

U.S. House of Representatives  
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

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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.

OFFICE OF THE CLERK  
U.S. HOUSE OF REPRESENTATIVES

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: Alexandria Vandiver
2. a. Name of accompanying relative: \_\_\_\_\_ or None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates of departure and return: Departure: 8/24/2017 Return: 8/24/2017  
 b. Dates at personal expense (if any): \_\_\_\_\_ or None
4. Departure city: DC Destination: Gottysburg Return city: DC
5. Sponsor(s) (who paid for the trip): National Park Foundation
6. Describe meetings and events attended: Visit of Gottysburg Welcome Center, briefing by NPS, tour of battlefield
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: 8/29/2017

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: Ted Poe DATE: 8/29/2017

SIGNATURE OF SUPERVISING MEMBER: [Signature]

(14)

Original  Amendment

U.S. House of Representatives  
Committee on Ethics

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. *A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.* You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

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

1. Sponsor(s) (who paid for the trip): National Park Foundation (NPF)
2. Travel Destination(s): Gettysburg National Military Park (NMP)
3. Date of Departure: 8/24/17 Date of Return: 8/24/17
4. Name(s) of Traveler(s): Please 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	\$37.84	N/A	\$11.80	N/A
Accompanying Relative	N/A	N/A	N/A	N/A

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box):

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Julie Seger  
Name: Julie Seger Title: Manager, Government Relations  
Organization: National Park Foundation

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

Address: 1110 Vermont Ave. NW, Suite 200  
Washington, DC, 20005

Telephone number: 202-796-2510

Email Address: JSEGER@nationalparks.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

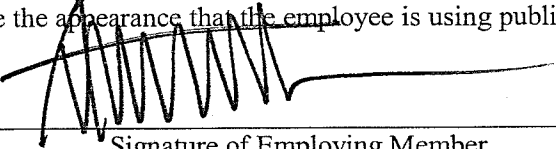
TRAVELER FORM

1. Name of Traveler: Alexandria Vandiver
2. Sponsor(s) (who will be paying for the trip):  
National Park Foundation
3. Travel destination(s): Gettysburg National Military Park
4. a. Date of departure 8/24/2017 Date of return: 8/24/2017  
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.  
Rep. Poe is chair of the Battlefield Caucus, as Legislative Correspondent, my duties include all staff responsibilities related to this caucus.
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: 7/24/2017

  
\_\_\_\_\_  
Signature of Employing Member

U.S. House of Representatives  
Committee on Ethics

TRAVELER FORM

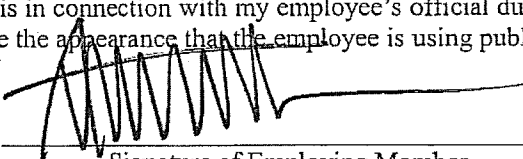
1. Name of Traveler: Alexandria Vandiver
2. Sponsor(s) (who will be paying for the trip): National Park Foundation
3. Travel destination(s): Gettysburg National Military Park
4. a. Date of departure 8/24/2017 Date of return: 8/24/2017  
b. Will you be extending the trip at your personal expense?  Yes  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.  
Rep. Poe is chair of the Battlefield Caucus, as Legislative Correspondent, my duties include all staff responsibilities related to this caucus.
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: 7/24/2017

  
\_\_\_\_\_  
Signature of Employing Member

**U.S. House of Representatives  
Committee on Ethics**

**PRIMARY TRIP SPONSOR FORM**

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form *at least 30 days before the start date of the trip*. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.**

1. Sponsor (who will be paying for the trip): \_\_\_\_\_  
National Park Foundation (NPF). \_\_\_\_\_
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: \_\_\_\_\_  
Gettysburg Foundation, Civil War Trust \_\_\_\_\_
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 see attached list. \_\_\_\_\_  
\_\_\_\_\_
5. Is travel being offered to an accompanying relative of the House invitee(s)?  Yes  No
6. Date of departure: 8/24/17 Date of return: 8/24/17
7. a. City of departure: Washington, D.C.  
b. Destination(s): Gettysburg National Military Park (NMP)  
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:

NPF's primary mission is to support the National Park Service and enrich America's national parks through private support. In addition to Gettysburg NMP being a strong example of public-private partnerships, effective park management, and valuable educational and interpretive programming, NPF has provided support for a key ongoing visitor experience improvement project at the park.

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): \_\_\_\_\_  
Approximately \$14
  - 2) Provide reason for selecting the location of the event or trip: \_\_\_\_\_  
As a unit of the National Park System, Gettysburg NMP is an illustrative example of the work of both NPS and NPF. The park is also within a day's travel from Washington, D.C.

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

Hotel name:	<u>N/A</u>	City:	<u>N/A</u>	Cost per night:	<u>N/A</u>
Reason(s) for selecting:	<u>N/A</u>				
Hotel name:	<u>N/A</u>	City:	<u>N/A</u>	Cost per night:	<u>N/A</u>
Reason(s) for selecting:	<u>N/A</u>				
Hotel name:	<u>N/A</u>	City:	<u>N/A</u>	Cost per night:	<u>N/A</u>
Reason(s) for selecting:	<u>N/A</u>				

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 Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$35	N/A	\$14
For each accompanying relative	N/A	N/A	N/A

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	N/A	N/A
For each accompanying relative	N/A	N/A

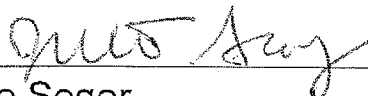
**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

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: Julie Seger  
 Title: Coordinator, Government Relations  
 Organization: National Park Foundation  
 Address: 1110 Vermont Ave. NW, Suite 200, Washington, D.C., 20005  
 Telephone number: 202-796-2510  
 Email address: jseger@nationalparks.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)

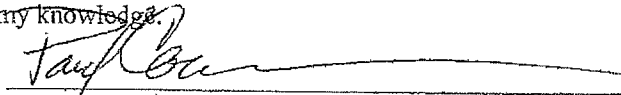
U.S. House of Representatives  
Committee on Ethics

GRANTMAKING TRIP SPONSOR FORM

This form should be completed by a public charity or private foundation (both as defined under section 501(c)(3) of the Internal Revenue Code) that provides a grant of funds to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. Provide a copy of your completed form to the primary sponsor of the trip.

**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. I certify that (name of your organization): Civil War Trust  
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service.  
 Yes  No
2. Name of Primary Trip Sponsor: National Park Foundation
3. I certify that my organization (complete a or b):  
a.  Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. *or*  
b.  Has had a direct role in the organizing, planning, or conducting of a trip to  
(destination) Gettysburg NMP on (date) August 24, 2017 that is  
being organized or arranged by the above-named Primary Trip Sponsor.
4. Check one:  
a.  My organization does not employ or retain a registered federal lobbyist or foreign agent *or*  
b.  My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
5. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.
6. 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: Paul Coussan Title: Fed. Relations Manager

Organization: Civil War Trust

Address: 1156 15th St. NW Washington, DC 20005

Telephone number: 2023671861 Email: pcoussan@civilwar.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)



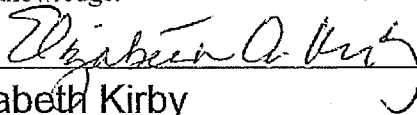
U.S. House of Representatives  
Committee on Ethics

GRANTMAKING TRIP SPONSOR FORM

This form should be completed by a public charity or private foundation (both as defined under section 501(c)(3) of the Internal Revenue Code) that provides a grant of funds to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. Provide a copy of your completed form to the primary sponsor of the trip.

**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. I certify that (name of your organization): Gettysburg Foundation  
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service.  
 Yes  No
2. Name of Primary Trip Sponsor: National Park Foundation
3. I certify that my organization (*complete a or b*):
- a.  Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. *or*
- b.  Has had a direct role in the organizing, planning, or conducting of a trip to  
(destination) Gettysburg National Military Park on (date) August 24, 2017 that is  
being organized or arranged by the above-named Primary Trip Sponsor.
4. Check one:
- a.  My organization does not employ or retain a registered federal lobbyist or foreign agent *or*
- b.  My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
5. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.
6. 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: Elizabeth Kirby Title: Chief of Membership

Organization: Gettysburg Foundation

Address: 1195 Baltimore Pike, Gettysburg PA 17325

Telephone number: 717-339-2102 Email: ekirby@gettysburgfoundation.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)

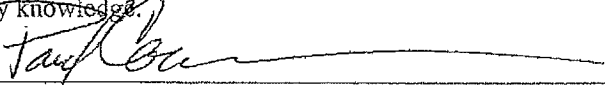
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GRANTMAKING TRIP SPONSOR FORM

This form should be completed by a public charity or private foundation (both as defined under section 501(c)(3) of the Internal Revenue Code) that provides a grant of funds to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. Provide a copy of your completed form to the primary sponsor of the trip.

**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. I certify that (name of your organization): Civil War Trust  
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service.  
 Yes  No
2. Name of Primary Trip Sponsor: National Park Foundation
3. I certify that my organization (*complete a or b*):  
a.  Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. *or*  
b.  Has had a direct role in the organizing, planning, or conducting of a trip to  
(destination) Gettysburg NMP on (date) August 24, 2017 that is  
being organized or arranged by the above-named Primary Trip Sponsor.
4. Check one:  
a.  My organization does not employ or retain a registered federal lobbyist or foreign agent *or*  
b.  My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
5. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.
6. 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: Paul Coussan Title: Fed. Relations Manager

Organization: Civil War Trust

Address: 1156 15th St. NW Washington, DC 20005

Telephone number: 2023671861 Email: pcoussan@civilwar.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 Mehan, 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

August 15, 2017

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

Ms. Alexandria Vandiver  
Office of the Honorable Ted Poe  
2132 Rayburn House Office Building  
Washington, DC 20515

Dear Ms. Vandiver:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Gettysburg National Military Park, scheduled for August 24, 2017, sponsored by the National Park Foundation, the Gettysburg Foundation, and the Civil War Trust. We remind you that, because the trip sponsor employs a federal lobbyist, you may participate in officially-connected activity on one calendar day only.

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:jl



## GETTYSBURG NATIONAL MILITARY PARK CONGRESSIONAL STAFF EDUCATIONAL TRIP

Thursday, August 24, 2017

You are cordially invited to participate in an educational trip to Gettysburg National Military Park (NMP) on **Thursday, August 24, 2017**. With support from the Civil War Trust and the Gettysburg Foundation, this trip is sponsored by the National Park Foundation (NPF), the Congressionally chartered philanthropic partner of the National Park Service (NPS).

Join us as we experience Gettysburg NMP's historical significance while learning about effective management strategies and how partners help support its hallowed grounds. Staff will receive in-depth briefings on key park projects such as General Lee's Headquarters as well as ongoing efforts to enhance visitor

experiences at Little Round Top. Staff will also learn about the park's preservation of millions of Civil War artifacts in addition to its management of Soldiers' National Cemetery. Staff will gain a deeper understanding of park management as well as effective public-private collaboration and how partners such as NPF, the Civil War Trust, and the Gettysburg Foundation support NPS in preserving Gettysburg's history.

Staff will depart from the corner of East Capitol and Second Streets NE at **8:30 a.m.** and return at approximately **4:45 p.m.** Transportation and lunch will be provided by NPF. A detailed itinerary of all trip activities is attached.

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If you are interested in attending, please contact Julie Seger at [jseger@nationalparks.org](mailto:jseger@nationalparks.org) for instructions on how to submit required documents to the U.S. House of Representatives Committee on Ethics. **Please note:**

- All participants must secure Ethics Committee approval in order to attend, and all required documents must be submitted for Ethics Committee review no later than **6:00 p.m. on Tuesday, July 25, 2017**.
- This invitation is transferable to additional staff members handling NPS issues or appropriations.

**Gettysburg National Military Park (NMP)**  
**Congressional Staff Education Visit Itinerary**  
**Thursday, August 24, 2017**

- 8:30 a.m.**                    **Departure by charter bus from Capitol Hill to Gettysburg NMP**  
**Pick Up Location:**  
*Corner of East Capitol and Second St. NE*  
*Washington, DC, 20004*
- 8:30 a.m. - 10:30 a.m.**            **In-Transit Briefing:** Julie Seger, Government Relations Coordinator, National Park Foundation, and Paul Coussan, Federal Relations Manager, Civil War Trust
- Detailed overview of each organization and its respective efforts to support the National Park Service (NPS), including specific projects at Gettysburg NMP and time for Q&A.
- 10:30 a.m.**                    **Arrival and Restroom Break at Gettysburg NMP Museum and Visitor Center**  
*1195 Baltimore Pike, Gettysburg, PA, 17325*
- 10:35 a.m. - 10:45 a.m.**            **Welcome:** Bill Justice, Gettysburg NMP Acting Superintendent, and Matt Moen, President, Gettysburg Foundation
- Introduction to Gettysburg NMP management and the role of Gettysburg Foundation.
- 10:45 a.m. – 11:30 a.m.**            **Gettysburg Museum Collections Tour:** Greg Goodell, Curator, Gettysburg NMP
- In-depth briefing on Gettysburg NMP's collections of more than one million artifacts and historic preservation efforts.
- 11:30 a.m. – 12:15 p.m.**            **Lunch:** Ford Classroom South, Gettysburg NMP Museum and Visitor Center
- Facilitated group discussion about Gettysburg Foundation's unique relationships with Aramark and Event Network to provide critical visitor services. Discussion led by Beth Kirby, Chief of Membership and Leadership, Gettysburg Foundation.
- 12:15 p.m.**                    **Guided Gettysburg Battlefield Tour:** Christopher Gwinn, Chief of Interpretation, Gettysburg NMP, and Garry Adelman, Education Director, Civil War Trust will provide staff with in-depth educational briefings during visits to the following locations:
- 12:30 p.m. – 1:00 p.m.**            **Lee's Headquarters:** Staff will be briefed on how this critical site in Gettysburg's history was recently restored by the Civil War Trust as well as the proposed minor boundary revision process to include it and six other parcels owned by the Civil War Trust and Gettysburg Foundation into the park.
- 1:00 p.m. – 1:20 p.m.**            **Barlow's Knoll:** Staff will learn about this key parcel from the first day of fighting which is in the process of being preserved as a result of coordination between Gettysburg NMP, Civil War Trust, and other local entities.
- 1:20 p.m. – 2:05 p.m.**            **Little Round Top:** Staff will experience one of Gettysburg's most heavily visited sites and receive an in-depth briefing about the park's work to address overuse and landscape degradation while enhancing visitor accommodations. Staff will also learn about the diverse funding sources for this priority project, including support from Gettysburg Foundation and the National Park Foundation.

2:05 p.m. – 2:40 p.m.

**Soldiers' National Cemetery Program:** Christopher Gwinn, Chief of Interpretation, Gettysburg NMP, will brief staff about the Cemetery's management as well as its interpretive significance as the site of Abraham Lincoln's Gettysburg Address.

- *Note: Staff will have the opportunity to use the restroom upon arrival at Soldiers' National Cemetery through the Baltimore Street gate.*

2:40 p.m. – 2:45 p.m.

**Return to Gettysburg NMP Museum and Visitor Center**

- *Note: Staff will have a final restroom opportunity before departing for Capitol Hill.*

2:45 p.m.

**Departure by charter bus from Gettysburg NMP for Capitol Hill**

4:45 p.m.

**Arrival at Capitol Hill**

***Drop Off Location:***

*Corner of East Capitol and Second St. NE  
Washington, DC, 20004*