

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM SEP -5 PM 5:43

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: Morna Miller

2. a. Name of accompanying relative: _____ or None

b. Relationship to Traveler: Spouse Child Other (specify): _____

3. a. Dates of departure and return: Departure: 08/21/17 Return: 08/22/17

b. Dates at personal expense (if any): _____ or None

4. Departure city: Washington, DC Destination: Cincinnati, OH Return city: Washington, DC

5. Sponsor(s) (who paid for the trip): Casey Family Programs

6. Describe meetings and events attended: _____
We visited direct service locations and met with state and local officials, direct service providers, and families that participated in programs intended to address the intersection of child welfare services and opioid addiction, and also attended a presentation by an addiction specialist.

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: Morna Miller DATE: 9/5/2017

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: Congressman Richard E. Neal DATE: 9/5/2017

SIGNATURE OF SUPERVISING MEMBER: _____

**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): Casey Family Programs

2. Travel Destination(s): Cincinnati, Ohio and Covington and Louisville, Kentucky

3. Date of Departure: August 21, 2017 Date of Return: August 22, 2017

4. Name(s) of Traveler(s): Anne DeCesaro, Abigail Finn and Morna Miller

(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	\$ 480.12 (\$309.12 air/\$180 bus)	\$136.00	\$93.47	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: Christine Calpin

Name: Christine Calpin Title: Managing Director

Organization: Casey Family Programs

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

Address: 1200 17th Street, NW, Suite 410
Washington, DC 20036

Telephone number: 202-728-2001

Email Address: ccalpin@casey.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: Morna Miller
2. Sponsor(s) (who will be paying for the trip): Casey Family Programs
3. Travel destination(s): Cincinnati, OH and Louisville, KY
4. a. Date of departure 08/21/17 Date of return: 08/22/17
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.
I am the staff director of the Human Resources Subcommittee, which has jurisdiction over foster care and federal funding for child welfare services, which have been affected by the opioid crisis.
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

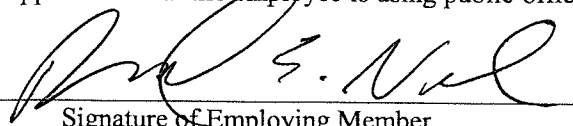
10. **FOR STAFF TRAVELERS:**

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: 7/27/17


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): _____
Casey Family Programs
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 see attached
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: August 21, 2017 Date of return: August 22, 2017
7. a. City of departure: Washington, D.C.
b. Destination(s): Cincinnati, Ohio and Covington and Louisville, Kentucky
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:

Casey Family Programs, the sole sponsor of the trip, is the nation's largest private operating

foundation focused exclusively on safely reducing the need for foster care and improving outcomes for children. This educational visit is intended to give staff a better understanding of the significant

impact the opioid epidemic is having on child welfare and the programs that are successfully serving children and families in urban, suburban, and rural areas.

13. Answer parts a and b. Answer part c if necessary:

- a. Mode of travel: Air Rail Bus Car Other (Specify: Van)
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:
A van will be chartered to move a large number of people from site location to site location.

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 \$60 per day

2) Provide reason for selecting the location of the event or trip: _____
Ohio and Kentucky are key states facing opioid addiction and child welfare issues, but the states also have evidence-based and promising practices to see and discuss.

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

Hotel name: Hotel Covington City: Covington, KY Cost per night: \$135

Reason(s) for selecting: It is located close to our meetings in Cincinnati and our working dinner and then to get to the next morning activities in Louisville. _____

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):

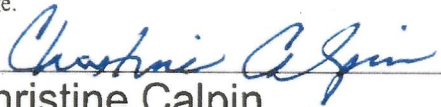
18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	<small>Flights \$275 economy - air transportation \$83-\$130</small>	\$135	\$60
For each accompanying relative			

	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		
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: Christine Calpin
 Title: Managing Director
 Organization: Casey Family Programs
 Address: 1200 17th Street, NW, Suite 410
 Telephone number: 202-728-2001
 Email address: ccalpin@casey.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



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

ONE HUNDRED FIFTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

August 15, 2017

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

Ms. Morna Miller
Committee on Ways and Means
1139E Longworth House Office Building
Washington, DC 20515

Dear Ms. Miller:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Covington, Kentucky, scheduled for August 21 to 22, 2017, sponsored by Casey Family Programs.

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

Agenda for Congressional Staff Trip to Ohio and Kentucky

A trip to learn about the impact of opioids on the child welfare systems

August 21, 2017

*Morning Flight to Cincinnati Ohio, departing approximately 9:15 am and arriving about 11 am
Van ride to Clermont County Ohio, approximately 30 minutes*

12:00 noon – 2:00 pm Clermont Court, OH site visit and working lunch with Clermont County Juvenile Judge James Shriver and County Child Welfare Director Tim Dick to discuss the role of the court addressing parents struggling with substance addiction and who have children involved with the child welfare system.

Van travel back to Cincinnati

2:30 to 4:30 pm Roundtable discussion with a range of Ohio child welfare staff and local advocates, and clients on varying perspectives of child welfare and the impact of substance addiction. (Ohio is a county administered child welfare system and there will be officials from various counties surrounding the Cincinnati area).

5:30 pm Working dinner with guest speaker and local leader to discuss the severity of the opioid epidemic in Ohio and the impact on child and families.
Speaker: Brad Lander, PhD, LICDC, Psychologist/Clinical Director, Addiction Medicine at The Ohio State University Wexner Medical Center, University Hospital East

Overnight Cincinnati at Hotel Covington, Covington, Kentucky, suburb of Cincinnati Ohio

August 22, 2017

Van ride to a Louisville Kentucky residential treatment center 1 ½ hours

10:00 am – 1:00 pm Site visit of residential treatment facility in Louisville, KY area, which includes a presentation of evidence-based KY Sobriety and Treatment Recovery Teams (START) and a working lunch where dialogue will continue.

2:00 pm to 3:30 pm

Roundtable discussion with Kentucky state and local leaders, local child welfare advocates and clients on varying perspectives of child welfare and the impact of substance addiction.
(Kentucky is a state administered child welfare system)

3:30 pm to 4:00 pm Van travel to Louisville airport

Return flight to Washington DC from Louisville, departing at approximately 6 pm and arriving approximately 7:45 pm.

House Invitees to the August 2017 Ohio/Kentucky Site Visit

Anne DeCesaro - Staff Director (Majority), Subcommittee on Human Resources, House Committee on Ways and Means (House Ways and Means Subcommittee on Human Resources has jurisdiction over child welfare programs and other programs intended to help families).

Ryan Martin - Professional Staff Member (Majority), Subcommittee on Human Resources, House Committee on Ways and Means (House Ways and Means Subcommittee on Human Resources has jurisdiction over child welfare programs and other programs intended to help families).

Morna Miller – Staff Director (Minority), Subcommittee on Human Resources, House Committee on Ways and Means. (House Ways and Means Subcommittee on Human Resources has jurisdiction over child welfare programs and other programs intended to help families).

Ted McCann – Assistant to the Speaker for Policy, House Office of the Speaker (House Speaker Paul Ryan has shown an interest in policy regarding the opioid epidemic and child welfare issues).

Wendell Primus – Senior Policy Advisor, Office of the House Minority Leader (House Minority Leader Nancy Pelosi has shown an interest in policy regarding the opioid epidemic and child welfare issues).

Josh Jackson – Legislative Director, Congressman Adrian Smith (R-NE) (Josh handles child welfare issues for the Congressman who serves as the Chairman of the House Subcommittee on Human Resources which has jurisdiction over child welfare programs and other programs intended to help families).

Jill Hunter-Williams – Deputy Chief of Staff/Legislative Director, Congressman Danny Davis (D-IL) (Jill handles child welfare issues for the Congressman who serves as the Ranking Member of the House Subcommittee on Human Resources which has jurisdiction over child welfare programs and other programs intended to help families).

Andrew Gradison – Legislative Assistant, Congressman Jason Smith (R-MO) (Andrew handles child welfare issues for the Congressman who serves on the House Subcommittee on Human Resources which has jurisdiction over child welfare programs and other programs intended to help families).

Mike Dankler – Legislative Director, Congresswoman Jackie Walorski (R-IN) (Mike handles child welfare issues for the Congresswoman who serves on the House Subcommittee on Human Resources which has jurisdiction over child welfare programs and other programs intended to help families).

Ashley Rose – Senior Policy Advisor, Congressman Carlos Curbelo (R-FL) (Ashley handles child welfare issues for the Congressman who serves on the House Subcommittee on Human Resources which has jurisdiction over child welfare programs and other programs intended to help families).

Lindsay Manson – Legislative Director, Congressman Dave Reichert (R-WA) (Lindsay handles child welfare issues for the Congressman who serves on the House Subcommittee on

Human Resources which has jurisdiction over child welfare programs and other programs intended to help families).

Logan Hoover – Legislative Assistant, Congressman Tom Reed (R-NY) (Logan handles child welfare issues for the Congressman who serves on the House Subcommittee on Human Resources which has jurisdiction over child welfare programs and other programs intended to help families).

Walker Truluck – Legislative Director, Congressman Tom Rice (R-SC)) (Walker handles child welfare issues for the Congressman who serves on the House Subcommittee on Human Resources which has jurisdiction over child welfare programs and other programs intended to help families).

Hannah Vogel-Legislative Assistant to Congressman Lloyd Doggett (D-TX), (Hannah handles child welfare issues for the Congressman who serves on the House Subcommittee on Human Resources which has jurisdiction over child welfare programs and other programs intended to help families).

Rob Nuttall, Legislative Assistant to Congresswoman Terri Sewell (D-AL), (Rob handles child welfare issues for the Congressman who serves on the House Subcommittee on Human Resources which has jurisdiction over child welfare programs and other programs intended to help families).

Dan Sahr - Legislative Assistant, Congresswoman Judy Chu (D-CA) (Dan handles child welfare issues for the Congressman who serves on the House Subcommittee on Human Resources which has jurisdiction over child welfare programs and other programs intended to help families).

Abigail Finn – Legislative Assistant, Congressman Pat Tiberi (R-OH) (Abigail handles child welfare issues for the Congressman. The Congressman is from Ohio and also serves on the House Ways and Means Committee which has jurisdiction over child welfare programs and other programs intended to help families).

Stephen Hostalley – Legislative Director, Congressman Jim Renacci (R-OH) (Stephen handles child welfare issues for the Congressman. The Congressman is from Ohio and has an interest in issues relating to the opioid epidemic and also serves on the House Ways and Means Committee which has jurisdiction over child welfare programs and other programs intended to help families).

Clifton Williams – Legislative Director, Congresswoman Marcia Fudge (D-OH). (Clifton handles child welfare issues for the Congresswoman. The Congresswoman is from Ohio and also serves on the House Education and the Workforce Subcommittee on Early Childhood, Elementary and Secondary Education, which has jurisdiction over child abuse prevention issues which are linked to an increase of children coming into child welfare due to parental substance addiction).

Jonathan Lowe – Legislative Director, Congressman Steve Chabot (R-OH). (Jonathan handles child welfare and the opioid epidemic policy issues for the Congressman. The Congressman represents the Cincinnati area).

Ron Hammond- Legislative Aide, Congressman Warren Davidson (R-OH). (Ron handles the opioid epidemic policy issues for the Congressman who is from Ohio, and is interested in the impact on child welfare).

Ryan Dierker Legislative Assistant, Congressman Brad Wenstrup (R-OH) (Ryan handles the child welfare policy issues for the Congressman who is from Ohio, and whose district includes Cincinnati.)

Katy Rowley, Legislative Assistant, Congressman John Yarmuth (D-KY) (Katy handles the child welfare policy issues for the Congressman who represents Louisville, KY).

Seana Cranston, Legislative Director, Congressman Thomas Massie (R-KY). (Seana handles child welfare and the opioid epidemic policy issues for the Congressman. The Congressman represents the Covington, KY area which is a suburb of Cincinnati, OH.)