

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

2017 MAY -2 PM 4: 46

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: John Maniscalco
2. a. Name of accompanying relative: _____ *or* None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: April 20, 2017 Return: April 21, 2017
 b. Dates at personal expense (if any): _____ *or* None
4. Departure city: Washington, DC Destination: St. Michaels, MD Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): The Heritage Foundation
6. Describe meetings and events attended: Panel discussions with policy scholars and role playing game intended to convey the importance of strategy.
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: 5/1/17

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: Ron DeSantis DATE: 5/1/17

SIGNATURE OF SUPERVISING MEMBER: [Signature]

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**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): The Heritage Foundation

2. Travel Destination(s): St. Michaels, MD

3. Date of Departure: April 20th Date of Return: April 21st

4. Name(s) of Traveler(s): *see attached*

(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	\$45	\$120	\$127.30	\$8 - notebook/\$1 pen
Accompanying Relative	\$0	\$0	\$0	\$0

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: *Kimberly Wallner*

Name: Kimberly Wallner Title: Vice President, Policy Outreach and Services

Organization: The Heritage Foundation

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

Address: 214 Massachusetts Ave. NE
Washington, DC 20002

Telephone number: 202-548-6820

Email Address: kimberly.wallner@heritage.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: John Maniscalco
2. Sponsor(s) (who will be paying for the trip): The Heritage Foundation
3. Travel destination(s): St. Michaels, MD
4. a. Date of departure 04/20/2017 Date of return: 04/21/2017
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 an LD, this trip will provide me with an advanced understanding of the US government and strengthen my ability to advise my boss relating to his work on the Judiciary Committee.
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: 3/20/17



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 Heritage Foundation
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):
Please reference attached invitation list.

5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: Thursday, April 20 2017 Date of return: Friday, April 21 2017
7. a. City of departure: Washington, DC
b. Destination(s): St. Michaels, MD
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 Heritage Foundation (Heritage) is a research and educational institution whose mission is to formulate and promote conservative public policies based on the principles of free enterprise, limited government, individual freedom, traditional American values, and a strong national defense.

The Heritage Foundation has planned and will host this event. Per our mission statement above, Heritage will host this event to provide a forum to discuss the public policy issues that face the 115th Congress. Through this forum, Heritage will educate on how congressional staff could consider and approach these issues.

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: \$78 (lunch, coffee/refreshments, dinner) Friday: \$50 (continental breakfast, boxed lunch, coffee/refreshments)

2) Provide reason for selecting the location of the event or trip: _____

Heritage limited the search for an appropriate venue for our program within a two-hour drive of Washington, DC

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

Hotel name: Inn at Perry Cabin City: St. Michaels, MD Cost per night: \$120

Reason(s) for selecting: Venue that was secluded from Washington, DC, within 2hrs, & provided the necessary meeting space.

Hotel name: _____ City: _____ Cost per night: _____

Reason(s) for selecting: _____

Hotel name: _____ City: _____ Cost per night: _____

Reason(s) for selecting: _____

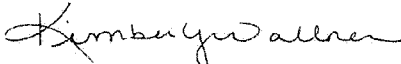
17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box):
18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<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	\$80	\$120	\$128
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	\$50	Pens, notebook, books on subject matter
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: Kimberly Wallner

Title: Vice President, Policy Outreach and Services

Organization: The Heritage Foundation

Address: 214 Massachusetts Aveune, NE Washington, DC 20002

Telephone number: (202) 548-6820

Email address: kimberly.wallner@heritage.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)

Version date 4/2013 by Committee on Ethics

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

April 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. John Maniscalco
Office of the Honorable Ron DeSantis
1524 Longworth House Office Building
Washington, DC 20515

Dear Mr. Maniscalco:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to St. Michaels, Maryland, scheduled for April 20 to 21, 2017, sponsored by the Heritage Foundation.

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.

Susan W. Brooks
Chairwoman

Sincerely,

Theodore E. Deutch
Ranking Member

SWB/TED:re



The Feulner-Weyrich Fellowship Retreat

Thursday, April 20 – Friday, April 21, 2017
The Inn at Perry Cabin | St. Michaels, Maryland

THURSDAY, APRIL 20, 2017

9:00 a.m. Attendees arrive and board bus *The Heritage Foundation*
9:30 a.m. Bus departs to the Inn at Perry Cabin
11:00 a.m. Bus arrives at the Inn at Perry Cabin

11:00 – 12:00 p.m. **REGISTRATION**
Attendees check-in to overnight rooms

12:00 – 1:15 p.m. **WORKING LUNCHEON**

THE POWER OF THE PRESIDENCY: IMPLICATIONS FOR THE 45TH PRESIDENCY

David Azerrad

*Director, B. Kenneth Simon Center for Principles and
Politics and AWC Family Foundation Fellow,
Institute for Constitutional Government,
The Heritage Foundation*

1:15 – 1:30 p.m. **BREAK**

1:30 – 3:00 p.m. **SESSION I**

WHAT'S NEXT?

*An examination of the Congressional agenda, and the various issues
both chambers of the legislature will face this year.*

Tommy Binion

*Director, Policy Outreach,
The Heritage Foundation*

WHAT SHOULD BE NEXT?

A provocative discussion about what is missing from the Congressional debate.

Group Discussion

WHAT CAN COME NEXT?

*A situational briefing on the procedural posture of the Senate and House
as it relates to the conservative agenda.*

Rachel Bovard
*Director, Policy Services,
The Heritage Foundation*

3:00 – 3:15 p.m. **BREAK**

3:15 – 4:15 p.m. **SESSION II**

**THE DANGERS AND OPPORTUNITIES LURKING IN THE BUREAUCRACY.
IS THERE A DEEP STATE?**

Hans von Spakovsky
*Manager, Election Law Reform Initiative and Senior Legal Fellow,
The Heritage Foundation*

4:15 – 4:30 p.m. **BREAK**

4:30 – 6:00 p.m. **SESSION III**

POLICY EXAMINATION OF TOPICS TO BE COVERED IN THE 115TH CONGRESS

Justin Bogie
*Senior Policy Analyst in Fiscal Affairs,
The Heritage Foundation*

Nicolas Loris
*Herbert and Joyce Morgan Research Fellow in
Energy and Environmental Policy,
The Heritage Foundation*

Norbert Michel
*Senior Research Fellow, Financial Regulations and
Monetary Policy,
The Heritage Foundation*

Dakota Wood
*Senior Research Fellow, Defense Programs,
The Heritage Foundation*

6:00 – 7:00 p.m. **BREAK**

7:00 – 8:30 p.m. **DINNER KEYNOTE**

PROCESS AND POLICY CONCERNS FOR THE 115TH CONGRESS

Steve Deace
Host, Conservative Review

FRIDAY, APRIL 21, 2017

8:30 a.m. *Attendees leave room keys and luggage at the Heritage luggage check*

8:30 – 9:30 a.m. **BREAKFAST BUFFET OPEN**

9:30 – 10:00 a.m. **GROUP EXERCISE PREPARATION**

GROUP EXERCISE BREAKOUTS

Participants will be broken into teams where they will prepare to engage in an exercise that reflects a real life legislative scenario where individuals will play the roles of active lawmakers on a given topic.

10:00 – 10:15 a.m. **BREAK – FELLOWS BREAK OUT IN TEAMS**

10:15 – 11:45 a.m. **SESSION III**

GROUP EXERCISE

Groups will consist of participants assigned to represent the House of Representatives, the Senate and the White House. Each group will stage a mock negotiation with the other two groups. Ultimately, all three groups will have to come to consensus in the context of a legislative scenario that reflects real life pressures and incentives.

12:00 – 12:15 p.m. **RETREAT CONCLUDES - CLOSING REMARKS**

Tommy Binion

*Director, Policy Outreach,
The Heritage Foundation*

12:15 p.m. *Attendees board the bus with their luggage and boxed lunches*

2:00 p.m. *Bus arrives at The Heritage Foundation*



The Feulner and Weyrich Fellowship Retreat

Thursday, April 20 – Friday, April 21, 2017
The Inn at Perry Cabin | St. Michaels, Maryland

HOUSE ATTENDEE LIST

About the List:

The following individuals were extended an invitation to the Feulner and Weyrich Fellowship and retreat due to their interest in conservative policy.

House			
Katherine	Duveneck	Representative David Schweikert	Research Director
Hugh	Fike	Representative Dave Brat	Policy and External Relations Advisor
John	Maniscalco	Representative Ron DeSantis	Legislative Director
Brandt	Anderson	Representative Jim Banks	Legislative Director
Alyssa	Farah	House Freedom Caucus	Communications Director
Kate	Laborde	Representative Andy Biggs	Legislative Director