

Original Amendment

LEGISLATIVE RESOURCE CENTER

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U.S. House of Representatives
Committee on Ethics

MEMBER / OFFICER POST-TRAVEL DISCLOSURE FORM

U.S. HOUSE OF REPRESENTATIVES

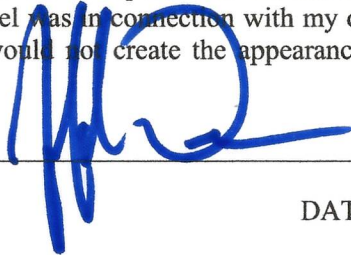
This form is for disclosing the receipt of travel expenses from a private source for travel taken in connection with a Member or officer's official duties. This form does not eliminate the need to report privately-funded travel on the Member or officer's annual Financial Disclosure Statement. In accordance with House Rule 25, clause 5, you must **complete this form and file it with the Clerk of the House, B-106 Cannon House Office Building, within 15 days after travel is completed.** Please do not file this form with the Committee on Ethics.

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

1. Name of Traveler: 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: July 21 Return: July 23
 b. Dates at personal expense: _____ or None
4. Departure city: WDC Destination: PHL Return city: WDC
5. Sponsor(s) (who paid for the trip): Republican Main Street Partnership
6. Describe meetings and events attended (attach additional pages if necessary): opening reception daily policy briefings and evening reception, breakfast reception and policy briefings
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 Member or officer; *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 sponsor's agenda. (*Signify that statement is true by checking box*):
 b. If not, explain: _____

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge. I have determined that all of the expenses on the attached Sponsor Post-Travel Disclosure Form were necessary and that the travel was in connection with my duties as a Member or officer of the U.S. House of Representatives and would not create the appearance that I am using public office for private gain.

SIGNATURE OF MEMBER: _____



DATE: 7/28/2017

**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): Republican Main Street Partnership

2. Travel Destination(s): Philadelphia

3. Date of Departure: 7/21/17 Date of Return: 7/23/17

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	151.94	304.00	212.00	
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: Sarah Chamberlain Title: President

Organization: Republican main Street Partnership

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

Address: 325 7th Street NW Suite 610

Washington DC 20004

Telephone number: 202 393 4359

Email Address: sharon@rmsp.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): Republican Main Street Partnership
3. Travel destination(s): Philadelphia, PA
4. a. Date of departure July 21 Date of return: July 23
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 *6/29/17*
b. If yes:
(1) Name of accompanying relative: ~~Jill Larrabee~~
(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, the policy retreat will allow for discussion and analysis of policies directly impacting the constituents of Rep. Denham. I will also have a speaking role at the event.
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: 5/18/17



Signature of Employing Member

From RMSP - 6/23/17

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): _____
Republican Main Street Partnership
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):
Jason Larrabee is being invited as a Chief of Staff to a Member of the U.S House of Representative that is affiliated with the RMSP 501 (c) 4
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: 7/21/17 Date of return: 7/23/17
7. a. City of departure: Washington, D.C.
b. Destination(s): Philadelphia, PA
c. City of return: Washington, D.C.
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:

This event is a policy briefing summit where RMSP members will have the opportunity to collaborate

and discuss issues facing the 115th Congress

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): _____
Friday Dinner \$44 Saturday bkfst \$33 Dinner \$46 Sunday bkfst \$33 Meeting breakout svc \$28 daily

2) Provide reason for selecting the location of the event or trip: _____
Location is reasonably close in proximity to Washington DC and facility offers
sufficient meeting space for the policy summit

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

Hotel name: Ritz Carlton City: Philadelphia Cost per night: \$152 (see additions)

Reason(s) for selecting: See above

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	180	\$304	\$212 (inclusive)
For each accompanying relative	N/A	N/A	

	<i>Other</i> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (<i>e.g.</i> , taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	Audio visual \$49	
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: *Sarah Chamberlain*
 Name: Sarah Chamberlain
 Title: President
 Organization: Republican Mainstreet Partnership
 Address: 325 7th Street Nw Suite 610 Washington DC 20004
 Telephone number: 202 393 4359
 Email address: sharon@rmsp.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

Thomas A. Rust
Staff Director and Chief Counsel

Donna Herbert
Director of Administration

Megan Savage
*Chief of Staff and 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

July 14, 2017

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 Philadelphia, Pennsylvania, scheduled for July 21 to 23, 2017, sponsored by Republican Main Street Partnership.

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

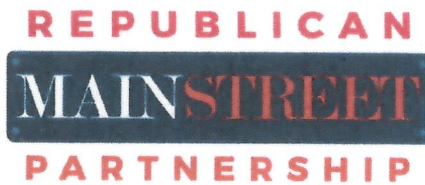
SWB/TED:smm



Attn: House Ethics Committee
From: Sharon Jackson, Manager of Events
Date: June 22, 2017
Re: Chief of Staff Policy Briefing Retreat

Please be advised, the attached list of Chief of Staff members were selected to participate in our Chief of Staff Policy Retreat based on their members affiliation with Republican Main Street and their various areas of expertise.

Every effort has been made to stay within the provide guidelines for per diem charges. Our summit averages \$152 for the hotel stay and \$77 for our audio visual needs, beverage breakout services during the meetings, which average a total of \$229 for each conference participant.



List of Attendees

Chief of Staff

Jason Galanes
David Fitz Simmons
Michael Kirlin
Brent Robertson
Mark Dreiling
Jason Larrabee
James Carstensen
Michael Hamilton
Carrie Meadows
Joan Hillebrands
Mark Ratner
Cole Rojewski
Jen Daulby
Maytee Sanz
John Sobel
Megan Savage
Lorissa Bounds
Kelli Briggs
Brent Robertson
Eric Amidon
Adam Howard
Congressman Pat Meehan

Representing

Rep. Frank LoBiondo (NJ-02)
Rep Tom Emmer (MN-06)
Rep. Pat Meehan (PA-07)
Rep. Roger Marshall (KS-1)
Rep. Don Bacon
Rep. Jeff Denham (CA-10)
Rep. David Young (IA-03)
Rep. Rep David McKinley (WV-01)
Rep. Dan Newhouse (WA-04)
Rep. Fred Upton (MI-06)
Rep. Fred Upton (MI-06)
Rep. David Valado (CA-21)
Rep. Rodney Davis (IL-13)
Rep. Ileana Ros-Lehtinen (FL-27)
Rep. Paul Cook (CA-08)
Rep. Susan Brooks (IN-05)
Rep. Greg Walden (OR-02)
Rep. Susan Brooks (IN-05)
Rep. Roger Marshall (KS-01)
Rep. Lee Zeldin (NY-01)
Rep Mike Turner (OH-10)



Congressional Chief of Staff Policy Retreat Agenda

Philadelphia, PA

July 21-23, 2017

Friday, July 21, 2017

6pm-730pm

Welcome Dinner

Sarah Chamberlain to provide retreat agenda and introductions

Saturday, July 22, 2017

8am - 9am

Continental breakfast

9am -12pm

Policy Briefings

Transportation and Infrastructure

Panelist Leaders: Kelly Bobek (volvo) David Malech (Kia) and Jason Larrabee (Denham)

Immigration

Panelist Leaders Kathleen Columbe (SHRM) Shawn Cooper (PG&E) and Maytee Sanz (Ros-Leheitein)

Appropriations

Panelist Lead Eric Steiner (Elanco) James Cartensen (Young) Cesar Gonzalez (Diaz-Balart) Eric Amidon (Zeldin) and Stephanie Rohel (ITC Holdings)

Early Education

Marc Egan (NEA) Sarah Rittling (First Five Years) and John Sobel (Cook)

12pm-1pm

Lunch on your Own

1pm-5pm

National Security/Opiod

Rep Brian Fitzpatrick, Kelli Briggs (Tiberi) and Carrie Meadows (Newhouse) Mark Waclawski (General Dynamics)

Environmental Update

Jason Galanes (Lodiondo), Davis Fitz Simmons (Emmer)

Jessica Hogle (PG&E) and Joshua Saks (NWF)

6pm-8pm

Dinner -Davis - Bacon Briefing - Labor

Mike Hamilton (McKinley) Cole Rojeswki (Valadao) David Mallino (LIUNA) and LaQuita Honeysucker (UCW) Trevor Falk (NECA)

Sunday, July 23, 2017

8am-9am

Continental Breakfast

9am-12pm

Energy and Commerce-

Debbie Marshall (Chevron) Joseph McGowan (Novartis) Nicholas Lewis (UPS), Mark Ratner (Upton) Meagan Savage (Brooks)

Ways and Means

Rep Pat Meehan, David Bradley (NCAF) Jennifer Latourette (Van Scoyoc) Amy Tenhouse (Molina) Jay Perron (AHIP)

General Forum Discussion

All Attending chiefs

1pm

Retreat concludes