

U.S. House of Representatives
Committee on Ethics

2017 APR -4 PM 4:32 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 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: Roy Schulteis
2. a. Name of accompanying relative: _____ or None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: 3/23/17 Return: 3/25/17
 b. Dates at personal expense (if any): _____ or None
4. Departure city: Washington DC Destination: North Springs, Va Return city: Washington D.C.
5. Sponsor(s) (who paid for the trip): Congressional Institute
6. Describe meetings and events attended: Informational sessions to assist chief of staffs to be better at their jobs.
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: [Signature] DATE: 3/30/17

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: Carlos Gurbelo DATE: 3/30/17

SIGNATURE OF SUPERVISING MEMBER: [Signature]

**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): Congressional Institute

2. Travel Destination(s): Hot Springs, VA

3. Date of Departure: March 23, 2017 Date of Return: March 25, 2017

4. Name(s) of Traveler(s): See attached list

(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	\$0.00	\$198.93	\$127.50	\$20 Parking & \$398 Room Rental
Accompanying Relative				

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: Mark Strand Title: President

Organization: Congressional Institute

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

Address: 1700 Diagonal Rpad #730
Alexandria, VA 22314

Telephone number: 703-837-8812

Email Address: strand@conginst.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: Roy Schulthers
2. Sponsor(s) (who will be paying for the trip): The Congressional Institute
3. Travel destination(s): The Omni Homestead, Hot Springs, Va
4. a. Date of departure 3/23 Date of return: 3/25
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.
As the Chief of Staff for a U.S. Congressman
it is valuable to attend this retreat and apply
the information I learn to help our office better serve the
community.
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

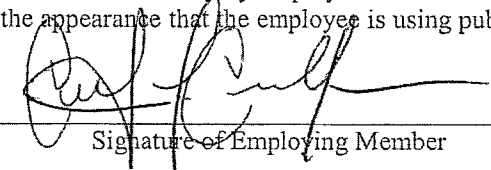
10. FOR STAFF TRAVELERS:

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: 2/16/17



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): The Congressional Institute

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 invitation list

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

6. Date of departure: March 23, 2017 Date of return: March 25, 2017

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

See attached statement

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): _____
Thursday \$37, Friday \$74.50, Saturday \$16

2) Provide reason for selecting the location of the event or trip:
Relative proximity to Washington, DC and capability to handle a large event

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel name: Omni Homestead City: HotSpringVA Cost per night: \$91 + tax

Reason(s) for selecting: Proximity to DC, availability, and facility size

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 checked="" 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	\$0	\$182 + tax	\$127.50
For each accompanying relative	\$0	\$0	\$127.50

	<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	\$20 & \$398	parking & room rental *addendum attach
For each accompanying relative	\$398	room rental *addendum attached

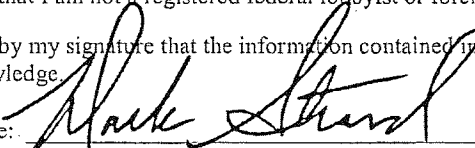
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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: Mark Strand
 Title: President
 Organization: Congressional Institute
 Address: 1700 Diagonal Road #730
 Telephone number: 703-837-8812
 Email address: strand@conginst.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)

Susan W. Brooks, Indiana
Chairwoman
Theodore E. Deutch, Florida
Ranking Member

Patrick Meehan, Pennsylvania
Trey Gowdy, South Carolina
Kenny Marchant, Texas
Leonard Lance, New Jersey

Yvette D. Clarke, New York
Jared Polis, Colorado
Anthony Brown, Maryland
Steve Cohen, Tennessee



ONE HUNDRED FIFTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

March 17, 2017

Thomas A. Rust
Staff Director and Chief Counsel

Donna Herbert
Director of Administration

Sheria A. Clarke
Counsel to the Chairwoman

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. Roy M. Schultheis
Office of the Honorable Carlos Curbelo
1404 Longworth House Office Building
Washington, DC 20515

Dear Mr. Schultheis:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Hot Springs, Virginia, scheduled for March 23 to 25, 2017, sponsored by the Congressional Institute.

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 \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

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

Sincerely,

Susan W. Brooks
Chairwoman

Theodore E. Deutch
Ranking Member

SWB/TED:wfs



Chiefs of Staff Retreat
March 23-25, 2017

Thursday, March 23, 2017

10:30 AM	Bus Departs Signups are requested in advance; if you did not sign up, please email rsvp@conginst.org to be added to the list if there are seats available.	Rayburn Horseshoe
2:30 PM	Check-In	Garden Room
3:00 PM	Welcome Mark Strand, Congressional Institute	
3:05 PM	An Ethics Primer for People Living in the Goldfish Bowl Jan Baran, Wiley Rein LLP Rob Walker, Wiley Rein LLP Elliot Berke, Berke Farah LLP	
4:30 PM	Tax Reform, Economic Growth and Trade Scott Hodge, Tax Foundation Gordon Gray, American Action Forum Curtis Dubay, American Bankers Association Martin Feldstein, Harvard University	
6:30 PM	Reception & Dinner Welcome: Chairman Bob Goodlatte After ISIS is Destroyed, What Next for the Middle East? Israeli Ambassador to the United States Ron Dermer	
TBD	Late Bus Departs Bus will depart 30 minutes after Healthcare vote. Signups are requested in advance; if you did not sign up, please email rsvp@conginst.org to be added to the list if there are seats available.	Rayburn Horseshoe

****All invitees are subject to change****

Friday, March 24, 2017

8:00 AM	Breakfast
9:00 AM	Accessing Leadership to Advance Your Boss' Legislative Agenda Moderator: Mark Strand Andy Speth, Office of the Speaker Barrett Karr, Office of the House Majority Leader Brett Horton, Office of the House Majority Whip Jeremy Deutsch, House Republican Conference
10:30 AM	The Effective Congressional Office Manager Mark Horstman, Manager Tools
12:15 PM	Lunch: The Responsibility of Being the Leadership Party in Congress Arthur Brooks, American Enterprise Institute
2:00 PM	Working with the White House Dan Meyer, Former Head of the White House Office of Legislative Affairs Marc Short, Current Director of the White House Office of Legislative Affairs Mike Sommers, Former Chief of Staff to the Speaker of the House
3:00 PM	Best Practices in the Latest Technologies: Tele-Townhall Meetings, Facebook Live & Twitter Analytics Stephen Patterson, Broadnet Don Seymour, Facebook Nick Schaper, Echelon Insights
4:00 PM	Reforming Congress Moderator: Mark Strand Hugh Halpern, Office of the Speaker Kevin Kosar, Legislative Branch Capacity Working Group Betsy Wright, Democracy Fund Dave Winston, Winston Group Myra Miller, Winston Group Mike Johnson, OB-C Group & former Chief of Staff to House Republican Leader
5:00 PM	The Success of this Congress will be Measured in Jobs Created David Winston, The Winston Group Myra Miller, The Winston Group
6:30 PM	Reception & Dinner Moneyball of Leadership: Predictors of High Performance Charlie Kim, Co-CEO, Next Jump Megan Messenger, Co-CEO, Next Jump

****All invitees are subject to change****

Saturday, March 25, 2017

7:30 AM

Breakfast

9:00 AM

Handling Demonstrations and Cyber Infiltrations

Major Linus Barloon II (ret.), Dir. SSA Office Cyber Security
Hon. Paul D. Irving, House Sergeant at Arms
Moon Yousif Sulfab, Office of the Senate Majority Leader
Reynold Schweickhardt, House Administration Committee
Algirde Pipikaite, CyberSponse

10:30 AM

Learning from Each Other – Best Practices Exchange

Moderator: Mark Strand

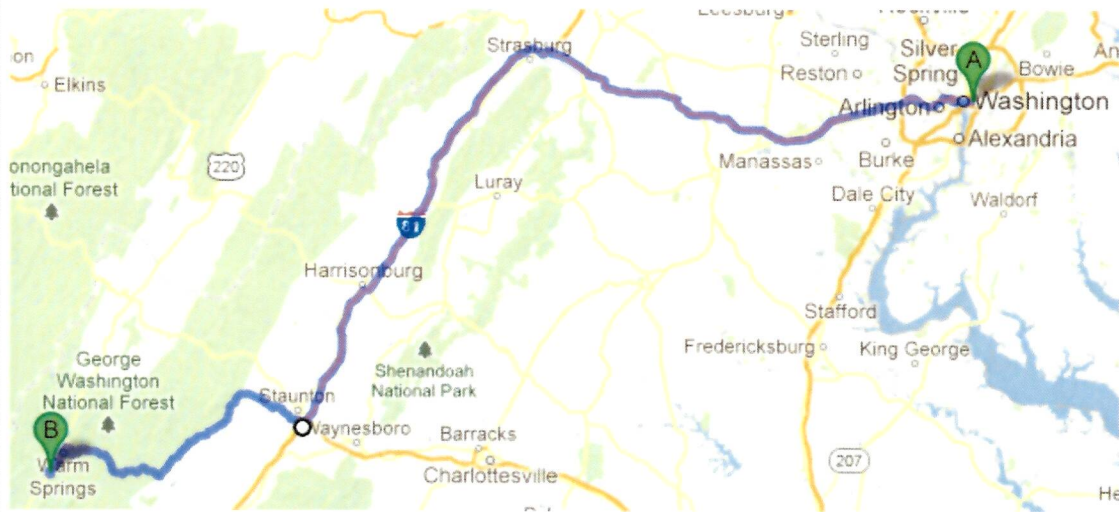
12:00 PM

End of Retreat

Bus Departs from Hotel Front Entrance

All invitees are subject to change

Driving Directions From Washington, DC



From Washington, D.C. - 215 miles
3 hours, 45 minutes driving time

I-66 west to I-81 south
I-81 south to exit #220
Exit #220 will put you on Route 262 north
Route 262 to Route 254 west (Parkersburg Pike exit)
Route 254 becomes Route 42 south
Route 42 becomes Route 39 west
Route 39 to U.S. 220 south
U.S. 220 to The Homestead

Parking

Self-parking and valet parking are included in the room rate.

The Homestead

7696 Sam Snead Highway
Hot Springs, VA 24445
Phone: 1-800-838-1766



CONFIRMATION & FINAL DETAILS

Chiefs of Staff Retreat
March 23-25, 2017

The Omni Homestead, Hot Springs, Virginia

Below are important details on transportation, registration and communication. Please read!

Healthcare Vote on Thursday

The program will continue as scheduled for Thursday understanding that some congressional staff will be unable to leave the Hill until the healthcare vote concludes. As a result, we have added an evening bus so that these staff members will be able to participate starting Friday morning.

Bus Transportation (Congressional Staff Only):

If you signed up to ride the morning bus, it will depart at **10:30 AM sharp**. You are responsible for carrying your own luggage and placing it under the bus. Upon arrival at the hotel, there may be little or no time for you to go to your room before the first session. We recommend storing your luggage in the back of the Grand Ballroom until there is a break in the program.

If you signed up to take the late bus, it will depart **30 minutes following the healthcare vote** on Thursday evening. You are responsible for carrying your own luggage and placing it under the bus.

If you would like to take one of the buses, but have not signed up, please contact the Institute by reply email or at 703-837-8812.

Guests Driving to The Omni Homestead:

Estimated Drive Time: 3 hours and 45 minutes (without traffic)

Total Mileage: 215 miles

Driving directions are included in our confirmation packet, which you may [download](#). Valet and self-parking is included in the room rate.

Arrival and Check-in:

Please check in at the hotel's front desk. **The retreat will start at 3:00 PM.** If you arrive earlier and your room is available, you will be able to check in. Otherwise, you may store your luggage in the back of the Grand Ballroom. Credit card imprints will be taken from all participants for incidental expenses and activities.

Checkout:

Checkout is 11:00 AM on Saturday. **Please check out before attending the first session on Saturday.** For your convenience, luggage may be stored in the back of the Grand Ballroom. The bus will depart at noon when the program concludes.

Nametag Pickup and Final Agenda:

You may pick up your nametag and final agenda at the Congressional Institute registration desk located in the Garden Room. **Your nametag must be worn to all retreat events.**

Ethics Reminder (House Staff Only):

On the post-travel form, you must certify that you participated in each of the activities on our agenda or explain your absence. A draft agenda is included in the [Confirmation Packet](#) download. Please plan on attending all sessions.

Contact Information:

If your family or colleagues need to reach you, they may call your room through The Omni Homestead at 800-838-1766. Guest rooms have voicemail, so they may leave you a message.

Staff from the Congressional Institute can be reached at 703-837-8812.

Attire:

For your planning purposes, dress will be business casual.

Spouses:

Spouses are invited to participate in all working sessions if they wish. Any costs associated with non-retreat activities are at your own expense.

Children:

Children may eat with their parents at the group meals. Forms will be available at the retreat to specify which meals your child attended. Please submit payment to the Congressional Institute post-event based on actual attendance.

The Omni Homestead KidsClub offers day and night programs for children 3 to 12. A full program description and cost schedule can be found here: <https://www.omnihotels.com/hotels/homestead-virginia/things-to-do/resort-activities/kids-club>

You **must contact The Omni Homestead** in advance if you would like your children (ages 3-12) to attend the KidsClub (540-839-3860) or arrange for babysitting (540-839-7956) for children 3 years old and younger.

Press:

Our meetings are closed to the press. Since we do not have exclusive use of the property, it is possible, but not likely, that members of the press corps will be at the hotel.

Meeting Materials:

Download our [Confirmation Packet](#) to view the agenda and driving directions.

If you have any questions, please call us at 703-837-8812 or email rsvp@conginst.org.