U.S. House of Representatives
110th Congress

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: Roy Blunt

SIGNATURE OF SUPERVISING MEMBER: Roy Blunt

DATE: 2-11-09

Version date 9/2008 by Committee on Standards of Official Conduct
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):

   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 leadership 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): x
   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.

<table>
<thead>
<tr>
<th></th>
<th>Total Transportation Expenses</th>
<th>Total Lodging Expenses</th>
<th>Total Meal Expenses</th>
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</thead>
<tbody>
<tr>
<td>For employee:</td>
<td>0 - drove own vehicle</td>
<td>$733.54 for combined lodging and meals package</td>
<td></td>
</tr>
<tr>
<td>For accompanying family member:</td>
<td></td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th></th>
<th>Other Expenses (dollar amount)</th>
<th>Specific Nature of Expenses (e.g., taxi, parking, registration fee, etc.)</th>
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<tbody>
<tr>
<td>For employee:</td>
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<td>For accompanying family member:</td>
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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

Jo Bonner
Ranking Republican Member

ZLJB:slo
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


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-night’s 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: ☒

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 - $610.20 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:**

<table>
<thead>
<tr>
<th></th>
<th>Total Transportation Expenses per Participant</th>
<th>Total Lodging Expenses per Participant</th>
<th>Total Meal Expenses per Participant</th>
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</thead>
<tbody>
<tr>
<td>actual amounts</td>
<td></td>
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<tr>
<td>good faith estimates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For each Member, Officer, or employee</td>
<td>78.16</td>
<td>$610.20 lodging and meals</td>
<td></td>
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<tr>
<td>For each accompanying family member</td>
<td>379.16</td>
<td>$387.70 lodging and meals</td>
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<table>
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<th>Other Expenses (dollar amount)</th>
<th>Identify Specific Nature of &quot;Other&quot; Expenses (e.g., taxi, parking, registration fee, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Officer, or employee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For each accompanying family member</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: [Signature]

Name and title: Mark Strand, President

Organization: The Congressional Institute

Address: 1001 N. Fairfax Street, STE 410, Alexandria, VA 22314

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) 225-7143 (phone)
(202) 225-7392 (general fax)

Version date 8/2009 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

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Friday, January 30, 2009

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

Madison Room
Facebook 101
Rich Thau & Aaron 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
Georgian
Dr. Frederick Kagan, American Enterprise Institute
Dr. Kimberly Kagan, The Institute for the Study of War

Healthcare
Blue Ridge
Regina E. Herzlinger, Harvard Business School

Suburban Agenda
Piedmont
Hon. Mark Kirk

Entitlements
Empire
Dr. Stuart Butler, The Heritage Foundation

Middle East
Appalachian
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
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

Congressional Institute
Agenda
Congress of Tomorrow 2009
January 29-31, 2009
The Homestead
<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
<th>Reason for Invitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andy</td>
<td>House Policy Cmte.</td>
<td>Leadership Staff</td>
</tr>
<tr>
<td>Brendan</td>
<td>House Republican Conference</td>
<td>Leadership Staff</td>
</tr>
<tr>
<td>Neil</td>
<td>Office of the Whip</td>
<td>Leadership Staff</td>
</tr>
<tr>
<td>Larry</td>
<td>Oversight &amp; Govt Reform Cmte.</td>
<td>Committee Staff Director</td>
</tr>
<tr>
<td>Jeff</td>
<td>Office of the Whip</td>
<td>Leadership Staff</td>
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<tr>
<td>Ed</td>
<td>Office of the Leader</td>
<td>Leadership Staff</td>
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<tr>
<td>David</td>
<td>Energy &amp; Commerce Cmte.</td>
<td>Committee Staff Director</td>
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<tr>
<td>Joe</td>
<td>House Policy Cmte.</td>
<td>Leadership Staff</td>
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<td>Rob</td>
<td>Office of the Whip</td>
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<tr>
<td>Jim</td>
<td>Transportation &amp; Infrastructure</td>
<td>Committee Staff Director</td>
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<td>Father Dan</td>
<td>Coughlin</td>
<td>Chaplain</td>
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<tr>
<td>Jeremy</td>
<td>House Republican Conference Vice</td>
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<tr>
<td>Kate</td>
<td>Tuesday Group</td>
<td>Committee Staff Director</td>
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<td>Bill</td>
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<td>Antonio</td>
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<tr>
<td>Kevin</td>
<td>Small Business Cmte.</td>
<td>Committee Staff Director</td>
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<td>Chris</td>
<td>Natural Resources Cmte.</td>
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<td>Brian</td>
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<td>Leslee</td>
<td>Science &amp; Technology Cmte.</td>
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<td>Ramiro</td>
<td>Office of the Attending Physician</td>
<td>Doctor</td>
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<td>Rules Cmte.</td>
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<td>Mick</td>
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<td>Larry</td>
<td>Financial Services Cmte.</td>
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</tr>
<tr>
<td>James</td>
<td>Intelligence Cmte.</td>
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<tr>
<td>Name</td>
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<td>Will</td>
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<td>Kingston</td>
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Committee Staff Director
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<tr>
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<tr>
<td>57</td>
<td>Austin Smythe</td>
<td>Budget Cmte.</td>
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<tr>
<td>58</td>
<td>Mike Sommers</td>
<td>Office of the Leader</td>
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<tr>
<td>59</td>
<td>Jo-Marie St. Martin</td>
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<td>60</td>
<td>Mike Steel</td>
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<td>61</td>
<td>Steve Stombres</td>
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<td>62</td>
<td>Katie Strand</td>
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<tr>
<td>63</td>
<td>Sally Stroup</td>
<td>Ed &amp; Labor Cmte.</td>
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<td>64</td>
<td>Paul Teller</td>
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<td>Anne Thorsen</td>
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<td>Jon Traub</td>
<td>Ways &amp; Means Cmte.</td>
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<td>67</td>
<td>Todd Ungerecht</td>
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<td>Russ Vought</td>
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<td>John Walker</td>
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<td>Kristi Way</td>
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<td>71</td>
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<td>72</td>
<td>Todd Young</td>
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