U.S. House of Representatives
Committee on Ethics

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 3, you must complete this form and file it with the Clerk of the House, B-106 Cannon House Office Building, 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: Ryan Steyer

2. a. Name of accompanying relative: ____________
   b. Relationship to Traveler: Spouse □ Child □ Other (specify): ____________ or None □

3. a. Dates of departure and return: Departure: 9/13/14 Return: 9/14/14
   b. Dates at personal expense (if any): ____________ or None □


5. Sponsor(s) (who paid for the trip): Partnership for a Secure America

6. Describe meetings and events attended: Speeches and meetings with foreign policy and defense experts, Crisis simulation exercise,

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 Grantmaking or Non-Grantmaking Sponsor Forms;
   c. □ page 2 of the completed Traveler Form submitted by the employee; and
e. □ 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 that statement is true by checking box): □
   b. If not, explain: ____________

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

SIGNATURE OF TRAVELER: ____________ DATE: 9-26-14

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure 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: Marcy Kaptur DATE: 9-26-14

SIGNATURE OF SUPERVISING MEMBER: ____________

Version date 2/2013 by Committee on Ethics
U.S. House of Representatives  
Committee on Ethics  

SPONSOR POST-TRAVEL DISCLOSURE FORM  

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 for the trip): Partnership for a Secure America  

2. Travel Destination(s):  

3. Date of Departure: 9/13/14  
   Date of Return: 9/14/14  

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 response to Question 4:  

<table>
<thead>
<tr>
<th>Traveler</th>
<th>Total Transportation Expenses</th>
<th>Total Lodging Expenses</th>
<th>Total Meal Expenses</th>
<th>Other Expenses (dollar amount per item and description)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30</td>
<td>90</td>
<td>92 (2 days)</td>
<td>157.84 (conference services over 2 days)</td>
</tr>
<tr>
<td>Accompanying Relative</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:  

   Name: Nathan Sermonis  
   Title: Deputy Executive Director  
   Organization: Partnership for a Secure America  

   I am an officer of the above-named organization (signify statement is true by checking box): ✓  

   Address: 1775 K St. NW, Suite 400  
   Washington, DC 20006  
   Telephone number: 202-293-8580  
   Email Address: sermonis@psaonline.org  

   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.  

Version date 2/2013 by Committee on Ethics
U.S. House of Representatives  
Committee on Ethics  
TRAVELER FORM

1. Name of Traveler: Ryan Steyer

2. Sponsor(s) (who will be paying for the trip): Partnership for a Secure America, Carnegie Corporation

3. Travel destination(s): Airlie Conference Center, Warrenton, VA

4. a. Date of departure: 9/13/2014  Date of return: 9/14/2014
   b. Will you be extending the trip at your personal expense?  □ Yes  □ No
      If yes, dates at personal expense:

5. a. Will you be accompanied by a relative at the sponsor's expense?  □ Yes  □ No
   b. If yes:
      (1) Name of accompanying relative:
      (2) Relationship to traveler: □ Spouse  □ Child  □ Other (specify):
      (3) Accompanying relative is at least 18 years of age:  □ Yes  □ No

6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)?  □ Yes  □ No
   b. If yes, explain why the second night of lodging is warranted:

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms:  □ Yes  □ No
   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.
   Job Title: Senior Legislative Assistant
   Reason for Trip: Hear from experts in defense and foreign policy fields and participate in simulations

9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip?  □ Yes  □ No

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.

Date: 8/18/14  
Signature of Employing Member
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 Web site (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):
   
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 here): ☑

3. Check only one. I represent that:
   a. the primary trip sponsor has not accepted any other source funds intended directly or indirectly to finance any part of the trip ☑
   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 ☑
   c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of the trip and has enclosed disclosure forms from each of those entities ☑

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).

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

6. Date of departure: __________ Date of return: __________

7. a. City of departure: __________________ b. Destination(s): __________________ c. City of return: __________________

8. I represent that I 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: ☑
   b. The sponsor of the trip does not permit or employ a registered federal lobbyist or foreign agent: ☑
   c. The sponsor or employer or returns 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 one of the following:
   a. I checked b. 1 or (b) above: ☑
   b. I checked 8c above but am offering any lodging: ☐
   c. I checked 8c above and am offering lodging and meals for one night: ☑
   d. I checked 8c above and am offering lodging and meals for two nights: ☑
   If “d” is checked, explain why the second night of lodging is warranted
10. Attached is a detailed agenda of the activities the House members will be participating in during the travel (i.e., an hourly description of planned activities for trip logistics) (indicate agenda is attached by checking box): ☑

11. Check one:
   a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signifies that the statement is true for checking box): ☑
   b. N/A - 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 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 inmate(s) (signifies 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: ☑
   b. The trip involves events that are arranged specifically with regard to congressional participation: ☑
      1) Detail the costs per person of meals (approximate cost may be provided): $46

2) Provide reason for selecting the location of the event or trip: This location is close to allow travel for participants and guests.

16. Name, nightly cost, and reason for selecting each host or other lodging facility:
   Hotel name: Extric Center ☑ City Washington, D.C. Per night: $90
   Reason(s) for selecting: 
   Hotel name: ☐ City ☐ Per night: ☐
   Reason(s) for selecting: 
   Hotel name: ☐ City ☐ Per night: ☐
   Reason(s) for selecting: ☐
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 if the statement is true by checking box) $\checkmark$

**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 Meals Expenses per Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Officer, or employee</td>
<td>$35</td>
<td>$90</td>
<td>$92 (over 2 days)</td>
</tr>
<tr>
<td>For each accompanying relative</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Other Expenses (Other amount per item)</th>
<th>Identify Specific Nature of &quot;Other&quot; Expenses (e.g., taxi, airfare, registration fee, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Officer, or employee</td>
<td>$91</td>
<td>Continen Serv ci</td>
</tr>
<tr>
<td>For each accompanying relative</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

19. Check one:
   a. I certify that I am an officer of the organization listed below $\checkmark$
   b. NA - sponsor is an individual or a U.S. institution of higher education. 

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip $\checkmark$

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

   Signature: ____________________________

   Name: Nathan Sermon’s
   Title: Deputy Executive Director
   Organization: Partnership for a Secure America
   Address: 1725 K St., NW Suite 400, Washington, D.C. 20006
   Telephone number: 202-293-2580
   Email address: nsermon@psausa.org

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

Committee on Ethics
U.S. House of Representatives
100 Longworth House Office Building
Washington, D.C. 20515
(202) 225-1793 (phone)
(202) 225-7392 (general fax)

*Version date: 2/26/13 by Committee on Ethics*
U.S. House of Representatives
Committee on Ethics

GRANTMAKING TRIP SPONSOR FORM

This form should be completed by a public charity or private foundation (both as defined under section 501(c)(3) of the Internal Revenue Code) that provides a grant of funds to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. Provide a copy of your completed form to the primary sponsor of the trip.

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. I certify that (name of your organization): [Name here] has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service. [ ] Yes [ ] No

2. Name of Primary Trip Sponsor: [Name here]

3. I certify that my organization (complete a or b):
   a. [ ] Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. or
   b. [ ] Has had a direct role in the organizing, planning, or conducting of a trip to
      (destination) [Name here] on (date) [Date here] that is being organized or arranged by the above-named Primary Trip Sponsor.

4. Check one:
   a. [ ] My organization does not employ or retain a registered federal lobbyist or foreign agent or
   b. [ ] My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was de minimis under the travel regulations.

5. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. [ ]

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

Signature: [Signature here]

Name: [Name here] Title: [Title here]
Organization: [Organization here]
Address: [Address here] Telephone number: [Phone number here]
Email: [Email here]

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

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

Version date 6/2013 by Committee on Ethics
Mr. Ryan Steyer  
Office of the Honorable Marcy Kaptur  
2186 Rayburn House Office Building  
Washington, DC 20515  

Dear Mr. Steyer:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Warrenton, Virginia, scheduled for September 13 to 14, 2014, sponsored by the Partnership for a Secure America, with financial support from the Carnegie Corporation.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) 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.

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

Sincerely,

K. Michael Conaway  
Chairman

Linda T. Sánchez  
Ranking Member

KMC/LTS:tn
Congressional Partnership Program Retreat Summer 2014

Saturday, September 13th

1:30 pm
Depart from Union Station, Washington, DC

3:00 – 4:00 pm
Arrive at Airlie Conference Center & Check-in

4:00 – 5:00 pm
Material Review and Preparation

5:00 – 5:30 pm
Opening Remarks and Review of Agenda:
Andrew Semmel, PSA

5:30 – 7:00 pm
Airlie House – Meadow Room
Topic: Bipartisanship in Foreign Policy and National Security

7:00 – 7:30 pm
Smoke House
Pre-Dinner Reception
Informal conversations with guest speakers

7:30 – 9:00 pm
Smoke House
Keynote Dinner

9:00 – 10:00 pm
Smoke House
After-Dinner Reception
Informal conversations with guest speakers
Congressional Partnership Program Retreat Summer 2014

Sunday, September 14th

* Fellows will separate into two different groups today following first morning speaker.*

8:00 – 9:00 am
Airlie House – Dining Room
Breakfast

9:00 – 12:00 pm
*Group A*
Airlie House – Meadow Room
National Security Council Simulation

9:00 – 10:30 pm
*Group B*
Airlie House – Studio
**Topic:** Regional Security Focus 1

10:30 – 12:00 pm
*Group B*
Airlie House – Studio
**Topic:** Regional Security Focus 2

12:00 – 1:00 pm
Airlie House – Dining Room
Lunch

1:00 – 2:00 pm
Informal conversations with guest speakers

2:00 – 5:00 pm
*Group B*
Airlie House – Meadow Room
National Security Council Simulation

2:00 – 3:30 pm
*Group A*
Airlie House – Studio
**Topic:** Regional Security Focus 1

3:30 – 5:00 pm
*Group A*
Airlie House – Studio
**Topic:** Regional Security Focus 2

5:00 – 5:30 pm
Airlie House – Meadow Room
Wrap-up and Departure from Airlie
Congressional Partnership Program Summer 2014
House Participants

Teresa Acuna
Representative Gloria Negrete McLeod (D – CA)

Travis Adkins
Representative Karen Bass (D-CA)

Jason Attermann
Representative Ted Deutch (D – FL)

Joske Bautista
House Foreign Affairs Committee, Subcommittee on the Western Hemisphere (Majority)

McKenzie Schell Clark
Representative Shelley Moore Capito (R – WV)

Piper Crowell
Representative Jared Huffman (D – CA)

Katherina Dimenstein
Representative David Schweikert (R – AZ)

Jason Frye
Representative Michelle Bachmann (R – MN)

Cole Ginther
Representative Kerry Bentivolio (R – MI)

Alexander Gray
Representative J. Randy Forbes (R-VA)

Scott Hinkle
Representative Juan Vargas (D-CA)

Keith Howard
Representative Beto O’Rourke (R-TX)

Randy Kutz
Representative Trent Franks (R – AZ)

Ryan Propis
Representative Ted Yoho (R – FL)

Cornelius Queen
Representative Chris Van Hollen (D – MD)

Jacquelynn Ripke
House Appropriations Committee, Surveys and Investigations (Majority)

Ashley Rose
Representative Blake Farenthold (R – TX)

Ryan Steyer
Representative Marcy Kaptur (D – OH)

Mac Tolar
House Select Committee on Benghazi (Majority)