

Original  Amendment

U.S. House of Representatives  
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

2017 JAN 23 PM 4: 25

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

OFFICE OF THE CLERK  
U.S. HOUSE OF REPRESENTATIVES

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 5, you must complete this form and file it with the Clerk of the House, 135 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: Jason Larrabee
2. a. Name of accompanying relative: \_\_\_\_\_ *or* None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates of departure and return: Departure: 1/8/2017 Return: 1/9/2017  
 b. Dates at personal expense (if any): \_\_\_\_\_ *or* None
4. Departure city: BWI Destination: FLL Return city: BWI
5. Sponsor(s) (who paid for the trip): National Railroad Maintenance & Construction Assoc.
6. Describe meetings and events attended: general session presentations on freight rail, passenger rail and transit capital spending plans & staff panel discussion 115th Congress transportation polices
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*
  - 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 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: 1/19/2017

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:  DATE: 1/20/17

SIGNATURE OF SUPERVISING MEMBER: \_\_\_\_\_



**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 on 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): National Railroad Construction & Maintenance Association (NRC)

2. Travel Destination(s): Boca Raton, FL

3. Date of Departure: 1/8/2017 Date of Return: 1/9/2017

4. Name(s) of Traveler(s): Jason Larrabee

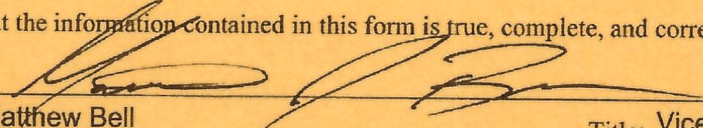
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)

5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	Flight & Rental Car & Parking = \$558.17	\$220	N/A	N/A
Accompanying Relative	N/A	N/A	N/A	N/A

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: Matthew Bell

Title: Vice President of Operations & Events

Organization: National Railroad Construction & Maintenance Association (NRC)

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

Address: 410 First Street SE, Suite 200

Washington, DC 20003

Telephone number: 202-715-1264

Email Address: mbell@nrcma.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.



U.S. House of Representatives  
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Jason Larrabee
2. Sponsor(s) (who will be paying for the trip): National Railroad Construction and Maintenance Association (NRC)
3. Travel destination(s): Boca Raton, FL
4. a. Date of departure Jan. 7 Date of return: Jan. 9  
b. Will you be extending the trip at your personal expense?  Yes  No  
If yes, dates at personal expense: Jan. 7
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.  
As Chief of Staff to Rep. Denham, who oversees railroads as chairman, it will allow me to be further educated on industry issues and interact with a wide array of stakeholders
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

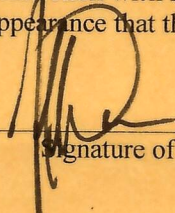
10. **FOR STAFF TRAVELERS:**

**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: 12/6/16

  
\_\_\_\_\_  
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): \_\_\_\_\_  
National Railroad Construction and Maintenance Association (NRC)
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 attached sheet
5. Is travel being offered to an accompanying relative of the House invitee(s)?  Yes  No
6. Date of departure: January 8, 2017 Date of return: January 9, 2017
7. a. City of departure: Washington, DC  
b. Destination(s): Boca Raton, FL  
c. City of return: Washington, DC
8. 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.
9. Check one of the following:
  - a. I checked 8(a) or (b) above:
  - b. I checked 8(c) above but am not offering any lodging:
  - 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 "d" is checked, explain why the second night of lodging is warranted: \_\_\_\_\_



10. Attached is a detailed agenda of the activities the 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 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 (signify that the statement is true by checking box):  **or**
- 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 and/or conducting the trip:
- The NRC is a trade association that represents rail construction and maintenance contractors and is interested in rail-related policy and legislation that will be considered in the 115th Congress.
- The NRC organizes the conference.
- 
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 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:
- 1) Detail the cost per day of meals (approximate cost may be provided): \_\_\_\_\_
- \_\_\_\_\_
- 2) Provide 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: Boca Raton Resort & Club City: Boca Raton Cost per night: \$220/night
- Reason(s) for selecting: Location of industry conference
- 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 box):

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input type="checkbox"/> good faith estimates	Total <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
For each Member, Officer, or employee	Flight = ~\$350	Hotel = ~\$220	Meals = ~\$100
For each accompanying relative			

	<i>Other</i> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	~\$110	Ground transportation to/from airport
For each accompanying relative		

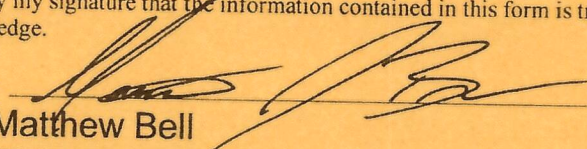
**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

19. Check one:

- a. I certify that I am an officer of the organization listed below.  *or*  
 b. N/A – 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.

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: Matthew Bell

Title: Vice President of Operations

Organization: NRC

Address: 500 New Jersey Ave, NW, Suite 400, Washington, DC 20001

Telephone number: 202-715-1264

Email address: mbell@nrcma.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  
 1015 Longworth House Office Building  
 Washington, DC 20515  
 (202) 225-7103 (phone)  
 (202) 225-7392 (general fax)



Charles W. Dent, Pennsylvania  
*Chairman*  
Linda T. Sánchez, California  
*Ranking Member*

Patrick Meehan, Pennsylvania  
Trey Gowdy, South Carolina  
Susan W. Brooks, Indiana  
Kenny Marchant, Texas

Michael E. Capuano, Massachusetts  
Yvette D. Clarke, New York  
Ted Deutch, Florida  
John B. Larson, Connecticut



ONE HUNDRED FOURTEENTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON ETHICS

December 19, 2016

Thomas A. Rust  
*Staff Director and Chief Counsel*

Joanne White  
*Administrative Staff Director*

Clifford C. Stoddard, Jr.  
*Counsel to the Chairman*

Daniel J. Taylor  
*Counsel to the Ranking Member*

1015 Longworth House Office Building  
Washington, D.C. 20515-6328  
Telephone: (202) 225-7103  
Facsimile: (202) 225-7392

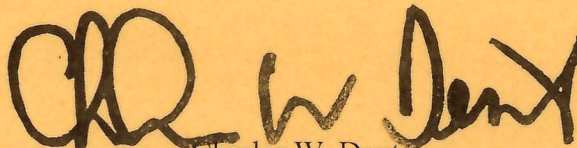
Mr. Jason G. Larrabee  
Office of the Honorable Jeff Denham  
1730 Longworth House Office Building  
Washington, DC 20515


Dear Mr. Larrabee:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Boca Raton, Florida, scheduled for January 7 to 9, 2017, sponsored by the National Railroad Construction and Maintenance Association. We remind you that, because the trip sponsor employs a federal lobbyist, you may participate in officially-connected activity on one calendar day only. We note that this trip includes one day at your personal expense and that you will pay for your return transportation.

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 are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$375 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.

  
Charles W. Dent  
Chairman

*Sincerely,*  
  
Linda T. Sánchez  
Ranking Member

CWD/LTS:jls



## Agenda for Congressional Staff Invitees to 2017 NRC Conference

### Sunday, January 8, 2017

- Participants arrive at FLL or PBI.

### Monday, January 9, 2017

- **7:30am – 8:05am:** Attend NRC Conference General Session presentations re 2015 freight rail, passenger rail, and rail transit capital spending and investment plans
- **8:05am – 8:50am:** Participate in railroad government affairs and Congressional staff panel on “Transportation Legislation and Policy Priorities in the 115th Congress and Beyond” (*NRC understand that some panelists may need to leave following this panel.*)
- **8:50am – 1:20pm:** Attend NRC Conference General Session presentations re: freight rail, passenger rail, and rail transit capital spending plans.
- **1:30pm-2:30pm:** Lunch Discussion: Transportation Legislation and Policy Priorities in the 115th Congress and Beyond
- Participants depart FLL or PBI



House staff invitees to NRC 2017 Conference:

Mr. Jason Larrabee

Official: Rep. Jeff Denham (R-CA 10th)

Title: Chief of Staff

Email: [REDACTED]

Explanation of why the individual was invited: Mr. Larrabee is the CoS to Congressman Jenn Denham who serves as the Chairman of the Railroads, Pipelines, and Hazardous Materials Subcommittee. This is an invitation to a rail conference. The NRC Conference is a good opportunity for Mr. Larrabee to become more versed in rail issues pertinent to Rep. Denham's position as Chairman on the Rail Subcommittee.

Mr. Bret Manley

Official: Rep. Jeff Denham (R-CA 10th)

Title: Legislative Director

Email: [REDACTED]

Explanation of why the individual was invited: Mr. Manley is the Legislative Director to Congressman Jenn Denham who serves as the Chairman of the Railroads, Pipelines, and Hazardous Materials Subcommittee. This is an invitation to a rail conference. The NRC Conference is a good opportunity for Mr. Manley to become more versed in rail issues pertinent to Rep. Denham's position as Chairman on the Rail Subcommittee.

Cheryle Tucker

Committee: House Transportation, Housing and Urban Development, and Related Agencies Subcommittee

Title: Professional Staff Member, Majority

Email: [REDACTED]

Explanation of why the individual was invited: Ms. Tucker serves as staff to the Transportation, Housing and Urban Development, and Related Agencies Subcommittee. This is an invitation to a rail conference. The NRC Conference is a good opportunity for Ms. Tucker to become more versed in transportation issues pertinent to her position as staff on the THUD Subcommittee.

Ms. Joe Carlile

Committee: House Transportation, Housing and Urban Development, and Related Agencies Subcommittee

Title: Staff Assistant, Minority

Email: [REDACTED]

Explanation of why the individual was invited: Mr. Carlile serves as staff to the Transportation, Housing and Urban Development, and Related Agencies Subcommittee. This is an invitation to a rail conference. The NRC Conference is a good opportunity for Mr. Carlile to become more versed in transportation issues pertinent to his position as staff on the THUD Subcommittee.

Ms. Andrea Niethold

Official: Rep. Lou Barletta (R-PA 11th)

Title: Chief of Staff

Email: [REDACTED]

Explanation of why the individual was invited: Ms. Niethold serves as the Chief of Staff for Rep. Barletta who serves on the T&I Committee and Railroads, Pipelines, and Hazardous Materials Subcommittee. This is an invitation to a rail conference. The NRC Conference is a good opportunity for



Ms. Niethold to become more versed in transportation issues pertinent to her position as staff to a member on T&I and the Rail Subcommittee.

Ms. Kathy Dedrick

Committee: House Transportation and Infrastructure

Title: Staff Director, Minority

Email: [REDACTED]

Explanation of why the individual was invited: Ms. Dedrick is the minority staff director for the House Transportation and Infrastructure Committee. This is an invitation to a rail conference. The NRC Conference is a good opportunity for Ms. Dedrick to become more versed in transportation issues pertinent to her position as staff on the House Transportation and Infrastructure Committee.

Mr. David Skillman

Official: Rep. Earl Blumenauer (D-OR 3rd)

Title: Deputy Chief of Staff

Email: [REDACTED]

Explanation of why the individual was invited: Mr. Skillman is the Deputy CoS for Rep. Blumenauer whose district has a number of railroad and rail contractors and suppliers. This is an invitation to a rail conference. The NRC Conference is a good opportunity for Mr. Skillman to become more versed in rail issues pertinent to Rep. Blumenauer's constituency.

Mr. Jack Ruddy

Official: Rep. Sam Graves (R-MO 6th)

Title: Legislative Director

Email: j [REDACTED]

Explanation of why the individual was invited: Mr. Ruddy is the Legislative Director for Rep. Graves who serves on the Transportation and Infrastructure Committee and whose district has a number of railroad and rail contractors and suppliers. This is an invitation to a rail conference. The NRC Conference is a good opportunity for Mr. Ruddy to become more versed in transportation issues pertinent to Rep. Grave's constituency and committee assignment.

Mr. Paul Sass

Official: Rep. Sam Graves (R-MO 6th)

Title: Chief of Staff

Email: [REDACTED]

Explanation of why the individual was invited: Mr. Sass is the Chief of Staff for Rep. Graves whose district has a number of railroad and rail contractors and suppliers and serves on the Transportation and Infrastructure Committee. This is an invitation to a rail conference. The NRC Conference is a good opportunity for Mr. Sass to become more versed in transportation issues pertinent to Rep. Grave's constituency and committee assignment.

Ms. Lisette Morton

Official: Rep. Jerrold Nadler (D-NY 10th)

Title: Legislative Director

Email: [REDACTED]@house.gov

Explanation of why the individual was invited: Ms. Morton is the Legislative Director for Rep. Nadler who serves on the Transportation and Infrastructure Committee. This is an invitation to a rail conference. The



NRC Conference is a good opportunity for Ms. Morton to become more versed in transportation issues pertinent to Rep. Nadler's committee assignment.

Mr. Fred Miller

Committee: House Railroads, Pipelines, and Hazardous Materials Subcommittee

Title: Staff Director, Majority

Email: [REDACTED]

Explanation of why the individual was invited: Mr. Miller serves as staff to the House Railroads, Pipelines, and Hazardous Materials Subcommittee. This is an invitation to a rail conference. The NRC Conference is a good opportunity for Mr. Miller to become more versed in transportation issues pertinent his position as staff on the Railroads, Pipelines, and Hazardous Materials Subcommittee.

Ms. Jennifer Homendy

Committee: House Railroads, Pipelines, and Hazardous Materials Subcommittee

Title: Professional Staff, Minority

Email: [REDACTED]

Explanation of why the individual was invited: Ms. Homendy as staff to the House Railroads, Pipelines, and Hazardous Materials Subcommittee. This is an invitation to a rail conference. The NRC Conference is a good opportunity for Ms. Homendy to become more versed in transportation issues pertinent hers position as staff on the Railroads, Pipelines, and Hazardous Materials Subcommittee.

Mr. Geoff Gosselin

Committee: House Highways and Transit Subcommittee

Title: Professional Staff, Majority

Email: [REDACTED]

Explanation of why the individual was invited: Mr. Gosselin serves as staff to the House Highways and Transit Subcommittee. This is an invitation to a rail conference. The NRC Conference is a good opportunity for Mr. Gosselin to become more versed in transportation issues pertinent his position as staff on the House Highways and Transit Subcommittee.

Ms. Caryn Moore Lund

Committee: House Highways and Transit Subcommittee

Title: Professional Staff, Majority

Email: [REDACTED]

Explanation of why the individual was invited: Ms. Lund serves as staff to the House Highways and Transit Subcommittee. This is an invitation to a rail conference. The NRC Conference is a good opportunity for Ms. Lund to become more versed in transportation issues pertinent her position as staff on the House Highways and Transit Subcommittee.



Larrabee, Jason

**From:** Travel Requests  
**Sent:** Friday, January 06, 2017 4:46 PM  
**To:** Larrabee, Jason  
**Subject:** RE: Ethics Approval Letter - Boca Raton, Nat'l RR, Larrabee

Hi Jason,

No problem.

Just be sure when you file your post-travel paperwork after the trip that fill in the proper date information on question #3 and mark that you did not take any days at personal expense (3b).

Here's a link to the employee post-travel form for future reference after you return from the trip:

<http://ethics.house.gov/sites/ethics.house.gov/files/documents/Post-Travel%20Disclosure%20-%20Empl%20-%202015.pdf>

Have a good weekend!

**Adam Wambold**

Committee on Ethics  
U.S. House of Representatives  
(202) 225-7103

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**From:** Larrabee, Jason  
**Sent:** Friday, January 06, 2017 3:20 PM  
**To:** Travel Requests  
**Cc:** Smith, Tonia; Larrabee, Jason  
**Subject:** RE: Ethics Approval Letter - Boca Raton, Nat'l RR, Larrabee

To Whom it may concern:

This email is to notify the committee on ethics of a change in plans for my travel to the National Railroad Construction and Maintenance Association conference in Boca Raton, FL. I will no longer be arriving in Florida on January 7, 2017 and instead am arriving on January 8, 2017, and therefore are not stating an extra day at my personal expense. I have notified the trip sponsor and am now notifying the committee on ethics per committee guidelines.

Please let me know if additional details are needed for the change in travel.

Regards,

Jason

**Jason Larrabee**  
**Chief of Staff**  
**Rep. Jeff Denham (CA-10)**  
**(202) 225-4540 - office**  
**(530) 570-1620 - cell**

Please sign up for Rep Denham's e-newsletter at <http://denham.house.gov/contact-me/newsletter>

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**From:** Travel Requests  
**Sent:** Wednesday, January 04, 2017 3:34 PM  
**To:** Larrabee, Jason <[REDACTED]>  
**Cc:** Smith, Tonia <[REDACTED]>  
**Subject:** Ethics Approval Letter - Boca Raton, Nat'l RR, Larrabee

Hello Jason:



This email is to confirm that the Committee on Ethics has approved your request to accept privately sponsored, officially connected travel from the National Railroad Construction and Maintenance Association for a trip to Boca Raton, FL, beginning on January 7, 2017. A scanned copy of the approval letter is attached to this email, and the original will be sent to you via interoffice mail. If your plans change and you do not actually accept this trip, please let us know at your earliest convenience.

Please remember to retain a copy of the attached letter to turn in to the Clerk's Office in Cannon 135, within 15 days of return, along with the rest of the post-travel disclosure forms (which are available on our website). If you have any questions, please contact the Committee's Office of Advice and Education nonpartisan staff attorney who handled your request. They are copied on this email and can also be reached by phone at (202) 225-7103.

Thank you,

**Adam Wambold**  
Senior Staff Assistant  
Committee on Ethics  
U.S. House of Representatives  
(202) 225-7103