief Counsel Ethics Cmte.

Using Procedure to Drive Your Message

Hugh Halpern, House Rules Cmte.

Kyle Nevins, Office of the Whip

Jo-Marie St. Martin, Office of the Leader

Anne Thorsen, Office of the Leader

11:15 AM

Grand Ballroom West

Buffet Lunch

Open Microphone with Entire Conference

12:30 - 4:30 PM

Main Entrance

Return to Washington



Agenda

Congress of Tomorrow 2009

January 29-31, 2009
The Homestead

	Name		Institution	Reason for Invitation
1	Andy	Anuzis	House Policy Cmte.	Leadership Staff
2	Brendan	Belair	House Republican Conference	Leadership Staff
3	Neil	Bradley	Office of the Whip	Leadership Staff
4	Larry	Brady	Oversight & Govt Reform Cmte.	Committee Staff Director
5	Jeff	Burton	Office of the Whip	Leadership Staff
6	Ed	Cassidy	Office of the Leader	Leadership Staff
7	David	Cavicke	Energy & Commerce Cmte.	Committee Staff Director
8	Joe	Cella	House Policy Cmte.	Leadership Staff
9	Rob	Collins	Office of the Whip	Leadership Staff
10	Jim	Coon	Transportation & Infrastructure	Committee Staff Director
11	Father Dan	Coughlin	Office of the Chaplain	Chaplain
12	Brad	Dayspring	Office of the Whip	Leadership Staff
13	Jeremy	Deutsch	House Republican Conference Vice	Leadership Staff
14	Kate	Dickens	Tuesday Group	Committee Staff Director
15	Bill	Dolbow	Office of the Whip	Leadership Staff
16	Antonia	Ferrier	Office of the Leader	Leadership Staff
17	Kevin	Fitzpatrick	Small Business Cmte.	Committee Staff Director
18	Chris	Fluhr	Natural Resources Cmte.	Committee Staff Director
19	Brian	Gaston	Office of Cong. Blunt	Leadership Staff
20	Leslee	Gilbert	Science & Technology Cmte.	Committee Staff Director
21	Ramiro	Gutierrez	Office of the Attending Physician	Doctor
22	Karen	Haas	House Republican Conference	Leadership Staff
23	Hugh	Halpern	Rules Cmte.	Committee Staff Director
24	Courtney	Kolb	House Republican Conference	Leadership Staff
25	Trevor	Kolego	Office of the Leader	Leadership Staff
26	Mick	Krieger	Office of Cong. Boehner	Leadership Staff
27	Larry	Lavender	Financial Services Cmte.	Committee Staff Director
28	James	Lewis	Intelligence Cmte.	Committee Staff Director

Congress of Tomorrow | Invitation List

	Name		Institution	Reason for Invitation
29	Matt	Lira	Office of the Whip	Leadership Staff
30	Matt	Lloyd	House Republican Conference	Leadership Staff
31	Melanie	Looney	House Republican Conference	Leadership Staff
32	Amy	Lozupone	Office of the Leader	Leadership Staff
33	Danielle	Maurer	Office of the Leader	Leadership Staff
34	Matt	McGinley	Republican Study Cmte.	Leadership Staff
35	Sean	McLaughlin	Judiciary Cmte.	Committee Staff Director
36	James	Min	Office of the Deputy Whip	Leadership Staff
37	Brian	Monahan	Office of the Attending Physician	Doctor
38	John	Murray	Office of the Whip	Leadership Staff
39	Valerie	Nelson	Office of the Whip	Leadership Staff
40	Kyle	Nevins	Office of the Whip	Leadership Staff
41	Paula	Nowakowski	Office of the Leader	Leadership Staff
42	Robert	O'Connor	Homeland Security Cmte.	Committee Staff Director
43	Josh	Pitcock	House Republican Conference	Leadership Staff
44	Will	Plaster	House Administration Cmte.	Committee Staff Director
45	Yleem	Poblete	Foreign Affairs Cmte.	Committee Staff Director
46	Patrick	Rothwell	House Policy Cmte.	Leadership Staff
47	Josh	Saltzman	Office of Cong. Sessions	Leadership Staff
48	Dave	Schnittger	Office of the Leader	Leadership Staff
49	Nicole	Scott	Agriculture Cmte.	Committee Staff Director
50	Emily	Seidel	House Republican Conference	Leadership Staff
51	Jeff	Shockey	Appropriations Cmte.	Committee Staff Director
52	Marc	Short	House Republican Conference	Leadership Staff
53	Bob	Simmons	Armed Services Cmte.	Committee Staff Director
54	Bill	Smith	House Republican Conference	Leadership Staff
55	Kevin	Smith	Office of the Leader	Leadership Staff
56	Kingston	Smith	Veterans Affairs Cmte.	Committee Staff Director

Name		Institution	Reason for Invitation
57	Austin Smythe	Budget Cmte.	Committee Staff Director
58	Mike Sommers	Office of the Leader	Leadership Staff
59	Jo-Marie St. Martin	Office of the Leader	Leadership Staff
60	Mike Steel	Office of the Leader	Leadership Staff
61	Steve Stombres	Office of the Whip	Leadership Staff
62	Katie Strand	House Republican Conference	Leadership Staff
63	Sally Stroup	Ed & Labor Cmte.	Committee Staff Director
64	Paul Teller	Republican Study Cmte.	Committee Staff Director
65	Anne Thorsen	Office of the Leader	Leadership Staff
66	Jon Traub	Ways & Means Cmte.	Committee Staff Director
67	Todd Ungerecht	Ethics Cmte.	Committee Staff Director
68	Russ Vought	House Republican Conference	Leadership Staff
69	John Walker	House Republican Conference	Leadership Staff
70	Kristi Way	Office of Cong. Cantor	Leadership Staff
71	Seth Webb	Financial Services Cmte.	Committee Staff Director
72	Todd Young	Natural Resources Cmte.	Committee Staff Director