

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

2017 JUN 15 AM 10:44

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: Mary Christina Riley
2. a. Name of accompanying relative: _____ *or* None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: May 31, 2017 Return: June 1, 2017
 b. Dates at personal expense (if any): _____ *or* None
4. Departure city: Washington, DC Destination: Stevensville, MD Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): Postsecondary National Policy Institute (PNPI)
6. Describe meetings and events attended: Attended a seminar on federal student aid. See attached agenda for more information.
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: Mary Christina Riley DATE: 6/15/2017

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: Rep. Drew Ferguson DATE: 6/15/2017

SIGNATURE OF SUPERVISING MEMBER: A. Drew Ferguson IV

**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): Postsecondary National Policy Institute (PNPI)

2. Travel Destination(s): Stevensville, MD

3. Date of Departure: May 31, 2017 Date of Return: June 1, 2017

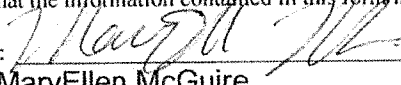
4. Name(s) of Traveler(s): Mary Christina Riley
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)

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	\$117	\$91	\$49 Facilities usage and room rental fee.
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: MaryEllen McGuire Title: President
 Organization: Postsecondary National Policy Institute (PNPI)

I am an officer of the above-named organization (signify statement is true by checking box):
 Address: 718 7th Street NW, Floor 2
Washington, DC 20001
 Telephone number: 202-841-7359
 Email Address: mcguire@pnpi.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: Mary Christina Riley
2. Sponsor(s) (who will be paying for the trip): Postsecondary National Policy Institute (PNPI)
3. Travel destination(s): Stevensville, MD
4. a. Date of departure May 31, 2017 Date of return: June 1, 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.
Senior Legislative Assistant to Rep. Drew Ferguson
and staffs the member on his position on the House
Education and Workforce 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: 5/1/2017

A. Drew Ferguson IV
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): _____
Postsecondary National Policy Institute (PNPI) _____
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: _____
The Bill and Melinda Gates Foundation and The Lumina Foundation _____
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.

5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: May 31, 2017 Date of return: June 1, 2017
7. a. City of departure: Washington, DC
b. Destination(s): Stevensville, 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:
See attached.

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:
N/A

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): _____
We estimate \$53 on the first day and \$38 on the second day.

2) Provide reason for selecting the location of the event or trip: _____
Kent Manor is located approximately 60 minutes east of DC providing
convenient access for congressional staff. In addition to meeting space,
this location offers on-site accommodations.

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

Hotel name: Kent Manor City: Stevensville, MD Cost per night: \$117

Reason(s) for selecting: The facility provides both meeting space and overnight lodging on-site.

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	\$48.36	\$117	\$91
For each accompanying relative	N/A	N/A	N/A

	<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	\$49	Facilities usage and room rental fee.
For each accompanying relative	N/A	N/A

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: MaryEllen McGuire

Title: President

Organization: Postsecondary National Policy Institute (PNPI)

Address: 718 7th Street NW, Floor 2, Washington, DC 20001

Telephone number: 202-841-7359

Email address: mcguire@pnpi.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

May 18, 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

Ms. Mary Christina Riley
Office of the Honorable A. Drew Ferguson, IV
1032 Longworth House Office Building
Washington, DC 20515

Dear Ms. Riley:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Stevensville, Maryland, scheduled for May 31 to June 1, 2017, sponsored by the Postsecondary National Policy Institute, with financial support from the Bill and Melinda Gates Foundation and the Lumina 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.

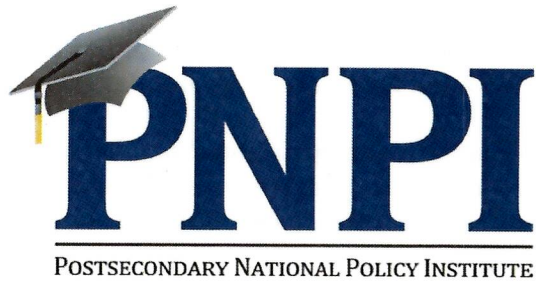
If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Susan W. Brooks
Chairwoman

Theodore E. Deutch
Ranking Member

SWB/TED:re



Federal Student Aid Boot Camp

Wednesday, May 31 - Thursday, June 1

Kent Manor Inn
Stevensville, MD

SEMINAR GOALS

- Increase participants' understanding of how federal student aid programs work, whom they serve and the impact they have on access and completion;
- Provide participants with an understanding of how the Free Application for Federal Student Aid (FAFSA) works and the impact of simplification;
- Gain insight from former federal policymakers on why particular student loan policies were passed and the extent to which these policies reached their intended full potential;
- Deepen participants' understanding of student loan borrowing patterns and student loan debt;
- Increase participants' understanding of federal student aid repayment programs; and,
- Deepen participants' understanding of the role loan servicers play in the federal Direct Loan system and their work as it relates to regular in school, repayment and pre-default servicing.

AGENDA

Wednesday, May 31

10:00AM **Arrive at Kent Manor Inn**

10:15AM-11:30AM **Welcome & The Pell Grant**

Speakers: *MaryEllen McGuire, President, Postsecondary National Policy Institute (PNPI)*
 Ben Miller, Senior Director for Postsecondary Education, Center for American Progress (CAP)

Questions for Discussion:

- *What is the Pell Grant and how is the program structured?*
- *What are the current characteristics of Pell Grant recipients?*
- *What impact have Pell Grants had on access and completion?*
- *What changes to Pell over the past 10 years have had the most impact?*

11:30AM-11:45AM **Break**

11:45AM-1:00PM

Federal Student Loans & Campus Based Aid

Speaker: *Matt Soldner, Principal Researcher, American Institutes for Research (AIR)*

Questions for Discussion:

- *What are the different federal loan programs and how do they work?*
- *What are the eligibility requirements for the federal loan programs?*
- *What types of students take out student loans (demographic, financial and attendance profile)?*
- *What is campus-based aid? How is campus-based aid paid for?*
- *Who is eligible for campus-based aid (institutions/students) and how is it allocated?*
- *What do we know about the impact of federal student aid on student access, completion and retention?*
- *To what extent do impacts differ based on a student's demographic, financial and attendance profile (FT/PT)?*

1:00PM-2:00PM

Working Lunch with Experts

- *Lunch will provide an opportunity for staff to ask our federal student aid panelists additional questions in a smaller group setting.*

2:00PM-3:15PM

Applying for Financial Aid: FAFSA & The EFC

Speaker: *Sandy Baum, Senior Fellow, Urban Institute*

Questions for Discussion:

- *What is the FAFSA? Why was it created? How does it work?*
- *How is EFC calculated?*
- *How has FAFSA been simplified over the last few years? Could the FAFSA be further simplified?*

3:15PM-3:30PM

Break

3:30PM-5:00PM

Film Viewing "Looking Back to Move Forward: A History of Federal Student Aid" & Panel Discussion with Former Federal Policymakers

Film: In this short documentary, former policy makers and education researchers provide insight into the evolution of federal student aid through their first-hand experiences with the policy making process.

Speakers: *Gabriella Gomez, Deputy Director of Postsecondary Policy and Advocacy, the Bill & Melinda Gates Foundation and Former House Committee on Education and the Workforce staffer*

James Bergeron, President, National Council of Higher Education Resources (NCHER) and Former House Committee on Education and the Workforce staffer

Beth Buehlmann, Vice President of Public Policy and Government Affairs, Council of Graduate Schools and Former Senate Health, Education, Labor and Pensions (HELP) Committee staffer

Questions for Discussion:

- *What reflections can you share with the group regarding your role in the creation or expansion of the federal student loan programs?*
- *From your perspective, did the policies passed during your tenure reach their intended or full potential? Why or why not?*
- *What did your involvement on the Hill teach you about federal higher education policy?*

5:00PM-5:30PM **Break & Check-In**

5:30PM-7:00PM **Dinner & Day One Wrap-Up/Day Two Preview**

Facilitators: *MaryEllen McGuire, President, PNPI*
Jared Bass, Federal Director, PNPI

Over dinner, PNPI staff will provide an overview of what was covered during the first day of the seminar and determine if participating Congressional staff have any outstanding questions on federal student aid. PNPI staff will also provide a preview of the panels for the second day of programming, with an emphasis on exploring what staff know, don't know, and would like to know about student debt and federal student loan repayment.

Thursday, June 1

8:00AM-9:00AM **Breakfast & Check-out**

9:00AM-10:30AM **Welcome Back & Debt Primer**

Speaker: *Matt Chingos, Senior Fellow, Urban Institute*

Questions for Discussion:

- *How much are students and families borrowing to attend college? How has this changed over time?*
- *Who is borrowing and what institutions are they attending?*
- *What do we know about private student loan borrowing and credit card debt?*
- *How does an individual's economic background, college major, type of institution, amount borrowed and post-graduation income impact their likelihood of repayment or default?*
- *What do we know about student loan delinquency? What types of borrowers are delinquent on student loans?*
- *Why has student debt increased over the last two decades?*

10:30AM-10:40AM **Break**

10:40AM-12:00PM **Federal Repayment Programs**

Speaker: *Alex Holt, Independent Consultant*

Questions for Discussion:

- *What are the current federal repayment plans?*
- *What is the frequency with which the various plans are used (percentage and number of borrowers)?*
- *What are the characteristics of the borrowers under each plan (including level of debt)?*
- *What are the strengths and weaknesses of each repayment plan?*
- *What is deferment and forbearance? Do borrowers understand these options?*
- *How well do borrowers understand the repayment plans available to them? How are they likely to learn about them?*

12:00PM-1:00PM **Working Lunch with Experts**

- *Lunch will provide an opportunity for staff to ask our federal student aid panelists additional questions in a smaller group setting.*

1:00PM-1:10PM **Break**

1:10PM-2:25PM

Loan Servicing

Speaker: *Colleen Campbell, Associate Director for Postsecondary Education, Center for American Progress (CAP)*

Questions for Discussion:

- *What is federal student loan servicing?*
- *Who are the current federal student loan servicers under the Direct Loan (DL) program and how were they selected? What is the scope of their work?*
- *What are the current roles/responsibilities of the DL servicers (i.e., regular in school and repayment servicing, pre-default servicing)?*
- *How does the U.S. Department of Education (ED) assign DLs to servicers?*
- *What performance metrics does ED use to evaluate the DL servicers? What is performance-based compensation?*
- *What are the interactions between DL servicers and financial aid departments at institutions of higher education?*

2:25PM-2:35PM

Break

2:35PM-3:30PM

Wrap Up & Adjourn

- *What have you learned about federal student aid policy that surprised you?*
- *What further questions do you have regarding federal student aid?*
- *What more would you like to learn?*